



Anchored in God's Word • Committed to Excellence • Called to Action

**STUDENT HANDBOOK
JANUARY 2010**

SOUTH CHRISTIAN HIGH SCHOOL

160-68th Street, S.W. Grand Rapids, MI 49548

Phone (616) 455-3210 FAX (616) 455-8840

e-mail office@schs.org <http://www.schs.org>

Larry Plaisier, Principal ~ George Guichelaar, Asst. Prin ~ June Atsma, Asst. Prin
Jan Ver Merris, Connie Muller, Natasha Turner-Meyer - Counselors
Jean Meines, Registrar ~ Steve Winkle, Spiritual Activities Director
Jeff Meengs, Athletic Dir.

Please Note: *This handbook contains South Christian High School's rules and regulations currently in effect for the 2009-2010 school year. Each student receives an updated copy of this handbook at the beginning of each school year.*

SAILOR PRIDE

This handbook contains South Christian High's rules and regulations. Each student will receive an updated copy at the beginning of each school year and is responsible for its entire contents. If you have any questions, please discuss them with your principal, teacher, parent or counselor.

Index

Academic Letter/Pin	9	Internet Access Policy	22
Alma Mater	3	Incompletes	8
Announcements	10	Job Shadow	14
Apprenticeship	8	Junior Senior Prom	11
Athletic Eligibility	11	Kent Career/Technical Center	7
Attendance	12	Lockers & Locks	19
Beverages & Food	18	Lunch	15
Breakfast Club (B.C.)	12	Make-up Tests	15
Buses	18	Media Center	9
Calendar	5	Mission Statement	4
Chapels & Assemblies	18	Online Communication	20
Cheating	18	Parent Requested Absences (P R A)	14
Clubs & Activities	11	Personal Harassment	17
College Visits	14	Point Policy System	21
Computer Labs	19	Property & Unlawful Entry	20
Computer Usage Policy	22	Retaking a Course	8
Conduct	16	Schedule Changes	8
Daily Schedule	5	Scheduling	8
Display of Affection	19	School Song	3
Dress (Student Appearance)	16	Skipping Classes	14
Dropping Courses	8	Smoking	20
Drugs & Alcohol	19	Special Circumstances Policy	21
Early College	6	Sponsored & Chaperoned Activities	23
Early Graduation	7	Student Activities	11
Electronics/Cell Phones	18	Student Council	11
E C O	10	Student Driving	17
Excessive Absences	12	Student Guest Passes	10
Exams	9	Student Support	10
Exam Exemption	9	Study Hall	7, 14
Expulsion	21	Suspension from Class	20
Grading Scale	6	Suspension from School	20
Graduation Ceremony	7	Tardiness	13
Graduation Requirements	5	Top Ten Things To Know	24
Grievance Procedure	22	Textbook Rental	9
Guidance	10	Total Absences	12
Hall Behavior	19	Valedictorian & Salutatorian	7
Hall Passes	24	Vision Statement	4
Homecoming	11	Visitors	10
Honors Convocation	9	Weapons	21
Honor Roll	9	Work Hour	12
Hot Lunch	24	Zero Hour	12

SCHOOL FIGHT SONG

*Weigh the anchor, all ye Sailors.
Loyal, brave and true.
Hoist the sails, South Christian High School
We'll raise a cheer for you.
Fight! Fight! Fight!
We're for you, South Christian High School
For navy blue and white,
We're the mighty, mighty Sailors,
Victory is ours tonight.
Fight! (only after repeating song the second time)*

SOUTH CHRISTIAN ALMA MATER

*South Christian High we give to thee
the promise of fidelity.
May thy blest standards ever be a guide
to those who sail life's sea
For lasting friendships, mem'ries dear,
for knowledge true and faith sincere,
For guidance in the way of right
we sing to thee, Hail Blue and White.*



From Mr. Larry Plaisier, Principal...

Welcome to your first year as a South Christian Sailor! I hope you will learn better than ever to be a Christian in both words and actions. I hope that you will grow this year in your love for Jesus, in your knowledge of His Word and world, and in your commitment to serve Him.

I hope you and your parent(s) will read the handbook section of this book carefully. In it, you will find much that you need to know about South Christian. You will find information about activities you can enter, opportunities you can experience, rules by which you must abide, and other information. Please use this planner to organize your work to make it easier for you to schedule your studies and extracurricular activities so you can be the best you can be.

The purpose of this information is to help you grow this year in your walk with God.

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.

