



SHEETS MEMORIAL CHRISTIAN SCHOOL

# 2019 STUDENT HANDBOOK

307 Holt Street, Lexington, NC 27292 • 336-749-4224 • [SheetsMemorial.com](http://SheetsMemorial.com)



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# **WHO WE ARE**

## **SCHOOL DEMOGRAPHICS**

School Name:	Sheets Memorial Christian School
Year Founded:	1969
Ministry Of:	Sheets Memorial Baptist Church
Serving:	Age 6 weeks to 12 <sup>th</sup> grade
Mascot:	Eagles
School Verse:	3 John 4: I have no greater joy than to hear that my children walk in truth.
School Colors:	Navy and Vegas Gold
Current Administrator:	Mr. Paul Smeltzer M.A.
Current Pastor:	Pastor Frankie Matthews
Accredited by:	ACSI Association of Christian Schools International SACS Southern Association of Colleges and Schools

## **BEFORE ENROLLING**

Sheets Memorial Baptist Church, our sponsoring church, must maintain a reputation above reproach in the community. There are those who would tear down our church and school and thus defame the Name of Christ. Before you enter Sheets Memorial Christian School you must understand that our testimony is of utmost importance. You may have to set aside some of your preferences for the good of the church and school. Please be sure to read this handbook thoroughly. By enrolling, you are committed to upholding the standards set forth in the handbook.

## **PURPOSE AND POLICY**

Sheets Memorial Christian School is an extension of Sheets Memorial Baptist Church and provides an educational program for students from six weeks old through the twelfth grade. It is a private, non-profit and non-sectarian Christian school offering educational services to Christian families in Lexington and the surrounding areas.

Enrollment is open to all students whose parents are in agreement with the Christian philosophy purposes and standards of the school. All SMCS students, and at least one of their parents, must attend a Protestant, Bible-believing church at least one service per week.

Sheets Memorial Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, in any school administered programs.

### **OUR MISSION**

To partner with Christian families to train spiritually, intellectually and socially balanced servant leaders whose reasoning and critical thinking skills are based on God's Word.

### **OUR OBJECTIVE**

1. To provide a quality education from a Christian perspective
  - a. I Cor. 9:24-27; Col. 3:23-24; Phil. 3:13-14; Deut. 6:6-7
2. To lead to a saving knowledge of Christ any student who is unsaved and seek spiritual growth for all students
  - a. I Pet. 2:1-2; Rom. 1:16-17; I Pet. 2:9; 3:15; Mk. 16:15; I Tim. 4:6-10
3. To teach that God has a plan and purpose for each person that will yield themselves to Him
  - a. Pro. 3:5-6; Jer. 33:3; Eph. 1:11; Rom. 8:28; II Tim. 1:9-10; Rom. 12:1-2
4. To prepare a young person spiritually, emotionally, physically and mentally, using God's Word as the foundation for the various subjects of study
  - a. Col. 2:6-8; Luke 2:52; I Tim. 4:12-13; Pro. 22:6
5. To offer a well-organized and well-disciplined learning atmosphere, free from worldliness, drugs, cursing and the like, complimenting the Christian home - not opposing it
  - a. I Cor. 14:40; I Jn. 2:15; Deut. 6:6-7
6. To instill a love for the Lord, His church, love and respect for parents and patriotism for America
  - a. Deut. 6:5; Eph. 4:11-12; Eph. 6:1-2; I Tim. 2:1-2
7. To instill within the student Biblical convictions for successful Christian living
  - a. Ps. 34:11-14; Heb. 12:6-9; Pro. 22:6; 6:23; I Tim 4:12; Rom. 7:8-15; Ps. 119:66; 33-35; II Tim. 3:16
8. To stress the importance of building Christian character as evidenced in morality and integrity
  - a. Tit. 2:12-13; Tit. 3:14; II Pet. 1:5; Pro. 1:5; 3:13

### **WHAT WE ARE NOT**

We are not a corrective institution: consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles. We cannot change the school to fit children who refuse to respond favorably to the school. The school reserves the right to dismiss any student for inappropriate conduct during school hours and also those hours spent away from school. The testimony of the school is of utmost importance.

**STATEMENT OF FAITH**

Sheets Memorial Christian School is a ministry of Sheets Memorial Baptist Church. As a ministry of the church we hold to the same statement of faith. A summary of that statement is listed below:

1. We believe in the Bible as the verbally and plenary inspired Word of God, without error.
  - a. Deut. 4:2, II Tim. 3:16
2. We believe in the Godhead existing in three Persons: Father, Son, Holy Spirit, equal in all respects.
  - a. Mt. 28:19, Heb. 9:14
3. We believe in the deity of Jesus Christ, His virgin birth, that He was manifested in the flesh, that He died for the sins of the world, was buried and arose bodily the third day from the grave, and ascended to Heaven. We look forward to His imminent return.
  - a. Matt. 1:18-25, Heb 9:14-15, 28
4. We believe the Holy Spirit is the third Person of the Trinity.
  - a. Matt.28:19, John 14:16-17, 26
5. We believe man was created (not evolved) in God's image (Gen.1:2), sinned (Rom. 3:23), is totally depraved (Rom. 3:10-18, 23), and needs salvation (Rom. 5:12, 6:23).
6. We believe salvation is by grace through faith in Christ without human merit, involving repentance toward God and faith in Jesus Christ. The believer is eternally kept and secure in Christ.
  - a. Eph. 2:8-9, John 3:16
7. We believe the local church is composed only of believers, baptized by immersion, organized, observing the two ordinances seeking to carry out the Great Commission.
  - a. Rom 6:3-5, I Cor. 11:23-26, Matt. 28:18-20
8. We believe Satan is a person, the arch-enemy of God and God's people.
  - a. Job 1:6-7, I Peter 5:8, Rev. 20:1-10
9. We believe in the imminent return of Christ. The saved will be forever with the Lord, the lost will be confined for eternity in the lake of fire.
  - a. Acts 1:11, Rev. 19:11-16, Rev. 20, 21.

**ALTERNATE LIFESTYLE POLICY**

Sheets Memorial Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

## GENERAL GUIDELINES

### PARENTS' PLEDGE OF COOPERATION

We as parents, who are accepting the challenge to "train up a child in the way he should go", do state that this training will be carried on in the home. The school cannot succeed with my child unless I teach and support its standards at home.

We, as parents, understand the school's testimony is of utmost importance; therefore, we will abide by the school's standards at home in the areas of music, dancing, drugs, tobacco, alcohol, sex, etc.

We do hereby state that we have made a thorough investigation of the school's program, curriculum, statement of faith, discipline, motives, etc., and do pledge to make them our glad-hearted choice for the coming school year.

**We pledge to not criticize, gossip or "run down" the school, its policies, staff, etc. for any reason.** Before we would do this, we would quietly and without delay withdraw our child in a Christ-like manner. We realize that a parent's attitude can also be reason to dismiss a child.

