

South Christian High School
Parent Handbook January 2010

160-68th Street SW, Grand Rapids MI 49548
Phone (616) 455-3210 FAX (616) 455-8840
<http://www.schs.org> E-mail: office@schs.org

Dear Parents,

This Parent Handbook has been prepared to acquaint you with the South Christian community and to provide you with information regarding South Christian's policies, procedures, activities, and organizations. It will be especially helpful to those of you who have a student at South Christian for the first time. Also of help to you is our Internet home page at <http://www.schs.org>. You can keep in touch from day to day by reading the daily announcements which are updated each day by noon.

The Student Handbook, referred to in this publication, is in the front section of the Student Agenda given to all students at the beginning of each school year and the pamphlet given to eighth graders' parents at the January Curriculum Nights.

Several times mention will be made of the *South Scenes* and *Hi-Lites*. These are publications sent to parents and constituents; they are described on Page 15 of this handbook.

In the fall you will be sent a list of current staff and board members and a calendar for the year.

All of this information has a purpose - to help you become more acquainted with South Christian and to give you the opportunity to be involved in the exciting life of the high school.

We covet your prayers as we all grow this year in Christian education.

Larry Plaisier, Principal

Mission

South Christian High School will provide a Christ-centered education, equipping students to serve God to their greatest potential.

Vision

South Christian High School will offer an excellent academic program, rooted in Biblical beliefs and values. Within the framework of academic study and extra-curricular activities, SCHS will challenge students to know Biblical foundations, to demonstrate Christian values through a life of service and holy living, and to experience a personal relationship with Christ. SCHS will encourage students to reach their full potential by providing opportunities for them to develop as whole persons, maintaining a healthy physical, social, and emotional sense.

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I. Organizations for Parental Involvement

ECO - Exploring Career Opportunities

The ECO (pronounced "echo") office is located in room 14 and is staffed by the school counselors and volunteers.

Many resources including interest inventories, computer web sites, books and pamphlets, college catalogs, and on-the-job visits are available to assist students. Job shadows allow the juniors and seniors to spend time with persons who work in jobs in which the student is interested. ECO also maintains a "Job Board" which lists part-time jobs and volunteer opportunities available in the area. Every other year ECO sponsors Vocation Day which brings in speakers from over 50 different career areas.

You can assist the ECO program in a variety of ways. First, as a parent of a South Christian student, encourage him/her to use the ECO office. Also, there is a continuing need for community contacts who would allow students to visit their place of employment so they can see first-hand what a particular career entails. Current literature about your own career is also important. If you can help in any of these areas or would like to volunteer in the ECO program, call the school office at 455-3210 and ask for one of our counselors, Jan VerMerris, Connie Muller, Natasha Turner or our ECO office assistant, Sue Pluger.

Moms In Touch

Join other moms to pray one hour a week for your students and your school. See how God will change your life when you begin praying regularly with other moms. Call Cindy Kessel (878-7686) or Ann DeGroot (878-9905) with questions or comments.

New Life Thrift Store

This joint venture of the five South Suburban Christian Schools is in need of volunteers for receiving donations, sorting and clerking in the store. Donations of gently used clothing, furniture pieces, and household items are also needed. The store is located at 4339 S. Division (corner of Division and 44th St).

Parents' Guild

The purpose of the Parents' Guild is to promote interest and enthusiasm for Christian education and to lend spiritual, moral, and financial assistance to the South Christian High School Association. All parents of South Christian students are considered members of the Guild and are welcome to the meetings in the fall and the spring. Opportunities are available for various committees and involvements. Watch for announcements of the meetings in the *South Scenes* and *Hi-Lites* and in church bulletins.

For information or to become involved, call the current president, Mrs. Sallie Nyenhuis (877-0208).

Music Boosters

Music Boosters work to maintain excellence in the music program of the school. They assist the directors of the music department by offering encouragement, financial assistance, and personnel for special projects and concerts. Music Boosters communicate regularly with the School board and the directors of the music department.

