



# Student Handbook

## **Shekinah Christian School exists to:**

- Grow people into maturity in Christ
- Give students a biblically integrated and culturally relevant education
- Extend the efforts of home and church in calling young people to a Christian commitment and a corresponding lifestyle
- Help young people sense how their faith relates to the needs of the world and to challenge them to a life of Christian service
- Provide an educational program that prepares youth for further study and for life in a world of commerce and industry
- Lead young people to a meaningful understanding of the Scriptures and the biblical emphasis held by the Mennonite Church
- Provide a social environment that encourages spiritual growth, meaningful relationships, wholesome leisure activities, and vocational fulfillment

10040 Lafayette-Plain City Road, Plain City, OH 43064

Phone: 614-873-3130 Fax: 614-873-3699

Email: [schooloffice@shekinahchristian.org](mailto:schooloffice@shekinahchristian.org) [www.shekinahchristianschool.com](http://www.shekinahchristianschool.com)

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# INTRODUCTION

## Welcome

Shekinah Christian School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Shekinah Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Shekinah Christian School (SCS) welcomes new and returning students. We trust that you share our desire that SCS glorify God. This school has goals and objectives, which can be attained only through a well-organized and disciplined course of study involving both parents and children.

SCS is a training center to help Christian youth develop to their highest level of ability in the principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. The Bible is central to our educational program. The school seeks to maintain and teach the highest standard of morality and Christian behavior.

Any family willing to give their whole-hearted support to the principles set forth in this handbook is welcome to apply for admission to SCS.

## History and Administration

SCS was established in 1978 to provide quality education in a Christian environment for the children of our community. Shekinah is operated by Shiloh Mennonite Church.

The school functions with a board of directors, principal, teachers, volunteers, and office personnel. The board has general oversight of the school and hires the principal and teaching staff. The principal is responsible for carrying out the policies established by the board, for academic planning, and general promotion of the school. The school staff is responsible for inspiring achievement and for the discipline of students.

The Board of Directors is composed of six elected members, and the Shiloh pastor or his designate serves as the pastoral board member. Along with board duties, Shiloh's pastor, or his designate, serves as the school pastor. Of the six elected members, three are from Shiloh and three are from supporting churches. Board members serve three-year terms with the possibility of succeeding themselves once.

## Statement of Faith

We believe in:

1. The full inspiration of the Bible, without error in its origin, making it the supreme authority for faith, life and conduct;
2. The one God, eternally existing as Father, Son and Holy Spirit, who created man by a direct and immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension, and literal return of the Lord Jesus Christ;
4. The fall of man into sin and depravity necessitating spiritual regeneration through the grace and Spirit of God;
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace.

SCS is an educational ministry of Shiloh Mennonite Church.

## **Core Values**

### **Relationships**

*“Love the Lord your God with all your heart, soul, mind and strength...Love your neighbor as yourself.” Mark 12:30-31*

Jesus placed the highest possible value on relationships—the relationship between the Creator God and each of us and each of us to one another. We diligently strive to create an atmosphere in which:

- Students and staff are drawn into a relationship with Jesus Christ and are led by His direction and lordship in their lives through His Word and the work of the Holy Spirit;
- A sense of community is embraced, and students are built up, encouraged and affirmed by the staff and fellow students;
- Students are encouraged to value others above themselves and to respect authority, showing love and compassion to those around them;
- Students learn to be peacemakers in all relationships and situations in accord with Anabaptist teaching and example.
- Older students have an opportunity to interact with and be positive role models for younger students.

### **Worldview**

*“Your eye is the lamp of your body. When your eyes are good, your whole body also is full of light. But when they are bad, your body also is full of darkness. See to it, then, that the light within you is not darkness.” Luke 11:34-35*

We believe the Bible is the inerrant Word of God and that we as Christians should live by its truths. Our goal is to teach biblical principles in such a way that they can impact the thinking and viewpoint of each student. Our hope is that this will enable students to see the world through the “lens” of God’s Word and be able to make life plans and decisions based on God’s truth.