CALENDAR 2009-2010

Aug	31	School starts (1/2 day)	Jan	18	Records Day - no school
Sept	4	Holiday weekend -no school	Jan	19	Second semester begins
Sept	7	Labor Day - no school	Feb	19,22*	Snow make-up day or no school
Oct	22, 23	CEA Convention no school	Mar	19	End third 9 weeks
	30	End of first 9 weeks	Apr	2-9	Spring Break
Nov	13	No school after PTC	May	24	Seniors last day
	26-27	Thanksgiving Break		25,26	Senior Exams
Dec	23-Jan 1	Christmas Vacation		27	Graduation
Jan	13,14,15	Exams		31	Memorial Day - no school
			June	2,3,4	Exams

*If 4 snow days by 2/18, school will be held 2/22

DAILY SCHEDULE

1st Hour	8:00-8:52	Lunch	11:31-12:04
2nd Hour	8:56-9:43	5th Hour	12:04-12:55
Break	9:43-9:53	6th Hour	12:59-1:50
3rd Hour	9:53-10:40	7th Hour	1:54-2:45
4th Hour	10:44-11:31		

CHAPEL SCHEDULE (Tues & Thurs)

1st Hour	8:00-8:52	Lunch	11:31-12:04
2nd Hour	8:56-9:43	Chapel	12:04-12:30
Break	9:43-9:53	5th Hour	12:34-1:15
3rd Hour	9:53-10:40	6th Hour	1:19-2:00
4th Hour	10:44-11:31	7th Hour	2:04-2:45

ACADEMICS

GRADUATION REQUIREMENTS

Credits required for graduation: 23 credits

All students are required to take a minimum of 2.5 credits each semester.
 Students attending the Kent Career Technical Center may have only one study hall at South Christian. Courses required of all students are the following:

Business25 credit
Word Processing	
English	3.5 credits
Freshman Literature	
Freshman Composition	
Sophomore Composition	
Junior Composition	
American Literature	
World Lit or English Lit	
English Elective	

Fine Arts.	1.0 credit
Band, Choir, Orchestra or Art	
For freshmen in band or choir, on Day 1 the band meets and on Day 2 the choir meets	
Mathematics.	3.0 credits
Three years of math	
Physical Education - Health	1.0 credit
P E I	
Health	
Religion	2.0 credits
Church History (Religion 9)	
Ethics/Apologetics (Religion 10)	
Biblical Interpretation (Religion 11)	
Christian Doctrine (Religion 12)	
Science	3.0 credits
Physical Science	
Biology or Life Science	
Science Elective	
Social Studies	3.0 credits
Economics	
World History	
U. S. History	
U. S. Government	
Enrichment	1.25 credits
At least one course shall be taken from three groups. These groups are listed in the Curriculum Guide.	

GRADING SCALE

A (97-100) = 4.00	C (77-80) = 2.0
A- (94-96) = 3.67	C- (74-76) = 1.67
B+ (91-93) = 3.33	D+ (71-73) = 1.33
B (87-90) = 3.00	D (67-70) = 1.00
B- (84-86) = 2.67	D- (64-66) = .67
C+ (81-83) = 2.33	E (0-63) = .00

EARLY COLLEGE

SC seniors may be absent part of the school day during the second semester in order to take a college course. Students must be able to meet SC graduation requirements, have taken at least six courses each semester while in high school, must have passed the MME (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 or the registrar. A student should apply for early graduation by completing an application no later than the end of the first semester of his/her junior year. If students fail a course during the 7th semester and are therefore short of the required credits for graduation, evidence of the made-up credit must be turned in no later than May 1 in order to participate in the graduation ceremony.

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. A diploma will be issued when all requirements have been completed.

VALEDICTORIAN AND SALUTATORIAN

In order to be considered for the Valedictorian or Salutatorian, a student must have taken at least six courses per semester and must have been in attendance full time at SCHS for at least the junior and senior years. Even though grades from other schools do not transfer to the SCHS transcript, the final GPA calculation will be based on all grades from all high schools attended, using 4.0 as the highest grade. 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 Statistics; Science - Physics or Chemistry; Social Studies - either AP Government or AP History. From the students who meet these criteria, 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.

STUDY HALL

Study halls exist for one purpose — to give students an opportunity to study! Each student is expected to do two things in study hall: 1. STUDY 2. Preserve the opportunity for others to study. The study hall teacher will assign Breakfast Clubs (B.C.) to students who insist on disturbing others.

Students who are going to be under the supervision of another teacher during study hall must provide a signed note from that teacher to the study hall teacher at the beginning of study hall.

KENT CAREER/TECHNICAL CENTER (KC/TC)

Assignments to KC/TC are made in March. We receive a quota of openings and the students apply for attending KC/TC in February. We generally hold a meeting for students when we know what our quota will be. Upon returning from KC/TC, students are not to wander in the halls.

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 at GRCC that is related to the apprenticeship program.

INCOMPLETES

If, because of illness, a student does not complete the requirements of a course, an "incomplete" will be given. The student has two weeks to make up an incomplete and must take the initiative to contact the teacher. If the work is not made up in the allotted time, the incomplete will become an "E".

SCHEDULING, SCHEDULE CHANGES, DROPPING COURSES

All students must be taking a minimum of 2.5 credits; students attending KC/TC may have only one study hall at SC. Classes are planned and teachers' schedules developed on the basis of classes selected by the students during spring registration. Students should make any necessary changes by May 31. Changes are possible only if there is room available in scheduled classes.