To become involved in Music Boosters, call the current president, Doug Wiersma (455-5292).

Sports Boosters

Sports Boosters actively promote athletics at SCHS by providing financial and personnel assistance to the athletic program. The Sports Boosters sponsor fund-raising events such as the Sailor Run, golf outing, and auction. They run game concessions and are responsible for ticket taking. Their work also includes the development and maintenance of athletic facilities and fields. Parents are encouraged to become involved either as a sponsor or a participant. Mr. Bill Heethuis (891-9814) is the current president.

Young Life Parent Support Group

This support group is responsible for prayer support, planning, and guidance for the Young Life group and its leaders. This group also helps to plan special means to provide some financial assistance. For more information or to become involved, call Keith "Flash" Stulp (698-7383), YL leader.

II. Opportunities for Parental Attendance

Academic Breakfast

An Academic Breakfast is held in the spring to honor juniors or seniors students who have earned an Academic Letter or Pin for attaining a GPA of 3.5 or higher for 5 or 7 semesters. Invitations are mailed to parents of these students.

All Parent Back-to-School Night

This is your opportunity to meet the teachers as you go through your student's schedule of classes. Ninth graders' parents are strongly encouraged to attend this meeting which is held on an evening during the first few weeks of school. Watch for information on the date in your enrollment packet and in the August *South Scenes*.

Association Meeting

The Annual Association Meeting is held each May. The purpose is to elect new board members and to approve the budget for the following school year. All parents are encouraged to attend; watch for the date in the *South Scenes*, *Hi-Lites* and church bulletins.

Athletic Events

Athletic games take place throughout the school year. Schedules for all events are available in the office at the beginning of each season. Maps to help you find where competitions are held are also available on our website (www.schs.org/athletics).

An athletic season or winter pass is available for purchase and is honored at home contests. Pass holders have opportunity to buy tournament tickets on the first day of sales. All others (including SC students who do not have a season pass) are considered general public and will be able to buy on a first-come, first-served basis.

Band/Choir/Orchestra Concerts

Concerts are held periodically throughout the school year. These concerts are given in the SCHS auditorium or an area church and the dates and times are published in the *South Scenes* and *Hi-Lites* and in many church bulletins.

College Nights, Christian College Night, and the National College Fair

These three events, where over fifty post-secondary schools and the military are represented, happen in October and March for students and their parents. College Night is usually held at Aquinas College, the Christian College Fair is held at Cornerstone University and the National College Fair in March at DeVos Hall. These events are very beneficial to students making college decisions because they provide written materials, informative sessions, and an opportunity to talk with college representatives.

Watch for announcements in the *South Scenes* for the dates and times.

Drama Department Opportunities

Each year, the Drama Department develops a play in the fall, a musical in the spring, and student-directed plays (Playbills) in May. These opportunities allow each student to try-out, participate, and explore many dramatic, technical, and creative venues which expand their appreciation, understanding and versatility in theater.

Financial Aid Meeting

This meeting is held each January for students and their parents. General financial aid information and instructions for completing the Free Application for Federal Student Aid (FAFSA) are given.

Grandparents/Senior Saints Day

Grandparents and/or senior friends of our students are invited to visit school to spend the morning in classes and join the students for chapel.

This is held in October. Watch for details in church bulletins and the *South Scenes* and *Hi-Lites*.

Honors Convocation

An awards night is held in May to honor those seniors who have received college scholarships, to recognize each department's outstanding students, and to present various academic and athletic achievement awards. If your son or daughter is to be honored, you will receive an invitation by mail.

Sailor Night

Sailor Night is held at the beginning of each school year. Supper for the family is provided for a donation to the Sports Boosters. Introductions are made of all the fall sports teams. This is an excellent kick-off for the year and presents an opportunity to meet other SCHS parents, supporters, teams, and coaches.