### **Education**

*“Apply your heart to instruction and your ears to words of knowledge.” Proverbs 23:12*

We are dedicated to providing a biblically integrated and culturally relevant education, and we encourage each student to perform with excellence to the best of his/her ability. We seek to provide an educational program that prepares youth for further study and for life in a world of commerce and industry.

### **Leadership**

*“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” Ephesians 4:11-13*

We are committed to providing an environment that prepares and trains young people to become future leaders for the church, the community, work place, and family. Students are encouraged

to discover and develop their gifts and abilities, and are given opportunities to put them to use. Growth in the development of Godly character is emphasized in all facets of student life.

### **Family**

*“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:6-7*

We recognize the God-given priority of the family unit, seek to support, and work in cooperation with parents in the education and development of their children. We desire to maintain open lines of communication between staff, students, and parents as we extend the efforts of home and church in calling young people to Christian commitment and a corresponding lifestyle.

### **Community Impact**

*“You are the salt of the earth...You are the light of the world. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.” Matthew 5:13-16*

At SCS, we desire to be “salt and light” in our community and to the world. We are “light” by showing Christ’s love to each other, through our personal integrity, and by the fruit of His Spirit displayed in us. We are “salt” by making contact with our community and world through direct involvement and service, showing God’s love to all.

# ENROLLMENT INFORMATION

## **Admissions Procedures**

1. Both parents visit the school.
2. Parents and students read this handbook thoroughly.
3. Request that your pastor send a letter of recommendation.
4. Submit an application accompanied by registration fee and previous report card(s).
5. Office will call both parents and pupil for an interview with the principal.
6. Parents will be notified of acceptance.
7. Return all necessary forms - Medical Reports, Parents' Pledge, Medical Release Authorization, etc.
8. Students will be placed according to credits earned, grades received, and standardized test results.
9. Students must be five years old by August 1 to enroll in kindergarten for the current year.

# STANDARD OF CONDUCT

## **Philosophy of Discipline**

SCS offers a high quality curriculum of Christian education. However, the school realizes that it cannot meet the educational needs of every child. SCS is not designed to be a correctional center for dealing with problems arising beyond those usually encountered by average schoolchildren. We desire to work with the home, but not to take the place of parental responsibilities of disciplining and training their children.

The school will not accept students who swear, use tobacco or narcotics, or show a continual arrogant attitude toward authority. We cannot accept a child who is uncontrollable in the home. Complaining is not permitted. Attending SCS is a privilege and not a right.

The following procedure is to be followed if your child comes home with a complaint about school policy or discipline:

1. Give the school the benefit of the doubt, realizing the student's report may be emotionally biased and without adequate information.
2. Realize that school regulations are made for a reason and that an honest effort will be made to enforce without favoritism.
3. Support the administration and call or visit the teacher or principal for a discussion of the matter. Direct communication is key to a positive working relationship.

SCS is committed to train children in a Christ-centered program of study, activity, and living. Our goal is to maintain a firm, fair and consistent discipline through kindness, love and a real concern for the students' needs. Corporal punishment with parents' permission will be used if necessary to achieve this goal (if document signed and specific verbal permission granted by parents).

Courtesy is expected from all students at all times. Students will address teachers and staff members as Mr., Mrs., or Miss.

## **Goals of Discipline**

1. Ensure safety of staff and students
2. Create an environment conducive to learning
3. Promote character training
4. Change bad habits
5. Encourage students to follow Christ

## **Offenses**

Causing physical harm to another person

\*Bullying

\*Harassment and verbal threats (forms for reporting in back of handbook)

Possession or use of a weapon or explosives

Possession or use of illegal drugs, tobacco, or alcohol

Destroying, damaging, defacing or tampering with public or private property

Repeated or blatant disobedience

Repeated or blatant disrespect for authority

Skipping school w/o parent and staff permission

Misbehavior

Using profanity or obscenities—verbally or with gestures

Cheating, plagiarizing, or copying

Stealing

Felonies

Electronic devices in class

Incomplete homework

Dress code violation

\* Harassment, intimidation, or bullying by any student/school personnel in SCS is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate.

