



The **Samuel** School  
*Biblical, Spirit-Led Education*

# Student & Parent Handbook

***“Rooted in Truth. Growing in Wisdom. Equipped to Serve.”***



Our school is more than a place of learning—it is a Christ-centered community where teachers, parents, and students work together to nurture hearts, minds, and character. This handbook is designed to guide our partnership, outlining the values, expectations, and opportunities that help every child grow into the person God created them to be.

**“When home and school walk hand in hand, children flourish.”**

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## **Student-Parent Agreement**

This handbook is an extension of the contract between The Samuel School, our students, and our parents. All parties to the contract must ensure that they have read this document, and that they understand and agree to abide by its contents. We, therefore, request that the agreement form at the beginning of this handbook be signed by each parent/guardian and returned to the Main Office no later than September 3, of the present year. The school retains the right to amend this handbook as needed. Parents and students will be promptly notified if and when changes are made.

The Samuel School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of The Samuel School leadership, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly

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## Student-Parent Agreement Form

We believe a child's success is best achieved when home and school work together in harmony. By signing below, you commit to partnering with us in the following ways:

I support the school's Christ-centered philosophy of education.

I will encourage my child to follow the school's Code of Conduct and classroom expectations.

I will communicate respectfully and promptly with school staff about my child's needs.

I will attend conferences, events, and meetings when possible.

I will contribute to at least one fundraising activity each year (through participation, volunteering, or a direct donation).

I will keep health, emergency contact, and required records up to date.

I will support my child's learning at home through reading, homework guidance, and positive reinforcement.

I will partner with the school to address behavioral or academic concerns consistently.

### Acknowledgment

I understand that enrollment at \_\_\_\_\_ School is a partnership, and I am committed to working with the school to help my child grow academically, spiritually, and socially.

Parent/Guardian Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_



## ***A Letter from the Head of School***

Greetings! First, allow me to thank for being a champion for your child and their Kingdom Education™ through The Samuel School.

“Seek first the Kingdom of God and His righteousness” (Matt 6:33) was the main message on life given by Jesus. We, at The Samuel School, are honored to partner with you in the education and discipleship of your child. Our calling is to help each student grow in wisdom, knowledge, and godly character so they can live fully for the glory of God.

At The Samuel School, we believe that education is more than academics—it contributes to the formation of the whole person. We provide an environment where students learn to think biblically, explore with curiosity, serve with compassion, and live with purpose.

Your child will experience:

- Learning that begins with God’s Word and applies truth in every subject.
- Hands-on, personalized education that respects their God-given gifts and pace.
- Opportunities to connect learning to real-world Kingdom impact through service and project-based experiences.
- A community that partners with home and church to nurture faith and Christ-like character.

Our prayer is that your child will leave these halls rooted in truth, growing in wisdom, and equipped to impact the world for Christ. Together, we will seek to train minds and hearts that delight in God and His creation.

Thank you for entrusting us with the privilege of walking alongside your family in this important journey. We look forward to a year of growth, joy, and discovery—both academically and spiritually.

May God Bless You,  
Dr. Robert A. Peck  
Head of School & Founder



# Profile

***The Samuel School Motto, Scripture and School Logos***

***Introduction***

***Statement of Faith***

***Philosophy of Education***

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## ***The Samuel School Motto, Scripture and School Logos***

### ***Motto***

***“Rooted in Truth. Growing in Wisdom. Equipped to Serve.”***

The motto captures the heart of our mission—to prepare students who are firmly grounded in God’s truth, continually growing in wisdom, and joyfully living out their faith and fulfilling their purpose in life, in every sphere.

### ***The Scripture***

“But Samuel was ministering before the LORD—a boy wearing a linen ephod.”

1 Samuel 2:18 As a child one factor assisting Samuel in his relationship with God, to the point of hearing His voice, was his proximity to God’s Presence. Throughout the day, on a regular basis, Samuel learned of God and interacted with God by submitting various sacrifices in a meaningful manner to Him. Ultimately, Samuel’s lifestyle of worship led him to a life led by Christ, fulfilling His purposes for creating Samuel. What more could any one of us ask for on behalf of our own children?

### ***The Logo***



The Samuel School logo was designed to reflect the mission of our school. The symbol of the Bible from where the tree grows come from 2 Timothy 3:16, “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.”

The Samuel School logo also reflects our mission to root students in God’s Word, nurture their growth in knowledge and relationships, and guide them in discovering their God-given identity and destiny. It serves as a visual reminder of our commitment to educate, equip, and empower students to live faithfully and purposefully.

### ***The Eagle***



Noah Webster tells us in his 1828 dictionary that the eagle is one of the largest species of fowls and has keen sight. The eagle is representative of the United States, our national bird, as well as the prophetic ministry. The Samuel School is both a prophetic school, birthed by God through a dream, as well as Biblically restorative in nature to the foundational principles of the United States. It was for this purpose that the symbol of an eagle was chosen to represent The Samuel School students and athletes.

## ***Introduction***

The Samuel School exists to glorify God by providing a Christ-centered education that forms the heart, mind, and character of each student. We believe that every child is uniquely created by God, called for a purpose, and capable of making a difference in the world for His Kingdom.

Our approach to education blends four powerful and faith-aligned methods:

1. The Principle Approach® – Training students to reason and act from biblical principles in every subject.
2. Montessori Education – Respecting the God-given individuality of each learner through hands-on, self-directed discovery.
3. Teaching for Transformation (TfT) – Connecting learning to God’s story and equipping students for real-world impact.
4. Kingdom Education – Partnering with home and church to disciple students for a life of service to Christ.

At The Samuel School, learning is not just about mastering academics—it’s about shaping Christ-centered leaders who are prepared for life and eternity. Students grow in knowledge, skill, and godly wisdom through:

- Bible-integrated academics
- Hands-on exploration and inquiry
- Service projects and community engagement
- Mentorship and discipleship

We believe that education is most powerful when school, home, and church work in harmony. As partners in this journey, we are committed to walking alongside families to nurture faith, character, and a lifelong love of learning.

## ***Statement of Faith***

- **We believe** that the entire Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit,

and that it has supreme authority in all matters of faith and conduct. (II Timothy 3:16, I Thessalonians 2: 13)

- **We believe** there is one God, eternally existent in three persons — Father, Son, and Holy Spirit. (Matthew 28:19, John 10:30, Ephesians 4:4-6)
- **We believe** in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of God, and His personal return in power and glory. ( Colossians 2:9, I Corinthians 15:51-57, Revelation 20:11-15)
- **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because the exceeding sinfulness of human nature, that we are justify on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved. (Romans 3:23-25, Titus 3:4-7, Ephesians 2:8-9)
- **We believe** in the resurrection of both the saved and the lost — the saved to the resurrection of life and the lost to the resurrection of condemnation. ( I Corinthians 15:51-57, Revelation 20:11-15)
- **We believe** in the spiritual unity of believers in our Lord Jesus Christ. ( Ephesians 4:15-16, Ephesians1:22-23, I Corinthians 12:12,27)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (John 3:5-8, Acts 1:8, Romans 8:9, I Corinthians 2:14, Galatians5:16-18)

## ***Philosophy Of Education***

### **1. The Principle Approach®**

A biblical, classical method of education that teaches students to reason from God's Word in every subject, applying biblical principles to daily life.

Key Elements:

Biblical Reasoning: Searching Scripture for truth before forming opinions or solving problems.

Notebook Method: Recording discoveries, definitions, and applications to cultivate disciplined thinking and clear communication.

Christian History & Heritage: Understanding all subjects in light of God's providence and plan through history.

Goal:

To develop self-governing, Christ-centered thinkers who lead with wisdom and integrity.

In Our Classrooms You Will See...

- Students opening the Bible during lessons
- Neatly kept learning notebooks
- Discussions about God's role in history and science

***"Your word is a lamp to my feet and a light to my path." – Psalm 119:105***

## **2. Montessori Education**

A hands-on, self-directed approach that respects each child's God-given individuality and pace of development.

Key Elements:

- Prepared Environment: Purposeful materials that encourage exploration and mastery.
- Individualized Learning Paths: Teachers guide rather than lecture.
- Practical Life & Responsibility: Encouraging independence and stewardship.
- Multi-Age Classrooms: Older students mentor younger ones.

Goal:

To cultivate independent learners who take ownership of their education and joy in discovery.

In Our Classrooms You Will See...

- Students working with hands-on learning tools
- Quiet, focused work periods
- Older students helping younger classmates

***"Train up a child in the way he should go; even when he is old he will not depart from it." – Proverbs 22:6***

## **3. Teaching for Transformation (TfT)**

An approach that inspires students to see their learning as part of God's ongoing story, connecting academics to real-world impact.

Key Elements:

- Storyline Integration: Each year connects to a biblical throughline (e.g., Justice-Seeker, Servant-Worker).
- Formational Learning Experiences (FLEx): Applying learning through service projects and problem-solving.
- Deep Hope: Teachers communicate a Christ-centered vision for students' character and faith.

Goal:

To prepare students to live faithfully, love generously, and restore God's creation.

In Our Classrooms You Will See...

- Projects that serve the community
- Connections between lessons and biblical themes
- Students reflecting on God's story in their lives

***"Whatever you do, work at it with all your heart, as working for the Lord." – Colossians 3:23***

#### **4. Kingdom Education**

Developing perspective as Jesus taught, that the Kingdom of God is the reference for life on Earth and life thereafter. God's Kingdom is not something that should be considered for after death, but rather a context for living even now.

Key Elements:

- The teachings of Jesus that illuminate the Kingdom of God including over 66 verses and 39 parables.
- Life Integration: Applying biblical truth to academics, relationships, and worldview.
- Practical Application: These are the values Jesus highlighted for us in relation to the Parable of the Prodigal Son (Luke 15) that equip our school to Kingdom restoration. The seven Kingdom restorative experiences include: awakening, repentance, intimacy with God, identity in Christ, authority of the believer, liberty to fulfill calling, and celebration.

