



San Francisco Christian School

A Ministry of Calvary Baptist Church

2026–2027

Parent / Student Handbook

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Table of Contents

Introduction	5
History of San Francisco Christian School	5
Our Mission	6
Our Vision	6
Doctrinal Statement	6
Philosophy	8
Purpose	8
Goal	8
Student Goals: The HEART of SFCS	9
Admissions	11
Non-Discrimination Policy	11
Re-Enrollment	11
Application Procedures	11
Admission Procedures	11
Late Admissions Policy	12
Parent-School Communication	13
Sycamore Education	13
Parent-Teacher Conferences	13
Parent-Teacher Fellowships (PTF)	13
Visitors	14
Student Visitors	14
Financial Policies (Local Students Only)	15
Tuition Payments	15
Late Enrollment Finance Policy	15
Dishonored Payments	15
Withdrawal / Dismissal	15
Financial Policies (International Students Only)	17
Tuition Payments	17
Withdrawal / Dismissal	17
Attendance	18
Absences / Tardiness	18
Elementary Academic Absence Policy	18
MS/HS Academic Absence Policy	18
Tardiness	19
Pre-Arranged Absences	19
Behavior	20
Human Dignity (Harassment)	21

Forbidden Items	22
Staff Offices, Workspaces, and Equipment	22
Use of Office Phones	22
Student Drivers.....	22
Lockers.....	23
Conflict Management	23
Discipline Procedures	25
Elementary	25
Middle and High School.....	25
Disciplinary Probation	27
Lunch	28
Hot Lunch.....	28
Elementary Lunch.....	28
Middle and High School Lunch	28
Senior Lunch Privileges.....	29
Parties	29
Dress Code	30
General Dress Code Guidelines	30
Dress Guidelines for Non-Uniform Days	31
Dress Guidelines for Athletic Games	31
Dress Guidelines for Formal and Semi-Formal Occasions	31
Physical Education Dress Code	32
Student Services	33
Medication Administration Policy (per CA Education Code).....	33
Before and After School Care	33
Lost and Found	34
Enrichment Services	34
Academics	35
WASC/ACSI Accreditation	35
Grading Scale.....	35
Final Exams	35
Academic Warning / Probation	36
Curriculum	36
Curriculum Philosophy	36
Textbooks.....	36
Reference Material	37
Technology Equipment.....	37
Technology Policy	37
Homework.....	41

Graduation Requirements	42
Early Graduation.....	43
Class Schedule Changes	44
Physical Education	44
Sports Participation.....	44
Kindergarten Beginnings and Kindergarten Program	45
Community Service Requirements.....	45
Valedictorian – Salutatorian Requirements	46
Report Cards and Progress Reports.....	46
Summer School.....	46
Emergencies	47
School Closings	47
Student Illness / Accident	47
Arrival / Departures	48
School Hours.....	48
Student Drop Off Procedures.....	48
Early Departure.....	48
Elementary Student Departure	48
Middle and High School Student Departure	49
Student Organizations	50
Extra Curricular Activities	50
Band and Choir	50
Clubs	50
Field Trips	50
Pledges	51
Room Numbers	52

Introduction

Welcome to San Francisco Christian School. The following guidelines are intended to give direction and understanding of our general goals and standards. Not all operational policies and procedures are included within this manual. The administration reserves the right to define certain rules relating to the daily school operation and student conduct as individual needs and situations arise.

It is the responsibility of each parent and student to read and understand the handbook. Complete attention and cooperation to the described policies are expected.

History of San Francisco Christian School

In 1971, Mr. Jack McBirney returned to San Francisco after serving as a missionary to Newfoundland, Canada. His children had to attend a public school and because of obstacles they met, he was burdened about the lack of Christian education in the city of San Francisco. With a vision to see, a faith to believe, and courage to do, he founded San Francisco Christian School. It has been a means of reaching many nationalities with the Word of God, and of introducing them to Jesus Christ and His love for them.

San Francisco Christian School first opened its doors in September of 1971. Recognizing the need for a Christ-centered education, the Board prayed for ninety students—and on the very first day of school, exactly ninety enrolled! The school began with kindergarten through tenth grades, operating on Dorland Street in the educational building of First Covenant Church. The junior-senior high school was moved into the facilities of Calvary Baptist Church in the fall of 1972 when the eleventh and twelfth grades were added. The first graduating class of San Francisco Christian School was the class of 1973.

Attendance continued to increase each year thereafter. This increase necessitated the construction of our school building on Whittier Street in 1976, which was used by the junior-senior high school. The school continued to grow, and in 1982, the junior-senior high school moved to the Serramonte Del Rey campus, and the elementary school moved to the Whittier Street building. In the mid-1980's San Francisco Christian School established two different elementary extension campuses, one at Sunset Baptist Church and one at the Serramonte Del Rey campus.

In 1984, San Francisco Christian School was incorporated into the ministry of Calvary Baptist Church. In the fall of 1989, the junior-senior high school was moved to the facilities of the Calvary Baptist Church.

Calvary Baptist Church has a heart for missions and world evangelism. One of the ways the ministry is reaching to the uttermost parts of the world is through the enrollment of non-immigrant foreign students. In the fall of 1996, San Francisco Christian School was approved by the United States Immigration and Naturalization Service to issue I-20 forms allowing international students to attend. As these students are reached and trained for Jesus Christ, they can return to their families and home countries with the Gospel.

There is much for which to praise the Lord. The ministry has been blessed through the dedication of many teachers, administrators, and parents who have contributed to its growth. Many graduates have gone on to serve the Lord in various ministries and careers.

Our Mission

As a ministry of Calvary Baptist Church, San Francisco Christian School, grounded in the Truth of the Bible, equips students to embrace the Gospel, engage a Biblical worldview education, and enact a Christ-centered life.

Our Vision

San Francisco Christian School prepares students to be representatives of the Gospel in their unique callings, empowering them to impact San Francisco and the world for Christ.

Doctrinal Statement

- We believe that the Bible is the plenary, verbally inspired Word of God, that it was written by men moved by the Holy Spirit, and that it is the sole infallible authority in all matters of faith and conduct. We accept only the sixty-six books as being canonical. (2 Timothy 3:16, 17; 2 Peter 1:21)
- We believe that the Godhead eternally exists in three persons - the Father, the Son, and the Holy Spirit - and that these three are one God having in essence the same nature, attributes, and perfection, and are worthy of the same homage, confidence, and obedience. (Genesis 1:1, 26; John 1:2)
- We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Christ Jesus. (John 5:19, 20, 26; 2 Corinthians 1:3)
- We believe in Jesus Christ as the eternal and only begotten Son of God (John 3:16), conceived of the Holy Spirit (Matthew 1:20), virgin born (Isaiah 7:14), sinless in His life (1 Peter 2:22), who shed His blood for the sins of the world by His death on the cross of Calvary (Romans 5:8; Isaiah 53:10; Acts 20:28; Colossians 1:20; Ephesians 1:7; 1 John 1:7). We further believe in His physical resurrection, His bodily ascension, His age-long intercession, and His sure return for His Bride, the Church, (John 11:25; 14:3; Romans 6:5; Acts 1:10, 11; Isaiah 53:12; Hebrews 7:25; Ephesians 5:25-27)
- We believe in the Holy Spirit who came forth from God to convict the world of sin, righteousness and judgment. We believe that His indwelling regenerates, sanctifies, comforts, and instructs those who believe in Jesus Christ. (John 14:16, 26; 16:8-13; Romans 8:16; Revelation 22:17). We further believe in the administration of spiritual gifts through the operation of the Holy Spirit. The gifts of evangelists, pastors, and teachers are sufficient for the perfecting of the Church today. Sign gifts including tongues gradually disappeared as the canon of Scripture was completed; but God, being sovereign in the bestowment of all His gifts, does hear and answer the prayer of faith according to His own will for the sick and afflicted. (1 Corinthians 12:4-11; 13:8-10; 12:27-31; Ephesians 4:11, 12)

