



SHEETS MEMORIAL CHRISTIAN SCHOOL

2021 STUDENT HANDBOOK

307 Holt Street, Lexington, NC 27292 • 336-749-4224 • SheetsMemorial.com

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WHO WE ARE

SCHOOL DEMOGRAPHICS & IDENTITY

School Name:	Sheets Memorial Christian School also referred to as SMCS 307 Holt St., Lexington, NC 27292
Year Founded:	1969
Ministry Of:	Sheets Memorial Baptist Church also referred to as SMBC 210 Cotton Grove Rd., Lexington, NC 27292
Serving:	Age 6 weeks to 12 th 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
Website:	www.sheetsmemorial.com
Current Administrator:	Mr. Paul Smeltzer M.A.
Current Pastor:	Pastor Frankie Matthews
Accredited by:	ACSI Association of Christian Schools International Cognia (SACS:Southern Association of Colleges and Schools)

BEFORE ENROLLING

Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read this Student Handbook. The Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God (The Bible). If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

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 Biblical 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

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. Matt. 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.

STATEMENT ON MARRIAGE, GENDER, & SEXUALITY

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.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that

no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Leviticus 20:13; Matthew 15:18-20; 1 Corinthians 6:9-10; Romans 1:27.)

We believe that in order to preserve the function and integrity of Sheets Memorial Christian School as a ministry of Sheets Memorial Baptist Church, and to provide a biblical role model to the SMCS and SMBC members and the community, it is imperative that all parents, guardians, students, persons employed by SMCS in any capacity, and/or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of [the organization].

In keeping with the above stated beliefs, SMCS reserves the right, within its sole discretion, to refuse admission for students and/or families that do not agree with the Statement on Marriage, Gender, and Sexuality. In like way, if any currently enrolled student and/or their parent/guardian engage in a lifestyle contrary to the above agreed upon beliefs the student(s) will be asked withdraw.

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.

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.



BEFORE & AFTER SCHOOL CARE

Families will register for Eagle Care through the office. Eagle Care is a school year program and charged as an annual program. Eagle Care is not a drop off service. Families that have a life change during the year can enroll mid-year.

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 (grades TK5 to 5th) or study hall. Students staying for athletic participation will be watched by the athletic department. 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.

EMERGENCY CARE

For students not enrolled in Eagle Care: When unexpected emergencies or events arise and a student cannot be picked up by 3:30 pm, the school will care for the student. The school however will assess the family a \$25.00 per student late pick-up fee. Payment of fee is due on the next day after the emergency.



SUMMER CAMP

Students in grades rising 1st graders through rising 6th graders 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 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.

Enrollment at SMCS is considered an annual contract between the school and families with annual programs, supplies and personnel decisions based on enrollment numbers. Because early withdrawals dramatically affect the school year the school does assess an early withdrawal fee based on the time of year the student is withdrawn. This fee amount can be found in the current tuition and fee schedule. Middle & High School: Class dues must be paid through the time of withdrawal and are non-refundable.

BILLING PROCEDURES

Sheets Memorial provides three(3) ways to pay annual tuition and some program fees:

1. One Time Payment

The entire year paid at one time before August 15 of each school year. This option provides a 4% discount on tuition. Tuition, S.O.A.R. tuition, lunch service, and Eagle Care can be included in this payment.

2. Semi-Annual Payment

The entire year paid in two installments. One installment paid before August 15 and the second before January 15. Tuition, S.O.A.R. tuition, lunch service, and Eagle Care can be included in these payments.

3. Monthly Bank Drafts

Tuition is paid in 11 equal installments on either the 5th or 20th of the month. Payments made on the 5th of each month begin in July and end in May. Payment made on the 20th of each month begin in June and end in April. Tuition, S.O.A.R. tuition, lunch service, and Eagle Care can be included in these payments.

All other fees are paid on due dates:

<u>FEE NAME</u>	<u>BILLED</u>	<u>DUE BY</u>
New student Application Fee		With Application
Re-enrollment Fee	February	With re-enrollment form.
Registration Fee	June	August 1
Curriculum &Resource Fee	June	August 1
High School Elective Class Fees	August	Sept 1
Graduation Fees	March	April 1

All other fees are billed when student is participating in the service and due within 30 days.