Goal:

To help students glorify God by fulfilling His purpose for their lives.

In Our Classrooms You Will See...

- Prayer before and during lessons
- Teachers modeling Christ-like character
- Students encouraged to embrace God's Kingdom and live out their faith

***"But seek first his kingdom and his righteousness, and all these things will be given to you as well." – Matthew 6:33***

#### ***How These Approaches Work Together***

Our classrooms bring together the strength of four approaches:

- Principle Approach®: Training students to reason from God's Word
- Montessori: Encouraging independent, hands-on exploration

- Teaching for Transformation: Connecting learning to God's story and real-world service
- Kingdom Education: Partnering with the Kingdom of God to disciple children.

Together, these methods create an environment where students grow in wisdom, knowledge, skill, and godliness.

## **The Samuel School Commitment**

At The Samuel School, we are committed to providing a ***Christ-Centered*** education rooted in God's Word and guided by our mission, vision, and core values.

We pledge to educate, equip, and empower students to courageously explore God's creation, develop authentic and flourishing relationships with God and others, and discover their God-designed identity and destiny.

We commit to cultivating ***Academic Excellence*** through discipleship, nurturing Christian character, and fostering a Spirit-led environment where individuality is honored and restoration is practiced.

We are committed to the ***Character Development*** of every child; bringing to bear the discipline and conviction of Christian self-government. All the academic achievement or spiritual knowledge in the world cannot succeed without a character molded and strengthened by truth unto usefulness. Our policies, teaching methods, and community life are designed to reflect these commitments, ensuring that every student is prepared to live faithfully, think critically, and serve purposefully in God's kingdom.

## ***Spiritual Formation***

At The Samuel School, our primary calling is to partner with parents and the local church in discipling children to know, love, and follow Jesus Christ. We believe that spiritual growth is not a separate subject but the foundation of all learning, shaping how students think, act, and live.

### Biblical Foundation

All instruction flows from the truth of God's Word.

We teach students to:

- Reason from biblical principles in every subject (Principle Approach)
- Apply Scripture to daily life and decision-making



- Understand the story of redemption from Genesis to Revelation

#### Daily Practices

Students grow in faith through:

- Morning prayer and Scripture reading in every class
- Bible-integrated lessons across all subjects
- Worship in song during our daily devotionals
- Scripture memorization appropriate to age level
- Reflective journaling on God's Word and works

#### Formational Learning

Through Teaching for Transformation (TfT), students:

- Identify biblical throughlines (e.g., Justice-Seeker, Servant-Worker) that guide their learning
- Participate in Formational Learning Experiences (FLEx)—projects that serve others and connect learning to Kingdom work
- Reflect on their deep hope—a God-given vision for their lives

#### Modeling Christ-Like Character

Teachers and staff:

- Strive to live as examples of faith and integrity
- Speak and act in ways that honor Christ
- Mentor students in Christ-like attitudes such as humility, kindness, and perseverance

#### Church and Family Partnership

We affirm that the home and church are God's primary institutions for spiritual formation.

We partner with parents by:

- Communicating about students' spiritual growth
- Inviting families to join school worship and service opportunities
- Supporting families in living out faith at home

#### Our Prayer for Students

That each child will: ***"Grow in the grace and knowledge of our Lord and Savior Jesus Christ."*** – 2 Peter 3:18

## ***The Inception of The Samuel School***

By: Dr. Robert A. Peck

The Samuel School began with a prayer and a dream. One Sunday morning in 2003, during worship, I pondered in my heart, "Lord I see how children can engage in prophetic worship and arts but what about the content areas of school

(math, science, reading, and so on).” Also on my heart at that time was the distress students were experiencing which I witnessed from the inside as a high school teacher. Those elements combined, were the basis of my earnest prayer.

That very night the Lord gave me a dream. In the dream I was walking outside. Ahead of me I saw a traditional looking one story school building to the right, on a hill, and to the left were green rolling pastures. In the pastures I saw a man walking who I personally know loves the Lord. As I approached the school I noticed it had a glass wall. Gathered behind the glass wall was a group of about 5 or 6 children with the oldest being a boy, about age 12, standing in the middle of them. He was holding a musket and pointing it toward the glass wall. My pastor was beside me and I said, "Look, the children are trying to break out of the school." The dream was over.

I was amazed by the dream and especially wondered of the significance of the musket. I knew the dream was in response to the prayer of my heart and so I started to research education during the time of the musket, colonial times especially. Was I ever surprised! What I found, with regard to those of us who have gone through the public school system, is that our Christian heritage has been systematically and intentionally hidden from us. I had no idea the significance faith and God played in those national foundational years. I also was surprised at how personally meaningful I would find the accounts of Christian Americans who have walked before us. I began to understand why the Supreme Court at the end of the 19th Century declared us to be a Christian nation.

I combed the internet for about a year and became most impressed with David Barton and Wall Builders. His research on the founders and education is very thorough and enlightening, resources well worth the study. However, I continued searching wondering how the curriculum of that time could be discovered or would I need to write it from scratch.

One day after about a year of combing the internet, I came across The Principle Approach, “America’s Historic method of Biblical reasoning.” It places the Word of God as the only sure foundation for school and its subjects. I knew immediately that this was the mother load. Thankfully a significant amount of the leg work was performed with regard to searching out our Biblical foundations as a nation and their correlation to the field of education. In short, during the 1960’s and 1970’s the Lord inspired two women, Verna Hall and Rosalie Slater, to become dissatisfied with the direction civil government was leading this nation and sought rather to restore our Christian heritage and thereby restore our nation and government.

Ms. Hall and Ms. Slater gathered a group of people in the San Francisco area and begin to compile and gather information from primary resources that illuminated the Christian character of the nation during its founding.

As the years of their research transpired they discovered underlying principles that reoccurred within this Christian nation at its beginnings. Thus the name, The Principle Approach to education was conceived. Furthermore, they compiled the materials they accumulated into a meaningful curriculum that has been used to employ Christian character within children as it did this nation at its inception.

Some time after researching and starting to understand that the Lord was leading me to start a school, I pondered what the name would be. One Sunday morning, my pastor's wife encouraged the congregation to read the Bible through, in order, from cover to cover. As I read through the Bible, I of course came to the books of Samuel. I was amazed at how many similarities exist between the prophet and the purpose of the school.

Samuel experienced God's presence as a boy, heard His voice, and learned His ways. Through Samuel's work and the citizens of Israel, God transformed their nation back to Him in about 25 years. Every sphere of society, including civil government, was transformed back into a God honoring representation. Samuel's School of the Prophets had a lot to do with speaking God's truth into these "7 Mountains." So now... the Lord leads on.

The year of the breakthrough has come for children. The green pastures of life in the Spirit are before them. The heritage of the Lord, also called His testimony, cannot be hidden any longer. Children need their testimony/His Story (HiStory) to embrace life to the fullest and to be equipped with the insight and spiritual weapons necessary to overcome the evil one (see Revelations 12:11). And as His truth is revealed and spoken again, so too will His power and Kingdom be restored in America, one child at a time!

## ***Mission Statement***

At The Samuel School, our mission is to educate, equip, and empower students to courageously explore God's creation; develop authentic, flourishing relationships with God and others; and earnestly discover their God-designed identity and destiny.

## ***Vision Statement***

- To establish a fully functioning Pre-Kindergarten to 12th grade school developing the whole child: spirit, soul, and body
- To partner with parents in developing their children into young adults who are sensitive and responsive to the Holy Spirit

- To individually equip children according to their unique God-given calling with respect to the Holy Spirit's leading
- To develop children through the formation of manners and habits, the enlightenment of understanding, and the correction of temper in order to best fit them for their future stations as leaders in every level of society supported by Biblical principles of government
- To develop a biblical worldview (part of the mind of Christ) within each student by using the Word of God as the primary resource to develop understanding supported by Webster's 1828 Dictionary
- To provide resources for home schooling families especially in the area of Spiritual training and education and provide resources with regards to our Christian heritage

## ***Core Values***

1. **Discipleship:** Listening and Following God's Voice in Learning  
Just as Samuel listened to God, students grow as disciples by seeking God's wisdom in their studies, listening carefully in class, and applying truth in every subject.
2. **Faithful Living:** Integrity, Service, and Prayer in Study  
Samuel lived with honesty and humility. In academics, this means completing work with integrity, serving classmates through cooperation, and asking God for guidance in challenges.
3. **Kingdom Purpose:** Learning to Lead through Obedience and Excellence  
Samuel led God's people by obeying Him. Students pursue excellence in their studies not for self-promotion, but to use their knowledge and skills for God's Kingdom and the good of others.

## ***Structure of the school***

### ***Corporate Structure***

The Samuel School exists as a 501 (C) (3) organization and is incorporated as an educational institution under the governance of its Board of Trustees and administered by the Head of School . The Samuel School is registered and recognized by The Pennsylvania Department of Education as a K-12 educational institution.

### ***The Board of Trustees***

The Board of Trustees is the primary governing body of The Samuel School. The board sets policies for the operation of the school as well as follows a strategic plan, which are implemented by the Head of School. The board appoints trustees for a two year, renewable term. The addition of new board members occurs when the board determines the need.

## ***Faculty Requirements***

Qualifications:

1. Teachers must be born again Christians and actively involved in a local Christian church.
2. Teachers act in the role of overseer in the lives of children; therefore, they must meet the character qualifications as outlined in I Timothy 3:1-7.
3. All teachers must have earned a minimum of a bachelor's degree from a recognized college or university(preferred). Some exceptions are made based on experience.
4. Teachers are encouraged to pursue advanced degrees.
5. All Samuel School teachers undergo extensive and ongoing in-service training.
6. Teacher are required to maintain valid security clearances as required by the state.