### **Discipline Procedures**

We believe students need an environment of stability and consistency and that working with the parents is important in helping students develop Christ-like character. When a student exhibits the attitudes or behaviors listed above, one or a combination of the following approaches may be utilized as the situation warrants:

Verbal warning

Written warning

Detention

Parent notification

Removal of privileges

Parent/teacher/principal conference

In school suspension

Out of school suspension

### **Substance Abuse Policy**

On the first offense for drug and alcohol use, there will be immediate expulsion with no time limit. Reacceptance is subject to the decision of the school board in consultation with the parents and the pastor.

On the second offense for drug and alcohol use, the student's expulsion will be for the remainder of the school year or a minimum of one semester.

On the first offense for the use of tobacco, there will be a three-day suspension with loss of the following privileges:

- "A level" privileges for two weeks.
- Two sports activities

The second offense involving the use of tobacco will be an immediate expulsion.

At the end of suspension or expulsion, there must be a signed commitment to abstain from the offending activity with accountability to the parents and the pastor or another adult approved by the pastor before the student may return to school.

NOTE: Anyone reported to be using tobacco will be confronted and given the opportunity to make honest confession if the report is true. If it is denied but later established to be true there will be an immediate expulsion.

Anyone reported to be using drugs or alcohol will be confronted and given the opportunity to make an honest confession if the report is true. If it is denied but later established to be true there will be an immediate expulsion for the remainder of the school year or a minimum of one semester.

## **Attendance Policy**

**The school day is from 8:30 a.m. to 3:03 p.m. Students should be in the building 10-15 minutes before starting time. Students should be out of the building by 3:15 p.m. unless under adult supervision.**

Students are expected to be in regular attendance at school unless they are absent for an excusable reason. Unexcused absences from school will be considered as truancy. Excessive absence will inhibit the child's progress.

Absences will be excused for the following reasons:

1. Personal illness.
2. Illness in the family requiring the student to be at home.
3. Death of a family member, close relative, or friend.

Parents are expected to call the office by 9:30 a.m. to report any absence. Absences for any reason, other than illness, will be excused only if arrangements are made in advance by the parents with the supervisor and if the student is sufficiently advanced in his/her work.

A student is considered tardy if he or she is not in class or chapel by 8:30 a.m. Continued tardiness will necessitate a parent conference and possibly lead to revocation of student privileges.

Leaving school early for a doctor or dentist appointment may be excused only if the student brings the teacher a note from home or if the parents call the school office in advance.

A student having accumulated more than two (2) unexcused absences during a nine-week term will have his averages lowered by two percentage points (2%) for that quarter. Every third unexcused absence will lower the averages.

Two unexcused tardies equal one unexcused absence.

If a note has not been sent prior to the absence or if a phone call has not been made to the school an absence form will be sent home with the student upon returning to school.

- Arrive between 8:30 – 10:00 a.m. – tardy
- Arrive after 10:00 a.m. – ½ day absence
- Leave between 8:30 – 10:00 a.m. – 1 day absence
- Leave between 10:01 a.m. – 2:00 p.m. – ½ day absence
- Leave after 2:01 p.m. - no absence

If a student takes undue advantage of the tardy policy, corrective action will be taken.

# COMMUNICATION AND INVOLVEMENT

## **Communication Envelope**

Once a week, usually on Wednesday, a communication envelope is sent home for parents. This envelope contains matters of information, monthly billings, special announcements, etc.

It is important that both parents read the contents and then sign in the spaces provided on the front of the envelope. This envelope is to be returned to school the following day. An overdue fee of \$.25 is charged for each day the envelope is late. Exception: There is no charge for the days the student is absent.

## **Parental Involvement**

Parents are welcome to visit the school at any time and discuss their child's progress and/or make arrangements for a meeting with school personnel. Parent-Teacher conferences held twice yearly promote a good understanding between parents or guardians and the faculty/administration of the school. Both parents are expected to be present at these conferences, which are held following the first and third quarter.

Each year in October, a school meeting is held to receive current information and to discuss things pertaining to school. Parents are strongly urged to attend this meeting.