- We believe that Satan is a fallen cherub and that he is the unholy god of this age, the author of all the power of darkness and is destined to the judgment of an eternal justice in the Lake of Fire. (Isaiah 14:12-20; Ezekiel 28:11-19; Revelation 20:10)
- We believe that all men are by nature and by choice sinners, but that "God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life." We believe, therefore, that those who accept Jesus Christ as Savior and Lord will rejoice forever in God's presence, and those who refuse to accept Jesus Christ as their Lord and Savior will be forever separated from God in an eternal hell. (John 3:16, 18; Romans 3:10, 23; 5:12; 6:23; 10:9-13; Luke 16:19-31)
- We believe in the church - a living spiritual body of which Christ is the head and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, who, upon a credible profession of faith, have been baptized by immersion and are associated together for worship, work and fellowship. We believe that to these local churches is committed for perpetual observance the ordinances of believer's baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to the lost world the acceptance of Jesus Christ as Savior and the enthroning of Him as Lord and Master. We believe that all true human betterment and social improvement are the inevitable by-product of such a gospel. (Acts 2:46, 47; 5:41, 42; Matthew 18:1-18; 1 Corinthians 11:23-34)
- We believe that it is the privilege, not only of some, but of all who are born again by the Spirit through faith in Jesus Christ as revealed in the scriptures, to be constantly assured of their salvation from the very day they take Him to be their Savior; and that this assurance is not founded upon any concept of personal merit but wholly upon the testimony of God in His written Word, exciting within his children filial love, gratitude and obedience. (1 John 5:13; John 3:15, 16; 10:28)
- We believe that we are called with a holy calling to walk, not after the flesh, but after the Spirit, and so to live in the Spirit that we should not fulfill the lusts of the flesh; but the flesh, being still in us to the end of our earthly pilgrimage, needs to be kept constantly in subjection to Christ, or it will surely manifest its presence to the dishonor of His name. (Matthew 26:41; Romans 13:14; Galatians 5:24; Romans 8:1, 9; 1 Peter 2:11)
- We believe that God created the world in six literal 24-hour days and that man was created in the image of God and not by the process of evolution. (Genesis 1; 2; Exodus 20:11)
- We believe that the physical return of Jesus Christ is imminent and that He will return before the Great Tribulation, at which moment all true believers, both dead and living, will be glorified and caught up to meet the Lord in the air. We believe that after the Great Tribulation the Lord will return to this earthly scene with His saints to destroy the anti-Christ and to bind Satan in the bottomless pit, after which He will execute judgment upon ungodly nations and establish His Millennial Kingdom, restoring the nation of Israel to its land and filling the earth with the knowledge and glory of the Lord. (1 Thessalonians 4:13-18; 2 Thessalonians 2:1-12; Revelation 1-3; 19:20, 21; 20:1-15; 21:1-12)
- We believe that every human being is responsible to God alone in all matters of faith; that each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority, and that, therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other. (Matthew 22:21; 2 Corinthians 5:10)

- We believe that the church should be true to the teaching of God's Word and should separate itself from any church, organization, or individual practicing apostasy, such as the National Council of Churches and World Council of Churches. We further disassociate ourselves from the modern Charismatic and Pentecostal movement. We further oppose the ecumenical movement in all of its form and substance. (Ephesians 5:11; 2 Corinthians 5:14-18; Titus 3:10; Jude 3, 4)
- We believe in the sanctity of marriage between a man and woman until death. We therefore reject any behavior that would either harm or destroy this relationship. (Genesis 2:24, 25; Romans 1:18–2:11; 1 Corinthians 7:5)
- We believe in the sanctity of life; therefore, while we believe God has granted authority to governments for capital punishment and defense, we reject the idea of abortion, infanticide, euthanasia, and any other individual or governmental sanction of terminating life at any point. (Genesis 9:5, 6)

Philosophy

SFCS is dedicated to a Christian philosophy of education. Christian education must be administered in a spiritual atmosphere and must recognize God as the supreme source of all knowledge and wisdom.

Education at San Francisco Christian School is based on the Christian traditional approach in contrast to humanistic, progressive systems of education. We believe that education is to be grounded in the person and character of God as revealed in His Word through the leading of the Holy Spirit. Christian education is God-centered rather than man-centered. We believe the Christian traditional approach provides students with the best possible programs and methods of study.

We believe that the content of Christian education must be in harmony with "whatsoever things are true...honest...just...pure...lovely...[and] of good report..." (Philippians 4:8). We believe that classroom methods should be teacher directed (Deuteronomy 6:7), with the student acquiring knowledge through studying (II Timothy 2:15), researching (John 5:39), reasoning (Acts 24:25), relating (Luke 24:27), and recording (III John 12).

Purpose

San Francisco Christian School is operated as a ministry of Calvary Baptist Church in San Francisco, California. The school was founded to provide a Christian alternative to the humanistic education offered in other private and public schools. All subjects are taught from a biblical worldview encouraging a personal relationship with Jesus Christ, a life led by the Holy Spirit, and obedience and surrender to the Word and will of God. SFCS stresses wholesome Christian living, personal salvation through Jesus Christ, obedience to the Word and will of God, and using our talents and gifts for the glory of God.

Goal

The goal of Christian education is to develop, within the framework of the student's God-given personality, potential, and abilities, individuals who are articulate, knowledgeable, and of God-honoring character. We

seek to impart to each student Christian character development, communicative language skills, and subject matter in harmony with God's Truth in the various academic disciplines.

Student Goals: The HEART of SFCS

The HEART of SFCS is a comprehensive description of the intention to address each student holistically. While we aim to educate the mind through strong academics, we believe that addressing the mind alone is insufficient. As God's creation, each individual must rightly understand how to relate both internally and externally to his or her circumstances. Luke 2:52 states that Jesus grew in wisdom, stature, and in favor with God and man. Following Christ's example of balanced health, growth, and development, SFCS strives to provide an environment and opportunities for each student to develop healthy bodies, eager minds, appropriate emotions, right relations, and transformed lives.

Healthy Body - A recognition that the body, the temple of the Holy Spirit, is used for the glory of God in life. An SFCS student will:

1. establish healthful habits of diet, exercise, and sleep.
2. Demonstrate good sportsmanship in all activities.
3. embrace principles for living a pure and holy life.
4. engage in constructive and encouraging behavior.
5. develop personal cleanliness and good grooming habits.
6. exercise self-restraint.

Eager Mind - The ability and willingness to receive, understand, and apply instruction in order to develop God-given potential for life. An SFCS student will:

1. read and listen with understanding and comprehension.
2. develop clear, creative, and concise verbal and written communication skills.
3. identify, compute, understand, and apply mathematical concepts.
4. apply competently the process skills of science.
5. demonstrate individual and group problem solving and critical thinking skills.
6. acknowledge the providence of God in people, places, time, and events.
7. use technology to access, discern, and communicate information.
8. evaluate academic material in light of Scripture.
9. integrate skills between subjects.
10. adopt effective study skills.
11. appreciate the fine arts.

Appropriate Emotions - The awareness that expression of godly emotions reveals a Spirit-filled life. An SFCS student will:

1. discern from God's Word the difference between godly and fleshly emotions and choose to yield to the Holy Spirit.

2. respond appropriately according to the Fruit of the Spirit. (Galatians 5:21-22)
3. empathize with others.
4. identify, communicate, and express emotions appropriately.

Relational Focus - The demonstration of God's love for others is an expression of life in Christ. An SFCS student will:

1. exhibit Biblical values as a member of society.
2. demonstrate compassion and respect for others.
3. express gratitude.
4. value cultural, social, and economic differences.
5. seek to serve others unselfishly.
6. share God's love and compassion globally.

Transformed Life - The understanding of the one true God and a relationship with Him is the foundation of life. An SFCS student will:

1. have the opportunity to receive Christ as his own personal Savior leading to a transformed life as a new creature in Christ.
2. understand that the Bible is the Word of God, the basis of truth, and the guide for everyday living.
3. love God supremely and seek to glorify Him.
4. develop a growing, vibrant relationship with Christ.
5. communicate to others his faith in Christ.
6. seek involvement in a community of believers.

Admissions

Non-Discrimination Policy

Admission to San Francisco Christian School is open to any young person who meets the entrance requirements. San Francisco Christian School does not discriminate based on race, color, national and ethnic origin in its educational policies, admission policies, athletics, or other school-administered programs.

Re-Enrollment

Present students may re-enroll for the following year beginning in December of the current year. Re-enrollment is contingent upon acceptable student grades, achievement and ability test scores, attendance, behavior, parental support, and a current financial balance. Final decisions regarding re-enrollment will be made after all data has been received and evaluated.

All parents must submit the Online Re-enrollment Form via Sycamore.

Application Procedures

- New students may apply for the following school year beginning in November.
- New students may enroll for the following school year beginning in December.
- The student application is to be filled out completely.
- A child enrolling in kindergarten must be five years old by December 1st.
- A child enrolling in kindergarten beginnings must be four years old by December 1st.
- All forms and a non-refundable Application Fee are submitted to the Admissions Office.
- A copy of the child's birth certificate and a copy of the child's immunization record must be submitted.
- If the child is transferring to San Francisco Christian School, a copy of the child's most recent report card and most recent standardized test results must be submitted.

Admission Procedures

When the Admissions Office has verified receipt of all necessary documents, a student interview with the Head of School will be held. The parents/guardians and the child are expected to attend the interview.

Following the interview, a decision will be made regarding the student's acceptance. Upon acceptance, the following steps are required during online enrollment:

1. Submit a photo (headshot) of the student.
2. Select your preferred payment plan with Blackbaud Tuition Management.

3. Submit the non-refundable enrollment deposit.
4. Complete and submit the online enrollment form.

Late Admissions Policy

SFCS is in session from August to May and operates on a 4-quarter schedule. The quarters are approximately 9 weeks long. Should a student enroll after the school year has begun, the start date will depend on the quarter.

