



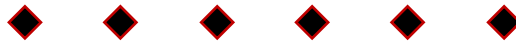
301 NORTH CARPENTER STREET, P.O. BOX 327, SCHAEFFERTOWN, PA 17088
PHONE: (717) 964-8140 E-MAIL: office@smhigh.org

STUDENT HANDBOOK



SCHOOL SLOGAN:

IGNITING A PASSION
INSTRUCTING FOR ETERNITY
IMPACTING THE WORLD



SCHOOL VERSE:

And whatsoever ye do, do it heartily, as to the Lord, and not unto men...for ye serve the Lord Christ. - Colossians 3:23-24

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Mission Statement:

The mission of SMHS is to glorify God by being intentional in educating and equipping youth to serve in their local churches, to engage in their surrounding culture, and to take the gospel into the world.

STATEMENT OF FAITH

Bible - We believe the Holy Bible is the Word of God. It is authentic in its matter, authoritative in its counsel, inerrant in its original writings and the only infallible rule for faith and practice.

God - We believe in the one triune God (Father, Son and Holy Spirit) who is eternal, infinite, holy, omniscient, unchanging, omnipotent, and omnipresent. He is both love and a consuming fire.

Creation - We believe the Genesis account of creation is a historic fact and literally true. All creation is sustained by God.

Fall - We believe man was created in the likeness and image of God as a crowning work of the Creator in a state of purity, but by disobedience is now fallen into a lost estate of sin and death from which only God can save.

Savior - We believe the Lord Jesus Christ is the Son of the living God, He was born of a virgin and lived among men, yet without sin; He became the Lamb of God to take away the sin of the world by His death on the cross. All who believe in the atoning work of His shed blood and the power of His resurrection shall have everlasting life. He is now ascended to glory and intercedes for the believer.

Holy Spirit - We believe in the deity and personality of the Holy Spirit. He is the comforter for believers to guide them into all truth and empower them for a life of righteousness and service.

Church - We believe the church is the body of Christ composed of all those who through repentance toward God and faith in the Lord Jesus Christ are baptized with the Holy Ghost. The church is to preach the gospel of salvation through Jesus Christ to all humankind and to teach all the commandments of the Lord.

Ordinances - We believe the New Testament ordinances are for the Christian. Baptism should be administered upon confession of faith, communion observed literally as a memorial of Christ's suffering and death, feet washing observed literally as an expression of Christian servant-hood, the Holy Kiss practiced as an expression of Christian love, the Christian woman should be veiled, anointing of oil administered to the sick for healing to those who call for it in faith, and that marriage be the union of one man and one woman for life, with Christians marrying "only in the Lord."

Authority - We believe order is the primary rule for blessedness. The Lord has given the church the keys of the Kingdom of Heaven. He has given the state the right to suppress evil. He has given parents authority in the home, with fathers as the head. Christian people are obliged to honor and respect all due authority and show love toward all men. We believe it is the Christian's duty to pray for and honor those in authority, and that Christ's disciples are to refrain from violence and force in human relations.

Satan - We believe Satan is the personal enemy of God, he is the deceiver of mankind, and he is at work promoting evil and seeking to draw man away from God.

Hope - We believe the Lord Jesus Christ arose from the grave bodily and will return in person to receive us to Himself as well as all those who have fallen asleep in Christ.

Consummation - We believe the Lord will judge the devil and banish him to hell along with all the unrighteous, but the Lord will gather the righteous into His eternal presence to dwell with Him in fullness of joy forever more.

ADMISSIONS POLICY

Students seeking admission to SMHS must meet the following requirements:

1. The student and at least one parent or guardian must be a disciple of Christ and maintain an active role in their home church. Other cases will be dealt with on an individual basis subject to board approval.
2. Students and parents are expected to be in harmony with the purpose and statement of faith as held by SMHS.
3. Students and parents are expected to support the policy of SMHS on "Codes of Conduct" as stated in this handbook.
4. Female students and their mothers, who profess faith in Christ, are expected to practice the headship veiling in their daily lifestyle.
5. Students must have a personal desire to attend SMHS.
6. Other admission considerations:
 - a. Favorable pastoral and previous school recommendations.
 - b. Completion of all forms in application packet.
7. Schaefferstown Mennonite High School admits students of all races, color, sex, nationality or ethnic origin to privileges, programs, and activities.

Television, Internet, and Digital Media

The use of media continues to be more a part of our lives. As an educational facility we cannot ignore the impact it has on our patron families, students, and faculty.

We need to carefully consider the following when choosing our forms of media:

1. Is it wasting our time (Ephesians 5:15-17)?
2. Is the content appropriate for Christians according to Philippians 4:8 and 1 Peter 2:11-12?
3. Does it give subtle messages that can lead us away from godly principles (Psalm 1:1-2)?