We try to keep tuition increases at a minimum and we desire for our school building to be clean and a pleasant environment for our students. In addition to tuition costs, funds are needed to be sure that our students are being offered a quality education. For these things to be accomplished, we ask each family to share in the responsibilities listed below, however a family may choose to opt out and pay a fee if they wish:

- All parents are expected to help in preparing for the annual Shekinah Festival as well as help the day of the Festival or they may pay the opt out fee.
- Each parent and student is expected to participate in any fundraising event that is used to raise funds for the school.
- All parents are expected to help clean the school building in the fall or spring as assigned by the building cleaning supervisor or they may pay the opt out fee.

# ACADEMIC INFORMATION

## Accreditation

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet the state educational agencies minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. SCS is not currently seeking accreditation by any outside educational institution, but does endeavor to provide the highest possible academic program.

SCS is classified as a 3301-35-08 Non-Chartered, Non-Tax Supported School with the Ohio Department of Education.

## Criteria for Grade Level Advancement

A student will not be promoted to the next grade level if he/she fails the following subjects: Math, English, and Reading.

If a student is failing one and/or two of the following subjects: Math, English, or Reading, the parents will be contacted to discuss the situation. Repeating the grade will be encouraged if everyone agrees on the decision.

## Grading Scale for Grades 1-12

| <u>Letter Grades</u> | <u>Grades 1-12</u> | <u>GPA Value (Unweighted)</u> |
|----------------------|--------------------|-------------------------------|
| A+                   | 98-100             | 4.0                           |
| A                    | 92-97              | 4.0                           |
| A-                   | 90-91              | 3.75                          |
| B+                   | 88-89              | 3.5                           |
| B                    | 82-87              | 3.0                           |
| B-                   | 80-81              | 2.75                          |
| C+                   | 78-79              | 2.5                           |
| C                    | 72-77              | 2.0                           |
| C-                   | 70-71              | 1.75                          |
| D+                   | 68-69              | 1.5                           |
| D                    | 62-67              | 1.0                           |
| D-                   | 60-61              | 0.75                          |
| F                    | 59 and below       | 0.0                           |

## **Kindergarten through Grade Eight**

### **Curriculum Used in the Elementary Grades**

Kindergarten through grade eight uses predominately the *Bob Jones University Press* curriculum. These materials are used to teach classes in a conventional manner, with the teacher giving direct instruction to the entire class. In addition to *Bob Jones University Press* materials, *A Beka* and *Saxon* are used to teach science and math.

We do have some multi-grade classrooms based on numbers, strengths and weaknesses in the individual classes, and teacher strengths.

## **High School**

### **Curriculum Used in the High School**

Beginning in the 2013-2014 school year the high school will use predominately the *Bob Jones University Press* curriculum and *Saxon* math.

### **Graduation Requirements**

The minimum number of credits required for each of the following diplomas is:

College Preparatory – 25 units (Strong College Preparatory – 27½ units)

General Preparatory - 21 units

Vocational Preparatory - 19 units

Students with average ability should take the college preparatory courses leading to a diploma.

### **College Testing - PLAN, PSAT, SAT, ACT**

Freshmen and sophomores take the PLAN as scheduled in the fall. The PLAN is a preliminary ACT.

Freshmen, sophomores, and juniors take the PSAT as scheduled in the fall. The PSAT is a qualifying test for the National Merit Scholarship program.

College bound students should take the ACT and/or SAT during the last half of the junior year or by the middle of the senior year. These tests can be taken multiple times.

Study materials are available for the ACT, PSAT, and SAT at the school, at the local library, or at some bookstores.

Registration deadlines are usually 4-5 weeks before the test dates.

The PSAT and PLAN are administered by the school staff. The ACT and SAT are administered at other test sites. Registration forms are available at the school. Registering on line at [www.actstudent.org](http://www.actstudent.org) for the ACT or [www.collegeboard.com](http://www.collegeboard.com) for the SAT are the better options. Shekinah Christian School's school code is 364-207. You will need the number to register.

Students expecting to do well on the above tests should follow the college preparatory track leading to a diploma. The student should desire understanding throughout their high school work. Good reading comprehension skills are essential.