- Quarter 1 (1st day of the week within the first 4 weeks)*
- Quarter 2 (1st day of the week within the first 2 weeks)*
- Quarter 3 (1st day of the week within the first 4 weeks)*
- Quarter 4 (students may not enroll in the 4th quarter)*

For credit-earning courses (primarily high school courses), students who enroll after quarter one will earn 2.5 credits per quarter.

* There may be exceptions made to this policy on a case-by-case basis.

Parent-School Communication

Sycamore Education

Sycamore Education (sycamoreeducation.com) is a web-based school communication and data service. San Francisco Christian School expects parents/guardians and students to use this service. As a parent, guardian or student, Sycamore provides the opportunity to:

- view student grades, read school news, access the school calendar, and see current photos of school activities.
- communicate with teachers, the school office, or other school personnel.
- print school documents and forms.
- access a student's discipline record of infractions and report cards.

Login and password information is available through the school office.

Parent-Teacher Conferences

Parent - Teacher Conferences are held twice during the year. At the end of first quarter and third quarter, parents/guardians are asked to pick up their child's report card during this time. In addition, parents/guardians will have opportunity to meet with the administration and meet their child's teacher for an individual conference.

Parents/guardians are encouraged to request conferences at any time they think it is necessary. If at any time there is a question or problem with a teacher, seek to solve the problem with the teacher first. If the issue cannot be resolved, contact the Administrator.

Parent-Teacher Fellowships (PTF)

The purpose of the PTF is to work together to provide special events that foster academic, social, and spiritual growth within the SFCS student body; recognize and support the teaching and support staff at SFCS for their contributions to the student body; fund scholarships, supplies, and enrichment programs; and sponsor activities that help connect the families and students to the mission of Jesus in the community.

SFCS is blessed to have a group of dedicated parents who unselfishly volunteer their time to assist students and teachers. Our parents are an invaluable resource as they help with fundraising, field trips, assisting teachers, planning and organizing activities, and communicating with alumni. All SFCS parents are automatically members of the PTF and are encouraged to participate by attending meetings and volunteering as they are able.

Visitors

Parents are welcome to visit. Parents are to plan visits with the administration twenty-four hours prior to their visit. Parents and visitors coming to the school, for any reason, are to check in with the school office first to sign-in and receive a visitor's pass and sign-out when leaving campus. Please do not go directly to any part of the campus or student locations prior to checking in at the school office. Lunches, homework, books, etc. may be left in the office to be delivered. Please follow these procedures to maintain school security and student safety. SFCS will follow laws issued by the state regarding visiting adults on campus.

Student Visitors

The primary purpose of student visitors is for prospective students to be introduced to the people and programs of SFCS. Permission for a student to visit must be requested from the administration at the school office at least twenty-four hours prior to the visit. Visiting students are expected to follow all the behavioral guidelines of the school. Visiting students should check in at the school office where they will receive a visitor pass and instructions for the day. No student visits are allowed the first two weeks or the last two weeks of any semester.

Financial Policies (Local Students Only)

Tuition Payments

Blackbaud Tuition Management receives the tuition and fee payments for parents and is required for all families who choose a payment plan (parents may opt out of Blackbaud by paying in full by June 30. Payment plans are chosen through Blackbaud during the online enrollment process. A 12-month payment plan (June to May) is available.

Parents choose one of four possible due dates for payment (the 1st, 5th, 15th, and 20th of the month). Tuition payments are due on that day each month. Payments sent by mail must be received by Blackbaud by the due date. Any payment that is not received by Blackbaud by the due date is considered late and will receive a late fee of \$40.00.

Tuition payments become delinquent five days after the due date. In this event, Blackbaud will contact the family via mail, telephone, or e-mail. If a delinquent account is not paid or arrangements for payment are not made with the Finance Office, a student may not be allowed to return to school until the account is current. Delinquent accounts may be turned over to a collection agency. Students will not be allowed to re-enroll for the following year unless accounts are current.

Late Enrollment Finance Policy

Late enrollment is defined as a student who enrolls after 20 days of school. Through day 20, families will pay full tuition. School is in session from August to May, approximately 175 school days. If a student enrolls after the school year has begun, families will be billed on a prorated basis according to the number of days remaining. $[(\text{Total Tuition} - \$600) / 175] * (\# \text{ of days remaining}) + \600 .

For example, if the yearly tuition is \$12,000 and the student enrolls after 30 days have elapsed, the family will be billed for the remaining 145 school days $\{[(\$12,000 - \$600) / 175] * (145) + \$600\}$, totaling \$10,045.30. This amount can be split into monthly payments from September – May (9 months) of \$1,116.14.

Dishonored Payments

A fee of \$30.00 in addition to any late fees will be applied to an account for any failed auto-debit and failed check payments. This fee may accompany additional bank-imposed fees.

Withdrawal / Dismissal

Withdrawals from school must be made through the Admissions Office by submitting a completed withdrawal form by the parent or guardian. Tuition is payable through the month of withdrawal even if a

student attends a partial month. Paid Tuition, Application Fee, and Enrollment or Re-enrollment Deposit are non-refundable and non-transferable.

Financial Policies (International Students Only)

Tuition Payments

Tuition payments are received via any form of payment. This includes cash, check, credit card, or wire transfer. New students may contact the Admissions Office for payment instructions. Current students may contact the Finance Office for payment instructions.

Annual tuition must be paid in full, up front, by June 20. Payment by semester is not available. Additional payment details are provided in the International Student Admission Procedures document and on the International Admissions page on the SFCS website.

If an account is not paid or arrangements for payment are not made with the Finance Office, a student may not be allowed to return to school until the account is current. Delinquent accounts may be turned over to a collection agency. Students may not be allowed to re-enroll for the following year unless accounts are current.

Withdrawal / Dismissal

Withdrawals from school must be processed through the Admissions Office. Tuition will remain due and payable until the Admissions Office has approved the withdrawal based on submission of a completed SFCS Withdrawal Form by the parent or guardian.

In the event of student withdrawal or dismissal, all tuition and fees are non-refundable and non-transferable, including:

1. Application Fee
2. Enrollment Deposit*
3. Tuition
4. Re-enrollment Deposit†

* The Enrollment Deposit is \$2,500. Students who fail their student visa interview twice may submit their rejection letters to admissions@sfchristianschool.org to receive a \$2,000 refund of their \$2,500 Enrollment Deposit.

† The Re-enrollment Deposit is \$3,000, of which \$2,500 is applied to the student's remaining tuition balance.

Attendance

Absences / Tardiness

Regular attendance is expected of all students. In the event of an absence or tardy, the parent must contact the school office. All absences will be considered unexcused until the school receives notification from the parent/guardian. Notice should be submitted within forty-eight hours of the absence or tardy. Excused absences will be granted according to the following general guidelines:

- Illness
- Death or serious illness in the family
- Medical appointment
- Quarantine by county or city health officials
- Justifiable reasons such as religious holidays or celebrations, appearances in court, etc.
- School approved activity

Elementary Academic Absence Policy

Students are learning much more from their school experience than textbook information. They are learning many "life" lessons and developing habits that will help them as they continue their education. Good attendance is essential to educational progress.

The administration has designed the following attendance policies to teach and reinforce Christian values such as self-discipline, punctuality, consistency, and consideration for others. All absences accumulate to impact learning. Students with excessive absences may be retained in their grade for the following year.

- **5th absence** – parents will be notified in writing
- **9th absence** – parents will receive a second written notification
- **12th absence** – parents will conference with the principal, and an attendance contract will be required.

Any future absences or violations of the attendance contract may result in retention or dismissal.

MS/HS Academic Absence Policy

When a student has an excused absence, he or she will have one day for each day absent to complete all missed work for full credit. After that period, the student will lose 10% per assignment for each additional day the work is late. It is the student's responsibility to determine which assignments were missed and to make arrangements with teachers to complete any tests and quizzes.

A student who is absent twelve or more times in a semester will fail the class for that semester. Students with twelve absences in any class will be placed on Academic Probation. This policy applies to all absences, whether excused or unexcused.

Students must be in attendance for at least four periods in order to participate in extracurricular activities on that day.

Any student who misses more than twenty-four days of school during one school year will be retained in their current grade for the following year.

Tardiness

A student is considered tardy if he or she is not in their seat when class begins. Unexcused tardiness is a disciplinary matter and will result in infractions and may lead to detentions or suspension. Parents/guardians of any student who is habitually tardy may be scheduled for a conference with the principal. Students who are more than 15 minutes late to class will be counted absent for that class period.

Pre-Arranged Absences

We have provided ample holidays within the school calendar and ask that families plan vacations during these scheduled breaks. Exceptions require a written request submitted at least one month in advance for approval to be considered. Vacation absences will only be approved in exceptional cases, such as when a parent's work schedule does not allow for travel during school holidays.