Travelogue

A series of seven travelogues is shown in the auditorium. Season tickets as well as tickets for individual travelogues are available through the school office. Publication of the dates and subjects is done through the *South Scenes* and *Hi-Lites* and church bulletins.

III. Policies

Attendance

Our policy encourages punctuality and regular attendance by all students. Parent contact must be made to account for all student absences. This contact can be made by phone. The SC attendance line is accessible 24 hours a day (455-3210). Contact can also be made by note. The full Attendance Policy can be found in the Student Handbook which is printed in the Agenda.

Diploma

Students who have been enrolled for at least one year are eligible to receive a South Christian Diploma.

Discipline

SCHS students and parents expect a learning environment that reflects a basic Christian lifestyle. Faculty, staff, the board, and students themselves create and encourage such an environment. Students need to know how their behavior affects those around them. A point system is used to help track behavior that detracts from that learning environment. SCHS staff and board use disciplinary action to help students contribute to a Christian learning and growing environment. Please review the levels of disciplinary action in the Student Handbook.

Early College

SC seniors may be absent part of the school day during the second semester in order to take a college course. To be eligible for Early College, students must be able to meet SC graduation requirements, must have taken at least six courses each semester while in high school, must have passed the Michigan Merit Exam, must meet the GPA requirement, and must remain enrolled in at least four courses at SC. KC/TC students are not eligible. The college course must be approved by the registrar and counselors. A complete policy and application for Early College is available from the counselors.

Early Graduation

Because the high school experience is more than completing a required number of courses, we believe that an early graduation decision by a student must be considered very carefully. As a school, we strongly

discourage early graduation. Students who still believe this is the best for them should be aware of both requirements and restrictions. A complete policy outlining how to apply for early graduation can be obtained from a counselor. A student must make application for early graduation by completing an application no later than the end of the first semester of his/her junior year.

Eligibility/Sports Physical

Students must maintain a minimum 1.5 GPA and pass at least five full credit courses to meet eligibility requirements for participation in any extra-curricular activity. A review committee may be asked to consider changing requirements for an individual case. In addition, the athletic coaching staff has set standards which apply year-round for participation on the inter-scholastic teams. Each student athlete and parent signs a statement acknowledging awareness of the standards prior to participation on an athletic team. MHSAA rules state that a student participating in a school sport must pass a physical. A form must be completed by a physician and be on file in the school office before a student may begin practice. Students may have their sports physicals, which are done by a local doctor for a minimal fee, at the school in the spring.

Exams/Exam Exemptions

Students will be required to take the final exam in every course unless he/she has more than five exams during the regular exam week. A request must be made to Ms. Meines, Registrar, after which a mediating committee will review the student's schedule and determine which exam can be excluded. Students may reschedule an exam with permission from the registrar if they have two scheduled for the same time or three on one day. Also, a teacher can request in writing to the Curriculum Committee that evaluation be an activity other than a regular exam. Other exemptions are that any senior who has attained a course grade that is equal to or higher than his/her cumulative GPA and has no more than 3 absences in the last 9-week term is exempt from taking the exam of that course in the second semester. A complete Exam Policy with rationale is available upon request from the office.

Exit Policy

When a student transfers to another school, certain arrangements regarding tuition must be met before academic records can be forwarded. A copy of the Exit Policy can be obtained from the office.

Graduation Ceremony

If, at the beginning of the last semester of the senior year, a student is not scheduled for enough credits to graduate, the student may not participate in the graduation ceremony.

If a student fails to satisfy the graduation requirements by no more than one credit, the student may participate in the graduation ceremony.

However, a diploma will not be issued until those credits are made up.

Grievance Procedure

Occasionally during the school year, misunderstanding or problems may arise between teacher and student, teacher and parent, or parent and school. This is often the result of a lack of communication between the two parties. Therefore, to deal with these problems, the following prescribed plan should be followed. Please note that steps one through four must be done within **48 hours (or two school days)** of the situation causing the grievance.

