

Southwest MN
Christian High
School Student
Handbook
2009-2010

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WELCOME

Whether you are beginning your first year or are beginning another year at Southwest Minnesota Christian High School, we welcome you. We hope you will learn better than ever to be a Christian in thoughts, words, and actions. We hope that you will grow in love for Christ, in your knowledge of His Word and world, and your commitment to serve Him.

We ask that you to read this handbook carefully. You will find information about activities and rules you will need. All this information has a purpose: to help you grow in Christ.

MISSION STATEMENT

The mission of Southwest Minnesota Christian High is the following: Challenging our students to grow in knowing, loving, and serving God and others. See II Peter 3:18

STATEMENT OF PURPOSE:

Southwest MN Christian High School's Purpose, as an extension of the Christian home, challenges students to...

- Realize God's claim on their life and respond to it.
- Glorify God.
- Redeem and experience God's creation (Stewardship).
- Pursue excellence in liberal arts education: the whole spectrum of our worldview.
- Appreciate the centrality, sufficiency, and supremacy of Jesus Christ through their education.
- Discover, develop, and demonstrate their gifts.

CHRISTIAN EDUCATION

Southwest Minnesota Christian High School is a focused educational institution that offers quality education based on the calling of bringing students to a better understanding of Christ, of serving Him, and of being Christ-like. Students are called to serve Him by learning more about Him, loving others, and engaging in activities that cause spiritual, physical, mental, social, and emotional growth.

ADMISSION POLICY

Southwest Christian admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at school. Nor does it discriminate in the administration of its education policies, admission programs, scholarship and loan programs, and athletic and other school administered programs.

COURSE OFFERINGS + GRADUATION REQUIREMENTS * required courses

| FRESHMEN | SOPHOMORES |
|--|--------------------------------------|
| *Algebra or Math I | *Geometry or Math II |
| *English | *English |
| *Physical Science | *Biology |
| *PE/Health | *World History |
| *Computer Applications-1/2-1 st | *Church History-1/2-1 st |
| *Old Testament-1/2-2 nd | *Health/PE-1/2-2 nd |
| *Freshmen Music, Mech. Life Skills, Art Appreciation | Spanish I |
| JV Band – pep band required | JV Band – pep band required |
| | Choir |
| JUNIORS | SENIORS |
| *American Literature | *Sr. English (optional - AP English) |
| *U.S. History | *Government-1/2-1 st |
| *Biblical Perspectives-1/2-1 st | *Humanities-1/2-2 nd |
| *Speech-1/2-2 nd | Accounting III |
| Accounting I and II | Analysis |

| | |
|-----------------|--------------------------------|
| Algebra II | Computer Science-1/2-2nd |
| Spanish I or II | Physics |
| | Physiology-1/2-2 nd |
| | Spanish III |

Other Electives Open to 11th – 12th graders:

Art, Agricultural/Environmental Science, Band – pep band required, Chemistry, Choir, Modern Culture, Computer Applications II and III, Economics, Geography, Mechanical Drawing, Math III, Vocational Class.

Students may have no more than one study hall per semester. If a student takes band or choir, they may have one study hall. If they take band and choir, they may have one study hall.

The board has set the following minimum standards for Graduation with a diploma.

1. Each student must receive four and a half credits in the Language Arts.
2. Each student must receive three credits in Social Sciences that include Government + Humanities.
3. Each student must receive two credits in Mathematics.
4. Each student must receive two credits in Science.
5. Each student must receive credit for a Bible course each year they are at Southwest.
6. Transfer students will be judged individually.
7. To receive credit a student must receive a passing mark of a D- or above.
8. A total of 14.5 credits of required classes and 6 credits from electives are required for graduation for students that attend Southwest all four years. You must have 20.5 credits as a minimum; however, scheduling may require more credits.
9. A student must have an acceptable citizenship rating to receive a diploma.
10. Twenty hours of community service. (See Service Hours Policy)

ELIGIBILITY - PARTICIPATION IN CO-CURRICULAR ACTIVITIES.

Any student at Southwest may participate in activities that are offered.

