

SOUTH  
CHRISTIAN



HAVEN  
SCHOOL

[WWW.SHCSPATRIOTS.ORG](http://WWW.SHCSPATRIOTS.ORG)

2020-2021



*And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken.*

-- Ecclesiastes 4:12

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 SHCS\_Athletics

 SHCS-Tennessee

#### **NON -DISCRIMINATION POLICY**

South Haven Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies and admissions.

*South Haven Christian School is a ministry of the  
South Haven Baptist Church*

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*A Message from Dr. Frank Gagliano*

Dear Parents and Students,

It is with joy and gratitude that I welcome you to South Haven Christian School. As pastor of South Haven Baptist Church, I commit to you that we will do our best, with God's help, to make sure that your experience here is a good one. South Haven Christian School is more than just a "private school"! We try to instill the same truths that were used by America's schools many years ago that helped make our Nation great:

1. Love for Almighty God
2. Respect for the Word of God
3. The importance of prayer
4. Living a holy and pure life
5. Honoring parents and other authority
6. Love and concern for our neighbors
7. Striving for excellence

We believe that these things will help each student and each family represented to live a successful life. If I can be of any assistance, please call me at our church office at 384-5073.

If you and your family are not presently attending a church on a regular basis, allow me to take this opportunity to invite you to South Haven Baptist Church. Our service times are as follows:

Sunday School & Life Groups	9:00 AM
Morning Worship Service	10:15
Sunday Evening	6:30 PM
Wednesday Evening	7:00

Once again, welcome, and may God bless you.

Your friend,  
*Dr. Frank Gagliano*

## **INTRODUCTION**

**South Haven Christian School** was founded in 1986 as a ministry of the South Haven Baptist Church, which is a fundamental, independent, Bible-believing, soul winning, Baptist church. As a ministry of the church, SHCS teaches these same principles.

Our teachers are born-again Christians and dedicated to the task of teaching their curriculum with a Christian philosophy rather than a humanistic philosophy. Each teacher realizes his / her solemn responsibility before God to mold the life and character of each student by giving a good foundation for each child's future. The well-qualified administration and faculty demonstrate a caring concern for each child under their care. The church and school work together to support the parents in training their children to serve the Lord. Many of our graduates further their education at various colleges and universities. Our goal is for each student to follow God's leading.

South Haven Christian School's philosophy is based upon the Word of God. The primary objective and purpose of the School is to train students in the way of life as presented in the Scriptures while giving them a quality education.

Since the primary reason for the existence of the School is spiritual training, efforts are made to bring all students to a saving knowledge of Jesus Christ, so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic standards, through the traditional approach, are developed to provide students with the best possible program of study. There is an emphasis in mastering the basics of all learning. Realizing that children have different abilities, we expect each student to do his /her best while building character skills that will be used for a lifetime.

Character training is important at SHCS. We believe the heart of character is obedience to God, which will eventually cultivate an inner self-discipline; and, is essential to the emotional, physical, social, and spiritual well-being of the student.

Discipline is administered firmly but fairly. To obey, to do right, to love God and Country, and to always measure one's attitude against the principles laid out in the Scriptures are characteristics we strive to instill in the

students; thus equipping them to fulfill God's plan for their life and their place in society.

The School Board, comprised of deacons from South Haven Baptist Church, reviews all handbook rules and revisions. They also make final decisions on all expulsions. If a parent of a student feels that a decision was made in error, an appeal may be made to the School Board. Please contact the School office to make an appointment.

### **STATEMENT OF FAITH**

South Haven Christian School, as a ministry of South Haven Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

We believe in the divine inspiration and authority of the Scriptures, the triune God, the virgin birth and bodily resurrection of Christ, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, the necessity of repentance and faith for salvation. We believe in the visible and personal return of Jesus Christ, the resurrection of the righteous to eternal life and the wicked to eternal damnation. South Haven Christian School believes in the verbal, plenary inspiration of the Bible. Only the King James Version is used in chapel and for classroom instruction.

### **HUMAN SEXUALITY**

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; 19:5, 13; 26:8-9, Lev. 18:1-30, Rom. 1:26-29, I Cor. 5:1; 6:9, I Thess. 4:1-8, Heb. 13:4) We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24, Rom. 7:12, I Cor. 7:10, Eph. 5:22-23)

### **MISSION STATEMENT**

Our mission is to provide a Haven (Psalm 107:30) where the home, church, and school can partner with Christ to enable students to become "complete in Him." (Colossians 2:10) This is accomplished as we touch their heart - evangelize (Mark 16:15), teach their mind - edify (Colossians 2:7), and train their body - equip (Ephesians 4:11-12).

### **UNITY STATEMENT**

South Haven Christian School is a ministry of South Haven Baptist Church.

The members of South Haven Baptist Church, through their tithes and offerings, subsidize a large percentage of the School budget; therefore, it is unacceptable for students who are not members of South Haven Baptist Church to advertise youth activities, special services, or to proselytize any other students. Violation of this policy may result in the dismissal of the student.

### **COOPERATION STATEMENT**

Full cooperation is expected from both the student and the parents in the education of the student. If at any time the School administration determines that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's behavior or attitude indicate an uncooperative spirit or one that is out of harmony with the spirit of South Haven Christian School, whether or not there is any definite breach of conduct, he / she may be requested to withdraw.

### **ACCREDITATION**

South Haven Christian School is a member of the American Association of Christian Schools (AACCS), is dual-accredited by the Southern Association of Colleges and Schools (SACS), the Tennessee Association of Christian Schools (TACS), and is recognized and approved by the Tennessee Department of Education as a Category II school.

## **ADMISSIONS POLICIES**

The Administration reserve the right to waive or modify the policies set forth in this Handbook as the situation may permit or require in their informed judgment at their sole discretion. Students are expected to make acceptable progress both spiritually and academically, to abide by the School rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices as established by the Administration. Students who consistently violate the letter and spirit of the rules and guidelines will be subject to dismissal from school.

Students must be living with a parent / legal guardian to attend SHCS. The School makes no distinction in the admission of students based on race, gender, nationality, or ethnic origin. As a private, Christian institution, admission to South Haven Christian School is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his / her responsibilities. All students will be re-evaluated at the conclusion of the 6th, 8th, and 10th grades to determine their future status. It is vital that each student and his / her family are fully supportive of the goals of SHCS.

### **AGE REQUIREMENTS**

Students must be five years old on or before August 15 to enter kindergarten. No student will be allowed to graduate from SHCS who is twenty years old or older.

### **ENTRANCE TESTING**

Applicants to the School in grades 1-8 will be given age-appropriate ability and achievement examinations. The scores achieved on these examinations will be used by the Administration to determine the students' strengths and weaknesses.

### **COMMUNICABLE DISEASES**

While it is not the intent of the School to discriminate against any child, a safe learning environment must be provided for the students. This includes protecting students from exposure to communicable diseases. In the best interest of both the sick and the well child, it is the policy of the School not to allow students with a communicable disease to attend classes during infectious stages or time periods.

### **SERVANT LEADERSHIP**

SHCS is pleased to include in its HIGH SCHOOL curriculum a service program requiring eight hours for 9th & 10th graders and twelve hours for 11th & 12th graders. One of the objectives of South Haven Christian School's Mission Statement is to enable students to "...become complete in Him." We desire that our students be thoroughly prepared to fulfill the will of God in their lives. We want them to demonstrate their Biblical worldview through character, wisdom, leadership, service, and achievement. We believe that Servant Leadership is an exciting way to encourage students to practice Ephesians 2:10, which states: "For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them."

