

# **2019-2020**

## **Statesville Christian School**



# **Middle/High School**

## **Student and Parent Handbook**

**“Behold Our God, Come Let Us Adore Him”  
25 Years of God’s Faithfulness to SCS**

**2019-2020 Theme**

# Middle/High School Student and Parent Handbook

**This document is continually under review and is subject to change. Parents will be notified of all changes as they are made.**

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## 1.0 Introduction

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Welcome to Statesville Christian School (SCS)! We're honored that you have joined our school community. The following policies guide the organization and operations of our school. As we improve our existing policies or make changes during the year, we will make you aware. If you have any questions, suggestions or concerns please contact the administrative office at 704-873-9511.

*The administration of Statesville Christian School reserves the right to adjust or amend the Handbook at any time. In the event of a change, both students and parents will be notified. Following notification, the change will be considered in effect.*

**1.1 2019-2020 Theme: "Behold Our God, Come Let Us Adore Him"** Based on various scriptures, this year's theme focuses on the glory of God, especially as we celebrate our 25<sup>th</sup> Year of Existence! We are excited to use this theme to point students to the majesty and glory of God, and to use the concept of "adoring God" to frame our chapels this year. The song "Behold Our God" will also be used often to speak to our hearts and move us to faithfulness to our great God!

### 1.2 Mission Statement

*The mission of Statesville Christian School is to train students, in partnership with families, to think, live, love and lead as Christians through programs of academic excellence based upon a Biblical worldview.*

*With a focus on equipping each student and challenging them to step up in leadership for this generation, Statesville Christian has added "Preparing tomorrow's leaders today" as a tagline and summation of the vision.*

### 1.3 Accreditation

Statesville Christian School is accredited in grades Kindergarten-12 by the Association of Christian Schools International, Advanced Ed and Southern Association of Colleges and Schools.

### 1.4 Policy of Non-Discrimination

Statesville Christian School makes no distinction concerning an individual's financial status, race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We happily serve families within our budget and seating capacity who practice a biblical lifestyle within their family and who desire an education that integrates biblical principles.

### 1.5 Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- 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, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrections (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (March 16:19), His personal return in power and glory. (Acts 1:11, Revelation 19:11)
- 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 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- 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)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

## 1.6 “Desired Results”

The mission of Statesville Christian School is to train students, in partnership with families, to think, live, love, and lead as Christians through programs of academic excellence based upon a Biblical worldview. As stewards of God’s ministry, we the Board of Trustees of Statesville Christian School, acknowledging the sovereignty of God, recognizing the responsibility that students bear, and aware that apart from God we can do nothing, hold forth that our graduates are well prepared academically, are well prepared Biblically, and that our graduates live and espouse the Biblical worldview as they engage the world for Christ.

### **Well prepared academically:**

- Exceptional in language studies, reading, writing, communications, listening, humanities and critical thinking.
- Exceptional in mathematics and the sciences.
- Exceptional in their understanding and knowledge of history, peoples, events and cultures in the context of God’s sovereignty.
- Appreciative of literature and the arts, both classical and Christian, as well as understanding how they express and shape beliefs and values.
- Possessing a Godly understanding of languages and cultures of other peoples.
- Possessing a Godly joy in learning.
- Skilled in asking questions, solving problems and making Godly decisions.

### **Well prepared Biblically to:**

- Commit to a personal relationship to God through acceptance of His Son Jesus Christ as personal Lord and Savior.
- Understand the worth of every human being as created in the image of God.
- Articulate and defend their faith and Christian Worldview while understanding opposing worldviews.
- Know, understand, and apply God’s Word in their daily life.
- Be confronted with and respond to competent Bible teachers and Biblical integration in each taught discipline.
- Be challenged to be a Christian role model to those they live, work and worship with and to those they serve.
- Treat their bodies as the temple of the Holy Spirit.

### **Well prepared to live and espouse the Biblical Worldview by:**

- Possessing apologetic skills with the purpose to defend and promote their faith.
- Being empowered by the Holy Spirit to pursue and be a witness in the world by a life of faith, goodness, knowledge, self-control, perseverance, Godliness, brotherly kindness, and love as stated in II Peter 1:5-8, as we serve our earthly leaders and pursue our God-given missions.
- Understanding, valuing and engaging in appropriate social and civic activities from a Christian perspective, (Worldview).
- Understanding the value of being actively involved through a church community in serving God, others and society at large.
- Embracing and practicing justice, mercy, and peacemaking in family, community and all of society.
- Valuing intellectual inquiry and actually engaging in the marketplace of open and honest inquiry.

### **Well prepared to engage the world socially by:**

- Respecting and relating appropriately with integrity to those with whom they work, play, and live.
- Acquiring an appreciation for the natural environment and practicing responsible stewardship of God’s creation.
- Applying the principles of healthy, moral family living, promoting God’s design in society for marriage and the family dynamic.
- Being good stewards of finances, time, including discretionary time, and other God-given resources.
- Understanding that work has dignity and is an expression of the nature of God.
- Desiring to promote and support, tangibly and intangibly, Christian Education as a social calling in God’s Providence. (Proverbs 22:5 – Train up a child in the way he should go; even when he is old he will not depart from it.)

## 2.0 Admissions

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Admission to SCS is a privilege and not a right. It is a privilege granted by our admissions committee, and according to our policies, to those students whose parents are Bible-believing Christians. SCS reserves the right to dismiss any student who, in the opinion of the administration, does not comply with the spirit of the school, whether or not that student has kept all the rules and regulations of the school.

SCS admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and athletic and other school-administered programs.

### Re-Enrollment

**Re-enrollment for the next school year will be automatic for current families in the early spring.** This early re-enrollment gives priority to current families before enrollment is opened to the public. Re-enrollment is not offered to students whose financial obligations for the current school year are in arrears.

**Statesville Christian School reserves the right to refuse re-enrollment to students, or students of families, who have demonstrated misconduct, on or off school campus, or disharmony, regarding the purpose, standards, policies, regulations, or rules of the school.**

If a student applicant is not accepted for enrollment or re-enrollment at Statesville Christian School, a reason for the decision by the admissions committee will normally be given. However, Statesville Christian School is a private school and is not obligated to state the reasons or rationale for any enrollment or re-enrollment decision.

### International Students

SCS invites admission applications from international students who come to us through recognized student exchange organizations which are approved by SCS. SCS is a discipleship school and so its mission with international students must be consistent with the policies established by the Board of Trustees; therefore,

- International students who come from non-Christian families are essentially not in line with the mission of the school and therefore cannot be admitted. If a believing host family brings an “unbelieving” international student to SCS and the host family is in full support of the school’s mission, this situation will be evaluated on a case-by-case basis.
- SCS is committed to the Great Commission and outreach, but the mission of the school is discipleship and not evangelism.
- Once SCS is made aware of a potential international student, the admission process is a matter between the student, the parents, and SCS administration. If the family of the international student does not pursue admission, SCS is not obligated to make any further contact with them.
- International students who take the initiative to contact SCS will be evaluated in the same way that any local applicant would be following all admission procedures: admission application, required records and testing, parent/student interview by phone (with interpreter for parent if necessary), and submission of international tuition and fees.
- In order to participate fully in the academic program at SCS, all international students must speak fluent English as assessed by the administration. The administration may require a minimum score on the TOEFL test. It is the responsibility of the student to take the required test and submit the scores to SCS. The international student must maintain a passing GPA with no academic accommodations while enrolled at SCS.
- SCS and its employees and coaches do not recruit athletes locally, nationally, or internationally and therefore athletic criteria cannot be considered as the primary focus of attendance at SCS. If an international student wishes to participate in athletics, standard athletic eligibility requirements, such as academic and behavior, apply in the same manner as with traditional students.
- International students will not be admitted to the school unless the host family has submitted in writing their willingness to serve as legal guardian of that student in regard to school-related matters while he/she is in the United States. Approved host families will be current or former SCS families.
- SCS maintains a relationship with New Oasis International, who assumes responsibility for the placement of Exchange Students through the SCS family community. The international student’s family is responsible for all financial obligations (international tuition and fees, insurance, etc.). Should an account become delinquent, the international student is subject to dismissal from the school and I-20 invalidation. The international student must show proof of comprehensive health insurance coverage valid for the duration of the student’s enrollment and home stay.
- The needs of our SCS community and the local community will take priority over admission of international students, therefore no international students may be considered for admission prior to April 1<sup>st</sup> of each year.

- Internationals residing illegally in the United States are not eligible for admission to SCS. International students residing legally with their families in the United States are treated as transfer students and pay the tuition rate of domestic students. Hosted international students who have resided legally in the United States and attended elsewhere for at least one semester may transfer to Statesville Christian School if qualified under our admission policies; these students, however, will be required to pay the international tuition rate.

## **3.0 Finances/Marketing**

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### **3.1 Marketing/Media Communications**

In an effort to follow appropriate media protocol and confirm accuracy and consistency of all information, all media contacts (newspaper, radio, magazine, television, etc.) must originate with Director of Advancement and approved by the Head of School. Requests for media coverage of events must be submitted in writing to the main office a minimum of two weeks prior to the event for which media coverage is being requested. Communication regarding athletic competitions will be handled by the Athletic Director.

### **3.2 Tuition Policy**

Tuition payments may be scheduled as an annual payment, bi-annual payment, or monthly bank drafts through FACTS. If a payment is returned to FACTS, a fee of \$30 is charged by FACTS for the returned payment. Statesville Christian School will also charge a late fee of \$25, if payment is not received by the due date. Any accounts in arrears more than sixty (60) days may not be permitted to attend classes until the appropriate tuition payment is made.

### **3.3 Responsibility for Debts**

All families are expected to meet all financial responsibilities promptly. This includes tuition and all other fees; such as, bus fees, aftercare fees, athletic fees, and other obligations. Records will not be released until all debts are paid. Students whose tuition payments are 60 days in arrears may not be allowed to attend classes until their account is made current or mutually agreeable arrangements are made in writing with the Head of School. Re-enrollment is not offered to students whose financial obligations for the current school year are in arrears.

