

# *Shoals Christian School*



## *Parent/Student Handbook*

**2017-2018**

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# 1. GENERAL INFORMATION

## MISSION STATEMENT

We will assist families by providing a Christ-centered, biblically based education emphasizing excellence in character, academics, and service to Christ and others.

*"All of your children will be taught by the Lord and great will be your children's peace."  
Isaiah 54:13*

## VISION STATEMENT

Shoals Christian School (SCS) is a school whose constituents are increasingly committed to lives of holiness and prayer. The school's leadership is committed to make decisions consistent with its mission statement and the principles of God's Word. SCS follows biblical principles of stewardship and is dedicated to future growth and financial stability. Students of SCS are growing in the knowledge of the Lord, are challenged to reach their full academic potential, and are impacting their world for Christ.

## CORE VALUES

In order to achieve the mission and vision of SCS, the school must operate according to the following five core values:

1. **Christ-likeness (Colossians 1:18)**
  - a. We will secure and develop a staff and board that is biblically based and above reproach.
  - b. We will transmit the concept of Kingdom education to parents.
  - c. We will help students develop a sense of their worth and value based on their position in Christ Jesus.
  - d. We will model and teach students to walk a holy life.
2. **God's Word As Absolute Truth (Psalm 119:160, 2 Timothy 3:16)**
  - a. We will integrate the Bible into every aspect of the school.
  - b. We will provide teachers with training in biblical integration.
  - c. We will teach students to think and act from a biblical worldview while having an awareness and knowledge of opposing views.
  - d. We will teach the Bible as the infallible Word of God, applicable to all of life's situations.
3. **Committed Family (Psalm 127:3-5, Deuteronomy 6:4-7)**
  - a. We will strive to provide a quality Christian education to all families committed to a Christian education for their children.
  - b. We will help parents understand and fulfill their God-given responsibilities to biblically educate their children.

**4. Stewardship (Luke 12:48)**

- a. We will develop and operate within a budget that reflects biblical principles of stewardship.
- b. We will provide students with the best possible education that will develop the whole child – spiritually, mentally, physically, and socially.
- c. We will select, develop, and maintain a qualified, Godly staff that will enable the school to fulfill its mission.
- d. We will provide, develop, and maintain all facilities in a way that will honor the Lord and meet the needs of students.
- e. We will partner with families to assist them in providing their children with a quality Christian education.
- f. We will encourage students and families to be active members of a local church.

**5. Student Potential (Colossians 1:28)**

- a. We will lead students to salvation and personal growth through faith in Jesus Christ.
- b. We will train students to apply Christian principles in their day-to-day lives.
- c. We will assist students in the mastery of basic skills.
- d. We will provide opportunities for the development of logical and critical thinking skills.
- e. We will provide outlets for creative and aesthetic development.
- f. We will integrate opportunities for student physical development through physical education classes and athletics.
- g. We will instill in students a biblical worldview as a lifelong foundation for ethical reasoning, social responsibility, and active citizenship.

## **SCHOOL OBJECTIVES**

Our objectives flow from our desire to glorify God by guiding students to know Him personally. Luke 2:52 states, “*And Jesus grew in wisdom, and stature, and in favor with God and man.*” As Jesus, grew in these four areas, so should our students.

- 1. For the spiritual growth, the student seeks to:
  - a. Accept salvation and seek personal growth through faith in Jesus Christ.
  - b. Commit themselves to serve God and others.
  - c. Accept the Bible as God’s word and standard of truth.
  - d. Accept the basic precepts and principles of the Bible.
  - e. Practice “applied Christianity” in their day-to-day lives.
  - f. Develop a Biblical worldview as a life-long foundation for ethical reasoning and social responsibility.
- 2. For academic development, the student strives to:
  - a. Demonstrate mastery of basic skills.
  - b. Apply logical, independent, and critical thinking skills.
  - c. Engage in opportunities for creativity and aesthetic development.
  - d. Learn the truth about God’s natural universe through science, mathematics, language, and music.
  - e. Understand the etiology of the behavior of human beings through the social sciences and literature.
  - f. Demonstrate effective communication skills through reading, writing, and speaking.
  - g. Develop the desire and ability to become lifelong learners.
- 3. For physical development, the student seeks to:
  - a. Develop strength and body management through physical education classes and extra-curricular athletics.

- b. Develop a respect for proper maintenance of their bodies as the temple of God through health education.
  - c. Obtain discipline and self-control as a life skill for physical and spiritual development.
4. For social development, the student seeks to:
- a. Accept training to become participating, responsible citizens.
  - b. Engage in opportunities for social interactions among their peers.

## PHILOSOPHY OF CHRISTIAN EDUCATION

Shoals Christian School is not simply a school with a “Christian emphasis.” It is, first and foremost, a **Christian school**. “Christian”, in its most basic meaning, is “of or pertaining to CHRIST.” Since education consists of transmitting truth from one generation to the next, central to any education philosophy must be the answer to the question, “What IS truth?” At Shoals Christian, we embrace the answers that Jesus Christ Himself gave:

*“I am the **Way**, the **Truth**, and the **Life**....” (John 14:6)*

*“**Your Word is Truth**....” (John 17:17)*

We affirm the authority of the Scripture as the highest truth. Unless we first know God, Who **is** truth, we cannot know anything correctly. At Shoals Christian School, the Bible is the infallible point of reference for our lives, the lives of our students, and the standard for all academic subjects.

At Shoals Christian, we believe that the learner is not just a social and physical being but fundamentally a spiritual being in need of reconciliation with his/her Creator. Our purpose is to encourage students toward a saving knowledge of the Lord Jesus Christ as we provide a biblically based, college-preparatory education experience. Our desire is for them to be productive, responsible citizens with a deeply ingrained Biblical worldview as the foundation of their belief system.

We take seriously the command in Deuteronomy 6:6-7:

*“These commandments that I give you today are to be upon your hearts.  
Impress them on your children. Talk about them when you sit at home and  
when you walk along the road, when you lie down and when you get up”*

This truth leads us to objective methods of teaching with continuing emphasis on ethical reasoning, critical thinking skills, and personal growth in Christian character and virtues. The teacher at Shoals Christian School is seen as the primary example of this character and virtue. It is our commitment to provide a faculty who excel as educators and who model biblical truths and Christ-like character.

## STATEMENT OF FAITH

Shoals Christian School is a ministry of the participating/sponsoring churches. While it is not our purpose to promote a particular doctrine to our students, we boldly affirm the basis of our Christian faith as stated below:

1. We believe the Bible to be the inspired; the only infallible authoritative, inerrant Word of God (II Timothy 3:15-16; II Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:15-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of all true believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit whose indwelling and empowering of the Christian enables him to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30; 5:18).
8. We believe in the sanctity of human life concerning both the born and unborn and acknowledge abortion and euthanasia are contrary to the Word of God (Exodus 20:13; Psalm 92:14-15; Jeremiah 1:5).
9. We believe man is created in God's image, male and female created He them (Genesis 1:27), and sexual deviation and homosexuality are an abomination to God and contrary to His Word (Leviticus 18:22).
10. We believe in the personality of Satan, who is the supreme supernatural adversary and is the leader of the forces of evil (I John 3:8, 4:7). Satan has been overcome by the life and atonement of Jesus but he continues to try to gain control over us (I Peter 5:8).

*Addendum approved by SCS Board October 29, 2014*

#### Shoals Christian School:

The Bible, consisting of all the books of the Old and New Testaments, is the Word of God, a supernaturally given revelation from God Himself, divinely inspired by the Holy Spirit, concerning Himself, His being, nature, character, will and purposes; and concerning man, his nature, need and duty and destiny. The Scriptures of the Old and New Testaments are without error or misstatement in their moral and spiritual teaching and record of historical facts. They are without error or defect of any kind.

There is one God, eternally existing and manifesting Himself to us in three Persons: Father, Son and Holy Spirit.

Our Lord Jesus was supernaturally conceived by the power of the Holy Spirit and born of a virgin - Mary, a lineal descendant of David. He lived and taught and wrought mighty works and wonders and signs exactly as is recorded in the four Gospels. He was put to death by crucifixion under Pontius Pilate. God raised from the dead the body that had been nailed to the cross. The Lord Jesus after His crucifixion showed Himself to be alive to His disciples, appearing unto them by the space of 40 days. After this, the Lord Jesus ascended into heaven, and the Father caused Him to sit at His right hand in the heavenly places, far above all rule and authority and power and dominion, and every name that is named, not only in this world, but also in that which is to come, and put all things in subjection under His feet, and gave Him to be Head over all things to the Church.

The Lord Jesus, before His incarnation, existed in the form of God and of His own choice laid aside His divine glory and took upon Himself the form of a servant and was made in the likeness of men. In His pre-existent state, He was with God and was God. He is a divine person possessed of all the attributes of Deity, and should

be worshiped as God by angels and man. "In Him dwelleth all the fullness of the Godhead bodily." All the words that He spoke during His earthly life were the words of God. There is absolutely no error of any kind in them, and by the words of Jesus Christ the words of all other teachers must be tested.

The Lord Jesus became in every respect a real man, possessed of all the essential characteristics of human nature.

By His death on the cross, the Lord Jesus made a perfect and complete atonement for sin, by which the wrath of God against sinners is appeased and a ground furnished upon which God can deal in mercy and grace with sinners. He redeemed us from the curse of the law by becoming a curse in our place. He who Himself was absolutely without sin was made to be sin on our behalf that we might become the righteousness of God in Him. The Lord Jesus is coming again to his earth, personally, bodily, and visibly. The return of our Lord is the blessed hope of the believer, and in it God's purposes of grace toward mankind will find their consummation. The Holy Spirit is a person, and is possessed of all the distinctively divine attributes. He is God. Man was created in the image of God, after His likeness, but the whole human race fell in the fall of the first Adam. All men, until they accept the Lord Jesus as their personal Savior, are lost, darkened in their understanding, alienated from the life of God through the ignorance that is in them, hardened in heart, morally and spiritually dead through their trespasses and sins. They cannot see, nor enter the Kingdom of God until they are born again of the Holy Spirit.

Men are justified on the simple and single fact of the shed blood of Christ and upon the simple and single condition of faith in Him who shed His blood, and are born again by the quickening, renewing, cleansing work of the Holy Spirit, through the instrumentality of the Word of God, by His grace.

All those who receive Jesus Christ as their Savior and their Lord, and who confess Him as such before their fellow men, become children of God and receive eternal life. They become heirs of God and joint-heirs with Jesus Christ. At death their spirits depart to be with Christ in conscious blessedness, and at the Second Coming of Christ their bodies shall be raised and transformed into the likeness of the body of His glory.

All those who persistently reject Jesus Christ in the present life shall be raised from the dead and throughout eternity exist in the state of conscious, unutterable, endless torment of anguish.

The Church consists of all those who, in this present dispensation, truly believe in Jesus Christ. It is the body and bride of Christ, which Christ loves and for which He has given Himself.

There is a personal devil, a being of great cunning and power: "The prince of the power of the air," "The prince of this world," "The god of this age." He can exert vast power only so far as God allows him to do so. He shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever.

**Theological Distinctives:** Where "man" is used referring to the human race it includes both genders. In addition, the following theological distinctives indicate the school's understanding of and teaching position on certain points that could be subject to various interpretations.

In fulfillment of God's historical purpose for humanity to rule and establish God's kingdom on earth (Gen. 1:28; Ps. 8:4-8; Matt. 6:10; Heb. 2:6-9), the Scriptures teach a millennial reign of Christ with His saints on earth following His literal return. The nation of Israel, having been redeemed, will play a central role in bringing the blessings of salvation to all nations during the millennium in fulfillment of biblical prophecies (e.g., Is. 2:1-4; 11:1-12; Jer. 23:5-6; Ezek. 37; Amos 9:9-15; Zech. 14; Matt. 19:28; Acts 1:6; 3:19-21; Rev. 20:4-6). Following the millennium, this kingdom will be merged into the eternal kingdom (I Cor. 15:22-28).

Before these millennial events, the believers will be caught up to meet the Lord in the air (I Thess. 4:13-17). The time of this "rapture" is unknown, and thus believers are to live constantly watchful and ready. The existence and nature of the creation is due to the direct miraculous power of God. The origin of the universe, the origin of life, the origin of kinds of living things, and the origin of humans cannot be explained



adequately apart from reference to that intelligent exercise of power as recorded in the book of Genesis. A proper understanding of science does not require that all phenomena in nature must be explained solely by reference to physical events, laws and chance.

Therefore creation models which seek to harmonize science and the Bible should maintain at least the following: (a) God providentially directs His creation, (b) He specially intervened in at least the above-mentioned points in the creation process, and(c) God specially created Adam and Eve (Adam’s body from non-living material, and his spiritual nature immediately from God).

Inadequate origin models hold that (a) God never directly intervened in creating nature and/or (b) humans share a common physical ancestry with earlier life forms.

During the foundational era of the Church (i.e., the time of Christ and the Apostles) God gave special manifestations of the overtly supernatural and miraculous gifts (e.g., tongues, healings, miracles) as “signs” that witness to the validity of those bearing new canonical revelation (c.f. II Cor. 12:12; Heb. 2:3-4). Beyond the foundational era, God in His sovereignty may grant any spiritual gift and work miraculously for the benefit of His church at any time.

The Bible is clear in its teaching on the sanctity of life. Life begins at conception. We abhor the destruction of innocent human life through abortion on demand, infanticide or euthanasia as unbiblical and contrary to God’s will. Life is precious and in God’s hands.

Biblical marriage consists only of a faithful, heterosexual union between one genetic male and one genetic female, and biblical marriage is the only legitimate and acceptable context for a sexual relationship.

## **SCHOOL MOTTO**

“Training Christian Leaders of Tomorrow from the Homes of Today.”

## **SCHOOL COLORS**

Crimson, gold, and white  
(Jesus' crimson blood washes our sins white as snow.)