Recognizing the tremendous impact of television and other forms of mass media, we must carefully avoid all "spiritually detrimental programming." Media that is acceptable can also be detrimental if not used thoughtfully and deliberately. As a school, we expect our students to consciously choose to themselves from the viewing of violence, unnatural death, sexual immorality, indecency, vulgarity, sensuality, pornography, and detrimental influence of every sort.

The internet can be easily abused since it is readily accessible and used privately. We must commit to only access sites and information that are consistent with a true Christian walk. The school will maintain a content filtering system on our network. However, this is meant as a safeguard and not to be one's conscious.

TUITION

Tuition is set by the school board each school term and schedules are available at the office. Tuition is payable in one payment, four quarterly payments or by ten monthly payments starting August 1. Tuition accounts paid in full before August 15 each term are eligible to receive a 2% Discount.

All tuition must be paid in full at the end of each school year unless other arrangements are made with the school board. Patrons that do not have the previous year's tuition paid by August 1 may not return to school the following year unless the SMHS school board approves a time extension at their meeting in August.

A student scholarship program is offered through Faith Builders Scholarship Services. The application form is available at the office and must be submitted to Faith Builders by the date specified on the form.

Donations

In many Christian education programs, the tuition alone is not sufficient to meet all financial needs. The school then needs to depend on gifts and donations from parents, friends, and interested people.

All gifts and donations are tax deductible and should be sent to:

*Schaefferstown Mennonite High School
P.O. Box 327
Schaefferstown, PA 17088*

GENERAL INFORMATION

Accidents

SMHS maintains a contact card on file for all students. In the case of accident or medical emergency, every effort will be made to contact a student's parents.

The school requires parents to sign a medical release form allowing the school to release a student for medical care if the parents cannot be contacted.

Cell Phones

Cell phones brought to school must be turned off and remain in the students' lockers during the day and are to be used only with permission.

If cell phones are misused, they will be confiscated and handed into the office. The student will receive a \$25 dollar fine and the head of household for that student must come to the office to retrieve the phone.

Students may also use the office telephone, but only with office permission.

Students are not permitted to make calls during class except in the case of an emergency.

Chapel

Each school day there will be a time of worship and inspiration. Visiting speakers, school staff, and students, will participate in the chapel services. All students are required to attend. School announcements will be given during this period. All outside announcements must have prior approval from the administrator.

Class Tardy

Students tardy to class or not in their assigned seats, when the tardy bell rings, will be given a tardy penalty.

Students accumulating three tardy penalties per quarter will be given a one hour after school detention.

Cleaning Responsibilities

Throughout the year, students will be assigned areas of the school to clean during school hours. Students may clean those areas before school, during study hall, or after school.

Students failing to complete their cleaning assignment will receive an incomplete homework violation in the cleaning class and a \$5.00 fine.

Computer Use

All students are required to sign and return an SMHS Technology Agreement Form (Form D) at the beginning of each year.

Electronics

Students are asked not to bring laptops, tablets, or other electronic devices to school without the permission of the administrator. Smart watches are not permitted.

Fire Drills

Fire drills are conducted for student safety. All students must exit immediately by the route indicated in the classroom. If students see a fire, they should immediately report it to their supervisor. Their safety and the safety of fellow students come before the safety of the school building.

Food

All students need to bring their own lunches. Eating is prohibited during classes, without the teacher's permission, and between classes. The snack shop will be open during lunchtime and at the end of the school day.

Students are not permitted to chew gum.

Handbook Violations

When a student is in violation of the handbook guidelines, they will be given a handbook violation.

Any student receiving three violations will be given a one hour after school detention.

Late Documents

An Oh-No-Slip will be given for any office forms or documents handed in after the given deadline. This includes report cards, absence reports, or any other forms collected at the office.

Late documents are subject to a fine of \$1.00 per day.

Late Passes

A late pass will be given by a teacher, at their discretion, if a student is asked to stay after class. Students may also ask for a late pass if they need to discuss something with the teacher and will arrive tardy to the next class period.

Library

The library is designed for faculty and student use. Books are signed out according to the posted instructions. Overdue books are subject to a fine of \$0.20 per day.

Magazines are not to be taken out of the library.

Lockers

Each student will be assigned a locker at the beginning of the school year. These lockers are for personal belongings while at school. Students will be permitted to go to their lockers at the beginning of the day, lunch time, between classes, and at dismissal.

Lost and Found

All misplaced articles left in the classrooms, hallways, or on school premises at the end of the day, will be placed in the lost and found in the office. There will be a charge of \$1.00 per item to retrieve it from lost and found.