Academic requirements - students must be making satisfactory progress toward graduation. Students failing a class or having two or more D's (D+, D, D-) will be placed on a two-week probation. If the student is failing any class or has three D's after the two weeks of probation, the student will not be able to participate in co-curricular activities they are a part of or any other activities that occur at the same time until the minimum standard is achieved for one week. If a student has two D's in any classes they stay on probation as long as that is the case. If they increase from two to three D's, they become ineligible. All students will be attending work 9th hours if their work is incomplete. Probation is always two weeks long or longer and this is followed by a period of ineligibility. A week is considered from Monday -Sunday.

A student who is on probation or is ineligible can and should seek help from their teachers as well as the resource room teacher. On a case by case basis, students who actively seek help and are productive may be allowed to be eligible. The principal, vice-principal, and the resource room teacher will meet to determine this status.

WORK 9TH HOURS:

Students who are behind in any class work may be given a work 9th hour to complete the work as soon as possible. Work 9th hours may be served before or after school with the teacher involved or any other staff person as arranged. The purpose is to encourage students to stay current with their work. The student must stay until the work is finished or one hour. This process may be repeated until the work is completed. A letter may be sent home to explain the situation.

ATTENDANCE

Attendance is an important part of your education. Parents believe that Christian education is a necessary part of growth and they invest much to have you here. It is important that you take every opportunity to be in class each day. We are concerned about your attendance because to be present, dependable and prompt are important ingredients of quality education and a life of service to Christ.

Families are encouraged to plan their vacations to correspond with times that school is not in session. We like to have families doing things together, but we know that most students will be at a disadvantage in their classes due to an extended absence.

Types of Absences:

Excused: Illness, quarantine, medical appointments, emergencies. This is not an exhaustive list, merely representative.

In this situation, a parent or guardian must call the school office in the morning to explain the situation. Upon returning to school, come to the office to receive an excuse slip. This slip is to be presented to each teacher. The excuse slip is to be returned to the office within two days of your return after each teacher has initialed it, or you will not be excused.

Pre-Arranged: College visits, family reasons, funerals, court appearances, medical appointments, other educational opportunities, working at home. This is not an exhaustive list, merely representative.

These absences must be given prior approval by the principal. Contact and arrangements with teachers must be made for homework, tests, and other assignments. When you know in advance that you will be absent, you must present a note from your parents or have them call, explaining the situation. Upon receipt of the note, the office will issue an “**Absence Approval Card**” which you will bring to each of your teachers. The teacher will sign the card when your work is finished or other arrangements have been made. The completed card **with a parent note or phone call** is then to be returned to the office before the absence takes place. If this is not given to the office before you are absent, an unexcused absence will be given.

Unexcused: Skipping school, tanning, oversleeping, staying home to finish homework or study for tests, not having pre-arranged absences approved, reasons seen as inappropriate by the administration. This is not an exhaustive list, merely representative.

EXCESSIVE ABSENCES

Whether you have an excused, pre-arranged, or unexcused absence for 8 times per semester per period for any reason except when on a school sponsored activity, you will have to do extra, class-related work assigned by the teacher and principal, to be handed in to the principal. This is for absences 8, 9, and 10. Missing class more than 10 times for a semester will result in no credit for the course for the semester. The class will be erased from the transcript unless it is taken again. If a student does not get credit for a class, they may not participate in extra-curricular activities for 18 weeks from the time they lose credit, the length of one semester. (Short-term sickness that lasts 2 days or more will be counted as one day absent. Long-term, extreme sickness is an exception with a doctor’s note. In this case, 20 absences in a semester will cause the student to lose credit for the class or perform an independent study. This will be determined by the staff, student, parents, and administration.)

Also, according to Minnesota Statute 260.131, subd 1b, schools are required to report the student in violation of the law at seven unexcused absences. Being absent from school because of oversleeping, missing the bus, and no call/note from parents are examples of truancy. This is against Minnesota law.

SCHOOL ATTENDANCE AND CO-CURRICULAR PARTICIPATION:

Students must be in school for the entire school day in order to participate in any practice, game, concert, or performance. Some excused and pre-arranged absences are permitted. **ALL ABSENCES MUST BE**

APPROVED BY PARENTS WHICH INCLUDES A NOTE OR PHONE CALL TO SCHOOL TO LET US KNOW WHAT IS HAPPENING.

The final jurisdiction in determining the validity of an absence rests with the principal. Therefore, it is very important that parents contact the school in case of an exceptional reason.