## **SCHOOL MASCOT**

Flame

## **SCHOOL SCRIPTURE**

*"All of your children will be taught by the Lord and great will be your children's peace."  
Isaiah 54:13*

## ADMISSIONS POLICY

Shoals Christian School is a coeducational institution for students in grades K-3 through 12. **There are several prerequisites that must be met before a student will be accepted into Shoals Christian School, and a step-by-step Admissions procedure (see "Steps to Admission" on the Admission tab of this website) that must be followed.** Based on the items listed below, students are admitted without regard to race, color, national, or ethnic origin. The items are:

1. Parents must understand that Shoals Christian School teaches from a distinctively Christian perspective with the goal of helping our students embrace a Biblical worldview. Parents who partner with SCS agree to fully support this approach to Christian education.  
The academic program of SCS includes attendance at weekly chapels and other forms of spiritual formation (retreats, athletic chapels, etc.) Parents agree to full participation of their student in these activities.
2. We encourage each SCS family to be involved in a Bible-believing church. The partnership between the home, the church, and the school is most beneficial for students. Character and behavioral references will be requested and contacted as part of the application.
3. **Students must meet the age deadline of September 1 to enter K-3, K-4, K-5 or first grade.** Students who do not meet the deadline but seek to enroll may be considered on an individual basis. Testing may be required at the discretion of administrator.
4. Students seeking to enroll must score at or very near grade level in both reading and mathematics as evidenced by standardized achievement scores beginning at the second grade level. A strong "C" average must be present in all subjects, based upon the student's last report card. **New students applying (rising grades 3-12) may be required to successfully complete admissions testing deemed necessary by an administrator as a condition of acceptance and enrollment. You will be notified if this is the case for your student(s).**
5. Parents and students must complete an interview after submitting a completed application form for each student enrolling and a \$75 application fee for each application submitted. This fee is non-refundable.
6. **Students may not have been suspended, be on suspension, or have been expelled from another school during the previous year or during the current year, or have a history of discipline problems.**
7. The student and parents must be willing to abide by all school policies.
8. Shoals Christian School reserves the right to disqualify from admission any student with a known pattern of tobacco, alcohol, or drug use, sexual activity, or any other disciplinary concerns.
9. If any pertinent information on the application or on other records has been falsified, SCS reserves the right to expel the student from school.
10. Any exceptions to the previous requirements must be approved by the Board of Directors upon recommendation by the administration.

## STATEMENT OF NON-DISCRIMINATION

Shoals Christian School admits students of any race, color, national and ethnic origin who satisfy entrance requirements to all the rights, privileges, programs, and activities made available at our school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, athletic programs, and other school-administered programs. We reserve the right, however, to refuse admission when parents are unwilling to fully support the Christian education programs and philosophy of SCS.

## FINANCIAL POLICIES

1. Shoals Christian School is a 501(c) (3) non-profit organization. It is our desire to offer a quality Christian education at an affordable price, while retaining and adequately supporting a highly trained staff.
2. A \$75 application fee must be paid with each NEW student application.
3. A one-time New Family Fee of \$150 must be paid by each NEW family enrolling at SCS. This fee is due July 1. (There is an optional payment plan of three installments of \$50 each due on July 1, September 1, and December 1). This fee is non-refundable.
4. Additional middle/high school class fees will be assessed by semester, if applicable, and are due after class schedules are finalized. Additional fees will be charged for AP exams, field trips, participation in team sports, yearbook, school pictures etc.
5. There are three payment plans for tuition. The annual plan requires payment in full by July 1. The 60/40 plan requires sixty percent of tuition to be paid by July 1 and forty percent by December 1. The monthly plan is based on an 11-month payment schedule beginning June 1 and continuing through May 1.
6. Payments are due the first of every month and are considered delinquent after the tenth. Accounts with a balance of \$25 or more will be assessed a late fee of \$30 after the tenth of the month. Postdated checks will not be accepted. Any account more than 30 days past due will be turned over to the finance committee of the SCS Board of Directors, and the student may be denied admittance to class until the tuition is paid.
7. A \$30 charge is placed on all checks marked “insufficient funds.” After two such checks, all future payments must be made in cash or by money order.
8. **Because SCS hires teachers, purchases textbooks, and makes other financial commitments on a yearly basis determined largely by the strength of Enrollment Contracts, the Undersigned understands that SCS is relying upon the promise that the student listed will be enrolled for the entire school year or such portion as may remain after the date of entrance. This means that to withdraw a student either before or after the student begins classes does not relieve the financial responsibility of the entire year’s tuition.**
9. Accounts must be current in order to start school each semester.
10. If there is an outstanding tuition and/or fee balance, SCS shall have the right to withhold report cards and transcripts until all financial obligations are satisfied. This includes payment of all tuition and fees, late charges, library fines, lunch charges, damaged book charges, etc., as well as the return of all devices, books, uniforms, and other school property.
11. Limited financial assistance is available each year based upon proof of financial need. SCS uses the independent services of ISM/FAST to determine each family’s need. The application is on-line and the \$43 fee is paid by the parent. Apply by April 1 to assure primary consideration for available funds.

## Conflict Resolution: The Matthew 18 Principle

In Matthew 18, Jesus gives His formula for solving person-to-person problems. This principle, referred to as the “The Matthew 18 Principle,” requires that parents talk with teachers about student problems *before* they talk to administrators. If unresolved at that level, the matter should be forwarded to administration.

*“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If they still refuse to listen, tell it to the church.”*  
(Matthew 18:15-17).

1. **Keep the matter confidential.** Sharing the problem only with those directly involved establishes the principle of confidentiality. Gossiping or maligning others should be avoided.
  2. **Initiate face-to-face dialogue/parent-teacher conference.** The first step in solving a person-to-person problem is for one of the two people involved to initiate a face-to-face dialogue. The administration at SCS will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first; to do so would violate both the letter and spirit of the Matthew 18 principle.
  3. **Be straightforward.** Clearly and specifically point out the areas of concerns and discuss the matter with an open mind and respect. An open and honest dialogue often leads to an amiable solution.
  4. **Be forgiving.** Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us.
- In the event a problem is not resolved, a conference should be set up with the parent, teacher, and appropriate administrator.**

## 2. STUDENT LIFE

### ATTENDANCE

The maturation process for our students includes helping them budget time and obligations or activities which may interrupt their school attendance. This policy is designed to allow parents and students to set their priorities for time away from school while staying within reasonable and necessary standards of presence in class. Bottom line: *we want parents and students to work together to establish when an absence is necessary and when it can be avoided.*

Absence from school usually exacts a price in reduced learning. Excessive absenteeism can make it very difficult for a student to stay current in the accelerated pacing of our academic program at SCS and can seriously jeopardize his/her academic success. Please note the following guidelines:

#### **Regular Absences (RA):**

1. Students may be absent up to ten (10) times per semester without penalty. These 10 absences are excused. Attendance will be taken each period, so these ten (10) absences apply to a full day or to individual periods (attendance in a class is considered half the period or longer).
2. Regular absences also include days or classes missed due to the following reasons:
  - Medical/health reasons
  - Bereavement
3. Any documentation relating to medical or bereavement absences should be turned into the office.
4. Students are responsible for missed work for any absence.
5. Students have one day for each day absent to turn in missed work.  
(After this time the assignment will receive a grade of zero)
6. If a student has a planned absence, the student should get the work ahead of time from the teacher.
7. School Absences (SA) do not count toward the ten (10) allowable absences in a semester.
8. In-School Suspensions (ISS) or Out-Of-School Suspensions (OSS) does count toward the ten (10) allowable absences in a semester.
9. **RA may not be used during the week of exams.** Exceptions to this rule must be approved by the Board of Directors at a regularly scheduled meeting. For details on how regular absences will affect spring exam exemption, see the Academics section.
10. **Course credit may not be earned after 10 absences unless extenuating circumstances can be proven and approved by the Education subcommittee of the Board.**

#### **School Absences (SA):**

1. Required school activities
2. College Visits: Students are encouraged to visit colleges as a means of preparing for the next level of their education. Juniors and seniors are provided up to three days excused absences (SA) per semester for a bona fide college visit.
3. State Athletic Tournaments: From time to time when our teams are representing the **school in state tournaments, the school will announce that non-athletes may attend the event and the absence will be excused (SA)** only if the office receives written permission from a parent 24 hours prior to the event.  
. All students must sign in at the start of the game and check out at the end of the game with the

designated administrator. Otherwise, the absence will be considered a Regular Absence (RA) and count as one of the ten Regular Absences allowed each semester.

Regarding athletes with a current average below 60%, it is the responsibility of the student and the head coach to work with the teacher to make up missed work due to an athletic function.

4. Seniors: SCS does not recognize official “senior skip days” from academics, athletics or artistic events which are a part of a student’s grade.

**Out of School Suspension (OSS) and In School Suspension (ISS):**

The attendance for students who have been suspended will be recorded as OSS or ISS. These absences will count toward their 10 regular absences. Additionally, 1 (one) percentage point will be reduced for the nine week grade for each class. This reduction will be taken after grades are averaged and will be completed by the Academic Dean.

**TARDINESS**

**Students should arrive by 7:50. Students are considered tardy if they arrive in class after 8:00 a.m. or after the tardy bell for each period in grades 7-12.**

Accumulated unexcused tardies each semester (homeroom or individual periods) will result in:

- 1st Offense
- 2nd Offense
- 3rd Offense – RenWeb Notice
- 4th Offense
- 5th Offense – RenWeb Notice
- 6th Offense – RenWeb Notice, Lunch Duty and counts as one Regular Absence\*

**\*Impact of Tardies on Regular Absences (RA):** The 6<sup>th</sup> tardy will result in a Lunch Duty and in a student losing one of the ten Regular Absences for the semester. Students will be informed of their assigned Lunch Duty by an administrator.

**RenWeb Attendance Code Definitions:**

- AT = Absence due to six tardies
- CI = Check In
- CO = Check Out
- MH = Medical Half day (Elementary only)
- RA = Regular Absence
- RH = Regular Half day (Elementary only)
- SA = School Absence (Athletic participation, college visit, approved school activity)
- TE = Tardy excused
- TU = Tardy unexcused
- ISS = In-school Suspension
- OSS = Out-of-school Suspension

## Checking Out/Checking In

### Checking Out

Students are only allowed to check-out with permission from a parent, either by note, phone, or in person. In no case is a student to leave the campus during the school day without permission and signing out in the office. A student leaving without permission will be disciplined, and the parents will be notified. Juvenile authorities may be notified in cases of truancy.

If it is necessary for a student to leave school during the day (except in the case of sudden illness), arrangements should be made before leaving home and the following things done:

#### Grades K5-6<sup>th</sup>

1. Bring a note signed by the parent stating the date, time of checkout, reason, and who will be picking up the student. This note should be given to the student's teacher at the beginning of the day.
2. The parent or assigned person must come to the front office to sign the student out. Students will be dismissed into the care of only those persons designated in the note.
3. The office will use the intercom to call into the classroom directing the teacher to release the student and send them to the front office.

#### Grades 7<sup>th</sup> -12<sup>th</sup>

1. Bring a note signed by the parent stating the date, time of checkout, reason, and who will be picking up the student. This note should be brought to the front office at the beginning of the day.
2. For students who do not drive, the parent or assigned person must come to the front office to sign the student out.
3. For students who drive, they may sign themselves out with an approved note, or office personnel may call the parent/guardian to obtain permission for the student to check out.
4. The office will use the intercom to call into the classroom directing the teacher to release students and send them to the front office.

### Checking In

**As a safety measure, only the front entrance to the school will be available for students/visitors to enter and leave between 9:15 a.m. and 2:45 p.m. The back entrance will NOT be available. Students and parents who enter the building during these times must use the front door.**

#### Grades K5-6<sup>th</sup>

Parents should come to the front office to sign in the student before the student reports to the classroom. The front office will collect a note from the student's parent and determine whether the tardy is excused or unexcused.

#### Grades 7<sup>th</sup> -12<sup>th</sup>

Students who arrive after 8:00 a.m. should proceed directly to the front office to sign in and receive a tardy slip to take to their teacher. The front office will mark on the slip whether the tardy is excused or unexcused.

**Shoals Christian School**  
**Bell Schedules 7<sup>th</sup> – 12<sup>th</sup> Grades**  
**2017-2018**

**7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> GRADES BELL SCHEDULE**

**Mon., Wed., & Fri.**

7:55	First Bell
8:00 – 8:55	1 <sup>st</sup> Period
8:55 – 9:10	Break/Club
9:15 – 10:05	2 <sup>nd</sup> Period
10:10 – 11:00	3 <sup>rd</sup> Period
11:05 – 11:55	4 <sup>th</sup> period
12:00-12:30	Lunch
12:35 – 1:25	5 <sup>th</sup> Period
1:30 – 2:20	6 <sup>th</sup> Period
2:25 – 3:15	7 <sup>th</sup> Period

**Tuesday & Thursday**

7:55	First Bell
8:00 – 8:50	1 <sup>st</sup> Period
8:50 – 9:05	Break/Club
9:10 – 9:55	2 <sup>nd</sup> Period
10:00 -10:45	3 <sup>rd</sup> Period
10:50 – 11:35	4 <sup>th</sup> period
11:40 – 12:10	Lunch
12:15 – 1:00	5 <sup>th</sup> Period
1:05 – 1:35	Club/Chapel on Thurs.
1:40 – 2:25	6 <sup>th</sup> Period
2:30 – 3:15	7 <sup>th</sup> Period

**10<sup>TH</sup>, 11<sup>TH</sup>, and 12<sup>th</sup> GRADES BELL SCHEDULE**

**Mon., Wed., & Fri.**

7:55	First Bell
8:00 – 8:55	1 <sup>st</sup> Period
8:55 – 9:10	Break/Club
9:15 – 10:05	2 <sup>nd</sup> Period
10:10 – 11:00	3 <sup>rd</sup> Period
11:05 – 11:55	4 <sup>th</sup> period
12:00 – 12:50	5 <sup>th</sup> period
12:55 – 1:25	Lunch
1:30 – 2:20	6 <sup>th</sup> Period
2:25 – 3:15	7 <sup>th</sup> Period

**Tuesday & Thursday**

7:55	First Bell
8:00 – 8:50	1 <sup>st</sup> Period
8:50 – 9:05	Break/Club
9:10 – 9:55	2 <sup>nd</sup> Period
10:00 -10:45	3 <sup>rd</sup> Period
10:50 – 11:35	4 <sup>th</sup> Period
11:40 – 12:25	5 <sup>th</sup> period
12:30 – 1:00	Lunch
1:05 – 1:35	Club/Chapel on Thurs.
1:40 – 2:25	6 <sup>th</sup> Period
2:30 – 3:15	7 <sup>th</sup> Period



## **SCHEDULE FOR DELAYED OPENING AT 10:00 A.M.**

(K4-6th: Bring lunch as no hot lunch available for K4-6th)

10:00 – 10:40	1 <sup>st</sup> Period
10:45 – 11:25	2 <sup>nd</sup> Period
11:25 – 11:50	7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> Lunch
11:30 – 12:10	3 <sup>rd</sup> Period (HS)
11:55 – 12:35	3 <sup>rd</sup> Period (MS)
11:55 – 12:35	10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> Lunch
12:40 – 1:20	4 <sup>th</sup> Period
1:25 – 2:05	5 <sup>th</sup> Period
2:10 – 2:50	6 <sup>th</sup> Period
2:55 – 3:15	7 <sup>th</sup> Period

## **11:00 Early Dismissal Schedule**

8:00-8:25	1 <sup>st</sup> Period
8:30-8:55	2 <sup>nd</sup> Period*
9:00-9:25	3 <sup>rd</sup> Period
9:30-9:55	4 <sup>th</sup> Period
10:00-10:25	5 <sup>th</sup> Period
10:30-11:00	6 <sup>th</sup> Period (begin dismissal at 10:55)

\*11<sup>th</sup> grade UNA students will not be on campus for 2<sup>nd</sup> period. They should be in 3<sup>rd</sup> period by 9:10 a.m.