We understand that SMCS uses Sycamore Education as one of its primary communication tools and will endeavor to log in and check it on a daily basis (guest computers are available at the school if needed).

We pledge our loyal support to the school through praying for its program, giving to the school's financial needs, and **by paying all accounts regularly and on time.**

We hereby invest authority in the school to discipline our child as necessary. We further agree that we will co-operate and discipline our child in the home as needed.

We are thankful that God has provided a place for our child to receive a Christian education. We will support and back all of its policies, rules, standards, programs and the like.

"Rooted and built up in Him, and established in the faith, as you have been taught, abounding therein with thanksgiving, beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, and after the rudiments of the world, and not after Christ." -Col. 2:7, 8

## SCHOOL OFFICE INFORMATION

### **OFFICE HOURS**

Monday thru Friday - 7:30 am to 4:00 pm

### **SUMMER OFFICE HOURS**

Monday thru Thursday - 8:00 am to 1:00 pm

## SCHOOL HOURS

Because we endeavor to operate our school efficiently, we must have hours of operation that differ for the various areas. Please note these hours. We realize that most of our parents work and perhaps there are times when you will need us at hours other than the regular ones. If such an occasion arises, please give us a call.

Elementary	[K-5 – 5th grade]	8:00 am - 3:00 pm
Middle School	[6th grade – 8th grade]	8:00 am - 3:10 pm
High School	[9th grade – 12th grade]	8:00 am - 3:10 pm
Before School Care	[K5 – 5th grade]	7:00 am – 7:45 am
Afterschool Care	[Elementary & Middle School]	3:15 pm - 6:00 pm
Afterschool study hall begins at 3:20 pm. for High School.		

## VISITING THE SCHOOL

All parents are welcome to visit the school. Please come by the office first to sign in. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If you wish to talk to your child's teacher, please arrange for a private conference. Do not meet the teacher before or after school, or detain the teacher from his or her responsibilities. Teachers are happy to arrange for conferences with parents. Thank you for being considerate of your child's teacher.

Parents who wish to eat lunch with their child should send a note to the teacher by the morning of the visit, or call the school office by 9:30 am, so that the cafeteria may plan accordingly. Please stop by the office to pay and to obtain a visitor pass, which is to be worn during the visit.

Perspective students may visit the school upon pre-arrangement. Any other visits by students' friends or relatives must be approved at least 24 hours in advance by the Administrator or Dean of Students. Students may visit once a year.

## ACCEPTANCE OF TRANSFER STUDENTS INTO THE 12<sup>TH</sup> GRADE.

Student requesting to transfer into SMCS for 12<sup>th</sup> Grade/senior year will be accepted by the following guidelines:

1. Each case will be reviewed upon its own merit.
2. Students from a distance of over 50 miles from previous school will be allowed to begin the applications process for enrollment consideration.
3. Students less than 50 miles from previous school will need to provide a statement of extenuating circumstances to explain the need for a transfer. The School Board will review the statement for approval to begin the application process.
4. Students transferring into the 12<sup>th</sup> grade may not be considered for academic accolade in the form of salutatorian or valedictorian.
5. In accordance with National Honor Society guidelines, 12<sup>th</sup> grade transfer students cannot be inducted into the National Honor Society



### **BEFORE & AFTER SCHOOL HOURS**

All students, regardless of grade, who come on the school grounds before 7:45 am or who remain after 3:15 pm, will automatically be expected to go to after school care or study hall. This is for a purpose! We are living in dangerous days and all kinds of people roam our streets. We feel a personal responsibility for your child, our student; therefore, we do not want any unnecessary danger to be put in his or her way.

Students who stay in after school care or study hall, before or after school are charged a daily rate. Current fees can be found in the current published Tuition and Fee Sheet. If late pick up occurs on a regular basis, we reserve the right to not allow your child to stay in after school care.



### **SUMMER CAMP**

Students in grades K5 through rising 8<sup>th</sup> can register to attend SMCS summer camp program. Registration is in the spring and the camp begins the week after school finishes. Camp runs the entire summer and ends the Friday before school starts. Parents reserve the weeks they need and the number of days when they register. Rates for summer camp are published each spring.

### **SMCS PRESCHOOL**

SMCS provides Daycare and Preschool services for children aged 6 weeks to 4 years. The preschool maintains state licensure. For children in the 2-4 year old groups the program is educationally based with students finishing the program reading and writing. For more information contact the preschool supervisor at 336-249-1231 to schedule a tour.

### **WITHDRAWALS (K5 – 12th Grade)**

Withdrawals from school must go through the school office. Parents need to complete withdrawal papers in order for records to be sent to the receiving school. Students transferring to another school and having attended one or more days of any month will have that month's tuition prorated. No records will be forwarded unless the school account is paid in full. Middle & High School: Class dues must be paid through the time of withdrawal and are non-refundable.

**BILLING PROCEDURES**

All statements are due the first day of the month. A past due fee of \$30.00 will be added after the 10th of the month. If the 10th falls on a weekend, bills are due by 4:00 pm the following Monday. **Accounts that are 30 days delinquent will cause the child to be withdrawn from the school.**

Upon withdrawal, neither records nor information will be released until the account is paid in full. All school bills must be paid in full by 1pm on June 30 in order for your child to be enrolled for the following school year.

When enrolling a child after the first day of school, regardless of the month, the full application and registration fees will be charged. Full book fees will also be charged unless the student is transferring from a school using our curriculum and bringing books with them. At that time the Administrator may prorate the book fee.

Return check fee is \$25.00. After the second returned check, payments must be made in cash or money order.

**INFORMATION CHANGE**

Any changes that occur on your child's application (address, work or home phone number, etc.), or on their health form (allergies, illness, etc.), must be turned in to the office immediately for emergency purposes.

**HOME SCHOOL RELATIONSHIP POLICY**

Although Sheets Memorial supports the decision of parents to home school their children, the following guidelines will be followed to guide our relationship with home school families:

1. Sheet's Memorial school programs are for the participation of only current fully enrolled SMCS students. These programs include but are not limited to athletics, intramural sports, band, chorus, etc.
2. Home school students are permitted to participate in private music lesson offered by SMCS staff.
3. Sheets Memorial will not provide standardized testing services to home school families.
4. Whenever available, home school parents will have access to overstock and obsolete curriculum.

**CUSTODY DISPUTES**

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Sheets Memorial Christian School is on the safety and well-being of your student, and our instituted policies are to further those goals.

**Custody documentation.** At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Sheets Memorial Christian School. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to Sheets Memorial Christian School within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

**School records.** A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

**Dismissal and early releases.** No student shall be released to any individual other than a custodial parent unless express written permission is first given to Sheets Memorial Christian School by a custodial parent or a valid legally binding instrument granting release is on file with Sheets Memorial Christian School. All early dismissal requests shall go through the Head of School's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

**Parent-teacher meetings.** It is Sheets Memorial Christian School's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

**School communications.** Sheets Memorial Christian School will continue to communicate with all custodial parents until the school is informed by a legally binding instrument of a change in custodianship of a parent. It is the custodial parent's duty to then communicate with the noncustodial parent regarding school announcements and notes.