### **Physical Education**

Physical Education classes are required courses for high school students. Regular attendance is expected. Absence will be excused only if cleared through the school office before the scheduled Physical Education period. Long-term exemption will be granted only upon a written notice from a physician.

## **Year End Awards for Grades 1-12**

### **Subject Awards**

All students who reach a 98% or above average in each subject area and the overall average will receive a superior certificate. Excellent certificates will be given to students with an A average below a 98%. If there are fewer than three students to receive a superior certificate, a total of three certificates will be given.

### **Honor Roll Awards**

Students in grades 1-12 will receive recognition at the end of the year for A and B honor roll providing they have met the necessary requirements for honor roll each quarter.

### **Bible Memory Awards**

All students will receive recognition at the end of the year for completing the required Bible memory for the entire year. A Bible memory plaque is given for completing three years of the required Bible memory.

If a student enrolls during a school year and says the Bible memory from the point of enrollment, a certificate will be given, but it will not count towards the Bible memory plaque unless the whole year of required Bible memory is said.

## **Eligibility for Extra-Curricular Sports Activities**

High school and junior high students must meet weekly academic requirements to be eligible for extra-curricular sports activities. Students must also demonstrate acceptable achievement in physical education and Christian dynamics. Eligibility is subject to supervisor's approval of the student's conduct.

Whenever a student misses school because of illness or calamity which effect academic eligibility, student may be restored to academic eligibility as soon as the deficits are covered. These decisions will be made by the staff, school principal and the school board.

Incompletes are given when work for the given quarter in question is incomplete.

### **Sports Eligibility-Weekly**

- Nothing below a 72%
- Overall of 77% or above
- Bible memory said

### **Season Eligibility**

- All beginning seventh graders are eligible.
- To be eligible, a student-athlete must have received passing grades in 75 percent of subjects in which enrolled the immediately preceding grading period.

# STUDENT LIFE

To help maintain an environment that is conducive to academic education and that promotes our school's core values, the following are guidelines for the daily lives and activities of the students. These guidelines are not intended to be comprehensive. The board of Directors has authorized school administration and staff to deal with, in an appropriate manner, any actions or situations that compromise these values. To help define these guidelines, they are grouped in three sections as follows:

- School Day
- Staff-Supervised Events
- Non Staff-Supervised Events

## School Day

**The hours of a typical school day are from 8:30 a.m. until 3:05 p.m.**

### Uniform

Boys pants: Navy blue or khaki (docked or cargo style)

Boys shirts: White, light blue, navy blue, or burgundy (knit polo with a collar)

Girls skirts or jumpers: Navy blue or khaki. Girls skirts/jumpers are to be knee length or longer.

Girls pants: Navy blue or Khaki dress slacks. Pants must be modest, loose-fitting and in good repair. Pants must not be made of stretch fabric. They are not to be form-fitting or otherwise immodest in appearance. No denim fabric or capri styles.

Girls shirts: White, light blue, navy blue, or burgundy (knit polo with a collar)

- Parents may purchase navy blue or khaki pants, skirts, or jumpers from a retailer of their choice. Color consistency will be regulated by color swatches to define acceptable color, brightness and fade levels.
- Shirts are to be purchased through French Toast to provide modesty through fabric type and style and to supply color consistency. Shirts can be purchased in any of the following ways: 1)Online at [www.Frenchtoast.com](http://www.Frenchtoast.com), 2)Via their catalog, or 3)Through local retailers. If you purchase online at [Frenchtoast.com](http://Frenchtoast.com), use our school code **QS44NM4** and French Toast will give 5% of net sales back to Shekinah.
- Shirts are to be contrasting colors to the pant, skirt, or jumper.
- For both boys and girls, shirts with buttons should all be buttoned, except the top one.
- Any undershirts (example: t-shirts or layered shirts) should be tucked in.
- Socks for boys and girls may be white, light blue, or navy blue.
- Athletic shoes or dress shoes may be worn, any of which must be closed toe. A navy blue button-down/zipper vest may be worn, but is not required. For cooler months Students may wear hoodies, jackets, and sweaters to class, but these should be one of the school colors. The colors are white, light blue, navy blue, gray and burgundy.
- School uniform is to be worn from time of arrival on campus to the end of the school day.
- All clothing must be modest, neat, and clean.
- All clothing must have a traditional fit. Oversized, tight, or short styles are not permitted.
- Consideration should be given to the growth of your child. Choose garments with at least 2" of hem for alterations.