TARDIES:

When the bell rings to signal the beginning of a class period students are expected to be in the room and ready to proceed with class. Being ready includes possession of the necessary materials for that class. A student may receive four tardies each marking period without penalty. The penalties for five or more are the following:

5th - Detention

6th - Detention

7th - Saturday school or two hours (8 A.M. to 10 A.M.)

8th - Saturday school or four hours (8 A.M. to 12 Noon.)

CHAPELS AND ASSEMBLIES

Chapels will be held each week. The student body and faculty pause during those periods to concentrate their thoughts on worship and inspiration. Assemblies will be held occasionally. These will consist of films, special programs, and student programs.

CRISIS RESPONSE PLAN:

Southwest has a crisis response plan in place for issues that may come up such as a fire, tornado, or intruder in the building. This plan is a separate document and will be dealt with throughout the year.

ENTRANCE DOORS:

All entrance doors (exception of the doors nearest the office) will be locked during the school day. This is for student and staff safety. All visitors, students, parents, and others must enter the east office doors and check in at the office after the school day has started. Students may not let anyone in without permission from a staff person. If a student props a door open or lets someone in without permission, they may receive a detention.

LIBRARY/MEDIA CENTER

The following regulations are to aid students in using the library.

1. Books taken out of the library must be signed out to you by the staff person in charge and may be kept for a period of three weeks. A charge of 10 cents per day, excluding weekends, will be made on all overdue books.
2. Lost library books must be paid for at regular retail price. This will be refunded should the book be found.
3. All fines must be paid and all overdue books must be returned before you will receive your report card.
4. Current magazines must be read in the library only. Back issues of magazines may be signed out for a longer period of time.
5. We expect quietness and courtesy from all who enter the library.
6. If you find a book in the library that you do not think proper, please inform the librarian or the principal.
7. Students may be allowed one period per day in the library.

INTERNET

Internet will enable students to explore thousands of libraries and databases throughout the world. A student's activities must be for educational research. The goal in providing this service to students is to promote educational excellence.

School Network and Internet Rules:

Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules apply for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. We expect students to use technology with discernment and integrity.

Network storage areas may be treated like school lockers. Network administrators may and will review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the server would always be private. Within reason, freedom of speech and access to information will be honored.

Students will be given a password that is to be kept confidential at all times. Any student who feels their password has been violated must contact the technology coordinator immediately. Anytime a student's work appears to have been copied from the network files, both the student whose work was copied and the student who copied the work will be prosecuted according to the general rules of cheating.

Student use of the Internet will be available only under teacher direction. The Internet will be available during school hours.

- Students are not allowed to use chat rooms, e-mail, or instant message communications.
- Unauthorized use of copyrighted material is prohibited.
- Students should not intentionally access inappropriate websites
- Sending or displaying offensive messages or pictures is prohibited.
- Harassing, insulting, or attacking others must be avoided.
- No one should use another's password.
- Students should not trespass into another's folder, work, or file.
- Do not intentionally waste limited resources such as time, paper, or printer ink.
- Threatening or obscene material is prohibited.
- Distribution of material protected by trade secret is prohibited.
- Vandalism is prohibited and is defined as any malicious attempt to harm or destroy data of another user, Internet, or networks that are connected to the Internet. This includes the uploading or creating of computer viruses.
- The network may not be used for commercial purposes.

Violations will be dealt with using a three-strike system:

- 1st – student will have no computer access for 1 week.
- 2nd – student will have no computer access for 6 weeks.
- 3rd – student will have no computer access for the remainder of the school year.

Violations may also result in grade reduction as well as other disciplinary or legal action.

LOCKERS

Locker assignments will be made during registration. It is the responsibility of each student to keep his locker neat and clean. Each student will be held responsible for the care of his or her locker. If you have a problem with your locker see the principal or janitor. Materials to be used for a class, study hall, or library period should be obtained from the locker before the beginning of the period. Students should not expect to leave a class, study hall or library period to get materials. Students should plan to take enough materials so that they will not have to go to their lockers between every period so the halls will be less congested. The PE staff will assign athletic lockers.

CLASS MONEY

All class treasurers are to deposit their money in the office so that the school secretary can put it into their class account. The class treasurer may check the account balance at any time. All classes raise money to fund prom, class trip, and graduation; a percentage of what they raise goes to the all-student fund. **The money they raise may come from the magazine drive only. There may be no other fundraisers to supplement any class's**

fund. The senior class's balance at the end of the school year will go into the all-school fund to supplement that fund. The seniors will then be given options as to what they would like a certain amount of that money to go towards.