## **GENERAL ATTENDANCE POLICIES**

### **ATTENDANCE AND EXCUSES**

1. ATTENDANCE at a Christian school is both a privilege and an obligation. In order for your child to gain the most from school he/she must be regular in attendance. Attendance is required at all daily sessions and certain designated programs. Excuses are given for sickness and for emergencies. Occasionally, an absence may be excused for other reasons. BUT, THESE MUST BE CLEARED IN ADVANCE WITH THE ADMINISTRATION.
2. ABSENCES from school must be excused by a written note from home. These are necessary before a student returns to the classroom. Any excuse not for sickness or emergency will be an unexcused absence, unless advance approval is given - prepare ahead of time. An unexcused absence will result in the student's not receiving credit or having the privilege of making up work missed. If a student is absent 20 days or more per year, the student may be retained in the same grade the next year. A student will be counted absent if he misses 50% of a class period.

3. TARDINESS is a serious matter. Students are considered tardy if they are not in the classroom when the bell rings. We should train our children to be on time. Any work missed for unexcused tardies will result in a zero for the work [unexcused means not prearranged or not real emergencies].
4. MS/HS TARDINESS: Three unexcused tardies result in an absence and a half hour detention.
5. SPECIAL NOTE: Any planned absence from a field trip, the Christmas program, or any other special event must be excused at least one day in advance.
6. P.E. PROGRAM: Everyone will participate in the physical education program unless excused by a note from home. Repeated excuses will have to be confirmed by a doctor.
7. ILLNESS: Please call the school office if your child is ill and will be out of school more than two days. In this way, his teacher may prepare work for him to do at home so that he will not get behind the rest of the class.
8. MAKE-UP WORK: It is the responsibility of the student to acquire and complete all work to be made up for each excused absence. The student will be given two days for each day absent. (Note: Athletes please see Athletic Handbook)
9. COLLEGE DAYS: Juniors and seniors may take two days per school year to visit colleges. These must be prearranged at least 2 days prior to the visit by bringing in a written note from the parents. A letter from the college attesting to the student's attendance at the college must be brought back in order for them to be excused. (Detailed information about college visits is available through the guidance counselor.)

### **EARLY DISMISSAL**

Students who leave class early must have a note from the office indicating the time for dismissal. If you plan for your child to leave early, please send a note to the teacher. A student is counted absent for the day if he leaves before 11:15 am or arrives after 11:15 am. Middle & high school students must be present at least 25 minutes in a class to be counted present for that class. **(Note: This does not equal Perfect Attendance!)**

## **MEDICAL GUIDELINES**

### **COMMUNICABLE DISEASES**

To insure good health and to prevent the spread of disease, the child should be kept at home when he shows any of the following symptoms:

Sore throat, earache, or chills

Vomiting, diarrhea, or nausea in the last 24 hours

Enlarged glands  
 Skin rash or sores  
 Fever in the last 24 hours  
 Pink eye [must be on prescription drops for 24 hours before returning]

### **MEDICATION**

Prescribed medicine must be in its original container bearing the pharmacist's label which lists the child's name, dosage and the name of the medicine, dated and signed by the prescribing physician.

Over the Counter (OTC) medicines, such as cough syrup or aspirin, shall be administered as authorized in writing by the child's parent not to exceed amounts and frequency of dosage specified in printed instructions accompanying the medicine. The parent's authorization must give the child's name, name of the medicine, dosage, instructions, parent's signature and the date signed.

Students in grades 9-12 are permitted to carry OTC medicines such as pain( i.e. Tylenol, midol), and cough drops. Cold and flu medicine must be turned in to office for 9-12 grade students. Students are not permitted to share any medicines with other students.

All medicines including prescription and OTC must be presented to the front office for safe keeping and administration. The exceptions to this are prescription medicines that must remain with the child, i.e. inhalers, epipens, and OTC medicines carried by 9-12 grade students.

## **SCHOOL LIFE**

### **FIELD TRIPS**

Field trips will be taken occasionally throughout the school year. In the event that we need helpers to chaperon or drive for a field trip, we will be calling on parents. Your help in this will be of great benefit to the class and will even be enjoyable for you. No school age siblings (K-4 and up) will be allowed to attend field trips due to the fact that we would like moms and dads to spend quality time with students. All field trips are required. Retreats are required for Middle and High School students. You have given permission for trips on the enrollment form you signed.

### **PARTIES**

All parties and social events must be approved in advance by the teacher. All parties are to be kept simple, not elaborate, and not excessively distract from the classroom learning situation.

**VOLUNTEERS**

We have several areas in which parents and interested persons can be used in the school, such as Grade Mothers, Reading-Math helpers, Monitors, etc. If you are interested and willing, please contact the Marketing Director.

**JOG-A-THON**

In order to keep our tuition rates as low as possible, each family with children in K5 – 12th grade, is encouraged to participate in this one major fund-raiser per school year. The Jog-a-thon is held in the fall. Packets will be sent home so that families may ask supporters to sponsor their child[ren].

**TELEPHONE**

Telephones are for school business only and are not to be used by students. Students may use the telephone only in case of sickness, emergency, or special need with the permission of the administration. Students wishing to use a phone will need to come to the front office.

**END OF THE YEAR**

The cafeteria, library, and concession stand will be closed the last week of school. All library books, uniforms [band and athletic], must be turned in. Class dues and other outstanding fees must be paid by this time. Report cards will not be released until these are turned in.

**INTERNET ACCEPTABLE USE POLICY**

Sheets Memorial Christian School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

1. a wealth of additional resources for reference and research,
2. consulting with experts in a variety of fields,
3. communicating with other students and individuals in areas or situations they are studying,
4. learning to conduct searches, evaluate resources, and locate relevant material, and
5. interacting with up-to-date primary sources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to insure that students access the resources appropriately. This includes providing:

1. Supervision of students while they are using the Internet. Students are not permitted to use the internet without adult supervision.
2. training for students (and parents) that clearly spells out what is appropriate and what is inappropriate. Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print. They will also receive instruction in Netiquette and proper citing and evaluation of sources.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Sheets Memorial Christian School's basic rules. I will strive to apply Philippians 4:8 to my electronic communication.

Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. PHILIPPIANS 4:8.

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. using the network for any illegal activity
2. using the network for financial gain or initiating any financial transactions
3. degrading or disrupting the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users.
4. vandalizing the data of another user
5. wastefully using finite resources, after being warned and instructed as to proper use
6. invading the privacy of individuals including reading mail that belongs to others without their permission
7. using an account owned by another user—with or without that user's permission
8. posting personal communications without the author's consent or posting information containing information not meant to be made public
9. posting rude or inappropriate messages
10. downloading viruses or attempting to circumvent virus protection programs
11. violating the spirit of the Sheets Memorial Christian School's Mission Statement.