### **3.4 Where to Pay**

Payments will be scheduled through FACTS and paid through FACTS. Any other payment delivery method must be approved by the Finance Manager.

### **3.5 Tuition Assistance**

Tuition assistance awards are based on each family's demonstrated need as determined by FACTS and/or the final determination made by the SCS Tuition Assistance Committee. FACTS uses the information supplied by the applicant to assess need. Each award is made for one school year only but families may apply yearly since eligibility may alter year by year. Awards are based on the availability of tuition assistance funds. Failure to meet financial obligations to the school on a timely basis may result in the loss of the tuition assistance award. Applications for tuition assistance are available through an on-line link located under the Admissions heading, then Tuition Assistance link on the school's website. Families receiving financial aid are expected to participate in volunteer opportunities in the school as a way to show appreciation for our efforts to make enrollment possible.

### **3.6 Fund Raising**

The costs involved in operating SCS exceeds the amount that is charged in tuition and fees. Therefore, we ask that families support the ministry of SCS as they are financially able to do so. Each year, SCS will hold an Annual Fund Drive to provide families the opportunity to give a tax-deductible donation. This effort will always supersede any other group or organization in need of raising funds. All staff, PTF, Boosters, or student groups who have a need to raise money for the school must first submit a request in writing to the Head of School.

Other fundraising efforts for the benefit of the school includes our corporate sponsorship program, athletic booster club activities, our annual golf tournament, yearbook ads, our pennies war during homecoming week, athletic event admissions and concessions, alumni donations, and pursuit of donors who support Christian education. We are committed to using fundraising to fund major initiatives that benefit students and not for general operations. This requires effective budget planning based on efficiency and wise planning that includes a long-range sustainable view.

### **3.7 Textbooks**

SCS provides the required textbooks for students (exception: some upper school students may [need](#) to purchase novels for Literature courses). Students using school-owned books are responsible for returning the same books in the same condition in



which they were issued, normal wear and tear excepted. Parents must pay for lost or damaged books. Parents may wish to purchase textbooks for Advanced Placement (AP) classes. Consumable textbooks must remain in serviceable condition throughout the year. If damaged beyond usability, parents will be responsible for replacing the textbook in a timely manner. Students electing to take a distance learning course or courses at Mitchell Community College will be responsible for the costs of the textbooks required for the course.

## 4.0 Operations

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### 4.1 Daily Schedules

#### High School

First Bell	7:55 AM
Beginning of School	8:00 AM
End of School	2:55 PM
After School Study Hall	3:10-5:30 PM

Passing Time	5 minutes between classes
Length of Class Period	80 minutes
Lunch	30 minutes
Number of periods	4 per day on a semester block schedule
Chapel	Every Tuesday 9:20-10:10 AM with small group discussions on Thursdays

#### Middle School

First Bell	7:55 AM
Beginning of School	8:00 AM
End of School	2:55 PM
After School Study Hall	3:10-5:30 PM

Passing Time	10 minutes between classes
Length of Class Period	60 minutes
Lunch and Recess	50 minutes combined
Number of periods	5 per day; Math, English, and Bible classes meet every day, Science and Social Studies meet in semester blocks, one elective per quarter.
Chapel	Every Tuesday 9:20-10:10 AM with small group discussions on Thursdays
Societies	First and third Fridays, 9:00-9:55 AM

### 4.2 Emergency Procedures

#### 4.2.1 Personal

Each student is to have emergency contact information on file so that SCS can contact someone in the family at all times. This information is to be completed in FACTS during the enrollment/re-enrollment process and it is the responsibility of the parent(s) to keep the emergency contact information updated.

#### 4.2.2 Tornado/Disaster/Catastrophe Drills

Procedures to ensure the safety of all students are in place. Classroom teachers will ensure all students know and understand the procedures for tornado and catastrophe drills. These drills are conducted the first month of school and quarterly thereafter.

#### 4.2.3 Fire Drills

Fire drills will be held monthly at various times during the school day. Teachers will acquaint the students with the proper procedures to follow during a drill.

#### 4.2.4 Lockdown Drills

Lockdown drills will be held the first month of school and quarterly thereafter.

### 4.3 Inclement Weather

SCS closings due to bad weather will not necessarily correspond to those of the Iredell-Statesville Schools. In times of emergency, parents will be notified of school closing or other emergency measures through the FACTS alert system, the SCS website ([www.statesvillechristian.org](http://www.statesvillechristian.org)), message on the school's main phone number, text and email alerts, and the following radio and television stations: WSOC-TV, WBTW, WSIC Radio (1400AM).

The Head of School will evaluate road conditions by 5:00 AM during potential weather events and consult other area emergency personnel including other school districts to determine any need to modify school schedules for the day. Parents have the option of keeping students home if they consider the roads hazardous. We encourage parents not to allow young drivers on ice or snow-covered roads. In recent years, other weather-related occurrences including tornados, hurricanes, flooding, and power outages seem to be more frequent. Similar to ice and snow decisions, the Head of School will evaluate situations as quickly as possible and communicate any delays, closings, or early dismissals to families via text message, email, and our website.

#### **4.4 Care of Buildings, Furniture, Equipment**

Damage to building, furniture, fixtures, or equipment, whether willful or through negligence, shall be paid for in full by the person or persons responsible, or by the parents or guardians of the student(s) involved. Willful destruction will result in disciplinary action.

#### **4.5 Middle School Policies**

##### **4.5.1 Middle School Rack Wall**

Students may use the racks located in the Miller Building Hallway for storage of book bags, lunch boxes, sports equipment, etc. Students are expected to keep the hallway neat and clear/passable. Items should be grouped together on racks in an orderly manner. **At no time should a student tamper with or handle another student's property.** Students must remove all their personal belongings each day by 3:00 PM.

##### **4.5.2 Middle School Lockers**

Lockers are the property of SCS and are made available to students for storage of supplies and personal items. Students may decorate and personalize inside individual lockers. Items may be attached with magnets, putty or clear tape. Cleaning the locker and removing all materials, including tape, will be each student's responsibility at the end of the school year. It is the student's responsibility to maintain a neat and organized locker. The school retains the right to inspect lockers to insure they are being maintained, therefore, periodic checks may be conducted. Inspections will be performed by at least two faculty members.

It is each student's responsibility to remember the combination for his or her locker, and to refrain from sharing that information with other students. The student is responsible for the contents of his or her locker, and SCS will not be liable for items that are missing from individual lockers. If a student is worried about a particular item, then the item should be left at home. Students' items may not be piled in front of their lockers.

Students may wish to commemorate a birthday, unique sporting event, or special occasion; therefore, decorations outside an individual locker may be displayed for one week (five school days). Class-time may not be used to decorate lockers. The student is responsible for the removal of all external decorations. In addition to the items already addressed, violations of the following may result in verbal warnings and/or lunch detention:

- All decorations should be appropriate for a Christian school
- There will be no writing or graffiti directly on the locker
- With the exception of lunch boxes, the storage of food or drink is not permitted. There should be no open containers within the lunch box or locker
- Repeat offenses for messy and disorganized lockers as well as items repeatedly spilling out onto the floor in front of lockers

##### **4.5.3 Middle School Arrival and Dismissal**

The middle school day begins at 8:00 AM. Students may be dropped off under the breezeway between 7:30-7:55 AM. After possessions have been placed in lockers and on the racks, students must sit in the cafeteria until the first bell at 7:55 AM. The cafeteria will be supervised by a middle school faculty member. While students may use electronics during the 7:30-7:55 wait time, students must conduct themselves in an appropriate manner, and are held accountable to the same behavioral expectations as that of a classroom.

Students arriving after 8:00 AM must check in with the office to obtain a tardy slip. Tardy students will not be admitted to class without a signed tardy slip.

Following the dismissal of middle school, all students must vacate the rooms of the Miller Campus by 3:05 PM. Students must remain at the foyer awaiting pick up. All students must be picked up by 3:15 PM. Please note that this policy includes students waiting for athletic events. All students remaining on campus after 3:15 PM must report to the AFTER-SCHOOL

Supervision located in the Miller Building Cafeteria. The cost for participation in this program is included in the athletic fee for all middle and high school athletes during the season in which the student has paid the athletic fee. Athletes who are not picked up from a sporting practice and who are remaining on campus, must go to After School Supervision in the Miller Building Cafeteria. These Athletes will be billed \$9.00 for the cost of after school care. All non-athletes (including siblings of athletes) will be charged \$9.00 per day for participation in the after-school supervision. After School Supervision fees are billed monthly through your FACTS account.

#### 4.6 Lunch

SCS makes available for purchase, a hot lunch each day through various vendors. A menu is available via the website monthly for parents to select, print, and pay for meals in advance. Students may also bring their lunch from home. Microwaves are available in the Miller lunchroom for student use (Microwaves in the kitchen are for the exclusive use of staff members). If a student forgets to bring lunch from home, a panic lunch can be provided by the school, with the \$5 cost billed to the student's account. Vendor-provided panic lunches are not available. Proper eating habits and acceptable behavior are expected in the lunchroom. All students are expected to clean up after themselves. Please contact the Upper School receptionist with questions regarding the hot lunch program or to participate as a lunch volunteer.

#### 4.7 Lost & Found

Lost and found items are located in the cafeteria in bins or on clothes racks. Found items should be placed there. Unclaimed items will be periodically donated to a local assistance agency. Students are advised to label coats, lunch bags, backpacks, etc.

#### 4.8 Faculty Workrooms

Faculty workrooms are to be used by our faculty or classroom parent volunteers. If you volunteer, please give priority use of the copier or other equipment to any teacher who enters the workroom since he/she has limited planning time each day. **No students or children are allowed in the faculty workrooms.**

### 5.0 Illness

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#### 5.1 Illness or Injury During the Day

Any student who becomes too ill to remain in class will be sent to the office with a classroom pass by the teacher. Contact will be made with the parent/contact person and a decision reached whether the student is to remain at school and return to class or go home. In the event of a serious illness or injury, wherein a parent or contact person cannot be reached, we will respond in a reasonable and prudent manner including the calling of EMS if deemed necessary.