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 Curriculum & Resource Fee 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.

Non-Sufficient Funds (NSF) fee of \$35.00 will be assessed for returned bank drafts and checks. Bank drafts that return a NSF will be submitted again 24 hours later. After the second NSF your child will not be permitted to attend class until bill and fees are paid in full.

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 polices 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

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

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. 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.

4. ELEMENTARY TARDINESS

Elementary students are tardy if not in their homeroom when the 8:00 bell rings. Parents must remember that tardiness is a serious matter. Students arriving late disrupt the activities already underway by causing the teacher to stop and care for the late student. This can limit the teacher's plans for the day.

Three(3) unexcused tardies to school will equal one absence, a zero on all worked missed, and the loss of perfect attendance.

An excused tardy is for events that are unavoidable out of the ordinary events and/or prearranged lateness. Events such as traffic, parent running late, sleeping in, and others will be considered unexcused.

5. **MS/HS TARDINESS:**

Three unexcused tardies to home room or class result in an absence and a half hour detention.

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 11:30 am or arrives after 11:30 am. Middle & high school students must be present at least 25 minutes in a class to be counted present for that class.

MEDICAL GUIDELINES

COMMUNICABLE DISEASES

To ensure 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. Field trips come in many formats. Some may take a couple hours, others all day, and some will be overnight trips. No matter format all of the field trips are designed to integral part of the overall academic process and program.

Field Trip Guidelines

- All field trips are required.
- Retreats are required for Middle and High School students.
- 8th grade trip is required as an overnight fieldtrip.
- Senior trip is a required as an overnight fieldtrip.
- Permission slips for single day trips was part of the enrollment form you signed.
- Permission slips for overnight trips will be a distinct slip for particular trip.
- Students not attending overnight trips are required to report to school or receive unexcused absences for days/classes missed.
- 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.

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.

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 TK5 – 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. 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 ensure 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 ensure 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 Ext 1300 - 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, text, and/or email 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.

COMPREHENSIVE GRIEVANCE POLICY

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Sheets Memorial Christian School's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

All parties are expected to observe the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and to always give a good report. All differences are to be resolved by utilizing Biblical principles. Appropriate confidentiality will be observed in regard to

confidential matters.

General Guidelines:

- A. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
- B. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.
- C. All grievance proceedings, including details of any investigation and statements relating to it, are confidential to the parties concerned, with the exception of official bodies which have a right to require disclosure of information.
- D. If you are a Sheets Memorial Baptist Church member, never talk with the school personnel before or after church services about problems. Make an appointment. Let the services be a time of spiritual refreshing.
- E. No reprisals of any kind shall be taken by any party to this procedure against any party in interest, any witness, or any other participant in the grievance procedure by reasons of such participation.
- F. The procedures set forth below shall be the sole and exclusive course available to an aggrieved person hereunder.

Classrooms: Students/parents to teachers:

- 1. All concerns (academic or social) about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- 2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
- 3. If the problem is still not resolved, the parents should appeal the decision to the Head of School.
- 4. If the problem is still not resolved, the parents should appeal the decision to the Superintendent of Schools (Pastor of SMBC).
- 5. If the problem is still not resolved, the parents should appeal the decision in writing to the Sheets Memorial Christian School Board. Written appeal should be presented to the Superintendent for conveyance to Board.
- 6. If there is no resolution, they should request an in person meeting with the Sheets Memorial Christian School Board.
- 7. 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.
- 8. School Board decisions are final.

Discipline:

The student must at all times conduct themselves in a manner becoming a Christian. If your child receives a disciplinary action that you are unsure about, please follow this procedure:

1. Realize that your child's reporting may be emotionally biased and may not include all the facts.
2. Give the staff the benefit of the doubt. Realize that the school has reasons for the rules and we seek to enforce them without partiality.
3. Be prepared to 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
4. Contact the teacher/staff member directly to receive the facts.
5. If you are not satisfied after talking with the teacher, request a meeting with the appropriate administrator.
6. 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. Written requests are to be delivered to the Head of School for conveyance to Board.
7. 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.
8. School Board decisions are final.