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, SMCS cannot assume responsibility for:

1. the reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. costs that the students incur if they request a product or service for a fee.
3. any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. Guaranteeing privacy of mail. Though we do support privacy of e-mail, users must not assume that this is guaranteed. The technology coordinator and the Head of School reserve the right to investigate possible misuses or to monitor any e-mail that comes through SMCS computers.

### **LOST AND FOUND**

The school will be as careful as possible with found items, but please do not expect us to be responsible for students' possessions. Please LABEL all normally removable clothing and all other items that can be easily lost. Please refrain from sending expensive items such as electronic games, etc. The school will not be responsible for lost or stolen property. A lost and found box will be kept at the school. Lost items will be disposed of once a month during the school year.

### **SCHOOL EMERGENCY CLOSING**

A severe storm or other emergency may require school to be closed or dismiss early. SMCS utilizes a number of different methods to notify parents of such school closings.

1. Mass Notification System: Parents provide the school office with a cell phone number and cell carrier to receive text notifications. Parents can sign up for Mass Notification System on the application, re-enrollment forms, or through the school office.
2. Check online at Sycamore Education or the school's official Facebook page
3. Call 336-249-4224 - a prerecorded message will update school status
4. See scrolling school closures on local televised news channels.

The decision to close or delay school will be made as early as possible, in most cases by 6:00 AM. Please do not call the school staff at home to check on a closing.

If we have inclement weather after school begins, you as a parent may choose to pick your child up early or call to give permission for a student driver to leave early. If you do and school closes early, the student will not be counted absent. If the school stays open all day, the student will be counted absent.

### **SEARCH AND SEIZURE POLICY**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Sheets Memorial Christian School has the right to perform unannounced searches and to seize

contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Head of School and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Head of School or the Head's designated agent, subject to legal impoundment.

To maintain overall school safety and security, Sheets Memorial Christian School has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

### **SOLICITATION**

Solicitation is forbidden at school or at school related activities without administrative approval. This includes the selling of items, distribution of political material and the circulation of petitions.

# **ELEMENTARY SCHOOL K5-5TH**

## **ACADEMICS**

### **HOMEWORK**

We believe that homework is an integral part of the learning process. Many times homework will be graded and not doing it could affect the student's grade. When a student misses a day of school the parent should communicate with the teacher to insure all homework is made up.

### **REPORT CARDS**

Report cards are a necessary part of your child's education. We believe in a fair grading system and we have worked hard to develop one that accurately reports your child's progress in relation to our standards. The scale is:

A 90-100	Excellent
B 80-89	Above Average
C 70-79	Average
D 60-69	Below Average
F 59-Below	Failing

We encourage our parents to call for a conference anytime you have a question about your child's grades. Parents are encouraged to regularly monitor their child's grades through the use of the school's online school management website, Sycamore Education. If you note a weakness in any area, please contact the teacher immediately.

### **HELP CLASSES**

At each teacher's discretion, students may be asked to come early or stay after school for help in problem areas. Parents will be notified when this is necessary. Help classes may also be requested by the student or parent. Please contact the teacher for scheduling.

### **ACADEMIC RETENTION**

Any elementary student failing reading or math must retake it during the summer before progressing to the next grade.

An elementary student who fails any 2 classes must make up at least one class during summer school before progressing to the next grade. If the child has failed both reading/language and math, both classes must be made up.

## **LIVING IN COMMUNITY**

### **ELEMENTARY CODE OF CONDUCT**

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be mere conformity to man-made regulations. Proper attitude is a measure of a person's spiritual life.

Listed below is our general Code of Conduct:

1. Respect for Authority. Romans 13
2. Use proper words in your speech and written communications. Col. 3:8
3. Respect the property of others including the church, school, fellow students, and staff.
4. Build trust by being honest all the time.
5. Protect your reputation by being truthful at all times.
6. Respect your dignity through proper dress.
7. Abstain from things that are physically and spiritually harmful such as tobacco, alcohol, and drugs.
8. Keep your mind wholesome by not participating in music or media that is dishonoring to God.
9. Couples need to keep a respectable distance from each other.
10. Exhibit God in all you do.

Col. 3:8 "But now ye also put off all these: anger, wrath, malice, blasphemy, filthy communication out of your mouth."

Col. 1:9, 10 "For this cause we also, since the day we heard it, do not cease to pray for you, and to desire that ye might be filled with the knowledge of His will in all wisdom and spiritual understanding; That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God."

### **WHEN THE CODE IS NOT FOLLOWED**

We know that students from time to time make mistakes and sway from the Code of Conduct. With that said, our goal with discipline is a final outcome of restoration of the student to both man and God. To accomplish this in the Elementary grades one or more of the following discipline steps may be taken:

- Writing sentences
- Loss of privileges
- Grade penalty for cheating
- Replacement or repair of property
- Sent home for the day
- Call to parent for assistance
- Public or private apology
- Conference with parent

- Suspension
- Expulsion

### **DISCIPLINE GRIEVANCE PROCEDURE**

The student must at all times conduct himself in a manner becoming a Christian. Philippians 2:14 says, "Do all things without murmuring and disputing." If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Use this as a great teaching experience for your child as he observes your calmness and Christian attitude in how you respond. "Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven." Matt.5:16
2. Give the staff the benefit of the doubt.
3. Realize that your child's reporting may be emotionally biased and may not include all the facts.
4. Realize that the school has reasons for the rules and we seek to enforce them without partiality.
5. Support the administration and if necessary call the teacher for all the facts.
6. If you are a Sheets Memorial Baptist Church member, never talk with the teachers before or after church services about problems. Make an appointment. Let the services be a time of spiritual refreshing for teachers.
7. If you are not satisfied after talking with the teacher, request a meeting with the administrator. Matt. 18:15- "If thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother."
8. If satisfactory resolution is not obtained after meeting with the administrator it is recommended that a letter be written to the school board for their review. The school board will review the grievance and a representative from the school board will contact you back regarding any decision, or recommendation regarding resolution.

### **IN SCHOOL SUSPENSION**

An in-school suspension [ISS] needs to be considered an extremely serious situation. If an ISS is given, the student will report to the Administrator's office first thing in the morning. All of the student's regular work for the day will be done then. The student will not be allowed to participate nor attend any school function on the days of his ISS [i.e. ball game]. The student will receive an excused absence for any day[s] served in ISS. A substitute teacher will be scheduled to monitor the student in ISS and the regular daily substitute pay (\$60/day) will be billed to the parents school account.