Medical

Nursing services are provided for SMHS through the local public-school district. Students are given annual height, weight, vision, and hearing tests. In addition, the junior class is required to have a physical prior to the beginning of the school year. If possible, all new students shall provide previous health records. Otherwise, they will need a physical examination by their family doctor.

SMHS strongly encourages all students to have the standard vaccination series completed.

Musical Instruments

Musical instruments shall have the approval of the administrator before being brought to school to be used in a school activity. The use of musical instruments at SMHS is governed by the administrator and board of directors.

Parent-Teacher Conferences

One parent-teacher conference will be scheduled each school term.

These conferences are intended to provide a base for positive parental involvement in the student's academic progress and character development during their attendance at SMHS.

Specific times will be scheduled for parents to be involved in these conferences. All parents, especially fathers, are encouraged to be involved.

Parent-Teacher Fellowship

Two parent-teacher fellowship meetings will be scheduled each year to provide a time of inspiration, fellowship, and decision making on school business. All patrons are strongly encouraged to attend these meetings. Your participation will keep you in close contact with the school and your student's educational progress. Refer to the school calendar for dates.

Passbook

Each student's passbook will be signed by their teacher or supervisor when it is necessary for them to be out of class or study hall during the period. 2 passes may be used each day. Students abusing these pass privileges will have their privileges temporarily suspended.

School Publications

The school yearbook, *The Chronicle*, will be published in the spring of each year.

The school newspaper, *The Arrow*, will be published quarterly from October to May.

Snow Days

School cancellations and delays will be communicated to the patrons through SMHS text alerts and Sycamore.

Sports Events

The following guidelines must be followed by all students during games that are within school hours.

Home Games

- Students who are in class may only watch if permission is given by the administrator and teacher.
- Students in study hall may only watch if given permission by the administrator and study hall supervisor.
- Students who are not playing may change into gym regulation clothing after normal dismissal time.
- Cell phones may not be used without permission until after normal dismissal time.
- Other electronics, such as headphones, earbuds, tablets, etc. may not be used at any time during sports events.

Away Games

- Students who are playing are eligible to travel to the school where the games will be played.
- We ask that students travel either with their normal carpool ride, with a parent, or in the transportation provided by SMHS.
- Students may carry cell phones, but they may not be used without permission until after normal dismissal time.
- Other electronics, such as headphones, earbuds, tablets, etc. may not be used at any time during sports events.
- Students must always remain in the gym during the games.
- Students may not leave the premises until after the end of all the games.

Student Bibles

All students are always required to have a Bible of their own at school. Students are required to bring their Bible to the chapel service each morning.

Study Hall

To maintain a quiet and productive study hall the following guidelines are recommended:

- Students are expected to be on time for study hall and shall come prepared to work.
- There is to be no talking during study hall.
- Students may only leave the room with a passbook signed by the supervisor.
- Students in study hall may clean their assigned areas.

Visitors

Visitors are welcome at SMHS. All visitors are required to stop at the office and sign in before visiting classes. Student visitors are encouraged to go from class to class with a friend when classes are in session.

Visitors are expected to comply with the school's conduct rules while on campus.

ACADEMIC INFORMATION

Academic Objectives

1. To provide competent academic and religious training for students who are serious about their education.
2. To provide a hands-on education that will include all areas of academics, life skills, art, music, and extra-curricular opportunities.
3. To offer an education tailored for individual learning styles where one's abilities are accommodated while being challenged to meet their full potential.
4. To equip students with the skills needed to lead in worship and Bible teaching in their local churches.
5. To create in students a missional worldview and to prepare students to reach the world with the Gospel using practical, biblical methods
6. To maintain a godly environment for both education and social development.

REQUIREMENTS FOR GRADUATION

Schaefferstown Mennonite High School requires the following credits to receive a high school diploma. This also meets the PA state requirements.

Credit Units	Course Title
4.0	English
3.0	Bible
3.0	Mathematics
3.0	Science
3.0	Social Studies
2.0	Choir
2.0	Electives
2.0	Physical Education
1.0	Bible Memory
1.0	Computer Science
0.5	Foreign Language
0.5	Health
0.5	Introduction to Art
<u>0.5</u>	Introduction to Music
26.0	

A student wishing to transfer from another high school will need to submit a transcript of their earned credits. The administration will determine the courses needed to graduate from Schaefferstown Mennonite High School.

Students who have achieved less than 15 credits after their junior year, will not be eligible for promotion to the senior class and participation in senior class activities.

