

South Christian High School

Parent/Student Handbook
2019-2020



Mission

*To equip students to live Christ-centered lives
and serve God to their greatest potential.*

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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 by 8:00 a.m.
3. If you think you might receive a tardy, check with your teacher.
4. If you get a Zero Hour, Breakfast Club or hours of work and cannot get there for reasons beyond your control, you need to go to the office **before** school and reschedule with the Dean of Students.
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 and have parental permission.
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.

ACADEMICS

GRADES

1. The following grading scale is to be used by all teachers.

A (95-100)	4.00	C (73-76)	2.00
A- (90-94)	3.67	C- (70-72)	1.67
B+ (87-89)	3.33	D+ (67-69)	1.33
B (83-86)	3.00	D (63-66)	1.00
B- (80-82)	2.67	D- (60-62)	.670
C+ (77-79)	2.33	E (0-59)	.000

2. Final exams carry a maximum weight of 20% of the whole course.

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

4. All AP classes are graded on a 5.0 scale.

GRADUATION REQUIREMENTS

Academic Requirements:

23 credits are required for each graduating senior. Students who have been enrolled for at least one year are eligible to receive a South Christian diploma. All students are required to take a minimum of 2.5 credits each semester. Students attending the Kent Career Technical Center will take at least 1.0 credits and may have only one study hall at South Christian. Courses required of all students are the following:

Computer Tech50 credits
<i>One semester computer course</i>	
English	3.5 credits
<i>Introduction to Literature, American Literature, World Literature or 1st Semester AP English Lit, Composition 9, Composition 10 or Composition 11, English Elective</i>	
Fine Arts	1.0 credit
<i>Band, Choir, Orchestra or Art</i>	
Mathematics	3.0 credits
<i>Three years of math</i>	
Physical Education/Health.....	1.0 credit
<i>Foundations of Wellness, Health</i>	
Religion	2.0 credits
<i>Old Testament, New Testament, Christian Worldview, Christian Doctrine</i>	
Science	3.0 credits
<i>Physical Science, Biology or Life Science, Science Elective</i>	
Social Studies	3.0 credits
<i>Economics, World History, U.S. History, U.S. Government</i>	

Other Requirements:

15 Hours of Community Service

All students must complete 5 hours of service for each of their freshman, sophomore and junior years for a total of 15 hours of service. Specific information about requirements and restrictions is on the service hour form available online or in the main office.

DUAL ENROLLMENT POLICY

The intent of this policy is to allow South Christian students to fit a college course into their school day.

Requirements

1. Student must complete SCHS application form and discuss it with their counselor.
2. The course is intended to be taken for college, not high school credits.
3. The student must be enrolled in at least four courses at SCHS. KC/TC students will not be eligible. If necessary, a revised schedule must be worked out with the registrar.
4. The student must be able to meet South Christian graduation requirements.
5. The student's GPA must meet the dual enrollment requirements of the college.
6. Student should consult with their counselor prior to signing up for a class.
7. The student is responsible for completing the college's application and enrollment procedure for the college course as well as for paying all necessary fees.

Other Considerations

1. Receiving a diploma: Students who satisfy the South Christian graduation requirements as spelled out in the Curriculum Guide will be awarded a South Christian diploma. Provided that they also meet the requirements spelled out in the Curriculum Guide for "Graduation Ceremony," they may participate in the graduation ceremony.
2. Participation in athletics: The State of Michigan stipulates that students must be receiving at least 66% (i.e.--at least five of seven hours) of their education from South Christian, on the South Christian premises, in order for a student to be eligible for athletic participation.
3. Participation in other extracurriculars: We are consistent with the athletic participation guidelines: at least 66% of education from SC in order to be eligible.
4. Receiving student services: Career, college, and personal counseling, testing, support and care groups, tutoring, academic support, and other school services are accessible to students who are dual enrolled.
5. Student ID: Dual enrolled students will receive an SC student ID, which provides admission to sporting event, plays, musicals, yearbook photo inclusion, and Winterfest activities.
6. Dual enrolled students will be permitted to participate in other student activities (i.e. prom, honors convocation, Senior All-Nighter).
7. Chapel is open to any student enrolled at South Christian. It is not required of part time students. If a part time student intends to attend chapel regularly, please notify the office so that a seat may be assigned.
8. If you are not taking at least 6 classes each semester at South Christian, you cannot qualify for the Academic Letter or Pin or Salutatorian or Valedictorian.