### **Guidelines and Requirements for Servant Leadership**

In order to graduate or be promoted to the next grade, 9th -12 grade students must complete their hours and **submit their completed Servant Leadership report form to the respective homeroom teacher by MAY 1.**

- 9th & 10th graders - 8 hours
- 11th & 12th graders - 12 hours
- Hours accumulated during the summer will apply ONLY to the coming school year
- Families, student groups, and clubs are encouraged to serve together

- Service with your church or for any charitable or non-profit organizations will count toward Servant Leadership hours
- Service hours earned at church (bus routes, nursery, etc.) may only count for HALF of the required hours (church attendance does NOT count toward service hours)
- If unsure of projects, students should get prior approval from their respective homeroom teachers BEFORE the semester deadline
- Servant Leadership hours should NOT be completed for family members or SHCS staff without prior approval
- Seniors who do not fulfill the Servant Leadership requirement before graduation will have final transcripts withheld until the hours are completed and documentation has been received

## **ACADEMIC POLICIES**

SHCS places a strong emphasis on academic fundamentals. All students in kindergarten through the 11th grade are administered the Iowa Basics Skills Test each spring. Student scores are included in the AACCS national testing program as well as in the national norms.

### **CURRICULUM**

The curriculum for all grades has been structured in order that students will receive training in all academic subjects required by the State of Tennessee. All subjects are taught from a biblical world- view. Social development is encouraged through the teaching of good manners, high moral standards, respect for parents and authority, and patriotism.

### **FACULTY**

SHCS teachers are dedicated Christians who faithfully serve in the South Haven Baptist Church. Each member of our faculty has demonstrated scholastic achievement and many possess a degree beyond their bachelor's. All SHCS teachers possess certification through the Tennessee Association of Christian Schools (TACS).

### **HOMEWORK**

Homework will be regularly assigned in each grade level. Assignments are designed to reinforce classroom instruction, provide additional enrichment, or allow students to make up work that is missed due to absence from school. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child's education. To encourage faithful attendance to mid-week church services, no homework will be assigned on Wednesdays.

## **REPORT CARDS**

Report Cards are issued at the end of each nine-week grading period. Parents can monitor student's daily progress through FACTS SIS, the online communication program utilized by the School. Final report cards will be withheld for outstanding accounts.

## **GRADING SCALE**

A+	100-99	(4.00)	*Excessive absences result in no grade and no credit
A	98-96	(4.00)	
A-	95-94	(3.67)	
B+	93-91	(3.33)	
B	90-88	(3.00)	
B-	87-85	(2.67)	
C+	84-82	(2.33)	
C	81-78	(2.00)	
C-	77-75	(1.67)	
D+	74-72	(1.33)	
D	71-68	(1.00)	
D-	67-65	(0.67)	
F	Below 65		
INC	Incomplete		

## **PROMOTION**

Elementary students may not be promoted if they fail two core subjects (language, math, or reading), or if they fail one core subject and earn a "D" in the other two core subjects. Students who fail one core subject and earn a grade higher than a "D" in at least one of the other core subjects may be promoted but must receive School-approved tutoring in the failed subject. Tutoring must include a minimum of 12 hours of instructional time.

Students in grades 6-8 must pass all major subjects (English, math, science, and history) for the year to be promoted to the next grade. Students who fail one or more of these subjects must complete an approved summer school course or tutoring schedule in the deficient subject(s).

All 9th -12th grade courses must be taken and passed in sequence. Failure in a sequential or required course will require the student to pass the course in summer school or to repeat it during the following school year.

## **GRADUATION REQUIREMENTS**

Bible	4 units*
English	4 units
Mathematics	4 units
Algebra I / Algebra II	
Intermediate Math / Geometry	
**Pre-Calculus / Calculus & Analytical Geometry	
**DUAL ENROLLMENT CLASSES	
History	3 units
Government / Economics	
United States History	
World Geography / World History	
Science	3 units
Biology	
Chemistry / Physics	
Physical Science	
Foreign Language	2 units**
Electives Focus	1 1/2 units
Computer Science	1 unit
Fine Arts	1 unit
Wellness	1 unit
Personal Finance	1/2 unit
Physical Education	1/2 unit
Speech	1/2 unit
<b>Total Units Required:</b>	<b>26 units</b>

\*One year of Bible is required for each year enrolled at SHCS.

\*\*Both units must be earned in the same foreign language.

Students must carry a minimum of six units each year. Students may add a class within two weeks after classes begin. Students may drop a class within two weeks after classes begin.

A maximum of one unit per year of summer school or correspondence work can be accepted. **Students may not substitute summer school or correspondence work for a class that can be accommodated in their regular schedule.** All course work must be approved by the Administration. The School reserves the right to supplement any summer school or correspondence work submitted for credit.

The total number of credits required for graduation must be earned while in attendance **in grades nine through twelve.** High school courses

completed prior to 9th grade will be noted on the student's high school transcript and recognized for placement in the next sequential level of the subject, but will not be included for credit in the terms of required units and will not be included in the student's cumulative GPA.

In addition to fulfilling the unit and attendance requirements, students **must** take the ACT or SAT assessment (11th & 12th grades).

High school classification is determined by the accumulation of the following number of credits:

0-5 units	9th grade
6-11 units	10th grade
12-17 units	11th grade
18+ units	12th grade

### **COMMENCEMENT**

Students seeking participation in commencement exercises MUST be a full-time student in regular attendance and in good standing at SHCS and MUST have completed all state and school graduation requirements.

### **GRADUATION FEE**

A \$50 graduation fee will be added to all senior accounts.

### **VALEDICTORIAN / SALUTATORIAN**

The senior with a 3.5 GPA or above will be a candidate for valedictorian. The senior with at 3.25 GPA will be a candidate for salutatorian. A student must attend SHCS for four semesters (in high school) to be eligible for these honors.

### **AWARDS**

Extraordinary achievement on behalf of the students is honored at the awards ceremonies scheduled at the conclusion of each school year.

### **BIBLE**

Bible study is recognized at SHCS as of fundamental importance and is a required subject; it augments the study of English, history, geography, and science. Without a knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books." A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from its study. Character development is the most important work of a school. No other course offered in the School affords greater opportunities for laying the foundation for Christian

character. To promote uniformity, students will use only the King James Version for classroom instruction and Bible memorization.

### **BOOK POLICY**

Students are required to pay a book fee each year. The amount may vary from year to year. Book fees are non-refundable. Textbooks should be handled carefully. Students are required to keep all NON-CONSUMABLE textbooks covered at all times to protect them from unnecessary wear and damage. Students are not to write in any non-consumable textbook. This will lengthen the life of the book and prevent additional charges when books are returned at the end of the school year. Students are responsible for lost or damaged textbooks and will be charged the **full amount** to replace the textbook.

### **E-BOOKS**

Students in 9th-12th grades will be issued Chromebooks (*that will remain property of the school*). When available, e-books will be loaded onto the student's Chromebook. *E-books are on a 1-year lease.*

### **HONOR ROLLS**

The three types of honor rolls are as follows:

- President's – all A's every quarter in every subject
- Principal's – all A's and B's every quarter in every subject
- Regular – B average every quarter in every subject, but no grade lower than a 75%.

### **HONOR SOCIETY**

The purpose of the SHCS Honor Society is to promote a life of outstanding Christian character, to reward academic achievement, and to encourage young people to be the best they can be for the Lord in all areas of their lives.

- The student must have a cumulative academic average of 3.2.
- Outstanding Christian character should be exemplified in the student's daily life by his / her attitude, classroom behavior, helpfulness in general, cooperation with teachers and fellow students, and such intangible elements that make a quality young person. Leadership abilities, to some extent, should be exemplified.
- Students must meet both teacher and administrative approval to qualify regardless of their GPA.
- The student must be a student at SHCS at least one semester before becoming eligible to be a member.
- Membership is open to students in grades 10-12. If a student does not

become a member during one year, he is eligible to be a member the next school year. Students may become eligible after one semester and if they have satisfied all requirements.

- Students whose GPA drops below 3.2 will be placed on probation for one semester. If the GPA remains below 3.4, they will be dropped from membership and must qualify as a new student.

### **STRATEGIC STUDIES**

The SHCS Strategic Studies Program supports students in the fourth grade and up who may be struggling academically as a result of a variety of learning conditions. Only students who have current psycho-educational testing and a diagnosed condition (SLD, OHI, ADHD, ADD) can be enrolled in the program. An individualized plan of action will be developed to include classroom accommodations as well as teacher / parent / student responsibilities and expectations. Students may receive support at different levels consisting of one or more of the following: individual monitoring by the teacher, individual weekly progress meetings, monitoring and implementation of accommodations needed for test taking and classroom procedures, small group instruction, and / or daily support in a strategic studies class.