Please remember that absences for any reason impact your child's academic progress and the classroom culture. If a student anticipates an absence for any reason (such as a trip), the school office must be notified so teachers can be informed, and assignments can be arranged. Parents and students can use Sycamore to stay current with any missed work. All assignments missed during the absence are to be completed and submitted.

Behavior

Attendance at SFCS is a privilege, not a right. Any student who does not conform to the standards or spirit of this institution may forfeit the privilege to attend. The administration reserves the right to discipline or expel any student who, in its judgement, does not align with the spirit of the school, regardless of whether he or she has adhered to the specific rules and regulations of the school.

- Students are expected to show respect to all those in authority. Respect is demonstrated through language, facial expressions, body language and posture.
- The use of foul or suggestive language, especially the use of God's name in vain, either in jest, anger, or absent-mindedly, will not be tolerated.
- Students are to show respect to their fellow students. Bullying, hitting, kicking, taunting, ridiculing or abusing in any other form will not be tolerated.
- Stealing will not be tolerated.
- Students are expected to show respect for school property by not mutilating, defacing, or otherwise damaging the building, its contents, or any school materials, including textbooks. Students and their parents will be held financially responsible for the repair or replacement of any such damage.
- Students are expected to show respect for other classes by remaining quiet and orderly in the hallways.
- Middle school and high school students are expected to be on time, seated, and ready for class when the bell rings. This includes having pencils sharpened, book bags placed under the desk, and all books, homework, and required supplies ready.
- Students should not speak in class without permission. No one is to leave their seat without permission. Students are expected to maintain proper posture while seated.
- Students should not write or pass personal notes in class. This includes messages sent through electronic devices.
- Permission to use an electronic device may be granted by a teacher when its use is supervised for educational purposes. Without such permission, all electronic devices must be put away in the designated classroom pockets.
- All students in grades 6-12 are required to place their cell phone in the classroom pockets upon arrival to class. Failure to do so will result in automatic detention and confiscation of the phone. A parent must pick up the phone from the school office at the end of the school day.
- Students are expected to respect the property of others. They should not be behind the teacher's desk or disturb items on the desk or podium. Students must also respect one another's property by not disturbing or taking anything from another student's backpack, locker, or desk.
- Students are to pick up any trash around their desks and take all personal belongings with them at the end of each class.
- Eating or drinking is only permitted in designated areas (the gym and outdoor spaces). Drinking water is allowed in all areas except the auditorium.
- No gum chewing is permitted on the school campus.

- Students are expected to complete their own work, including homework, class assignments, projects, quizzes and tests. Cheating is a serious offense and carries severe consequences. A student caught cheating will receive zero credit for the assignment, and each offense will be documented in the student's discipline file. The first cheating offense will result in a detention and a conference with the principal, student, and parent/guardian. The second offense will result in suspension; the third offense will result in expulsion. Cheating offenses remain on record for the duration of a student's enrollment at SFCS. In addition, students caught cheating are ineligible for academic awards and will be removed from any leadership position for the remainder of the current semester and the following semester.
- Any student who smokes, drinks alcoholic beverages, steals, gambles, or uses drugs, whether on or off campus, is subject to expulsion. Under certain circumstances, this policy may also extend to include association with individuals engaged in these activities.
- Sexual purity is expected of all students in all areas of life, including behavior, language, text messaging, email, online posting, and social networking, etc. Public displays of affection (kissing, hugging, hand-holding, etc.) are not appropriate. Students must abstain from pornography and sexual activity. Violations of these standards will result in disciplinary action, up to and including expulsion.
- There is to be no physical contact between students before, during, or after school, or at any school function. Each student is expected to remain above reproach and to conduct themselves in accordance with biblical standards in their interactions with both students and guests at all times.
- Any student involved in questionable activities outside of school may be subject to disciplinary action.
- Any student involved in illegal activity is subject to expulsion.

Human Dignity (Harassment)

San Francisco Christian School intends to provide an environment that ensures respect and safety for all. We expect all persons to treat each other with dignity because they are created in God's image. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word (the Bible) is ongoing, not limited to the school day. San Francisco Christian School does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school or school events. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, staff, or administrator. Each report will be investigated appropriately. Inappropriate conduct is unacceptable whether intentional or unintentional. Harassing behavior is not limited to but includes the following:

- Making sexual advances or comments, including sexting.
- Cyber bullying, which includes, but is not limited to, intimidating, harassing, creating a false profile on Twitter, Instagram, Facebook or any other social media, or AI generated images and/or videos.
- Engaging in inappropriate physical contact.
- Writing a note to someone else, either electronically, by hand, through digital or social media, with content that may be construed as sexual, or "unwholesome" as defined in Ephesians 4:29.
- Using inappropriate words (written or spoken), pictures, objects, gestures, or actions that demean or harm others of any kind will not be tolerated.

- Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature.
- Intimidation or bullying of any kind.

Forbidden Items

The following articles are not permitted in school:

- Fireworks
- Guns, knives, or any weapon
- Literature inappropriate for biblical morals
- Pets - students may not bring pets to school, the park, or to any school activity. Exceptions must be approved by the administration.

Staff Offices, Workspaces, and Equipment

Students are not to enter the staff offices or the staff workroom. Students are not permitted to use office equipment including cutting boards, copiers, laminators, etc. unless they are in the internship program.

Use of Office Phones

Parents/guardians may leave messages for their child(ren) by calling the school office. Students may request to have their parent/guardian contacted by the office staff in the event of an emergency.

Student Drivers

Any student possessing a valid California driver's license and insurance may drive to school. However, the following guidelines must be followed:

- Students must drive in a legal, safe and careful manner.
- Students must park in a legal parking area. Students do not have permission to park in the school parking lot during school hours.
- Students may not access or drive their vehicles during school hours without permission from a parent and the school administrator.
- Students are not to be loitering in vehicles during school hours.
- California State Law does not allow an unaccompanied or unsupervised provisional driver to transport any student to or from school or any school/authorized activity. However, the law allows the following exception when reasonable transportation is not available, and it is necessary for a provisional driver to drive: A note signed by a parent and the school principal is required for a provisional driver to transport a brother or sister to or from school or any school/authorized activity. The note must be kept in the

possession of the provisional driver and explain the need to transport a sibling and the date when the exception will end.

- Student drivers (who are not provisional drivers) may not transport students who are not siblings for any reason unless both sets of parents submit permission in writing to the administration prior to transporting students. This includes transporting students to and from school or school-related events.

Lockers

Lockers are the property of SFCS and are provided as a convenience to students. The school is not responsible for any lost or stolen items; therefore, students should keep all personal belongings securely locked inside their lockers. Any student who defaces or misuses a locker will have this privilege revoked. Please note the following rules regarding locker use:

- Students in 6-12 grade must keep their lockers locked at all times.
- Lockers must be kept locked and clean and are subject to inspection at any time.
- Do not tape, glue, or permanently affix any items to lockers.

Conflict Management

At San Francisco Christian School, we are committed to observing Biblical principles regarding the importance of giving a good report. Scripture warns us of the perils of an unrestrained tongue and criticism against fellow Christians (James 3:1-18). Jesus sets forth the principles of communication (The Matthew 18 Principle), "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that every matter may be established by the testimony of two or three witnesses" (Matthew 18:15-16). Everyone in the SFCS community is encouraged to observe these Biblical principles.

In practice, this entails the following lines of communication whenever you have questions, concerns or criticism to share. Discussions of a critical nature with anyone other than the person(s) involved is against the Word of God. This must not occur among the school community. Rather, we will follow the instructions of Jesus. In practice, this means that discussions with anyone other than the person(s) involved regarding students, parents, teachers, staff, administrators, Board members or the school shall be a good report. Any discussion involving questions, concerns or criticism must be shared directly with the person involved as follows:

1. **Conflict between students:** A student must communicate first with the other student(s) to discuss concerns and resolve issues. Whenever such concerns or issues are not satisfactorily resolved between the students, the students must communicate that information to a teacher who will assist in further discussions and resolution of the matter. Matthew 18:16 will be applied.
2. **Conflict between student and teacher:** A student must communicate first with the teacher to discuss concerns and resolve issues. Whenever such concerns or issues are not satisfactorily resolved between the student and teacher, the teacher and student must communicate that information to the principal who will assist in further discussions and resolution of the matter. Matthew 18:16 will be applied.

3. **Conflict between parent and teacher:** A parent must communicate first with the teacher to discuss concerns and resolve issues. Whenever such concerns or issues are not satisfactorily resolved between the parent and teacher, the teacher and parent must communicate that information to the principal who will assist in further discussions and resolution of the matter. Thereafter, if the issue or concern is not satisfactorily resolved, the parties may contact the Head of School, and finally the Pastor/Superintendent. However, any party who desires to contact the Head of School or Pastor must first inform the principal and other parties involved of such contact and its nature. Matthew 18:16 will be applied.
4. **Conflict between staff members:** Teachers are directly responsible to the principal. Office staff are directly responsible to the office manager. The principal and office manager are directly responsible to the Head of School. The Head of School is directly responsible to the Pastor/Superintendent. Should conflict arise and Matthew 18:15 was applied (one employee confronting another employee), the employees and their supervisor will first meet to discuss and seek resolution of any concerns or issues. Thereafter, if the issue or concern is not satisfactorily resolved, the employee may contact the Head of School, and finally the Pastor/Superintendent. However, any employee who desires to contact the Head of School or Pastor must first inform their supervisor and other parties involved of such contact and its nature. Matthew 18:16 will be applied.