Courses may be dropped (not changed) under the following system:

	<u>9 week course</u>	<u>semester course</u>
Drop, no penalty	1-5 weeks	2-9 weeks
Show E on Transcript	5 + weeks	9 + weeks

Students dropping courses need to have written permission of parents and the teacher involved. Once school begins, course changes will be made only with the approval of the teacher.

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.

TEXTBOOK RENTAL

All basic texts are loaned to students for their use during the school year. The student must buy necessary workbooks and supplies. Textbooks are to be kept clean and handled carefully. The student's name should be written on the book label. The student is required to pay for lost or damaged books.

HONOR ROLL

Students who have shown good citizenship and maintained a 3.5 G.P.A. with no grade lower than a C- and have attained no more than five discipline points are included on the honor roll. Honor roll lists are posted in school.

ACADEMIC LETTER AND PIN

An Academic Letter will be awarded to students who have attained a 3.5 GPA for each of five semesters, received no grade lower than a C as a semester grade, acquired no more than one C in a semester, be enrolled in a minimum of six courses each semester, received no more than two disciplinary points per semester and not be guilty of any offense that would result in either probation or suspension. By meeting the above criteria for two additional semesters, students will be awarded an Academic Pin. Awards are presented to qualified students at a breakfast held each April to honor the students.

HONORS CONVOCATION

A senior awards night is held each May honoring those who have received college scholarships and other outstanding achievements as well as athletic awards. Each department will also honor their outstanding seniors of the year.

MEDIA CENTER

The Media Center is open from 7:45 a.m. to 3:00 p.m. each school day. All students have access to the Media Center where they are expected to work quietly. Generally, students come to the Media Center from study hall or with a class. The Media Center has over 13,000 books, including many encyclopedias and references books, and also subscribes to numerous magazines either in hard copy or an online version. Computers are also available for students to access information and to type papers.

EXAMS

To reschedule any exam, a student must have a permission slip signed by the registrar. If more than two exams are scheduled on one day, or if two are scheduled at the same time, students are expected to reschedule them with the registrar.

SENIOR EXAM EXEMPTION

To qualify for exemption from second semester exams, a senior must receive a final grade for the semester that is an A or A-, or equal to or higher than their cumulative GPA, AND they must not exceed three absences during the last 9 weeks of second semester.

STUDENT SERVICES

ANNOUNCEMENTS

A daily bulletin will be provided by the school office. Announcements for the day should be in the office no later than the end of second hour. They will be read at the end of 3rd hour by the teacher. Parents may get this information by noon from our website at www.schs.org - click on daily announcements.

GUIDANCE

Students can contact the counselors at any time. Students with last names beginning in A-F are assigned to Mrs. Muller, G-K to Mrs. Turner and L-Z to Mrs. VerMerris. The counselors will meet with individuals or groups of students to help with school or personal problems, course selections, and career and post-high school training choices. In addition, the counselors can assist with college applications, scholarships, financial aid, and testing. The registrar helps students with course selection, schedule planning and changing classes.

EXPLORING CAREER OPPORTUNITIES (E C O)

The ECO ("echo") program, located in room 14, and staffed by the counselors and volunteers, is available to help students decide what to do after high school. During study halls a limited number of students may go to the ECO office with a pass obtained prior to that time. The Internet and a variety of computer software and books are available to be used for scholarship, career, and college searches and information. Every junior is required to conduct a career search with one of the volunteers, and on-the-job visits (shadows) are arranged for juniors & seniors. ECO also maintains a "job board," which lists part-time jobs in the area.

STUDENT GUEST PASSES

Prior to the Visit: SCHS students must request a guest pass from the office at least two days before the anticipated visit. Parental permission is required before a guest pass will be given. Students are responsible to inform their guests about the school dress code.

Day of the Visit: The SCHS student and guest must report to the office together to sign in. At the beginning of each hour, the SCHS student should introduce the guest to each teacher.

STUDENT SUPPORT

Mrs. Nieuwkoop and Mrs. Sikkema, our educational support teachers, assist students having difficulties in their academic courses. Mrs. VanKeulen, Mrs. VandeKopple, Mrs. Hunderman, and Mrs. Alderink serve students in the Inclusive Education Program.

STUDENT ACTIVITIES

CLUBS AND ACTIVITIES

BCTV	Bookstore	Chapel Planners
Class Officers	Connections	Drama
Equestrian Club	Homecoming Comm	Intramurals
Jr/Sr Prom Committee	Madrigals	Media Center Asst.
Pep Band	Ski Club	Stage Show
Student Council	Young Life	
SVO (Student Volunteer Org)		

ATHLETIC ELIGIBILITY

See the "Eligibility and Training Rules for Student-Athletes at South Christian". A copy is available from the Athletic Director or on the school website www.schs.org/sports/forms.