COMMENCEMENT

In regard to graduation the class will submit four or five names for commencement speaker to the Board for approval. Submit only the people who live within an area of 100 miles from Edgerton. The class will select their speaker from those the board approves. The usher and usherette will be the junior boy and girl with the highest GPA. The class pays for its speaker from its own funds. Honor cords will be for all the students who have a GPA of 3.3 or above. There will be a student speaker who will be nominated by the senior class. They will nominate 5% of its membership as candidates for the class speaker. The faculty will make the final choice.

AUTOMOBILES

Motor vehicles are to be used only for coming to school and leaving directly for home. They are not to be used for recreational driving during or after school. Vehicles must be parked west of the designated line by the gym. When the buses are loading students, vehicles are to leave the parking lot to the south or west (not to the east). Vehicles must be parked and cannot be used for driving or occupancy without expressed permission from the principal or a teacher. The student parking lot is off limits to all students during the school day. It is not the intent of the faculty or administration to enforce traffic laws. Traffic violations may be reported to the police.

BUS

Bus drivers are responsible for the students riding on their buses. Directions given by the bus driver are to be obeyed at all times. Students must meet the bus at their scheduled time or they may be left. Drivers will make every effort to keep the buses on schedule. Students are to remain seated while the bus is in motion and refrain from noise that may be distracting and disturbing to the driver.

When waiting for the bus, wait off the road. Respect people's property. Stay back until the bus comes to a complete stop. When boarding the bus, wait for the driver's signal before crossing a street. Stay at least ten feet in front of the bus. Board in an orderly fashion always using the handrail. Greet the driver. Get to your seat as quickly and as quietly as possible without running.

When riding the bus, obey the driver willingly. Conduct yourself aboard the bus the same way you do in the classroom. Stay in your seat while the bus is in motion. When seated, make sure that your feet and other objects are out of the aisle. Get permission from the driver before opening the window. If windows are open, do not put anything outside -- arms, legs, books, or pencils. Do not eat on the bus, as spilled food or food in the mouth can be dangerous. Keep your voice down, so the driver can listen for other vehicles. You must be quiet at railroad crossings to allow the driver to hear the signal of an approaching train. Warn the driver if you spot a danger that he may not have seen.

When a bus is designated the official means of transportation to an event, all students involved must ride the bus to and from that event unless prior arrangements are made between the sponsor/coach in charge and the parents. In general, students must ride the bus to events; however, they can ride home with their parents after they sign the student out. Also, students can go home with other students when there is not school the next day; however, permission for this must be granted in person by the parent of the student.

TORNADO

The warning of a tornado will be announced over the PA system. The designated areas for tornado shelter are the Library, Locker Rooms, Practice Room in the Music Room, Rest Rooms by the Office, the Conference Room, Rooms 1, 3, and 5.

During a warning, stay in these areas, seek protection near interior walls, crouch down with face toward the wall, and keep calm.

FIRE EXITS

Rooms 1 and 2 use the north exit. Rooms 3, 4, and 5 use the south office exit using the east doors. Rooms 8, 9, and 10 use the south office exit using the west doors. Rooms 6, 7 and the media center use the gym exit. Music room uses its own exit. Close all windows and doors. First one out holds the door open for the others.

STUDENT INSURANCE (Accident)

Accident insurance is available at the beginning of the year for students. The premium is modest and provides limited coverage. The accident policy is between the parents and the insurance company. When students have a claim, get a claim form from the school secretary immediately.

USE OF THE BUILDING

All students are expected to use the building carefully. Abuses of the building, its equipment, or its fixtures will demand correction.

*Groups who desire to use the building after school hours or in the evening, should clear the use of the building when they submit their request. All groups working in the building must be chaperoned by a faculty member or someone appointed by the principal.

*The building is asbestos free, with the exception of the floor tile. The floor tile has a very low percentage of asbestos. A complete report on asbestos is in the school office.

VENDING MACHINES/POP AND FOOD OR CANDY IN CLASSROOM AREA:

The vending machines will be closed before school, open for break, and closed until school is out. Also, no pop will be allowed down the classroom hallways or in classrooms. No pop or food will be allowed in classrooms at all. **You may take hard candy or gum into classes, but no packages of any candy. Water in a clear container will be allowed down the hallway and in classrooms.** This has been put in effect to improve the health of our students and to maintain a cleaner school. You will be asked to throw the item away or put it away.