Discipline Procedures

Elementary

Teachers will inform parents of the specific classroom discipline plan at the beginning of each school year. When disobedience occurs, the teacher will inform the student of the behavior and its consequences. Penalties will increase if the disobedience continues. Teachers will communicate with parents about their child's behavior as needed.

Middle and High School

SFCS uses infractions for violations of school policies. Accumulated infractions result in disciplinary action. Violations are considered more serious if they are repetitive. Following is a partial list of infractions:

Infraction	Value
Dress code violation	1 infraction
Eating or drinking in non-designated areas	1 infraction
Gum chewing	1 infraction
Disruptive talking in class	1 infraction
Unexcused tardy	1 infraction
Unprepared for class	1 infraction
Disrupting class	2 infractions
Inappropriate Language	2 infractions
Deceit / Cheating	4 infractions
Destruction of property	4 infractions
Disobedience	4 infractions
Disrespect	4 infractions
Fighting	4 infractions
Technology Major Offense Violation	4 infractions
Unauthorized use of cell phone	4 infractions
Unexcused absence	4 infractions

For every four infractions a student accumulates, he must serve a detention. A "Detention Letter", which must be signed by a parent or guardian, will be sent home and posted on the family's Sycamore site at least twenty-four hours in advance. If a student receives a detention, he must serve or reschedule the detention with the discipline dean before participating in any practice, game, or extracurricular activity. School dress is required while serving detention. A detention may be rescheduled at the written request of a parent. Any detention not served as scheduled will result in an additional detention (without additional infractions).

Infractions are accumulated for an entire semester. The following list indicates the penalties associated with the accumulation of infractions:

- **4 infractions** — Detention
- **8 infractions** — Detention
- **12 infractions** — Detention / Parent Conference with a Dean or Principal
- **16 infractions** — Detention
- **20 infractions** — One Day Suspension / Disciplinary Probation

- **24 infractions** — Detention / Disciplinary Probation / Parent Conference with Principal
- **28 infractions** — Two Day Suspension / Disciplinary Probation / Conference with Student, Parents, and Administrator
- **32 infractions** — Expulsion

Disciplinary Probation

If a student accumulates five or more detentions, he will be placed on Disciplinary Probation and will not be allowed to participate in any extracurricular activities, including plays, music, Student Council, athletics, or other student privileges. A student may also be placed on Disciplinary Probation if he/she repeatedly or flagrantly ignores, disobeys, or disregards school regulations or teacher instructions. If a student fails to respond to this action, suspension or expulsion may follow. Disciplinary Probation extends to the end of the semester, at which time the student's record is reviewed by the administration.

A student may be suspended from school when other means of discipline have failed or when further disciplinary action is pending.

Students may be expelled from SFCS at any time if their actions or attitudes are disruptive to the school environment or are in violation of biblical standards and the spirit or guidelines of SFCS. While expulsion is mandatory for certain offenses, in most instances it results from repeated violations of school policy. Any student who is expelled may not return to SFCS as a student for one full semester.

Parents are encouraged to monitor their child's infractions by viewing the discipline record that is posted on their family's Sycamore site.

Lunch

Hot Lunch

Hot lunches are available for students on a daily basis. A monthly menu is published on Sycamore. Payment for hot lunch is made through Sycamore or to the business office. Accepted forms of hot lunch payment include cash, check, debit card, or credit card. The funds are credited to the student's hot lunch account on Sycamore. When a student orders and receives hot lunch, the price of the lunch is debited from the student's hot lunch account. Parents are responsible to keep a positive balance in their child's lunch account. Parents may put money on their hot lunch account through Sycamore or they may contact the Finance Office to pay for lunches with cash, checks, debit cards, or credit cards (additional fees apply for use of debit/credit cards). Students with a negative balance will not be allowed to purchase lunches. In situations where parents are unable to immediately put money on their lunch account, the child will be provided food to eat for that day.

All hot lunches must be ordered through Sycamore prior to Monday morning. No orders will be accepted Monday-Friday for the current week. Parents are welcome to order hot lunch for the month once the cycle is open.

Elementary Lunch

Elementary students eat in their assigned areas. Students are expected to remain seated and eat their lunches quietly. Each student is responsible for cleaning up after themselves. No student is allowed to leave campus to get lunch, nor should students expect the office to provide or deliver lunch. Students who have not purchased lunch are expected to arrive at school with their lunch.

Middle and High School Lunch

Students may eat their lunch in the gym or, with permission, at the picnic tables on the back porch. The following guidelines apply to lunchtime:

- Students are expected to clean up after themselves.
- Students are not permitted to leave campus to purchase lunch.

Senior Lunch Privileges

When a senior is given the opportunity to leave campus for lunch, the following procedures must be followed:

- The privilege of leaving campus for lunch is earned by demonstrating positive character, attitude, leadership, and responsibility. Any violation of this privilege may result in suspension or loss of the privilege.
- The student must have a signed permission slip from a parent or guardian granting permission to leave campus during lunchtime to purchase lunch. This permission slip is submitted one time, kept on file, and remains valid until revoked by the parent or the administration.
- The student must sign out through the school office when leaving campus.
- The student must sign back in through the school office upon returning to campus.
- The student may only walk to a restaurant or their own home. The student may not go to the home of a friend or relative.
- The student may not purchase food for any underclassmen.

Parties

Class parties are held periodically throughout the year. Each teacher will contact students and parents to provide information about the date, activities, location and any food items needed for each party. No private parties may be announced by a teacher or student at school. No social activities may be announced on campus unless they are school sponsored. Arrangements for birthday treats must be made through the classroom teacher.

Impersonation or presentation of Santa Claus, the Easter Bunny, or the celebration of Halloween is not permitted.

Dress Code

San Francisco Christian School continually and intentionally selects clothing for the student dress code that reflects the HEART of SFCS. The school uniform, athletic attire, and special activity dress days are all thoughtfully planned to help students learn effectively, embrace unity, and build school spirit.

SFCS monitors uniforms, hairstyles, clothing accessories and overall appearance to maintain the best possible learning environment. Students may receive warnings, infractions, or, in severe cases, be sent home to correct dress code violations. The school depends on parents to help ensure their children are dressed appropriately in accordance with stated guidelines and policies. Students are expected to arrive at and depart from school in school uniforms. Exceptions may be made for students who have P.E. class during the first hour or leave campus immediately following dismissal.

General Dress Code Guidelines

Girls:

- Girls are required to wear the designated school uniform skirts and/or pants, which must be purchased from the Simply Uniforms store. Clothing should be worn as designed (e.g., no rolling skirts or tapering pant legs), and uniforms must be appropriately sized.
- All uniforms must display the current school logo.
- Clothing should always be appropriate and should not distract from the learning environment.
- Undershirts must be solid white or the same color as the uniform shirt. If the undershirt matches the uniform shirt color, it may extend beyond the uniform sleeve but must not extend beyond the shirt's tail.
- School sweatshirts, including spirit wear, may be worn over the uniform. Non-SFCS sweatshirts, sweaters, and jackets are not permitted during the school day.
- Girls are required to wear appropriate undergarments at all times. Solid colored socks, leggings, or tights may be worn, and the colors must match the Simply Uniforms.
- Elementary girls are not permitted to wear makeup.
- Piercings should be kept to a minimum. Body jewelry must be conservative and not create a distraction in the learning environment.
- Shoes must be worn at all times. Gym or athletic shoes are required for P.E. class.
- Hats may not be worn inside the building, except on designated special days.

Boys:

- Boys are required to wear the designated school uniform, which must be purchased from the Simply Uniforms store. Clothing should be worn as designed (e.g. no tapered pant legs), and uniforms must be appropriately sized.
- All uniforms must display the current school logo.

- Clothing should always be appropriate and should not distract from the learning environment.
- Undershirts must be solid white or the same color as the uniform shirt. If the undershirt matches the uniform shirt color, it may extend beyond the uniform sleeve but must not extend beyond the shirt tail.
- School sweatshirts, including spirit wear, may be worn over the uniform. Non-SFCS sweatshirts, sweaters, and jackets are not permitted during the school day.
- Haircuts must be neat, trim and present a traditional style that cannot be interpreted as a fad. Facial hair should be neatly groomed.
- Shoes are to be worn at all times. Gym or athletic shoes are required for P.E. class.
- Earrings and other piercings are not permitted.
- Hats may not be worn inside the building, except on designated special days.

Dress Guidelines for Non-Uniform Days

Occasionally, SFCS sponsors a non-uniform school day. Students are not required to wear uniforms on these days if they choose to participate in the designated theme. Students who do not participate in the theme must wear the standard school uniform.