# Admissions

***Policies and Procedures***

***Enrollment***

***Enrollment Procedures***

***Enrollment Requirements***

***Late Enrollment***

***Withdrawal from Enrollment***

***Re-enrollment Requirements***

***Re-enrollment Timeline***

## ***Policies and Procedures***

At The Samuel School, we partner with Christian families who desire a Christ-centered education that nurtures the whole child—spiritually, academically, emotionally, and socially. Admission is open to students whose parents support the school’s statement of faith, philosophy of education, and policies. We seek to enroll students who demonstrate a readiness to learn, a willingness to participate fully in school life, and whose families are committed to partnering with us in the discipleship process. The admissions process includes the submission of a completed application, student records, references, and any required assessments or placement evaluations. A family interview with school leadership is required to ensure alignment between home and school values. Acceptance is based on the student’s readiness, the school’s ability to meet their needs, and the availability of space in the desired grade. The Samuel School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies or programs. We prayerfully consider each applicant, seeking God’s guidance in every enrollment decision, and view each student’s acceptance as an opportunity to partner with their family in fulfilling God’s calling in their life.

## ***Enrollment***

Enrollment at The Samuel School is open to families who desire a Christ-centered education and are committed to partnering with the school in the academic and spiritual formation of their child.

## ***Enrollment Procedures***

Our enrollment process is designed to ensure that families understand our mission, values, and expectations, and that we can meet the academic, spiritual, and social needs of each student.

### **Step 1 – Inquiry & Tour**

Families are encouraged to schedule a tour of our school and meet with an administrator to learn more about our programs, curriculum, and community.

### **Step 2 – Application Submission**

Submit a completed enrollment application along with all required documents, including:

- Student’s birth certificate
- Immunization and health records
- Previous school records (if applicable)

- Any applicable learning or support plans

#### Step 3 – Family Interview

Parents and students meet with the principal to discuss the family's educational goals, the student's needs, and our school's philosophy.

#### Step 4 – Placement Assessment

Students may be given an academic assessment to determine appropriate grade-level placement and to identify any support needs.

#### Step 5 – Acceptance & Enrollment Packet

Upon acceptance, families receive an enrollment packet including the tuition agreement, parent handbook, and calendar. All forms must be signed and returned with the non-refundable enrollment fee to secure the student's place.

#### Step 6 – Orientation

Parents and students attend a school orientation to review policies, meet teachers, and prepare for a successful start to the school year.

## ***Enrollment Requirements***

To enroll a student at our school, the following requirements must be met:

1. Age & Grade Eligibility – Students must meet the age requirements for their grade level as determined by state guidelines.
2. Completed Application – A fully completed enrollment application must be submitted, along with all required forms and signatures.
3. Required Documentation – Families must provide:
  1. A copy of the student's birth certificate
  2. Current immunization and health records (or appropriate exemption documentation)
  3. Previous school records, including report cards and standardized test results (if applicable)
  4. Any applicable learning or support plans (IEP, 504, etc.)
4. Family Interview – At least one parent/guardian and the student must attend an interview with school administration to discuss our mission, values, and expectations.
5. Placement Assessment – Students may be assessed for grade-level placement and academic readiness.



6. Signed Agreements – Parents must sign the tuition agreement, acknowledgment of the Parent Handbook, and any additional school policy forms.
7. Enrollment Fee – A non-refundable enrollment fee must be paid to secure the student's spot.
8. Commitment to School Partnership – Parents agree to support the school's mission, participate in school life as outlined in the Parent Involvement section, and uphold our Code of Conduct.

## ***Late Enrollment***

Enrollment after the start of the school year will be based solely upon the following formula:

Enroll before November 1 = full tuition

November 1 – end of the first trimester = 80%

Parents may not enroll students after the beginning of the second trimester without approval from the School

Administration. Tuition will be prorated if enrollment is approved during the third trimester

## ***Withdrawal from Enrollment Policy and Penalty Schedule***

We understand that circumstances may arise in which a family must withdraw their child from The Samuel School. To ensure a smooth transition and proper record keeping, parents must submit a written notice of withdrawal to the school office at least 30 days prior to the student's last day of attendance. This notice must include the student's name, grade level, reason for withdrawal, and the final date of attendance.

All tuition, fees, and outstanding balances must be paid in full before student records, report cards, or transcripts can be released. All school property—such as textbooks, library books, technology devices, uniforms, and other borrowed materials—must be returned in good condition before the withdrawal is finalized. A withdrawal conference with administration may be scheduled to discuss the student's transition and ensure closure for both the student and the school community.

Because the school makes annual staffing, budgeting, and curriculum decisions based on confirmed student enrollment, early withdrawal impacts the entire school

community. Therefore, the following withdrawal penalties apply unless otherwise stated in a family's signed tuition agreement:

- Withdrawal before July 1: Application fee and enrollment deposit are non-refundable; no tuition penalty.
- Withdrawal between July 1 and the first day of school: Application fee, enrollment deposit, and 10% of annual tuition are non-refundable.
- Withdrawal during the 1st trimester: Application fee, enrollment deposit, and 25% of annual tuition are non-refundable.
- Withdrawal during the 2nd trimester: Application fee, enrollment deposit, and 50% of annual tuition are non-refundable.
- Withdrawal during the 3rd trimester: Application fee, enrollment deposit, and 100% of annual tuition are non-refundable.

Note: All outstanding balances, including unpaid tuition, fees, and the cost of unreturned or damaged school property, must be paid in full before academic records or transcripts are released.

## ***Re-Enrollment Requirements***

Re-enrollment at The Samuel School is an annual process that allows us to plan staffing, curriculum, and resources for the upcoming year. Priority re-enrollment is offered to current families before new applicants are considered. To secure a student's place for the following school year, parents must complete the re-enrollment form, submit the non-refundable re-enrollment deposit, and update any necessary student records by the published deadline.

Re-enrollment is contingent upon:

- **Spiritual & Academic Alignment:** Continued support of the school's mission, philosophy, and statement of faith.
- **Academic Performance:** The student's ability to meet grade-level expectations or demonstrate steady progress toward them.
- **Behavioral Standing:** A positive record of conduct and respect for school policies.
- **Financial Standing:** All tuition and fees for the current year must be paid in full, and accounts must be in good standing.

Families who do not complete the re-enrollment process by the deadline may forfeit their child's space, which may then be offered to new applicants. The

Samuel School reserves the right to deny re-enrollment if it is determined that continued enrollment would not be in the best interest of the student or the school community.

### ***Re-Enrollment Timeline***

- January 15 – Re-enrollment opens for current families. Re-enrollment forms and deposit links become available online.
- February 15 – Priority re-enrollment deadline for current families. After this date, available seats may be offered to new applicants.
- March 1 – Re-enrollment confirmation sent to families with completed forms, deposit, and accounts in good standing.
- March 15 – Deadline to finalize any missing documentation or updated student records.
- April 1 – Enrollment for the next school year opens to the general public.

Note: All deadlines are subject to change; families will be notified of any adjustments through the school newsletter and email announcements.

### ***Delinquent Tuition Policy***

The financial stability of The Samuel School depends on the timely payment of tuition and fees. By enrolling a child, parents agree to meet all financial obligations in accordance with the signed tuition agreement. Tuition is due according to the payment plan selected at enrollment.

If an account becomes past due:

- After the due date – A late fee of \$30 will be added to the account.
- After 30 days – The school office will send a written reminder, and parents must contact the administrative office to arrange payment.
- After 45 days – Students may be restricted from participating in extracurricular activities until the account is brought current.
- After 60 days – The school reserves the right to suspend a student's attendance until satisfactory payment arrangements are made.
- End of Trimester – Report cards, transcripts, and re-enrollment privileges may be withheld until the balance is paid in full.

Families experiencing unexpected financial hardship are encouraged to contact the administrative office immediately to discuss possible payment arrangements. Open and timely communication is essential. Failure to bring an account current or arrange an approved payment plan may result in the student's withdrawal from The Samuel School.

## ***Financial Aid Policy***

The Samuel School is committed to making Christ-centered education accessible to families who share our mission and values. We recognize that tuition represents a significant investment, and we offer need-based financial aid to assist families who demonstrate genuine financial need.

### **Eligibility:**

- Financial aid is available only to currently enrolled or newly accepted students.
- Awards are based solely on demonstrated financial need and the school's available aid budget.
- Families must be in good standing with all school policies, including academic, behavioral, and financial responsibilities.

### **Application Process:**

1. Complete the school's Financial Aid Application form and submit all required documentation (including recent tax returns, W-2 forms, and any other relevant financial statements) by the published deadline.
2. The school's Financial Aid Committee reviews applications confidentially and determines awards based on verified need and available funds.
3. Families will be notified of the award decision in writing.

### **Conditions:**

- Financial aid awards apply to tuition only and do not cover fees, uniforms, or extracurricular costs unless otherwise specified.
- Families receiving aid are required to reapply each year and submit updated financial documentation.
- Continued eligibility for aid depends on maintaining good academic performance, positive behavior, and adherence to school policies.
- Any significant changes in financial circumstances must be reported to the school immediately.

### Confidentiality:

All financial aid applications and decisions are kept strictly confidential.

We encourage any family seeking assistance to apply early and to communicate openly with our finance office. Our goal is to partner with families so that finances are not a barrier to receiving a The Samuel School education.

### Financial Aid Timeline:

- January 15 – Financial aid applications open for the upcoming school year. Forms and requirements are available on the school website or from the administrative office.
- February 15 – Priority application deadline for returning families. Applications received after this date will be considered only as funds remain available.
- March 1 – Application deadline for new families.
- March 15–April 1 – Financial Aid Committee reviews applications and verifies submitted documentation.
- April 15 – Families are notified of award decisions in writing.
- May 1 – Deadline for families to accept financial aid awards in writing and complete enrollment or re-enrollment.