SUMMER COLLEGE COURSES

Students who choose to take a college class during the summer months must schedule their college course so that it does not interfere with their South Christian schedule in any way. Any absences incurred due to the college course will count toward a senior student's absence total and may cause him/her to have to take exams for SC courses.

EARLY GRADUATION

Background

South Christian is a four-year school community where the students develop spiritually, physically, emotionally, socially, and academically. Every attempt has been made to provide a solid core of educational experiences as well as to provide freedom to explore a wide range of elective experiences. Each area, whether core or elective, is designed to show a world-and-life view upon which our school was established.

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.

Guidelines

1. Planning for early graduation must begin with the student's Guidance Counselor before the end of the junior year. The Guidance Counselor will help the student file the appropriate paperwork and follow the procedure outlined.
2. Credit will be given for outside courses based on the Transfer of Outside Credit policy.
3. Dual enrollment courses will not be counted toward high school completion.
4. A student must be enrolled and attending classes full-time during the current semester to participate in any school-sponsored activities. These include but are not limited to the following:
 - Sports
 - Student Council
 - Drama/Musical
 - Junior/Senior Event (except as a guest)
 - Honors events (academic and athletics)

An exception may be granted by the Administration/Counselor Committee for the student to participate in graduation providing he/she also attends the graduation rehearsal.

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 with approval of the Administrator-Counselor committee. A diploma will be issued when all credit requirements have been completed.

VALEDICTORIAN AND SALUTATORIAN

For the class of 2020

In order to be considered for the Valedictorian or Salutatorian, a student must have been in attendance full time at SCHS for at least the Junior and Senior year and taken at least six courses per semester. One designated course in three of the four following departments must have been taken: English – College English and one or two semesters of AP English Literature; Math – either AP Calculus AB or AP Statistics; Science – AP Physics I or Physics and Advanced Chemistry; Social Studies – AP World History, AP U.S. History, and one or two semesters of AP Government.

For the classes of 2021 and 2022

In order to be considered for the Valedictorian or Salutatorian, a student must have been in attendance full time at SCHS for at least the Junior and Senior year and taken at least six courses per semester. One designated course in each of the four following departments must have been taken: English – College English and one or two semesters of AP English Literature; Math – either AP Calculus AB or AP Statistics; Science – AP Physics I or Physics and Advanced Chemistry; Social Studies – AP World History, AP U.S. History, and one or two semesters of AP Government.

Beginning with the class of 2023

Class rank will no longer be used at South Christian; as a result, valedictorian and salutatorian will no longer be recognized, nor will Top Ten of the class.

KENT CAREER TECHNICAL CENTER (KCTC)

Juniors and seniors may attend KCTC for one or two years, missing two or three class periods per semester at South Christian. They will be made aware of KCTC opportunities when the registrar and counselors meet with them in January and February to choose classes for the following year. Students may request a visit to KCTC programs. Requests must be given to and approved by the Guidance Office. Interested students must meet with their counselor to complete applications and plan their SCHS schedules.

INTERNSHIP

The intent of this program is allow an opportunity for upperclassmen students who may be vocational-bound to participate in an internship with community business owners who are active SC supporters. Student interns would be released from school to attend the internship from 12:30-2:30 pm, with the option for the employer to hire the student for pay after 2:30 pm. Students who complete the terms of the internship will receive 1.5 elective credits per semester; no grade will be recorded on the transcript, and this will not affect the GPA in any way.