These guidelines are considered the standard for the school; however, they are not intended to supersede a more conservative application by families or congregations. Adjustments of this standard must be approved by the administration.

## **Personal Appearance**

- Cosmetics that do not alter the natural appearance may be worn.
- Young ladies may wear one stud earring per ear lobe. Young men may not wear any pierced jewelry.
- Shoes and socks must be worn during the school day.
- Any pictures, messages, and symbols must not contradict the mission and values of the school.
- Hair should be neatly groomed. Boys should have masculine styles, and girls should have feminine styles. No extreme styles or colors will be permitted. If a staff member deems a hairstyle to distract from the school's core values or from the students' ability to focus on their studies, they may be asked to change it.
- Hats and sunglasses may not be worn in the classroom.
- Jewelry, other than one stud earring per earlobe, may not be worn during the school day.
- Low necklines, open backs, or bare midriffs are not allowed.
- Skirts should be at least knee length.
- Shorts should be within four inches of the top of the knee.

## **Books, Magazines, and Electronic Devices**

- Any books, magazines, and other media brought to school should not contradict the mission and values of the school.
- Electronic devices—including but not limited to—radios, CD players, MP3 players, iPods, cell phones, lasers, pagers, recorders, PDAs, electronic games, and video and digital cameras distract from a learning environment. Students may not use them during school hours without permission from a staff member. All electronic devices must be turned off and stored in lockers during school hours.
- Disciplinary action will be taken against students who violate this policy, including, but not limited to confiscation of the device. On the second offense, parents may be asked to pick the device up in the office.

## **Breaks and Lunch**

- Lunches are to be stored in the assigned hallway lockers or refrigerators.
- Refrigerators and microwaves in the kitchen are available for students to use for their lunches.
- Food is to be eaten in designated areas only.
- Trash must be placed in lunch buckets or wastebaskets and tables cleaned.
- Food is not permitted in the learning centers or hallways.
- Students should go to a recreational area after receiving permission to be dismissed.
- Students should go to the gym or outside for all breaks.
- Loitering and loud noises in the hallways are not permitted.

## **Contacting a Student During the School Day**

The office phone (614-873-3130) is to be used for official school business and emergencies. The phone provided in the Activities Center (614-873-4999) is for students' use with permission during breaks.

Parents who wish to talk with their child during school hours may call the Activities Center phone at the students' scheduled break time or may call the office phone to leave a message. The child will then be given the message to return the call at his/her next break time. Emergencies are the exception.

In the event of illness or emergencies, school personnel, rather than students, will contact

parents.

### **Devotional Activities**

Morning chapel services are scheduled several times weekly. Staff personnel, local pastors, and guest speakers provide input for these times of worship.

High school students are assigned to small devotional groups in charge of a staff member. These groups meet weekly and are designed to minister to the needs of that particular age group.

All students are expected to attend all morning devotional activities. Reverence and an attitude of worship are expected during these periods.

### **Fire and Tornado Drills**

Fire and tornado drills are required by law. Fire and tornado drill procedures are posted in each room. When you hear a fire or tornado signal, wait for your teacher's instructions. No horseplay or noise will be tolerated.

### **Medical Information**

- Emergency Medical Authorization forms are signed each year by parents, authorizing the school to secure emergency medical treatment at a doctor's office or hospital if parents cannot be reached.
- Simple first-aid supplies are available in the office.
- No medications, including aspirin or other pain pills, will be given to students without written authorization from parents. Students are not allowed to give any medications to other students.

### **Infectious Disease Control Policy**

The Infectious Disease Control Policy that is used at SCS specifically focuses on safeguarding our students and staff from the blood pathogens HIV and Hepatitis B. These two diseases are spread through exposure to contaminated blood.