### **STUDENT SUPPORT PROCESS (SSP)**

A Student Support Process meeting can be held for any student who is experiencing difficulty academically, behaviorally, spiritually, or in any other area that is having an adverse affect on his / her classroom performance. This process begins with documented actions and interventions made by the classroom teacher. After an SSP referral has been made, a team of teachers, the parents, and the student will meet to discuss possible accommodations that may be allowed for added support. A follow-up meeting will then be scheduled to evaluate progress and make plans for any further support.

## **ATTENDANCE POLICIES**

The school day begins promptly at 8 AM. In the case of an absence, the office should be contacted as early in the day as possible. Excused absences or tardies will be granted for the following reasons:

- Doctor or dental appointments (*should be made after school hours when possible*)
- Funeral
- Local Disaster

- Personal illness or Emergency

A teacher will not take a child's word concerning a change in his schedule. (I.e. doctor / dentist appointment, etc.) Parents must call the office or send a note if there is a change in the child's schedule.

Days missed due to late registration (except in the case of transfer) or late financial payments are excused but will be considered days absent and will be included in the total number of absences permitted for the semester.

## **ELEMENTARY SCHOOL**

### **K-5th Grades**

### **ABSENCE**

Students arriving after 9 AM (or missing more than one hour of the school day) will be considered absent. Absences are recorded by 1/2 days. PLEASE send a note regarding the student's absence on the day the student returns to school. Students with an excused absence will be allowed to make up missed work, for full credit, **within a reasonable amount of time as determined by the teacher.** Requests for excused absences must be received in the School office no later than the day following the absence. Students charged with an unexcused absence must complete missed assignments and may receive, at the discretion of the administration, full or partial credit for work completed. An accumulation of 30 or more absences during the school year will jeopardize a student's promotion to the next grade. Exceptions may be made in the case of an extended illness.

- A doctor's appointment does not excuse a student from school ALL DAY unless proof is shown to merit this.
- In order to be counted PRESENT at school for the ENTIRE DAY, students must be in school from 8 AM to 3 PM.
- A student must be in school for a minimum of 3 1/2 hours to be counted present for ONE-HALF day.

Absences for family vacation trips (ten school days per school year) are excusable provided that they are known and approved by the Administrator and teachers at least ONE WEEK prior to the planned absence. Absences on or around the following dates are **greatly discouraged:**

1. The week preceding Christmas vacation.
2. The week preceding or during semester exams.
3. The week of achievement testing.
4. The last week of school.

### **LEAVING SCHOOL EARLY**

The School day ends at 3 PM (K-5th). If students must leave school before 3 PM (doctor / dentist appointment, etc.), please send a note to school with your child. Students must be signed out by a parent. Students who become ill during the day and need to go home, must be signed out by a parent / guardian.

### **TARDY**

Students arriving after 8 AM are considered tardy and must be signed in at the School office by a parent / guardian. Students arriving after 8 AM but before 9 AM (or missing up to one hour within the day) will be considered tardy. The accumulation of three (3) tardies in a semester will result in a charged absence as related to perfect attendance. Excessive tardies may result in a meeting with the Administration. At 8 AM, a sign will be placed in front of the Main Office entrance. Once the sign is out, a parent/guardian MUST come into the building and sign in the child.

## **SECONDARY SCHOOL**

### **6th-12th Grades**

### **ABSENCE**

Students arriving after 8 AM, or reporting to school following an absence, **must** check in at the School office and submit a **written** explanation from a parent / guardian. (Students must obtain an admission slip from the office before attending class. Requests for excused absences must be received in the School office no later than the day following the absence. Absences are recorded by class period. Students missing more than 10 minutes of a class period are considered absent. Students with an excused absence must complete missed assignments, for full credit, within the number of days absent plus one day.

Students charged with an unexcused absence must complete missed assignments within the number of days absent and may receive, at the discretion of the administration, full or partial credit for work completed. Exams or tests missed due to an unexcused absence must be made up on the first day of a student's return to school. Fifteen (15) absences accrued in a full-credit class or ten (10) absences accrued in a 1/2 credit class during a semester may result in loss of credit for the class. Exceptions may be made in the case of an extended illness.

- A doctor's appointment does not excuse a student from school ALL DAY unless proof is shown to merit this.

- In order to be counted PRESENT at school for the ENTIRE DAY, students MUST be in school from 8 AM to 3 PM.
- A student must be in school for a minimum of 3 1/2 hours to be counted present for ONE-HALF day.

Absences for family vacation trips (ten school days per school year) are excusable provided that they are known and approved by the administrator and teachers at least ONE WEEK prior to the planned absence. Absences on or around the following dates are **greatly**

### **discouraged:**

1. The week preceding Christmas vacation.
2. The week preceding or during semester exams.
3. The week of achievement testing.
4. The last week of school.

### **LEAVING SCHOOL EARLY**

The School day ends at 3:10 PM (6th-12th). If students need to leave school before 3:10 PM (doctor / dentist appointment, etc.), please send a note to school with your child. Students must sign out before leaving the property. \*\*High school students who must leave during the day because of sickness (those who drive to school) must come to the School office and call their parent / guardian to get permission to go home. **PLEASE NOTE students may NOT leave school early for work or hair appointments, etc.**

### **TARDY**

Students arriving after 8 AM are considered tardy and must sign in at the Office and receive a TARDY PASS to be admitted to class. Requests for excused tardies must be received in the School office no later than the day following the tardy. Students reporting tardy to any subsequent class period must present a pass from THE PREVIOUS CLASS teacher. The accumulation of three (3) unexcused first period tardies in a semester will result in a charged absence as related to perfect attendance. Students will receive one (1) referral for their first two unexcused tardies and one (1) referral for each subsequent unexcused tardy during a semester. Accumulation of ten (10) or more tardies in a semester may result in a meeting with the Administration.

### **TRUANCY / ABSENT WITHOUT LEAVE (AWOL)**

Students who leave school before dismissal are required to check out through the office before they leave school grounds. Students who leave campus without checking out or who are absent without parent's knowledge will be considered truant. Students who skip class / classes will be considered AWOL. Students who miss school for invalid reasons will

also be considered truant. Disciplinary action will be taken. **PLEASE NOTE students may NOT leave school early for work or hair appointments, etc.**

### **ATTENDANCE PROBATION**

Students will be placed on attendance probation if they develop poor attendance patterns. Any student who has more than 10 absences during a semester will be placed on attendance probation. Once on probation, a note from a medical professional will be required to excuse absences or tardies from school. Students may be restricted from participation in extracurricular activities or assigned detentions. The Administration does understand that extended illnesses and approved family trips could occur during the school year. These special circumstances will be evaluated by the Administration PRIOR to placing any student on attendance probation.

## **CONDUCT AND DISCIPLINE**

The general philosophy of discipline at SHCS is to create a genuine desire to emulate Christ in all that we do. This is accomplished by creating self-discipline in every SHCS student. In our world, consequences are a natural part of life. Students need to learn that their choices are important and can affect their lives in many ways. Negative choices will have consequences. By infusing biblical principles in the lives of each student and by providing a discipline system based upon the natural and logical consequences, we hope to provide opportunities for students to learn from their mistakes. By dealing with consequences, students learn that they are responsible for their actions. While discipline policies are not infallible and while there will be differences of opinions at times, we request and expect students and parents/guardians to abide by the standards of behavior explained in this Handbook. The Administration reserves the right to dismiss a student if the actions of the student, the parents, or guardians, in the opinion of the Administration, interfere with the School's ability to accomplish its educational purposes. *If a student is dismissed from school due to discipline problems, the parent/guardian is still responsible for all financial obligations.*

We believe that the classroom environment should allow students to learn and is essential to provide the guidelines necessary to establish expectations of acceptable behavior at SHCS. Self-control, obedience, and respect, all of which are pleasing virtues to God, create an atmosphere conducive to learning and create a positive testimony for the individual and for the School.