Any student leaving school due to illness must be signed out through the office. Student drivers must have written or verbal permission from a parent to leave campus. An illness that requires a student to go home may include fever that exceeds 100°F or other physical symptoms. We ask that a parent pick up the student from school as quickly as possible. Students should be kept at home at least 24 hours without symptoms before returning to school.

#### 5.2 Medications

SCS does not dispense over-the-counter medicines such as Tylenol, Motrin, Advil, and Tums to middle and high school students. With written parental permission (SCS Medication Form), middle and high school students may bring non-prescription medicines to be stored and administered in the Front Office.

Most prescription medicines may be taken outside the school day, either in the morning or the evening. However, if a student is required to take a prescription medicine during the school day, a parent is required to complete the SCS Medication Form, bring the medication to the Front Office to be stored and administered in the office. The SCS Medication Form can be found within the Parents tab on the SCS website: [www.statesvillechristian.org](http://www.statesvillechristian.org).

#### 5.3 Extended Illness

When a student is absent due to illness or hospitalization for more than three consecutive days, the following guidelines should be followed:

1. The parents should contact the school as soon as they become aware that the student will be absent for several days.
2. If the student is able to complete homework, make-up work can be seen on the FACTS homework calendar and delivered to the teacher or dropped off at the office.
3. If the student is to be absent more than 10 school days, the student may need tutoring to catch back up with the class. The Principal or Head of School will assess the situation and make recommendations.

4. Parents should notify SCS prior to the student's return to class so that the school can make efforts to support the student's return to school.
5. Upon returning to school, the following information is required:
  - a. A signed release from the doctor.
  - b. A list of medications the student may need to take at school.
  - c. A written description of permissible and non-permissible activities.

Note: The student will typically have the same number of days as those missed due to extended illness to make up the missed work. Additional time to make up assignments, tests, and exams requires approval by the Upper School Assistant Principal or Head of School.

## 6.0 Parents and Visitors

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### 6.1 Security & Visitors

Immediately upon arrival on campus, visitors to the upper school should report to the main office in the Miller Building, sign-in and wear a visitor label. Parents wishing to observe classes must contact teachers in advance to schedule a time to visit the classroom. Teachers value their instruction time with students and unannounced visitors may be a distraction to quality instruction.

### 6.2 Support Organizations

#### 6.2.1 PTF

The purpose of the Parent Teacher Fellowship is to assist in raising funds that will directly benefit and enhance the learning experience for students by providing additional resources and encouragement to the teachers and staff. PTF also provides a spiritual covering, through prayer, for the students and staff, and promotes Christian education and creates a greater fellowship among all parents, teachers, staff, and student body. All parents are encouraged to take part in the PTF events. The current year President is Teresa Kirkendall.

#### 6.2.2 Athletic Booster Club

The Athletic Booster Club is an active organization that partners with the Athletic Director to enhance and improve athletic programs and facilities. Members support the athletic programs through various voluntary roles at games and events. Members are invited to monthly meetings where athletic updates are provided by administration and input is received from the parent boosters with the goal of improving athletics. The President of the Booster Club for this year is John Michalowski.

#### 6.2.3 Volunteers

Each year SCS families display an incredible spirit of servanthood as they volunteer hundreds of hours to the school. Each teacher needs parent volunteers for special functions in the classroom, to help plan class parties/socials, and assist as field trip chaperones. In addition to classroom volunteers, there are many opportunities to volunteer with the PTF, Booster Club, Marketing/Development, and in administrative support. All volunteers are asked to and submit to the appropriate background check. Background checks for returning volunteers will be conducted annually.

#### 6.2.4 Volunteer Drivers

SCS often utilizes approved volunteer adult drivers to assist with transportation for field trips, athletic events, and extra-curricular activities. ***An updated Volunteer Driver Form (available online and in the school offices) is required prior to the volunteer transporting students.*** The form should be submitted, ***along with a copy of a valid driver's license and insurance card,*** to the main office for approval. A background check will be conducted to determine eligibility. A minimum of two school days is required for approval. The volunteer driver form must be submitted annually.

## 7.0 Attendance and Tardies

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### 7.1 Attendance Policy

SCS expects all students to attend school regularly. Regular and **punctual** attendance is essential for success as a student. We expect students to be present every day.

Students who miss more than sixteen days in a school year - regardless of reason - will not be eligible to receive year-end academic awards.

The academic program of SCS requires that students maintain regular, consistent attendance during school hours. Regular early release for personal non-school sponsored extra-curricular activities will not be approved. An absence will be assigned for every three (3) occasions of early release and/or late arrival.

## 7.2 Absence Policy

Statesville Christian School does NOT distinguish between excused and unexcused absences, however we do require that any student absence be substantiated by communication from the parents in advance or the day of the absence. Notification by the parent will allow students to make up work without point deduction provided the work is done within the parameters detailed by the teacher. Students who are absent without parental notification may be subject to disciplinary action.

### 7.2.1 Excessive Absences

Any student that misses or is tardy 9 days or more of any class, including days they are counted absent for arriving over 20% late, cannot get credit for that class despite the current grade average. This policy is grounded in SCS's commitment to attendance as a necessary component of education. Parents will be notified by the classroom teacher or school principal when their student reaches 3, and 6 absences. If a very serious long-term illness/injury or unavoidable circumstance arises, the Head of School may exercise discretion on a case-by-case basis.

## 7.3 Pre-Scheduled Absences

If it is necessary for a family to keep a student from attending school, the following procedure is to be followed:

1. Notify the Head of School or principal of the dates on which the student will miss school ***at least*** two weeks in advance in writing using the Absence Request Form available in the main office.
2. Work is available to students through FACTS during absences. Assignments missed during family trips or vacation must be provided upon return to school. Tests will be given at the discretion of the teacher.
3. It is the student's responsibility to contact teachers for make-up work before leaving.
4. Teachers are not responsible to "re-teach" the lessons missed on a family vacation.

## 7.4 Extracurricular Participation

Students must be in attendance for a full school day in order to participate in that day's event. Exceptions: funeral attendance, routine medical appointments, or driver's license appointments. **Students arriving at school after 9:20 AM will be considered ineligible to play.**

## 7.5 Notification Process

Parents should notify the school via phone or email prior to or the day of an absence. Student notification is not sufficient. A record of student absences is maintained in FACTS. Parents are encouraged to regularly access information on FACTS in order to ensure that the student is in compliance with school attendance policies.

## 7.6 Appeal Process

- A student who is in danger of not meeting the class attendance requirement, but who successfully meets the other course requirements (i.e. earns a passing grade) may appeal to the Head of School for credit in the course.
- The Head of School will review the appeal request and determine whether the student should be required to make up the class time and the work missed. Eligibility for credit due to extenuating circumstances will be considered for extended personal illness, illness or death in the family, quarantine, weather conditions making travel dangerous, or any other extenuating circumstances acceptable to the administration.

## 7.7 Make-Up Work

Students that are absent from school will be allowed to make up work within a reasonable length of time. Normally, for each day absent, students will be given the same amount of days to make up the work missed. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school.

If a student is absent for illness, the parent should call the school office by 8:15 a.m. on the day of absence if the parent wishes to come by after school to pick up textbooks and any missed class handouts that were not available on the homework calendar.

Teachers will assist students in making up work, however, it is the responsibility of the students to determine what work has been missed and see that it is completed. SCS utilizes the FACTS online homework calendar where all assignments are regularly posted by faculty. Students and parents may access FACTS through the school website. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and a grade

of zero may be given. Teachers are not responsible to “re-teach” the lessons missed on a family vacation. Students are not permitted to miss regularly scheduled classes in order to make up work or tests. The student should schedule time with the teacher to address missed tests or assignments. A student who misses one school day immediately preceding a scheduled test or assignment due date will be expected to take the test or submit the assignment as scheduled in FACTS.

### 7.8 Missed Test

If a student arrives to school tardy and has missed a test, the student must contact the teacher upon arrival to school to schedule the make-up test.

Students will not be permitted to take tests home for make-up/completion. Exception: Students may be allowed to take “open book/open note” tests home at the teacher’s discretion.

### 7.9 After School Supervision

After school study hall is available for MS/HS students daily from 3:05-5:30 P.M. Students not picked up by 3:10 PM. Should report to study hall. Please note that this policy includes students waiting for athletic events. After school supervision is located in the Miller Building Cafeteria. The cost for participation in this program is included in the athletic fee for all middle and high school athletes during the season in which the student has paid the athletic fee. Athletes who are not picked up from a sporting practice and who are remaining on campus, must go to After School Supervision in the Miller Building Cafeteria. These Athletes will be billed \$9.00 for the cost of the program. All non-athletes (including siblings of athletes) will be charged \$9.00 per day for participation in the after-school supervision. After School Supervision fees are billed monthly through your FACTS account.

### 7.10 Parental Responsibilities

*We encourage parents to assist in attendance requirements in the following ways:*

- Encourage prompt and regular attendance with your children.
- Call or email prior to or the day of an absence for accurate record keeping.
- Schedule doctor appointments after school so that time is not missed during school.
- Schedule family vacations during regular school holidays and breaks. We build our calendar with numerous opportunities for family vacations.

### 7.11 Early Dismissal

Students who must leave school early for an appointment are to present a note from their parents to the office prior to the start of the school day. The note is to include the student’s name, date, time of departure, and estimated time of return (if returning that day), the reason, and a parent’s signature. The parent must sign the student out in the secondary office prior to leaving campus. Students should not be picked up at the classroom. Students will be released from the office only to their legal guardian or parent unless the written request denotes otherwise, or the student has driving privileges.

Early dismissals interfere with the continuity of learning and disrupt the class at a time when the teacher needs the students’ full attention. Parents are, therefore, strongly encouraged to avoid early departures from school.

