

St. Charles Christian Home Educators (SCCHE) Policies

Revised August 2025

MISSION STATEMENT

St. Charles Christian Home Educators (SCCHE) is a Christ-centered organization that exists to provide information, support, and fellowship for homeschooling families throughout the community. We strive to glorify Jesus Christ through service to home educators in St. Charles County and beyond with resources and community to foster and encourage a robust Christian home education experience that prepares students to steward God's creation faithfully.

STATEMENT OF PURPOSE

In alignment with our mission, SCCHE endeavors to:

- Provide Christ-centered support, fellowship, classes, and activities for homeschooling families.
- Assist new homeschoolers with resources and guidance to begin their homeschooling journey.
- Unite the wisdom of seasoned homeschoolers with the enthusiasm of new homeschoolers.
- Foster friendships and encouragement to enhance homeschooling endeavors.
- Serve as a resource for anyone seeking information about homeschooling.
- Glorify Jesus Christ in all we do, cultivating a discipleship model environment.

SCCHE STATEMENT OF FAITH

SCCHE's Statement of Faith reflects our commitment to a Christ-centered worldview. All families, staff, instructors, and volunteers participating in SCCHE programs must affirm and uphold this statement in conduct and teaching, with annual acknowledgment required:

1. We believe that there is one God who is triune in nature and has existed from all eternity in three persons: God the Father, God the Son, and the God the Holy Spirit (Deuteronomy 6:4; 2 Corinthians 13:14).
2. We believe that the Bible is God's written revelation to man and it is verbally inspired, authoritative, and without error in the original manuscripts (2 Timothy 3:16; 2 Peter 1:21; John 10:35; Matthew 5:18).
3. We believe in the deity of Jesus Christ, that He is God who came in human flesh, being fully God and fully man except without sin. We believe in His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, resurrection, bodily ascension into Heaven, present ministry of intercession for us, and His return to earth in power and glory (John 1:1,14; Luke 1:26-38; 2 Corinthians 5:21; John 6:19; Romans 3:24; Matthew 28:6; Hebrews 8:1; Hebrews 7:25; Acts 1:11; Luke 21:27).
4. We believe in the personality and deity of the Holy Spirit, that He performs the miracle of the new birth in an unbeliever and indwells believers, enabling them to live Godly lives. (Acts 5:3-4; Titus 3:5; Romans 8:9; Ephesians 5:18; Ephesians 4:30).
5. We believe that mankind was created in the image of God, and God created mankind as male (man) and female (woman), sexually and anatomically different, but having equal personal dignity. Therefore, we believe that an individual's gender – male or female- was

designed by God and is determined biologically by DNA and anatomy. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

6. We believe and that life begins at conception – that at conception, a new human life with its own unique genetic blueprint is of inestimable worth and should be valued and protected from the time of conception until natural death occurs. We further believe, that since we are created in the image of God, we are to protect, defend, value, and honor human life from conception to natural death. (Genesis 1: 27, Psalm 39: 13-16, Jeremiah 1:5)
7. We believe that the institution of marriage was created and ordained by God, and that marriage is defined as the exclusive union between one biological man and one biological woman. No other union can be defined as marriage. (Gen. 2:22-24; Matt. 19:4-6; Heb. 13:4-7; Mk. 10:6-9; I Cor. 7:1-16).
8. We believe that man was created in the image of God, but because of sin was alienated from God. That alienation can be removed by accepting through faith God's gift of salvation, which was made possible by Christ's death (Genesis 1:26,27; Romans 3:23,5:8,8:1; John 3:16-19, 5:24; Ephesians 2:8-10).
9. We believe that every person is a sinner and is in violation of God's righteous requirements and His holy character both by nature and by act, and therefore is under His wrath and just condemnation. We also believe that the central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His sacrificial death and shed blood on the cross - the successful accomplishment which was attested to by His subsequent visible, bodily resurrection. (Rom. 3:10-26, I Cor. 15:12-22, II Cor. 5:14-21).
10. We believe that the only way to heaven is through salvation, and that salvation is offered as a gift, freely given to the sinner through the grace of God. However, the sinner must respond to this gift by individual faith in the sacrificial death and shed blood of Christ alone, and therefore not trust in any personal works in order to gain eternal life. (Rom. 6:23, Eph. 2:1-10, II Cor. 5:14-21)