Students who are interested in pursuing an internship should begin the process with their counselor at least a semester before the internship would begin. The application process involves completing some paperwork, getting recommendations from SC teachers, and interviewing with the counselor, the internship program coordinator, and the employer.

DEPARTMENT AWARDS

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

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 office.

INTERNATIONAL STUDENTS

South Christian recognizes cultural benefits by admitting students from other countries. Some guidelines have been set by the board to help ensure a successful experience for the student and the school. A complete policy can be obtained from the school office.

INCOMPLETES

If, because of illness, a student does not complete the requirements of a course by the end of the current marking period, an "incomplete" will be given. The student has two weeks from the end of the course 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".

RETAKEING A COURSE

If a student receives a grade of "C-" or lower but passes the class, 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.

SNOW DAY POLICY

This policy is to recognize that technology allows snow days to be used for learning. This policy will recognize that and serve to stabilize the calendar, allowing for more predictability.

1. On any given snow day any teacher may assign work if it makes sense, if it enriches, or if it advances the course. A relevant plan that fits the flow of the course is desired. It is possible that each teacher would have a few snow day enrichment lessons ready. Snow days can also be seen as an opportunity to do something outside the normal scope of the course which will enhance and enrich the course. For example, a PE teacher might decide to have students read an article about the sport currently being learned, or give a workout routine for students to do at home.
2. AP teachers are expected to advance their course content on all snow days.
3. All work should be communicated by email, Edmodo, Google Classroom or other class communication by 10:00 AM. Students and parents will be reminded of this by email each snow day.
4. The maximum target time for each course is 45 minutes.
5. Work should not require the use of a textbook unless the teacher provides an electronic copy of the reading. This is not a violation of copyright if it is the student textbook.

Work that is not done will be treated as incomplete work (i.e. homework not done or work missed because of absence).

SCHEDULING, SCHEDULE CHANGES, DROPPING COURSES

All students must take a minimum of 2.5 credits; students attending KC/TC may have only one study hall per semester at SCHS. 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. After that, changes are possible only if there is room available in scheduled classes.

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

	<u>Semester Course</u>
Drop, no penalty	2-9 weeks
Show E on Transcript	9+ weeks

Students dropping courses need to have written permission of parents and the teacher involved; drop slips are available from the registrar's office.

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 before taking final exams.

ACADEMIC AWARDS

Academic Honors Letter and Pin (for the class of 2020, 2021, 2022)

An academic letter, distinguished by the "lamp of learning" embossed on it, will be awarded to students who excel in their studies. In order to qualify for the award, the student must:

1. Attain a GPA of at least 3.5 for each of five semesters
2. Receive no grade lower than a C for a semester grade
3. Acquire no more than one C as a semester grade
4. Be enrolled in a minimum of six courses each semester
5. Receive no more than two disciplinary points per semester
6. Not be guilty of any offense that would result in either probation or suspension

By meeting the criteria specified above for two additional semesters, a student will qualify for a second award - a lamp of learning pin - to be fastened to the letter. The award will be presented to qualified students in spring of senior year at the Academic Breakfast.

Academic Honors (beginning with the class of 2023)

- Highest honors - will be given to students with a cumulative GPA of 4.00 and above, as determined after the 7th semester at SC.
- Honors - will be given to students with a cumulative GPA of 3.80 - 3.999, as determined after the 7th semester at SC.

Students will be recognized at the Academic Breakfast in the spring and with a special designation on the graduation program.

PRESIDENT'S AWARD FOR EXCELLENCE

The President's Education Awards Program, established by the U.S. Department of Education, recognizes and honors outstanding educational achievement. Selection criteria include 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 in the spring of their senior year.

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.

REPORT CARDS

Report cards are emailed to parents at the end of each semester. In addition to current grades, report cards indicate GPA, total credits earned, and attendance.

TRANSCRIPTS

Courses that have been modified will be noted with an “M” on the transcript. Courses that have been modified due to illness will be noted with an “IM” 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.

EXAMS

The rescheduling of any exam must happen through the registrar’s office. Typically, exams are rescheduled only in the event of illness.