HOMECOMING

For a senior to be part of the Senior Tribute at the Homecoming game, he/she must meet the following minimum requirements:

1. The student must have been involved in a total of 20 or more South Christian activities over his/her four years at school.
2. The student may not have earned 6 or more disciplinary points during the junior or senior year.
3. The student may not have failed any courses at South.

Seniors who qualify for this honor must agree to be part of the required activities and may be asked to represent the senior class at other public functions. They will also be asked to sign a commitment letter regarding their code of conduct.

JUNIOR SENIOR PROM

The junior class is responsible for planning this event in honor of the senior class.

1. Guests from other schools may be invited. The number may be limited.
2. Students who attend the event must attend classes on that day.
3. Dress should reflect Christian values.

STUDENT COUNCIL

The Student Council has a highly active role. Its purpose is not to govern the students but to serve as a coordinating and discussion group between the student body and the administration where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems, ideas, or questions arising from either the students or the administration can be presented for discussion and consideration. Members of the council are the students' representatives and have direct access to the administration.

BREAKFAST CLUB (B.C.)/WORK HOURS/ ZERO HOURS

All Breakfast Clubs, work hours, and zero hours must be completed prior to exams at the end of the semester and before granting a graduation diploma.

1. **Breakfast Club (B.C.)**
Breakfast Club is a study hall held daily in Room 2 from 7:15 - 7:45 a.m. Students serving a B.C. will be assigned one discipline point.
2. **Work Hour**
Work hours are service hours to the custodian. Unless otherwise indicated, students serving hours of work will be assigned 1 discipline point per hour of work.
3. **Zero Hour**
Zero Hour is a study hall held daily in Room 1 from 7:15 - 7:45 a.m. Students serving a zero hour will be not be assigned a discipline point.
4. **Discipline Procedures**
Students who receive a Breakfast Club (B.C.) or hours of work must attend every B.C. or work every hour until the time assigned is completed. If for some reason they cannot appear at the assigned time, they must explain this to the assistant principal on that day **before** first hour class. If this does not happen, an additional B.C. or hour of work may be assigned. If a student is requested by a teacher to see him/her after school for discipline or a disciplinary discussion and does not report, the student will be assigned a B.C.

ATTENDANCE

Our policy encourages punctuality and regular attendance by all students. We believe this is important for these reasons:

1. We are responsible to God for using both our time and talent wisely.
2. No student can achieve his/her full potential by receiving the benefit of only part of an assignment or discussion.
3. Good work habits and attendance habits, cultivated in school, will help students be prepared for higher education and lifetime work.

EXCESSIVE ABSENCES

1. Because the school believes participation in a class is part of achieving credit, any student who exceeds **twelve** absences of any kind in one semester or **seven** for a nine-week class will receive no credit for that class. This includes KC/TC students.
2. A long-term illness exception may be granted by a written appeal that includes a doctor's signed statement that the student may not be in school.
3. School-sponsored absences (i.e. field trips, etc.) are not considered absences.

PROCEDURES FOR STUDENTS AND PARENTS

1. Students who **arrive after first hour has begun** must, under all circumstances, **sign in** at the office. Failure to sign in will result in a Zero Hour.
2. Parental contact must be made **before** a student will be permitted to leave. Students leaving school with parental permission must, under all circumstances, **sign out** in the office. Failure to sign out will result in a Breakfast Club.
3. Attendance is the student's responsibility. If parental contact has not been made by 8:00 a.m. on the day following the student's return, the student will be assigned a zero hour.
4. Parental contact can be made by phone. The SC attendance line is accessible 24 hours a day (455-3210). Parental contact can also be made with a note. Forged notes and deceptive phone calls will result in one hour of work.
5. If a student is absent for an extended period of time, it is advised that homework be requested from the office.

TARDINESS

1. A student will be marked tardy for the following reasons: arriving late to class, coming to class without the required materials, or leaving class or school because of forgotten items. Students may receive tardies for rest-room requests.
2. A student will receive three tardies per nine weeks without penalty. For every tardy beyond three, the student will be assigned a Breakfast Club. Tardies at KC/TC apply to this policy.
3. Oversleeping is considered a tardy. If a student oversleeps and arrives after 8:10 a.m., the student is considered tardy and absent.
4. Whenever students are tardy first hour due to circumstances beyond their control, a written parental explanation or phone call must be received by 8:00 **the next morning** if the tardy is to be excused.
5. Arriving more than 10 minutes after any class has begun will be considered an absence, not a tardy.