## CALENDAR ADDITION/CHANGE REQUESTS

All meeting or event (non-fundraising) requests must be submitted for approval in writing on the Fundraiser Request/Addition to the Calendar form located in the forms section of this handbook. The forms are also available in the school office. The form should be turned in to the office Administrative Assistant.

To avoid scheduling conflicts, requests should be submitted 4-6 weeks prior to the meeting or event. Your requests will be considered and you will be notified by the school office if your request has been approved or not approved. Last minute requests will normally not be approved.

## CHANGE OF ADDRESS AND PHONE NUMBER

It is the responsibility of the student or the parents to inform the school office **promptly** of all changes in address, phone numbers, and email addresses. Otherwise, mailings, phone calls, or e-mails containing important information may be substantially delayed and may lead to communication problems. Parents can also update demographic information in RenWeb under Web Forms.

## CHILD ABUSE OR NEGLECT

The Child Abuse Reporting Act defines school teachers and/or school officials as mandated reporters of any suspected child abuse or neglect. They must use their professional training and experience to make the decision. It is not necessary for them to prove abuse or neglect; if they are reasonably suspicious, they must make a report.

## COMMUNICATION

E-mail and text alerts are our primary modes of communication. One primary method of quick and concise communication is RenWeb's "ParentAlert." Frequently, we will use this method to send text messages with news, updates, and reminders. The school also publishes a newsletter, *The Spark*. *The Spark* will include upcoming events, calendar updates, student achievements, etc. Information is also frequently posted on Facebook. Morning announcements are read to the students at the beginning of each day.

Parents are also encouraged to consult the school website for calendar updates, forms, event schedules, and student achievements. Inclement weather school closings will be communicated via ParentAlert, e-mail, Facebook and other media outlets.

Lower school folders are sent home daily for K4- 3<sup>rd</sup> and weekly for 4<sup>th</sup> – 6<sup>th</sup> and include papers, homework, and other parent communication.

## CONFERENCES

Parent-teacher conferences are important in the educational development of the student. These conferences also serve as a good communication channel between the home and classroom. We encourage direct parent-teacher communication following the Matthew 18 principle as explained in Note 2 below and in detail earlier in this handbook. All teachers are available to discuss pertinent matters in a scheduled conference.

A parent desiring a conference with a teacher should either send a note/email to the teacher or call the school office requesting such a meeting. The teacher will then contact the parent to set up a time for the meeting. An administrator may sit in on the meeting if requested by the teacher or parent.

### **Note:**

1. Parents are discouraged from calling teachers out of the classroom or school activities for a conference. When a conference is needed, follow the procedure given above.
2. The parent-teacher conference should always precede any parent-administrator conference when the conference involves a teacher or student-teacher issue. If a problem is not resolved, the parent should ask the teacher to set up a conference with the administrator. In case of a matter that does not involve a teacher, call the school office for an appointment with an administrator.
3. Any time parental conduct becomes abusive or inappropriate, the conference will be terminated. It may be rescheduled with the appropriate administrator in attendance.
4. Please respect the teacher's time away from school. In no case should a teacher be asked about schoolwork, etc., on Sunday or during any church activity. Please understand that sporting and school events also are not occasions to bring up concerns to a teacher or staff member. Please set an appointment, so we can be fully focused on your need.

## COUNSELING

At SCS, we are concerned about the whole person. This includes the spiritual, emotional, physical, and psychological well-being as well as the academic development of each student.

### **Spiritual/Emotional**

We recognize we all have times when we become overwhelmed with certain needs, concerns, or issues in our lives, and it is sometimes helpful to talk with an adult. The Administrators are more than willing to provide sensitive and confidential counsel upon request.

### **Academics**

It is very important to SCS that qualified students are rewarded for their hard work. One example is through the pursuit of college scholarships. A qualified, concerned Academic Dean will be on staff to assist students with selection of classes and the pursuit of scholarship awards.

## DRESS CODE

In our ever-changing world, it is a challenge for students and parents to interpret SCS's dress code in light of current fashion trends. The strategy we suggest for parents to use is the following:

- Is their dress neat and does it fit in a manner which is appropriate for school?
- Is their dress modest? (1 Peter 3:3-4)
- Does their dress promote an appropriate attitude and behavior fit for God? (Romans 13:14)
- Is their dress non-offensive? (1 John 2:15-17)

**After School Activities:** The dress code is in effect any time you are on campus.

**Spirit Wear:** SCS students should help promote SCS school pride by wearing SCS spirit wear whenever possible. Wearing spirit wear from other high schools at SCS and SCS events is not allowed.

**Female Dress Code** – *Applies in school and at any school activities.* Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, in conformance with one's biological sex, and in agreement with school policy.

<b><i>Skirts</i></b>	Should be of modest style, fit, and length ( <b>no shorter than one inch above the top of the knee</b> ). Tight fitting or clinging skirts are not to be worn.
<b><i>Dresses</i></b>	Should be of modest style, fit, and length ( <b>no shorter than one inch above the top of the knee</b> ). Open-back, off-shoulder, or low-cut dresses should not be worn to any school function. Applies to ALL school activities.
<b><i>Pants</i></b>	Pants, capris, and jeans may be worn; they must fit properly: not too tight, revealing or baggy. They must be hemmed at the bottom, free of holes and free of heavily worn areas. Sweats and yoga pants are not to be worn at school unless permission is given for special days.
<b><i>Leggings</i></b>	May be worn under dresses or shorts that meet the length required by dress code. Short tops with leggings are not acceptable. Jeggings are not allowed.
<b><i>Shorts</i></b>	Walking shorts that fit properly are permitted to be worn. Shorts must be properly hemmed at the bottom and of appropriate length. Running or gym shorts are only acceptable during PE or in athletic practices. Girls in grades 6 through 12 <b>may not wear shorts shorter than 4" above the knee when the knee is bent</b> . Shorts/pants should be free of writing across the back.
<b><i>Blouses</i></b>	All sleeveless blouses must have at least a 1.5" strap with modest arm openings. This applies to tops worn during the school day or at practice/ games. Tops that are designed to be worn out must extend beyond the top of the student's pants, shorts, or skirts and are not to expose skin or undergarments of any type when sitting, bending, or reaching. Crop top, midriff, tight-fitting, low-cut, off-shoulder, or open-back blouses are not to be worn. Sheer or see-through tops must be worn over tops that meet the guidelines above. At no times are undergarments to be exposed.
<b><i>Swimsuits</i></b>	During class trips or school-related activities, no two-piece suits will be permitted. All one-piece suits must provide modest coverage.
<b><i>Makeup</i></b>	Should not be worn by lower school students.
<b><i>Jewelry</i></b>	Body-piercing jewelry may be worn only in the ears.

**Male Dress Code** - *Applies in school and at any school activities. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, in conformance with one's biological sex, and in agreement with school policy.*

- Pants*** Must be worn at the waist and fit properly; being neither too loose, too tight, too big, nor too baggy. While belts are not required, if pants cannot fit properly without a belt, one will be required. Sweat pants are not to be worn to class or during the school day unless permission is given for special days. Sagging is not permitted. Pants should be hemmed at the bottom and free of holes and heavily worn areas. Chains may not be worn with pants or shorts.
- Shorts*** Walking shorts that fit properly are permitted to be worn. Shorts must be properly hemmed at the bottom and of appropriate length. Running shorts, biking shorts, gym shorts, and "Jersey-type" shorts are not to be worn to class or during the school day. Modest shorts may be worn by K-4 through 5<sup>th</sup> grade boys. Boys in grades 6 through 12 **may not wear shorts shorter than 4" above the knee when the knee is bent.**
- Shirts*** Athletic shirts, muscle shirts, and sleeveless shirts are not to be worn during the school day. If you return to the building after practice, you will need to change.
- Facial Hair*** Facial Hair should be neatly trimmed.
- Jewelry*** Earrings and/or body piercing jewelry are not permitted.
- Swimsuits*** During class trips or school-related activities, swim trunks must be lined and of modest length. They are to be worn at the waist.
- Hair*** Hair should be neatly trimmed not obscuring the eyebrows or hanging below the collar in the back and should be worn above the middle of the ear. Hair should be a natural color and not be considered extreme or distracting (Mohawk, spiked, etc.)

**Clothing/Styles Not Permitted**

- Shoes*** Must be worn. Slippers are not allowed. **Hard sole shoes are not permitted for physical education classes.**
- Caps/Hats/ Etc.*** Are not to be worn inside buildings during school hours except for predetermined special occasions.
- Writing on Clothing*** Clothing should be free of writing or advertising that is inconsistent with Christian standards.
- Body Art*** No exposed permanent tattoos are allowed.
- Hair*** Unnatural or nontraditional coloration of the hair or styles that "make a statement" by their startling or unusual nature will not be tolerated. Hair and fashion should accentuate the beauty of the individual and should never become a distraction or disruption

**Spirit Days** *\*Modified Student Dress Code\**

*The following guidelines apply to all spirit dress up days. Non-participants must follow the standard dress code.*

Students must be dressed for the themed spirit day. *Note: Simply swiping a streak of paint on the face or putting on a name tag with no other noticeable changes is not considered having dressed up for spirit day.*

On Spirit Days, standard dress code guidelines apply. Exceptions to the standard dress code (see below) will be allowed *only* if the student is dressed in the full spirit-themed attire:

- Hats/Caps (i.e., Camo Day-camo hat; cowboy day-cowboy hat)
- Leggings worn underneath shorts (i.e., gym, Nike, etc.).
- Gym shorts and sweatpants (not YOGA pants)
- Hair Color (washable only)

*\*If the exception is not listed above, it has not been approved, and standard dress code rules apply.*

*Students may be asked to change if their costume is inappropriate or disrupts the educational environment.*

### **Violations of Dress Code**

Violators will be required to correct the problem immediately. **The administration reserves the right to revisit the dress code at any time during the school year.**

Please see the Disciplinary Action for a Category 1 offense in the Standards of Conduct section.

## EMERGENCY DRILLS

Scheduled and unscheduled canine searches, fire, tornado and other emergency drills will be held throughout the school year. Teachers will instruct students how to move swiftly to the designated place with the teacher. All students must follow instructions in order to learn proper procedures. No running, talking, or other disruptive behavior will be tolerated. **All students are to know how to leave the building from every room occupied during the day.** See the Shoals Christian School Safety Plan for more details. It is available under the Resource Documents tab in RenWeb.

## FIELD TRIPS

All students are expected to participate in each field trip planned for his/her class. Special care is taken to keep the cost of such trips to a minimum. All students are to be transported together unless otherwise instructed and cleared through the appropriate administrator. We often need help transporting students on field trips or for sports events. Parents may be asked to assist with these transportation needs and will be required to complete the **Volunteer Driver Application Form**, meet the requirements listed on that form, and be pre-approved by administration *no later than one day* before trip departure. The purpose of this form is to reduce the liability of the school and volunteer drivers. Students will leave from the campus and return to the campus unless otherwise predetermined by administration. Guests or siblings may not accompany students unless otherwise stated or designated as a family trip.

Only serious problems may excuse student participation. Requests to be excused must have prior approval of the appropriate administrator. Students who are excused from participation in a particular field trip will be required to attend school on that day and may be given an additional assignment related to the field trip unless excused by an administrator.

## FUNDRAISERS

All fundraising requests must be submitted for approval in writing on the Fundraiser Form located in the Appendix of this handbook and available in the school office.

The form is to be sent to the office Administrative Assistant.

Fundraisers such as Faith for the Future, Legacy Dinners and others that raise money for the entire school, will take precedence in scheduling, and others cannot be scheduled within two weeks of major fundraising events.

Class or organization sponsors and/or coaches are asked to submit requests well in advance of the planned event, at least 4-6 weeks out, for consideration. Events that happen every year need formal requests annually to be added to the calendar to avoid scheduling conflicts.

Requests will be considered by the Development Director and the Head of School. Last minute requests will normally not be approved. Requests will be coordinated to avoid overlapping events where our school community is inundated with fundraisers. Keep in mind there are many groups and organizations on-campus planning fundraisers throughout the year and we must be fair to all.

Normally, on-site fundraisers will be limited to two per semester for each organization. One exception is Spirit Wear sales by the Band Boosters, which should take place all year.

There is to be no selling of goods on campus that is not for the benefit of the school.

## **HOLIDAYS**

All holidays will be observed in keeping with Biblical standards. Black cats, witches, skeletons, and other unscriptural notions connected with Halloween will not be allowed. The Santa Claus legend and the Easter bunny will not be discussed, and Jesus Christ will be exalted.