Students with driving privileges must have written permission from a parent or guardian and must sign out in the school office.

The academic program of SCS requires that students maintain regular, consistent attendance during school hours. Regular early release for personal non-school sponsored extra-curricular activities will not be approved. An absence will be assigned for every three (3) occasions of early release.

### 7.12 Class Attendance/Homeroom Attendance

Students are expected to be on time and properly prepared for each class every day, including homeroom. Habitual or willful absences or “skipping” will be treated as a disciplinary issue.

- 7.12.1 Skipping** – is defined as the intentional or willful absence from class without parental permission and school notification. Absences intent on creating an advantage for the student via the delay of testing or the turning in of a major project on assigned days will be treated as character issues and subsequent discipline applied. Skipping is subject to the truancy policy detailed in 7.14 below.

**7.13 Class Tardiness**

Unexcused tardies are deemed willful disobedience and are unacceptable behavior. If a student misses less than 20% of class time, he/she will be counted tardy for that class period. Each time a student accumulates a total of 3 tardies within a quarter, it will result in an afternoon detention to be served from 3:00 – 4:00 pm. Each subsequent third tardy will result in similar consequences. After 3 detentions, the student may be held for in-school suspension and will need to have a conference that includes the Upper School Principal and a parent/guardian. Missed detentions for tardies or any other reason may result in in-school suspension or further disciplinary action. Students that are more 20% tardy for a class will be considered absent for that class period.

Students arriving late to school must obtain a tardy pass from the main office. Students arriving late to class must bring a note from the teacher holding the student over from a previous class or from the main office for the tardy to be excused. The tardy note must indicate the date and time that the student left the previous class or office. Examples of excused tardies are completion of a test from a previous class or appointments with the Principal or Head of School.

**7.14 Student Drivers**

Students with a valid North Carolina driver's license are allowed to drive to and from school with the permission of their parents and a completed copy of the "On-Campus Driving Privilege" form. Under no circumstances is a student to leave campus during school hours without written permission from his/her parent AND without signing out from the secondary administrative office.

All students with driving privileges are to park in the parking spot number issued to them. Failure to obey the posted speed limit (8 MPH), parking in other than the designated area, leaving campus without permission, or driving in a manner that might endanger others will result in the loss of driving privileges for up to four weeks. Multiple or serious violations of this policy may result in the loss of driving privileges for the remainder of the year.

The only students who may leave campus during the day are seniors who have been granted the "Senior Off-Campus Privilege" as described below.

**7.15 Senior Off-Campus Privilege**

In recognition of the leadership contributions provided by the senior class, members of the senior class are permitted one "senior privilege" per day. Seniors may leave campus once per day during the lunch period (including the period immediately before or after lunch if they have no scheduled classes). Seniors may NOT leave campus during study hall periods that are not immediately before or after lunch.

Seniors must personally sign out noting the time of departure and must personally sign back in upon returning. NOTE: Seniors sign out and in for themselves – no other student may sign out/in for anyone else. Failure to follow this requirement will result in immediate suspension of the senior privilege.

The senior privilege may be revoked by the administration for any violation of school rules and/or policies, including but not limited to tardiness, poor academic effort, or failure to follow the guidelines noted above. Loss of senior privilege may be for one or more days depending upon the nature of the infraction. A senior who takes an underclass student off campus during school hours will lose his/her senior privilege for the remainder of the school term.

**8.0 Academic Policies**

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**8.1 Graduation Standards**

SCS requires the following credits (Carnegie Units) to graduate: Academic Diploma: 27\* General Diploma: 24\*

Credits that count toward graduation begin in the ninth grade. Specific questions should be addressed to the Registrar. One unit of credit is equal to one semester of course work, meeting every day for 80 minutes. Under prior scheduling systems, two credits were granted for courses meeting for 80 minutes every day for the entire school year.

\*See section 8.4 for detailed graduation requirements.

**8.2 Minimum Number of Courses**

Students in grades 9-10 must be enrolled in eight (8) units of credit each year with at least four (4) units of academic credit in each semester. Exceptions must be approved by the Upper School Principal. Students in grades 11-12 are allowed to enroll in one study hall.

**8.3 Minimum Grades**

Students must achieve an average of 70 or higher in a subject for the semester in order to receive credit for a course.

**8.4 Minimum Required Credits**

	<b>Academic</b>	<b>General</b>
<b>Bible</b>	3	3
<b>English</b>	4	4
<b>Math</b>	4	3
<b>Social Science</b>	7 (3 min of each)	2
<b>Science</b>		2
<b>Foreign Language</b>	2	0
<b>Fine Art</b>	1	1
<b>PE</b>	1	1
<b>Electives</b>	5	8
<b>Total</b>	27	24

- \* PE Exemption: A student participating in two or more varsity sports throughout high school may be exempt from the PE graduation requirement.

**8.5 College Preparatory Recommendations**

For students interested in pursuing a more rigorous college preparatory program for admission to more selective colleges/universities, we recommend the following:

<u>COURSE</u>	<u>CREDITS</u>
Bible	3
English	4
Mathematics	4
Science	4
Foreign Language	4
Social Sciences	4
Electives	7
<ul style="list-style-type: none"> <li>• Physical Education/Health</li> <li>• Fine Arts</li> <li>• Technology</li> </ul>	
<b>Total</b>	<b>30</b>

All High School students are required to take a Bible class each year the student is enrolled in SCS.

**8.6 Winterim**

All students are required to participate in Winterim. Each Winterim course will show on a student's transcript as a pass or fail class.

**8.7 Student Transfers**

A student transferring into Statesville Christian School from another school must meet the graduation requirements of Statesville Christian School (SCS) to be eligible for a SCS diploma. Bible requirements will be adjusted for students transferring from other schools. While credits earned at a previous high school are counted toward the required number of credits for graduation, these courses are not calculated into the overall GPA.



**8.8 Drop/Add**

No course may be added after August 23<sup>rd</sup>. If a student drops a course after the seventh (7<sup>th</sup>) day of a semester, a WP or WF (withdrawn passing or withdrawn failing) is entered on the permanent record.

**8.9 Residency Requirements for Academic Honors**

A senior must have fully completed the last four semesters of course work at SCS as a full-time student to be considered for Valedictorian, Salutatorian or Departmental honors.

**8.10 Philosophy of Grading**

The purpose of grading is to communicate directly to students the degree to which they have demonstrated both mastery of the standard course of study as well as concepts and skills for thinking, living, loving, and leading as a Christian. To support this concept, SCS holds to certain basic premises as consideration is given to those concepts that are related to student evaluation:

- Each student will be treated equitably; grades will be determined for individual assignments as well as for each grading period.
- Each teacher will develop a clearly defined grading policy. A copy will be distributed to students at the beginning of each course, so they are aware of the manner in which they will be evaluated.
- Open channels of communication are encouraged between parents and students and the school community.
- Teachers regularly input grades into FACTS. Each family has a unique log-in and is encouraged to track student progress.

**8.11 Basis for Grades**

Standard school accrediting policies and SCS policies mandate a certain basis for grades which include:

- Numerical scores for each secondary course will be based upon student performance on examinations, essays, papers, performances, projects and/or other criteria appropriate to the subject matter but may also include consideration of other criteria appropriate to the subject area. Class work, homework, and class participation are specific examples of such criteria.
- Grades will reflect academic achievement and will not be based on, nor adjusted for, non-academic criteria such as discipline (exception being truancy or academic dishonesty), tardiness, participation in student activities, or attendance except as provided for in this handbook.
- Grades will be based on a numerical scale of 0-100.
- Passing grades will reflect scores of 70 or above.

**8.12 Classification Requirements**

- To be a sophomore (10<sup>th</sup> grade): 6 credits must be earned before the fall semester, one of which must be in English.
- To be a junior (11<sup>th</sup> grade): 13 credits must be earned before the fall semester, two of which must be in English.
- To be a senior (12<sup>th</sup> grade): 20 credits must be earned before the fall semester, three of which must be in English.

**8.13 Grading System**

Sixth through twelfth grade students are graded on the following scale:

A+	97 – 100	(4.00)	B+	87 – 89	(3.33)	C+	77 – 79	(2.33)	F	0 – 69	(0.00)
A	93 – 96	(4.00)	B	83 – 86	(3.00)	C	73 – 76	(2.00)			
A-	90 – 92	(3.67)	B-	80 – 82	(2.67)	C-	70 – 72	(1.67)			

F = 69 and lower. I = Incomplete (*given in special circumstances when all of the class work has not been completed for that grading period.*)

**8.14 Final Examinations**

All high school students are required to take final examinations in every core course. Seniors who maintain a 90 or higher semester average are exempt from finals in that subject.

The final examination will count as 20% of the final grade, and the semester grade will count for 80%.

**8.15 Other Ways to Earn Academic Credit**

- Students may not substitute a correspondence or online course for a core course offered at SCS.

- Dual enrollment (earning high school and college credit at the same time) must be pre-approved by High School Administration for credit transfer.

### 8.16 Testing Program

All sophomore and junior students, as well as freshman on an accelerated math track, are expected to take the PSAT. The PSAT is administered on-site at SCS, with fees covered by the school.

The SAT and ACT are not administered on-site. Students are required to register and pay all fees on-line.

Students with professionally diagnosed learning differences may apply for SAT and ACT testing accommodations. The student and parent should apply for these accommodations on-line with the College Board or ACT.

The standardized IOWA test administered annually to students in grades 2-11. Students are required to be in school during testing days. Test scores are mailed to all families.

### 8.17 Junior Marshall Selection

Six Junior Marshalls will be selected to represent the Junior Class at graduation. These six individuals will be determined based primarily upon cumulative weighted GPA at SCS.

- Juniors must have completed at least three semesters at SCS to be eligible for consideration.
- Students must have a clean disciplinary record to be considered.

### 8.18 Year End Awards

Award ceremonies are held at the end of the school year. Students who exceed the maximum number of absences per semester - even if granted an absence exception - are not eligible for year-end academic awards.