When selecting attire for a non-uniform day, clothing should be loose-fitting and should not attract inappropriate attention. Skirts, if worn, must be the same length as the school uniform skirt.

Examples of inappropriate or unacceptable items include lounge or leisure pants, sweatpants (including soccer pants), jeans or slacks with holes, clothing displaying logos or slogans that are contrary to Christian values.

Dress Guidelines for Athletic Games

Girls attending any athletic contest at which SFCS is represented may wear neat, loose fitting, modest pants, jeans or warm-ups.

Boys attending any athletic contest at which SFCS is represented may wear neat jeans or warm-ups.

Dress Guidelines for Formal and Semi-Formal Occasions

Young Ladies:

- All formal and semi-formal attire must be in keeping with the school's dress policy, including appropriate length, fit, and style.
- Further instructions and information may be provided based on each individual event.
- The administration may require a dress check prior to certain events.

Young Men:

- All formal and semi-formal attire must be in keeping with the school's dress policy.

- Further instructions and information may be provided based on each individual event.

Guests:

Guests attending formal occasions are expected to follow SFCS expectations and dress policies in both demeanor and appearance. A special event permission form must be completed and submitted to the school office prior to attending the event.

Physical Education Dress Code

The P.E. uniform may be purchased through Simply Uniforms. All P.E. uniforms must be purchased by the end of the first week of school. The dress code for sixth through twelfth grade P.E. classes includes the following items:

- School sweats or shorts
- School t-shirts
- School sweatshirts (may be worn over the required t-shirt)
- Gym or athletic shoes
- Athletic socks (it is recommended to have separate socks for P.E. that differ from those worn in the classroom)

Student Services

Medication Administration Policy (per CA Education Code)

This checklist provides helpful information for parents and guardians when children need to take medication before school or during the school day:

- Talk to your child's doctor about creating a medication schedule so your child does not need to take medicine while at school whenever possible.
- If your child regularly takes medication for an ongoing condition-even if it is only taken at home-provide a written note to the school nurse or designated school employee at the beginning of each school year. The note must list the medication, the current dosage, and the prescribing doctor's name (Education Code Section 49480).
- If your child must take medication during the school day, you must submit a written note from yourself and a written authorization from your child's doctor or CA licensed health care provider. Updated notes are required at the beginning of each school year and any time there is a change in the medication, instructions, or prescribing doctor (Education Code Section 49423).
- As the parent or guardian, you are responsible for supplying all medication your child will take during the school day. You or another adult must deliver the medication directly to the school, except for medicine your child is authorized to carry and self-administer.
- All controlled medications, such as Ritalin, must be counted and recorded on a medication log when delivered to the school. You or another adult who delivers the medication should verify the count by signing the log.
- Each medication your child needs to take at school must be in a separate container labeled by a pharmacist licensed in the United States. The label must include your child's name, the prescribing doctor's name, the name of the medication, and instructions for when and how much to take.
- All discontinued, outdated, or unused medications must be picked up before the end of the school year.
- Be sure to know and follow your child's school medication policy.

Before and After School Care

SFCS offers supervised care for students before and after school hours. Care is billed at \$5.00 per hour, charged to your Sycamore account. Payment may be made through Sycamore or directly to the business office. Accepted forms of payment include cash, check, debit card, or credit card. Funds are applied to the student's extended care account in Sycamore.

If your kindergarten through 5th grade child requires additional after-school care, we recommend connecting with Our Kids First (OKF), located at the San Francisco Christian Center. OKF provides pick-up services from SFCS following school dismissal. For more information, please contact OKF at 415-585-1104.

Lost and Found

Lost and found articles may be claimed from the office before school, during lunch, or after school. Unclaimed items will be donated at the end of each quarter.

Enrichment Services

Private tutoring and private instrument lessons may be available to students on a limited basis. Please check with the school office regarding these opportunities and additional costs.

Academics

WASC/ACSI Accreditation

SFCS is fully accredited by the Western Association of Schools and Colleges as well as the Association of Christian Schools International.

Grading Scale

Academic grading is based on a percentage of 100%.

Grade	Percentage
A+	97–100
A	93–96
A-	90–92
B+	87–89
B	83–86
B-	80–82
C+	77–79
C	73–76
C-	70–72
D+	67–69
D	63–66
D-	60–62
F	00–59

Final Exams

All students are expected to be in school on exam days unless ill or exempted from the exam. Any senior who earns an "A" average of 93% or above may be exempt from the final examination in that course.

Academic Warning / Probation

Elementary and secondary students will be placed on Academic Warning for the next grading period if, at the end of a quarter, they have:

- Earned two D's
- Earned one or more F's, or
- Achieved a GPA below 2.0

Students on Academic Warning who continue to meet any of the criteria above at the end of the next grading period will be placed on Academic Probation. Additionally, any student earning two or more F's in a grading period will be placed on Academic Probation automatically.

Students on Academic Probation are not eligible to participate in athletics or co-curricular activities.

After two consecutive quarters on Academic Probation, a final determination regarding continued enrollment at SFCS will be made on a case-by-case basis.

Curriculum

SFCS uses textbooks from a variety of publishers, and all teachers emphasize a Biblical worldview. San Francisco Christian School places a strong emphasis on the Bible and the spiritual development of each student. All students participate in Bible classes, and chapel services are held regularly. Several enrichment programs are available to students. For kindergarten through fifth grade, these may include computers, art, music, labs, and Spanish. Students also have daily park and gym times.

Middle school and high school students can choose from a range of electives designed to help them explore areas of interest and develop their abilities.

Curriculum Philosophy

SFCS does not necessarily endorse all content presented in every textbook or media source within the curriculum. To meet academic standards, the school may utilize materials representing a variety of perspectives, fields of research and content areas.

Textbooks

Print textbooks are supplied by the school and loaned to students for the school year. Students are responsible for covering their textbooks and keeping them in good condition. Textbooks must not be mutilated, defaced or marred in any way. At the end of the year, students will be billed for any damage, abuse or excessive wear. Lost textbooks or workbooks will be charged at the full replacement cost.

Reference Material

SFCS uses the English Standard Version (ESV) of the Bible to provide continuity and readability across all classes. Students are expected to use this version for all school-related work.

Each second-grade student and all new elementary students receive a Bible at no additional cost. New students in grades 3 through 12 are also provided with a Bible for use in Bible class and other courses.

Technology Equipment

Each middle and high school student is provided with a Microsoft 365 account under the sfchristianschool.org domain. These accounts are restricted and managed by school personnel.

Students also receive a Sycamore account to track grades, check homework, and communicate with teachers. They are expected to check this account regularly for updates and important information.

Technology Policy

San Francisco Christian School is committed to teaching the effective and responsible use of technology. Technology includes, but is not limited to, computers, tablets, audio/visual equipment, gaming devices, phones, and other wired or wireless electronic devices.

The following policies apply to both school-owned and personal devices. SFCS makes every effort to provide a safe environment for learning with technology. Parents are encouraged to discuss and monitor responsible technology use and Internet safety with their child(ren).

SFCS Cell Phone Policy

At San Francisco Christian School, we are committed to cultivating a learning environment where students remain focused on their studies, spiritual growth, and Christ-centered relationships. To minimize distractions and encourage intentional community, the following cell phone policy is in effect:

Cell Phone Use Guidelines:

- Cell phones may only be used during passing breaks between class periods.
- Cell phones may not be used before school, during recess, during lunch, or at dismissal.
- During all other times — including class periods, chapels, assemblies, recess, lunch, and dismissal — cell phones must remain silent, not audible, completely out of sight and during class secured in teacher-designated areas.
- Headphones, earbuds, or any connected devices may not be used at any time during the school day, unless expressly permitted by a teacher for instructional purposes.

Violations of This Policy:

- Seeing or hearing a cell phone outside of approved break times will result in immediate confiscation. Use of headphones, earbuds, or any connected device will also result in the following below:
- **First Offense:** Phone will be turned into the school office. Parents will be notified, and student may not pick up cell phone until after school.
- **Second Offense:** Same as first offense but student will also serve detention.
- **Third Offense:** Same as first offense but parents must pick up phone from school.
- **Fourth Offense:** Student will not be allowed to use cell phone for the remainder of the quarter and every day phone must be dropped off at the office prior to school start and picked up after school ends.
- **Fifth Offense:** Parent meeting with coordinator of discipline and possible suspension.