Note: All deadlines are subject to change; families will be notified of adjustments via email and the school newsletter. Late applications may not be considered if funds are exhausted.



# Educational Program

***Achievement Tests***

***Curriculum***

***Field Studies***

***Grades***

***Grading Scale***

***Homework Policy***

***Honor Roll***

***Notebook Method***

***Parent-Teacher Conferences***

***Report Cards***

***Retention***

## ***Achievement Testing – STAR Assessment***

To monitor student progress and guide instruction, The Samuel School uses the STAR Assessment program, a nationally recognized, computer-adaptive testing system that measures reading and math skills. The STAR Assessment provides teachers, parents, and students with timely, accurate, and actionable data to support academic growth throughout the school year.

### Testing Schedule:

- Fall (August/September): Baseline assessment to determine each student's current performance level.
- Winter (January): Mid-year assessment to measure progress and adjust instruction as needed.
- Spring (May): End-of-year assessment to evaluate annual growth and mastery of skills.

These assessment offers a clear picture of academic progress and helps set realistic learning goals. After each testing period, parents receive a detailed report outlining their child's performance level, growth percentile, and suggested next steps for continued improvement. These results are discussed with students to encourage ownership of their learning and to celebrate growth, ensuring that progress is recognized and learning is continually supported both at school and at home.

### How Parents Can Support at Home:

Parents play an important role in their child's academic success and can help prepare them for STAR assessments by:

- Encouraging consistent reading and math practice at home.
- Ensuring students get adequate rest the night before testing days.
- Providing a healthy breakfast on test days.
- Speaking positively about testing to reduce anxiety and build confidence.
- Reviewing progress reports together and celebrating growth, no matter how small.

STAR results are one of multiple measures used to evaluate student progress. They do not solely determine promotion to the next grade level but are combined with classroom performance, teacher observations, and other assessments to guide decisions. All student testing data is confidential and will only be shared with the student's parents/guardians, classroom teachers, and relevant school staff.

## **Curriculum**

Our Christ-centered curriculum is rooted in the **Principle Approach®**, which trains students to reason from God's Word in every subject, and enriched by **Montessori methods** that encourage self-directed exploration and respect for each child's God-given pace of learning. Through **Teaching for Transformation (TfT)**, students connect their studies to meaningful, real-world applications, while **Kingdom Education** keeps Christ at the center of all learning. Instruction is designed to engage the whole child—spirit, mind, body, and heart—through rigorous academics, hands-on discovery, problem-solving, and project-based experiences. Students are equipped to think critically, communicate effectively, and apply their skills in service to others. Assessment is an ongoing process that includes formative and summative evaluations, as well as opportunities for student self-reflection, ensuring that feedback fosters both growth and biblical encouragement. Recognizing that each learner is unique, we provide both academic support and enrichment to help every student reach their full God-given potential. In all areas of study, we strive to prepare students to live faithfully, learn continually, and impact the world for Christ.

## **Field Studies**

Each year, students embark on field studies at each grade level that allow them to experience learning in the classroom of God's creation. Getting out of the classroom allows students to expand or round out their study of a particular subject. At The Samuel School, we refer to this part of the curriculum as a field study as opposed to a field trip.

Field studies are an exciting part of the curriculum at The Samuel School. The field study allows us to attain several goals that cannot be met in the normal classroom environment with textbooks and notes. As we desire to restore our American Christian memory, the field study allows us to expose students to the actual places where important events occurred, or to study a subject on-site. It also enables us to take students to the birthplaces/homes of key individuals on the Chain of Christianity. Students have the opportunity to experience cultural, academic, and social events that will broaden their horizons, as well as give them points of reference for comparison and analysis of various world-views.

Our desire is that our students see these out of classroom times as times of study. Students will be required to keep a journal of their field study experiences, which helps to foster reflective learning.

Each individual classroom teacher plans field studies throughout the course of the school year. Parents must sign and return permission slips to the classroom



teacher before each trip. Teachers may also contact parents to help share in the transportation for each trip.

Parent Requirements: Any parent wishing to accompany a child on an overnight field study must have all their federal and state-required clearances. Please inquire at the office to get the proper paperwork.

Also, field studies are limited to the children enrolled in the respective course and a parent(s) or other designee who is an immediate relative. Siblings who are not also enrolled in the class are not eligible to attend the field study. Exceptions may be granted by a teacher with administrative approval.

## **Grades**

In evaluating students, the teachers at The Samuel School recognize the individuality of each student. Academic grades, while important, are to a great extent a reflection of the internal character of each student.

We ask that parents view the character comments on each report card as causative to the academic grade, holding great importance in the evaluation of each child. Teachers eagerly welcome the opportunity to meet with parents, by appointment, to discuss a student's progress.

## **Grading Scale**

Grades 1 to 12 Grading Key:

- A 90-100% Excellent
- B 80-89% Good
- C 70-79% Average
- D 60-69% Unsatisfactory
- F 0-59% Failing

*Pre-K -K Grading Key* : O= Outstanding; working above grade level

G= Grade level; within the expected range of performance

SP= Small Progress; but below grade level

NI= Needs Improvement; below grade level, little or no evidence of progress.

Graduation Requirements

(Applies specifically to courses taken in grades 9-12 only)

The Samuel School Diploma		The Samuel School Honors Diploma	
GPA	1.5 or higher	GPA	3.5 or higher
Minimum Credits	26	Minimum Credits	31

Community Service Hours Pa State Requirements: 4 credits in English/ Literature and History, 3 credits in Math, and 3 credits in Science during grades 9-12.	Community Service Hours Minimum of 4 credits in: Bible, English, Mathematics, History, and Science
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#### General Notes:

1. Not all courses are offered every year.
2. Grade 12 students must fulfill The Samuel School Senior Thesis requirements, Community Service Hour requirements, and state course credit requirements.

#### Community Service Hours Requirements

At The Samuel School, we believe that serving others is an essential expression of our faith and a vital part of a well-rounded education. Community service provides students with the opportunity to live out biblical principles, connect academic learning to real-world needs, and develop a heart of compassion and responsibility.

Each family must complete a minimum of 10 service hours per school year. At least half of the hours (5 hours) must directly benefit the school (classroom help, event setup, maintenance, etc.). Remaining hours may be completed through church, community, or other approved service opportunities.

Hours must be documented on the Service Program Form and submitted by the final day of the school year. Families may opt to make a financial contribution in lieu of service hours, at the rate set annually by the school board.

Students in grades 5 and above are encouraged to take an active role in fulfilling family hours. Service Program hours will be tracked through the Service Program Form. Forms must be signed by the supervising adult for verification. Unfulfilled service hours will result in a fee added to the final tuition bill.

All service projects should reflect the values of The Samuel School and be approved by a teacher or administrator. Students are responsible for recording their hours on a Service Hours Log, which must be signed by a supervising adult (not a family member) and submitted to the school office by May 15 each year.

Service must benefit the community, be unpaid, and occur outside of regular household chores. Examples include volunteering at church, assisting in a local ministry, serving at a food pantry, tutoring younger students, helping with community clean-up projects, or visiting and assisting in nursing homes. Students who exceed their annual requirement will be recognized for their commitment to serving others at the end-of-year awards ceremony.

As Jesus reminds us in Matthew 5:16, we desire that our students ***“let their light shine before others, that they may see your good deeds and glorify your Father in heaven.”***

### **College Credit Policy**

The following standards must be met for junior or a senior to take college courses to be applied toward graduation credit:

1. The student must be a Samuel School junior or a senior enrolled as a full-time or full-time equivalent student.
2. The student must have a GPA of 3.2 or higher.

Definition of a full-time/full-time equivalent student:

Full-time student: Must take a minimum of 7.0 credits with no more than two of those credits coming from an approved educational alternative. Students in this category pay full tuition.

Full-time equivalent: Must be enrolled in an approved full-time educational institution as well as meet Samuel School Bible and Senior Thesis requirements. Students in this category pay an adjusted tuition.

These students are not eligible for valedictorian and salutatorian awards.

Students must be considered full-time or full-time equivalent to receive a Samuel School Diploma.

### **High School Credit Policy**

1. Students Coming from an Officially Registered Institution (Public, Cyber, or Private)

- An official transcript must be submitted to The Samuel School from the institution.
- Earned credits will be applied to the student's graduation requirements.
- Earned grades will not be calculated into the student's grade point average (GPA).

2. Students Coming from a Home School (Seniors Only)

- Students receive credits toward graduation for high school classes that were completed and passed in a home school and are documented in the portfolio.
- Courses/grades from a home school are so designated and recorded on the student transcript, but are not calculated into the student's grade point average (GPA).

### **College Credits**

Approved courses taken at a college may be counted toward graduation credits but will not be included in the GPA. A one-semester college course counts as 0.5 (1/2) of a Samuel School credit.

#### **DISCLAIMER**

The Samuel School reserves the right to accept or reject, solely at the discretion of the school administration, any non-Samuel School course work by any student.

Support through the CAIU (CAPITAL AREA INTERMEDIATE UNIT)

In the event a parent wishes to obtain a consultation regarding student behavior or learning ability, arrangements can be made through the CAIU. The CAIU provides, free of charge, a professional school evaluator to provide feedback regarding a child's abilities. The site visitation is made in the context of the normally operating classroom without the student's awareness of the purpose of the evaluation. Results are then presented during a consultation meeting where parents are then presented with the specialist's professional opinion and the option to pursue or not pursue their recommendation.