LUNCH TICKETS

Meals can be purchased for \$48.00 per month. Meals must be purchased in the office.

If a student is absent four or more times per month he can receive a refund at the end of the month.

REPORT CARDS

Four times a year report cards of the current marking period will be prepared. Report cards will be supplemented by periodic conferences. Students are encouraged to discuss their report cards with parents, teachers, and counselor or principal. After the fifth week of a report period, unsatisfactory reports will be sent home.

SERVICE HOURS

Each one should use whatever he has received to serve others, faithfully administering God's grace in its various forms." (I Peter 4: 10) Students must perform twenty hours of community service during their four years in high school. The general guidelines for service work are as follows:

1. All projects must be approved by Mr. Ulferts before you do them.
2. No payment may be received for services given.
3. Services should be for people outside one's immediate family or relation.
4. Service projects should be done individually, not with young peoples groups, and not with friends.
5. Your service projects should be done for non-profit organizations or for those with definite needs. They can be of your own choosing, or we have a few ideas (clean house, school maintenance, volunteer at rest home, Red Cross, pro-life work, food shelf, etc.)

You need an adult signature on the service form. Forms are available in the office. Hand in the completed forms to the vice-principal or the office. More specific guidelines and ideas are available in the office. Service hours turned in must have been served within the last grade year, for example, from June to May of the junior year.

STUDENT LIFESTYLE AND CONDUCT CODE

Southwest expects all students to exhibit Christian behavior during the school day, during non-school hours and 12 months a year. The policy is in effect from freshmen registration through graduation. This is the case because we are responsible to all parts of the body of Christ at all times. We need to make amends to all parts of the body when we sin.

There are three levels of consequences, depending on the severity of the behavior, which may include the following:

1. Detentions
2. Ineligibility for co-curricular activities, community service hours
3. Reduced student privileges, school suspension, ineligibility, accountability meetings, counseling

In the event that a student chooses to participate in behavior that is sinful, detrimental, and harmful to the individual and the body of Christ, the administration will carry out such disciplinary measures as it deems appropriate. Such sinful behavior includes the following examples: fighting, lying, stealing, swearing, vandalism, disrespect toward authority or peers, substance abuse, sexual misconduct.

The discipline process is intended to help students become more Christ-like. The discipline process includes:

1. Recognition and Confession of sin: explanation of the wrongs done and to whom
2. Repentance and Reconciliation: apology to those involved
3. Actively Seeking Forgiveness from those involved
4. Restitution and Consequences: the payment for and the result of the wrong done
 - A. Service to the community or school
 - B. Apologies to those injured
 - C. Repair and payment for any damaged or stolen property
 - D. Suspension from co-curricular activities, as the student is a representative of the school.
5. Restoration: growth and return to normal yet changed life

Restitution may include: 1) service to the community or school, 2) apologies to those injured, 3) repair and payment for any damaged property, 4) suspension from any extra-curricular activity, as the student is a representative of the school. Restitution and consequences should not be seen as punishment.

I. General Lifestyle

A. General Conduct

1. Respect for persons whether they are teachers, students, visitors, or others, is a requirement of Christians. Students must show respect and cooperate in the learning venture. Disrespect and lack of cooperation will result in a detention.
2. Any form of ridicule of others based on gender, race, physical characteristics, ability or family background is harassment. Any person engaging in this misbehavior will be disciplined.
*Students who believe they have been subjected to harassment by anyone should report it immediately to a teacher, counselor or principal. Each report will be given serious consideration and investigated thoroughly.

B. Mood-Altering Chemicals (alcohol, drugs, tobacco)

The use of Mood-Altering Chemicals illegally in any form is wrong. No Mood-Altering Chemicals may be taken into school. The penalty is (a two day in-house suspension) social exclusion during the school day, but the student will attend classes. The student will serve an after-school suspension, which will consist of 5 hours doing homework or physical work for school or both.

1. A student shall not, regardless of the quantity: (amended June 2008)
 - (1) use or possess a beverage containing alcohol or be at a gathering where it is used illegally;
 - (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or giveaway any other controlled substance.

Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substance, and b) is in the proximity or has access to the alcohol or controlled substance, and c) fails to remove himself/herself from the premises immediately.

2. All students who violate this policy will attend a pre-assessment meeting along with their parents, as the parents deem necessary. The student's involvement in this is determined by the principal and the parents. This meeting is to address the situation and allow the pre-assessment team to make appropriate responses to the individual reported case. The intent of this meeting is to inform and evaluate, not to punish. The pre-assessment team could include the school counselor, a teacher of the student, a chemical dependency counselor and a county probation officer. The administration will determine the extent of the meeting.
3. Penalty - four hours of community service for those violating the policy (second violation is six hours of service, third violation is eight hours) plus the co-curricular penalty.
4. Students may be suspended from classes or school for vandalism, tobacco violations, alcohol use, or repeated misconduct. Before returning to school, the student and the parents must visit with a school board committee and the principal. After returning to school, the student is expected to have all assignments completed within two days or each teacher will issue their own consequence for late or incomplete work.

II. Behavior

Students may be suspended for an appropriate period of time for participating in behavior that is sinful and detrimental to the individual and others.

Penalties for inappropriate, sinful behavior, including mood altering chemical violations, and disrespect:

1. **Penalties for Category I Activities (competitive activities, for example: athletic activities, cheerleading, and speech):**
 - A. First violation: Students shall lose eligibility for the next three interscholastic events or three weeks of a season, whichever is greater.
 - B. Second violation: four weeks or seven events, whichever is greater.
 - C. Third violation: five weeks or thirteen events, whichever is greater.
 - D. If a student volunteers information before an investigation begins, the penalties are reduced by one week and one event. (This does not apply to those caught by law enforcement officers.)
2. **Penalties Category 2 Activities (Fine Arts Activities which include all music activities, all drama activities, and Visual Arts):** Students shall lose eligibility for one event for the first offense, two events for the second offense and four events for the third.
3. Penalties are cumulative freshmen through senior year.
4. Denial disqualification: A student will be disqualified from all co-curricular activities for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

III. Sexual Misconduct

Since Scripture clearly states that sexual misconduct is a sin, we must deal with such sins when they come to the attention of the school. In general such conduct will be dealt with under the procedures outlined in the opening paragraphs of the Student Lifestyle Conduct Code. In the event a pregnancy occurs the father/mother will be encouraged to continue their education at Southwest Christian, subject to their cooperation in the following:

1. We cannot consider abortion to be an acceptable alternative in an unplanned pregnancy situation because of the value of life.
2. The student parents should contact the Administration either directly or through the counselor as soon as possible.
3. The student parents must recognize and confess the sin and demonstrate repentance in both word and actions.

4. The student parents will be strongly encouraged to seek counseling from a counselor within the school or in the Christian community.
5. Since the health of the unborn child is a paramount consideration in any pregnancy, the student parents will not be allowed to participate in any extra-curricular activities which might endanger the health of the unborn child.
6. Participants in co-curricular activities are role models in the school community. Discontinuation in their involvement in co-curricular activities shall be for a minimum of three months, at which time reinstatement in co-curricular activities will be at the discretion of the administration and advisement of the board's education committee. Student parents of unborn children should be encouraged to be relieved of distraction as much as possible in order to give the time needed to address properly the more pressing questions they must answer during the course of the pregnancy.

CONFLICT RESOLUTION - Procedure for students, parents, and teachers

In dealing with conflict or problems, the Christian follows the teaching of Matthew 18. The following procedure establishes steps of communication between student, parent/guardian, and teacher.

Step 1: Student and/or parent/guardian should meet with the teacher to discuss the problem, establish the facts, and try to resolve the conflict. This meeting can be initiated by the student, the parent/guardian, or the teacher but does not have to involve all three parties.

Step 2: If the conflict is not resolved, a meeting between the student, parent/guardian, teacher and the principal (the mediator) may be called by any party. If the conflict involves the principal, two board members will be the mediators. Notes of the meeting will be kept and shared with the board's education committee.

Step 3: If the conflict still isn't resolved, any party may ask the board's education committee to hear the case.

Serious Grievances should be given in writing and handled by the appropriate persons, whether its administration, staff, and/or board.