## **HEALTH ISSUES**

### **Insurance**

All students must have insurance coverage for medical care in case of accidents, etc., during school activities. SCS makes available, at parent's expense, a student accident insurance policy that provides school-time coverage to all students and sports coverage to all students for scheduled sports excluding football. Additional optional football coverage is available also at the parents' expense.

*See the separate School Safety Plan for all other Health Issues.*

## **LIBRARY USE POLICY**

The library is open Monday through Friday 7:30 a.m. to 3:30 p.m. The library may close for special events.

### **Library Guidelines**

Each student is expected to abide by the following guidelines:

1. Respect the materials available.
2. Return all materials to the proper location; if unsure of location, request assistance.
3. Return checked-out material promptly to allow others the opportunity to use them.
4. Keep noise level to a minimum, thus allowing others to also enjoy the library.
5. Keep the library orderly by returning furniture to the correct location, clearing work area of paper, pencils, etc., and placing trash in proper receptacles.
6. Follow procedures for checkouts and returns.
7. Follow guidelines for Internet usage. Parent/guardian and Student must sign the Technology Use Policy Agreement on their Enrollment Contract prior to Internet use.
8. Food and/or drink are not allowed in the library.

Failure to comply with the above guidelines and/or instructions of media staff may result in the loss of library privileges.

### **Circulation Policies**

The Brown Library attempts to adequately meet the needs of the students and faculty by allowing the circulation of most items. The following policy guidelines exist so that all patrons can make use of the resources.

- After the first semester, K-3 and K-4 students may check out one book for two weeks and may renew a book one time.
- K5 -6<sup>th</sup> grade students may check out two books for two weeks and may renew a book one time.
- 7<sup>th</sup>-12<sup>th</sup> grade students may check out two books for two weeks and may renew a book two times.



- 7<sup>th</sup>-12<sup>th</sup> grade students who are doing research may check out more than two books with approval from the librarian.

### **Fines**

- No fines are charged on days that the media center is not open, such as weekends and school holidays.
- K4 – 6<sup>th</sup> grade students' fines are \$0.10 per day
- 7<sup>th</sup>-12<sup>th</sup> grade students' fines are \$0.25 per day
- An overdue notice will be sent home after the item is two weeks overdue. After four overdue notices, the item will be marked as lost and a fee assessed for the cost of the book plus a \$2.00 cataloging fee.
- The librarian will determine the charge for a damaged book.
- The charge for a lost book is the cost of the book plus the \$2.00 cataloging fee.
- Once an item has been assessed as lost, the fee is due and returning the book is not an option. If the book is found it may be kept or donated back to the library.
- A notice for late fees or lost book fees will be sent home after they are assessed.
- A fine notice will be sent twice. After that time, the student will not be allowed to check out or renew items until the fine is paid.
- K4 – 6<sup>th</sup> grade students may not check out or renew a book if a fine exceeds \$2.00 or more.
- 7<sup>th</sup>-12<sup>th</sup> grade students may not check out or renew a book if a fine exceeds \$3.00 or more.
- The library reserves the right to have unpaid fines added to a school tuition account per school policy.

Parents and supporters are encouraged to remember the library when discarding books, magazines, or other media. The materials will be reviewed by the librarian and placed in the library if they are deemed suitable in supporting the curriculum of the school and in good condition.

Anyone finding what he or she considers to be offensive or otherwise inappropriate materials in the library must follow the policy concerning such materials.

- First, material should be viewed or read in its entirety.
- Second, complete a "Request for Material Review" form, which may be obtained from the office or the library, and returned to the library.
- A rotating ad hoc committee that will be representative of the teaching faculty, administration, Board of Directors, and the librarian will examine the material. The committee will decide if the materials will remain a part of the library collection.

## **LOST AND FOUND**

When items are found, give them to a teacher or to the school office personnel. Items will be placed in a Lost and Found box located in the hallway by the coaches' office on the right side of the gym. Parents and students should check this area when items are missing. Items not claimed in a timely manner will be donated to charity.

## **LUNCHROOM POLICIES**

SCS offers a hot lunch program to K4 - 12th grade students. Students are required to have a daily lunch, either purchased in the lunchroom or brought from home. Students are not allowed to check-out and leave campus to purchase lunch. Outside restaurant food is not allowed to be brought to school. The daily lunch menu is posted monthly to the SCS website and RenWeb. Elementary students (K4 - 6th) are served a daily pre-set menu selection and MS/HS (7th - 12th) students are served "A la carte" selections. Food and drinks are not allowed outside the lunchroom.

### **Lunch Accounts**

An individual lunch account is set up for each student in the Lunchminder program. Family accounts are available upon parental request. Lunch accounts are activated with a \$5 deposit. Parents may deposit an amount of their choosing into their student's lunch account. A low balance notice will be sent home with Elementary students on Mondays and/or Thursdays when their balance reaches \$15.00 or below. MS/HS students are verbally informed of their balance when it reaches \$20.00 and are expected to keep up with the balance in their account and to make sure they keep their accounts funded. The Lunchminder program has the ability to put individualized notes or spending limits on an account should the parent so choose. Please speak to the lunch staff in person if you are interested in this option. Students may not purchase lunches from another student's account; however, funds may be transferred between sibling's accounts.

### **Lunch Charges**

Lunchroom charges are strongly discouraged. As a courtesy, should a student forget money or a lunch, a charge will be allowed. A charge limit of \$15.00 will be strictly enforced. Charge slips are sent home daily with Elementary students. Payments on lunch accounts with a less than zero balance, which have been allowed to charge, are due the following school day. If the charge limit of \$15.00 is reached, and the student does not have a lunch, the parent(s) will be called to bring one for the student and a \$1.00 handling fee will be charged for parent notification. Repeated abuse of account charges will result in suspension of lunch account privileges.

### **Lunch Cards**

MS/HS students are issued a bar-coded lunch card to present to the cashier when purchasing from their lunch account. Each time the student does not present his card, a .25 charge will be applied to their account. If the lunch card is lost, a replacement card can be issued for \$1.50.

### **Methods of Payment**

Students may purchase lunch by cash or check on a daily basis. Should a student purchase a lunch with cash, while their account has a charge balance, the lunchroom reserves the right to keep the change to apply toward their account. When making payment into a lunch account, payment by check is preferred. The student's name should be written on the memo line of the check. When depositing money for more than one student, include a note specifying the amount for each student's account. All cash payments need to be enclosed in an envelope and labeled with the student's name, date and amount of cash enclosed. Cash payments for 6<sup>th</sup> grade and below will be processed through their lunch account. The lunchroom is not responsible for unmarked cash payments sent to the lunchroom. The lunchroom is not allowed to cash checks or refund cash from check purchases.

### **Packed Lunches**

When packing your student's lunch at home, please send all supplies your student may need for their lunch. Utensils, paper goods, and condiments are not provided for packed lunches. Elementary students may purchase milk, juice, or tea for \$1, or a cup of water for .25. Outside restaurant food is not allowed to be brought to school. Colored drinks (orange, red, green, blue or purple disposable juices) are not allowed to be brought to school.

## OPERATING HOURS FOR OFFICE/SCHOOL

### Office

School office hours are 7:30 a.m. until 4:00 p.m.

### School

*K4-6<sup>th</sup> Grades:* The tardy bell rings at 8:00 a.m. All K4-6<sup>th</sup> grade students who arrive between 7:30 and 7:50 a.m. are to go to the gym where they will be supervised.

K4 - 2<sup>nd</sup> grade students are dismissed at 2:50 p.m., 3<sup>rd</sup> – 6<sup>th</sup> grade students are dismissed at 3:00 p.m., 7<sup>th</sup> through 12<sup>th</sup> grade students are dismissed at 3:15 p.m. Any K4-6<sup>th</sup> grade student who is not picked up within 15 minutes of dismissal will go to the After School Care Program and parents will be responsible for paying for the costs incurred.

*Junior and Senior High School:* The tardy bell rings at 8:00 a.m. Junior and Senior High School students are dismissed at 3:15.

## PARKING PASSES

A Parking Pass Request Form must be completed annually by students, staff, and faculty wishing to park in the school parking lots. The Parking Pass Form is available in the school office and should be turned in by the beginning of the second week of school. The school office will issue a SCS Parking Pass when you turn in your completed request form.

The Parking Pass is non-transferrable and must be displayed from the rearview mirror of your car whenever it is on campus. You will need to register each vehicle you plan to park on campus. The SSO will check parking passes on a regular basis. Your car could be towed if your assigned Parking Pass is not displayed. There could be other disciplinary action and/or fines for failure to display a Parking Pass. There will be a \$10 charge for lost Parking Passes.

In addition to a Parking Pass, drivers must comply with the following guidelines:

1. Do not exceed the 10 M.P.H. speed limits on campus.
2. Do not loiter in the vehicle.
3. Careless driving may result in immediate loss of driving privileges on campus.
4. Students may not ride with other student drivers during school hours without prior written permission from parents.
5. Student drivers must park in the parking lot behind the building, but not in the visitor or handicapped spaces. The spaces in the back lot closest to the building are reserved for teachers. Students should not park there.
6. Students should lock their vehicles and **may not return to them until the end of the school day** unless permission is received from a school authority.

## PHYSICAL EDUCATION PARTICIPATION

Students are required to participate in the physical education activities. If for some medical reason, a child cannot participate for a specified period, a signed note from a parent or doctor should be sent to the physical education teacher stating the reason and giving the date(s) for non-participation.

Only tennis shoes that will not mark up the floors are acceptable during physical education activities. **Students in grades 7 through 12 are required to wear appropriate clothing and shoes as required by the PE teacher for participation in physical education classes. All clothing must meet dress code as stated in this Student Handbook.** All athletic/physical education clothing should be contained in a gym bag. All clothing/gym bags must be taken home each day. Articles should not be left in the locker rooms.

Elementary students should wear comfortable clothes and tennis shoes for physical education classes. If girls are wearing dresses, they should wear or bring shorts to wear underneath their dresses.

All students are required to use the restrooms, locker rooms, and changing facilities conforming to one's biological sex.

## PERSONAL PROPERTY

Students should use discretion in the personal property they bring to school. Items that cause classroom distractions or interruptions are not allowed. Such items will be confiscated and returned to parents at an appropriate time. Students should also avoid keeping large sums of money in their purses, wallets, or pockets. Elementary students should not bring handheld electronic devices to school.

Students' lockers, cell phones, and backpacks are subject to search at the discretion of the administration. Books, purses, backpacks, lunch bags, etc. that are left in the halls will be collected by the administration. A fee must be paid to retrieve these items.

## POSTERS AND PUBLICATIONS

An administrator must approve and sign, in advance, all posters and/or publications to be exhibited or distributed on the school campus to the students. Printing, publishing, distributing, or otherwise assisting with any publication not approved by the administration is subject to disciplinary action. The main publications of the school are the yearbook, SCS website, and parent newsletter.

## **SEXUAL HARRASSMENT**

Sexual harassment between employees and students and between students themselves is prohibited.

### **Reporting Procedures and Actions for Harassment Claims**

Employees or students who feel they have been a victim of harassment or sexual harassment must file a written complaint with their administrator or with the Chairman of the Board of Directors. The complaint must include the following information: a) the name of the offender, b) the date of the offense, c) the place of the offense, d) the time of the offense, e) identification of any witnesses to the offense, and f) the nature of the offense.

The person receiving the complaint is to verify and collect as much information as possible while carefully documenting all information received. The complaint and the investigative report are to be submitted to the Executive Committee of the Board within 10 days of the incident report for appropriate action. The Executive Committee may opt to involve the full Board of Directors when they deem the incident to be of a relatively serious nature.

The Executive Committee is required to notify the person submitting the complaint within three days of their decision and disposition of the matter. Possible actions include dismissal of the complaint, corrective action, and/or referral to other authorities outside the school.

# STANDARDS OF CONDUCT

## Student Lifestyle Behavior

The Shoals Christian School Board and the SCS Administration are empowered with the authority to make guidelines for students' behavior and to enforce the rules and regulations contained in the guidelines as they deem necessary. All policies are parallel with God's Word. **All students who are enrolled at SCS are under the jurisdiction and regulations of behavior policies while on campus or at school-sponsored activities away from campus.** While SCS has no direct control over students and accepts no responsibility for students outside of school operations and activities, **we do reserve the right to discipline students for inappropriate behavior because it reflects on the school.** The Board affirms that education is a right of all of our youth but believes that it is not an absolute right. Inherent with this right are certain responsibilities, obligations, and prohibitions that should be assumed by the students. A few, although not all of these responsibilities, obligations, and prohibitions are listed below:

1. Respect school authority and property
2. Be in regular attendance and willing to work for self-improvement
3. Cooperate with all teachers and respect their authority
4. Conduct oneself properly while on/off campus and at school and school-sponsored activities
5. Refrain from disruption, demonstrations, violence, disobedience, and other forms of incitement
6. Sexuality - God has prohibited intimate sexual activity outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and transgenderism) or advocacy of sexual immorality is sinful, offensive to God, and a violation of school policy.
7. Pregnancy-A pregnant student will not be allowed to continue class. This policy applies equally to a boy or a girl involved in a pregnancy whether the partner in the pregnancy is an SCS student. In all such cases, SCS will assist the student in completing the school year homebound. Following the birth of the child, the student may return upon recommendation of the Head of School and Board approval.
8. Social Media & Personal Communications- Students should portray Christ-like character on and off campus. This also includes the area of social media. Personal electronic devices should not contain any content of a sexual or graphic nature. Photos, videos, online content, text/picture messages, links to websites, tweets/re-tweets, comments, images, or posts that deal with any of the following areas are prohibited:
  - The personal use of possession of alcohol, drugs, and tobacco products, or items that condone drug-related activity. This includes any drug paraphernalia.
  - Content that is of a sexual nature.
  - Actions that might be considered cyber-bullying, including content that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity. Examples of these include comments regarding our school, another school, coaches, or students as well as against any race or gender.
  - Content that depicts or encourages unacceptable, violent, or illegal activities. Examples of these include hazing, sexting, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug/alcohol use.