## ***Homework Policy***

Homework is designed to reinforce concepts taught in the classroom, develop independent study habits, and encourage responsibility. Assignments are purposeful and age-appropriate, supporting both academic growth and character development. While we value practice and review, we also recognize the importance of family time, rest, and extracurricular activities.

#### **Guidelines**

- Homework will generally be assigned Monday through Thursday.
- Time expectations vary by grade level, averaging 10 minutes per grade (e.g., 20–30 minutes for 2nd–3rd grade).
- Homework may include reading, written assignments, skill practice, or project work.
- Long-term assignments will be given with clear instructions and due dates to help students learn time management.

## ***Honor Roll***

Students who earn a cumulative average of 90-92% (all classes in a quarter) are recognized with being on the Academic Honor Roll. Those whose average is 93-97% receive High Academic Honors, and those who achieve 98-100% attain Head of School's Honors.

## ***Notebook Method***

At The Samuel School, we use the Notebook Method as a foundational tool for cultivating Biblical reasoning, mastery of content, and personal growth. Rooted in the Principle Approach®, this method encourages students to build a lasting record of their learning by creating beautifully organized, content-rich notebooks for each subject. These notebooks are more than academic journals—they are living documents that reflect the student’s thinking, creativity, and spiritual development. Students are guided to record key principles, Scripture, vocabulary, maps, illustrations, timelines, reflections, and original work with clarity and purpose. The Montessori influence brings freedom and ownership as students develop independence in how they express and organize their knowledge. Teaching for Transformation adds depth through reflection, personal connections, and real-world applications, while Kingdom Education reminds us that every notebook is a testimony of the student’s journey with Christ. These notebooks become treasured portfolios that show not only what a student knows, but who they are becoming in God’s story.

## ***Parent Teacher Conferences***

Parent-teacher conferences are held twice a year—once in the fall and once in the spring—to discuss each child’s academic progress, character development, and spiritual growth. These conferences provide a dedicated space for meaningful, two-way communication where teachers share student work, notebook samples, and assessment data, and parents are encouraged to share insights from home. Together, we reflect on the child’s growth, celebrate successes, and identify goals that align with both the school’s educational vision and the child’s unique journey. Additional conferences may be requested at any time by either parents or teachers as needed. We believe that ongoing, Christ-centered communication fosters trust, clarity, and unity in the shared mission of raising students who love God and live purposefully.

## ***Report Cards***

Report cards are issued three times a year—at the end of each trimester—and are designed to reflect the whole child’s growth: academically, spiritually, and in character. Our reporting system is grounded in a Biblical worldview, aiming not only to communicate mastery of content but also to highlight progress in habits of mind, work ethic, and Christlike character. In keeping with our integrated approach, report cards include academic achievement, notebook development,

project completion, participation, and demonstrations of Biblical reasoning. Teachers provide narrative comments that give insight into the student's learning process, strengths, and areas for growth. We prioritize formative feedback over letter grades, especially in the lower grades, and use age-appropriate rubrics to guide understanding and encourage progress. Parents are encouraged to review report cards with their child, celebrate progress, and continue partnering with the school in setting meaningful goals for the next term. Together, we view assessments as tools for discipleship and growth—not just measurement.

## ***Retention***

We view each child as a unique creation of God, developing at his or her own pace. Occasionally, a student may benefit from an additional year in a particular grade to strengthen foundational skills, develop maturity, or build confidence before advancing. Retention is considered with prayerful care and in partnership with parents, always prioritizing the student's long-term academic success, emotional well-being, and spiritual growth. Decisions are based on multiple factors, including academic progress, standardized assessments, teacher observations, classroom performance, and social-emotional readiness. If retention is being considered, teachers will initiate early communication with the family, typically by the second trimester, and work collaboratively to support the child. Final decisions are made by the school administration in consultation with teachers and parents, with the goal of setting each student up for lasting success in God's timing and design.



# Discipline Program

***Philosophy of Discipline***

***The Classroom Constitution***

***General Discipline Policy***

***Code of Conduct***

***Expulsion Policy***

***Suspension Policy***

***Detention***

***Cheating/Plagiarism Policy***

***Bullying***

***Social Networking***

## ***Philosophy of Discipline***

At The Samuel School, discipline is understood as discipleship—training the heart, not just correcting behavior. Rooted in our Kingdom Education philosophy, our discipline program seeks to shepherd students toward Christlikeness by cultivating self-control, respect, responsibility, and reconciliation. We believe all students are image-bearers of God, capable of growth and guided by grace. Our approach integrates Biblical principles with consistent expectations, restorative practices, and meaningful accountability.

Discipline is handled with firmness and love, with the goal of heart change rather than mere compliance. Teachers model and teach godly behavior, and when misbehavior occurs, students are guided to reflect on their choices, seek forgiveness, and make things right. Parents are considered essential partners in this process and are informed promptly when ongoing or serious concerns arise. Repeated or severe behaviors may result in additional consequences such as loss of privileges, written reflection, meetings with administration, or, in rare cases, suspension.

Our ultimate goal is to build a school culture of peace, honor, and truth where every child feels safe, known, and challenged to grow in wisdom and stature before God and man (Luke 2:52).

## ***Classroom Constitution***

Our Classroom Constitution is a set of shared agreements created by students and teachers at the beginning of the school year. Inspired by Biblical principles and our school's values, it serves as a guide for how we treat one another, handle responsibilities, and create a respectful learning environment. Students participate in developing the Constitution, giving them ownership of the rules and helping them understand the importance of community, fairness, and accountability. Once completed, every student signs the document as a commitment to uphold its principles. The Classroom Constitution is displayed prominently in the room and referred to throughout the year as a reminder that we are a community working together in kindness, respect, and service to God and each other.

The Constitution serves as a guiding document throughout the year. When conflict arises or behavior needs correction, the teacher and students return to the Constitution to reflect on their covenant. It promotes a culture of ownership, peacemaking, and growth. More than a set of rules, the Classroom Constitution shapes the heart, strengthens community, and prepares students to govern themselves in light of God's truth.



## ***General Discipline Policy***

At The Samuel School, discipline is about helping students grow in self-control and Christ-like character. Each teacher works to create a positive, inspiring classroom where children are encouraged to reflect the character of Jesus. When discipline is needed, parents are considered the primary partners, and they will be contacted promptly. In some cases, parents may be asked to come to the school for follow-up.

The school is responsible for:

1. Making sure classroom rules are Biblical, clear, and applied consistently.
2. Defining offenses and the plan of action when discipline is required.
3. Informing parents about issues and working with them on solutions.

Steps for Handling Discipline (based on Matthew 18):

1. The teacher speaks directly with the student.
2. The teacher communicates with the parent.
3. If the problem continues, the teacher involves the principal.
4. The principal or teacher contacts the parent again to discuss next steps.
5. If corrective action is needed, a note is placed in the student's file.

## ***The Code of Conduct***

The code of conduct outlines the standards of behavior expected from every member of our school community. These standards apply in the classroom, on the playground, during school events, and in all interactions—both in person and online.

Students are expected to:

1. Show Respect – Speak and act with kindness, honoring teachers, classmates, and school property.
2. Demonstrate Responsibility – Arrive prepared, complete assignments on time, and take ownership of actions.
3. Practice Integrity – Be honest in words and actions; avoid cheating, plagiarism, or any form of dishonesty.
4. Follow Directions – Listen attentively and follow the instructions of teachers and staff promptly.
5. Promote Safety – Use self-control and act in ways that protect the well-being of self and others.

6. Reflect Christ-like Character – Seek to model the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22–23).

Violations of the Code of Conduct will be addressed promptly, with consequences designed to teach responsibility, encourage reflection, and restore relationships whenever possible. Teachers and administrators will partner with parents to support the student's growth and character formation.

## ***Expulsion Policy***

At The Samuel School, we work prayerfully and intentionally with students and families to address behavioral concerns through Biblical counsel, restorative practices, and support systems. However, in rare and serious cases, a student's behavior may violate the trust, safety, or mission of our school in such a way that expulsion becomes necessary.

Expulsion is considered a last resort, following a pattern of repeated offenses, unresolved heart issues, or a single major violation that threatens the spiritual, emotional, or physical well-being of the community. Examples of such behaviors may include (but are not limited to): violence, threats, possession or use of illegal substances, deliberate defiance of authority, ongoing dishonesty, moral misconduct, or actions that undermine the Biblical values of the school.

Before expulsion is determined, the school will:

- Thoroughly investigate the situation
- Communicate clearly with the parents or guardians
- Provide opportunities for repentance, restoration, and correction
- Involve the administration, teacher(s), and family in the decision-making process

Final expulsion decisions are made by school leadership and are based on the best interest of the student body, the integrity of the school's mission, and the wellbeing of the individual student. While heartbreaking, expulsion may be necessary to preserve a safe, Christ-centered learning environment. We continue to pray for and support families through this process and trust that God can use even difficult circumstances for His glory and the student's ultimate good.

## ***Suspension Policy***

Suspension is not used to shame or punish, but as a serious and prayerful intervention when a student's behavior significantly disrupts the learning environment, violates school values, or poses a threat to the physical, emotional, or spiritual safety of others.

Suspension may be assigned for behaviors such as repeated defiance, disrespect toward authority, physical aggression, inappropriate language, dishonesty, theft, or any action that breaks trust with the school community. Depending on the nature and severity of the behavior, suspensions may be in-school or out-of-school, and typically range from 1 to 3 days. Each case is reviewed individually with input from teachers, administration, and parents.

During suspension:

- The student is expected to complete all assigned classwork and a written reflection on the incident.
- A parent meeting is held before the student returns to class to ensure clear communication, heart restoration, and a plan for accountability.
- Repeated suspensions may result in a behavior contract, additional support interventions, or further disciplinary action, including possible expulsion.

Our goal is always redemption, restoration, and the development of self-governance under God. Through this process, we strive to help students learn from their mistakes, take responsibility for their actions, and return ready to grow in Christlike character.