Anytime there is an open wound, we require it to be covered with a bandage. We see all blood spills as potentially dangerous. Vomiting, bloody body secretions, and blood spills are treated with the following procedures by staff personnel:

#### **General Guidelines for Cleaning Body Fluids**

1. Keep barrier between you and body fluids via gloves.
2. Spray Envirocide Disinfectant/Decontaminant Cleaner (kills TB, HIV-1 and all other pathogens of concern) on body fluids.
3. Place paper towels on spill, wipe.
4. Place paper towel in plastic garbage bag.
5. Spray area once again, wipe with paper towel, then place in garbage bag.
6. Peel gloves down, place plastic bag in designated area.
7. Place bag in marked trash container in designated area.
8. Wash hands with liquid soap.
9. Apply cream or lotion.
10. In case of vomitous or incontinence material, first sprinkle with Vo-Ban, let dry, then proceed with guidelines. Always double bag this material.

We believe compassion is essential, and good, careful practices are in order.

## **Library**

All books should be:

- Checked out according to posted instructions
- Checked out for a two-week period
- Returned to the place provided and not on the shelves
- Books may be renewed for one week at a time.
- Overdue books are subject to a \$.05 fine per school day.
- A maximum of two books per student may be checked out at a time.
- The library must be kept quiet at all times. The librarian or assistant may ask students to leave the library if they are causing disturbance.

## **Respect for Property**

- Physical Education Equipment: Students are expected to take care of the school's phys. ed. equipment, and to pay for, repair, or replace damaged equipment for which they were responsible.
- School Property & Equipment: Damaged or lost property is to be replaced or repaired at the offending student's expense.
- Textbook Care: All school-owned textbooks are issued to individual students and become their full responsibility until they are returned at the end of the year. When the textbook is issued, the number and condition of the book is recorded with the student's name. The book should be checked carefully when received, and any damage that may have been missed should be noted.
- Off Limit Areas: The following places are considered "off limits" except with permission from a staff member.
  - o Other students' desks or offices
  - o Teachers' desks and the school office.
  - o Classrooms before and after school hours when a staff member is not present.
  - o Automobiles and parking area during school hours.

## **School Closing**

In case of severe weather, school delays and cancellations are announced through our "One Call Now" system. In addition, announcements are also made on the Shiloh In-Touch Line at 740-857-2000, on the radio at 100.7 WEEC, and on CBS Channel 10.

## **Social Life**

We encourage healthy friendships through group interaction and therefore discourage serious romantic relationships.

We ask that couples not make themselves exclusive or display affection publicly.

## **Transportation**

Students may not leave the school grounds during school hours without approval from the teacher and/or principal.

- All means of transportation should be used only for coming to and going from school and not for recreational use on school property.
- Only licensed drivers are permitted to drive automobiles on school property.

## **Visitors**

We want visiting students to feel welcome at Shekinah. Visiting students will be assigned an office or desk at which they can read or work between breaks.

- Parents are always welcome at Shekinah. We ask that parents check in at the office when they visit and call in advance for an appointment.
- For security reasons, the school doors are locked during school hours. Please knock on the front door. All visitors must check in at the office upon arrival.

## **Staff Supervised Events**

**Activities outside the “typical” school day where students are under the direct supervision of a school staff member.**

**Examples: field trips, convention, chorus events, athletic practices and team events, etc.**

We understand that some school-sponsored activities other than the typical “School Day” will require adjustment to the above policies. Any deviation from normal school day policies will be authorized by school staff and administration and will be communicated to the students prior to the event.

## **Non Staff Supervised Events**

**“School activities” at which students are in attendance, but not under the direct supervision of staff.**

**Examples: the Shekinah Festival, ball games, non school-sponsored parties, etc., even when the event is held on the school grounds.**

**Note: Parents are responsible to supervise their students when a staff member is not directly responsible for them.**

## **Personal Appearance**

We expect students to respect the school’s values at all times. Parents should be responsible for their students during non staff-supervised events. Encourage one another to represent Shekinah, and Christ, in a positive manner. Behavior clearly violating SCS’s core values or in any manner detrimental to the school may warrant disciplinary action.