*\* Students should be careful about sharing personal information online and the digital reputation they build. Nothing on the Internet ever really leaves. Digital footprints of everything you've ever posted are still in cyberspace. Please keep in mind that college admissions counselors and future employers read online profiles and make decisions based upon the information they find.*

The SCS Board recognizes that it cannot write a code of behavior that would completely cover every type of misconduct that might possibly occur. **For those incidents not specifically covered by this policy, an**

**administrator will exercise good administrative leadership through the use of tact, consideration, and judgment as he/she works toward a solution of a student misconduct problem.** However, if a student assumes the responsibilities, obligations, and prohibitions noted above, he is not likely to be found misbehaving. Teachers may determine specific rules for the classroom. These rules will be strongly supported by the school administration.

Personal property, including book bags, cell phones, lockers, vehicles, etc., is subject to search as deemed necessary by the administration. **Students may be required to submit to random drug testing at the discretion of the administration.**

Shoals Christian School reserves the right to dismiss any student who is in direct violation of the Standards of Conduct.

### **Honor Code**

*Having a desire to honor God, my school, my family, and my friends, and as a student of Shoals Christian, I willingly commit myself to a daily lifestyle that reflects honesty, integrity, trust, and respect for God, for my peers, for those in authority over me, for myself, and for all property. I willingly acknowledge that this lifestyle does not condone lying, cheating, stealing, and other dishonorable acts that would bring grief and shame to God, my school, my family, and/or me. Committing myself to the Honor Code of Shoals Christian School demonstrates my appreciation and respect for Shoals Christian School, my family, my friends, and most of all, Jesus Christ.*

As a student of Shoals Christian School, I willingly commit to pursue the code of SCS.

**Submission** – to God, His Word, His authorities (parents, teachers, administration), and His glory (1 Peter 2:13-15, Romans 13:1-2)

**Christ-likeness** – In word or action I seek to represent Christ and His conduct in every situation (Col. 3:17)

**Service** – In all situations I consider others better than myself and seek to service just as Christ came to serve and to be served (Mark 10:45)

### **Honor Code Pledge for Academic Assignments, Tests, and Quizzes**

*This Honor Code Pledge should be included by the teacher or by having the students write the pledge on each test and the student should sign it.*

I pledge on my honor that:

I have completed all steps of this assignment/test on my own,

I have not used any unauthorized materials while completing this assignment/test, and

I have not given anyone else access to my assignment/test.

**Students are to place honor above all and avoid all temptations to cheat. Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or that aids another student in such deception.**

## Student Misconduct

This section describes a broad range of acts of misconduct that are prohibited at SCS. Because the following lists do not include all types of misconduct, the student who commits an act of misconduct not listed shall be subject to the discretionary authority of the classroom teacher or administrator. The seriousness of the offense, the attitude and age of student, the pattern of misconduct, and the degree of cooperation will be considered in determining which action should be taken. **The process is intended to be instructional and corrective, not punitive. Our goal is that redemption occurs and restoration of relationship results from the correction.**

For violations of the Code of Conduct for substance abuse, please refer to the “Controlled Substance Policy” at the end of this section.

### Category I

The following acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or anywhere else under the school jurisdiction.

1. Excessive talking or disruption in the classroom
2. Non-participation in class; no books, material, sleeping in class, etc.
3. Violations of the dress code
4. Possession of nuisance items
5. Use of non-approved electronic devices during school hours
6. Any other offense that the administration may deem reasonable to fall within this category of acts of misconduct (example: horseplay or excessively drawing attention to oneself)

*Disciplinary Action for Category I may include...*

1. Correction in the classroom and/or surrounding school areas
2. Teacher/student conference
3. Before/after school detention
4. Loss of privileges

Continued misconduct in Category I area will cause disciplinary action to move to Category II.

### Category II

The following acts of misconduct include those student behaviors that seriously disrupt the orderly educational process in the classroom or anywhere else under the school jurisdiction such as athletic events, field trips, etc.

1. General disrespect of authority (written, spoken, or online criticism directed at teachers, staff members, students, or the school)
2. Use of obscene manifestations (any verbal, written, images, or gestures that violate the school rules or the law)
3. Inappropriate use of electronic devices (including cameras, recorders, cell phones, video recorders, and other personal devices.) *See Student Lifestyle Behaviors for more detail*
4. Public display of affection (physical contact)
5. **Cheating or plagiarism is an Honor Code violation and will result in a zero on the assignment in question. Teachers will conference with the student and the parents will be notified.**
6. Leaving the classroom or school property without permission
7. Skipping class



8. Bullying (verbal, physical, or cyber)
9. Fighting
10. Gambling
11. All pranks or threats alluding to assault or weapons
12. **Any other offense that the administrator may deem reasonable to fall within this category of acts of misconduct**

Administrative Disciplinary Action for Category II may include...

1. Before/after school detention or corporal punishment
2. Suspension (in school or out of school); return pending a parent/administrator conference

Continued misconduct in Category II area will cause disciplinary action to move to Category III.

### **Category III**

The following acts of misconduct include those illegal behaviors that most seriously disrupt the orderly educational process in the classroom or anywhere else under school jurisdiction. The administrator shall notify the Board of Directors and/or the proper law enforcement officials.

1. Arson
2. Assault on a school official and/or student
3. Possession and/or use of weapons
4. Theft
5. Truancy
6. Damage or destruction of school property
7. **Any other offense or repeated offense that the administrator deems extremely serious misconduct**

Administrative Disciplinary Action for Category III may include...

1. Suspension from school for one (1) to seven (7) days (return pending a parent/administrator conference)
2. Expulsion from school

**This list is not all-inclusive and the Head of School has the authority to order immediate expulsion if in his/her judgment the situation warrants such action.** The Head of School is to inform the Chairman of the Board in the event of an expulsion during the academic year. The SCS Board of Directors will serve as an appeal board for students and/or parents wishing to appeal a decision of the Head of School. Any appeal must be presented to the Board in writing within four calendar days of the date of expulsion. The Board will consider the appeal and act within three calendar days of the receiving the appeal. The Board decision is final in all appeal cases.

In the event a student is to be denied readmission for a new school year, the Head of School must make that recommendation to the Executive Committee of the Board. The Board must act on that recommendation as part of a regular monthly board meeting. Any of the categories listed in this policy may form the basis for a recommendation not to readmit a student.

### **Consequences of a Suspension**

For each day a student serves an In-School Suspension (ISS) or Out-of-School Suspension (OSS) 1 (one) percentage point will be reduced for the nine week grade for each class. This reduction will be taken after grades are averaged and will be completed by the Academic Dean.

## **CONTROLLED SUBSTANCE POLICY**

(Revised 8/1/17 – Be sure to review)

To provide a safe learning environment that is free from alcohol, tobacco (including vaping and e-cigarettes), and other controlled substances, the following controlled substance policy shall be implemented at Shoals Christian School (SCS). The policy was drafted by the Executive Committee of the Board of Directors and approved by the Board on November 19, 2012; revised August 1, 2017. The policy shall be applicable to all.

### ***Tobacco and Vapor/Nicotine Use***

In adherence to state/local laws banning their use by minors, and in accordance with healthy lifestyle choices, SCS prohibits the use of tobacco and any form of nicotine (vaping, chewing tobacco, cigarettes, etc.) while students are enrolled at Shoals Christian.

The actions that will be taken when a student is found to be using any of these banned products are as follows:

#### First Occurrence:

1. 1–day In-School Suspension: Student will meet with the Dean of Students and Parents.
2. To allow the benefit for continued academic success during the suspension period, the student will complete assignments as provided by teachers and available on RenWeb. For each day a student serves an In-School Suspension, 1 (one) percentage point will be reduced for the nine week grade for each class. This reduction will be taken after grades are averaged and will be completed by the Academic Dean.
3. During the suspension period, the student is limited to areas on campus assigned by the ISS monitor, and the student may not have any contact with other Shoals Christian School students while they are on campus. Cell phones will be collected at the beginning of the day and returned at the end of the day. Students must complete assignments and test/quizzes daily. The student may not participate in sports, cheerleading, SGS, band, and other SCS clubs or extracurricular activity for the duration of the ISS. The coach will determine his/her status in practice.

#### Second Occurrence:

1. 3–day In-School Suspension: Student will meet with the Dean of Students and Parents.
2. To allow the benefit for continued academic success during the suspension period, the student will complete assignments as provided by teachers and available on RenWeb. For each day a student serves an In-School Suspension, 1 (one) percentage point will be reduced for the nine week grade for each class. This reduction will be taken after grades are averaged and will be completed by the Academic Dean.
3. During the suspension period, the student is limited to areas on campus assigned by the ISS monitor, and the student may not have any contact with other Shoals Christian School students while they are on campus. Cell phones will be collected at the beginning of the day and returned at the end of the day. Students must complete assignments and test/quizzes daily. The student may not participate in sports, cheerleading, SGA, band, and other SCS clubs or extracurricular activity for the duration of the ISS. The coach will determine his/her status in practice.

#### Third Occurrence:

1. 5–day Out-of-School Suspension: Student will meet with the Dean of Students and Parents.
2. A meeting of the student with the Head of School, Dean of Students, and Parents must occur before a student is permitted to return to class. On the next day the student returns to class, the student must complete all missed assignments. For each day a student serves an Out-of-School Suspension, 1 (one) percentage point will be reduced for the nine week grade for each class. This reduction will be taken after grades are averaged and will be completed by the Academic Dean.
3. It will be at the discretion of the Head of School and the Coach/Sponsor if the student will lose the

privilege of representing Shoals Christian School for 1/3 of the current or next season. This includes sports, cheerleading, SGA, band, and other SCS clubs. Coaches/sponsors will have discretion to increase the time of sanction or to dismiss the student from the activity.

Fourth Occurrence:

1. Upon the recommendation of the Leadership Team, the Head of School may recommend expulsion from Shoals Christian School. Other sanctions may apply as directed by the Board.
2. The expelled student may reapply to Shoals Christian School after successfully completing at least 1 full semester at another school.

Note: Violations of tobacco/vape/alcohol abuse are reset after 12 months with no repeated incidents.

## ***Drugs and Alcohol***

### Screening Test

High School students may be selected to participate in a random drug screening test program. The program selected by Shoals Christian School ensures randomness of selection procedures, and includes proper student identification, confidentiality, and integrity of testing procedures and results. Testing may include saliva, urine, hair, or blood specimen analysis.

In addition to the random screening process, the administration reserves the right to screen or interview a student at any time, based upon “reasonable suspicion” of drug and/or alcohol use.

### Consent

Enrollment of a student in Shoals Christian School signifies that parents and students agree to be bound by the terms and conditions of the drug policy detailed in this Parent/Student Handbook. Consent to this policy includes a confidentiality waiver to the testing site to allow test results to be forwarded to the Head of School at Shoals Christian School.

Refusal to submit to a drug/alcohol screening test and/or failure to provide the consent allowing results to be released to SCS, will be considered the same as if one had tested positive for drug/alcohol use.

Consequences for failing drug screening or verified use of drugs/alcohol:

First Occurrence: (includes a positive result on the screening, admitted use when confronted, or refusal to submit to testing)

1. 3-day Out-of-School Suspension (OSS): A meeting of the student with the Head of School, Dean of Students, and Parents must occur before a student is permitted to return to class. On the next day the student returns to class, the student must complete all missed assignments. For each day a student serves an Out-of-School Suspension, 1 (one) percentage point will be reduced for the nine week grade for each class. This reduction will be taken after grades are averaged and will be completed by the Academic Dean.
2. ***Student will begin twice-monthly meetings with a local pastor or youth pastor for a period of three months.***
3. The student may not participate in sports, cheerleading, SGA, and band, and other SCS clubs or extracurricular activity for the duration of the suspension. The coach will determine his/her status in practice.
4. Subject to periodic drug tests for the period of one year. Any positive drug screening may result in immediate dismissal.

Second Occurrence:

1. 5-day Out-of-School Suspension: A meeting of the student with the Head of School, Dean of Students, and Parents must occur before a student is permitted to return to class. On the next day the student returns to class, the student must complete all missed assignments. For each day a student serves an Out-of-School Suspension, 1 (one) percentage point will be reduced for the nine week grade for each class. This reduction will be taken after grades are averaged and will be completed by the Academic Dean.
2. Bi-Weekly Counseling Session with Local Pastor or Youth Pastor:  
Prior to returning to class, the student must have met with his or her pastor or youth pastor to arrange for twice monthly one-on-one meetings for a period of three months. The purpose of these meetings is to provide additional spiritual formation and accountability. Students who do not have a youth pastor or pastor available to meet twice monthly, may request that SCS contact a local youth pastor and make arrangements for him or her to contact the student. Written verification of the initial meeting must be submitted to SCS before the student is allowed to return to Shoals Christian School, and documentation must be kept by the pastor for the duration of the sessions.
3. Probation for a period of twelve (12) months or until graduation.  
Probation includes:
  - a) Subject to periodic drug tests for the remainder of the time enrolled at SCS. Any positive drug screening may result in immediate dismissal.
  - b) Continued bi-weekly meetings with a local pastor or youth pastor as described above
  - c) Attendance at a drug counseling seminar or workshop approved by SCS
  - d) For heightened accountability the administration reserves the right to review text messages when the phone is in the possession of an administrator.
4. The student will lose the privilege of representing Shoals Christian School for 1/3 of the current or next season. This includes sports, cheerleading, SGA, and band, and other SCS clubs. Coaches/sponsors will have discretion to increase the time of sanction or to dismiss the student from the activity.

Third Occurrence:

3. Upon the recommendation of the Leadership Team, the Head of School may recommend expulsion from Shoals Christian School. Other sanctions may apply as directed by the Board.
4. The expelled student may reapply to Shoals Christian School after successfully completing at least one

full semester at another school.

Violations Eligible for Immediate Dismissal includes:

1. Student found to be selling drugs/alcohol/tobacco (including e-cigarettes) to other students at Shoals Christian School or to others, both on or off campus.
2. Students found to be in possession of and using drugs/alcohol/tobacco while on a school trip or off-campus school related event.
3. Use of drugs/alcohol in conjunction with criminal activity.