COURSE SCHEDULING

SMHS encourages all students to take advantage of the opportunity they have to receive a Christian education. All students must take an average of 6.5 credits of required and elective courses each year of attendance at SMHS.

To keep students from having an excessive amount of study halls, sophomores and juniors are only permitted an average of 1 study hall per day and seniors are permitted 2 per day. Any deviation from the following requirements will be reviewed on an individual basis.

FRESHMAN - 7.5

CR	Course
1.00	English 1
1.00	Mathematics
1.00	Physical Science
1.00	World History
0.75	Microsoft Word
0.75	Old Testament Survey
0.50	Choir
0.50	Introduction to Art
0.50	Physical Education
0.25	Bible Memory
0.25	Introduction to Music 1

SOPHOMORE - 6.75

CR	Course
1.00	Biology
1.00	English 2
1.00	Geometry
1.00	US History
0.75	New Testament Survey
0.50	Choir
0.50	Foreign Language
0.50	Physical Education
0.25	Bible Memory
0.25	Introduction to Music 2
	Electives

JUNIOR - 5.0

CR	Course
1.00	Church History
1.00	English 3
1.00	Mathematics/Science
0.75	Bible Doctrine
0.50	Choir
0.50	Physical Education
0.25	Bible Memory
	Electives

SENIOR - 4.5

CR	Course
1.00	English 4
1.00	Mathematics/Science
0.75	Worldviews
0.50	Choir
0.50	Health
0.50	Physical Education
0.25	Bible Memory
	Electives

Work-Study Program

Schaefferstown Mennonite High School offers a work-study program for the senior class. A student may attend school part-time if they are lawfully employed part-time. Because Pennsylvania requires all students to be in school 990 hours, work-study students must attend school a minimum of four hours each day.

To be eligible for this program, SMHS requires that they carry a minimum of four academic credits. They must take all the required classes for their grade, with exceptions for physical education class.

The work-study program qualifies for two credits of the minimum six and one-half credit load per year (not graduation credits), provided they are on the job a minimum of eight class periods per week. Further details are available from the dean of education.

Adding and Dropping Courses

A Drop/Add Form (Form C) must be obtained at the office to add or drop courses. Courses may be added or dropped without penalty during the first week of a semester. Following the one week drop-add period, if a student receives special permission to drop a course, they will receive a WP (withdrew passing) or WF (withdrew failing) on their permanent transcript.

Repeating a Course

When students have failed a course, they will be encouraged to repeat it at their first opportunity. If it is a required course, they will need to repeat it before receiving a diploma.

Report Cards

Report cards are issued quarterly with letter grades. Students are encouraged to monitor their grades throughout each grading period. Two report cards will be given at the end of the quarter, one to be signed and returned to the office, the other may be kept. A file will also be posted to the student's information on Sycamore.

Grading Standards

The following percentages are used in determining letter grades:

A	Superior	93 - 100
B	Good	86 - 92
C	Average	77 - 85
D	Below Average	70 - 76
F	Failing	Below 70

Honor Roll

Students who average a GPA of 3.5 or better for the year will receive an honor roll certificate. Those participating in the work study program will not be eligible for honor roll recognition or certificates.

To qualify for honor roll, students must have a total of at least six and one-half credits in the academic year.

Assignments

Students can expect homework each evening. Assignments that are not turned in by the due date will be subject to a 50% grade penalty and an incomplete homework penalty. After the second day the assignment is missing, the student will be given a 0%.

Within each class, for the first and second-time offences the student will be given an Incomplete Homework Notice. The third offence is a one-hour detention after school. These offences will be cleared at the end of each quarter.

Students who are absent from school are responsible for making arrangements for completing the work missed.

Eligibility for Athletic Activities

Freshman and Sophomores must be passing every class to be eligible to play in games.

Juniors and Seniors must keep an 80% combined grade average (all grades averaged together) and be passing every class to be eligible to play in games.

All students will be deemed ineligible if they receive 2 detentions within the months' time before a game. Students will again be eligible after improvement is seen.

STANDARDIZED DRESS CODE

The following guidelines are established regarding the standardized dress code, athletic dress, and personal appearance for regular school functions and activities. Students are expected to meet or exceed their church standards within all areas of dress and appearance.

Reasons for Standardized Dress Code:

1. Standardized dress promotes modesty and neatness.
2. Standardized dress promotes an atmosphere that focuses on instruction and learning.
3. Standardized dress gives identification for building school spirit.
4. Standardized dress eliminates competition in dress.

Personal Appearance

All students are asked to be neat and modest in appearance and well groomed. All the listed guidelines are meant to maintain respect and dignity for both sexes.

The administration is at liberty to make judgments about clothing and appearance not specifically covered, but clearly out of line with general principles of modesty.