1. The student should bring all grievances (questions, problems, complaints) directly to the teacher outside of class time.
2. If the grievance is not cleared up at the above level, the student's parent should contact the teacher.
3. If it is not resolved by the parent, the student should make an appointment with an assistant principal.
4. If it is still not resolved, the parent should address the issue to the Education Committee in a letter so that it can be addressed at the next monthly meeting.

Home Schooled Students

Particular procedures, including placement and credits earned, are to be followed for any home schooled students who return to or enter South Christian. A complete policy can be obtained from the school office.

International Students

South Christian recognizes cultural benefits by admitting students from other countries. Some guidelines have been set by the board to help assure a successful experience for the student and the school. International students must reside with a parent of a current or former student or an alumnus of South Christian. A complete policy can be obtained from the school office.

Special Circumstances Policy

This policy provides a framework for decision-making in regard to the student who may be exempt from the policies governing other students. This student is one who: lives outside his/her parental or guardian home, or is married and/or has conceived a child. Specific guidelines are outlined in each of these areas. A complete policy can be obtained by calling the school office.

Transcripts

Courses that have been modified will be noted with an "M" on the transcript. Courses that have been significantly tailored to the individual needs of a student will include the word "basic" in the course name.

Valedictorian and Salutatorian

In order to be considered the Valedictorian or Salutatorian, a student must have taken at least six courses per semester. One designated course in at least three of the four following departments must have been taken: English - either English Lit. and College Writing or AP English; Math - either Pre Calc/Calculus or AP Stats; Science - either Physics or Chemistry; Social Studies - either AP Gov. or AP History. From the students who meet both #1 and #2, the highest GPA would be the determining factor. If two or more students tie for top honors, there will be no Salutatorian. Inclusion in any Top Ten list is based strictly on GPA.

IV. Academic Information

Academic Letter and Pin

An Academic Letter is awarded to the student who:

- attained a GPA of at least 3.5 for each of five semesters
- received no grade lower than a C as a semester grade
- acquired no more than one C a semester
- completed a minimum of six courses each semester
- received no more than two disciplinary points per semester
- is not guilty of any offense that would result in either probation or suspension

If a student meets the above criteria for two or more additional semesters, a Lamp of Learning Pin is awarded. These awards are presented at the Academic Breakfast in the spring.

Apprenticeship

An indentured apprenticeship program provides senior students the opportunity to leave school for part of the day to work under the following conditions: The student is on track to fulfill all graduation requirements, the student has at least a 1.5 GPA, the student is enrolled in an evening class that is related to the apprenticeship program. Applications are available in the guidance office.

Department Awards

These are awards given at the Honors Convocation by each department to seniors whose work has been exemplary. Criteria for these awards is available to students from department chairpersons.

Graduation Requirements

The requirements for graduation are outlined in the Curriculum Guide which is given to each incoming student. Note that 23 total credits are required as well as specific requirements in each academic area.

Honor Roll

The Honor Roll includes all students who have maintained a minimum 3.5 GPA and who have five or fewer disciplinary points. The Honor Roll is posted in the school after each 9-week period.

Incompletes

If illness prevents a student from completing the requirements of a course, an "incomplete" will be given. The student is to take the initiative to contact the teacher and has two weeks to complete the requirements. If the work is not completed in the allotted time, the incomplete will become an "E".

Kent Career/Tech Center

Only juniors and seniors may attend the career center. In February KC/TC informs us of openings and quotas for the following fall semester. This information is passed on to the students in a meeting held during a lunch hour. Registration must be done immediately with the SCHS registrar because program assignments are made by the end of February. After that, nearly everyone who applies is put on a waiting list.

Parent - Teacher Conferences

Conferences are scheduled in November and again in the spring. Dates are published in the *South Scenes* and *Hi-Lites*. Appointments for conferences are arranged by calling the school office the week prior to the conferences.