Note: Violations of tobacco/vape/alcohol abuse are reset after 12 months with no repeated incidents. There is **no** reset for drug use.

#### Self Disclosure/Self Reporting

Students have one opportunity to “self disclose” to a coach/faculty member/ administrator for use of illicit drugs, alcohol, or controlled substances (includes abuse of prescription drugs). In this case, self-disclosure is possible only if the use has not already been brought to the attention of the school administration, staff or coaches. At the discretion of the Administration, the student may be required to fulfill the bi-weekly counseling sessions stated under first violation. Any future drug/alcohol use or disclosure by the student will be considered a second violation and will receive the same consequences.

## **STUDENT LOCKERS**

Student lockers will be assigned to students in grades 5 and above. The lockers are the property of SCS. School officials may check contents at any time. Items found out of lockers or not properly stored may be confiscated. Students can obtain their locker number and combination from their class sponsor. Students are not allowed to change lockers. Students are encouraged to keep their lockers locked.

Stealing from, tampering with, or mischief related to student lockers will be treated as a serious matter. Private property should be respected at all times.

## TELEPHONE/MESSAGES

**Office Phone** - The use of the office telephone is available to students only during their lunchtime, break time, and before and after school. **It is off-limits between and during classes.**

A student should only be excused *from class* to use the phone in the office in cases of emergencies.

Students may use the office phone for the following reasons:

1. The student is ill and needs to call home for medication or to be checked out.
2. There has been a change in a school activity schedule or if a student has forgotten school equipment.
3. The student needs to make a call for a school organization or club, such as yearbook, SGA, etc.
4. The student needs to make a call to a college and university regarding admissions or scholarships.

**Cell Phones/Personal Electronic Devices** – Before entering the school building to start the school day all students are required to turn off their cell phones/personal electronic devices. Students may not use cell phones or personal electronic devices at any time during school hours. Students may power phones or personal electronic devices on again when the school day ends at 3:15 PM. Phones or personal electronic devices may not be used during class, break, chapel, or lunch. The use of headphones during the school day including class, break, chapel, or lunch is prohibited. The exception will be the use of headphones as needed in the Computer Lab.

If phones, headphones, or personal electronic devices are seen being used at any point during the school day, they will be taken up. Phones and personal electronic devices that are taken up by the SCS faculty or administration will be turned into the SSO. Students will be required to pay a fine to retrieve their phone or personal electronic device after 3:15 the day it is collected. Students may retrieve their phone or personal electronic device the following day at 3:15 p.m. for no charge.

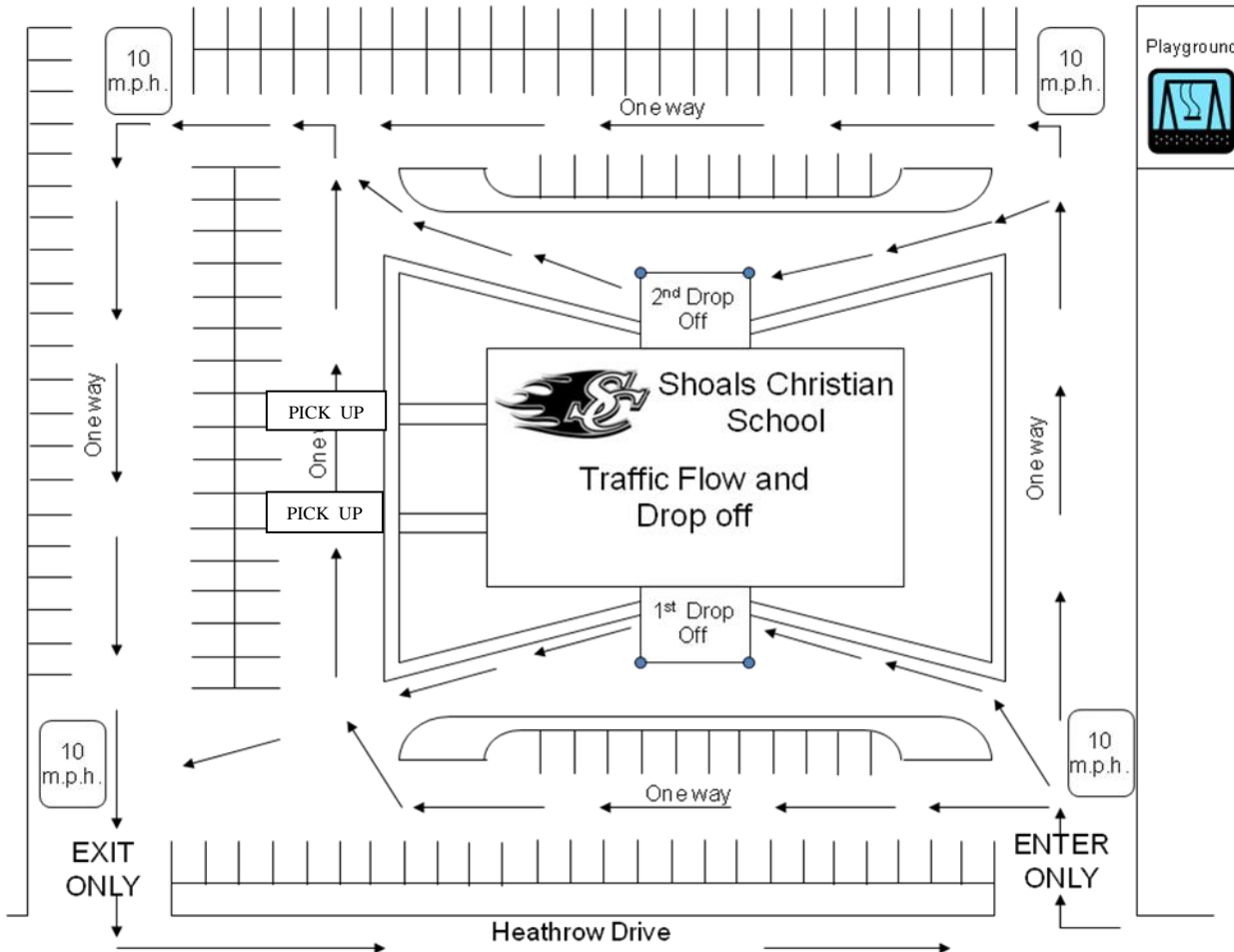
Consequences for offenses are:

1 <sup>st</sup> Offense	\$10.00 to retrieve their phone after 3:15 the day it is collected
2 <sup>nd</sup> Offense	\$15.00 to retrieve their phone after 3:15 the day it is collected
3 <sup>rd</sup> Offense	\$20.00 to retrieve their phone after 3:15 the day it is collected

Any further offenses will result in the student not having a cell phone on school grounds during the school day for the remainder of the school year. Furthermore, students who do not adhere to these policies could be subjected to other disciplinary actions.

## TRAFFIC FLOW

There is one entrance and one exit to the Shoals Christian School campus. The first driveway as you approach on Heathrow Drive traveling from Cloverdale Road is the entrance to SCS and the second driveway is the exit. Follow one of the traffic flow patterns noted on the map to drop off and pick up your students. There are two drop-off locations, the front and back of the building. Pick up locations will be designated by the elementary teachers. These are the only two doors that will be unlocked. If you arrive after 8:00 a.m., please use the front entrance. When you pick up in the afternoons, please note the pick-up areas listed on the map and follow the same traffic flow directions. If you need to enter the building, **do not park along the curb** as this stops the flow of traffic, please park your car in a designated parking space. Please be mindful of the **10 M.P.H. speed limit**.



## **VISITORS/PASSES**

All visitors must secure a pass and sign the visitor log in the school office. No visitors will be allowed on the school grounds without such a pass. Parents and visitors are asked to dress appropriately whenever on school grounds, field trips, or school-sponsored activities off campus. Visitors are not allowed admittance to a classroom unless pre-approved by the teacher and/or the school office. Visitors must return their passes and sign out in the office when they leave.

## **WEATHER**

1. Directives concerning school closures will be announced on, Parent Alert, radio, television, and ParentsWeb, Facebook, and Tweeter. Television stations that will be notified include: WAAY31, WAFF48, and WHNT19. This includes announcements made during school hours as well as non-school hours.
2. If school must close during the school day, parents will receive a Parent Alert and can listen to the above stations or check the school website to learn about when school will be dismissed.
3. Teachers will remain with their students until they have all been picked up.
4. Administrators and maintenance personnel will inspect the building to assure that everyone has left and to check any problems with the utilities before locking the building for their departure.

## **MID-YEAR WITHDRAWAL PROCEDURE**

All mid-year withdrawals begin with the student's parents or legal guardians meeting with the administrator for an exit interview. A withdrawal form will then be completed. All fees are nonrefundable. Parents, guardians, etc., are expected to fulfill the full tuition requirement even if the student withdraws. Any books, athletic equipment, etc. belonging to the school must be returned. Student records will be held pending fulfillment of all financial responsibilities. (See Section 1, Financial Policy, Item 10.)



### **3. ACADEMICS**

#### **GRADING SCALE/REPORT CARDS**

Shoals Christian School students are expected to succeed and are encouraged to excel academically. Therefore, grades, as a measure of accomplishment, are important.

The academic year is divided into four quarters of approximately nine weeks each. RenWeb offers access to the student's grades. Automated progress reports are emailed weekly. At the end of each quarter, report cards are available for viewing/printing on RenWeb.

A student's performance on homework, class work, quizzes, special reports, classroom participation, oral recitation, memory work, notebooks, examinations, general responsibilities, etc., may be included in the determination of the student's grade. Most course work completed at Shoals Christian School will be graded by the teacher using a SCALE of 0 - 100. For report card purposes, letter/numerical grades will be given as listed below:

A = 90 - 100	E = Excellent work
B = 80 - 89	S = Satisfactory work
C = 70 - 79	N = Needs improvement
D = 60 - 69	U = Unsatisfactory
F = 0 - 59	

The following grading symbols will be used in art, music, physical education, computer, and handwriting for K4 through 6<sup>th</sup> grade.

E = Excellent work
S = Satisfactory work
N = Needs improvement
U = Unsatisfactory work

Other grading procedures differ from teacher to teacher. The teacher will explain his/her grading procedures.

## GRADUATION REQUIREMENTS

SCS offers three diploma options: standard, advanced, and honor. See the following sections for details about each diploma type.

### **\*\*\*GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND 2019\*\*\***

#### **Standard Diploma (26 units)**

4 units	English
4 units	Mathematics Must include Algebra I, Geometry, and Algebra II w/ Trigonometry
4 units	Science Includes Biology, Physical Science, and two credits from Chemistry, Anatomy/Physiology, Physics, and AP Biology
4 units	Social Studies
1 unit	Physical Education
½ unit	Health Education
½ unit	Fine Arts
½ unit	Computer Applications
2 units	Foreign Language (Two years of the same language)
4 units	Worldview
1½ units	Electives

**Advanced Diploma (26 units)** – Requires all of the above with a minimum cumulative grade average (grades 9 – 12) of 85%.

**Honors Diploma (26 units)** – Requires all of the above with the following additional requirements:

- Minimum cumulative grade average (grades 9 – 12) of 85% or higher
- Completion of at least two semesters of an Advanced Placement Class or two semesters of an Advanced Placement equivalent college course.
- A minimum pre-weighted average of 80% in all Advanced Placement Classes or Advanced Placement equivalent college courses and completion of AP exams for all Advanced Placement Classes.
- Research Component: All students are required to produce a research paper during their junior and senior years. Students seeking the Honors Diploma will also be required to do the following:
  - Complete summer reading before their junior and senior years. Specific information about these reading assignments will be given to them by their English teachers.
  - Complete a research seminar under the direction of the SCS English Department. This seminar will be held during the activity period. Attendance is mandatory and students will be required to provide written responses to a set of questions for each session. Students who miss more than one session will have to repeat the seminar the next year or forgo the Honors Diploma.

- Make a minimum grade of 75% on at least one of the two research papers. Research papers completed at other schools will not be accepted.

**Advanced Placement (AP) Classes:** Shoals Christian offers courses that are approved by the College Board as Advanced Placement courses. Students are required to take the AP exam for each AP course. These are given at Shoals Christian School in May (dates determined by the College Board). The College Board fee is paid by the parent.

**Advanced Placement Equivalent Classes:** Qualified SCS students are permitted to participate in dual enrollment programs with the University of North Alabama and North-West Shoals Community College. College courses for which there is an equivalent AP course are considered Advanced Placement Equivalent Classes

**Weighted Grades:** AP and AP Equivalent Classes will be weighted by adding 10 points to the course grade and one quality point to the quality points earned. The actual earned grade will appear on all records, but a weighted numeric average and GPA will appear on the high school transcript.

**Valedictorian/Salutatorian:** The valedictorian and salutatorian are the two top ranking seniors as determined by the numerical average of all grades earned for high school credit. All dual enrollment and early college courses are granted a 10 point bonus; the weighted cumulative average will be used to determine class rank.

**Allowed Substitutions:** Certain classes and co-curricular activities can also serve as substitutes for the one credit of Physical Education that is required for graduation. These substitutions are as follows:

- Each semester of marching band (fall semester) will be counted as ½ credit of Physical Education.
- Participation in interscholastic sports (volleyball, cross country, football, basketball, softball, baseball, tennis, or golf) will count as ½ credit of Physical Education
- Cheerleading for a full year will count as one credit of Physical Education.

**Service Learning Program:** Shoals Christian School's service learning program has been developed to support the mission of the school: *service to Christ and others*. It is our belief that serving others is a way of life that begins early.

Assisting students in reaching their full potential is one of the core values of the school. The purpose is to instill in students a *Biblical worldview as a lifelong foundation for ethical reasoning, social responsibility, and active citizenship*. Service learning programs afford students opportunities in developing an awareness of the needs of others, a sense of civic responsibility, along with a true understanding of their community.