### **OUT OF SCHOOL SUSPENSION**

An out of school suspension [OSS] needs to be considered an extremely serious situation. OSS automatically puts the student on social probation for the rest of the year. All graded work for that day will receive an automatic zero. All notes and information missed during

OSS is the responsibility of the student. For OSS the parent is asked to pick the student's work up at the office at a pre-arranged time. The student will not be allowed to participate in or attend any school function on the day of his OSS [i.e. ball game, etc.].

### **EXPULSION**

Expulsion is used as a last resort. Once a student has been expelled, he is asked to remain in the presence of the Administrator until escorted off the property by his parents. He will not be allowed to visit or attend any school function for the remainder of the school year.

### **BULLYING POLICY**

Bullying includes but is not limited to verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, slander, persistent tormenting, utilizing habitually cruel or overbearing comments, utilizing racial slurs, making fun of or spreading rumors, cyber-bullying, mocking, belittling or encouraging exclusion and teasing (depending on the severity and nature of this problem, it may be handled as a Suspension or even expulsion).

### **DRESS CODE**

Proper Dress: SMCS has developed a dress code for its students based on the guidelines established in God's Word for His people. Because people observe the appearance of Christian school students, a testimony must be maintained. The Word is clear that our dress should be modest (1 Timothy 2:9) and not too elaborate (1 Peter 3:3,4) and that we should do everything in our lives for the glory of God (1 Cor. 10:31). In other words, our clothing and the way we wear it should show our desire to please God.

School dress is the responsibility of the home. Students are urged to avoid extremes in dress and makeup. Clothing must be in good repair and clean. All students should be properly groomed and attired when on school property or at school activities. They should be dressed so they will not present a danger to health and safety; nor should they be dressed in a manner which interferes with work or creates disorder. Students who will not conform to school dress regulations will be required to withdraw.

#### **DRESS CODE ELEMENTARY BOYS**

##### **SHIRTS:**

- Button-up shirts must be buttoned
- SMCS t-shirts or sweatshirts
- T-shirts and sweatshirts without writings unless it a 3X3 logo.
- T-shirts may have pictures on them but they must be wholesome, inoffensive and appropriate for school wear.
- Picture approval is the sole discretion of SMCS.
- 4<sup>th</sup> and 5<sup>th</sup> grade boys must have their shirts tucked in their pants.

**PANTS:**

- khaki style pants, corduroys, or jeans with a belt.
- Pants should not be form fitting nor extremely baggy.
- No camouflage, shorts or athletic pants.
- Pants must remain in good condition with no holes or tears.

**FOOTWEAR:**

- Shoes and socks must be worn to school.
- Flip-flops, slippers, or sandals are not acceptable footwear.

**HAIR:**

- To be neat and well groomed in appearance.
- Hair is to be worn above the collar [as measured on a dress shirt], above the eyebrows, and trimmed above the ear.
- Hair must remain a natural hair color.

**ACCESSORIES:**

- Earrings or jewelry may not be worn at any time.
- Boys may be required to wear ties on certain occasions, such as chapel programs, field trips, and the school day of ball games in which they participate.

**DRESS CODE ELEMENTARY GIRLS****SKIRTS & DRESSES:**

- Skirts and dresses are to reach at least the top of the knee, including slits.
- Sundresses may be worn, but a shirt or blouse with at least a cap sleeve must be worn underneath.
- Leggings are permitted to be worn as long as worn under standard length dress or skirt to the knee.

**PANTS:**

- khaki style, cotton twill, corduroys, or jeans.
- Pants should not be form fitting nor extremely baggy.
- No camouflage, shorts or athletic pants.
- Pants must remain in good condition with no holes or tears.

**BLOUSES OR SWEATERS:**

- Are to be loose fitting with modest necklines and have at least a cap sleeve.
- SMCS T-shirts or sweatshirts.
- T-shirts and sweatshirts without writings unless it a 3X3 logo.
- T-shirts may have pictures on them but they must be wholesome, inoffensive and appropriate for school wear.
- Picture approval is the sole discretion of SMCS.

**FOOTWEAR:**

- Shoes must be worn.
- Flip flops and slippers are not acceptable footwear (Flip flops are defined as having only a Y).
- Any sandals worn must have a strap on the back.

**Hair:**

- To be neat and well groomed in appearance.
- Hair must remain a natural hair color.

**ACCESSORIES:**

- Only two earrings per ear
- Necklaces and jewelry should be modest and age appropriate as not to draw undue attention.
- Makeup is not to be worn by elementary girls.

**ACTIVITY DRESS CODE FOR ALL GRADES:**

Under certain conditions, students may be allowed to wear bathing suits or shorts. They will be notified ahead of time if this is the case. All shorts must be loose but not "baggy" and come to within three inches of the knee. Girls' bathing suits must be a modest one-piece bathing suit.

**DRESS CODE VIOLATIONS:**

The above standard dress code is to be observed during all school times and school activities including Orientation night. Standard dress code must be maintained at all athletic banquets, recitals and any other function other than athletic games.

When dress code standards are not adhered to, at least one of the following steps will be taken:

- Dress code violations will try to be resolved at school.
- Students at times may be given substitute clothing.
- If parents need to be called, missed class time will be unexcused.
- Violation notices will be sent home to the parents not called for signatures.
- Hair violations will need to be corrected within 48 hours or student may not be permitted in class until it is corrected.
- If a student does not cooperate the Discipline Code may also be used.

# UPPER SCHOOL 6<sup>th</sup> - 12<sup>th</sup>

## ACADEMICS

### HOMEWORK

We believe that homework is an integral part of the learning process. Many times homework will be graded and not doing it could affect the student's grade. When a student misses a day of school the homework assignments are the student's responsibility!

### REPORT CARDS

Report cards are a necessary part of your child's education. We believe in a fair grading system and we have worked hard to develop one that accurately reports your child's progress in relation to our standards. The scale is:

A 90-100	Excellent
B 80-89	Above Average
C 70-79	Average
D 60-69	Below Average
F 59-Below	Failing

We encourage our parents to call for a conference anytime you have a question about your child's grades. Parents are encouraged to regularly monitor their child's grades through the use of the school's online school management website, Sycamore Education. If you note a weakness in any area, please contact the teacher immediately.

### HELP CLASSES

At each teacher's discretion, students may be asked to come early or stay after school for help in problem areas. Parents will be notified when this is necessary. Help classes may also be requested by the student or parent. Please contact the teacher for scheduling.

### EXAMS (HIGH SCHOOL)

All high school students are required to take mid-tem exams.

For final exams, any high school student with a 95 average for the 2<sup>nd</sup> semester, may be exempt for that class. Any student with a 90% average for the 2<sup>nd</sup> semester and 3 or less absences from a class for the entire year may be exempt from the final exam. Each teacher keeps their own attendance records and grades. While most students are aware of their averages and absences through Sycamore, a teacher has the final say on whether a student may be exempt from an exam. If there are questions about a student's exemption from a final exam, the student should speak to the teacher individually and then to the academic dean.