President's Award for Educational Excellence

The President's Education Awards Program, established by the U.S. Department of Education, recognizes and honors outstanding educational achievement. Selection criteria includes a grade point average of at least 3.5 and an ACT or SAT score in math, reading, or English in the 85th percentile or higher. Awardees will receive a certificate at the Honors Convocation in the spring of their senior year.

Report Cards

Report cards are emailed or distributed to students after the first and third nine-week periods and emailed or mailed at the end of each semester. In addition to current grades, report cards indicate GPA, total credits earned, and attendance.

Retaking a Course

If a student receives a grade of "C-" or lower, he/she will be allowed to retake the course; however, the course must be retaken within one year. The original grade for the course will remain on the transcript. However, no credit will be given for the original course, and the low grade will not be calculated into the student's cumulative GPA.

If a student begins a foreign language in the 9th grade, quits after one semester, and then retakes the first-year course as an 11th grader, the grade and the credits for both courses will be counted in the cumulative credits and GPA. Appeals to this policy may be made to the counselors or registrar when there have been unusual circumstances.

Testing for Students

Registration information is available in the Guidance Office for the following:

- The PLAN is given to all **sophomores** and is used to measure skills in English, mathematics, reading and science reasoning. It is a practice test for the ACT, which is taken in the junior and senior year, as well as an aid in career and college planning. It includes a career interest inventory. The test is given at SCHS, usually in December.
- The PSAT (Preliminary Scholastic Aptitude Test) is given at SCHS on a Saturday in October to interested **juniors** who are college bound. **Sophomores** are also invited to take the test. The test measures verbal, mathematical and writing abilities and its scores are used to determine qualification for the National Merit and National Achievement Scholarship Programs.
- The ACT (American College Test) measures abilities in English, mathematics, reading and science reasoning, and writing. It is one of the criteria used by colleges to judge a student's entrance qualifications and scholarship potential. It is also required by the state of Michigan for its scholarship program. The test is offered five times a year at test centers in the Grand Rapids area and is given in March at SCHS during the school day to **juniors**. The ACT may be taken as many times as the student desires.
- The MME (Michigan Merit Exam) is administered statewide to **juniors** in March. This includes the ACT plus writing, Work Keys, Michigan mathematics, and Michigan science and social studies tests. Testing is free and takes place at South Christian during school hours. Scores on the ACT may be used by students apply-

ing for college admissions. Students may be eligible to receive a \$4,000 scholarship towards future education in Michigan if the Promise Grant is returned to the State of Michigan budget.

- SAT (Scholastic Aptitude Test) is a college admissions test similar to the ACT. Michigan colleges do not require the SAT for admission. Students should take the ACT first, but have the option of taking the SAT as well. The SAT has subtests in English, math and writing. You may want to take the SAT if you scored high on the PSAT in your junior year.

ACT Preparation Class

To help students prepare for the ACT, a class is held at South Christian on a Saturday in January. Watch for announcements in the *South Scenes*.

V. Financial Information

Book Rental Policy

All basic textbooks are rented to students for their use during the school year. This rental fee is included in tuition. Students are responsible for the books and will be required to pay for lost or damaged books. Workbooks, some paperback books, and other supplies are purchased by the students.

School Insurance

The school carries on each student a mandatory accident insurance policy which covers the student from one hour before the beginning through one hour after the end of each school day. All school-sponsored events and athletics are included. **This policy is for excess coverage** which means charges not covered by your insurance company can be submitted to our company for payment. You must work with your own insurance company first. A copy of its financial payments, the bills incurred, and the school's insurance form must then be sent to our company. **Claims must be made within 90 days.** This insurance is coverage for only defined accidents. Such things as stress fractures, tendonitis, and heat exhaustion which usually are a result of a pre-existing condition may not be covered.