SCCHE BEHAVIOR AND DISCIPLINE POLICIES

Premise

SCCHE's behavior and discipline policies are rooted in Scripture, which is "profitable for teaching, for reproof, for correction, and for training in righteousness" ([2 Timothy 3:16-17](#)). SCCHE desires to partner with homeschooling families as they work to train their students in godliness, fostering a discipleship environment that glorifies Christ ([Colossians 1:9-12](#)).

BEHAVIOR GUIDELINES

Summary of behaviors expected

Students, families, staff, and instructors are to model Christ in all actions, as outlined in [Colossians 3: 1-17](#).

Seek Christ and Glorify Him [Colossians 3: 1-3](#)

- Focus on things above
- Honor Christ and glorify Him in all activities.

Unacceptable Behaviors [Colossians 3: 5-12](#)

Prohibited behaviors include:

- Sexual immorality, impurity, or inappropriate displays of affection (e.g., kissing, front hugs, sitting on laps).
- Evil desire, covetousness, or dishonesty (e.g., lying, cheating, stealing).
- Anger, wrath, malice, slander, obscene talk, or discrimination.
- Inappropriate technology use (e.g., cell phones, laptops, AI tools).
- Disrespect toward instructors, staff, or peers.
- Actions SCCHE Statement of Faith.
- *Other behaviors not listed that do not follow SCCHE policies, Liberty Church policies, and/or civil laws that do not go against scripture*

Acceptable Behavior

[Colossians 3: 12-17](#) and [Colossians 3: 23-24](#) sum up behaviors that are expected and encouraged in the SCCHE environment – to embrace compassion, kindness, humility, patience, forgiveness and love, working heartily for the Lord.

SCCHE DISCIPLINE POLICY

When dealing with students involved in SCCHE classes or activities

Following [Matthew 18:15-17](#), SCCHE addresses unacceptable behavior biblically:

1. **Private Conversation:** Students will be addressed privately to discuss concerns by the instructor or Academic and Disciplinary Coordinator.
2. **Parental Involvement:** Involve parents if behavior persists or is serious, coordinated by the Academic and Disciplinary Coordinator.
3. **Administrative Review:** Escalate to the Academic and Disciplinary Coordinator and Executive Director if unresolved. Student and parents informed of consequences of behavior by the Academic and Disciplinary Coordinator.
4. **Removal:** If necessary, student may be suspended from classes, recommended by the Academic and Disciplinary Coordinator and approved by the Executive Director.
5. **Board Review:** If parents wish for their students to remain in classes, they may appeal (within 2 weeks of decision) to the SCCHE board, facilitated by the Academic and Disciplinary Coordinator.

Consequences

Consequences are tailored but follow a tiered approach:

- **Warning:** Verbal or written notice to correct behavior, issued by the instructor or Academic and Disciplinary Coordinator.
- **Parent Meeting:** Discussion with parents to develop a restoration plan, facilitated by the Academic and Disciplinary Coordinator.
- **Suspension:** Temporary removal from classes or activities, executed by the Academic and Disciplinary Coordinator with Executive Director approval.
- **Expulsion:** Permanent removal for severe or repeated violations, executed by the Academic and Disciplinary Coordinator with SCCHE Board approval.

Goal

The goal is restoration and growth in righteousness ([Hebrews 12:5-11](#)).

When dealing with adults and SCCHE families

Conflict Resolution

For conflicts involving adults (e.g., parent-to-parent, parent-to-instructor or other SCCHE staff, etc):

1. Address privately, following [Matthew 18:15](#).
2. If unresolved, involve the Academic and Disciplinary Coordinator and Executive Director.
3. If still unresolved, parents may appeal to the SCCHE board, facilitated by the Academic and Disciplinary Coordinator.
SCCHE reserves the right to remove an individual or family from the group if the situation warrants it, with recommendations from the Academic and Disciplinary Coordinator.