General Operations:

1. If parents/guardians have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms & discipline), they should bring their concerns to the appropriate director.
2. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.
3. If the problem is still not resolved, the parents should appeal the decision to the Head of School.
4. If the problem is still not resolved, the parents should appeal the decision to the Superintendent of Schools (Pastor of SMBC).
5. If the problem is still not resolved, the parents should appeal the decision in writing to the Sheets Memorial Christian School Board. Written appeal should be presented to the Superintendent for conveyance to Board.
6. If there is no resolution, they should request an in person meeting with the Sheets Memorial Christian School Board.
7. 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 the event that a resolution cannot be reached through the above grievance policy and understanding that all parties of this agreement are Christian and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church and therefore, the parties agree that they shall seek to resolve any controversy or claim arising out of school policy and/or procedure through mediation by the Christian Law Association located in Mason, Ohio.

All parties agree that the methods outlined in this section shall be the sole remedies for any and all controversies or claims arising out of school policy and/or procedures and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

ELEMENTARY SCHOOL TK5-5TH

ACADEMICS

TRANSITIONAL KINDERGARTEN (TK5) PROGRAM

TK5 does not replace kindergarten! It is a transitional year between Preschool and Kindergarten for students that are not on the same maturation schedule as the traditional K5 student. It's an extra year where children can develop social and emotional skills and build that foundation even more. TK combined with a further year of Kindergarten gives small or immature children the opportunity to develop and learn over a longer period before entering grade school.

Three scenarios usually make children possible candidates for TK5:

1. The child that is definitely ready based on age but still needs a year to mature socially and academically.
2. The child that is on schedule for kindergarten by birthday age but has not had the social interactions and structure of a defined preschool program.
3. The child that completed a K4 program but too young by birthday to start K5. Our cut-off date is 5 years old on or before October 31.

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 ensure 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

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 3inch x 3inch logo.
- No camouflage shirts
- 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.
- 4th and 5th 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.
- During the months from April 1 – October 31, boys are allowed to wear shorts. All shorts must be loose but not "baggy" and come to within three inches of the knee.
- No camouflage or athletic pants.
- Pants must be 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.
- No camouflage

PANTS:

- Khaki style, cotton twill, corduroys, or jeans.
- Pants should not be form fitting nor extremely baggy.
- Leggings and/or jeggings are not permitted to be worn as pants.
- During the months from April - October, girls are allowed to wear shorts. All shorts must be loose but not "baggy" and come to within three inches of the knee
- No camouflage or athletic pants.
- Pants must be 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.
- No camouflage tops
- 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 6th - 12th

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 93 average for the 2nd semester, may be exempt for that class.
- 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 Secondary Principal.

- Seniors are required to take their final exams before leaving on their senior trip. Failure to do so could result in a zero on the exam.

ACCEPTANCE OF TRANSFER STUDENTS INTO THE 12TH GRADE.

Student requesting to transfer into SMCS for 12th 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 12th grade may not be considered for academic accolade in the form of salutatorian or valedictorian.
5. In accordance with National Honor Society guidelines, 12th grade transfer students cannot be inducted into the National Honor Society

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 9th 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 9th 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	3
PE	½

Health	½
Computer	2
Foreign Language	2
<u>Electives</u>	<u>6</u>
Total	30

The 5th 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), 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

- 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 3rd 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 2nd 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 3rd 9 weeks of the senior year. Students must have an 89.00% cumulative (9th-12th 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:

- Students must be in 10th, 11th, or 12th grade
- Student cannot be in their 1st year as a Sheets Memorial High School student
 - Ex: transfer students enrolled for the 1st time at SMCS are ineligible

- b. Ex: students who attended SMCS in elementary or middle school must still be in their 2nd year of high school at SMCS
3. Students must have a minimum overall cumulative average of 89% beginning in 9th 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. Approved Dual Enrollment programs are considered towards the class periods. 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.