Boys:

- Hair shall be neatly combed and trimmed so that it is off the shirt collar and the ear is fully exposed.
- Beards and mustaches are not permitted.
- No jewelry, including any type of wristband, is permitted.
- No writing or drawing on skin is permitted.

Girls:

- Girls professing faith in Christ shall wear their hair up, (combed and fastened in a respectable manner), and have their hair covered by either a traditional white covering, or a black or white hanging veil. The veiling must be of sufficient size to give affirmation to the principle and practice taught in I Corinthians 11:2-16.

- Loose and flowing hair will not be permitted. Neither shall there be evidence of the hair having been cut.
- No jewelry, including any type of wristband, is permitted.
- No wearing makeup or colored fingernail polish.
- No writing or drawing on skin is permitted.

Standardized Dress Colors

As part of the standardized dress code of SMHS, all articles of clothing and accessories worn to school must be of a single, solid color of any of the following colors:

- Navy
- Black
- Grey
- White
- Khaki (tan)

Standardized Dress Guide

- No jeans or denim material may be worn.
- Tee shirts, shirts with logos (except for the SMHS logo), sheer garments, or tight and form-fitting clothes may not be worn.
- Sleeves must cover at least one half of the upper arm.

Boys:

- Pants must be either dress or casual dress pants and have belt loops.
- Shirts must have a lay down collar and buttons and must be tucked in at the waist.
- Shirts must be completely buttoned except for the button at the collar.
- A belt must be worn of any of the standardized colors or brown.

Girls:

- Dresses or jumpers are required. They must be at least mid-calf in length while standing. Slits are not permitted.
- Necklines must be of a modest and becoming style.

Outerwear

- Sweaters may not have any lettering or emblems (except for the SMHS logo).
- No hooded or pullover sweatshirts may be worn.
- Coats may not be worn during class periods.

Footwear

- Shoes must always be worn. No open toe or open heeled shoes are permitted. Sneakers may be worn only during P.E.
- Footwear must be one of the standardized colors or brown.
- Footwear may not have a picture, drawing, diagram, or decorative item(s).
- Footwear may have a manufacturer's logo if the logo isn't distracting.
- Socks must be of one of the standardized colors.

Gym Regulation Code

Students should keep a set of clothes at school for athletic or unannounced events.

Boys:

- Tee shirts may be worn. Only approved tee shirts purchased from the office are permitted.
- Black nylon athletic pants may be worn.
- Sweatpants may not be worn.
- If a sweatshirt is needed, it must be either an SMHS hoodie, an SMHS jacket, or a solid colored hoodie of any of the standardized colors that does not have any writing or a logo on it.

Girls:

- The specially ordered school approved skort or a dress may be worn.
- If a dress is worn, leggings must be worn under the dress. The dress must be black and mid-calf in length.
- Only approved tee shirts purchased from the office are permitted.

- If a sweatshirt is needed, it must be either an SMHS hoodie, an SMHS jacket, or a solid colored hoodie of any of the standardized colors that does not have any writing or a logo on it.

Special Activities

Students may be directed to wear gym regulation clothing during special activities at SMHS during or after school hours. All points of the gym regulation dress code must be followed.

ATTENDANCE

Excused Absences

The School Law of the Commonwealth of PA requires students from the ages of 6 to 17 to be in school 990 hours. Four exceptions have been granted as follows:

1. Unusual experience in the immediate family (weddings, death, etc.).
2. Sickness and doctor appointments. When you are making arrangements with your doctor for a routine appointment take special effort to avoid school hours. If, however, the appointment needs to be made within school hours, be sure to notify the office (Form A) the day before the actual appointment, giving the specific time of absence from class. All students are expected to sign out at the office before leaving school.
3. Lack of transportation due to inclement weather.
4. Work-Days
 - a. An excused absence for a work-day may be granted if it is a domestic emergency situation.
 - b. Work-days are generally unexcused and students are required to make special arrangements with the administrator at least two days before the proposed absence.

Absence Form Guidelines

1. To qualify for any special absence, students must have passing grades in all classes.
2. This form (Form A) must be completed and returned to the office two weeks prior to the trip.
3. If the request cannot be granted, the administrator will contact the parents with an explanation.
4. A maximum of 5 days for special absences can be used each school term. They may use combinations of absences, but no more than 5 days.