The following are positive behaviors expected of all students:

- Respect for authority (administration, faculty, & staff)
- Respect for fellow students, visiting parents, and guests
- Respect for school property
- Orderly and appropriate behavior during all school functions
- Cooperation with teachers' classroom management plans
- Language conducive to building up rather than tearing down
- Being prompt and prepared for class

### **THESE STANDARDS ALSO APPLY TO BEHAVIOR AT SPORTING EVENTS, FIELD TRIPS, AND OTHER OFF-CAMPUS SCHOOL ACTIVITIES.**

Since discipline is an act of love, and the SHCS teachers and administration love students enough to discipline them, violations of the rules are initially dealt with by the classroom teacher. Teachers are responsible for classroom management and discipline procedures. ***Parents should not discuss discipline issues with other parents.***

## **ELEMENTARY SCHOOL**

### **K-5th Grades**

The elementary school years are critical to the development of good habits and discipline in young people. Good manners and appropriate conduct will be emphasized. Most discipline problems are minor and will be handled by the classroom teacher. Continued discipline problems or those of a more serious nature may be referred to the supervisor or principal. Full cooperation from both student and parent in the education and discipline of the student is expected.

## **SECONDARY SCHOOL**

### **6th-12th Grades**

The purpose of this section is to explain possible disciplinary actions. ***It is not all -inclusive nor does it address every possible scenario.*** The intent is to work with the student and / or parents to honor God with the student's behavior.

In the secondary school a referral/detention system is utilized. A positive and constructive relationship between the School, student, and parent/guardian is necessary to the accomplishment of the School's Christian and educational mission. The Administration reserves the right to expel a student if the Administration reasonably concludes that this relationship has been broken by the action of the student or parent/guardian.

When a student's behavior is not satisfactory, the School will employ the appropriate means for correction. The following illustrate steps that may be used to achieve the proper behavior and attitude of a student.

1. Verbal warning given to the student regarding improper actions
2. Communication with the parent/guardian in person, by phone, or via e-mail
3. Referrals given by the teacher or administrator
4. Detentions
5. Parent conferences
6. Suspension
7. Expulsion

### **BEHAVIOR DEFINITIONS**

1. **LYING** is the intentional falsification or denial of fact or the creation of a false impression. It is also the breaking of a pledge.
2. **STEALING** is the taking of anything without the consent of the owner.
3. **CHEATING** is the act of deceit or fraud.

In the classroom, cheating will be further defined by each teacher, but will include as a minimum the following:

- Unauthorized use of another's material such as copying homework or class work, looking on another student's test or quiz, or plagiarism.
- Allowing the unauthorized use of a student's material such as allowing someone to copy homework, providing answers to a test or quiz, etc.
- The revelation, giving, or receiving of privileged information regarding tests, quizzes, etc.

### ***Consequences of dishonor***

In addition to the natural consequences associated with the loss of honor, the School will impose the following consequences on students who are dishonest.

#### ***CHEATING***

- 1st offense - Zero on the assignment, phone call from the teacher
- 2nd offense - Zero on the assignment, parent conference, behavioral probation
- 3rd offense - Zero on the assignment, suspension, possible dismissal

#### ***STEALING***

- 1st offense - Suspension from school, behavioral probation, and parent conference
- 2nd offense - Suspension from school and possible dismissal from school

### ***OFFENSES***

Appropriate measures will be used to correct minor offences. Often a verbal reprimand or issuing of referrals conclude minor discipline incidents.

Examples of minor offences:

1. Disrupting class by talking, writing or passing notes, throwing objects indoors, playing with irrelevant objects, chewing gum, eating, etc.
2. Visible cell phone or other device at school without faculty/administrative permission.
3. Tardy to class, being unprepared for class, doing homework due for another class, etc.
4. Horseplay, excessive noise, disorderly conduct, etc.
5. Littering, damaging property, etc.
6. Violating dress and appearance code.
7. Unwelcome teasing, practical jokes, etc.
8. Opening a locked exterior door for someone who is not currently enrolled at SHCS.

Examples of major offenses:

1. Bullying, harassing, mistreating others, fighting, etc.
2. Cheating
3. Stealing
4. Disrespect or insolence to faculty, staff, coaches, etc.
5. Using or the personal involvement in the use of alcohol, non-medicinal drugs, tobacco, vaping, etc.
6. Displaying an attitude of opposition to the basic principles and purposes of the school or an attitude that restricts the spiritual and academic atmosphere of the School
7. Quitting an organized group such as a team, yearbook, fine arts or other organization
8. Intimate sexual contact or behavior, pornography, inappropriate language, etc.
9. Possessing a weapon on campus such as, but not limited to knives, guns, pocket-knives, sharp objects or any other kind of weaponry. Any weapon brought to school will be confiscated by the Administration. Weapon violations will be submitted to SSP for appropriate action, which may include notifying law enforcement for further investigation
10. Using foul, slang, or abusive language, using the Lord's name in vain, suggestive humor, etc.
11. Skipping class
12. Leaving campus without permission
13. Inappropriate involvement on social media, Internet sites, etc.

14. Missing a required school event
15. Pacts, petitions, etc.

Violations in the following areas will result in immediate expulsion and possible legal action:

1. Vandalism of school property
2. Fornication or homosexuality
3. Assault or attempted assault on another student or on a staff member
4. Mothering or fathering a child
5. Possession or use of any alcoholic beverages; coming to school intoxicated
6. Using, possessing, transferring, or pushing controlled substances or narcotics
7. Any involvement in witchcraft or the occult
8. Bringing or possessing any kind of weapon that fires a projectile
9. Direct disobedience

Referrals / detentions may be issued for offences that do not warrant more serious discipline. Referrals / detentions are recorded on Sycamore, accrued on a semester basis, and become a part of the student's permanent file. The following actions will accompany the stated accumulation of referrals:

- The accumulation of 3 referrals in a semester may result in a one-hour detention.
- The accumulation of 6 referrals in a semester may result in a meeting with the Administrator and a two-hour detention.
- The accumulation of 10 referrals in a semester may result in a meeting with the Administrator and an additional two-hour detention.
- The accumulation of 15 referrals in a semester may result in a meeting with the Administrator and a one-day out of school suspension.\*  
*Students will receive a maximum grade of 64% for work made up as a result of suspension.*
- The accumulation of 20 referrals in a semester may result in a meeting with the Administrator and a two-day out of school suspension.\*

*Students will receive a maximum grade of 64% for work made up as a result of suspension.*

*After the accumulation of 20 referrals in a semester, in order for a student to return the following semester, the student & parent must gain approval from the School Board.*

The accumulation of 25 referrals in a semester may result in an automatic suspension pending an administrative meeting for expulsion.\*\*

\* Suspensions will be counted as absences. In the event that a student accumulates excessive referrals within the final three weeks of the semester, disciplinary action may be deferred to the following semester. Deferred disciplinary action may be in the form of probation or referrals.

\*\* Expulsion will be effective immediately upon the notification of the parent / guardian. Academic consequences may range from not less than the deduction of ten points from the final grading period average in each class to a complete loss of credit for the semester. Application for reinstatement the following school year must be reviewed by the Administration and the School Board.

### **DETENTIONS**

Detentions will be served on Thursdays from 3:15 to 4:15 PM in a monitored area designated by the Administration. Students serving detentions are fined \$15 for every hour spent in detention. Tardiness to detention will result in additional time in detention. Detentions are not intended to be convenient. Students who fail to attend their assigned detention will have their original detention doubled. *Exceptions will be considered by the Administration if the parent/guardian makes request at least two days before the assigned detention.* Students involved in extra-curricular activities will be required to miss those activities to serve their detention(s) and it is the responsibility of the student to notify his / her coach / teacher.