Awards typically given to High School students at these ceremonies include:

- Departmental Awards – presented to the student with the highest academic achievement in each core subject area and/or that student who demonstrates a unique aptitude and appreciation for the subject.
- Senior Scholar Athlete – The recipient of this award is both a dedicated scholar and an individual who gives his or her full effort and energy in athletic endeavors. The recipient of this award is selected by the high school faculty.
- William Nathan Peeler Scholarship – This annual tuition scholarship in the amount of a \$1,000 scholarship is awarded to a rising 11<sup>th</sup> grader in memory of William Nathan Peeler. Applications and scholarship guidelines are mailed to all rising 11<sup>th</sup> graders in early April.
- Faculty Award – This award is presented to the graduating senior who exemplifies Christ-like dedication to the pursuit of knowledge. It is given to the “class scholar;” an individual who loves to learn and is diligent in the pursuit of wisdom and knowledge.
- Soli Deo Gloria (To God Alone the Glory) Award – This honor is given to the graduating senior whose love of Christ is evident in every area of his/her life. The student is not perfect by any means, but in quiet humility gives God the glory for every success and accomplishment.
- Trustee Award – This award is given to the graduating senior who best exemplifies the “ends” as established by the Board of Trustees of Statesville Christian School.

Middle School students typically receive Departmental Awards and awards of Christian Character and Discipleship. We are in the process of updating our middle school awards and will edit this section later in the year.

### 8.19 Student Records Release

SCS will release student records upon the request of the parent or guardian or upon official notification by another educational institution. Written notification should be sent at least one week prior to when the records are needed to allow appropriate time to complete the request. Records will not be released if a student’s financial account is in arrears.

### 8.20 Confidentiality

SCS holds student records in a confidential manner in the administrative offices. Parents are encouraged to consider grades as a private matter between the student, parent, and teacher.

### 8.21 Student Activities and Eligibility

Student activities provide opportunities for learning Christian leadership and socialization skills. Since students who are actively involved in co-curricular and extracurricular activities are generally successful in school, parents should encourage

their child to involve himself/herself in at least one activity. Academic eligibility in ALL co-curricular and extracurricular activities is determined by the following policy. Co-curricular and extracurricular activities include but are not limited to:

Student Council  
 Theatre  
 National Junior Honor Society  
 National Honors Society  
 Athletics (including Cheerleading)  
 Extra- & Co-Curricular Clubs

### **Academic Eligibility**

Participation in extracurricular activities is a privilege at Statesville Christian School. All student's grades will be checked twice per semester, on the 9th week of the semester (mid-semester) and at the end of the semester. Students participating in extracurricular activities may be failing no more than 1 course, and must be passing English and math, to continue participating in after school activities.

Students failing to meet this criteria at the mid-semester check will be ineligible for 3 weeks, at which time the grades will be rechecked. Students failing to meet the required criteria on the second check (12th week) will be ineligible for the remainder of the semester.

Students failing to meet this criteria at the end of the semester (fall or spring) will be ineligible to participate in extracurricular activities for the following semester. Students ineligible at the end of the spring semester may complete summer school courses to gain eligibility for the upcoming fall season.

### **8.22 Extra Credit Requests**

Extra credit throughout the semester may not account for more than 3% of the overall grade. Extra credit requests, made at the end of the semester as an effort to improve a low grade, are not permissible.

### **8.23 Tutoring Policy**

Teachers are often available to assist students before or after school and possibly during study halls depending on teacher availability. Parents desiring additional tutoring should contact the Principal directly. All expenses for outside tutoring are the responsibility of the parents and will be determined by the individual tutor.

### **8.24 Academic Probation**

#### **8.24.1 Definition**

Academic probation is invoked when a student has a serious academic problem. **Academic probation is different from academic eligibility.** It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the serious academic deficiency. It is hoped that the deficiency will be improved to a satisfactory or passing level. If not, the Head of School will decide if the student will be able to continue at SCS.

#### **8.24.2 Procedures**

Academic probation is based on quarters for middle school and semesters for high school.

A student who receives two or more F's at the conclusion of a quarter (Middle School) or semester (High School) will be placed on academic probation for the next quarter/semester. The student will not be allowed to participate in co-curricular or extracurricular activities per the Academic Eligibility policy stated in 8.21.

1. An email notification will be sent to the parents.
2. A conference will be held with the parents and the Upper School Principal to give an explanation of the probation and suggestions for remediation.
3. The Principal will review the academic status of the student at the end of the next quarter/semester.
4. After being placed on probation, a student who receives no F's the next quarter/semester will be removed from probation.
5. Future F's will dictate the Principal's recommendation to the Head of School as to whether the student should remain enrolled at SCS.
6. Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:
  - a. The student has attended another school for one full semester.

- b. The student has completed a full academic load for the semester.
- c. The student received no grade lower than a “C” in any subject.

## 8.25 Biblical Training & Christian Environment

### 8.25.1 Bible Class

We believe the Bible is God’s direct revelation to man and contains the divine answers to man’s problems and needs. We teach the Bible both as a textbook and as a guide to enable students to develop a personal relationship with Christ and to critically evaluate all of life’s situations so that they can make proper decisions based upon Biblical mandates and live according to its examples. Therefore, the Bible is the center of our curriculum and the foundation for Christian Education in all grades. All classes are taught from a biblical worldview and secondary students take a Bible course each year.

### 8.25.2 Chapel Program

All middle school and high school students attend a Chapel program. Chapel is a time of worship through music and Christian speakers. Students participate in chapel at their assigned times on Tuesdays. Chapels are open, and parents are encouraged to attend. Students are not allowed to have phones out for chapel, therefore a paper copy of the Bible instead of an electronic version on your phone is to be used. Small group discussions of the Tuesday chapel will occur on Thursday

## 8.26 Care of Textbooks

Students are responsible for all textbooks issued to them. Students will be charged for marks, writing or other types of damage to books. If a textbook is lost, the student’s account will be charged. Unpaid accounts will result in the withholding of transcripts and/or non-reenrollment.

## 8.27 Field Trips

Field trips are regarded as an extension of the classroom experience. Efforts are made to keep the expense of field trips as reasonable as possible. Written parental permission must be received in order for students to participate. No student is allowed on an off-campus trip without specific **written parental permission**. Students may not leave a field trip with a parent without **written notification**. The SCS buses will be used for field trips as long as a driver is available and there is not a scheduling conflict with the bus.

In the event that parent vehicles and drivers are needed, the following guidelines must be observed:

1. A Volunteer Driver Form must be submitted **annually** to the main office prior to a parent driving for field trips or athletic teams. The form must be accompanied by a copy of the driver’s license and proof of automobile insurance.
2. SCS will perform a DMV check on all field trip drivers each year. Individuals with traffic violations may not be permitted to drive for field trips.
3. All students must use seat belts.
4. Drivers are expected to follow the route selected by the teacher unless prior approval for an alternate route has been secured.
5. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, drivers should keep those students with them at all times. Drivers should not leave any location without having accounted for all students for whom they have responsibility.
6. When students have returned to campus, drivers should remain with them until the teacher in charge has arrived and taken responsibility for the students.
7. Drivers are not to make stops that are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to campus.)
8. Drivers are in authority in their vehicles and should correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student who fails to respond promptly and politely to correction.
9. Finally, all field trip drivers are just that – drivers and chaperones. The teacher in charge sets the agenda for the field trip that is pre-approved by SCS administration. No side trips, special purchases for students, or bringing special treats or favors for students that day should be asked of the teacher in charge. Respect for the intent for the field trip should be honored.

### 8.27.1 Overnight Trips (out of town, mission, overseas)

Students, faculty members, and adult chaperones must understand that they are representing Jesus Christ and Statesville Christian School. It is expected that their conduct, words, and attitude will always reflect this commitment. The following guidelines apply to all off campus and overnight trips:

1. Participate in all group activities.
2. During free time, participants must be in groups of three or more and must be accompanied by an adult.

3. No participant (student or adult) may consume or purchase alcohol, tobacco products, or illegal drugs.
4. Profanity may not be used at any time during the trip.
5. Males and females (students or adult) are not allowed in rooms of members of the opposite sex (unless that person is an immediate family member – parent with child; spouses).
6. One-piece swimwear and modest casual dress (per standard school dress code) is expected.
7. Social media postings that are deemed, by the administration, to be detrimental to the purpose of the trip or the school's mission will be grounds for disciplinary action.

Violations of these guidelines may result in the participant being sent home (at his/her own expense). Additional disciplinary actions may be taken by the school up to and including suspension or expulsion.

## 9.0 Dress Code

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### 9.1 Statement of Philosophy

Statesville Christian School does not want the appearance of its students to conflict with the values associated with the school. Since clothing influences mentality, our standards of dress aid in the overall climate of SCS. Modesty, neatness, appropriateness, respect and gender distinctiveness are fundamentals of the SCS dress code no matter what the current standards and tastes of our society. The administration reserves the right to determine the appropriateness of any article of clothing.

