

**SOUTH HAVEN CHRISTIAN SCHOOL**  
**Parent/Student Handbook**

2011-2012

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Dear Parents and Students:

Welcome to South Haven Christian School! We are so happy to welcome you as a member of our "School Family".

For over 30 years, God has provided a school available to a community of parents seeking excellence in education and one that honors the Lord. This school has presented a Biblical worldview through the curriculum of coursework and the staff. With the integration of both the academic and spiritual, God can equip a student with everything that he/she needs for life and godliness. The evidence of the work being done is in the students being challenged both academically and spiritually.

We are so pleased that God has continued to provide us with an excellent staff, exceptional families and students as a community that works together to achieve great things. With parental support in providing standards of conduct, morals and a positive attitude toward learning for your children, the school can confirm and reinforce the authority of the parents and the values of the home. More than anything else, Jesus Christ should be at the center of everything that happens at South Haven Christian School.

We look forward with anticipation to all that the Lord will do this year to bless the children and encourage the staff in their calling.

May the Lord work mightily in your lives and homes!

SOUTH HAVEN CHRISTIAN SCHOOL

Michael C. Owney  
Administrator

"The Mission of South Haven Christian School is to equip students with a Biblical mindset of absolute truth to pursue excellence in mental, physical, spiritual and social disciplines to impact our society for Christ."

South Haven Christian School is a member of the Association of Christian Schools International.

"Train up a child in the way he should go, and when he is old, he will not depart from it."  
Proverbs 22:6

## **THE HISTORY OF SOUTH HAVEN CHRISTIAN SCHOOL**

South Haven Christian School was founded in 1974, under the direction of South Haven Christian Church. They were convicted that there was and still is a need for a school in this community that will train minds, develop moral character, and enrich the spiritual lives of all people who come under its influence. It is an institution dedicated to the education of children in a Christian environment from a Christian world-view.

The school first operated entirely within South Haven Christian Church's building. In 1985, a second building was constructed to provide more classrooms and offices for the school. The second phase of the building was completed in August 1989.

A third building was begun in June 1996 and was completed in the fall of 1997. It added three classrooms, a full-court gym, a kitchen and four restrooms.

Every year, God has blessed our school with wonderful students and parents who support our efforts. We look forward to working with all of you during this coming school year.

## **STATEMENT OF BELIEFS**

We at South Haven Christian School believe that God's program for service is centered around the teachings of the Bible. We are committed to training young people, who will exemplify Christ, to be spiritually oriented, as well as academically excellent. The spiritual atmosphere of the classroom is maintained by Bible-centered curriculum, dedicated Christian teachers, loving discipline, daily prayer, and daily devotions. The curriculum, teaching methods, programs, activities and philosophies of South Haven Christian School are Christ-centered. The Bible is taught as the inspired Word of God and the final authority of faith, practice, truth, and knowledge.

We believe that God's Word, the Bible, is our source for understanding our purpose in life, how we got here, and where we are going. The Bible is our only source of direction in how to be saved and how we should live. The Bible teaches that salvation is found only in submitting our lives to Jesus Christ, the Son of God. All teaching should be in agreement with God's Word. All things in contradiction to the Scripture should be avoided.

**THE PARENT/STUDENT HANDBOOK CONTAINS INFORMATION TO PROTECT, GUIDE, AND HELP THE STUDENT HAVE A SUCCESSFUL AND REWARDING SCHOOL EXPERIENCE. SOUTH HAVEN CHRISTIAN SCHOOL ACCEPTS STUDENTS WITHOUT REGARD TO RACE, NATURAL ORIGIN OR SEX.**

## **SOUTH HAVEN CHRISTIAN SCHOOL: A PROFILE**

The MISSION of South Haven Christian School is to equip students with a Biblical mindset of absolute truth to pursue excellence in mental, physical, spiritual, and social disciplines to impact our society for Christ.

### **GOVERNANCE:**

- South Haven Christian School is a ministry of South Haven Christian Church.
- SHCS is governed by a Board of Education having not more than nine members.
- Membership to the Board is by appointment.
- The School Administrators oversee the day-to-day operations of the school.