SCCHE ACADEMIC STANDARDS

Premise

SCCHE is committed to fostering academic excellence that glorifies Christ, equipping students to steward God's creation through diligent effort and integrity ([Colossians 3:23](#)). Our academic standards ensure students work heartily, uphold Christian values, and achieve a robust education.

Expectations

- **Effort and Integrity:** Students must complete assignments on time, engage actively in classes, and demonstrate academic honesty, avoiding cheating or plagiarism ([Proverbs 10:9](#)).
- **Class Participation:** Students are expected to participate in discussions and activities, reflecting a commitment to learning and growth in wisdom ([Luke 2:52](#)).
- **Homework and Assessments:** Assignments must be submitted by deadlines, and students must prepare for assessments to demonstrate mastery of material.

Cheating and Plagiarism

Definitions

- **Cheating:** Deception in academics, such as copying answers or using unauthorized resources ([Proverbs 10:9](#)).
- **Plagiarism:** Stealing another's work or ideas, including AI-generated content, without credit ([Exodus 20:15](#)).

Consequences

Consequences are determined by instructors, parents, and the Academic and Disciplinary Coordinator, focusing on biblical restoration (e.g., redo assignments, discuss integrity). Resources are available (link to be provided).

Creative Arts

Creative arts (music, art, drama) must glorify Christ, avoiding themes of sexual immorality or other works of the flesh ([Galatians 5:16-26](#)). When any creative arts work or production does not follow the above parameters, SCCHE admin and/or instructors, coordinators/directors, and the Academic and Disciplinary Coordinator will discuss the situation with individuals involved (and families) to determine the action/disciplinary measures necessary. The goal is restoration, helping those involved to work on 'crucifying the flesh with its passions and desires.'

Attendance

- **Maximum Absences:** Academic penalty for unexcused absences is up to each teacher, but the Academic and Disciplinary Coordinator will intervene if students are reported to have more than two unexcused absences per semester. Repeated unexcused absences are grounds for potential suspension, coordinated by the Academic and Disciplinary Coordinator.
- **Excused Absences:** Absences due to illness, family emergencies, or other valid reasons (with parental notification) do not count toward the limit but require makeup work as agreed with the instructor and overseen by the Academic and Disciplinary Coordinator.
- **Notification:** Parents must notify instructors within 24 hours of an absence (if possible) and coordinate makeup work with the Academic and Disciplinary Coordinator if needed.

Grading Standards

- **Minimum Grade:** Students must maintain a minimum grade of 70% (C) in each course to pass.
- **Overall GPA:** A cumulative GPA of 2.0 or higher across all SCCHE classes is required to remain in good academic standing. Failure to maintain a cumulative GPA of 2.0 or higher may result in suspension, coordinated by the Academic and Disciplinary Coordinator.
- **Grade Reporting:** Parents can keep track of students grades by checking their progress on the instructor's online grading system. If the reports are not available on the online system used by the instructors, instructors can then provide progress reports mid-semester and final grades at the end of each semester. The Academic and Disciplinary Coordinator will be informed of students failing to pass a class at the end of each semester.

Academic Support and Consequences

SCCHE partners with families to support students struggling academically, following a biblical model of restoration:

1. **Instructor Intervention:** If a student's grade falls below 70% or they show consistent lack of effort, the instructor will inform the student and see what help (if any) they may need, notifying the Academic and Disciplinary Coordinator.
2. **Parent Meeting:** If issues persist, the Academic and Disciplinary Coordinator will ask the parents to develop an academic improvement plan, which may include tutoring, adjusted assignments, or additional support.
3. **Academic Probation:** If no improvement is seen within 4 weeks, the Academic and Disciplinary Coordinator will place the student on academic probation for the remainder of the semester. Probation requires weekly progress checks and a written plan signed by parents, student, and instructor.
4. **Review by Administration:** If the student fails to meet probation requirements (e.g., 70% per course, 2.0 GPA), the Academic and Disciplinary Coordinator and Executive Director will review the case with parents to determine next steps.
5. **Dismissal:** If a student fails to meet academic standards (below 70% in multiple courses or GPA below 2.0) for two consecutive semesters despite support, the Academic and Disciplinary Coordinator may recommend not permitting re-enrollment for the following semester, subject to SCCHE board approval. Families may appeal to the SCCHE board, facilitated by the Academic and Disciplinary Coordinator, providing evidence of extenuating circumstances or a plan for improvement.