### 9.2 Middle School (6-8) Guidelines

#### General Appearance

- No hats of any kind are to be worn inside the building
- No head coverings or distracting head ornaments (bandanas, etc.) are allowed
- Hair must be properly groomed at all times. Boys' hair must be out of eyes. Following a written notification, students will have two weeks to correct hair
- No tattoos of any kind
- No piercing of any kind, except girls may wear modest earrings
- All jewelry should be tactful and small

#### Most School Days including Chapel

- Any SCS shirt, any polo or collared shirt, any solid colored t-shirt, and any hoodie or sweatshirt that does not contain vulgar or inappropriate/advertising on the front.
  - Tops must fit appropriately, not too tight
  - No midriffs (front or back) are to show
  - Camis and undergarments are not to be worn over any clothing, *nor should they be visible underneath clothing (shirts should be buttoned to the height that cami or t-shirt cannot be seen)*
  - Shirts must be buttoned so the collar bone cannot be seen
  - Sheer, thin, or see-through tops are not permitted
- Navy or Khaki pants, shorts and skirts only
  - Dresses/Skirts must be at or below the knee and are not to fit tightly
  - In good repair-no rips, frays, or the appearance of any of these
  - Pants may not drag on the ground, regardless of the shoe worn
  - Pants may not "sag" in such a manner as to reveal undergarments
  - Pants may not be tight fitting or made of legging material
  - All shorts must be knee length "bermuda" style shorts
- Jogging suits, wind suits, sweatpants, or athletic shorts and pajama pants are not permitted
- No high-heels or shower shoes allowed
- Statesville Christian School logoed apparel from a school affiliated club/organization or Boosters (zip-front jackets, sweatshirts, polo shirts, and crew neck t-shirts) is acceptable.
- Other outerwear (coats, parkas, etc.) may not be worn in the building

#### Fridays

- Society t-shirt

- Denim jeans/shorts (meeting the same criteria as indicated above for pants)
- Tennis shoes or boat shoes (Sperry's) only (for safety during society activities)

#### **Dress up Days (Banquets, Pictures, Awards)**

- Pants are to be in good repair-no rips, frays, or the appearance of any of these
- Pants are not to drag on the ground, regardless of the shoe worn
- Pants may not "sag" in such a manner as to reveal undergarments
- Tops are not to be too tight, nor have plunging necklines
- "Jeggings" and tight, form fitting jeans or pants are not permitted at any time
- Dresses/Skirts must be at or below the knee and are not to fit tightly

#### **Athletic Events**

- The athletic department will stipulate clothing requirements for game days.
- Athletic team shirts become the "dress code" shirt that day.

#### **Consequences for dress code violations**

1. Warning from teacher and/or staff member with dress code violation noted to the Principal.
2. Students may be required to go to the office or call home for a change of clothes that meet dress code.
3. Three violations will result in after-school detention.
4. Repeated violations will require a parent conference with the Head of School.

### **9.3 High School Guidelines (Grades 9-12)**

**In all questions regarding dress code, the administration will make the final decisions on interpretations of the following standards. The dress code for the high school may vary at points from the middle school as we want to extend more options and more responsibilities to older students.**

#### **Guidelines for All HS Students**

- The key idea is that students should be neatly groomed wearing clothing that is in good taste and modest
- Tight fitting, worn-out sloppy clothing is not permitted. This includes clothing with holes, rips, or patches
- Shorts and pants must be hemmed; no "cut offs" or frayed edges
- Shirts must be modest and may not contain any graphics that could be deemed offensive by anyone (example: skulls, ethnic comments, alcohol, drug, or tobacco products, secular bands, or weapons of any kind, etc.)
- Sweatshirts may be worn, maintaining the same criteria regarding graphics as the requirements for shirts
- Jogging suits, wind suits, sweatpants, or athletic shorts and pajama pants are not permitted
- Hats may only be worn outside of any school building
- Hoodies may not be worn on the head
- No headphones, earbuds or airpods
- Extremes in hair styles are not permitted
- Smart watches must be placed in holders with cell phones during class
- No extreme body piercing is permitted, with the exception of pierced ears

#### **Guidelines for HS Boys**

- All shorts must have a 9" or longer inseam

#### **Guidelines for HS Girls**

- Modest dresses and skirts must be at or below the knee.
- Blouses and shirts must not be low-cut or revealing with no see-through or sheer tops (No cleavage should be showing at any time)
- Sleeveless shirts must be a minimum of 3 fingers-width
- Bare midriffs are not permitted at any time – no crop top shirts or bralettes
- Undergarments should not be seen at any time
- Tank tops or spaghetti straps on shirts or dresses are not permitted (No bra straps should be showing at any time)
- "Jeggings" and tight, form fitting jeans are not permitted at any time
- All shorts must be modest length (9-inch or longer inseam)
- Winter Formal and Prom dresses must be approved by assigned faculty members

- School dress code applies to banquets, picture days, and awards ceremonies.

#### **Consequences for dress code violations**

1. Students may be required to go to the office or call home for a change of clothes that meet dress code guidelines.
2. Three violations will result in after school detention.
3. Repeated violations will require a parent conference with the Head of School.

### **9.4 Physical Education Dress Code**

Students in grades 6-12 are required to change clothes for PE class. Uniforms are required. Plain, navy blue sweat pants may be worn as an alternative to the uniform shorts; no other alternatives can be used in the place of the uniform shorts. Uniforms may be purchased through SCS.

**Some clothing may be unacceptable though not specifically mentioned in this code. Again, in such cases, the administration will warn the student and immediate compliance will be expected. Clothing will be provided in cases of non-compliance.**

## **10.0 Discipline and Conduct**

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### **10.1 General Expectations**

Our emphasis at Statesville Christian School is on positive character building and on restorative discipline within a structured, caring environment. Emphasis is given to respect, tenderheartedness, forgiveness, courtesy, self-control, and other qualities that are rooted in Scripture. The desire is to develop in students good study habits and motivation. Students should display an eagerness to learn and a desire to perform to the best of their ability. Respect for authority and an attitude of cooperation should always be shown toward all teachers, administrators and staff. Students are expected to demonstrate a helpful and respectful attitude toward other students. Each student is expected to conduct himself in a Christ-like manner, to use wholesome speech, and to display a regard for the safety of others.

When students become enrolled at SCS, they become identified with SCS as a Christian school, and the school may be judged by the way the student conducts him/herself both on and off campus. It is expected that student conduct will reflect favorably on them, their parents, and the school at all times. All students must understand that, in order to maintain its high standards, the school reserves the right to discipline, suspend, or expel any student who exhibits misconduct that is deemed by the administration to be detrimental to the school's mission or creates a school atmosphere unfavorable to learning. While the school does not police student off-campus behavior or social media activity, any situations brought to the attention of the administration will be fully investigated and appropriate disciplinary action taken.

### **10.2 Student Responsibilities**

Each student is responsible for his/her behavior and his/her possessions. Valuables should not be brought to school. Neither the school nor any of its personnel are responsible for securing personal items belonging to students. Each student is responsible for the textbooks, materials, library books, lockers, and all other items assigned to him and is financially liable for damage or loss. Each student is responsible to be in class on time. Consistent tardies will result in parent notification and a conference with an administrator.

If a student has a problem or disagreement with anyone at school, he should seek a peaceful resolution using the following channels (our application of the Matthew 18 principle): (also see "complaint" procedures in section 11.3)

1. The student, who has offended or has been offended, should go immediately to the person involved to discuss the matter in love.
2. If the parties cannot come to an agreement, they need to discuss the problem with the teacher under whose jurisdiction the disagreement arose.
3. If the problem is still not resolved, the student should bring it to the attention of the Upper School Principal, who, after hearing from all parties involved may seek input from the Head of School in resolution of the problem.

### **10.3 Disciplinary Policies**

The teacher will deal with behavioral problems within the classroom. It is important that parents are aware of the system the classroom is using so that they can be supportive at home. To that end, teachers will provide students with a Classroom Policy Handout the first day of class. If behavior problems arise, teachers will implement the procedures outlined in their Classroom Policy Handout. Students not responding to the authority of the teacher will be referred to the Principal or Head of School, and

appropriate measures, in consultation with parents, will be taken to correct the problem. Time will be taken to fully research issues prior to taking any disciplinary actions.

#### 10.4 Prohibited Objects

The following objects are never allowed at school, on the bus, or at any school-sponsored event:

1. Dangerous items, including fireworks, firearms, tasers, knives, slingshots, or weapons of any kind.
2. Magazines, books, music, or materials that do not reflect biblical principles or Godly lifestyle espoused by SCS
3. Tobacco, alcohol, vapes/vaping or illegal drugs.

The following objects **may not be** used during the school day as they may be disruptive to the educational process:

1. Candy, food or beverages unless otherwise approved by the classroom teacher.
2. Radios, media players (iPods, CD, digital music) may only be used during study hall and only then with permission from the teacher. Students may not use headphones in academic classes or in the hallway.
3. Games, playing cards, laser pens, and toys.
4. Cell phones and other electronic devices, including smartwatches, must be turned off and stored in lockers for middle school students or in classroom wall hangers for high school students. Students may use cell phones during lunch periods unless the use of such is deemed, by the administration, to cause a distraction to the overall school environment. Note: At their discretion, teachers may allow in-class phone use for the sole purpose of accessing apps or web-based sites for instructional purposes.

***Note: Any prohibited items brought to school will be confiscated and returned to the student at the end of the day. Should a second offense occur, the school may require a parent to retrieve the item from the main school office. Repeated offenses may result in the item being held until the end of the semester.***

Students are discouraged from bringing valuable objects or large amounts of money to school. These items are strictly the responsibility of the student.

#### 10.5 Behavior Policies

Any behavior or report of behavior which are deemed by the administration to be destructive to the academics or atmosphere of the school may be grounds for dismissal.

Minor discipline matters are handled at the class level. At the beginning of each course, the teacher will distribute classroom behavioral guidelines. It is expected that students respectfully comply with behavioral expectations in order to facilitate a positive learning environment for all students.