### **BEHAVIORAL PROBATION**

Students can be placed on behavioral probation for a serious violation of school policy, for repeated violations of school rules and expectations, and for 5 or more referrals in a semester. Students may be put on behavioral probation for actions occurring off campus. The probation may last for the rest of the semester, the rest of the year, or the rest of a student's enrollment period at SHCS. The length of the probation period will be determined by the Administration. When a student is placed on probation, any careless or questionable attitude could be a basis for dismissal. Students placed on probation risk forfeiture of participation in any extra-curricular activity at the discretion of the Administration. Students on behavioral probation may be ineligible to participate in any group trip.

### **Physical Contact / Immorality**

Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute familiarity will not be tolerated. This type of behavior will result in referrals, suspension, or expulsion. *Behavior should be above reproach.*

In accordance with SHCS's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; 19:5, 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

Definition of "immoral act" -- Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement" -- A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and / or homosexual acts. *Examples:* "I am gay," "I am a homosexual," "I have a homosexual orientation." Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at SHCS and is a basis for dismissal.

All students must be treated with dignity and respect, free of threats or harassment. A student may be dismissed or expelled from school or asked not to return the following year if he / she is out of harmony with the Statement of Faith, the spirit, or the policies of the School whether on or off property as determined in the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

## **APPEARANCE / DRESS POLICIES**

SHCS students' dress should show respect for personal appearance, the School, the learning process, and our Creator. Although a person's spiritually cannot be measured by his / her dress, we do believe that personal appearance is important in establishing the proper atmosphere for the learning process. In matters of dress, the Administration will always be the final judge as to modesty and / or appropriateness. The dress code applies to the school day and all field / class trips. Uniforms are required during School hours and at other designated times.

SHCS Administration and Faculty reserve the right to require inappropriately dressed students to change clothes or leave the event whether it be an on-campus or off-campus event.

We respectfully request that parents and guests dress modestly and appropriately while on campus, at athletic events, at School functions, or participating in field trips.

### **DRESS CODE POLICY**

One's personal appearance is an important part of a Christian testimony. The appearance of our students, to a large degree, determines the image of our School. We expect students enrolled in SHCS to cooperate with us in maintaining a good testimony in the area of personal appearance.

- Uniforms are required for all students.
- ALL student uniforms must be purchased through Educational Outfitters, 3205 Powell Ave., Nashville, TN 37204. An online store link is available on our website [www.shcspatriots.org](http://www.shcspatriots.org).
- All clothing must be of appropriate size, length, worn modestly, and in good repair.
- In order to avoid distraction from the learning environment, fads or trends may NOT be added to the School uniform.
- Sweatshirts and jackets worn to School MUST have an SHCS logo IF they are to be worn inside the building. **\*Other high school/private school clothing is not to be worn.**
- SHCS jackets and sweaters may be worn in the classroom. Spirit shirts may be worn on certain days, which will be announced beforehand.
- Hoodies are NOT to be worn in the classroom.
- Students not following the uniform policy will be required to change. Multiple infractions will be cause for disciplinary action.

**Since fads continually change, the Administration reserves the right to address the appropriateness of such trends as they arise.**

## **YOUNG MEN**

Kindergarten (every day)		Khaki Pants, Navy or White Polo
1st - 5th	M, W, TH, F T (chapel)	Khaki Pants, Navy or White Polo Khaki Pants, Blue Oxford, Tie
6th - 8th	M, T, TH, F W (chapel)	Khaki Pants, Navy or White Polo Khaki Pants, Blue Oxford, Tie
9th -12th	M, T, TH, F W (chapel)	Khaki Pants, Navy or White Polo Khaki Pants, Blue Oxford, Tie, Blazer

Shirts are to be tucked in. BLACK or BROWN belts are to be worn.

**SHOES:** Elementary School boys may wear traditional tennis shoes (no lights, wheels, etc.) Secondary School boys are to wear either a traditional solid- color black, navy, or brown oxford style shoe, or deck type shoes (i.e. Sperrys). No waffle or boot-like soles. No flip-flops, boots, strapless shoes, "house-shoe" type, or sandals are to be worn. ***Athletic shoes are to be worn only for physical education classes and designated special outings.***

**SOCKS:** Traditional brown, black, or navy solid-color socks are to be worn. No ankle, no-show, or white socks.

**PHYSICAL EDUCATION:** Regulation physical education attire must be worn for physical education classes. *Uniforms are to be purchased through Educational Outfitters, 3205 Powell Ave., Nashville, TN 37204.* An online store link is available on our website [www.shcpspatriots.org](http://www.shcpspatriots.org).

**HAIR:** Haircuts are to be traditional and masculine in nature. The hair may not rest on the collar or cover any portion of the ear. Hair must fall at least 1" above the eyebrow. Sideburns may not extend below the middle of the ear or be cut above the top of the ear. Hair coloring is not allowed. Boys may not have braided hair or have designs cut into the hair. ***Non-traditional or fad haircuts (i.e., bushy, shaved, spikes, step, bowl, shaved on sides & long on top, etc.) are not acceptable. Hair combed up in front / on top of the head cannot exceed 1" in height.***

Facial hair is not allowed.

Boys are not to wear jewelry (except class rings). Boys may NOT wear necklaces. Body piercing and / or tattoos are not allowed.

## **YOUNG LADIES**

Kindergarten (every day)		Plaid Skort, Navy or White Polo <b>or</b> Plaid Jumper, White Peter Pan Blouse
1st - 5th	M, W, TH, F T (chapel)	Plaid Skort, Navy or White Polo <b>or</b> Plaid Jumper, White Peter Pan Blouse <i>*5th graders may wear the Plaid Skirt and Navy or White Polo</i> Plaid Jumper, White Peter Pan Blouse <i>*5th graders may wear the Plaid Skirt, Blue Oxford, &amp; Sweater Vest</i>
6th - 12th	M, T, TH, F W	Khaki Skirt, Navy or White Polo Plaid Skirt, Blue Oxford, Sweater Vest

**SHOES:** Elementary School girls may wear traditional tennis shoes (no lights, wheels, etc.). Secondary School girls are to wear either a navy, black, or brown t-strap, Mary Jane style, or deck type shoe (i.e. Sperrys). Shoe heel is to be NO HIGHER than 2 inches. NO flip-flops, boots, strapless shoes, "house-shoe" type, or sandals are to be worn. Athletic shoes are to be worn for physical education classes and designated special outings.

Elementary School girls may wear navy or white socks or tights, but may not wear sheer hosiery. ***NO ankle/no-show socks, please.***

Secondary School girls may wear navy or white socks / tights, or NATURAL colored hose. ***NO ankle/no-show socks, please.***

**SKIRT / DRESS LENGTH:** The length of a skirt or dress should be no shorter than the middle of the knee whether the student is standing, walking, bending or sitting.

Girls need to wear some form of modesty shorts underneath the uniform skirt / jumper (running shorts, spandex, etc.).

Proper, age-appropriate undergarments must be worn at all times.

**PHYSICAL EDUCATION:** Regulation physical education attire must be worn for physical education classes. *Uniforms are to be purchased through Educational Outfitters, 3205 Powell Ave., Nashville, TN 37204.* An online store link is available on our website [www.shcpspatriots.org](http://www.shcpspatriots.org).

**MAKE-UP / NAIL POLISH:** Elementary School girls may not wear make-up, lipstick, or nail polish.

Make-up must be worn conservatively in the Secondary School. Nail polish must be appropriate in color. NO BLACK

Jewelry must be conservative in both quantity and style. Earrings (limited to two on each lobe) must remain **on the earlobe**. (No large, dangling earrings.)

Body piercing (other than earlobes) and / or tattoos are not allowed.

**HAIR:** Hairstyles must be conservative and consistent with a traditionally feminine appearance. *Non-traditional hair color is not allowed.*

## **EXTRA-CURRICULAR ACTIVITIES**

Extra curricular activities and participants should exemplify the spirit and guidelines of the School. The following policies will govern the student participation in such activities.

### **SCHOOL ATTENDANCE**

Students may not participate in extra-curricular activities on a day for which they have been charged with an unexcused absence. In the case of illness, a student must have checked in before 11:30 AM in order to be eligible to participate. Any student checking out before 3:00 PM due to illness is not eligible to participate on that day.