Snow Day Procedure during Exams

In the event of a snow day during exams, information regarding rescheduling will be communicated via email.

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, must not exceed 3 absences after Spring Break during second semester and have fewer than 2 discipline points.

TESTING FOR STUDENTS

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

- The PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is given at SCHS in October to interested **juniors** who are college bound. The PSAT 9 and PSAT 10 are given to Freshmen and Sophomores at SCHS in April.
- The ACT and SAT are standardized tests that measure college readiness and predict future academic success. Standardized test scores are one of the criteria used by colleges to judge a student's entrance qualifications and scholarship potential. The tests are offered multiple times a year at test centers in the Grand Rapids area. Both tests may be retaken multiple times.

ACT/SAT TEST PREP

To help students prepare for the ACT there is an **ACT Preparation Class** held at SCHS on a Saturday in January. Watch for announcements in the *South Scenes*. There are online options to

prepare for the ACT and SAT. Two options are: www.testive.com (test prep for both ACT and SAT) and www.khanacademy.org (SAT specific). Both of these websites offer free, personalized test prep. Paper test prep books are available in the Guidance 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.

FINANCIAL INFORMATION

BOOK RENTAL POLICY

All basic textbooks are rented to students for use during the year. This 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.

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 will be withdrawn from their checking or savings account. The business manager 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, 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 enrollment form.

GIFT INCOME

South Christian is grateful for the financial support received from individuals, businesses, foundations and churches. These gifts assist in covering the total cost of operations, providing for capital expenditure needs and endowing the organization.

Tuition Assistance Fund

The Tuition Assistance Fund provides financial support for those families who deeply desire a Christ-centered education for their student, but are unable to pay all of the required tuition. Funds are raised annually to support this on-going need and awarded to qualifying families.

Building Fund

Our new building is located on Kalamazoo Avenue adjacent to the athletic complex...what a blessing! Thanks to the generosity of this community, the new facility is being funded by individual gifts, in kind gifts and foundations. Funds received for the *Building with Purpose* building campaign are designated to the Building Fund.

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. 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. Five percent 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.

STUDENT SERVICES

GUIDANCE

Students can contact the counselors at any time. Students with last names beginning in A-H are assigned to Mrs. Muller and I-Z to Mr. DeBlecourt. 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.

JUNIORS EXPLORING CAREERS & OPPORTUNITIES

Counselors and volunteers help students in a one on one interview by presenting a variety of options of what to do after high school. Students are encouraged to explore the many options that may be suitable for them. Volunteers and students talk about scholarships, careers, college searches and other information. Every junior meets with a volunteer first, and then meets with a counselor to discuss options for after high school. Job shadows can be arranged for juniors and seniors to give students more ideas of careers for the future. In addition, a Vocation Day is planned for all students every other year.

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 resource support teachers, assist students with diagnosed educational needs in their academic courses. Mrs. Brown, Ms. Modert, Mrs. DeWeerd, Mrs. Bouwman and Mrs. Pomper serve students in the Inclusive Education Program.

WEEKLY ANNOUNCEMENTS

Announcements should be in the office no later than 9:00 a.m. on Tuesday mornings. Announcements will be emailed to students, parents and teachers and posted on the website www.schs.org each Tuesday.

STUDENT ACTIVITIES

ACTIVITIES, CLUBS AND COMMITTEES

El Sur Club	Connections	Dramatics
Winterfest Committee	International Club	Jazz Band
Madrigals	Math Club	Pep Band
Robotics	Ski Club	Sound Technician
Stage Show	Student Ambassador	Student Council
SVO (Student Volunteer Org)	Young Life Club	Young Life Campaigners

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 sports website at

<https://southchristiansports.com/key-links/>.

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 interscholastic 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 and summer.

JUNIOR SENIOR PROM

The junior class is responsible for planning this event held in the spring to honor 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 coordination 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.

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.