**\*\*\*GRADUATION REQUIREMENTS BEGINNING WITH THE CLASS OF 2020\*\*\***

**Standard Diploma (25 units)**

4 units	English
4 units	Mathematics Must include Algebra I, Geometry, and Algebra II or Algebra II w/ Trig
4 units	Science Must include Biology and Physical Science, and two credits from the following: Chemistry, Environmental Science, Anatomy/Physiology, Physics, or DC Biology
4 units	Social Studies
4 units	Worldview
1 unit	Physical Education, Band, or Athletics
0.5 unit	Health Education
1 unit	Career Preparedness – 0.5 unit Personal Finance; 0.5 unit Computer/Career
2 units	DC Career Tech courses / Foreign Language / Art Education
0.5 unit	Elective
<b>25 units</b>	<b>Total</b>

**Advanced Diploma (25 units)** – Requires all of the following with a minimum cumulative grade average (grades 9 – 12) of 85%.

4 units	English
4 units	Mathematics Must include Algebra I, Geometry, and Algebra II w/ Trig
4 units	Science Must include Biology and Physical Science, and two credits from the following: Chemistry, Environmental Science, Anatomy/Physiology, Physics, or DC Biology
4 units	Social Studies
4 units	Worldview
1 unit	Physical Education, Band, or Athletics
0.5 unit	Health Education
1 unit	Career Preparedness – 0.5 unit Personal Finance; 0.5 unit Computer/Career
2 units	Foreign Language
0.5 unit	Elective
<b>25 units</b>	<b>Total</b>

**Honor Diploma (25 units)** – Requires all of the above with the following additional requirements:

- Minimum cumulative grade average (grades 9 – 12) of 85% or higher
- Completion of at least two semesters of dual enrollment and/or early college courses.
- A minimum pre-weighted average of 80% in all dual enrollment and/or early college courses.
- Research Component: All students are required to produce a research paper during their junior and senior years. Students seeking the Honor diploma will also be required to do the following:
  - Complete summer reading before their junior and senior years. Specific information about these reading assignments will be given to them by their English teachers.
  - Complete a research seminar under the direction of the SCS English Department. This seminar will be held during club period. Attendance is mandatory, and students will be required to provide written responses to a set of questions for each session. Students who miss more than one session will have to repeat the seminar the next year or forgo the Honors diploma.
  - Make a minimum grade of 75% on at least one of the two research papers. Research papers completed at other schools will not be accepted.

**Dual Enrollment/Early College Classes:** Grades in dual enrollment and/or early college courses will be weighted on the high school transcript by adding 10 points to the grade earned. SCS offers the following opportunities for dual enrollment and/or early college credit:

- English 101 and 102 – NWSCC at SCS campus (senior year)
- History 201 and 202 – on campus at UNA or online through UNA (junior year)
- Biology – NWSCC at SCS campus (junior or senior year)
- PS 241 – Introduction to American Government - online through UNA (senior year)

- Pre-Calculus 112 – NWSCC at SCS campus (junior or senior year)
- Pre-Calculus 113 – NWSCC at SCS campus (junior or senior year)
- Calculus 125 – NWSCC at SCS campus (senior year)
- Sociology – online through NWSCC (junior or senior year)
- Music/Art Appreciation – online through NWSCC (junior or senior year)

**Allowed Substitutions:** Certain classes and co-curricular activities can also serve as substitutes for the 1 credit of Physical Education that is required for graduation. These substitutions are as follows:

- Each semester of marching band (fall semester) will be counted as ½ credit of Physical Education.
- Participation in interscholastic sports (volleyball, cross country, football, basketball, softball, baseball, tennis, or golf) will count as ½ credit of Physical Education
- Cheerleading for a full year will count as 1 credit of Physical Education.

## **EARLY COLLEGE PROGRAM AND DUAL ENROLLMENT**

Shoals Christian School participates in the Early College program offered by the University of North Alabama. This program is an excellent opportunity to take college courses at a lower cost while still in high school. Many of these courses can be applied to the graduation requirements at Shoals Christian and all will become part of the permanent college transcript, earning college credit. The program is primarily geared toward juniors and seniors. SCS is not responsible for transportation, and the timing of the classes must coincide with the SCS schedule. Students desiring to participate in these programs must obtain the necessary forms from the Academic Dean, be pre-approved by the school administrator, and meet the guidelines and restrictions as outlined on the UNA Early College website. Students are responsible for purchasing books for UNA Early College classes.

We also participate in a dual enrollment program with Northwest-Shoals Community College. SCS teachers offer classes on the SCS campus, and qualified students may elect to enroll as Northwest-Shoals Community College students, receiving college credit. All Northwest-Shoals Community College tuition and fees apply. More information can be obtained from the Academic Dean.

## VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutatorian are the two top ranking seniors as determined by the numerical average of all grades earned for high school credit. All dual enrollment and early college courses are granted a 10 point bonus. The weighted cumulative average will be used to determine class rank.

## HOME SCHOOL STUDENTS

Home School students are allowed to enroll in SCS core classes (i.e. – AP Classes) or co-curricular classes such as Art and Band. There is a Homeschool Tuition and Fee Schedule available in the office. AHSAA has specifically ruled that only public schools will be allowed to include home school athletes on their teams.

## HOMEWORK

Homework is intended to be an extension of the classroom. Assigned properly, homework reinforces time management skills and self-discipline. When assigned as mere busy work, it may frustrate a child's learning and potentially damage relationships between the home and school.

Students benefit academically when well thought out assignments are presented with specific out-comes in place. Due to time restraints, homework is to be assigned as a continuation of the learning, which took place in the classroom.

When assigning homework, teachers will establish well-defined guidelines. Students should be reminded that simply copying another student's work, in whole or part, with the intention of submitting it as their own violates one's honor. At times, minimum assistance by other students and parents is appropriate; however, teachers are to communicate these conditions. When doubt arises regarding homework guidelines, students are to contact the teacher assigning the work.

## HONOR ROLL

To be on the "A" honor roll, a student must maintain at least a 90% average in **each subject for each grading period**. To be on the "A-B" honor roll, a student must maintain at least an 80% average in **each subject for each grading period**. Awards will be provided on Awards Day.

## HONOR SOCIETIES

SCS maintains a chapter of the National Junior Honor Society (NJHS) and the National Honor Society (NHS). For many students, selection as a member of the NJHS or the NHS is the pinnacle of their academic achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Senior members of NHS who are in good standing will be allowed to wear the Society's emblem at graduation.

### **Who is Eligible?**

Only students who have attended SCS for at least one full semester will be eligible. Transfer students who were already NJHS/NHS members at their previous schools should notify the adviser and must meet the SCS chapter standards within one semester in order to retain membership. Students are evaluated in the spring semester for eligibility for membership in NJHS (grades 6-9) or in NHS (grades 10-12). Students who are eligible by virtue of scholarship (i.e. "candidates") will be further evaluated on the basis of leadership, character, and service.

### **Scholarship**

The scholarship requirement is that a student achieves at least a 90.0 cumulative average on work attempted at Shoals Christian School. For sixth graders, only grades received in sixth grade will be reviewed. For seventh through ninth graders, a cumulative average for seventh through ninth grade will be reviewed. For tenth through twelfth graders, a cumulative average for ninth through twelfth grades will be reviewed along with any courses taken in middle school for high school credit such as algebra or foreign language. In addition, some grades will be weighted differently than others, such as AP courses and dual-enrollment courses, in accordance with the current school protocol.

### **Leadership**

The student who exercises leadership often holds elected offices in clubs, or may be a team captain or a band section leader. However, effective participation in positions of responsibility in other activities both on and off campus may provide evidence of leadership. Exercising positive influence on peers, being a leader in the classroom or at work, displaying academic initiative, resourcefulness, problem-solving abilities, and reliability and dependability in any responsibility accepted are also evidence of leadership.

### **Character**

A person of character demonstrates trustworthiness, respect, responsibility, fairness, caring, and citizenship. The student of character takes criticism willingly and accepts recommendations graciously, consistently exemplifies desirable qualities of behavior, cooperates by complying with school rules and regulations, demonstrates the highest standards of honesty and reliability, regularly shows courtesy, concern, and respect for others, is punctual and faithful both inside and outside the classroom, avoids cheating in written work, shows an unwillingness to profit by the mistakes of others, and actively helps rid the school of bad influences or environments.

### **Service**

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. In considering service, the contributions a candidate has made to school, classmates, and community as well as the student's attitude toward service can be reviewed. The student who serves volunteers gladly, is willing to sacrifice to offer assistance, works well with others and is willing to take on difficult or inconspicuous responsibilities, is willing to represent the class or school in interclass and interscholastic competition, participates in some activity outside of school (e.g., Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged), and shows courtesy by assisting visitors, teachers, and students.



### **Membership Selection Process, Discipline, and Dismissal**

Selection for membership into NJHS and NHS is determined by a Faculty Council, approved by the Head of School. Candidates who are not selected for membership will have one week after the annual induction ceremony, usually held in April or May, to appeal the decision for non-selection. The Faculty Council also oversees potential disciplinary action and dismissal from NJHS and NHS when warranted by a student's failure to maintain the standards of selection.

#### **Faculty Council**

The administration will annually appoint the Faculty Council composed of five faculty members, not to include the adviser or administrators. The adviser will compose a list of candidates, that is, those meeting the 90.0 grade average requirement, and will subsequently conduct a survey of the faculty and administration about the candidates, requesting comments and anecdotal evidence of leadership, character, and service or the lack thereof. The Faculty Council will then review the survey results, deliberate, and by majority vote will compose a list of students to be invited for induction into the honor societies. The Faculty Council will then submit a final list of those to be invited for induction, along with the names of any students rejected and the reason for rejection, first to the adviser, and then to the administrators, to be reviewed for final approval. Candidates invited for induction into the honor societies and their parents will be notified and will be advised of the timing of the induction ceremony.

#### **Discipline and Dismissal**

Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Periodically, a review of the standing of members for compliance with Honor Society standards will be conducted. When a member falls below any of the standards by which the member was selected, including falling below the required 90.0 cumulative grade average, the errant member will be informed of the nature of the violation and the time period given for improvement, and will be provided a warning of the possible consequences of non-improvement. The member is then considered to be suspended, on probation, or not in good standing. If the suspended member makes the improvement in the specified time, regular membership is restored. If the suspended member does not make the improvement in the specified time, that member is subject to whatever disciplinary measures are considered appropriate by the Faculty Council. Disciplinary measures other than dismissal are acceptable for minor offenses. However, a member failing to improve may be dismissed after a hearing is held by a majority vote of the Faculty Council. Members are allowed limited warnings during their membership, and in the case of certain violations or flagrant disobedience of school rules or the law, a warning is not required for dismissal, although a hearing and a vote by the Faculty Council will still be required before dismissal. Only members who are in good standing will be allowed to wear the Society's emblem at graduation.

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## MAKE-UP WORK

If a student knows in advance that an excused absence is in order, plans to make up work are to be made with the teacher(s) involved. The arrangements should be made prior to the absence. The student must contact the teacher immediately upon return to arrange for work and/or tests missed. **It is the responsibility of the student to arrange make-up work.** The teachers will exercise proper guidance of students.

At the discretion of the teacher or Academic Dean, students with excessive absences on days when tests are administered may be required to have a conference with parent and teacher before a make-up test is provided.

When a student is absent from school, a parent may request assignments from the teacher. This will be done through the office. **Calls for assignments should be made before 9:30 a.m., and assignments may be picked up in the office after 2:30 p.m. the same day. Any calls coming in after 9:30 a.m. will not be processed that day, but assignments may be picked up the following day. Please let the person you speak with know if you need books when making the homework request.**

Students have one day for each day absent to turn in missed work. After this time the assignment will receive a grade of zero. If a student has a planned absence, the student should get the work ahead of time from the teacher.

A student who is truant or has served an in-school or out-of-school suspension will be required to make up any missed work. See the ATTENDANCE section in this handbook for details.

## SEMESTER EXAMS

### Semester Exams (7-12)

All students, 7-12, are required to take final exams for the fall semester.

7<sup>th</sup> – 12<sup>th</sup> Grade Students may exempt spring semester examinations provided the following criteria are met:

1. Their class average is a 90.0 or above for two 9-week grade periods (3<sup>rd</sup> & 4<sup>th</sup> grade periods) as of 5 school days prior to the first exam.
2. Their average for the 4<sup>th</sup> *grading period* is not less than 90.0
3. Their assignments are completed and up to date.
4. They have not exceeded five absences in the class for the second semester. See the ATTENDANCE section in this handbook for more details on absences. Absences accompanied by a doctor's note will not count against the five absent limit.
5. They have not exceeded three tardies in the class for the second semester.

A teacher may require every student in a particular class to take the spring semester exam provided the students are given at least 20 academic days of notice prior to the exam administration.

## STANDARDS FOR PROMOTION

The following standards are used to determine whether or not a student is eligible for promotion to the next grade level. A maximum of two retentions is allowed for a student.

### Students in Grades 1-6:

1. The student must have an overall “C” average for the year in their core subjects (math, English, reading, science, social studies).
2. The student must have a passing grade in each subject for the year.
3. If a student has a yearly average of “F” in a subject, the student must go to summer school or receive school-approved tutoring and receive a passing grade before promotion to the next grade level. The student will be reevaluated in August to determine if the student is prepared to proceed to the next grade.
4. If a student has a yearly average of “D” or “F” in reading or mathematics, a recommendation to retain may be made. The recommendation could be, however, to reevaluate the student in August to determine promotion if a successful summer school program is completed. If a child has a “C” or better in reading and mathematics but makes an “F” for the yearly average in two or more subjects, promotion will not be granted unless a successful summer school program is completed. The final decision is made by the Head of School and Academic Dean.
5. If three or more subjects are failed in a year, the student will be retained.

### Double Academic Promotion

Students will be considered for double academic promotion (i.e., skipping a grade) if all of the following criteria are met:

1. The student must have been at SCS for at least one complete academic year
2. The student must have completed either third, fourth, or fifth grade. Double academic promotion is not available for students who have not completed third grade, and it is not for those who have completed sixth grade and beyond.
3. The student must have earned report card grades of 95+ in every subject.
4. The student must perform in the 95th+ percentile on all tested sections of a norm-referenced assessment (MAP).
5. The student must be approved for double academic promotion by an appointed committee. The Head of School and Academic Dean will serve on the committee and will select other faculty representatives to serve. The committee will review all documentation and make a decision based on the evidences for double academic promotion. The decision of the committee is final.
6. The student’s current teacher must provide a confidential letter of recommendation for the committee’s review. The letter should include indicators as to whether or not the student has the emotional maturity and social skills to successfully navigate the grade being considered. Additionally, the teacher should note evidences of the student’s academic maturity.
7. The student’s parent(s)/guardian(s) must provide a confidential letter of recommendation for the committee’s review.
8. The student must submit a confidential statement of his/her desire for double academic promotion for the committee’s review.