### **ACADEMIC ELIGIBILITY**

Students involved in extra-curricular activities must maintain a cumulative (semester) 2.0 GPA without an "F" in any subject that they are presently taking. Grades will be checked at three-week intervals beginning with the completion of the third week of school. Any student failing to maintain eligibility will be ineligible to participate for a period of not less than two weeks, after which grades may be checked on a weekly basis to determine eligibility. Suspension from participation will begin on the second Monday following the grade check and the student may return to participation on the first Monday of eligibility following the two-week suspension.

### **TRAVEL PROCEDURES**

Students involved in extra-curricular activities will travel on school-approved transportation to and from the activities unless the administration, the appropriate coach / sponsor, and the parent / guardian agree upon other arrangements. Students must wear school-approved attire. *Detailed travel procedures will be explained and implemented by the supervising personnel.*

### **LEADERSHIP COMMITMENT**

Students who are involved in extra-curricular activities are expected to exhibit strong, spiritual leadership. In order to participate in such activities, students are expected to demonstrate a higher level of commitment than that required of the general student population. Failure to comply with these guidelines may result in suspension from extra-curricular activities.

### **EXTRA-CURRICULAR DRESS CODE**

- BOYS may wear jeans, collared shirt, tennis shoes.
- GIRLS may wear a denim skirt, appropriate top, sandals or tennis shoes.
- PE uniform may be worn.
- School dress regulations must be met

## **FINANCIAL POLICIES**

SHCS utilizes FACTS Tuition Management for all payments. Questions regarding payments, will be handled through the business office.

SHCS endeavors to keep affordable tuition rates for the benefit of each parent. SHCS is a ministry of South Haven Baptist Church and receives no federal, state, or local government assistance (other than a tax-exemption status), and it is not endowed or supported by any other organization.

SHCS reserves the right to withhold participation by a student to any extra-curricular activity whose tuition balance is 30 days past due.

Transfer of credits or records will NOT be made while an outstanding balance remains. Parents of seniors must make final tuition payments before graduation. The School attempts to close out senior files and mail transcripts as quickly as possible upon receiving requests.

End of year report cards/ transcripts will not be released while outstanding balances remain on the family account.

# GENERAL INFORMATION

## ALMA MATER

South Haven Christian School Red, White, and Blue! To your halls of learning I pledge my allegiance true. Striving to be all you taught me And to serve the Lord. South Haven Christian School My noble Alma Mater.	South Haven Christian School Long may you live! Hold your banner higher The truth and the life to give. Telling the story of Jesus Giving forth the Word. South Haven Christian School My noble Alma Mater.
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## ASBESTOS MANAGEMENT PLAN

In compliance with the United States Environmental Protection Agency, SHCS has adopted an Asbestos Management Plan. This plan may be viewed during regular business days. Questions regarding this matter should be directed to the facilities manager at 615-384-5073 ext. 129.

## AUTOMOBILES

Properly licensed students may drive an automobile to school. Students driving to school must complete a "Permission to Drive" form available in the School office and must park in the designated area. Speeding and reckless driving on campus will not be tolerated; driving privileges will be revoked. Students may not return to their car during the school day without permission. Students may not loiter in the parking lot before / after school. Upon arrival on campus, students must enter the building within a reasonable amount of time (as opposed to waiting in a car).

Students must have written permission from a parent / guardian to leave campus with another student or adult. In the case of an emergency, a parent / guardian must contact the School office. Girls and boys may NOT arrive on or leave campus in the same vehicle (unless they are siblings).

## BEFORE / AFTER SCHOOL CARE

Supervised care is available (**at an additional charge**) from 6:30 AM until 6 PM. Students arriving before 7:45 AM must report to the cafeteria. Students are not allowed to be in other areas of the campus without permission. Students arriving anytime between 6:30 - 7:30 AM will be charged an early stay fee.

Students remaining on campus after 3:15 PM, will be taken by their teacher to the designated after-school area. Students remaining on campus anytime from 3:30-6 PM will be charged an extended school day fee.

Childcare is not provided when school is not in session. In the event of early, weather-related closings, arrangements should be made to pick up children as quickly as possible. Supervision will be provided until a parent / guardian arrives.

Groups (prayer, teams, etc.) meeting before or after school must use only the area of the building reserved for them and must leave all rooms and equipment in proper condition.

## BIRTHDAYS

Individual cupcakes or cookies may be sent to the School to celebrate a student's birthday at school.

## CAR LINE ETIQUETTE

When picking up and dropping off your child(ren):

- Be patient, careful, and watchful
- End all phone calls / texts while in line
- Go SLOWLY (5 MPH speed limit)
- Face forward when moving
- Have your child prepared to exit the car while you are still in line  
Once the door is open, your child should be ready to get out
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle

IF YOU NEED TO COME INTO THE BUILDING, PARK IN A DESIGNATED PARKING SPACE. DO NOT PARK IN HANDICAPPED SPACES UNLESS YOU HAVE A HANDICAPPED PERMIT.

## CELL PHONES & ELECTRONIC DEVICES

**CELL PHONES** are permitted in the *SECONDARY SCHOOL* for use *AFTER SCHOOL ONLY*. Cell phones should not be seen/heard from the time a student arrives at school until dismissal. Students are not allowed to send or receive text messages during the school day. Cell phones and **all electronic devices, including but not limited to Smart Watches**, must be turned OFF and remain in the student's locker/backpack during the school day. If a cell phone is seen/heard, it will be confiscated and turned in to the office until the end of the day. During trips, students should keep their phones off while on the bus until told otherwise by coaches/supervisors. The School is not responsible for lost or broken devices. Failure to follow these guidelines will result in disciplinary action. Parents who need to contact a student DURING the school day, MUST call the main office.

**ELECTRONIC LISTENING / RECORDING DEVICES** are only permitted during the school day IF a teacher has granted permission for academic

purposes. These devices will be permissible under specified guidelines during some co-curricular and extra-curricular activities. These devices may be confiscated if seen/heard and not part of the School activity. Any use of these items for the purpose of cheating, harassment, vulgarity, or any other activity deemed inappropriate by the Administration may result in serious consequences.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Please promptly inform the office of any change of address or telephone number.

### **CHAPEL**

Chapel services will be held on Tuesdays for students in 1st-5th grades, and on Wednesdays for students in grades 6-12. *All students are required to participate in the chapel services.*

### **CHECK-IN / CHECK-OUT PROCEDURES**

- Elementary students arriving to class after 8 AM or leaving campus before 3 PM must be signed in/out by a parent or guardian through the School office.
- Secondary students arriving after 8 AM or leaving campus before 3:10 PM must sign in/out through the School office. Students must have permission from their parent/guardian to sign out. Parents must contact the office if arrangements have been made for students to leave the campus with someone other than the parent/guardian.
- Parents arriving on campus to pick up children during school hours must report to the School office after which School personnel will send for the student. ***Messages and/or deliveries from home must be left in the office.***

### **CHILD ABUSE POLICY**

The State of Tennessee requires SHCS to report allegations of suspected child abuse to the Department of Children's Services (DCS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. It is the policy of SHCS not to contact parents in advance of making a report to DCS. Appropriate SHCS staff will make such reports in the best interest of the child. Once cause to suspect abuse is established, SHCS does not have any legal alternative except to make the report to DCS for their investigation and review.

### **COMPUTER / TECHNOLOGY / INTERNET POLICY**

SHCS offers network computers/Internet access to its students. The Internet is a valuable tool for educational research. Any use of the School network/Internet is for SCHOOL USE only. The network user will be held accountable for the use of the computer, including any use of it by someone else using his/her password. Inappropriate use can result in restriction or cancellation of access privileges, in addition to disciplinary action.