ATTENDANCE 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 may be assigned a zero hour.
4. Parental contact – either by phone or with a note – must be made to account for all student absences. The SCHS attendance line is accessible 24-hours a day (455-3210). 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 recommended that parents request homework by emailing the teachers directly or contacting the school office.

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 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.

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 restroom 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 8:15 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 15 minutes after any class has begun will be considered an absence, not a tardy.
6. If a student leaves class early, missing more than 15 minutes of the class will be considered an absence.

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)**

- 1) Requests must be made to the office using the PRA form at least two days before the absence. The PRA 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) The PRA 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 each semester or during exams. Teachers will not spend time in or out of class helping students learn missed concepts for a PRA taken during these times.
- 5) When arranging for a PRA, 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. **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 and 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 on Wednesdays and Fridays from 7:00-7:45 a.m. in Room 36 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.

LUNCH

Lunch is offered daily through our cafeteria.

CODE OF CONDUCT

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."

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. Students who violate school rules will receive a consequence for their behavior.

1. **Breakfast Club**

Breakfast Club is a study hall held in Room 123 from 7:10 to 7:40 a.m. on Tuesdays, Wednesdays and Fridays. Students serving a Breakfast Club 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 2 discipline point per hour of work.

3. **Zero Hour**

Zero Hour is a study hall held on Tuesdays, Wednesdays and Fridays in Room 123 from 7:10 - 7:40 a.m. Students serving a zero hour will be not be assigned a discipline point.

DISCIPLINE PROCEDURE

Students who receive a Breakfast Club or hours of work must attend every Breakfast Club 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 Dean of Students on that day **before** first-hour class. If this does not happen, an additional Breakfast Club or hour of work may be assigned.

CLASSROOM BEHAVIOR

If a student is disruptive in class and is asked by a teacher to stay after class or after school for a disciplinary discussion and does not report, the student may be assigned a Breakfast Club.

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 and two discipline points 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 from the class with a failing grade as well.

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 to students who insist on disturbing others.

Students who are going to be under the supervision of another teacher during study hall must obtain a note from that teacher prior to the study hall and present the signed note to the study

hall teacher at the beginning of study hall.

Using forged or deceptive notes to leave the study hall will result in a Breakfast Club and 1 discipline point.

KCTC STUDENTS

Students returning from KCTC may not leave school grounds and may not loiter in the parking lot. If time remains before class begins, KCTC students may study in the Media Center or wait in the front lobby. They may not wander the halls.

BEVERAGES AND FOOD

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

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.

DRESS CODE

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 or herself.

Overall Appearance: Clothing must be neat and clean. Clothing that promotes alcohol, drugs, tobacco, a music group, or the confederate flag is not allowed. Clothing with pictures or words which are sexually suggestive or demeaning is not allowed. Clothing that is see-through is not allowed.

Pants/Capris: Should not have any holes, rips or shreds, and must be worn over the hips so that underwear is not visible. Pants/Capris should not have wording over the backside. Pajama bottoms are not appropriate. Tight pants such as jeggings or yoga pants are not appropriate.

Shorts: All shorts, including athletic shorts, must reach to end of fingertips.

Dresses/Skirts: Must not be more than one inch above the knee. When non-see through leggings are worn, dresses/skirts must reach to the end of fingertips. Skirts/dresses must not have more than a three inch slit. Skirts/dresses worn at the calf or ankle may have slits to the knee.

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

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 may be sent home to change. Students who don't change will be assigned a zero hour. 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 is defined as any behavior or patterns of behavior from one student against another student which limits that student's ability to function in school or which creates a hostile or abusive environment in school. This behavior includes, but is not limited to, any physical, written, verbal, or electronic harassment against another student based on personal characteristics, gender, sexual orientation, race, or disability. Harassment of any kind violates fundamental Christian principles and is prohibited.

Any student who believes he or she has experienced intimidating or harassing behavior is encouraged to

- tell the harasser that the behavior is unwanted and must stop, and
- report the incident to an administrator, counselor, or teacher.