5. The teacher will not be expected to provide future assignments to students who are anticipating an absence. Students must make arrangements with another student to compile a list of missing assignments during the absence. Work assigned during the absence will be due the next class after returning. In the case where multiple days are missed in a row, the student will be given one day per day missed, up to a week.
6. An absence report card (Form B) will be given to the student the day they return. The student must return the signed absence report to the secretary within 3 school days.
7. After 10 excused absences a signed doctor's note is needed for the absence to be excused. Special absences are included in that total.
8. Absence Explanation
 - a. Church/Youth Group Activity
 - 3 days per year
 - Chorus Tour/Youth Conferences
 - This absence will be included in your excused absence total for the year
 - b. Family Trip
 - 1 trip per year, up to 5 days
 - Trips that include most of your immediate family
 - This absence will be included in your excused absence total for the year
 - c. Mission Trip
 - 5 days per trip
 - Twice during students' time at SMHS
 - This absence will be included in your excused absence total for the year
 - d. Educational Trip
 - 2 days per year
 - The purpose of the trip must be for an educational experience
 - This absence will be included in your excused absence total for the year

Unexcused Absences

Absences not falling into any category above are considered unexcused. Days taken for things such as hunting, fishing, Farm Show, shopping, etc., are considered unexcused.

Each unexcused absence constitutes a violation of the compulsory attendance provision of the public-school code of the Commonwealth of PA. SMHS is required to notify the local school district of a student taking three or more unexcused absences. Every parent who fails to comply with the provision of the compulsory attendance laws shall be subject to a fine by their local school district.

On the day of an unexcused absence, all administered quizzes and tests will result in a zero grade. Homework assignments, except for long-term assignments, due the day of the unexcused absence will also result in a zero grade. All homework assigned the day of an unexcused absence must be completed on time.

SMHS is urging all parents to live above the law by observing these attendance laws conscientiously.

Early Student Dismissal

All students requesting early dismissal for any reason must present a written, signed absence form (Form A) from the parents stating the reason and time. These requests are available at the office and online and must be given to the school secretary the day before. The student, before leaving and when returning, shall report to the secretary.

In case of illness during the school day, the student may sign out at the office and notify the secretary before missing a class or leaving school.

Late Arrival

If students are late because their car or bus was late, they must go to the office to sign in before going to class or chapel. Drivers will not receive a tardy if the reason for tardiness is assumed by another student of that car or the driver's parents.

Four tardy penalties during the school year will be recorded as one unexcused absence.

CODES OF CONDUCT

Purpose

The following guidelines are intended to clarify a pattern of acceptable and unacceptable conduct for students and to promote an atmosphere of mutual respect among students and faculty.

Address of Faculty and Students

Since respect and honor are basic to good interpersonal relationships, students are expected to address faculty personnel with the appropriate term of Mr., Mrs., or Miss preceding their last names.

Students shall be addressed by their proper names. Insinuating nicknames or improper names shall not be used.

Car and Campus Leave

Upon arrival, the student is to park their car in the parking lot where it is to stay until dismissal. Students are not permitted to park in the visitor parking spaces. Students shall not go to their cars during school hours without permission from the office.

Inappropriate use of vehicles on or around campus is strictly prohibited. If a student needs to be counseled by the administrator about an incident, then his parents may also be contacted about the incident.

Student drivers with a junior license shall follow the state passenger restriction law regarding the number of passengers they can legally transport.

Campus leave is only to be given by the administrator or his designee.

Dating Practices

During the school year, students will have frequent opportunities for social interaction and development of friendships. However, school life is not the time or place for dating practices and students are asked to refrain from obsessive and isolated guy/girl relationships.

Detentions

If a student receives three detentions throughout a school year, on the third detention and all those following, a parent will need to accompany them to the detention.

Property Damage Policy

Parents of students involved in property damage, intentional or unintentional, will be notified by the administrator. Parents, along with the student, depending on the circumstance, shall assume the responsibility to restore or replace the damaged property.

Order of Discipline

SMHS students are expected to hold a high moral standard and show esteem for all teachers and employees of the school. Should a student become disorderly, they will be liable to out of school suspension or termination of their enrollment, depending on the severity of their offense.

The following steps shall serve as guidelines in carrying out just discipline.

Level 1 Offense

- Incomplete homework, tardy, or handbook violations are all level 1 offenses.
- The consequence for 3 of the same violation (handbook, incomplete homework, tardy) in one quarter will result in a one-hour detention.
- All violations are erased at the end of each quarter.

Level 2 Offense

- Issues unresolved at level 1
- Disrespectful or malicious behavior
- Receiving 4 detentions for incomplete homework or tardy violations
- Receiving 2 detentions for handbook violations
- Consequence: 1 day out of school suspension (unexcused absence)

Level 3 Offense

- Issues unresolved at level 2
- 6 detentions for incomplete or tardy violations
- 3 detentions for handbook violations
- 3 incidences of malicious or disrespectful behavior
- Consequence: 5 day out of school suspension (unexcused absences)

Level 4 Offense

- Issues unresolved at level 3
- 8 detentions for incomplete or tardy
- 4 handbook violation detentions
- 4 incidences of malicious or disrespectful behavior
- Consequence: termination of enrollment at SMHS

NOTE: These procedures are meant to assist the student in developing a sensitive conscience toward parental and school authority and ultimately to be subject to God.