KINDS OF ABSENCES

1. **Unavoidable Absences:**
Unavoidable absences include personal illness, serious illness or death in your family, and medical or dental appointments which cannot be scheduled before or after school. The student's absence will be excused when parental contact is made. If the absence is more than one day, parents are requested to contact the office each day.
2. **Planned Absences:**
Occasionally parents may decide that certain experiences or family needs may warrant a student's absence from classes. We strongly discourage parents from taking their students out of class. However, should parents decide to take their children out of school, the following procedures are to be followed:

- a. **Parent-Requested Absences (PRA's)**
 - 1) Requests must be made to the office using the PRA form at least two days before the absence. PRA's will then be authorized by an administrator. Forms are available in the office.
 - 2) Students must be accompanied by their parent(s) or parent-appointed adult guardian (over 21).
 - 3) PRA's should be used when the parents expect a student to be absent for more than one day.
 - 4) These days should not be planned during the last five days of the nine weeks or during exams. Teachers will not spend time in or out of class helping students learn missed concepts for PRA's taken during these times.
 - 5) When arranging for a parent-requested absence, keep in mind the excessive absence policy. "When a student misses more than 12 times in a semester, the student will lose credit for the course."
 - 6) The school reserves the right to withhold permission for an excused absence based on the student's prior attendance record.
- b. **College Visits/Job Shadows**
 - 1) Requests for all college visits and job shadows must be made at least two days before the visit and must be approved by one of the school counselors. Forms are available in the Guidance/ECO office. Parental permission is required on the form.
 - 2) Students must notify teachers of the anticipated missed classes for a college visit.
 - 3) These days are counted as absences on the attendance record.
 - 4) Under normal circumstances, these days should not be planned for the last ten days of each semester.
- 3. **Skips/Class Suspensions**
 - a. The penalty for a skip or a class suspension will be one hour of work for each class hour missed plus two points will be added to the student's discipline record for each class hour missed (up to 5 points per day).
 - b. No missed work, including tests or quizzes, may be made up.
 - c. The teachers will not spend time in or out of class helping the student learn missed concepts.
- 4. **Study Hall Absences**

When students want to leave study hall for personal reasons, prior parental notification must be received and the study hall will be made up in zero hour the day of the absence. Students must sign out in the office prior to leaving and upon returning.

5. Making up work for Planned Absences

- a. Prior to their leaving, students will make arrangements with **other students** to collect homework assignments and to take notes in their absence.
 - b. Students may request work from teachers. However, it is possible that for practical reasons, the teachers may not have work ready to distribute. The teacher may change lesson plans based on what is happening in the classroom during the time the student is gone. The reality is that, in many classes, work will have to be made up on the student's return.
 - c. On their return, students are encouraged to seek help from other students to learn concepts and material taught in their absence.
 - d. On their return, the **student shall initiate contact** with the teacher. An appointment will be set at a time convenient for the teacher for the purpose of setting up a time frame for turning in homework/ projects and taking missed quizzes/tests. Students who fail to initiate contact with a teacher within a reasonable time will not be allowed to submit missing work.
 - e. All homework, projects and tests must be completed in a timely manner. The time frame will be determined by the teacher at the scheduled appointment.
 - f. Quizzes and tests may be made up in Room 2 between 7:00—7:45 a.m. or during a study hall. Teachers may have the option of giving an alternate version of a missed test or quiz.
 - g. Teachers may have the option of not grading the missed daily homework with a letter grade. They may drop the assignments from the student's final grade.
- 6. Senior Exam Exemptions**
Seniors who have more than three absences in the last 9 weeks will not be eligible for a senior exam exemption.

LUNCH

Seniors are dismissed for lunch at 11:31 a.m. Underclassmen must eat lunch in their 4th hour class from 11:31—11:36 a.m. When a lunch is brought from home, it must be taken along to 4th hour class. When hot lunch is purchased, students must return with their food to the 4th hour classroom. A Breakfast Club (B.C.) will be assigned for not returning to the 4th hour classroom. Underclassmen leaving campus for lunch will receive 1 discipline point and five hours of work. Parental phone calls or notes will **not** excuse an underclassman to leave for off-campus lunch.

CODE OF CONDUCT

The rules and regulations of South Christian High are in effect throughout the school day on or near the school property, at the Kent Career/Technical Center, and at all school-sponsored events.

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students alike. Our public conduct should be consistent with our basic concept of life, and since we profess to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions as well as in our attitudes toward each other and our work. Christian students in a Christian school should behave as Christians, following the Biblical principles we all accept as guidelines—"If we live by the Spirit, let us also walk by the Spirit."

STUDENT APPEARANCE

How students dress reveals much about their attitude toward God and respect for themselves and their peers. Following the dress code creates an environment that honors Christ and promotes learning. In general, a student's clothing, jewelry, and hair style must be modest and not draw undue attention to him/herself.

Overall Appearance: Clothing must be neat, clean, and in good repair. Clothing that advertises alcohol, drugs, tobacco, or music groups is not appropriate. Clothing with the Confederate flag or with pictures or words which are sexually suggestive or demeaning is not allowed. Clothing that is see-through is not appropriate.