## ***Detention Policy***

Detention may be assigned for infractions such as repeated minor disruptions, unkind behavior, incomplete assignments, disrespect, or failure to follow classroom expectations. When a student receives detention, parents will be notified in writing and may be asked to acknowledge the notice.

Two levels of detention have been established within the following parameters:

Recess Detention

- Assigned for failure to complete homework and/or minor offenses. Students receiving four recess detentions in the same trimester will receive an after school detention.

After School Detention

Detentions are typically served after school under adult supervision and last 30–45 minutes depending on age and situation.

During detention, students will:

- Reflect on their behavior through a written form guided by Scripture
- Work on missed or incomplete assignments if appropriate
- Develop a plan for improved behavior, often with teacher support

Multiple detentions in a term may result in a parent meeting, behavior support plan, or further consequences, depending on the pattern and severity of behavior. We approach all correction with the goal of restoration and growth, partnering with parents to raise students who live responsibly and walk in the truth.

## ***Cheating & Plagiarism Policy***

We believe that integrity is foundational to both academic growth and spiritual maturity. As part of our commitment to raising students who walk in truth (3 John 1:4), we take cheating and plagiarism seriously and treat them as opportunities for correction, accountability, and character development.

Cheating includes, but is not limited to:

- Copying another student's work or allowing someone to copy yours
- Using unauthorized help during assessments or assignments
- Sharing or receiving test answers or materials inappropriately
- Submitting work that is not your own under your name

Plagiarism is the act of presenting someone else's words, ideas, or work as your own, whether copied from a peer, book, website, or AI tool, without proper acknowledgment or citation.

When cheating or plagiarism is discovered:

1. The incident will be addressed promptly and prayerfully.
2. The student will be required to redo the assignment or assessment with integrity.
3. A written reflection may be assigned to guide heart-level ownership and repentance.
4. Parents will be notified and involved in the restoration process.
5. Repeated offenses may lead to detention, loss of credit, a behavior support plan, or other disciplinary actions.

Our ultimate goal is to shepherd the heart and cultivate students who love truth, take ownership of their learning, and honor God in all they do. We encourage students to ask questions, seek help when needed, and grow through their mistakes as they develop into responsible, faithful learners.

## ***Bullying Policy***

We are committed to creating a safe, loving, and Christ-centered environment where every student is valued as an image-bearer of God. Bullying of any kind is contrary to the heart of the Gospel and will not be tolerated in our school community.

Bullying is defined as repeated, intentional behavior—verbal, physical, emotional, social, or digital—that causes harm, fear, or exclusion to another person. This may include:

- Teasing, name-calling, or mocking
- Physical aggression or threats
- Spreading rumors or purposeful exclusion
- Cyberbullying through messages or social media
- Any behavior that intimidates or targets another student

We approach bullying not only as a behavioral issue, but as a matter of the heart. Our goal is not simply to punish wrong behavior, but to lead all students—those harmed and those who harm—toward truth, repentance, healing, and restoration.

When bullying is suspected or reported:

1. All concerns will be taken seriously and investigated thoroughly by staff and administration.
2. Students involved will be spoken to individually and given the opportunity to share and be heard.
3. Parents will be notified promptly, and appropriate support will be provided to both the victim and the offender.
4. Disciplinary action may include a warning, behavior plan, detention, suspension, or, in severe or repeated cases, expulsion.
5. Opportunities for Biblical reconciliation and restorative practices will be pursued whenever possible.

We teach our students to “encourage one another and build each other up” (1 Thessalonians 5:11) and to take responsibility for protecting the dignity and safety of others. Every member of our school community—students, staff, and families—is expected to help foster a culture of respect, courage, and Christlike compassion.

## ***Social Networking Policy***

We recognize that social media and online communication are a significant part of students’ lives. As a school rooted in a Biblical worldview, we aim to guide students in using technology wisely, respectfully, and responsibly—reflecting the character of Christ both online and offline.

Students are expected to:

- Use social media in a way that honors God and respects themselves and others.
- Refrain from posting, sharing, or commenting on any content that is harmful, offensive, disrespectful, unkind, or inappropriate.
- Avoid participating in gossip, bullying, or exclusionary behavior through digital platforms.
- Respect the privacy of classmates, teachers, and school staff by not sharing images, videos, or personal information without permission.
- Never use school-related platforms, group chats, or emails to harass, pressure, or belittle others.

Parents are encouraged to:

- Monitor their child’s online activity regularly and discuss the impact of digital behavior.
- Support school efforts by reinforcing Biblical standards of communication, modesty, and truthfulness.
- Partner with school staff if concerns arise related to online interactions involving students.

Violations of this policy—whether on or off campus—may result in disciplinary action, including loss of privileges, parent meetings, detention, suspension, or other consequences depending on the severity of the behavior. Our goal is not simply to correct misuse, but to disciple students toward digital citizenship marked by integrity, discernment, and kindness.



# General Information

***Arrival***

***Attendance***

***Tardiness***

***Building & Property Stewardship***

***Dismissal***

***Electronic Devices***

***Home Communication Tool***

***Email & Direct Messaging***

***Snack & Lunch***

***School Hours***

***School Pictures***

***School Supplies***

***Telephone Use***

***Transportation***

***Uniform***

***Weather Emergencies***

## **Arrival**

Students should not arrive before 7:30 a.m. Students may be dropped off and enter the front of the building. When arriving at school in the morning, all students are required to go to their classrooms to unpack and get ready for the start of the school day.

## **Attendance**

We believe that consistent, on-time attendance is essential for a student's academic growth, spiritual development, and participation in our learning community. Each school day builds intentionally on the last, and each child's presence contributes to the class as a whole. When a student is absent or tardy, valuable learning time is lost—not just for that student, but for the entire classroom dynamic.

Regular attendance is required unless a student is sick, there is a family emergency, or a pre-approved absence has been granted. Parents must notify the school office as early as possible on the day of an absence and provide a written excuse or email upon the student's return.

The Compulsory School Attendance Law of Pennsylvania stipulates that EXCUSED absences include the following:

- Illness;
- Family emergencies;
- Prearranged doctor and dentist appointments;
- Authorized school activities;
- College visitations;
- A maximum of 10 days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten days will require an excuse from a physician. Unexcused Absences occur without valid reason or proper communication and may impact academic standing, event participation, or eligibility for promotion.

Extended Absences (3 or more days) must be requested in advance and approved by the administration. Missed work must be completed within the timeframe arranged with the teacher.

Students are expected to arrive on time each morning, ready to begin the school day. Students who arrive after 7:30 a.m. or thereafter are considered tardy to school.



The Compulsory School Attendance Law of Pennsylvania stipulates that UNEXCUSED absences include the following: absences from school without parents' consent, for reasons other than those considered excusable, and leaving school during school hours without permission.

Any student who has or exceeds six unexcused absences will have a Student Attendance Improvement Plan (SAIP) conference scheduled. Families will be notified in writing of this meeting and participation is strongly encouraged. These meetings will be held in collaboration with the student's home school district. Continued unexcused absences beyond this meeting may result in a student's home school district filing a truancy citation with a Magisterial District Judge. A student's absence from or late arrival to school must be reported to the School Main Office by a parent/guardian prior to 9:00 a.m. on the day of the absence or late arrival.

Students arriving late to school due to medical appointments must present written appointment verification from the medical facility. Upon returning to school, the student has three school days to provide a written note from a parent/guardian or a doctor's certificate to the first period teacher explaining the reason for the absence and specifying the dates of the absence. If a note is not received after three days, the absence is considered unexcused, and the student may face disciplinary action.

In cases of excessive absence during a school year, The Samuel School reserves the right to require a doctor's certificate after each absence. A maximum of 10 days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten days will require an excuse from a physician.

Students whose absence is unexcused may not receive credit for, nor be able to make up, work missed (including quizzes and tests) in classes which meet during the time of the student's unexcused absence, whether the unexcused absence occurs for a full day or part of a day.

Students requesting an early dismissal must provide a written request from a parent/guardian. If dismissal is for a medical appointment, the student must provide verification of the appointment upon return to school.

The student is responsible for contacting his/her teachers to make-up missed work.

Students not attending school MAY NOT attend co-curricular activities that day/evening. This would include students dismissed due to illness.

Students who become ill at school will be allowed to go home only after parents have been contacted by a school employee, have granted their permission, and have specified a means of transportation.

## ***Tardiness***

Tardiness disrupts the flow of learning, affects classroom unity, and diminishes the student's ability to start the day with peace and focus.

- A student is marked tardy if not in class by the designated start time.
- Three tardies in one trimester may result in a communication from the teacher.
- Five or more tardies may require a parent conference or administrative intervention.
- Excessive or chronic tardiness may affect academic performance and report card marks.

Parents are encouraged to build healthy morning routines that honor the value of time, responsibility, and commitment to community. Arriving on time is part of cultivating a life of order, discipline, and respect—both for learning and for others.

## ***Building & Property Stewardship***

At The Samuel School, we believe that all we have—our classrooms, materials, furniture, and facilities—are gifts from God entrusted to us for faithful stewardship. Our campus is not just a place of learning; it is a sacred space where hearts are formed, truth is pursued, and Christ is glorified. As such, students, staff, and families are expected to treat the building and school property with honor, care, and responsibility.

Students are taught and expected to:

- Handle furniture, books, and materials gently and with purpose.
- Clean up after themselves and contribute to the order and beauty of shared spaces.
- Report damage or needed repairs promptly and truthfully.
- Use materials as instructed and return them to their proper place.
- Refrain from writing on desks, walls, or books that do not belong to them.
- Respect bulletin boards, displays, and classroom setups as part of the learning environment.