Goals

The goal of SCCHE's academic standards is to come alongside of parents to foster diligence, integrity, and growth in wisdom, preparing students to honor Christ in their studies and future callings ([Proverbs 22:6](#)). Academic discipline is approached with grace, aiming to restore students to good standing through partnership with families.

SPECIFIC POLICY AREAS

Instructor Expectations

As independent contractors, instructors are vital to SCCHE's mission. Therefore, they are asked to do the following as they assist in supporting the SCCHE families in their homeschooling endeavors:

- Affirm the Statement of Faith annually.
- Adhere to SCCHE behavior, dress code, and academic policies.
- Teach in a manner consistent with a Christ-centered, discipleship-focused education.
- Report violations of policies or academic concerns to the Academic and Disciplinary Coordinator, Executive Director, and/or coordinator promptly.
- Foster a classroom environment that equips students to glorify Christ and steward His creation.

Parental Commitment

SCCHE partners with parents in their homeschooling endeavors through SCCHE's discipleship model. Therefore, we ask parents to assist SCCHE with that partnership by doing the following:

- Review all SCCHE policies (including academic standards) with their children annually and sign an acknowledgment form during registration.
- Ensure compliance with behavior, dress code, health, and academic policies.
- Communicate with instructors or the Academic and Disciplinary Coordinator regarding absences, academic concerns, or other issues.
- Support disciplinary and academic processes when involved.

Technology Usage

Technology (cell phones, laptops, tablets, AI tools) must align with biblical principles ([Colossians 3:1-2](#)):

- **Cell phones/laptops:**
 - Cell phones are prohibited during elementary activities (e.g., HeartStrong) unless prior approval is granted by the Academic and Disciplinary Coordinator or the Executive Director.
 - Cell phones and other devices are restricted during middle/high school classes unless instructor approved.
 - Content must align with the Statement of Faith.
 - Regarding photos: consent from students in the photos is required, photos must avoid inappropriate content, and AI or other photo alterations are prohibited.
 - AI tools for academic work must be disclosed and approved by instructors.
- All technology must be used appropriately, avoiding content or behavior contrary to SCCHE policies. Violations may result in confiscation of the device, suspension of the

student, or removal from programs or SCCHE, coordinated by the Academic and Disciplinary Coordinator.

SCCHE DRESS CODE

I. General Guidelines

- **Purpose:** To dress in a way that honors the Lord Jesus Christ and reflects Christian values.
- **When:** Whenever you are attending any SCCHE class offerings, activities, or events (except formals, which have their own rules).
- **Faith-Based:** Your clothing should align with SCCHE's Statement of Faith.

II. Key Rules (Definitions)

- **Fingertip Rule:** Shorts, skirts, skorts, and dresses length must be at least as long as your fingertips extend when your arms are relaxed at your sides. This applies all the way around.
- **No Skin Rule:** No bare skin between your top garment and bottom garment at any time.
- **No Undergarments Showing:** Undergarments must not be visible.
- **Loose Fit:** Clothes should be loosely fitted, not form-fitting (form fitting as referenced here means closest fitting or skintight – having the appearance of being painted on).
- **Normal Beltline:** Bottom garments should sit at your natural waistline or higher.
- **Tears/Rips:** No tears in jeans/pants/shorts are permitted above the fingertip rule line.
- **Three-Finger Rule:** The space between the top of your shirt and collarbone should be no more than three fingers wide.
- **Graphics:** Graphics are allowed if they honor Christ and align with SCCHE's beliefs. No graphics across the buttocks.