##### 10.5.1 Middle School Behavior Policy

###### **Tier One Infractions Violations**

- Coming to class without required materials
- Excessive talking
- Chewing Gum
- Eating or drinking in class
- Writing or passing notes
- Dress code violations

**Consequences** may be one or more of the following:

- Verbal warning
- Repeat infractions will result in lunch detention and parent notification
- Other consequences deemed appropriate by administration



<p><b>Tier Two Infractions</b></p> <p><b>Violations</b></p> <ul style="list-style-type: none"> <li>• Running, shoving, or boisterous activities</li> <li>• Throwing items</li> <li>• Disrespecting school property</li> <li>• Disrespecting teacher or classmates</li> <li>• Using electronic devices without permission</li> <li>• Repeated Tier I infractions</li> </ul>	<p><b>Consequences</b> may be one or more of the following:</p> <ul style="list-style-type: none"> <li>• After school detention and parent notification (phone, e-mail, or in person)</li> <li>• Office referral (with teacher desecration)</li> <li>• Other consequences deemed appropriate by administration</li> </ul>
<p><b>Tier Three Infractions</b></p> <p><b>Violations</b></p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Skipping class</li> <li>• Using profanity or obscenities</li> <li>• Displaying inappropriate physical contact</li> <li>• Cheating or plagiarism (see honor code)</li> <li>• Defying authority (insubordination)</li> <li>• Willful destruction of school property</li> <li>• Stealing</li> <li>• Using computer lab inappropriately</li> <li>• Possessing any type of weapon</li> <li>• Dishonesty (blatant lying)</li> <li>• Leaving school without permission</li> <li>• Repeated Tier II Infractions</li> </ul>	<p><b>Consequences</b> may include some or all of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Referral to Head of School</li> <li>• School community service project</li> <li>• Suspension</li> <li>• Other consequences deemed appropriate by administration</li> </ul>

### 10.5.2 High School Behavior Policies

<p><b>Group One Violations</b> include nuisances and minor behavior problems.</p>	
<p><b>Violations</b></p> <ul style="list-style-type: none"> <li>• Running, shoving, or boisterous activities in the halls or classrooms</li> <li>• Shouting or excessive talking or noise in the halls or classroom</li> <li>• Writing or passing notes</li> <li>• Eating or drinking in class (except water)</li> <li>• Cutting or pushing in line</li> <li>• Not obeying dress code policy</li> <li>• Leaving class without permission</li> <li>• Gossip/Slander</li> </ul>	<p><b>Consequences</b> may be one or more of the following:</p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Teacher conference</li> <li>• Parent notification (phone or in person)</li> <li>• Lunch or before/after-school detention.</li> <li>• Other consequences deemed appropriate by administration</li> </ul>

<b>Group Two Violations</b> include attitude and behavior problems.	
<b>Violations</b> <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Repeated group one violations</li> <li>• Skipping/Truancy</li> <li>• Throwing any item</li> <li>• Profanity, inappropriate language or obscenities</li> <li>• Disruptive or inappropriate behavior</li> <li>• Behavior that threatens the safety of others</li> <li>• Fighting or mock fighting</li> <li>• Cheating or plagiarism</li> <li>• Leaving school without permission</li> <li>• Malicious damage to school property or personal property of others</li> <li>• Disrespect to teachers or staff</li> <li>• Insubordination</li> <li>• Inappropriate displays of affection</li> <li>• Stealing</li> </ul>	<b>Consequences</b> may be one or more of the following: <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Teacher conference</li> <li>• Parent conference (phone or in person)</li> <li>• Lunch or before/after-school detention</li> <li>• Failing grade on test or assignment (truancy)</li> <li>• Referral to Principal/Head of School</li> <li>• School community service project</li> <li>• Suspension</li> <li>• Other consequences deemed appropriate by administration</li> <li>• Removal from school</li> </ul>
<b>Group Three Violations</b> are serious infractions including but not limited to possession and/or use of alcohol, tobacco, firearms, illegal, non-prescribed, or over the counter drugs. Violations will result in suspension or expulsion from school.	

#### 10.6 Lunch & Before/After School Detentions

Attendance at either detention is mandatory as assigned. Students must be seated in detention on time (a five (5) minute allowance is made at lunchtime for the purposes of preparing/purchasing lunch) and ready to work or an addition detention will be assigned. Unless otherwise noted, detentions are served with assigning teacher or the Upper School Principal.

#### 10.7 Cheating and Plagiarism

Cheating and plagiarism are very serious offenses and are not tolerated. Each involves taking information from another source and presenting it as your own information. Thus, each involves both the components of stealing and lying.

In classes where papers are required, plagiarism is defined by the standards set forth in the MLA Handbook.

Integrity is an integral aspect of the spiritual character training of students at SCS. Enrollment at SCS includes the assumption that students agree to maintain guidelines of highest academic and personal integrity.

#### 10.8 Gossip/Slander

SCS defines “**gossip/slander**” as “sharing negative information (whether true or untrue) about another individual or individuals while not in their presence”. Gossiping has been shown to tear apart friendships, organizations, and even churches due to the hurt and pain it can cause. We recognize the negative role of social media in creating disharmony among the school community. The honor code committee instead sees the Word of God calling us to a much different path in the following two passages:

1. Hebrews 10:24 - *"And let us consider how to stir up one another to love and good works"*
2. Ephesians 4:29 - *"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear"*

#### 10.9 Bullying/Harassment/Social Media

**A. Bullying: Key Verse** - "Do to others as you would have them do to you"

Nobody wants to be physically or emotionally intimidated, and it is not how our Lord calls us to act. Each student at SCS should commit to the "golden rule" instead of intimidating others to the point of causing fear or anxiety.

According to “stopbullying.gov”, bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying IS:

- Physical intimidation and/or threat
- Verbal Intimidation/Coercion (example – “If you show up at the dance/game then you’ll get what’s coming to you.”)
- Verbal or physical harassment after requests to stop

Bullying IS NOT: Though these actions are unkind and not in the spirit of Christ, they do not rise to the level of bullying.

- Non-threatening negative commentary (example – “Your shoes are ugly”)
- Exclusion from non-school events or social gatherings (example – “Only 8 invitations to a party in a class of 12”)
- Disagreeing
- Being on the losing end of mutual verbal banter

**B. Harassment:** Harassment, whether verbal or physical, is unwanted intimate attention - especially the verbal or physical type of attention. Students at SCS will not engage in any type of harassment as it can cause intimidation, fear, and lead to abuse. Instead we are to treat each other with respect & purity, looking at each other as Christ sees us.

C. Social Media: The monitoring of social media is the primary responsibility of parents. Conflicts brought to the School regarding social media will be referred back to the parents for redress.

There is no question that the social environment on and off our campus shapes the spiritual, social and academic atmosphere within our classrooms. A great deal of social interaction between students takes place on social networking sites, Twitter, through texts and many other websites. These online conversations do not stop at the doors of our school. While much of this online interaction helps with timely and positive communication, online interactions also have the potential of having a negative impact on our children and our school community. Our school relies heavily on the partnership with parents to guide students in their conduct off campus, and online. Ours is a partnership between the home, the church, and the school. With rare exceptions, such as serious reports concerning the safety and well-being of our students, SCS does not monitor online activities. However, if reports of negative online conduct, conduct which has the potential to negatively affect the spiritual, social, and academic atmosphere of our school are brought to us from our students, teachers, or parents, we reserve the right to address these issues.

#### 10.10 Sexual Harassment Policy

Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; inappropriate touching of an individual; graphic comments about an individual’s body; the display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If a student believes that he or she is being, or has been, harassed in any way, he/she should report the facts of the incident or incidents to a teacher, the Principal, or the Head of School immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated. All accusations of harassment will be communicated to the Head of School who will insure that appropriate action is taken as dictated by the individual circumstances.

#### 10.11 Conduct at Sporting Events

Athletes and spectators are to be good representatives of Christ and Statesville Christian School. Failure to do so may result in suspension or dismissal from the team.

Parents and students are asked to observe the following guidelines during sporting events:

1. Kindness should be shown to opposing players, coaches, spectators, and officials.
2. Christian conduct from our fans is important to the testimony of SCS.
3. The cheerleading squads are worthy of fans’ attention and support.
4. We desire our students, as players or spectators, to model Christ. “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity” (1 Tim. 4:12).
5. The use of profanity, taunting, disrespect, heckling or other verbal abuse towards officials, other players, or guests will not be tolerated. The use of profanity on or off the field may result in a minimum five (5) school-day suspension from the team and at least one game missed.

6. Heckling during foul shots will not be permitted.
7. Fighting during athletic events will result in at least a five school-day suspension. Students who are suspended from school (OSS) are banned from school property and may not attend **any** school sponsored event (athletics, theater, clubs, etc.). More severe disciplinary action may be enacted depending upon the circumstances. A second occurrence will automatically suspend the player for the remainder of the season.

SCS reserves the right to ask anyone (player or spectator) to leave the gym or the school premises if their conduct is deemed inappropriate by school personnel or if any of the preceding guidelines are not observed.

#### **10.12 Searches**

SCS reserves the right to search a student's person, locker, automobile and possessions, including cell phone text messages and photos, and social media posting, if, in the opinion of the administration, there is reason to believe it is to be in the best interest and safety of the school or any of its staff or students.

#### **10.13 Acceptable Computer Use and Lab Policies**

The purpose of the computer lab at any grade level is to provide students an opportunity to learn vital computer skills, to have access to hardware and software needed for academic success and to give students the opportunity to take advantage of the vast resources of the internet.

The privilege of using the computer lab is accompanied by the responsibility to use it properly. Accordingly, policies have been developed to ensure that the computer equipment is well maintained so that students and faculty have uninterrupted access to the lab. These policies are not designed to restrict the student in the use of the lab – they are designed to give the student guidelines in the proper use of the lab so that it remains up and running.

Our enthusiasm for the opportunities electronic resources have created has not in any way lessened the commitment to make sure that these resources are used for purposes related to the educational mission of Statesville Christian School. Accordingly, the purpose of all Internet and other electronic resources is to support the school's mission. Consequently, student use of these resources must be for matters directly related to one's academic or approved extra-curricular obligations at SCS. While it is impossible to prevent the truly determined from accessing some questionable material, short of not providing these resources at all, we have established the following policies to make sure these resources are used appropriately:

1. Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and precepts and is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies.
2. The faculty will monitor student use as per Acceptable Use Policies which are to be clearly posted in the lab.
3. Access and/or transmission of material that is profane, abusive, or otherwise questionable is prohibited.
4. Downloading material and incorporating it into the student's own work without properly identifying the source is prohibited.
5. Use of chat rooms is not appropriate and is prohibited unless directed by faculty.