Any student who witnesses harassment is encouraged to

- directly inform the harasser that the behavior is unwanted and must stop, and
- report the harassment to an administrator, counselor, or teacher.

Precautions will be taken to protect the identity of any student who reports incidents of harassment.

Administrators will take all reported incidents of harassment seriously and will act to investigate all complaints in a timely manner. "I was just joking," or, "It was all in fun" will not be accepted as legitimate explanations by a student for harassing another student. Any student who is determined to have violated this policy will be subject to discipline which may include suspension or expulsion. If any harassment is criminal in nature, such as assault, the local police will be notified immediately.

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. Reports from neighbors about irresponsible student driving on surrounding streets will result in the same consequences as careless driving. The school is not responsible for accidents or damages to cars that occur on school property.

Student vehicles displaying inappropriate bumper stickers or the confederate flag will be asked to remove them.

Generally, students will not be expected to provide their own transportation for field trips or athletic events. On rare occasions, a student may be asked to drive to an event. This will be

done with parent permission.

PARKING AND PARKING PERMITS

Students driving cars to school must obtain a parking sticker from the main office and display it on the lower left corner of the driver's side windshield. Students who do not display permits on their vehicles may receive a Breakfast Club. 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.

OFF CAMPUS LUNCH

Underclassmen who leave campus during break or during lunch hour will receive 1 discipline point and five hours of work.

PARKING LOTS

Except for seniors leaving for lunch, cars and parking lots are off limits to all students. A Breakfast Club 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 before or after school will result in a Breakfast Club.

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 leading worship or providing the assembly. A Breakfast Club will be assigned for inappropriate behavior.

CHEATING

Cheating is the dishonest use of another person's work by presenting that work as one's own. This includes tests, quizzes, assignments, or daily work. "Copying" and "pasting" for assignments is cheating. 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:

1. Quiz, assignment, or test
2. The semester

Students caught cheating will be given up to 3 hours of work and 3 points.

SMART DEVICES AND ELECTRONICS

Smart devices or any of the functions/applications may not be used from bell to bell during class without teacher permission and may not be used in the auditorium during chapels or assemblies. If a student uses a smart device or any of its functions at inappropriate times, the student's device will be brought to the office by the teacher. The student must bring the device to the office at the beginning of the school day for the next five days. The student may pick up the phone after school. One Breakfast Club and one discipline point will be assigned.

During exams, smart devices should be left in lockers or cars or given to the teacher. Students with a smart device in their possession during exams will be sent out of the exam and given a zero on the exam.

Using iPods and other personal entertainment devices during the school day, including study hall, without teacher permission will also result in a Breakfast Club and one discipline point.

LOCKERS

Students will be assigned a locker. Students may not change to another locker. Students should check their locker daily for messages from the school office or counselors.

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. 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!

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. An additional requirement for readmission may be an addiction assessment by a certified counselor. 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. This may include the use of a breathalyzer at events such as dances or prom. 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.

PROPERTY DAMAGE 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 10:00 p.m. unless there is a school-sponsored event.

SMOKING AND VAPING

Smoking, the possession of tobacco or devices that simulate smoking, or helping others who are smoking, will result in a \$10 fine, 2 hours of work, and 2 points for the 1st offense and a \$20 fine, 2 hours of work, and 2 points for the 2nd offense. An addiction assessment by a certified counselor may also be required at the parents' expense.

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.

SUSPENSION FROM SCHOOL

Students may be suspended by the principal or Dean of Students 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.

Depending on the violation, a student will receive an in-school suspension or an out-of-school suspension. Suspensions may be from one day to two weeks. When a student receives a suspension, their parents will be notified.

A student who is assigned an in-school suspension 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 Breakfast Clubs for each period suspended. The maximum number of points a student will receive for a suspension is five points.

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.

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 the 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.

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 Dean of Students and a letter will be sent to the parents.
 - b. The student is not eligible for student council 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.

TECHNOLOGY POLICY

Student use of technology at South Christian High School is a privilege. All technology usage must be in line with the spiritual and educational mission of the school.