III. Specific Clothing Items

- **Shirts/Blouses:**
 - Follow the "no skin," "no undergarments showing," "loose fit," "graphics," and "three-finger" rules.
 - Must have sleeves (short or long). No shoulders showing. No tank tops or spaghetti straps.
 - No cleavage.
 - The back of the shirt should cover at least halfway up your shoulder blade.
- **Shorts/Skorts:**
 - Follow the "fingertip," "no skin," "no undergarments showing," "loose fit," "graphics," "normal beltline," and "tears/rips" rules.
 - Bike shorts and yoga shorts are not to be worn as stand-alone shorts. Wearing loose shorts over bike shorts/yoga shorts is permissible as long as the loose shorts follow the fingertip rule.
- **Fingertip Length Shirts/Hoodies worn with Shorts/Skorts:**
 - If the shirt or hoodie covers the shorts/skorts completely, creating the illusion of no bottom garment, there should be a minimum of 2 inches of shorts showing below the bottom of the shirt or hoodie.

- Shorts/skorts must follow all the regular shorts/skorts rules, and shirts / hoodies must follow all the shirt rules. Fingertip length applies at all times.
- **Pants, Jeans, Capris:**
 - Follow the "no skin," "no undergarments showing," "loose fit," "normal beltline," "graphics," and "tears/rips" rules.
- **Leggings, Jeggings, Yoga Pants, Skin-tight Jeans:**
 - Follow the "no skin," "no undergarments showing," "normal beltline," "graphics," and "tears/rips" rules.
 - Must not be worn as stand-alone pants.
 - Must be worn with a shirt, tunic, skirt, or dress that is fingertip length or longer at all times.
- **Dresses and Skirts:**
 - Follow the "no skin," "no undergarments showing," "loose fit," "three fingers rule", "normal beltline," "graphics," and "tears/rips" rules.
 - Dress tops must follow the shirt/blouse rules.
 - Must be fingertip length or longer at all times.
 - Shorts are required under any dress, skirt, or skort and must follow the fingertip rule. Leggings are recommended.
 - If dress is fingertip length, shorts must be 2 inches below the dress to avoid the appearance of nothing underneath. Leggings are recommended.
 - Skirts/dresses shorter than fingertip length are not allowed, even with leggings.

IV. Violations

- Will be addressed privately by instructors or the Academic and Disciplinary Coordinator.
- Students may be asked to call a parent for a change of clothes.
- If a parent can't be reached, students will wear a lab coat for the day.
- Repeated violations may lead to temporary suspension from the activity, coordinated by the Academic and Disciplinary Coordinator.

FORMAL DRESS CODE POLICIES Can be found on the Formals page on the SCCHE website.

LIBERTY BUILDING, PARKING LOT, AND PROPERTY USAGE POLICY

Premise

Respect Liberty Church's property, reflecting [Matthew 7:12](#).

Rules

- Leave facilities clean and secure.
- Prohibited areas (e.g., sound board, stage) are off-limits without permission.
- No vandalism, theft, or trespassing, or anything unlawful on Liberty property.
- SCCHE staff, families, and students are to respect the property of Liberty's neighbors, whether business property or private homes, by not hanging out in their parking lots or near their buildings or otherwise trespassing on or damaging their property.

Parking / Student Drop Off Policy at Liberty Church

General Parking Lot Policies

- **Entry:** Enter from the West side and drive around to the south and east side from there.
- **Speed:** Drive SLOWLY (5 to 10 mph) on the parking lot. Remember, there are other people in the parking lot, entering and exiting the building as well.
- **Be aware of your surroundings:** Take extra caution to avoid driving in the yards or driveways of neighboring houses yards or hitting their mailboxes when driving.

Where to park:

- Park in Liberty parking lot spaces only – the concrete parking lot on the East side belongs to Liberty’s neighbors. Liberty’s parking lot begins where the concrete ends and the asphalt begins.
- Tuesday, Wednesday, and Thursday parking – do not park in the “Reserved for Liberty Staff and Members” parking spaces on the West side of the parking lot.
- Do not park in the street.
- Exceptions: Large evening events and the Fall Party.

Student drop off:

- Enter the parking lot on the west side and drive (slowly) around to the South Entrance to drop your student off.
- Make sure your student gets into the building before leaving.
- Drive back to the West entrance to exit the parking lot.