Parents and visitors are also expected to model stewardship by supervising younger siblings during campus visits and assisting in keeping communal spaces clean and orderly when participating in school activities.

We desire that every student develops an understanding that caring for their environment is an act of worship and a reflection of their character. Stewardship is not simply about rules—it is about honoring God through how we care for what He has provided.

## ***Dismissal***

Dismissal begins at 2:30p.m. All students are dismissed at the carport unless leaving with another parent driver. All students are to be picked up by 2:40pm at the latest.

FOR SAFETY REASONS, WE WILL NOT RELEASE YOUR CHILD TO ANOTHER PERSON, CARPOOL, OR BUS WITHOUT YOUR EXPRESS PERMISSION! Please call the school office with any changes in the dismissal transportation for your child before 2:00 p.m.

### **Early Dismissal**

- Half day dismissal time is at 11:30 a.m. For those using public transportation, school districts typically do not provide services on half-day early dismissals. Parents are to make arrangements for their student(s) transportation on half-days as needed.
- All school early dismissal - Students may be dismissed early due to weather conditions. In these instances, parents will be notified via text (through the Remind App) or email, and also may tune in to the local T.V., and radio stations listed in the Weather Emergencies section of this handbook.
- Individual early dismissal- Students who need to be excused before the close of the school day, for any reason, must present a written request from their parents stating the reason for the request and the time of dismissal and return. This request shall be presented to the office no later than 10 AM on the day for which the early dismissal is needed.

### **2-Hour Delay Start/Modified Half Day Schedule.**

In the event of a 2-hour delay start of the school day, such as snow, school drop off is 9:30 a.m. with school beginning at 9:45a.m. Half day scheduled students are dismissed at 12:30p.m. rather than the normal half day dismissal time of 11:30 a.m

## ***Electronic Devices***

While technology has a place in learning and communication, we believe students flourish best in a setting that encourages personal interaction, hands-on

engagement, and intentional learning. Therefore, the use of personal electronic devices is limited and carefully managed on campus.

Students May Not Use Personal Electronic Devices During School Hours, including but not limited to:

- Cell phones
- Smartwatches with messaging/calling capability
- Tablets
- Personal music players or gaming devices
- AirPods or wireless headphones

All student devices must be turned off and stored in backpacks or designated storage areas upon arrival and may not be used without explicit teacher permission.

If a student uses a device without permission:

1. The device will be collected and held in the school office.
2. A parent may be required to retrieve the device at the end of the day.
3. Repeated offenses will result in further consequences, including the loss of device privileges on campus.

Exceptions may be made for educational purposes with teacher and administrative approval. In middle or upper grades, device use may be permitted under supervision for specific projects or assignments.

Parents are asked to partner with us by:

- Refraining from calling or texting students during school hours. Urgent messages should go through the front office.
- Monitoring their child's technology use at home and discussing appropriate digital behavior and boundaries.
- Modeling healthy and respectful use of technology.

Our desire is to help students develop self-control, discernment, and a deep appreciation for real-world learning and face-to-face relationships. We believe these values prepare students not just for academic success, but for a life of faithfulness and integrity.

## ***Home Communication Tools***

We are committed to building a culture of partnership and trust with parents, recognizing that you are the primary educators in your child's life. To keep you informed, encouraged, and involved, we use the following tools for regular and effective communication:

**1. Weekly Class Updates**

Teachers send a brief newsletter or email update each week that includes:

- Upcoming lessons or projects
- Homework and reading assignments
- Class events or important reminders
- Scripture memory, virtues, or character focus

**2. Parent Portal / Online Platform**

Our digital communication system (Google Classroom) allows parents to:

- View student progress, grades, and assignments
- Receive direct messages from teachers
- Access school announcements, calendars, and resources

## ***Email & Direct Messaging***

Teachers and staff respond to parent emails and messages in a timely, respectful manner. We encourage parents to reach out with questions, concerns, or celebrations. For sensitive topics, we recommend scheduling a phone call or meeting.

### **Folders & Printed Notices**

Some classes use weekly folders for sending home:

- Completed student work
- Forms, permission slips, or notes
- Behavior or communication logs

### **Phone Calls & Parent Meetings**

Teachers or administration may request a phone call or in-person meeting to discuss academic progress, behavior, or partnership opportunities. Parents are always welcome to request meetings as well.

### **School-Wide Communication**

School-wide updates are shared through:

- Monthly newsletters

- School calendar
- Special event flyers
- Emergency text/email notifications (as applicable)

## ***Snack & Lunch***

Students are to bring their own snack and lunches to school on a daily basis except on Early Dismissal days.

Each classroom has a microwave oven for food that needs warmed. Please do not send in food that requires refrigeration. We ask for students to also be provided with a healthy snack. Lastly, please do not send in juice that contain Red Dye 40 or soda as a drink.

## ***School Hours***

Arrival 7:30 a.m. – 7:45 a.m.

Tardy 7:46 a.m.

Half Day Dismissal 11:30 a.m.

Dismissal 2:30 p.m. – 2:35 p.m.

## ***School Pictures***

All students must wear their uniform for the class pictures, but may bring a different shirt to change into for the individual pictures. Picture packages may be purchased at the time of the sitting. All students must have their picture taken for the yearbook, even if they are not buying a package. Make-up picture day, for those who were absent or displeased with their pictures, is available as needed.

## ***School Supplies***

Each year a supply list is sent home with the final report card and posted on the school's website. Students are expected to have all supplies on the first day of school. Students are also expected to keep their supplies current during the year. Parents are reminded to check with their students to see if any of the consumable items need replenishing as the year progresses.

## ***Telephone Use Policy***

Students are asked to keep all phones off and out of sight in their back pack during the school day. Students needing to communicate with parents during the school day may ask for permission to make a call under teacher/administrator supervision. Students may use the phone by permission only. Parents should refrain from texting, calling, and requesting to speak with their child during class time unless there is an emergency. In the case of an emergency, please call school administration to contact students during the school day.

## ***Transportation***

### **School Bus Policy**

- Students and children may not be on any bus without direct adult supervision.
- Samuel School students will abide by the rules and regulations established by the school bus driver without questioning.
- All Samuel School students will conduct themselves in a manner consistent with the character of Jesus Christ, which includes: respectfulness, kindness, helpfulness, and honesty.
- All regular bus students will be placed on the school bus daily unless the school is notified by the parent to make other arrangements. Parents must notify the office by 2:00 p.m. of the affected day. Failure to comply with these standards will result in the following disciplinary action (Note: each school district may also have its own standards and protocol)
- First written discipline referral from the bus driver -- conference between the student and the Principal. Parent will be notified.
- Second written referral -- Parent will be required to meet with the Principal and take the student home from school that day.
- Third written referral -- The condition in #2 will be met, plus the student will be suspended from riding the school bus for two weeks (ten school days).
- Fourth written referral -- the condition in #2 will be met, plus the student will be suspended from riding the school bus for the remainder of the school year

## ***Uniform Policy***

At The Samuel School we believe that how we dress reflects our respect for God, others, and ourselves. Our uniform policy is designed to promote a sense of belonging, order, and simplicity, while reducing distractions and encouraging

students to focus on their character, conduct, and calling rather than outward appearance. We aim to cultivate a learning environment where students present themselves with dignity, modesty, and unity.

General Guidelines:

- Uniforms are to be worn neatly, cleanly, and completely each day unless otherwise announced (e.g., spirit days or field trips).
- All clothing should be modest, free from holes, and appropriately sized (not too tight or too baggy).
- Logos, patterns, or graphics not related to the school are not permitted.
- Students should come to school with a well-groomed appearance, including tidy hair and clean shoes.
- All uniform pieces must comply with the school's approved color palette and guidelines.

Standard Daily Uniform (examples – customize to your school):

- Tops: Solid-colored polo shirts or button-down shirts (white, navy or evergreen)
- Bottoms: Khaki or navy pants, skirts, jumpers, or shorts (knee-length or longer)
- Shoes: Closed-toe, non-distracting shoes (no lights, wheels, or flip-flops)
- Outerwear: School-logo sweatshirts or plain sweaters/jackets in uniform colors only

Additional Guidelines for Girls:

- Skirts and jumpers must reach the knee when standing.
- Leggings or tights (if worn) must be solid-colored and in uniform colors.
- Modest jewelry and accessories are allowed if they are not distracting.

Additional Guidelines for Boys:

- Belts are encouraged for pants with belt loops.
- Hair should be kept neat and off the collar/eyes.

Special Dress Days:

- Spirit Days / Casual Fridays: Guidelines will be communicated in advance and still require modest, respectful dress.

Non-Compliance:



Students who come to school out of uniform may receive a uniform reminder note or be asked to change into a loaner item if available. Repeated infractions may result in a parent meeting.

#### Physical Education Attire

Attire for all grades must consist of the following:

- Navy blue or grey shorts. Shorts must reach the middle of the thigh.
- Sneakers
- White, navy blue, or black athletic socks
- T-shirts in solid white or solid navy (no logo required)
- Sweatshirt (optional for warmth) purchased on a plain, navy color

Important: On physical education days, students may come to school in their physical education attire.

The Samuel school students have regular opportunities to dress for school in items other than the typical uniform. If students are wearing tight-fitting or inappropriate clothes, they will be required to call home to change. Please be sure students are dressed appropriately for our special dress days

## ***Weather Emergencies***

In case of inclement weather such as snow, ice, or fog, The Samuel School first notification will be an alert via group text.

As a secondary measure, The Samuel School will post delays and closings on our school website and broadcast on the following stations:

WDAC 94.5 FM WGAL-TV Channel 8

WJTL 90.3 FM WHP-TV Channel 21

WPMT FOX 43

If your child rides a bus from another district and that district has a delay that is different than that of TSS, simply follow the delay of your transportation provider. We will have staff present to supervise students as they arrive. If your child rides a bus from a district that closes school when The Samuel School remains open, you should try to have your children here if it is safe to do so. If you do not have transportation, the absence will be excused.