South Christian High School provides students with access to the school's electronic communication systems and network for school-related and educational purposes. Students may use the systems for limited personal purposes with permission from a teacher or an administrator. Students may not use their personal computers to access the schools Intranet, Internet, or any other CIS system unless approved by the Technology Director or an administrator. Students must use South Christian's systems and software responsibly and ethically. Information taken from the Internet must be used for legal purposes or for non-profit purposes only.

All resources, user accounts, and information are the property of South Christian High School. Users have no privacy expectation in their use of the system. The school reserves the right to monitor and track system activity.

Students should be aware that information shared by students on the Internet is public information and can be used by school personnel when it involves students' behaviors at school or at school events. Conflicts between students occurring at school as a result of online communication at home or at school are school business. If a student believes he or she has received an intimidating or harassing communication from another student, this communication should be reported to an administrator, counselor, or teacher.

Any student determined to have changed or deleted anything from a computer's hard drive, reconfigured a system, or changed settings, etc. may lose computer privileges, be suspended from school, and/or pay any fees necessary to restore or repair the computer. Copying software from the school computers is considered theft of school property. Students who damage or break a school computer including laptops, iPads, Chrome Books, etc., whether maliciously or accidentally, will be required to pay the costs to repair or replace the computer.

Students must sign the school's "Acceptable Use Guidelines" in order to use school's computers and to access the school's systems. Violation of these guidelines will result in the loss of privileges and possible disciplinary action under the school discipline code.

ORGANIZATIONS FOR PARENTAL INVOLVEMENT

JUNIORS EXPLORING CAREERS & OPPORTUNITIES

Counselors and volunteers help students in a one on one interview by presenting a variety of options of what to do after high school. Students are encouraged to explore the many options that may be suitable for them. Volunteers and students talk about scholarships, careers, college searches and other information. Every junior meets with a volunteer first, and then meets with a counselor to discuss options for after high school. Job shadows can be arranged for juniors and seniors to give students more ideas of careers for the future. In addition, a Vocation Day is planned for all students every other year.

MOMS IN PRAYER

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 Karen Walstra (648-5947) 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 in Wyoming.

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, Julie Kruithof at 531-0867.

SPORTS BOOSTERS

Sports Booster members are individuals that participate by volunteering in concession stands, ticket taking or other activities that promote a solid athletic program. In addition there are several fundraisers that include a fall fundraiser, a winter auction, and a golf outing in the spring. Many hands are needed to make these programs work and limit the amount of time required by each member. One perk to volunteering your time is that you are given a free sports pass that lets you into home games throughout the school year. More importantly you will get an opportunity to interact with other parents and get to know more of the South Christian community. If you are interested in joining Sports Boosters please email sports@schs.org

YOUNG LIFE MISSION COMMUNITY

This is a group of parents who care for the team of Young Life leaders and advocate for them in the community. This can mean any combination of praying for them, providing dinner, writing thank you cards, sending encouraging texts, or helping connect them to the community. For more information, contact April Berkenpas at aberke@sbcglobal.net or Jake Bajema (YL Staff) at jacob.bajema@gmail.com.

SCHOOL EVENTS

ACADEMIC BREAKFAST

An Academic Breakfast is held in the spring to honor juniors and seniors who have earned an Academic Honor. 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 especially, are strongly encouraged to attend this event which is held on an evening during the first few weeks of school. Watch for more details 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. The meeting is announced via school publications, mailings and the website.

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 and on our sports website www.southchristiansports.com. Maps to help you find where competitions are held are also available on our website.

An athletic season or winter pass is available for purchase and is honored at home contests. Pass holders have the opportunity to buy tournament tickets on the first day of sales. All others are considered general public and will be able to buy on a first-come, first-served basis.

All SCHS students are allowed free admission to all home athletic events. A student ID is required.

BAND/CHOIR/ORCHESTRA CONCERTS

Concerts are held periodically throughout the school year. These concerts are given in the SCHS auditorium or an area church. Dates and times are published in the *South Scenes*, the website calendar and in many church bulletins.