Pants/Capris/Shorts: Should not have any holes, rips or tears, and must be worn over the hips so that underwear is not visible. Pants/Capris/Shorts should not have wording over the backside. Pajama bottoms are not appropriate. Shorts must have a seven-inch inseam.

Dresses/Skirts: Must not be more than one inch above the knee and should not have more than a three-inch slit. (Skirts worn at the calf or ankle may have slits to the knee). Leggings may be worn under a dress or skirt but the dress or skirt must not be more than one inch above the knee.

Girls' Shirts/Tops: Must not be low cut or reveal cleavage. Must not reveal midriff. May be sleeveless if the straps are three inches in width from the neckline to the sleeve edge. Off-the-shoulder and open-back tops are not appropriate.

Boys' Shirts: Must have sleeves.

Miscellaneous: Hats, hoods and sunglasses must not be worn in the building during the school day. Tattoos must not be visible. Nose piercings must be small and modest. Nose rings and eyebrow piercings are not allowed.

The administration's judgment as to what is appropriate is final. Students violating the dress code will be asked to change into appropriate clothes. If they don't have appropriate clothes at school, they will be sent home to change. A second violation will result in two hours of work but no discipline points. Repeated violations will result in additional hours of work and discipline points.

PERSONAL HARASSMENT

Harassment of any person violates fundamental Christian principles. Harassment of any kind (personal, sexual, racial) is prohibited. Harassment is defined as conduct from another person which is persistent or pervasive enough to limit a student's ability to function in the education program or that creates a hostile or abusive educational environment. This conduct can be nonverbal, verbal, or physical. "I was just joking" is never a legitimate explanation for harassment.

South Christian will take all complaints of harassment seriously and will act to investigate all complaints. Any student who believes he or she has been subjected to what he or she would interpret as intimidating or harassing behavior should report it to an assistant principal, counselor or teacher. If the level of fear is not overwhelming, everyone is encouraged to directly inform any harasser that the behavior is unwanted and must stop.

All reports will be investigated in a timely manner. Any student who is determined to have violated this policy will be subject to discipline and possibly recommended for suspension or expulsion. If any harassment is criminal in nature, such as assault, the local police will be notified immediately. Reasonable precautions will be taken to protect the identity of any victim of harassment.

STUDENT DRIVING

Driving a car may be a necessity for many students, but students are expected to be cautious and careful. Careless driving (squealing tires, throwing up gravel, speeding, endangering lives and property) will result in two discipline points, a \$20 fine and notification of parents for the first violation; there will be a \$30 fine and possible loss of driving privileges for the second violation. The school is not responsible for accidents or damages to cars that occur on school property.

All cars must have a parking sticker on the lower right corner of the driver's side windshield. Confederate flags are not appropriate. Students' cars must be properly parked between the yellow lines and locked during the school day. Improperly parked cars may be fined \$10. Sophomores and juniors must park in the east lot south of the line across the parking lot. Seniors must park in the west lot. Except for seniors leaving for lunch, cars, parking lots and outside the east entrance are off limits to all students. Five hours of work and 1 point will be assigned to students found in the parking lot without permission during break or noon. There is to be no loitering in the parking lots before or after school or during noon hour. Violation of this loitering rule or failure to have a parking sticker will result in a Breakfast Club.

BEVERAGES AND FOOD

No beverages in glass containers may be brought into school. No snacks with shells, such as sunflower seeds, may be brought into the school. All beverages and food are prohibited in the auditorium, gyms, and library. Violators will receive a B.C.

BUSES

When students are transported by bus, they are expected to behave courteously, keep all parts of the body inside the bus, use the trash can, use the proper exit, and be respectful of others.

CHAPELS AND ASSEMBLIES

Chapel is a time set apart on Tuesday and Thursday for faculty and students to worship together. Students should sit in the sections and seats assigned to them. Students' behavior in chapel should be reverent. Assemblies are held occasionally. Students are expected to sit in their assigned seats and behave courteously toward those providing the assembly or a B.C. will be assigned.

CHEATING

Cheating is the dishonest use of another person's work by presenting that work as one's own. This includes quizzes, assignments, daily work or tests. The possession of "cheat sheets," whether actually used or not, is interpreted as cheating and the penalty remains the same. If cheating involves an agreement between a "giver" and a "receiver," both will be treated equally with respect to discipline points. The teacher will determine whether the student will fail the quiz, assignment, or test; the 9 weeks; or the semester. Students caught cheating will be given up to 3 hours of work and 3 points.

ELECTRONICS/CELL PHONES

Cell phones may not be visible from bell to bell during class and in the auditorium during chapel. If a phone is seen, it will be taken away and brought to the office. The phone will be held for seven days and available for pickup in the office at the end of the seventh day. Two discipline points will be assigned. Cell phones will not be permitted in exams. Students bringing their phones into an exam will be sent out and given a zero on the exam.

Possession of ipods and any other personal entertainment devices during the school day will result in 1 hour of work unless permission has been given.