**GRADUATION REQUIREMENTS**

When considering course selection, students and parents should not only consider what is required to graduate from Sheets Memorial Christian School, but also what courses are required by the college the student plans to attend.

**Students beginning 9<sup>th</sup> grade from 2012 to 2019**

<u>Subject</u>	<u>Credits Required</u>
Bible	4
English	5
Math	3 (Algebra I, Geometry, Algebra II)
Social Studies	3
Science	2
PE	½
Health	½
Computer	2
Foreign Language	2
<u>Electives</u>	<u>4</u>
Total	26

**Students beginning 9<sup>th</sup> grade in 2020 or later**

<u>Subject</u>	<u>Credits Required</u>
Bible	4
English	5
Math	3 (Algebra I, Geometry, Algebra II)
Social Studies	4
Science	2
PE	½
Health	½
Computer	2
Foreign Language	2
<u>Electives</u>	<u>6</u>
Total	30

The 5<sup>th</sup> English credit will consist of **taking 2 - ½ credit courses: (some options)**

Public Speaking  
 Interpersonal communications  
 Debate  
 Drama  
 Or 1 full year of journalism  
 Or 2 full years of yearbook

**Admissions to UNC system colleges/ universities**

<u>Subject</u>	<u>Credits Required</u>
English	4
Math	3(Algebra I, Geometry, Algebra II)
Social Studies	3
Science	3
PE/Health	1
Foreign Language	2
Recommend Computer	
Must pass proficiency test	

**GRADE POINT AVERAGE(GPA)**

Students in grades 9-12 will have their grade point average (GPA) computed at the end of each semester. Currently, grades carry the following weights:

- A= 4 points
- B= 3 points
- C= 2 points
- D= 1 point
- F= 0 points

Pass/ Fail classes are not used to compute GPA

Summer school grades are not used to improve GPA or overall average.

The following will be Sheets Memorial Christian School’s high school grade point criteria:

1. All full year classes will count as 1 credit
2. All ½ year classes will count as ½ credit (ex: Health, PE ...)
3. All required classes will have an unweighted GPA (as listed above)
4. Upper level elective science and math classes (ex: Chemistry, Anatomy, Pre-calculus B...), as well as dual enrollment classes will be weighted as follows:  
(This scale effective beginning with the 2015-16 school year)

90-100	A	5.0
80-89	B	4.0
70-79	C	3.0
60-69	D	2.0
59 and below	F	0

5. Each year the administration will re-evaluate classes to determine whether they should be continue to be counted as weighted classes or if additional classes should be added to the list of weighted classes.

**CLASS RANK**

Class rank will be determined using GPA. For purposes of valedictorian and salutatorian, cumulative grade point averages will be calculated after the 3<sup>rd</sup> 9 weeks of the senior year. The graduating senior with the highest cumulative GPA will be named class valedictorian and the graduating senior with the 2<sup>nd</sup> highest overall GPA will be named salutatorian. If 2 students have the same GPA (averaged to the .01) then overall averages will be used. If they also have the same overall average (averaged to the .01) the honor will be shared.

Final class rank will be calculated at the end of the senior year and will be recorded on the transcript. If 2 students have the same GPA (averaged to the .01) then overall averages will be used. If they also have the same overall average (averaged to the .01) the rank will be shared.

**HONOR GRADUATES**

Honor graduates will be determined by overall cumulative average. Cumulative averages for purposes of graduation honors will be calculated after the 3<sup>rd</sup> 9 weeks of the senior year. Students must have an 89.00% cumulative (9<sup>th</sup>-12<sup>th</sup> grades) average to be considered an honor graduate. Cumulative averages are not rounded for purposes of determining honors.

**NATIONAL HONOR SOCIETY [High School]**

Each year, a small group of students are bestowed the honor of being inducted into the National Honor Society. The following is the selection process for inductees.

**Eligibility:**

1. Students must be in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade
2. Student cannot be in their 1<sup>st</sup> year as a Sheets Memorial High School student
  - a. Ex: transfer students enrolled for the 1<sup>st</sup> time at SMCS are ineligible
  - b. Ex: students who attended SMCS in elementary or middle school must still be in their 2<sup>nd</sup> year of high school at SMCS
3. Students must have a minimum overall cumulative average of 89% beginning in 9<sup>th</sup> grade.

**Process:**

1. Students who are eligible for membership are required to fill out an information packet and return it to the guidance counselor by a pre-determined date.
 

Note: Students who do not return the information packet will not be considered for membership.
2. Each of the student's teachers for the current year, rate the student on a 5 point scale in the areas of scholarship, leadership, service and character. Students must receive an average of at least 3 in all areas and a 3.5 average overall. Students who do not attain this average will not be considered.

3. The faculty council (a 5 member board appointed by the administrator) will review the qualifications of students still eligible.
4. The faculty council will recommended students for membership based on the information packets the students filled out, teacher evaluations, and general overall observations.
5. The administrator grants or denies approval of those students recommended by the faculty council.
6. The administrator and the National Honor Society advisor meet with those students who have been approved and explain the requirements and standards of membership.
7. Proposed members and their parents must sign the membership agreement.
8. Students are inducted into the National Honor Society during a special chapel service.

**Note:** Disqualification can happen at any time during the process. Completion of any one step of the process does not guaranteed induction.

No one teacher can approve or deny a student membership in the National Honor Society

**CLASS SCHEDULE NOTE**

All students in grades 6-12 must be registered for every class period during the academic year. No student may leave school early to go to work at a job.

**ACADEMIC PROBATION**

A student who is placed on Academic Probation must have at least a "C" overall average at the end of each grading period for as long as they are on Academic Probation. The failure to maintain the "C" average may cause the student to be asked to leave Sheets Memorial Christian School.

**ACADEMIC RETENTION**

Any middle school student failing language or math must retake it during the summer before progressing to the next grade.

A middle school student who fails any 2 classes must make up at least one class during summer school before progressing to the next grade. If the child has failed both reading/language and math, both classes must be made up.

High school students are promoted or retained based on credit count.

<b>Freshman</b> =	5 credits or fewer
<b>Sophomore</b> =	6-12 credits
<b>Junior</b> =	13-18 credits
<b>Senior</b> =	19 credits & above

High school students who fail a required class should make it up during summer school. There is a possibility that classes could be made up during subsequent years, but there is no guarantee that the schedule will always permit. Summer school consists of 30 contact hours with an approved instructor. The child must earn a passing grade. While a credit is earned toward graduation requirements for summer school classes, the class average and grade point are not included in the cumulative averages.

## **LIVING IN COMMUNITY**

### **LUNCH FOR UPPER SCHOOL**

All students must remain in the cafeteria or in the picnic area until the lunch warning bell rings. No food or drinks may be in halls, classrooms or bathrooms.

### **SENIOR LUNCH**

Seniors may leave campus for lunch. They must return on time or they may lose this privilege. No couples may go to lunch alone. Visitors will not be allowed to accompany seniors to or from lunch. There is to be no loitering in the car after lunch.