Sending material in violation of local, state, or federal laws is prohibited. This includes, but is not limited to anything that is copyrighted, threatening, obscene, or covered by trade secrets.

#### **Additional Guidelines**

1. Use of computer lab resources for any commercial activities or any political lobbying is prohibited.
2. Use of computers, network, printers, etc. with tasks that are unrelated to the student's academic and/or extra-curricular obligations is prohibited without permission of an administrator.
3. When students are in communication with a person or organization on the web, they are not to reveal personal information about themselves without permission from a teacher. Students are never to reveal information about themselves or other people when they communicate on the Internet to sites outside SCS.
4. Students are not to answer inappropriate messages from strangers or arrange meetings with strangers who may attempt to contact them over the internet.
5. Students are to be polite and respectful to people with whom they are communicating.

#### **Students are permitted:**

- To use the lab whenever possible
- To ask for help in using the computers
- To ask for help in conducting on-line research

- To treat the equipment with care
- To use flash drives, but are requested to scan with Anti-Virus software when used on campus

**Students are not permitted:**

- In the computer lab without adult supervision
- To bring food or drink into the computer lab at any time
- To install computer programs, including games
- To delete programs
- To change the computer color schemes or the desktop arrangement
- To exit to the DOS prompt to list or manipulate file directories or to run programs
- To change any system configurations
- To remove CDs, books or any hardware from the lab without permission of the Technology Director
- To rename any computer files
- To move program or document files
- To change, move, or otherwise tamper with computer hardware or network connections
- To attempt to gain access to FACTS
- To utilize school computers or copiers for personal, non-school use

Any damage to computers or vandalism will result in the loss of computer lab privileges and charges for any materials and labor costs incurred to make repairs.

This policy includes, but is not limited to, pranks such as unplugging network cables, removing the “roller balls” from the mice, etc. – no exceptions to this policy will be made.

Students and parents must agree to the Acceptable Computer Use & Lab Policies set forth in this document, which includes the supervised use of the “internet.” This document must be received by SCS prior to the student using the internet.

## 11.0 Communication

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In general, your SCS team will endeavor to answer all communications within 48 hours, with the exclusion of weekends and holidays. Your understanding is appreciated as the teachers’ schedules are quite demanding at times. However, in the event your communication is not followed up within an acceptable time, you may address the appropriate Principal and your communication will then be personally followed up. Parents may anticipate a schoolwide informational email each Friday afternoon.

### 11.1 Middle School

Middle School students are provided an assignment book in which to write all assignments daily. Teachers post assignments, quizzes, and tests on the homework calendar each day. Parents may anticipate a schoolwide informational email each Friday afternoon. Parents who desire additional communication should set an appointment with the teacher.

### 11.2 High School

In the High School most communication is made directly to the students as it is our firm conviction that high school students should be organized and responsible for the ongoing demands of their education. Every morning at the beginning of second day, each class will have time for prayer and announcements.

### 11.3 Complaint Procedures

Also see the Peacemaker Pledge – Appendix A

The best schools will at times have to deal with misunderstandings. It is important that these be handled politely and promptly. The following steps are based upon the Biblical principle set forth in Matthew 18. This procedure will govern all school personnel, parents and students.

In Matthew 18, the Lord Jesus gives a model for resolving conflict. He outlines for us the process by which we should seek peace and resolution with one another. Parents, staff members, and the students are enjoined to submit to this procedure. We encourage the one or ones that received an offense to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, seek forgiveness.

In situations where there may be a difference of opinion between two people, the attitude should be one of submitting to one another in love. In cases that are not resolved on a one-to-one basis, a member of the administrative team may seek a resolution as the third party, or if necessary, on behalf of the offended party. In all cases, we strongly encourage the handling of problems in a professional, charitable manner only with the one that has caused the offense. *The temptation to talk with others about the problem is great, but it is not God's way.*

This is a sample of how a grievance should be handled when a parent has a concern:

1. The parent meets privately with the teacher specifically to seek a resolution to the problem with a spirit of reconciliation and understanding.
2. If the problem persists, the parent may request that the Principal be included in discussion of the matter, again in the spirit of reconciliation.
3. If the problem continues, the case is presented to the Head of School who may call upon the parties involved to meet with him to discuss the situation, all with an effort to reconcile.
4. Should the above procedures not result in resolution of the issue, parents may request a meeting to include the Head of School and chairman of the Board of Trustees.

### 11.3.1 Unresolved Matters

If a family is unable to resolve a situation with the school through normal peacemaking procedures outlined in Matthew 18 and the Peacemaking Pledge (see Appendix A) and mentions or threatens the possibility of legal redress to their grievances, the school will consider the partnership to have been irretrievably broken. Therefore, the administration reserves the right to administratively withdraw the student in accordance with Board of Trustees policies until such time as the issue can be resolved in writing.

## 11.4 Conferences

In both the Middle and High Schools, there is a formal conference time established during the first quarter. Parents are encouraged to meet with the teachers during this time to discuss their student's progress in the course. Parents may also request a conference with a teacher at any time.

## 11.5 Messages

Please **do not** request a message to be delivered to your student during a class period unless it is an emergency. In the case of an emergency, call the school office giving the student's name, grade, and a concise message. The student will be given the message at the earliest appropriate time. **Students are not permitted to receive cell phones calls or text messages during school hours (except during their scheduled lunch period).**

Except in cases of extreme emergency, classes will not be interrupted to deliver a message, or to have a student return a phone call to a parent.

If a student forgets his/her homework we encourage parents not to "rescue" their child by bringing the assignment to school. We ask parents not to come to school and interrupt class by delivering items left at home. Part of the learning process is for the student to learn responsibility and the consequences of forgetfulness. Students are to plan ahead and be responsible for bringing lunches, homework and anything else needed for the school day. If a student forgets his/her lunch, the school will provide a panic lunch for which there is a \$5.00 charge.

## 11.6 Secondary Office Telephone

The office telephone is used for official school business. Students may only request a parent to be called in the case of an emergency. Emergencies include the health and safety of the student or in the case of a discipline issue. The student may ask the office personnel for permission to use the student's personal cell phone to place a supervised call to a parent.

All changes to athletic practices and games are updated on the athletic web page as soon as the change is made. Parents are encouraged to utilize this source for up to date information.

## 12.0 Student Life

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### 12.1 School Pictures

SCS schedules school pictures in the fall. Students may wear their "Sunday best" for these pictures; modesty rules still apply. Individual and group pictures will be taken. We strongly encourage parents to have the students at school on these dates. The school calendar lists the dates for school pictures.

**12.2 Halloween, Christmas & Easter**

It is the policy of the school to avoid any decorations, snacks, customs, or events related to Halloween. Christmas and Easter should reflect the true meaning of those events related to Christ rather than the world's characterizations.

**12.3 Delivery of Gifts**

SCS requests that flowers, balloons, or other gifts for individual students not be sent to school. If an item is sent, it will be held in the main office until the end of the day at which time the student may pick up the item.

**12.4 Student Service Module****12.4.1 Philosophy**

Statesville Christian School strives to train students to think, live, love and lead as Christians. Part of that training includes requiring the students to be involved in serving others. Statesville Christian School believes this to be a critical component of applying what the students learn in the classroom. The following are the requirements for each section of the secondary school:

**12.4.2 Middle School Service Component:**

Middle School service will be incorporated into the Societies and Student Council.

**12.5 School Events**

All school events/programs are organized and supervised by the school and administration. SCS reserves the right to create an atmosphere that supports the mission and vision of SCS. Among other things, the school reserves the right to determine play lists for socials, dances, and proms, and determine appropriate attire for events, etc. Students bringing non-SCS guests to events are required to submit a guest permission form. The appropriate form will be available in the main office. Requests to bring a guest over age 19 may require that the guest submit to a background check as well as schedule an interview with the Upper School Principal or Head of School. The final decision of allowing guest participation is at the sole discretion of school administration. **Note:** Prom dresses must be approved "in person" by designated staff member. Approval dates are: March 1 – April 26.

**12.6 Graduation**

The commencement exercises for the Class of 2020 will be held on May 29, 2020. Although a celebration of the successful accomplishment of the course of study at SCS, the event is carried on in a dignified manner; therefore, appropriate behavioral and attire decorum should be observed.

**Attire** for Graduates and Junior Marshals will be:

Junior Marshals:

- Girls: Modest length white dresses (no strapless, backless, or spaghetti strap dresses) and white shoes ("dressy" sandals are acceptable)
- Boys : Khaki pants, white long-sleeved oxford shirt, tie in school colors, black or brown shoes & matching socks

Graduates:

- Girls: Modest length dresses (no strapless, backless, or spaghetti strap dresses) and shoes with modest height heels ("dressy" sandals are acceptable)
- Boys: Black pants, white shirt, tie, black shoes and black socks

**Appendix A****The Peacemaker Pledge - A Commitment to Biblical Conflict Resolution**

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict.<sup>1</sup> We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.<sup>2</sup> Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

**Glorify God**

Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power and love, as we seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude.<sup>3</sup>

**Get the Log Out of Your Eye**

Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts – confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.<sup>4</sup>

**Gently Restore**

Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner.<sup>5</sup>

**Go and Be Reconciled**

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.<sup>6</sup>

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love.<sup>7</sup>

<sup>1</sup>Luke 6:27-36; Gal. 5:19-25; Matt. 5:9. <sup>2</sup>1Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4. <sup>3</sup>Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12. <sup>4</sup>Prov. 28:13; Matt. 7:3-5; Col. 3:5-14; Luke 19:8; 1 John 1:8-9. <sup>5</sup>Prov. 19:11; Matt 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9. <sup>6</sup>Matt. 5:23-24; Matt. 6:12; Eph. 4:10, 32; Matt. 7:12; Phil. 2:3-4. <sup>7</sup>Matt. 25:14-21; 1 Peter 2:19, 4:19; Rom. 12:18; John 13:34-35.

*Source: Peacemaker Ministries, PO Box 81130, Billings, Montana 49108; 406-256-1583*