South Christian Foundation

The Foundation is a separate non-profit organization to promote, accept and manage gifts of property, securities, life insurance, bequests, cash and other forms of contributions for the sole benefit of SCHS and its programs. Annual membership in the Foundation is \$100 for individuals and \$250 for businesses. The Foundation gives an annual gift to the school. The gift is determined by using a three-year average of funds held on December 31. 5% of the average value is then given to the school in the following school year. Gifts from the Foundation can be used to fund tuition assistance, new programs, staff development and capital improvements.

Tuition

To meet its commitment to its staff and financial responsibility, the SCHS Board stipulates a portion of tuition is non-refundable. Parents must choose an approved payment plan, which can be withdrawn from your checking or savings account. The school office or a member of the Finance Committee must be contacted if there is trouble meeting tuition obligations.

South Christian Tuition Grant

SCHS receives and utilizes funds from various sources. These include, but are not limited to, South Christian Foundation, Annual Fund Drive, New Life Thrift Store, Sports Boosters, Music Boosters and the like. Because of these programs and their generous support, the amount of tuition required to be paid is less than the actual cost of education. Each year families will have the opportunity to decide whether to accept the South Christian Tuition Grant and pay the required tuition, or to pay the full cost of education. Parents who elect to pay the full cost of education receive a donation receipt for the difference between the actual cost of education and the required tuition amount.

Scrip

Scrip is a form of tuition assistance. Through this program a percentage of money spent at participating community merchants is rebated to SCHS for your tuition credit. Check with the finance office for information and an application form.

Gift Income

South Christian depends very much on voluntary gift support. The total cost of operations cannot be paid by tuition alone. We actively solicit in-kind gifts and financial support from churches, businesses, grandparents, parents, alumni and private foundations.

Annual Fund

The Annual Fund campaign helps us as we strive to keep tuition increases at or below inflation. The Annual Fund can be used for operating expenses such as building repairs and maintenance, utilities, salaries and benefits. The Annual Fund will also help support essential costs that arise on a daily basis that cannot wait for a major fund drive.

Building and Site

As our current facilities age, improvements and upgrades are needed in order for us to continue providing a quality learning environment for our students. These costs will be paid by our Building and Site Fund with dollars raised by our current capital campaign.

Expanding the Mission

We currently own property adjacent to our Sports Park for a future high school campus. While the building of that school will not happen in the near future, a unified campus continues to be our ultimate goal. Expanding the Mission is Phase II of our fundraising campaign geared toward new facilities. Donations will continue to be accepted and held until our dream becomes reality.

Tuition Assistance Fund

A tuition assistance fund was established in 1998 by donations from individuals who feel a quality, Christ-centered environment is a vital piece of a student's education. The ongoing source of these funds is from individual donations, the South Christian Foundation, and the New Life Thrift Store.

VI. General Information

Class Rings

Josten's services our students with class rings, graduation announcements, and caps and gowns. Class rings can also be purchased through several area jewelers.

Extracurricular Activities

Many varied activities are available to your son/daughter while at SCHS. Encourage your teenager to complete the activities form and to

take advantage of the many opportunities open to them. The form,

which is found in the information packet distributed at Curriculum Night, will be turned into SCHS with the course selection sheet.

Getting Messages to Students

Any message of an urgent nature can be relayed to your son or daughter through the school office. A note will be placed in the student's locker; only in extreme emergencies will a student be called out of class.

Guidance Services

Our guidance department, with Mrs. Muller (A-F), Mrs. Turner (G-K), Mrs. VerMerris (L-Z) as counselors, offers help to the students through career, post-secondary education, and personal counseling. A counselor is available every day. The services of the guidance department include:

- Testing - coordinates registration for and interprets results of PLAN, PSAT, ACT, SAT, Michigan Merit Exam and career tests.
- Post secondary educational planning - includes information, applications, scholarships, representative and college visits, financial aid, and admissions testing.
- Military information - available on all branches of the military.
- Career counseling - provided by the counselors as well as the ECO staff. The ECO program is also staffed by Mrs. Pluger and volunteers who work with students to provide career testing, career information, job visits, and part-time job listings. Vocation Day, which brings in experienced speakers from the job force, is held every other year.
- Personal counseling - concerns or problems can be discussed confidentially.
- Referral service - students can be referred to outside agencies for additional assistance or help.
- Scheduling - the counselors and the registrar assist students in selecting classes and developing a four-year plan. They are informed about college requirements and recommended high school course work for specific careers.
- Guidance Online Resources - Parents, students, and teachers can access a variety of online resources via the guidance office web page on South's website www.sch.org/guidance/. These resources include the following types of information: practice for the MME, PSAT, and ACT/SAT tests; information on careers, training programs, colleges, scholarships, and financial aid; community counseling and agency resources; summer programs; volunteer opportunities; and much more.

Hot Lunch

- Monday - The Sr. All Nighter Committee serves chicken strips, roll and drinks.
- Tuesday - The Close-up participants sponsor a Hungry Howie pizza lunch.
- Wednesday - Hot lunch is served by volunteers of the Parents' Guild. The menu varies each week and is provided at a very reasonable cost.
- Thursday - Different student groups sell lunch as a fundraiser.
- Friday - The senior or junior class sells pizza as a fund-raising project.

Internet Access to Grades/Assignments

Every student and his/her parents are given an activation code to access grades and assignments through Edline, the host of our academic data. The code allows the parents to set up a username and password which remain in effect during each student's four years at South. Interim reports are no longer sent to parents since you can access grades at any time through Edline.

Office Hours

The office is open from 7 am to 4 pm from Monday to Thursday and on Friday from 7 am to 3 pm when school is in session. Office hours during school vacations are listed on the *South Scenes* calendar or you should call the school during these times to check on office hours.

Pastors and Youth Leaders

Pastors and youth leaders are encouraged to be a visible link in our school and are free to meet with students from their church and/or youth group during the student's study hall or lunch hour.

Publications

Hi-Lites is published three times a year by the Board of Education and is mailed to all interested constituents of the school.

South Scenes is a newsletter sent each month to parents of current students.

Receiving Reports by Email

All parents are given the option to receive student reports (report cards, point letters, etc.) by email. Using this option is cost-saving and time-saving for South, and we, therefore, encourage parents to sign up when completing enrollment forms.

School Closings

In the event of bad winter weather, listen to your radio or watch your TV for school closing and delay announcements. A few of the stations we use are WOOD, WCSG, WOOD-TV and WZZM-TV. Or you can go to the websites of the stations listed above. If our school is not closed due to weather conditions but you feel your student should not drive to school, you should notify us that he/she will not be in school. Your student is not automatically excused if the public school or the feeder school in your area is closed.

If a Tornado Watch or Tornado Warning is in effect, students will remain in session with necessary precautions taken. If a warning is in effect at dismissal time, they will then be kept in safety areas until an all clear is given. Parents are free to pick up students if desired.

School Pictures/ID Cards

A photographer takes pictures of all students at the beginning of each school year. These pictures are used for ID cards which are required for entry into some events sponsored by CPA. All underclassmen are photographed at this time for the yearbook and are given opportunity to buy the pictures if desired.

Senior Pictures

Senior pictures may be taken by a photographer of your choice. Picture specifications for the yearbook and wall composite: A wallet size head and shoulders shot with a muted background (same pose for both yearbook and composite). Any pictures that do not meet these specifications will not be accepted. Pictures may be submitted via email, on a portable device, or by submitting the actual picture (least desirable method). See yearbook adviser with any questions. Deadline to submit pictures is January 15.

Yearbook

The *Anchor* is published every year by students enrolled in a yearbook course. It is distributed in the fall for the prior school year. Students and alumni are notified when the yearbook is available. Students who turn in an ad for the yearbook can purchase their book for a reduced price. Watch for announcements on the ad campaign early in the school year.