Freshman =	5 credits or fewer
Sophomore =	6-12 credits
Junior =	13-18 credits
Senior =	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.

School issued Chromebooks can be used for school approved assignments only. Chromebook activity will be monitored by the staff of SMCS and students found to be misusing their Chromebook could lose access to Chromebook and/or be subject to discipline code of this handbook.

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. Cell phones discovered during class that are not in the provided location will be in violation. 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 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.

UPPER SCHOOL RETREATS

Towards the beginning of each year we take the students in grades 6-12 on a retreat. The primary goal of this trip is to set the spiritual atmosphere and tone for the year. We also find that it is a great time for new students to integrate in the student body while working on the unity of the student body within the school.

Middle School Ignite Retreat

The Ignite Retreat for grades 6-8 consists of a one day trip to Camp Merriwood in Clemmons, NC. The students spend the morning growing together in group activities and spiritual challenge. During the afternoon, the students enjoy the water activities.

High School Engage Retreat

The Engage Retreat for grades 9-12 consists of a two to three day trip. The seniors are taken a day early, if possible, to build unity and to encourage leadership by the class. The underclassmen then join them for two days of activities. The high school uses multiple camps with different types of activities.

Retreat is required of all 6th – 12th grade students. Students not attending will be recorded as an unexcused absence.

8th GRADE TRIP

Each year the 8th grade class will go on an educational 3 day trip to experience firsthand elements of their curriculum. Trips have included destination like Ark Encounter, Creation Museum, Washington DC and historic Williamsburg, VA. These trips are a required part of the middle school academic program. Students that do not attend will be required to attend school and complete prepared school work. Failure to attend school will be recorded as an unexcused absence. The family is responsible to pay for this trip.

SENIOR/MISSIONS TRIP

Each year, the senior class will go on a 5-7 day senior/missions trip. Fund raising opportunities are provided to allow each student to raise the money needed to go. Students typically are able to raise the money needed but if they don't, the parents are expected to cover the remaining cost and spending money.

The trip is a required part of the overall program for seniors; therefore, any senior choosing not to go will be required to attend school as usual to do prepared school work. These students will be recorded as not present unexcused if they fail to come to school during the trip days. This trip is also the last activity for the year and seniors are required to take their final exams before leaving on the trip.

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 FOR 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.

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 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.

Detentions consist of:

- Students will be given a white copy of the detention slip that requires a parent's signature
- Detentions are held one afternoon a week immediately following school dismissal.
- Students are required to bring the signed white copy to detention
- A \$5.00 fee will be charged per each ½ hour detention session due to the teacher when the student arrives for the detention.
- A student cannot serve their detention without having the \$5.00 and/or the detention slip. Failure to have either one of these will result in the student being assigned a double detention (1 hour) to be served the next week.
- Up to 2 detentions can be served during a given detention session.
- Detentions should be viewed as a serious matter.
- Failure to attend the detention for two consecutive weeks will result in an ISS.
- Detentions above and beyond three (3) may result in an in-school suspension (ISS).

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. Students receiving more than one ISS will be disqualified from serving in Student Government.

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).

DISCIPLINE GRIEVENCE 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.

CLASS DUES

All 6th -12th 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 as part of the Curriculum and Resource 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.
- Shirts must be in good condition with no holes or tears.
- 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.
- No camouflage tops
- 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 be 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.
- Clothing must be in good condition with no holes or tears.
- 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.
- No camouflage tops.
- 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.
- No camouflage dress
- Clothing must be in good condition with no holes or tears.
- 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.
- No camouflage skirts.
- Clothing must be in good condition with no holes or tears.
- 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 be 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 toe 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.

PE DRESS CODE(boys and girls)

All upper school students are required to wear only Sheets Memorial PE shorts and T-shirt to participate in physical education classes. Failure to dress out properly will count against the student's PE participation grade.

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 with dress code the Discipline Code may also be used.
- Three(3) dress code violations in a semester may result in a detention.

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