### Students in Grades 7–12:

1. For grades 7 through 8, students grades for both semesters of a full year course will be averaged together to obtain the grade for the year. For grades 9 through 12, students must have a passing grade in each subject for each semester.
2. Subjects failed must be passed during the summer in an approved summer school and/or distance learning program or repeated the following year.

3. Students failing three or more subjects will not be promoted or re-enrolled without Board approval.
4. For purposes of athletic eligibility, refer to the section relating to Athletics and Co-curricular Activities Eligibility in this handbook.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The primary function of technology in a school environment is to support the educational and instructional needs of the students and employees at Shoals Christian School. Technology includes all desktop computers, Chromebooks, laptops and tablets owned by the school as well as hardware, software, electronic data communication networks, modems, access points, etc. associated with these systems. The following guidelines apply to all students of Shoals Christian School and to all other persons who may attempt to use an electronic communication resource owned by the school. All technology must be used legally and ethically. All technology resources must be used according to any and all school policies and procedures, as well as any local, state and federal laws and/or guidelines governing the usage of technology.

### **GENERAL GUIDELINES\***

1. School personnel will take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage.
2. Backup copies of software shall only be made if allowed in the license agreement.
3. Only administrators or the Technology Coordinator may sign license agreements for a classroom or the school.
4. Students are not authorized to install or download software or apps.
5. Illegal copies of software or apps may not be created or used on school equipment.
6. Students and employees must not attempt to modify technology resources, utilities and/or configurations or to breach any technology resource's security system.

\*All information technology resources, regardless of purchase date or location, are subject to these guidelines.

### **INTERNET ACCEPTABLE USE POLICY**

Shoals Christian School will attempt to provide resources via the Internet. Students are expected to use information that is appropriate for various learning needs. In order to use the Internet, in any form, each student will be required to have a parental consent form signed when the student enrolls at Shoals Christian School. Signatures will signify understanding and acceptance of any terms and conditions of the policy governing use of the Internet.

To provide a level of protection for Internet usage, Shoals Christian School has an Internet filter on all computers and devices that are connected to the SCS network which blocks access to visual depictions that are obscene or deemed inappropriate. The goal is to restrict activities of minors to the appropriate use of the Internet and to prohibit unauthorized online access, such as hacking and other unlawful activities.

### **INTERNET SAFETY AND DIGITAL CITIZENSHIP**

Shoals Christian seeks to educate all students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms. We also seek to teach cyber bullying awareness and response.

#### **What are the privileges and rights of a student or adult user?**

All users have certain privileges and rights. Infringement of or disrespect toward the rights of others may result in the loss of Internet privileges. These rights include:

1. Privacy – All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, the Administration may review communications to maintain system integrity and to ensure that users are using the system responsibly.
2. Safety – Any user who receives threatening or unwelcome communications should bring them to the attention of an administrator or teacher.

3. Intellectual Freedom – Any statement of personal belief by the user or the Internet source is implicitly understood to be representative of its author’s individual point of view and not that of the school.
4. Inappropriate materials or language – Profane, abusive, or impolite language shall not be used to communicate nor shall materials be accessed which are not in line with the rules of school behavior.
5. Equal Access – All users (with appropriate signatures on file) will be granted free and equal access to the Internet. Exploration of the Internet is encouraged relative to the purposes of research and education. No single user shall monopolize the workstations connected to the Internet.

**What are the guidelines?**

1. Be prepared to be held accountable for your personal actions. Exemplary behavior is expected for all users at all times.
2. Notify a teacher (students) or the system administrator (staff) if materials that violate the school system’s code of conduct are encountered.
3. Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
4. Do not damage the computer or network in any way.
5. Do not use the Internet for illegal activities (i.e., threats, instructions on how to perform an illegal act, pornography, drug dealing, purchase of alcohol, gang activities, etc.).
6. Do not install software or download unauthorized files, games, apps, programs, or other electronic media from the Internet or any other source.
7. Do not violate copyright laws, plagiarize or use the Internet to cheat on homework.
8. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
9. Do not share a personal password with another person.
10. Do not reveal the personal address or phone number of others when using electronic communications.
11. Do not access other students’ work, e-mail, Google sheets, docs, and etc.
12. Do not re-post non-academic personal communications without the original author’s prior consent.

The above list is meant to serve as examples of activities that are considered prohibited. Shoals Christian School reserves the right to determine if any other activity not appearing in the above list constitutes an unacceptable use of the network and reserves the right to take such disciplinary action or formal legal action, civil or criminal as the situation may warrant.

**Use of Electronic Mail**

Electronic mail use at Shoals Christian exists for the benefit of the user to communicate electronically. All users who have access to the Shoals Christian School network shall adhere to the following guidelines when sending or receiving messages via electronic mail (e-mail):

1. Personal use of electronic mail is permitted as long as it does not violate Shoals Christian School policies and/or adversely affect others or the speed of the network.
2. Electronic mail should reflect professional standards at all times.
3. Student e-mail accounts when accessed through the school network may not be used:
  - a. To transmit sensitive data
  - b. To transmit advertising material (other than school-related advertisements)
  - c. To transmit inappropriate personal observations about the school, its employees or students
  - d. To transmit content used to promote discrimination on the basis of race, color, national origin, age, marital status, gender, political affiliation, religion, disability, sexual preference
  - e. To transmit offensive text or pictures (e.g., pornography, racism, sexism, obscenities, insults, sarcasm); content that may reasonably be considered offensive, threatening or intimidating; defamatory statements, rumors, and gossip about organizations or individuals
  - f. To transmit solicitation of donations or subscriptions to political causes
  - g. To attempt or successfully send anonymous messages

- h. To acquire political or personal gain.

Because all computer hardware and software belong to Shoals Christian, users have no right to privacy with regard to e-mail communications stored or transmitted on school computers/networks. Confidentiality of e-mail communication cannot be assured. Such confidentiality may be compromised by applicability of law, or policy, including this policy, by unintended redistribution; or because of inadequacy of current technologies to protect against unauthorized access. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

### **Consequences for Policy Violation by Students**

- First: Loss of or limited access to the Internet and SCS computers and tablets.
- Second: Additional disciplinary action to be determined by the Dean of Students/Head of School in keeping with existing practices and procedures regarding inappropriate language or behavior.
- Referral to law enforcement agencies may occur in circumstances, such as bullying or threats, and etc.

### **Limitation of Liability**

Shoals Christian School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school system will be error-free or without defect. Shoals Christian School will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Shoals Christian is not responsible for financial obligations arising through the unauthorized use of the system. Each user will hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

## **TESTING**

Standardized assessments will be administered three times per year to all students in grades 1-9. A standardized test is an objective measure of an individual designed to point out strengths and weaknesses. Results are not infallible. Many things can influence the results. However, one can approximate the academic ability and achievement of the student. Parents should encourage students to strive to do their best on these tests. There may be some need for testing students who are transferring into SCS. This would only come after careful consideration of the student's past record and work achievements. Students entering grades 10-12 from home school or a school that is not state accredited must have their credits validated through testing and/or other appropriate means.

The PSAT is administered to 10<sup>th</sup> and 11<sup>th</sup> graders in the fall. The PSAT is a fore-runner to the SAT and is also used to determine National Merit Scholars.

## TEXTBOOKS

Textbooks are the property of Shoals Christian School. The students are responsible for the proper care of all textbooks issued to them and will be assessed fines for any lost or damaged books. These fines will be replacement cost plus shipping for lost books or a damaged book fee based upon the age of the book and the level of damage. All charges will have a \$3.00 processing fee added to it. Teachers reserve the right to monitor the care of all textbooks.

Students who enroll in Early College or Dual Credit Courses must purchase their books.

The following schedule will be used to determine charges for lost or damaged textbooks. The condition of the book upon initial issue will be taken into consideration when assessing charges.

<b>Condition</b>	<b>Charge</b>
Writing with language or symbols that promotes immorality or profanity	Full Replacement Cost
A usable lost book, regardless of whether the book was new or used	Full Replacement Cost
A book damaged beyond use	Full Replacement Cost
Cover only, ripped or damaged	Rebinding Fee
Torn pages or wet, but usable	50% of replacement
Defaced book with writing/drawing	\$20.00

## 4. STUDENT ACTIVITIES

### ACADEMIC COMPETITIONS

Academic competitions include Scripps Spelling Bee, Math Olympics, National Geography Bee, Scholars Bowl, Science Fair, art, creative writing and music contests. Additional competitions for students to learn, grow, and compete will be added according to student interest and available opportunities.

### ATHLETIC AND CO-CURRICULAR ACTIVITIES ELIGIBILITY

Students are strongly encouraged to participate in co-curricular activities at Shoals Christian School. To be eligible for participation, a student must meet all of the following criteria:

1. The student must be fully admitted to Shoals Christian School or re-enrolled for the new school year prior to participation, tryouts, etc.
2. Every student must have a current year approved physical exam form, concussion form, release form, and NFHS Sportsmanship certification on file indicating fitness for participation.
3. A copy of the student's certified birth certificate must be on file in the school office.
4. A student must have no less than a 70.0 *composite numerical semester average* for all subjects in which the student was enrolled for the previous semester.
5. According to AHSAA guidelines, students entering grades 10 – 12 must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70.0 in those six units. At least four core curriculum courses must be included in those units passed and averaged (English, math, science, and social studies).
6. Students entering grades 8 – 9 must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70.0 in those five subjects.
7. Students entering the seventh grade for the first time are eligible.
8. Students must be in attendance at least three and one half-hours on a given day in order to participate in co-curricular activities that day.

### ATHLETIC PROGRAM

Currently, baseball, basketball, cheerleading, cross country, football, softball, volleyball, and tennis are offered to students in grades 7 - 12. Additional sports may be added as approved by the Administration and SCS Board of Directors.

### FINE ARTS PROGRAM

Art, band, drama, and music are being offered as part of our developing fine arts program. All students are encouraged to develop an appreciation for, and development of, their talents in these areas.



## **SPIRITUAL GROWTH ACTIVITIES**

Bible and Biblical Worldview classes, chapel, service, and prayer are part of the spiritual enrichment at SCS. The Bible is integrated into every aspect of the school. Students are taught to think and act from a biblical worldview because the Bible is the infallible Word of God and applicable to all of life's situations.

## **STUDENT LEADERSHIP OPPORTUNITIES**

Student Government Association, National Honor Societies, Key Club, Youth Leadership Shoals, Boys State, Girls State, and participation in Student Leadership University provide opportunities for students to participate and develop leadership skills.

## **STUDENT ORGANIZATIONS**

Junior High/High school student organizations are as follows: Student Government Association, National Honor Society, Class Officers, Key Club, Ambassadors, Robotics, Boy Scout Venture Crew Club, Bass Fishing Team, and Red Cross Club. Other student activities will be organized according to student interest and adult sponsorship.

## **STUDENT PUBLICATIONS**

The student publication is the *Scintillant Yearbook*.

## **5. APPENDIX**

**SHOALS CHRISTIAN SCHOOL**

**Fundraiser Request Form/Addition to the Calendar**

Please complete form **in its entirety** and submit to the office for approval AT LEAST 2-3 weeks prior to the date of the proposed event. The request and current items/events on the calendar will be reviewed and you will be notified if the request is approved, needs changes or is denied.

**New Event**    **Change Existing Event from Date** \_\_\_\_\_ **to** \_\_\_\_\_

Name of Event \_\_\_\_\_ Proposed Date of event \_\_\_\_\_

Person/Group making request \_\_\_\_\_ Date of request \_\_\_\_\_

Times: from \_\_\_\_\_ to \_\_\_\_\_ Location \_\_\_\_\_

Group Sponsor Name *(Must be signed by SCS faculty or staff responsible)* \_\_\_\_\_

If parent is designated contact person, include Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Do you need sound or AV equipment? (Microphone/speaker, projector, laptop, screen, etc.)?

Circle: Yes or No If yes, explain: \_\_\_\_\_

*Detailed* description of event/fundraiser: \_\_\_\_\_

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**Take this completed form to Mrs. Shope in the school office, who will check the calendar and route the form.**

**1. Development Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**2. Athl. Dir. /PE teacher if GYM USE requested** \_\_\_\_\_ **Date** \_\_\_\_\_

**3. Head of School** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved**    **Denied**   **Reason:** \_\_\_\_\_

\*once approved or denied, form goes to receptionist in the office for the following:

**For Office Use Only:**

Entered on RenWeb calendar: Date \_\_\_\_\_ By: \_\_\_\_\_

Entered on Google calendar: Date \_\_\_\_\_ By: \_\_\_\_\_

Entered on Digital Sign: Date \_\_\_\_\_ By: \_\_\_\_\_

Check if HVAC needs to be reset: Date \_\_\_\_\_ By: \_\_\_\_\_

Contact Name notified: Date \_\_\_\_\_ By: \_\_\_\_\_

Contacted Berryhill for Audio: Date \_\_\_\_\_ By: \_\_\_\_\_ *Updated 9/7/17 DMV*

## Medication Authorization

**Shoals Christian School  
301 Heathrow Drive  
Florence, AL 35633  
(256) 767-7070  
FAX: (256) 766-5677**

If your child requires medication to be administered during school hours, Shoals Christian School must have written permission to administer the medication. Medication must be provided by the parent and clearly labeled with your child's name, the medication name, and directions for administering. Please complete the following information:

Please complete the following information and submit to the school office with the medication to be administered.

Child's Name:	_____	
Name of Medication:	Expiration Date:	_____
Medication dosage:	Time(s) of dosage:	_____
Method of Delivery:	_____	
Date Prescribed:	Date to Discontinue	_____
Comments:	_____	

I hereby give Shoals Christian School authorization to administer the above listed medication at the time and in the dosage indicated above.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date