- SHCS provides filtered Internet access to students and school personnel. *No Internet filter will block every undesirable site from being loaded. It is therefore the joint responsibility of the School and the student to make proper use of the Internet.*
- SHCS reserves the right to review, monitor, and restrict at any time information stored/transmitted on the SHCS network. SHCS may monitor a student's Internet activity at any time. Students should NOT expect privacy in their Internet activity.
- Internet/SHCS network access is a privilege, not a right. Students who abuse the Internet/SHCS network may be subject to disciplinary action.
- SHCS makes no warranties or guarantees of any kind, whether expressed or implied, that the functions or services provided by or through the SHCS network will be error free or without defect.
- Each year students are required to sign a Computer Use Agreement. Failure to abide by the agreement may result in loss of privilege and/or disciplinary action.
- Students are not allowed to use computers designated for teacher use. Any student involved in efforts to hack into any of the School's computer programs will be subject to severe consequences, including, but not limited to, suspension or expulsion.

Technology and the Internet are incredible resources that can greatly expand the learning and educational process but can have significant repercussions as they also open the door to access information that is not consistent with a biblical worldview. Therefore, in order to allow for the use of technology and the Internet to enrich the educational experience of our students, South Haven Christian School (SHCS) expects that all students using the school's networks and technology services will:

1. Have the permission of his/her parent or guardian.
2. Agree to abide by SHCS policies outlined below.

Parents should review the policies and guidelines with their student(s) so everyone understands and is in agreement with the policies and expectations of SHCS.

### **Acceptable Use**

Students at SHCS are provided with access to devices, computer networks, and the Internet for educational purposes only. Below is a list of guidelines regarding the use of these devices and networks:

1. All technology provided for SHCS students should be used for educational purposes only, including but not limited to e-books, completing school assignments, obtaining information for school assignments, scholarly research, college & career planning, and other appropriate educational activities.
2. Taking up valuable network resources for non-educational pursuits, or activities not consistent with the mission of SHCS, is prohibited.
3. Students are not permitted to try to access information blocked by the school's filtering software or to attempt to alter the network configuration in any way.
4. SHCS prohibits the use of cell phone "hotspots," tethering, VPNs, or any other use of a shared personal Internet connection, including nearby WiFi networks.
5. Students must respect the privacy of others and may only access resources they are permitted to use.
6. Students must use only their own username and password. Using any other account is prohibited.
7. Students may not use the SHCS network to sell or buy anything over the Internet.
8. Students should not share any private information.
9. It is a violation of the SHCS Internet agreement to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.
10. Students must also abide by the SHCS Electronic Devices Policy with regard to acceptable behavior and treatment of others online.

### **Devices**

#### **School-Owned**

SHCS retains sole right of possession of any device provided by the school and grants permission to the student to use the device according to the guidelines set forth in the Usage Document. The student/parent will be responsible to replace any lost, damaged, or stolen device owned by the school.

#### **Student- or Parent-Owned**

Students who bring electronic devices to school (including cell phones, smartwatches, laptops, chromebooks, or other devices) are responsible for

their care. **SHCS is not responsible should these devices be lost, damaged, or stolen or infected by malware or ransomware from outside sources.**

During class time, devices may only be used with teacher permission and in accordance with the Cell Phone / Electronic Device Policy.

SHCS reserves the right to inspect any electronic device if a student is suspected of or violates school policy of proper use.

### **Internet Safety & Etiquette**

Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. With that in mind, we expect users at SHCS to adhere to the following guidelines of Internet safety:

- Users shall not reveal personal information such as home address or telephone numbers.
- Users shall never arrange a face-to-face meeting with someone "met" on the computer network or the Internet without a parent's permission if under 18 years of age.
- Do not share usernames or passwords with anyone.
- Do not assume a sender of an e-mail or online message is giving his or her permission for you to forward or redistribute the message to third parties.
- Avoid using search terms that are likely to result in websites, images, or information that is inappropriate, graphic, crude or vulgar.

### **Parental Responsibility**

SHCS is not responsible to supply Internet access at home or any other personal location. Internet access will be available at school and any needed digital materials can be stored on the device prior to the student leaving the school campus. It is the responsibility of the parent to monitor and/or filter internet use when off of school campus.

### **Liability**

SHCS makes no assurances or warranties of any kind, whether expressed or implied, regarding any Internet services provided. Use of any information obtained via the Internet is at the user's own risk. The school will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access.

When using any device on the school network, SHCS cannot guarantee protection against hostile attack from third parties on the network. There

can be no expectation of privacy or safety when using personal devices on the SHCS network.

### **Terms**

- SHCS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of SHCS and no user shall have any expectation of privacy regarding such materials.
- By signing the Technology Agreement, parents also agree to allow SHCS and its representatives to act as the parent's agent to consent to the collection of kids' information limited only to the educational context where a third party may collect basic personal information from students for the use and benefit of the school and for no other commercial purpose. This consent complies with the Children's Online Privacy Protection Act (COPPA) administered by the Federal Trade Commission.
- Failure to follow the terms of this agreement may result in disciplinary action including, but not limited to, the termination of access rights to devices, computer networks, and the Internet.

### **DISCRETIONARY SEARCHES**

In order to ensure the safety and security of our students and staff, the Administration reserves the right to search any bags, lockers, handbags, and/or purses that are on the School property. No prior warning need be given for a search to take place.

### **EMERGENCY ANNOUNCEMENTS**

In the event of closing due to inclement weather, SHCS will announce weather-related and other emergency closings on channels 2, 4, & 5. Please look for SOUTH HAVEN CHRISTIAN SCHOOL posted under school closings for PRIVATE schools. ***We do not always follow Robertson County school closings; and since we do not run buses, we do not follow a delay schedule.***

We will also utilize our Facebook page (SHCS Tennessee) and parent texting.

### **FACTS SIS (School Information Systems)**

SHCS utilizes FACTS SIS (School Information Systems), an online communication program that allows parents and students access to pertinent schedules and announcements as well as secured access to

student assignments, grades, discipline reports, etc. Parents can receive their personal login information by providing an e-mail address to the School office. FACTS SIS makes it easy to get the information you need to help your child excel, and it can be accessed anytime, even from your mobile device!

### **FINE ARTS COMPETITION**

Each year students are encouraged to participate in the TACS Fine Arts Competition, which includes categories in Bible, art, music, speech, academic testing, etc. Winners at the local level will go to District Competition. Winners at the District level will compete at the State level, & winners at the State level may be eligible to compete in the National competition sponsored by the AACS. *There is a small entry fee at the District & State levels for each category entered. Two days are set aside each year for the State Fine Arts Competition. These two days are considered school days although regular class schedules may be interrupted.*

### **HEALTH POLICIES**

**ACCIDENTS** -- Injuries incurred on the campus or during a School-sponsored activity should be reported immediately to the School personnel responsible for supervision. Information requested by an insurance company may be requested through the business office.

**FORMS** -- The Tennessee State Department of Health requires that **every student be current in his / her immunizations. All students are required to comply with health department regulations with regard to vaccinations and immunizations. All pertinent records must be on file in the School office by September 1 of the current year.**

### **STUDENT ILLNESS POLICY**

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover, and be treated for the illness. In order to help keep our children healthy, SHCS requires adherence to the guidelines of this policy. Children will not be allowed to attend school or school-related activities if they have anything contagious such as, but not limited to the following:

- **FEVER:** Must be fever free (under 100 degrees) for 24 hours, without medication.
- **DIARRHEA / VOMITING:** Must be symptom free for 24 hours.
- **STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours WITH Doctor note.

- **CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge.
- **HEAD LICE:** Must be free of all live lice and nits from hair.
- **IMPETIGO / STAPH / MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing tape on all sides.
- **RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment.
- **COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis):** Must be cleared by a medical provider.

Students who become ill during the school day will report to the School office. If it becomes necessary for the student to go home, the office will contact the parent / guardian. Students who drive to school will contact the parent / guardian that the he/she needs to leave school due to illness. All students must sign out before leaving the campus. \*No student may remain at school with a temperature of 100 or higher.

The parent / guardian needs to maintain direct contact with the School and the student's teacher if the child is diagnosed with any communicable disease in order for the School to take appropriate steps to protect the entire student population.