Student Drivers:

- Students with a valid driver’s license and parental permission may drive to and from classes or programs, under the responsibility and liability of their parents.
- Students are expected to follow all policies surrounding Liberty’s parking lot and driving on it.
- Students are not permitted to 'hang out' in their cars in the parking lot.
- It is the parent’s responsibility to be aware of the following:
 - Any student who leaves the class/program location (e.g. lunch, social gathering, errands).
 - Any student who desires to be transported by another driving student, sibling or other parent.
 - SCCHE is not responsible or liable for the conduct of the students or any incidents that may occur while students are away from the SCCHE classes or programs.

If you cause damage to a Liberty neighbor’s property...

- Please reach out to the neighbor immediately.
- After talking to the neighbor and/or if no one is home, please let the Academic and Disciplinary Coordinator, Executive Director and/or someone at the check-in desk know of the situation. The check-in person will make sure Liberty is aware of the situation.
- Student drivers also need to contact their parents.
- Violations of the Parking / Student Drop Off Policy are dealt with on a case-by-case basis. Students violating the safety policies may lose their privilege operate or park a vehicle on

Liberty property and can be expelled if warranted, coordinated by the Academic and Disciplinary Coordinator.

STUDENT HEALTH POLICY

Premise:

SCCHE's student health policy centers on scriptural principles that focus on treating others as we would like to be treated ([Matthew 7:12](#) and [Luke 6:31](#)) on valuing others above ourselves ([Phil 2: 3-4](#)) and on loving one another with brotherly affection ([Rom 12:10](#)).

In that light, the consideration of whether a staff member's or child's illness is contagious and would therefore put others at risk of contracting that illness is of primary importance.

Guidelines for assessing whether a child should be allowed to attend SCCHE classes or activities.

- Fever free without any fever reducing medicines used (Tylenol, Motrin, etc) for the past 24 hours.
- Digestive symptom free for the past 24 hours (i.e. no vomiting, no diarrhea in the past 24 hours).
- Upper respiratory illness symptoms – mild or free without medicinal support (known allergy symptoms are not considered contagious, so don't count here).
- Conjunctivitis or other eye infections or any other open, draining infections – cleared up, no drainage. In the case of conjunctivitis, no crustiness or redness in eye should be present.
- Infection with antibiotics – Student may attend class or activity 24 hours after taking the first dose of antibiotics.
- Flu diagnosis in the family: If anyone in your family has been diagnosed and/or has an active case of the flu, all members of the family need to stay home for at least 24 hours after the last symptoms of the flu have subsided.
- Do not send a child to class if that child feels ill to the point that he/she would not be able to benefit from attending the SCCHE class or program.
- It is always wise to err on the side of caution.

General Student Health Guidelines

- SCCHE reserves the right to send any student home if SCCHE determines that student might be a health risk to others if allowed to stay at an activity, class, or event, coordinated by the Academic and Disciplinary Coordinator.
- If your child is participating in any SCCHE classes, and it is necessary for that child to miss due to illness, parents are asked to contact that child's instructors and the Academic and Disciplinary Coordinator to manage any missed assignments or materials.
- If your child is participating in any SCCHE activities or events, and it is necessary for that child to miss due to illness, parents are asked to contact the coordinator of that activity or event and the Academic and Disciplinary Coordinator.

Administration of Medications

SCCHE will not administer any prescription or over-the-counter medications with the following exceptions.

- SCCHE first aid kits are stocked with both Ibuprofen and acetaminophen. A student requesting either of these medications will need to contact their parents and demonstrate parental approval in order to receive a dose.

- The potential emergency administration of auto-injectable epinephrine (“EpiPen”) – if available – or Benadryl (in the SCCHE first aid kit) - to a student who is determined to be in, or perceived to have, a sudden and potentially life-threatening allergic reaction, regardless of whether the student has been identified as having an anaphylactic allergy or has a prescription for epinephrine. If an EpiPen is administered, and 911 has not yet been called, a subsequent 911 call will be immediately made followed by a call to the parent or guardian, coordinated by the Academic and Disciplinary Coordinator.