Serious Misconduct Discipline

SMHS is intended to be a place free from sinful practices that would demoralize the culture of the school. Students who are found to be involved in activities which include but not limited to tobacco products, alcohol, illegal drugs, sexual misconduct, or possession of weapons while on the school premises will be addressed by the school administration and the assistance of the school board. Parental and pastoral involvement will also be included in resolving these issues. Involvement in these activities could result in detention from school, expulsion from school, or other corrective measures deemed necessary by those involved in the discipline process.

Off-Campus Incidents

A student's performance in school is influenced by many different non-school factors. At times these factors can negatively affect the student(s) and the entire learning environment. These factors include but are not limited to damaging relationships, sexual misconduct, substance abuse, illegal activity, inappropriate online networking, threatening language, violent and destructive behavior, etc.

In order that the school fulfills its purpose of assisting the church, we are committed to handling non-school related issues in a biblical manner. In addition, we recognize the authority of the church and the role it plays in confronting issues of misconduct in the community of believers. Therefore, we will involve the church and other members of the church community when necessary.

Our goals will reflect the following elements taken from the New Testament:

- Warning and Correction (1 Thessalonians 5:14; Luke 17:3)
- Repentance and Restoration (Galatians 6:1)
- Accountability (1 Corinthians 5)

All students of SMHS must clearly understand that misconduct off-campus or outside of school hours could jeopardize their education at SMHS.

FORMS

SMHS ABSENCE FORM

TODAY'S DATE				STUDENT NAME	
GRADE (circle one)				DATE'S OF REQUESTED ABSENCE	
9	10	11	12		
REASON FOR ABSENCE					
CATEGORY (check one of the categories)					
<input type="checkbox"/> Excused Absence – (1 day notice) Medical or Dental Appointments/Driver's License					
<input type="checkbox"/> Church/Youth Group Activity – (2 week notice) Chorus Tour/Youth Conferences					
<input type="checkbox"/> Family Trip – (2 week notice) Trips that include most of your immediate family/Once a year					
<input type="checkbox"/> Mission Trip – (2 week notice) Only twice during a student's time at SMHS					
<input type="checkbox"/> Educational Trip – (2 week notice) Purpose is an educational experience					
<input type="checkbox"/> Unexcused Absence – (1 day notice) Any absence not in one of the above categories					
PARENT/GUARDIAN SIGNATURE					
I HAVE READ THE GUIDELINES (ON BACK) AND AM AWARE OF THE RESPONSIBILITIES WHICH I HAVE ASSUMED. (Upon approval this form serves as the excuse from school on the above date(s)).					
_____				_____	
PARENT/GUARDIAN SIGNATURE				DATE	
DO NOT WRITE BELOW THIS LINE					
PREVIOUS ABSENCES					
EXCUSED	CHURCH/YOUTH	FAMILY TRIP	MISSION TRIP	EDUCATIONAL TRIP	UNEXCUSED
FILED AS					
EXCUSED	CHURCH/YOUTH	FAMILY TRIP	MISSION TRIP	EDUCATIONAL TRIP	UNEXCUSED
APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>					
_____				_____	
ADMINISTRATOR SIGNATURE				DATE	

FORM A continued

ABSENCE EXPLANATION

1. Excused Absence

- a. Includes sickness (please turn in an absence report slip for sick days)
- b. Also includes unusual experiences in the immediate family (weddings, deaths, etc.)
- c. This absence will be included in your excused absence total for the year

2. Church/Youth Group Activity

- a. 3 days per year
- b. This absence will be included in your excused absence total for the year

3. Family Trip

- a. 1 trip per year, up to 5 days
- b. This absence will be included in your excused absence total for the year

4. Mission Trip

- a. Twice during students time at SMHS
- b. 5 days per trip
- c. This absence will be included in your excused absence total for the year

5. Educational Trip

- a. 2 days per year
- b. The purpose of the trip must be for an educational experience
- c. This absence will be included in your excused absence total for the year

6. Unexcused Absence

- a. 3 days per year before the local school district is notified
- b. Includes days taken for hunting, fishing, shopping, etc.
- c. School work missed cannot be made up and will result in a zero grade.
- d. Beginning with the 4th excused absence, a penalty of 1% per day will be deducted from all quarter grades in which absences occur.