MEDICATION -- The School office must be informed of any significant and / or long-term medications taken by a student. Medications (including but not limited to over-the-counter meds, vitamins, etc.) are NOT to be kept on a student's person or in their locker. **\*Exceptions are made for rescue inhalers and Epi-pens.** If it is necessary for a student to take medication during the school day, it must be sent to the School office with specific instructions for administering. No medication (except Tylenol, Advil, Tums, Pepto) will be provided by South Haven Christian School.

INSURANCE -- Accident insurance covering students while at school or while participating in a School activity is purchased through SHCS. This insurance is supplementary to personal medical insurance. All questions regarding claims should be directed to the business office.

### **LIBRARY**

Books may be checked out of the School library through appropriate library personnel. Books not returned by the due date are charged a fine of 20¢ per day. Lost books must be paid for by the student. Reference materials and periodicals may not be checked out.

### **LOCKER AGREEMENT**

Lockers will be assigned to all secondary school students. (Combination locks will be assigned to students in grades 6-12.) Locks and lockers are the property of SHCS. The student and parent must agree to the following:

1. Reimburse the School for damage to the locker as a result of abuse.
2. Not allow another student to use the assigned locker or give out the combination.
3. Not permit anyone to place any material(s) in the locker that would be in violation of school policy, realizing that the person assigned the locker will be held responsible for its contents.
4. Permit School personnel to inspect the locker from time to time as it deems appropriate.
5. Students are encouraged to keep his / her locker secure.
6. Students should not deface the lockers.
7. Students are not allowed to place decor on the outside of lockers.
8. SHCS is not responsible for personal items in lockers.
9. **\*A \$20 lock fee will be charged for damaged or lost locks**

### **LOST AND FOUND**

Unclaimed Lost and Found articles will be given to charity at the end of each month. SHCS is not responsible for lost or stolen items.

### **LUNCHES**

Students may bring their own lunch or purchase a hot lunch from the cafeteria. Drinks, ice cream, and other snacks are also available for purchase. Parents are invited to join their students for lunch any time. Parents/guests MUST obtain a visitor pass at the reception desk in the main lobby and sign out when leaving the campus.

- **Lunches will be ordered & paid for using FACTS SIS**
- **Students may NOT leave campus to eat lunch**
- **STUDENTS ARE NOT ALLOWED TO ORDER OUTSIDE FOOD FOR DELIVERY**

### **MEDIA RELEASE INFORMATION**

SHCS may from time to time use film, videos, pictures, etc. for advertising and public relations purposes. Students may be filmed or photographed during school or after-school functions. If a parent/guardian does NOT want his/her student to be included in materials used for advertising, public relations, school website, brochure, or any form of media, the parent/guardian must make sure that the PUBLICITY RELEASE FORM is marked "NO."

## **PARENT / VISITOR ACCESS POLICY**

SHCS welcomes parents to be an active part of their child's education. To ensure the safety of our children, we ask that you come directly to the School office upon entering the building to obtain a Visitor Pass and sign in. Parents and visitors are NOT allowed in the classrooms prior to checking into the office. We ask that parents / visitors do not go to the classrooms. Interruptions cause the teachers to take their focus off of the students. If you want to volunteer in the classroom, please make arrangements with the teacher. We ask that this be after 9 AM so we will have successfully started our day giving 100% attention to your child. While we appreciate parent volunteers, it is imperative that parents do not interfere with classroom instruction.

Prospective student requests to visit classes must be approved by the Administration at least one day in advance. All visiting students must honor the School dress code and must secure a visitor's pass before attending classes.

Items that need to be left for the student or teacher, or if a student needs to be picked up early, **the parent/guardian must go to the School office.** Office personnel will deliver items and will use the intercom system to call students out for early dismissal. ***Please do not go directly to the classroom, as this interrupts teaching.***

## **PARENT-TEACHER CONFERENCES / COMMUNICATION**

Annual Parent-Teacher Conferences are held in your child's classroom in the fall. (See Calendar) Parents will use the online scheduling on our parent portal, FACTS SIS. Children should not attend Parent-Teacher Conferences.

It is often necessary for the parent / guardian and the teacher to meet to discuss certain situations. Individual teachers may be contacted directly via e-mail or through the School office. If a meeting with several teachers is desired, the School office will work with the parent / guardian and the teachers involved to determine a time for the meeting.

It is the desire of the Administration and the Faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. *We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.*

## **REQUIRED MEETINGS**

Attendance to all School programs (Christmas & Spring), and award's night is required for all students. Please make your plans accordingly. (See

the school calendar for dates.) \*Choir / band students performing at school programs will receive a performance grade.

## **RE-ENROLLMENT**

During the month of February, current students may enroll for the fall term on a first-come, first-served basis.

## **SEARCH POLICY**

SHCS reserves the right to invite Law Enforcement personnel on campus to provide assistance in searches at any time.

## **SEXTING POLICY**

In keeping with the school's responsibility to provide a safe learning for all students, SHCS has established the following policy regarding the issue of sexting. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or any electronic device. Students engaged in such activities are subject to state laws and school discipline. SHCS considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image to be a violation that will result in school discipline up to and including expulsion. Students are required to immediately report any such activities to a school staff member.

## **STUDENT ANTI-HARASSMENT POLICY**

*Therefore all things whatsoever ye would that men should do to you, do ye even so to them: -- Matthew 7:12a*

It is essential to the well-being of all community members that they be treated with due respect for their rights, individuality, and personal dignity. Therefore, it is the School's policy to prohibit all kinds of harassment. The work and learning environment requisite to the educational program must be one in which all individuals are free to develop relationships, work, and learn without fear of unacceptable behavior of another. It is the right of any person to protest this infringement in order that the offending action may be dealt with appropriately. If a complaint is substantiated, appropriate corrective action will be taken, including, but not limited to disciplining, warning, suspending, or terminating enrollment of an offending student or employment of an offending employee. Any such action will be consistent with state and federal laws.

## **TELEPHONE (see also cell phone usage)**

Students may obtain permission to use the telephone in the School office to make necessary calls.

## **WITHDRAWALS**

Students withdrawing from SHCS must check out at the office. All textbooks, library books, choral music, athletic uniforms, etc. owned by the School must be returned. Family accounts must be current. A withdrawal form is to be completed by the parent/guardian.

## **PARENT INVOLVEMENT**

Parents are encouraged to be part of their child's education by joining in on various activities and special events at the School such as:

1. To share interests and talents
2. Discussion of talents and careers
3. Help with parties and field trips
4. Assistance with classroom activities
5. Join a parent team (Teacher Appreciation Team, Booster Club, etc.)
6. Become a prayer warrior

## **PARENT VOLUNTEERS**

If you wish to volunteer at the School, please contact the School office. South Haven Christian School invites all parents to volunteer. We encourage the assistance of our parents in order to make SHCS the very best. There are many programs in which parents can volunteer during the school year. If you are interested in becoming a volunteer for a specific activity, please contact the School office for more information.

## **VOLUNTEER POLICY**

A volunteer is a person who performs service for SHCS without the expectation of compensation. They are a vital link in the overall program of SHCS and the accomplishment of its mission.

Volunteers must adhere to the following:

1. Volunteers shall be professing Christians and shall maintain the highest level of Christian conduct and commitment at all times.
2. Volunteers agree to actively perform their duties with a Christlike attitude and remain loyal to the mission, goals, and procedures of SHCS.
3. Volunteers serve under the supervision of a SHCS staff member.
4. Volunteers will support the faculty, administration, and staff of SHCS.
5. Volunteers may be utilized in all programs and activities of SHCS.
6. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer.
7. Volunteers shall dress appropriately so as to present a good testimony and image of SHCS (*following the dress code stated in this Handbook*).

8. Volunteers are expected to abide by the Matthew 18 principle.
9. Volunteers who are under the direct supervision of a SHCS staff member do not have to undergo a criminal background check.
10. Volunteers who at any time work with students without a SHCS staff member present, must undergo a criminal background check.
11. Volunteers who accompany classes on overnight trips must undergo a criminal background check.
12. Volunteers must obtain a visitor pass from the receptionist upon arrival to the SHCS campus.
13. The All volunteers service is at the discretion of the Administration.