High Risk Health Situations:

As a support group providing a variety of classes, activities, and resources for families, SCCHE is not equipped to accommodate students with higher-risk health concerns, including but not limited to anaphylactic allergies, seizure disorders, substance dependencies, and significant mental health conditions. Accordingly, SCCHE reserves the right to restrict or deny participation in classes or activities as deemed necessary, coordinated by the Academic and Disciplinary Coordinator.

Medical Emergencies

- SCCHE does not have a staff nurse or other medical professional available whenever medical emergencies arise. SCCHE staff and/or parents on hand will handle the emergency within their capabilities.
- SCCHE reserves the right to call 911 in the event of a life-threatening medical emergency. In the case of a student, parents will be notified as soon as possible, coordinated by the Academic and Disciplinary Coordinator.
- In a non-life-threatening medical emergency involving a minor, SCCHE will contact the parents prior to calling 911, unless the situation changes, coordinated by the Academic and Disciplinary Coordinator.

CANCELLATION POLICY – INCLEMENT WEATHER OR UNFORSEEN CIRCUMSTANCES

Cancellation of SCCHE classes and activities will be determined by one or more of the following:

- Francis Howell, Fort Zumwalt, and/or the Wentzville School Districts cancel classes due to inclement weather (not counting cancellation for only extreme cold weather).
- Liberty Parking lot is not safe – due to the presence of snow and/or ice.
- Liberty Church or any other facility being used for a planned activity has an emergency closing for any reason.

Communication of Canceled Classes or Activities

- Cancellations due to weather or unforeseeable circumstances will be communicated via the email address listed on your family’s SCCHE membership profile. Parents are encouraged to make sure their email is up to date.
- If a text message communication is preferred, please indicate that by enabling text messages on your profile on the website.
- Make-up days for cancelled class days and/or activities are at the program director’s discretion, with input from the Academic and Disciplinary Coordinator.

SCCHE SAFETY POLICIES

SCCHE considers safety of all SCCHE family members participating in any SCCHE class, activity, or event to be of utmost importance.

General Safety Policies

Liberty Usage – Classes and Activities

- Entry is permitted through the south door only; all other doors remain locked. Exceptions apply to handicapped students and Reading and Math Intervention families.
- Students attending classes (Learning Center, HeartStrong, Band, and choir) are required to sign in upon arrival and sign out when leaving the building.
- The sign-in table is staffed by two adults when possible.
- Adult supervision is present in areas of the building where students are located. Students are not permitted in the west foyer area except to walk to classes.
- Outside adult supervision is provided on HeartStrong Days. On Learning Center days, outdoor adult supervision is intermittent. Students are expected to behave appropriately.
- Adults (including contractors, employees, and volunteers) are not to be in a room alone with a minor.

Fire and Tornado Alarms

General Information

- For classes and activities at Liberty, a safety notebook (red, three-ring binder) containing instructions and escape routes is placed in every classroom and larger assembly area.
- Escape route information is also posted next to each classroom door.
- SCCHE will conduct two fire drills and two tornado drills each year, overseen by the Academic and Disciplinary Coordinator.

Fire Alarm

- SCCHE will follow the building policies for exit procedures in the event of a fire.
- Two adults will be assigned to each occupied level of the building to confirm all students and personnel have exited the building.
- One adult will serve as the contact person for parents, coordinated by the Academic and Disciplinary Coordinator.
- Parents will be notified as necessary.

Tornado Alarm

- SCCHE will follow the building policies regarding relocation to tornado-safe areas.
- Two adults will be assigned to each occupied level of the building to ensure everyone moves to a designated safe area.
- One adult will act as contact for parents, coordinated by the Academic and Disciplinary Coordinator.
- Because of the eminent danger associated with tornado warnings, parents whose children are attending SCCHE classes or events are asked to stay home and shelter. SCCHE staff will manage the situation.
- Parents will be informed as needed.

SCCHE REGISTRATION POLICIES

SCCHE offers a number of programs and activities, many requiring registration to participate.

SCCHE families are responsible for following the registration policies of each individual program or activity, understanding that missing a deadline could result in consequences ranging from additional

charges to not being able to participate in the activity at all.