DETENTIONS

A DETENTION will be held after school on Wednesdays for one hour. Students must serve them on the Wednesday following the violation. They must report to the principal or person in charge before serving their detention. No radio, recorders, candy, pop, etc. will be allowed. The FOURTH detention per semester (not including incompletes or work 9th hours) will require a student-parent visit with the principal. This must be done before the student may continue attending classes. The FIFTH detention will result in a two-day in-school suspension and a student-parent visit with the board. With the SIXTH detention will normally be recommended that the student be expelled. Detentions can be given for the following and other things:

CHEATING

A student who cheats will be required to do the following:

1. Serve a detention
2. Redo the assignment for "0" credit (Test, papers, exams may be given ½ credit)
3. If the cheating involves the use of computers or the internet, these privileges may be restricted according to policy.

SWEARING

A student who swears, curses, takes the Lord's name in vain, may be given a detention or greater consequence.

EXCESSIVE PUBLIC DISPLAY OF AFFECTION:

Excessive affection beyond holding hands may result in a detention.

DRESS CODE

The dress at a school for a Christian young person should demonstrate the Biblical principles of decency and moderation. Decency in dress implies that clothing must provide sufficient covering for the body so that others are not embarrassed or tempted. In I Tim. 2:9 we read "...dress modestly, with decency and propriety." You are asked to refrain from extremes that call attention to yourself.

With the above in mind, we will not permit the following:

1. Clothing which uses inappropriate language or pictures.
2. Clothing that promotes rock groups. Christian groups are permitted.
3. Clothing which promotes alcoholic beverages or tobacco products.
4. Halter tops, tube tops, tank tops (3 inch width on straps).
5. Blue jeans which have excessive holes or are frayed.
6. Bare or stocking feet.
7. Short shorts (3 inch inseam on shorts is the minimum as long as they are not worn too tightly or too high).
Shorts need to meet the end of the student's fingertips.
8. No undergarments, bare midriffs, or cleavage can be showing.

Consequences for violations:

1st offense: You will be sent to the office and given a t-shirt, sweatshirt, or sweatpants to wear until the end of the day. The clothing must be returned before leaving school.

2nd offense: You will be given clothes to wear and receive a detention.

3rd offense: Same as 2nd offense

CELL PHONES:

Cell phones are not allowed in classrooms study halls, chapels, locker rooms, or the music room. You may keep it in your hallway locker; however, it must not be used during the school day, unless you have permission from the principal or vice-principal. You must use the school phone or you may use a cell phone, when in the office with permission.

If you bring it to class, have it on you, or use a cell phone without permission during the day, it will be turned in to the principal. This is in place to minimize distractions for you and others.

Consequences for Cell Phone use or possession (These offenses apply all year):

1st violation: The cell phone will be kept in the office for two weeks, and the student will receive a detention.

2nd violation: The cell phone will be kept in the office for the rest of the year, and the student will receive a detention.

I-PODS, MP3'S, AND HEADPHONES:

Any devices that play music or other audio files can be played before or after school. They may not be used in any class/study hall, unless it relates to a class project or a staff person gives you permission. If you bring it to class, it will be turned in to the principal.

Consequences for use or possession (These offenses apply all year):

1st violation: The device will be kept in the office for two weeks, and the student will receive a detention.

2nd violation: The device will be kept in the office for the rest of the year, and the student will receive a detention.

WEAPONS OR OBJECTS THAT COULD BE USED AS WEAPONS (not intended for use as a weapon):

Objects such as knives, lighters, paintball guns, real guns, brass knuckles may not be in the school building. This is not an exhaustive list.

Consequences for violations:

1st violation: The item will be confiscated, a warning will be given, and parents will need to retrieve the item if it is wanted.

2nd violation: The item will be confiscated, a detention will be given, and parents will need to retrieve the item if it is wanted.

WEAPONS OR OBJECTS THAT COULD BE USED AS WEAPONS (intended for use as a weapon):
(added June 2008) Objects such as knives, lighters, paintball guns, real guns, brass knuckles may not be in the school building. This is not an exhaustive list. The General Student Conduct Code will be enforced and law enforcement will be involved as necessary.

SEARCHES: (added August 2009)

Schools may search lockers, bags, vehicles, lockers, and other areas on school property when maintaining school discipline. The Supreme Court has given the standard of “reasonable cause” to schools for searching and investigating. This is different than the standard legal operation of “probable cause” as is used for law enforcement.