COLLEGE NIGHT, CHRISTIAN COLLEGE NIGHT, NAT'L COLLEGE FAIR

These three events, where over 120 post-secondary schools from Michigan and out of state and the military are represented, happen in September/October and March for students and their parents. 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 the *South Scenes*, the Weekly Announcements or the Guidance Office Announcements for dates and times.

DRAMA DEPARTMENT EVENTS

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. All students are given free admission to the play and musical with their student I.D.

FINANCIAL AID WORKSHOP (College Scholarships/Grants)

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

GRANDPARENTS/GRANDFRIENDS DAY

Grandparents and/or senior friends of our students are invited to visit school to spend the morning in classes and attend a chapel. This is held in May. Invitations are mailed to grandparents and details are also posted in church bulletins and the *South Scenes*.

HONORS CONVOCATION

A senior awards night is held each May honoring those who have received college scholarships, athletic awards and other outstanding achievements. Each department will also honor their outstanding seniors of the year. Parents who have students being honored will receive an invitation by mail.

PARENT-TEACHER CONFERENCES

Conferences are scheduled in November and April. Dates are published in the *South Scenes*. A link to online conference scheduling will be emailed to all parents a week prior to conferences.

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.

GUIDANCE SERVICES

Our guidance department, with Mrs. Muller (A-H) and Mr. DeBlecourt (I-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 PSAT9, PSAT10, PSAT, NMSQT, SAT, ACT, and career tests.
- Post secondary educational planning - includes information, applications, scholarships, representative and college visits, and financial aid.
- 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. DeWeerd 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 Bulletins – Guidance Bulletins are self-published handbooks used by the Guidance Counselors when meeting with classes at each grade level. These handbooks are used as teaching tools, not as standalone texts. Guidance Bulletins can be found on the school website at <http://www.schs.org/students/guidance.html>.

INTERNET ACCESS TO GRADES

All students and parents are given a login and password to access grades through ParentPlus/StudentPlus Portals, the host of our academic data. This login remains in effect for each student during their four years at SCHS. Interim reports are no longer sent to parents since grades can be accessed at any time through the ParentPlus/StudentPlus Portals.

INTERNET ACCESS TO HOMEWORK

Teachers use Edmodo and Google Classroom for posting homework. All students are given an Edmodo student activation code from their teachers in the beginning of the school year. Parents can obtain an Edmodo parent activation code from their child.

OFFICE HOURS

The office is open from 7:00 a.m. to 4:00 p.m. from Monday to Thursday and on Friday from 7:00 a.m. to 3:00 p.m. when school is in session. Office hours during school vacations are listed in the *South Scenes*, on our website calendar, or you may 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 twice a year and is mailed to all interested constituents of the school.

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

SCHOOL CLOSINGS

In the event of bad winter weather you will receive a text and/or email for school closings and delays. You can also listen to your radio or watch your TV. A few of the stations we use are WOOD, WCSG, WOOD-TV and WZZM-TV. You can also 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, notify the office that he or 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.

EMERGENCY/VIOLENT INCIDENT

In the event of a violent incident at the school, parents should not come to the school until a communication comes from the school. A more dangerous situation can be created if emergency personnel are impeded by traffic.

SCHOOL PICTURES/STUDENT ID'S

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 school events. All underclassmen are photographed at this time for the yearbook and are given opportunity to buy the pictures if desired.

SENIOR PICTURE

Senior pictures may be taken by a photographer of your choice. Pictures for the yearbook must be head and shoulder poses with muted backgrounds but without hands, hats, and back drops like cars, pets, etc., will be accepted. Ladies, please make sure your straps/blouse are visible in the submitted picture. Vertical/portrait shots are preferred as landscape portraits will be cropped by the yearbook members. Deadline to submit a picture is January 31.

YEARBOOK

The *Anchor* is published every year by students enrolled in a yearbook course. It is distributed in the summer 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 in the fall.