Social Media

Social media has many benefits, but when social media postings violate the law, school policies, and/or create a disruption to the school community and/or specific individuals, San Francisco Christian School may have an obligation to respond and take appropriate action, including but not limited to investigation and discipline. It is important for parents and students to understand that:

- In this digital age, there can be no expectation of privacy in online media or digital forums.
- All individuals are responsible for the information they post, share, or respond to online. Anything posted on the internet may be subject to public viewing and republication by third parties without a person's knowledge or consent.
- Posting inappropriate, threatening, harassing, racist, biased, derogatory, disparaging or bullying comments, videos or other types of communication toward or about any student, employee, or member of the school community anywhere on the internet is prohibited and may be subject to discipline, even when a posting was initially believed to be private.
- All threats are taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.
- San Francisco Christian School may discipline students who violate rules of appropriate online and offline conduct, which includes but is not limited to, the use of social networking sites during or outside of school hours. Additionally, San Francisco Christian School will not be able to protect or assist individuals who incur legal action from a second party in response to student behavior in a social networking, file sharing site or online activity.
- Students who fail to uphold these expectations will be subject to disciplinary action, up to and including expulsion from San Francisco Christian School.

General Guidelines for Use of School Computers and Other Technology

- All use of school technology is a privilege and not a right. SFCS reserves the right to restrict any individual from technology use.
- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.

- Students are expected to use their student email or personal Sycamore account for all school communications, assignments, and projects.
- The school may monitor, access, retrieve, read and disclose all files, data, and messages stored on its system.
- The school technology equipment must be used for educational purposes unless directed by the teacher.
- Students must notify the teacher immediately if the technology equipment is not working properly.
- Students must report all objectionable material to the teacher.

Use of School's Computer

- Some students are assigned to an individual computer.
- Students may not install, download, or modify any software, files, or system settings without teacher permission.
- Students may not move, repair, or modify any computer or attached device without teacher permission.
- Students must report all software or hardware issues immediately to the teacher.

Plagiarism and Copyright Infringement

- Students must properly cite all sources obtained for teacher and student work.
- Students must not violate license agreements or copy protected media.

Hacking and Illegal Activities

- Students must not attempt to circumvent the computer or network security systems or go beyond authorized access. This includes using hotspots or other unauthorized access points.
- Students must not attempt to log in through another person's account or access another student's files.
- Students must not deliberately attempt to disrupt a computer or network by spreading viruses, trojans, worms, or by any other means.
- Students must not use the Internet to engage in any illegal activities, including but not limited to cyber-bullying, gambling, criminal activity, pornography, or the sale of drugs.

Personal Safety

- Students must not give out their personal username and password.
- Students must not post personal contact information (e.g. name, address, phone number, etc.) about themselves or other people.
- Students must not agree to meet with someone they have met online without their parents' permission.
- Students must promptly disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable.

Network

- Students are responsible for their individual account and should take reasonable precautions to prevent others from being able to use their account.

- Students must immediately notify a teacher if they have identified a possible security problem.
- Students must avoid inadvertently spreading computer viruses or knowingly putting a computer at risk by sending, opening, or running from an untrusted source.

Printing

- Students are encouraged to do all printing outside of the school. Students requiring documents to be printed must go through a teacher. The teacher will send the document to the school office copier where the student will pick up the printed document and pay \$.25 per page (front and back is considered two pages).

File Storage

- Files saved to the computer's local hard drive will be erased upon shut down.
- Students are encouraged to utilize personal flash drives or Internet-based storage drives for storing personal data.

Internet Usage

- Students may use the Internet ONLY under direct teacher supervision.
- Students may use the Internet to access or search for information to fulfill classroom assignments.
- Students may not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

Respect of Privacy

- Students may not re-post a message that was sent to them privately without the permission of the person sending the message.
- Students may not use a photograph or video of any person without express permission of that person.
- Students may not post knowingly or recklessly any false or private information about a person or organization.

Inappropriate Language and Material

- Students may not use obscene, profane, lewd, vulgar, rude, racist, threatening or disrespectful language.
- Students may not harass, bully, offend, embarrass, threaten, annoy, or deceive another person.
- Students may not engage in any defamatory, inaccurate, violent, profane, discriminatory or sexually oriented material about a person or organization.
- Students may not transmit lewd or revealing pictures of yourself or any other person.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided must be error-free or without defect.
- The school will not be responsible for any damage students may suffer due to loss of data or interruptions of service.

- The school will not be responsible for any financial obligations arising through the unauthorized use of the network.
- Students' parents/guardians will be held financially responsible for any harm to the technology equipment due to intentional misuse or abuse.

Consequences for violating any of the above guidelines

- Temporary or permanent loss of electronic access.
- Disciplinary actions, including but not limited to suspension or expulsion, at the administration's discretion.
- Confiscation of the electronic device.
- Reimbursement for any repair costs.
- Involvement of law enforcement agencies as needed or required by law.

School Media

- All photographs that are taken for school purposes belong to SFCS.
- Students may not access or transfer photos that belong to SFCS without permission from the administration.

Homework

Homework is a necessary part of each child's education. It is expected that parents will ensure that homework is completed. Students with excused absences are responsible to get their homework assignments from their teachers or SFCS's SycamoreEducation.com website. Students will have one day for each day absent to make up missed classroom work.

Purposes of Homework:

- **For drill** - Most students require solid drilling to master material essential to their educational progress.
- **For practice** - Following classroom explanation and illustration, homework is given so that the material will be mastered.
- **For remedial activity** - As instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework following instruction is given to overcome such difficulties.
- **For classroom discussion** - New information assigned for homework is often a necessary prelude and preparation for upcoming classroom dialogue.

Elementary Homework: Parents/guardians of elementary students can help their child successfully complete homework assignments by:

- Carefully checking both the homework and the planner, and verifying homework completion by signing the planner.
- Listening to their child's reading assignments, especially for primary-aged students.
- Helping their child stay organized.

- Ensuring their child has all completed homework with them when leaving for school.
- Encouraging diligence and a positive attitude toward learning.
- Directing their child to complete any homework assigned as a result of a homework violation.

Middle School and High School Homework: Parents/guardians of a middle school and high school student can help their child by:

- Carefully checking the homework assignments each day.
- Helping their child stay organized.
- Ensuring their child has all completed homework with them when leaving for school.
- Encouraging diligence and discouraging procrastination.

The Middle School and High School Homework Policy is based on the teacher's syllabus.

Graduation Requirements

No student may graduate without earning a minimum of 260 semester credits in grades nine through twelve. A student must pass Bible each year of attendance to be eligible for graduation. Each major subject earns five credits per semester.

The College Prep course listing provides the basic courses required for all SFCS graduates. The College Prep Scholar course listing offers a more rigorous set of requirements and is encouraged for students intending to pursue undergraduate and graduate studies. SFCS also partners with universities to offer college credit for select courses.

High School Courses	College Prep	College Prep Scholar
Bible	High School students must pass Bible every year they attend SFCS. – 40 credits	High School students must pass Bible every year they attend SFCS. – 40 credits
English	4 years - 40 credits	4 years - 40 credits, including Eng. I, Eng. II, Eng. III, Eng. IV
Mathematics	3 years - 30 credits, including Algebra I	3 years - 30 credits, including Alg. I, Alg. II, Geometry
Science	3 years - 30 credits, 10 credits biological with lab, 10 credits physical with lab, 10 credits additional course work	3 years - 30 credits, 2 years with lab, Biology, Chemistry, Physics
History	4 years - 40 credits, Cultural Geography, World History, US History, Government, Economics	4 years - 40 credits, Cultural Geography, World History, US History, Government, Economics
World Language	1 year – 10 credits	2 consecutive years - 20 credits of the same foreign language
Fine Arts	1 year - 10 credits	1 year - 10 credits
Technology	1 year – 10 credits	1 year – 10 credits
Physical Education	2 years - 20 credits	2 years - 20 credits
Electives	30 credits of electives	30 credits of electives
Community Service	15 hours of volunteer Community service per year are required	15 hours of volunteer Community service per year are required
Total Credits for Graduation	260 + 60 Community Service Hours	270 + 60 Community Service Hours

Early Graduation

A full four-year course of study provides the best experience and academic preparation for the future success of our graduates. Therefore, SFCS does not provide the opportunity for students to graduate prior to their normally scheduled graduation date.

Class Schedule Changes

Class changes are generally not allowed due to analysis of requirements and preparation given before registration.

Physical Education

All middle school students are expected to take P.E. High school students are required to complete two years of P.E.

Students who are unable to participate in physical education class due to an extended illness or injury must provide a doctor's statement or parent note to be excused.

Sports Participation

The school mascot is the Trojan, and the school colors are blue and gold.

SFCS offers a variety of sports programs to the middle school and high school students. High school boys participate in cross country, soccer and basketball. High school girls participate in cross-country, volleyball, and basketball. Middle school students may participate in basketball and volleyball.

Students must complete an athletic information packet before participating in any practices or games. The information packet includes a sport's physical form, student/parent agreement, and other required documentation for athletic participation.

A student must be in attendance at school for a minimum of four class periods in order to participate in sports practices and games on that day.

Participation on school athletic teams is considered a privilege, not a right. Any student may be withheld from a team by the coach or administration for displaying an improper attitude.

Athletes are responsible for any work they miss as a result of games or practices. Athletes are expected to communicate with teachers to arrange make-up work, quizzes, and tests.