# Health and Safety Program

***Daily Health & Hygiene***  
***Medical Care & First Aid***  
***Medication Policy***  
***Emergency Preparedness***  
***Emergency Procedures***  
***Contagious Illness Policy***  
***Immunizations***  
***Medication Policy***  
***Physical Examinations***  
***Student Accident Insurance***

The health and safety of our students, staff, and families is a sacred responsibility. We are committed to providing a secure, clean, and peaceful learning environment where students can grow academically, spiritually, emotionally, and physically. Our Health and Safety Program is guided by prayerful diligence, legal compliance, and our Biblical calling to love and protect one another.

### ***Daily Health & Hygiene***

- Classrooms are cleaned and disinfected regularly.
- Students are encouraged to wash hands frequently, especially before meals and after outdoor play or restroom use.
- Staff monitor for signs of illness and respond promptly and compassionately.
- Parents are asked to keep students home if they are showing symptoms of contagious illness (fever, vomiting, rash, etc.).

### ***Medical Care & First Aid***

- Minor injuries or illnesses are treated by designated staff trained in basic first aid.
- In the event of a more serious injury or emergency, parents will be contacted immediately, and emergency services will be called if necessary.
- An updated emergency contact and medical information form must be on file for every student.

### ***Medication Policy***

- Prescription and over-the-counter medications can only be administered with a signed Medication Authorization Form.
- All medications must be stored in the school office in their original containers.
- Students may not carry or self-administer any medication unless specifically approved in writing.

### ***Emergency Preparedness***

The Samuel School is following the guidelines and procedures established by the Pennsylvania Emergency Management Agency (PEMA) to be as prepared as possible in the event of a natural disaster or terrorist attack against citizens and/or structures in our area. The following guidelines and procedures will be updated or implemented as necessary.

Code	Potential	Action
Red	Fire Bomb	Evacuate the building as quickly as possible
Blue	Fire Arm or Other Weapon	Go into lockdown. Classroom doors locked with all students secured
Green	External Threat	Go into lockdown. Classroom doors locked with all students secured.
Grey	Uncertain	Go into lockdown. Classroom doors locked with all students secured

## ***Emergency Procedures***

In order for us to be ready to evacuate all students and school personnel from the school buildings because of fire or some other emergency, the following plan guarantees complete evacuation of the school buildings in a matter of minutes. Teachers will discuss the role of the students in case of an emergency.

- 1) Drills will be conducted periodically throughout the year.
- 2) Students will regroup in the designated area outside the building.
- 3) Students are to exit and re-enter the building in a silent, orderly fashion.

In the event of a true emergency, families will be notified through our designated communication system.

## ***Contagious Illness Policy***

We ask parents to partner with us in preventing the spread of contagious illnesses by exercising wisdom, honesty, and caution when a child is unwell.

- Students must remain at home for at least 24 hours fever-free without medication before returning to school.

- In the case of a known contagious condition (e.g., strep throat, pink eye, COVID-19), families should inform the school immediately so appropriate precautions and communication can take place.

## ***Immunizations***

It is a requirement of the Pennsylvania Department of Health that all children enrolled in public, private, or parochial schools, including preschool, be immunized against certain diseases. Parents desiring moral/religious exemption should present a letter to the school office.

## ***Medication Policy***

The Samuel School will administer medications during school hours only when absolutely necessary. Administration of medications falls under two categories. Parents are required to read and follow school guidelines for the appropriate category.

Please note that all medications (prescription or over the counter) should be brought to school by a parent or legal guardian, in the original container clearly marked with the student's name. Some school districts have strict policies against students carrying any medications onto the school bus.

### **Category 1. Prescription Medications**

- Medications will not be administered by the school until the Physician Statement of Need form is completed and filed in the office. This must be done at the beginning of each school year even if medications are the same as the prior year.

Note: A separate form must be filled out for each different kind of medication to be administered. A separate form must also be completed whenever changes are made in the medication, dosage, or child's reaction.

- All medications must be sent to school in the original container with the prescription labeled by the pharmacist or physician. Do not send unlabeled bottles or medication in any container other than the original. All medications must be administered through the school office.

Students are not permitted to keep medications in their book bags.

Students doing so are subject to disciplinary action.

Note: The school reserves the right to decline the administration of drugs that are beyond the ability of unqualified school personnel. (e.g., injections)

- Any medication that can be administered at home must be administered at home. (e.g., Many antibiotics require three doses per day. One dose should be

given in the morning before school, one dose at home when the child gets home, and one dose before bedtime.)

#### Category 2. Non-prescription, Over-the-Counter Medications

- Parents must complete a parental Request for Medication Administration form and file it with the office before any medication can be administered.
- Students are not permitted to carry non-prescription medications with them. All medications must be kept in the office. (This does not include cough drops.)
- As many of these medications require a judgment as to the student's need, parents must indicate the following on the Request for Medication Administration form:

Permission for student to self-administer non-prescription medication independently, deciding on the dosage as long as it is within the limit specified on the label.

Needs for which medication may be administered

The school ensures the following in relation to the administration of medications:

- Medications will be kept in a safe location that is inaccessible to students.
- A Medication Administration Log will be kept, recording each administration of medication by the person handing out the medication.

## ***Physical Examinations***

In alignment with state regulations and best practices, we require updated physical examinations for all new students and at designated grade levels. A current physical examination form, completed by a licensed healthcare provider, must be submitted prior to enrollment for all students. Physical exams must be dated within one year of the start of the school year to be considered valid.

Physical forms and immunization records should be submitted to the school office by the the first day of school.

We encourage families to view physical exams not just as a requirement, but as part of their child's growth and stewardship journey—ensuring that each student is physically ready to learn, play, and serve with strength and joy.

All records are kept confidential and securely stored in accordance with legal and ethical standards.

Please Note: Upon school entrance, all previously home schooled children are required to have a recent physical report on file. Please submit to the school office by the first day of school.

## ***Student Accident Insurance***

The Samuel School provides school accident coverage for injuries that occur at school or during school activities that are caused by Samuel School negligence. For “normal” injuries under “normal” operations, a parent’s insurance is responsible. This policy is consistent across most if not all Christian schools.

### **School Time Coverage**

Provides protection for students for covered injuries which occur...

- 1) in or on the school grounds or premises during a period of regular attendance when school is in session;
- 2) while traveling to or from a school activity, with a school sponsored group, or in transportation arranged by the school; and
- 3) while participating in or attending activities directly sponsored by the school and continuously supervised by a school designated official or employee.



# Parental Involvement

***Ways Parents Can Get Involved***

***Fundraising Participation***

***Parent Responsibilities***

***Student Responsibilities***

***Proper Communication Procedures***



We believe that parents are the first and most influential teachers in a child's life, and a strong partnership between home and school is essential for a student's success. Our Parent Involvement program encourages families to be active participants in their child's education through open communication, volunteer opportunities, and school events. Parents are invited to share their gifts, talents, and experiences in the classroom, on field trips, and during special projects. We welcome constructive feedback and value collaboration in creating a Christ-centered, nurturing environment where every child can thrive. By working together, we model for our students the importance of community, service, and lifelong learning.

### ***Ways Parents Can Get Involved***

- Volunteer in the classroom to assist with lessons, reading groups, or learning centers.
- Chaperone field trips and special outings.
- Share your professional skills, hobbies, or cultural traditions with students.
- Assist in preparing classroom materials or organizing school events.
- Participate in service projects and school fundraisers.
- Attend parent workshops, conferences, and school meetings.
- Help maintain and beautify school grounds and facilities.
- Support at-home learning by reviewing lessons, reading together, and fostering curiosity.
- Pray regularly for the students, teachers, and school community.

### ***Fundraising Participation***

Fundraising plays an important role in supporting our school's programs, resources, and special events. As a community, we work together to ensure that every student benefits from these opportunities. We ask each family to participate in at least one fundraising activity each year. There are many ways to contribute—selling or promoting fundraiser items, volunteering at events, securing donations from local businesses, or making a direct financial contribution in lieu of active

participation. We encourage families to choose the option that best fits their time, resources, and abilities. When every family does its part, we strengthen our community, keep tuition costs manageable, and model for our children the joy of working together toward a shared goal.

## ***Parent Responsibilities***

### **Basic Responsibilities of All Samuel School Families**

By joining the Samuel School family, each parent accepts certain responsibilities. Without parental involvement in the following basic ways, TSS would not be able to uphold its commitment to provide a quality learning environment:

1. Attend the Welcome Back Family Orientation
2. Attend the Christmas Celebration and The Restoration Celebration
3. Participate actively in the all-school fundraisers (e.g., sub sales)
4. Engage in the annual State of the School/Towne Hall Meeting

Parents are expected to:

- Read and respond to school communications promptly.
- Inform the school of any changes in contact information or family circumstances that may affect the student.
- Communicate respectfully and directly with teachers or administrators when concerns arise.
- Support school policies, procedures, and the mission of The Samuel School.
- Encourage their child to take responsibility for relaying important messages and deadlines.

## ***Student Responsibilities***

Students are expected to:

- Take responsibility for communicating important school information to their parents.
- Check and respond to teacher feedback in a timely manner.
- Speak respectfully and truthfully when communicating with teachers and staff.
- Seek help when they do not understand assignments, expectations, or feedback.
- Use school-approved communication tools appropriately.

Note: Individual teachers are the parents' first line of communication with the school. Two-way communications between individual teachers and parents should occur routinely. If the teacher cannot address the parents' concern, he or she will direct the parents to the appropriate faculty or leader team member.

For Academic Concerns, contact the Dr. Peck at ([rpeck@samuelschool.com](mailto:rpeck@samuelschool.com))