### **DRIVING POLICY**

Students may drive to school when they get their license. However, the students must have their parent's written permission and school permission. Students must understand that driving to school is a privilege and not a right. Below are some rules that apply to student drivers.

1. As soon as a student arrives at school, the car is to be parked in the student's designated space with all students leaving the car immediately. All cars are to be locked and not to be used during the school day except by permission from the Administration.
2. Extreme caution must be observed around the school. Students enter and leave in an orderly, cautious manner. Reckless driving will not be tolerated. Students may lose their privilege over this quicker than any other violation.
3. A male and female cannot be in a car alone, together during school hours.
4. There will be no loitering in cars after school or during lunch.
5. Parents will be responsible for instructing their child on who may or may not ride in their vehicle and who the student may ride with. This will not be monitored by any school official.

### **COMPUTERS**

Computers in the computer lab may be used by students outside the class period only by permission of the teacher in charge of the computer lab. No student may be on a computer or the internet without a teacher present.

**ELECTRONIC DEVICES**

Electronics other than a cell phone or approved laptop/tablet are not allowed on campus.

**CELL PHONE POLICY**

Cell phones are to be placed in the school provided location during class. Students will be allowed to check their cell phones in between periods and at lunch. Inappropriate photos should never be taken with phones.

Violation of the cell phone policy, unless the cell phone was in the school provided location, will result in the following:

1. First time- Phone is confiscated for the remainder of the day and a detention
2. Second time- Phone is confiscated for the remainder of the day plus another detention and parent letter warning about the third time
3. Third time- Phone is confiscated for the remainder of the day and ISS

**DATING**

Proper Christian conduct with the opposite sex will be emphasized in school. Couples may sit together during the lunch hour. No holding of hands, arms around each other, or other physical contact between those of the opposite sex will be permitted during the school day, on the buses, or at school functions.

**RETREAT**

Retreat will consist of one or three days, usually during the month of September. An extra fee is required for this activity & is applied to the school bill. Retreat is required of all 6<sup>th</sup> – 12<sup>th</sup> grade students.

There is a three-fold purpose for our Retreat.

1. To set the spiritual atmosphere for the year
2. To introduce new students and faculty
3. To build unity within the school

**8<sup>th</sup> GRADE TRIP**

Each year the 8<sup>th</sup> grade class will go on an educational 3 day trip to experience firsthand elements of their curriculum. Trips have included destination like Washington DC and historic Williamsburg, VA. The family is responsible to pay for this trip.

**SENIOR TRIP**

Each year, the senior class will go on a senior/missions trip provided the proper funds are raised by the class. The purpose of this trip is:

1. To expose the student to missions, mission fields and other cultures; 2 Tim. 2:2- "And

- the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also."
2. To allow them the opportunity to put principles and methods learned into practice; 1 Tim. 4:12- "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

### **CODE OF CONDUCT UPPER SCHOOL**

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be mere conformity to man-made regulations. Proper attitude is a measure of a person's spiritual life.

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2. Use proper words in your speech and written communications. Col. 3:8
3. Respect the property of others including the church, school, fellow students, and staff.
4. Build trust by being honest all the time.
5. Protect your reputation by being truthful at all times.
6. Respect your dignity through proper dress.
7. Abstain from things that are physically and spiritually harmful such as tobacco, alcohol, and drugs.
8. Keep your mind wholesome by not participating in music or media that is dishonoring to God.
9. Couples need to keep a respectable distance from each other.
10. Exhibit God in all you do.

Col. 3:8 "But now ye also put off all these: anger, wrath, malice, blasphemy, filthy communication out of your mouth."

Col. 1:9, 10 "For this cause we also, since the day we heard it, do not cease to pray for you, and to desire that ye might be filled with the knowledge of His will in all wisdom and spiritual understanding; That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God."

### **WHEN THE CODE IS NOT FOLLOWED IN THE UPPER SCHOOL**

We know that students from time to time make mistakes and sway from the Code of Conduct. With that said, our goal with discipline is a final outcome of restoration of the student to both man and God. To accomplish this in the Upper School grades one or more of the following discipline steps may be taken:

- Writing sentences
- Loss of privileges
- Grade penalty for cheating
- Pay a Fine

- Replacement or repair of property
- Sent home for the day
- Call to parent for assistance
- Public or private apology
- Conference with parent
- Detention
- Social Probation
- Athletic Suspension
- Suspension
- Expulsion

### **DETENTION**

This will be used when a student's violation demands a more severe punishment than verbal warning. A \$5 fee will be charged per ½ hour detention. Parents will be given one day notice of the detention. A student must have his/her money and detention slip with parent signature to serve or the detention will be doubled. Detentions should be viewed as a serious matter. Detentions above and beyond three (3) may result in an in-school suspension (ISS). Students receiving more than one ISS will be disqualified from serving in Student Government.

### **IN SCHOOL SUSPENSION**

An in-school suspension [ISS] needs to be considered an extremely serious situation. If an ISS is given, the student will report to the Administrator's office first thing in the morning. All of the student's regular work for the day will be done. The student will not be allowed to participate nor attend any school function on the days of his ISS [i.e. ball game]. The student will receive an excused absence for any day[s] served in ISS. A substitute teacher will be scheduled to monitor the student in ISS and the regular daily substitute pay (\$60/day) will be billed to the parents school account.

### **OUT OF SCHOOL SUSPENSION**

An out of school suspension [OSS] needs to be considered an extremely serious situation. OSS automatically puts the student on social probation for the rest of the year. All graded work for that day will receive an automatic zero. All notes and information missed during OSS is the responsibility of the student. For OSS the parent is asked to pick the student's work up at the office at a pre-arranged time. The student will not be allowed to participate in or attend any school function on the day of his OSS [i.e. ball game, etc.].

### **EXPULSION**

Expulsion is used as a last resort. Once a student has been expelled, he is asked to remain in the presence of the Administrator until escorted off the property by his parents. He will not be allowed to visit or attend any school function for the remainder of the school year.

**SOCIAL PROBATION**

Social probation is given when the student has repeated offenses in some area and the school questions whether or not the student will be able to abide by school regulations. Once a student is put on probation, if the student breaks any rules, the parents may be asked to remove him from SMCS.

**BULLYING POLICY**

Bullying includes but is not limited to verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, slander, persistent tormenting, utilizing habitually cruel or overbearing comments, utilizing racial slurs, making fun of or spreading rumors, cyber-bullying, mocking, belittling or encouraging exclusion and teasing (depending on the severity and nature of this problem, it may be handled as a Suspension or even expulsion).