LOCKERS

Lockers are to be kept clean. They are inspected periodically with or without notice. Inappropriate locker decorations will result in an hour of work. Students who damage lockers will be charged. Students may be suspended for entering another person's locker. Bags and other articles may not be left in the hallway (\$1 recovery fee). Only school locks, which are available from the office for a \$5 refundable fee, may be used. Use of a lock is highly encouraged. Theft from unlocked lockers is the student's responsibility. **DO NOT LEAVE UNLOCKED VALUABLES IN THE LOCKER ROOM.** Lock them up!

COMPUTER LABS

Any student determined to have changed or deleted anything from a hard drive, re-configured a system, etc., may lose lab privileges, be suspended, and pay any fees necessary to repair damage.

DISPLAY OF AFFECTION

Excessive public display of affection is not appropriate.

DRUGS AND ALCOHOL

Students may not possess or use alcohol, illegal drugs, or drug paraphernalia. Students may not misuse prescription drugs. The penalty for these offenses will be suspension from school with readmission possible only after a meeting with parents and the education committee. Students shall not appear to be under the influence of alcohol or drugs. The penalty for this could include suspension.

Information regarding buying, supplying or selling drugs or alcohol will be reported to the parents. Students apprehended on campus or at a school-sponsored event for these activities will be reported to the police. These students will be recommended to the education committee for expulsion. Subsequent re-enrollment will be a board decision.

The school reserves the right to request that any student undergo an immediate drug/alcohol screening. More information about drug testing is in the SCHS policy manual which is available from the office.

HALL BEHAVIOR

Misconduct in the hallways will be treated in a way that is consistent with expectations of general behavior in the school. Students will receive appropriate consequences for doing damage, leaving garbage, using inappropriate language, mistreating others, running, etc. A Breakfast Club or hours of work will be assigned for misbehavior.

ONLINE COMMUNICATION

Students are advised that any information provided on the Internet is public information and can be used by school personnel when it involves students.

PROPERTY AND UNLAWFUL ENTRY

Students and their parents are financially liable for damage to school property that was a result of vandalism. Any unlawful entry to the building or damage to the building may result in work hours, suspension, expulsion, and/or a call to the police. The school is considered closed at 10:00pm unless there is a school-sponsored event.

SMOKING

Smoking, the possession of tobacco, or helping others who are smoking will result in a \$10 fine and 2 hours of work and 2 points for the 1st offense and a \$20 fine and 2 hours of work and 2 points for the 2nd offense.

SUSPENSION FROM CLASS

A teacher may suspend students from attending class if their conduct is such that it interferes with the educational process. Such suspension is considered an unexcused absence. (Zeros for missed work and one hour of work will be assigned for each hour out of class). Parental contact must be made. When students are dismissed from a class, they must report to the office. Repeated dismissal will result in permanent removal with a failing grade as well.

SUSPENSION FROM SCHOOL

Students may be suspended by the principal or assistant principal for using alcohol, drugs or mimic drugs; for uttering obscenities in any form; for deliberately abusing school property; for showing disrespect or disobedience to any school employee; for violently opposing authority; for promoting strife within the school; for fighting; for abusing fellow students; for degrading the name of the school; for stealing; for possession of a weapon; for neglecting to make up required hours or breakfast clubs. Suspension may be from one day to two weeks.

When students are suspended, their parents will be notified. Suspended students will be assigned to a room in the school for the term of their suspension. They will receive assignments from the teachers and may not communicate with other students. Break and lunch time will be different from the regular time. Any non-compliance with in-school suspension rules will result in additional hours. The suspended student will receive one hour of work or two hours of study for each period suspended.

WEAPONS

The possession of any explosive device or weapon, including but not limited to guns or knives, is not allowed in or around the school or at any school function. Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violations of this rule will result in suspension and will be grounds for expulsion.

SPECIAL CIRCUMSTANCES POLICY

This is a board policy and can be accessed by consulting with the school administration. This policy deals with significant issues such as student pregnancy or a student living outside a parental home.

EXPULSION

Expulsion is the exclusion of a student from school. Administrators will recommend expulsion to the school board for the student whose conduct and attitude is such that he/she should be expelled. This is not limited to students who reach 21 points.

POINT POLICY SYSTEM

The following point system will be used in determining the student's status at South Christian.

1. 6 points
 - a. The student will see the assistant principal and a letter will be sent to the parents.
 - b. Honor Roll status will be lost.
 - c. The student is not eligible for student council or senior tribute at homecoming for the current or following year.
2. 11 points
 - a. The student, with his/her parents, will attend an appointment with the administration and a counselor.
 - b. The student will be placed on probation at KC/TC for the next full year.
 - c. The student will be suspended from athletics for 1/3 of a season. Refer to the athletic policy.
 - d. Receiving 11 points for the second time will result in permanent suspension from all athletic activities. A student may appeal and regain eligibility one calendar year after the second violation by demonstrating a change of attitude to the eligibility appeal committee.
3. 16 points
The student will attend a meeting with his/her parents, the administration, and the education committee of the board with possible placement on probation. The student is ineligible for KC/TC for the next full year.
4. 21 points
The administration will recommend to the education committee of the board that the student be expelled.
5. For students who graduate early, the above point levels are 3, 5, 8 and 11 respectively.