ABSENCE GUIDELINES

- 1. To qualify for any special absence, students must have passing grades in all classes.
- 2. Students may only use 5 absences for special absences in a school year. They may use combinations of absences, but no more than 5 days.
- 3. After 10 excused absences a signed doctor's note is needed for the absence to be excused. Special absences are included in that total.

FORM B



ABSENCE REPORT

Please Excuse: _____

For: ABSENCE TARDINESS Date: _____

Reason: _____

Office Signature *Signature of Parent or Guardian*

A written excuse is legally required for each absence or tardiness.

PLEASE RETURN TO THE OFFICE BY: _____



DROP/ADD FORM

Name: _____

Grade: _____ Date: _____

Courses may be added or dropped without penalty during the first week of a semester. However, signatures must be obtained from the parents, the teachers involved, the administrator, and his/her advisor. After adding or dropping a course a revised schedule must be filed at the office.

Following the one week drop-add period, if a student receives special permission to drop a course, they will receive a WP (withdrew passing) or WF (withdrew failing) on his permanent transcript.

COURSE DROPPED	COURSE ADDED	REASON

PARENT SIGNATURE

INSTRUCTOR SIGNATURE

DEAN OF ADMINISTRATION SIGNATURE

FOR OFFICE USE ONLY

Approved Denied Date _____ Sycamore Updated Yes No Date/Initial _____



SMHS ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

In making decisions regarding student access to the Internet, SMHS considers that electronic information research skills are now important to the preparation of students and future employees. Access to the Internet enables students to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. SMHS expects that faculty will be thoughtful when creating assignments that may require use of the Internet and will provide guidance and instruction to students in its use. As much as possible, access from the school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond the resources to others that have not been previewed by staff, **SMHS reserves the right to limit Internet access for grade appropriateness and content.**

Outside of school, family bears the responsibility for the same guidance of Internet use as they exercise with information sources such as telephones, radios, and other possibly offensive media. Students utilizing SMHS provided Internet access must first have the permission of and must be supervised by SMHS staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in the classroom or other areas of the school.

The purpose of SMHS provided Internet access is to facilitate and support research and education. To remain eligible as users, students' must be in support of SMHS's ideals and its *Acceptable Use of Technology Agreement*. **Access is a privilege, not a right. Access entails responsibility.**

SMHS blocks certain websites for inappropriateness. If a student sees others connecting to, or accidentally connecting to, websites that display sexually explicit, racist, or potentially offensive materials, music or other sensitive information, the student must immediately disconnect from the site and notify the administration. The ability to connect to such sites does not imply students are granted permission to visit the site. If a student's Internet activity reveals a clear intent to visit inappropriate Internet websites, disciplinary action will be taken which may result in loss of access to the technology.

Students are not permitted to visit chat rooms or blog sites. The ability to access these sites does not imply permission is granted to visit the site.

All Internet access is to go through a filtering and firewall system. If a student is found to be deliberately attempting to bypass the firewall or school installed filter, disciplinary action will be taken by administration.

All Internet activity on SMHS computers is subject to monitoring and reviews by the SMHS administration.

SMHS reserves the right to use photos of students in school publications.

All students and a parent or legal guardian are required to sign this document and return it to the office before student use of SMHS computer and technology is permitted.



SMHS ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

- I will agree to follow the school guidelines for when and how I use the computer and other devices.
- I will not seek out, access, look at, download, copy, post, or send any inappropriate content, photos, or other material.
- I will obey all online age limits and will not give out personal information including my address, birthdate, social security number, passwords, phone number or pictures or post where I am during the course of the day. I will not lie or deceive others online.
- I will not arrange to personally meet anyone I encounter or meet online.
- I will immediately report any suspicious or uncomfortable advances by others, bullying, sexual messages, or requests to meet in person to my parents or teachers and some other trusted adult.
- I will not purchase apps, programs, products, or services while online at school, or install software.
- I will obey copyright laws and not illegally download or upload music, movies or other content. I will not use the Internet to illegally copy or plagiarize information.
- I will always use discretion and kindness in how I communicate to others, only saying what I would be willing to say to them face-to-face. I will not bully or make others look bad.
- I will not attempt to bypass any online restrictions or filters.
- I understand that violating any of these rules may result in the loss of my computer privileges, and I will accept the consequence of my actions.

PARENTS NAMES: (PRINT) _____/_____

PARENTS NAMES: (SIGN) _____/_____

STUDENTS NAME: (PRINT) _____ has permission to use *filtered* Internet at SMHS

STUDENTS NAME: (SIGN) _____ DATE: _____

The above signed student agrees to use the technology at SMHS in acceptable ways.

Revised - 7/2021