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The student must at all times conduct himself in a manner becoming a Christian. Philippians 2:14 says, "Do all things without murmuring and disputing." If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Use this as a great teaching experience for your child as he observes your calmness and Christian attitude in how you respond. "Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven." Matt.5:16
2. Give the staff the benefit of the doubt.
3. Realize that your child's reporting may be emotionally biased and may not include all the facts.
4. Realize that the school has reasons for the rules and we seek to enforce them without partiality.
5. Support the administration and if necessary call the teacher for all the facts.
6. If you are a Sheets Memorial Baptist Church member, never talk with the teachers before or after church services about problems. Make an appointment. Let the services be a time of spiritual refreshing for teachers.
7. If you are not satisfied after talking with the teacher, request a meeting with the administrator. Matt. 18:15- "If thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother."
8. If satisfactory resolution is not obtained after meeting with the administrator it is recommended that a letter be written to the school board for their review. The school board will review the grievance and a representative from the school board will contact you back regarding any decision, or recommendation regarding resolution.

**CLASS DUES**

All 6<sup>th</sup> -12<sup>th</sup> grade students are required to pay annual class dues. The purpose of the dues is to help the class fund their junior-senior banquet and senior trip fund. Dues are paid for the year in one lump sum. Grades 6-8 dues are \$50.00 per year and grades 9-12 dues are \$75.00 per year. However, if dues are not paid, and the student withdraws, records will be held until the dues are paid. Class dues are a non-refundable fee.

**DRESS CODE**

Proper Dress: SMCS has developed a dress code for its students based on the guidelines established in God's Word for His people. Because people observe the appearance of Christian school students, a testimony must be maintained. The Word is clear that our dress should be modest (1 Timothy 2:9) and not too elaborate (1 Peter 3:3,4) and that we should do everything in our lives for the glory of God (1 Cor. 10:31). In other words, our clothing and the way we wear it should show our desire to please God.

School dress is the responsibility of the home. Students are urged to avoid extremes in dress and makeup. Clothing must be in good repair and clean. All students should be properly groomed and attired when on school property or at school activities. They should be dressed so they will not present a danger to health and safety; nor should they be dressed in a manner which interferes with work or creates disorder. Students who will not conform to school dress regulations will be required to withdraw.

**DRESS CODE UPPER SCHOOL BOYS****SHIRTS:**

- Shirts must have a collar and/or buttons.
- Button-up shirts must be buttoned
- ALL SHIRTS must be tucked in pants at all times while on school premises.
- Sweatshirts, hoodies, jackets or sweaters without writing may be worn over a collared or buttoned shirt.
- Shirts may not have slogans or pictures with the exception of a 3 x 3 logo.
- A t-shirt worn underneath outerwear should not have writing on it.
- SMCS sweatshirts

**PANTS:**

- Dress pants, khaki style, cotton twill, corduroy or dress colored jeans (not blue) with a belt.
- Loose fitting jeans and modest shorts may be worn to ballgames.
- Pants should not be form fitting nor extremely baggy.
- No camouflage, shorts or athletic pants.
- Pants must remain in good condition with no holes or tears.

**FOOTWEAR:**

- Shoes and socks must be worn to school.
- Slippers, flip-flops or sandals are not acceptable footwear

**HAIR:**

- Neat and well groomed in appearance.
- Hair is to be worn above the collar [as measured on a dress shirt], above the eyebrows, and trimmed off the ear.
- Boys must be clean shaven at ALL times except for mustaches.
- Side burns are not to be worn below the lobe of the ear.
- Hair must remain a natural hair color.

**ACCESSORIES:**

- Boys are allowed to wear one necklace.
- Earrings or body piercings may not be worn at any time.
- One ring may be worn.
- No additional tattoos, body piercings, or body art will be allowed once enrolled at SMCS.
- Any existing tattoos must be covered while at school functions.
- Boys may be required to wear ties on certain occasions, such as chapel programs, field trips, and the school day of ball games in which they participate.

**DRESS CODE UPPER SCHOOL GIRLS**

**NOTE:** We understand that fads and trends change regularly for young ladies. With this in mind our primary goal is to maintain a modest appearance. While at school, the function of modest clothing for a young lady is to keep both her front and back mid drift covered at all times and a neckline that does not permit for cleavage to be exposed.

**BLOUSES, SHIRTS, SWEATERS, and DRESSES:**

- Clothing is to be loose fitting with at least a cap sleeve.
- Necklines are to be modest in appearance.
- Only the top two buttons may be unbuttoned on a Polo style or collared shirts.
- Tops of garments must have at least a cap sleeve or longer.
- If leggings are worn, the dress must still reach at least the top of the knee.
- Shirts may not have slogans or pictures with the exception of a 3" x 3" logo.
- Sweatshirts, hoodies, jackets or sweaters without writing may be worn.
- SMCS sweatshirts
- All sweaters and jackets must be to the waistline in length.

**FORMAL DRESS POLICY**

- No strapless dresses.
- No neckline below the imaginary line between your armpits.
- The back of your dress should be no lower than half the distance between your shoulders and waist.
- The dress should be loose and not form fitting.
- The dress must reach at least the top of the knee.

**SKIRTS:**

- Skirts and dresses are to reach at least the top of the knee.
- Sundresses will not be allowed.
- Skirts must be loose fitting and not clinging to your body.
- If leggings are worn, the skirt must still reach at least to the top of the knee.

**PANTS:**

- loose fitting, khaki, cotton twill, corduroy or dress colored jeans (not blue).
- Loose fitting jeans and modest shorts may be worn to ballgames.
- Leggings or jeggings are not allowed as pants.
- Pants should not be form fitting nor extremely baggy.
- No camouflage, shorts or athletic pants.
- Pants must remain in good condition with no holes or tears.

**FOOTWEAR:**

- Shoes must be worn at all times for safety reasons.
- Flip flops or slippers are not acceptable footwear (Flip flops are defined as having only a Y)
- Dressy sandals are allowed.

**ACCESSORIES:**

- Only visible body piercings permitted are two earrings per ear.
- No additional tattoos, body piercings, or body art will be allowed once enrolled at SMCS.
- Any existing tattoos must be covered while at school functions.
- Hair must remain a natural hair color.

**ACTIVITY DRESS CODE FOR ALL GRADES**

Under certain conditions, students may be allowed to wear bathing suits or shorts. They will be notified ahead of time if this is the case. All shorts must be loose but not "baggy" and come to within three inches of the knee. Girls' bathing suits must be a modest one-piece bathing suit.

### **DRESS CODE VIOLATIONS**

The above standard dress code is to be observed during all school times and school activities including Orientation night. Standard dress code must be maintained at all athletic banquets, recitals and any other function other than athletic games.

When dress code standards are not adhered to, at least one of the following steps will be taken:

- Dress code violations will try to be resolved at school.
- Students at times may be given substitute clothing.
- If parents need to be called, missed class time will be unexcused.
- Violation notices will be sent home to the parents not called for signatures.
- Hair violations will need to be corrected within 48 hours or student may not be permitted in class until it is corrected.
- If a student does not cooperate the Discipline Code may also be used.

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