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.

ACCEPTABLE USE POLICY FOR COMPUTERS

For Internet Access

Many of the school's computers provide students with access to the Internet. The Internet offers students opportunity to find very useful sources of information. However, with opportunity comes responsibility.

1. The Internet must be used for school-related purposes only.
2. Students must not use the Internet to access sexually explicit or pornographic materials.
3. Information taken from the Internet must be used for legal purposes only.
4. Internet use must be for non-profit purposes only.

Any student violating Internet access will not be allowed to use computers with Internet access for the remainder of the school year and will be denied access to all computers for thirty days.

School Computers

Any student determined to have changed or deleted anything from the hard drive, reconfigured a system, or changed settings, etc. may lose computer privileges, be suspended from school, and/or pay any fees necessary to repair damage. Copying software from the school computers is considered theft of school property and will be dealt with as such.

SPONSORED & CHAPERONED ACTIVITIES

1. Student ID's will be required at all functions. No one will be admitted without one. All guests must be registered at school on the day of the dance and show school student ID Each student may bring only one guest.
2. No alcohol or drugs allowed.
3. No smoking.
4. No gum-chewing.
5. Students who leave the building will not be re-admitted.
6. No pop or other beverage containers allowed.
7. Please do not bring purses, duffel bags, etc. If they are brought in, they must be left at the chaperones' table and the chaperones will not be responsible for the contents.
8. DISCIPLINE—Disciplinary action will be applied to any student who:
 - a. Attempts to enter an activity with alcohol on his/her breath.
 - b. Is discovered to have alcohol on his/her breath while at the activity.
 - c. Is being disruptive or disorderly at the activity.
 - d. Shows evidence or appears under the influence of any type of illegal drug or substance.
9. DISCIPLINARY PROCEDURES:
 - a. Parents will be called, advised of the situation and asked to pick up the student.
 - b. In the event no parent can be contacted, another adult will be contacted and told to pick up the student.
 - c. The adult who assumes responsibility for the student must contact the chairperson of the evening's activity prior to the beginning of the next school day.
 - d. School administration is notified about students.
10. MUSIC—All music played will be evaluated.
11. No post high friends may attend activities unless they have a Guest Pass.
12. DRESS—All students must dress modestly and appropriately. (See page 17).
13. Dances end at 11:45 p.m. It is expected that parents be prompt when picking up students.

Top Ten Things to Know

1. If you are absent, your parent must call or you must bring a note when you return. Deadline for parental contact is 8:00 a.m. the day after you return.
2. If you receive a tardy for a reason that was not your fault, get a note from your teacher or parent the next day.
3. If you think you might receive a tardy, check with your teacher.
4. If you get a Zero Hour, Breakfast Club (B.C.) or hours of work, and cannot get there for reasons beyond your control, you need to go to the office **before** school and reschedule the B.C. or work with the secretary.
5. If you need to be somewhere other than in your study hall, bring a note to your study hall teacher **beforehand**.
6. Sign in or out at the office if you arrive at school after 8:00 a.m. or leave school before 2:45 p.m. In order to sign in or out, you must talk to a secretary in the office.
7. Don't allow your telephone to interrupt class in any way.
8. Park your car, with a parking sticker properly displayed, in a designated parking place marked by yellow lines on each side of your car.
9. Wear gym shoes in the gym.
10. Dress modestly.

Hot Lunch Schedule

(Prices/menu subject to change)

Mondays—The Sr. All-Nighter committee will serve this lunch.

Tuesdays—Pizza (\$1.50 a slice) and pop (\$1)

Wednesdays—

1st Week Pulled Chicken-\$1.25, Hot Dogs-\$1, Donuts-75¢,
Chips-50¢, Drinks-25¢

2nd & 4th Weeks BBQ-\$1.25, Hot Dogs-\$1, Ice Cream-50¢, Chips-50¢,
Drinks-25¢

3rd Week Turkey-\$1.25, Hot Dogs-\$1, Donuts-75¢,
Chips-50¢, Drinks-25¢

5th Week—If there is a 5th Wednesday in a month, it is possible that hot lunch will not be served. Keep checking daily announcements for updates.

Thursdays—Choir members will be serving lunch as a way to raise money for their trip in the Spring 2010.

Fridays—Pizza (\$1.50 a slice) and pop (\$1).

Hall Passes

1. If students must leave their assigned class, they should use the passes included in the following pages.
2. The pass must be signed with a current date and time.
3. Students out of their classrooms without a pass will be assigned a tardy.