Students involved in sports must maintain a 2.0 GPA at each grading period, have no more than one "F" in any class, and have no incompletes. Athletes are expected to maintain at least a "C-" in Bible class.

Eligibility is determined at the end of each quarter. However, the administration reserves the right to remove any student from any sport at any time if the student-athlete's academic success is jeopardized. A student may become eligible again at the next progress report. During this period, the student's progress will be closely monitored, and the final decision regarding eligibility will be made by the administration, athletic director, and coaching staff. Under CIF guidelines, a student with a GPA below 2.0 may be granted special permission for one grading period to participate for a limited time during a probationary period. This will be determined by the administration, athletic director, and coaching staff.

Students who are ineligible are not permitted to participate or travel with teams to athletic events. Incompletes must be resolved in order to participate in sports activities.

A student is not eligible while on Academic or Disciplinary Probation. This statement of eligibility applies to all extracurricular activities.

Kindergarten Beginnings and Kindergarten Program

SFCS offers full day kindergarten programs.

Kindergarten Beginnings is for students who turn four by December 1 of the current school year. Students turning four by December 1 will not be required to take an entrance exam to enroll into kindergarten beginnings.

Kindergarten is for students who turn five by December 1 of the current school year. Students turning five by December 1 will not be required to take an entrance exam to enroll into kindergarten.

The kindergarten programs are academic with an emphasis on Bible, phonics, reading, writing, and numbers. Students have daily gym and park times. Kindergarten students may have additional classes including computers, music, and art.

Kindergarten Graduation is held at the end of each school year for all students being promoted to the first grade.

Community Service Requirements

As a graduation requirement, high school students are required to fulfill fifteen hours of volunteer Community service per year. This service requirement is to encourage students to be attentive to the needs of others, and to willingly meet those needs. All Community Service activities must meet the following requirements:

- Service must meet a genuine need: mission trips; service to one's church; helping children, elderly, poor, disadvantaged, or disabled; community service in parks or work with other service organizations.
- Service should be done for those other than family members.
- Service must be done outside of normal school activities. Students will not be excused from school to fulfill their service requirements. The administration may announce exceptions to this throughout the school year.
- Students are to receive no compensation for service hours.
- Summer service hours may be credited towards the previous or the next year's requirement.
- If service hours are outside the described parameters, students should seek approval from the administration.
- After each service project, a student must complete and submit the "Student Christian Service Verification" form found in Sycamore.
- Service hours are stated on the student's transcript.

- Students exceeding 100 service hours for their four years of high school are eligible for the "Silver Service Cords" at graduation.

Valedictorian – Salutatorian Requirements

- Students eligible for valedictorian or salutatorian honors must have completed four consecutive semesters of class work at SFCS.
- Students eligible for valedictorian or salutatorian honors must have a Christian testimony and demonstrate Christian character.
- Valedictorians must have at least a 3.95 GPA.
- Salutatorians must have at least a 3.50 GPA.

Report Cards and Progress Reports

Grades are given to inform parents of their child's progress. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, and reports, etc. Report cards are posted on Sycamore every nine weeks. Student grades can be viewed on Sycamore at any time. Parents are welcome to use school computers to view grades or print report cards.

In addition to letter grades, students are also given teacher comments. These comments are a descriptor of the student's work habits, abilities, struggles, successes, etc., providing a broader picture of the student's progress. In the elementary, habits and attitudes are given a grade on the report card. The categories evaluated are as follows: honesty, courtesy, obedience, listens attentively, cooperates cheerfully, works conscientiously, and respects rights and property of others.

Summer School

SFCS does not offer Summer School for remedial work. If additional work is needed for improvement or to make up credits, parents and students are responsible to seek outside help from tutors, local educational programs, or junior colleges. Students who seek to make up credits, should confirm with the principal that the program in which the student is participating is an acceptable program and will provide the necessary credits. Students seeking enrichment or additional help, but not seeking credit, do not need to seek approval from the principal. Students may not earn credits for the purpose of graduating early.

Emergencies

School Closings

For potential school closure due to bad weather, earthquake or other unforeseen circumstances, please check Sycamore, email, or listen to your local television or radio newscasts for information pertaining to SFCS.

Student Illness / Accident

If a student becomes ill or is injured while at school, the office will notify the parent/guardian. If the parent/guardian cannot be contacted, the person listed on the registration form as the emergency contact will be notified. No student will be allowed to remain at school who has a temperature of 101° or more, is vomiting, has signs of head lice, or has any other potentially contagious disease or sickness. Any student who has been sent home for signs of head lice must be checked by authorized school personnel before the student is readmitted to the classroom. Any child sent home because of vomiting must remain out of school for a minimum of twenty-four hours.

Arrival / Departures

School Hours

Elementary, middle school, and high school classes meet Monday through Friday from 8:00 a.m. to 3:00 p.m. Students should be picked up before 3:15 p.m. Before School Care Services are available for students from 7 a.m. to 7:50 a.m.

Half-day hours are from 8:00 a.m. to 11:30 a.m. Students should be picked up by 11:45 a.m. on half days. No hot lunch will be served on half-days of school. Elementary students are encouraged to bring a snack.

Student Drop Off Procedures

For the safety of our students and the flow of traffic, please see the following procedures for drop off. All students will be dropped off in the morning at the courtyard by the glass doors. Drive along Morse Street and drop your child(ren) off in front of the white zone. A staff member will be available from 7:45 – 8:00am to assist your child in getting out of the vehicle. Please do not get out of your vehicle during this time. If you would like to park and bring your child to the door, please find a legal parking spot. Please do not block traffic or private driveways and do not park in the streets (Morse Street, Mission Street, or Whittier Street). SFCS parents represent our school, and we want to ensure we are following the law.

Early Departure

Any student leaving school before the end of the school day, must check out through the school office. Students in grades sixth through twelfth grades who are not feeling well may go to the office to request permission to call home. An adult must communicate with the school office for the student leaving early. Once a student is dismissed early, he is not to remain on campus or return to the campus without checking in through the office.

Elementary Student Departure

Each elementary class has a designated place to line up for dismissal. Students are released to the person identified on the "Student Profile Card." If there is a change to the "Authorization," please notify the office who will then notify the teacher. Teachers will personally dismiss each student. In the event of rain, the classes will line up in the church lobby and parents must locate and retrieve their children in the church lobby.

Teachers stay with their class until 3:15 p.m. After 3:15 p.m., remaining students will be taken to After School Care (ASC) in Room B in the school building. Parents must sign students out from the supervising staff member. Students should be picked up no later than 5:00 p.m.

Students registered with Our Kids First (OKF) will be picked up from the line by a staff member and brought to the OKF staff member outside the school entrance.

Middle and High School Student Departure

At the conclusion of the school day, students are dismissed to go home. Students who remain on campus after 3:15 p.m. must report to ASC. Students should not be on campus unless they are participating in a supervised activity and must go home promptly at the conclusion of the activity.

Students remaining on campus must be dressed according to school dress code. For after-hours activities requiring casual clothing, students may change before the activity begins.

Student Organizations

Students in middle school and high school may have the opportunity to participate in student leadership. Interested students must apply for a leadership position. Applicants will be evaluated by both staff and fellow members of the leadership organization. Student leadership is subject to the guidelines for both Academic and Disciplinary Probation.

Additional areas for student involvement may include sports, publications staff (yearbook, newspaper), band, music lessons, choir, clubs, and other fine arts activities.

Students interested in starting clubs or other student initiatives should contact the administration with a detailed proposal. The proposal should include meeting days, the students invited to participate, supervision arrangements, location, other pertinent details, and information about how the activity supports the mission of the school.

Extra Curricular Activities

Band and Choir

Students participating in band and choir will have opportunities to be involved in various events, including the ACSI Music festival, school concerts, performances at nursing care facilities, and other community engagements.

Clubs

Several club options are available for high school students. Club offerings vary from year to year and may include chess, esports, ping-pong, baking, and more.

Field Trips

Occasionally, classes may go on field trips to supplement classroom instruction. Information forms containing trip details will be sent in advance. Some field trips may require entrance fees to be paid by the student. Attendance on these outings is expected. Parents are encouraged to participate as drivers and/or chaperones.

Pledges

American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Room Numbers

Room	Location / Use
Room A	Kindergarten (Under Apartment)
Room B	Kindergarten Beginnings (Under Apartment)
Room 1	School Building—1st Grade
Room 2	School Building—2nd Grade
Room 3	School Building—3rd Grade
Room 4	School Building—Science Lab
Room 5	School Building—Maker Space
Room 6	School Building—5th Grade
Room 7	School Building—4th Grade
Room 8	Church—MS / HS Classroom
Room 9	Church—MS / HS Classroom
Room 13	Church—MS / HS Classroom
Room 14	Church—MS / HS Classroom
Room 15	Church—MS / HS Classroom
Room 17	Church—MS / HS Classroom
Room G	Church—Girl's Locker Room
Room BLR	Boy's Locker Room