### **ACADEMICS:**

- Pre-Kindergarten (3) programs offer the opportunity for youngsters to become acquainted with letters, numbers from 1-10, learning to listen to directions and learning to share.
- Pre-Kindergarten (4) and Kindergarten programs challenge children in phonics, numbers, and other academic areas.
- SHCS uses curriculum that challenges students and is consistent with God's Word.
- Students are taught to think and how to deal with the world around them from a Christian framework.

### **STANDARDS:**

- South Haven Christian School supports parents in reinforcing Biblical values.
- Positive standards of behavior and attitudes are taught and enforced.
- Christian principles and a positive educational atmosphere are promoted through a reasonable dress code.

### **THE WHOLE PERSON:**

- Students are taught with tools, such as science materials, speech, keyboarding, music, art, physical education, and computers that help prepare them for the practicalities of the future.
- Students are given the opportunities to develop and grow through participation in activities such as athletic teams, field trips and games.

### **ADMISSION:**

- New students must complete an application and pay the registration fee.
- New students are to submit current immunization records or complete a health form.
- Pre-Kindergarten (3) students must be 3 years old by August 1st.
- Pre-Kindergarten (4) students must be 4 years old by August 1st.
- Kindergarten students must be 5 years old by August 1st.
- Both a half and full day Pre-Kindergarten (3) and Pre-Kindergarten (4) program is offered.
- Kindergarten classes meet for a full day.
- The Parent/Student Handbook should be read and kept for reference.

"Train up a child in the way he should go, and when he is old, he will not depart from it."  
Proverbs 22:6

## South Haven Christian School Faculty and Staff

### TEACHERS AND AIDES

<b>Pre-School(3)</b>	Sandy Owney
<b>Pre-K(4)</b>	Kelly McMahon
<b>Teacher's Aide</b>	Jessica Visef
<b>Kindergarten</b>	Chrissy Beal
<b>Kindergarten Aide</b>	Jeannie Crague
<b>1<sup>st</sup> Grade</b>	Melissa Ramsey
<b>2<sup>nd</sup> Grade</b>	Shirley Luna
<b>3<sup>rd</sup>/4<sup>th</sup> Grade Aide</b>	Debra Whidden _____
<b>5<sup>th</sup>/6<sup>th</sup> Grade (Math/Science)</b>	Bridget Rowlett
<b>7<sup>th</sup>/12<sup>th</sup> (English/History)</b>	Stephanie Wade
<b>Computer</b>	Becky Siska
<b>Foreign Language</b>	Becky Siska
<b>Music</b>	_____
<b>Physical Ed.</b>	Denise Pollachek
<b>Home Economics</b>	Erin Moore

### AUXILLIARY STAFF

<b>KITCHEN</b>	Erin Moore
<b>CUSTODIAN</b>	Yvonne Mitchell

### ADMINISTRATIVE/OFFICE

**Administrator/Principal:**  
Michael Owney

**Office Manager:**  
Carole Wilson

### SCHOOL BOARD MEMBERS

Steven Bensing

Phil Cooper

Michael Gutierrez

Lori Cooper

## A. ADMITTANCE TO SHCS

### NEW POLICIES ARE BOLD LETTERINGS INSIDE BRACKETS [ ]

#### 1. WHY A CHRISTIAN SCHOOL?

There are many reasons to choose a Christian school, such as to avoid negative peer pressure from the public schools, to have more Christian friends, to receive more personal attention, and to have a better learning environment. **1 Corinthians 15:33** and **Proverbs 13:20** does warn about not becoming close friends with bad company. It is true that Christian school students outscore public school students on standardized national tests and private schools are more successful in creating interest in their students in attending college. Other reasons given have been the desire for a safer, more disciplined and ordered environment than the public schools supply, and the desire for better character and personality development than public schools offer. God is a God of order and discipline and His desire is for us to grow in the character of Christ.

The most important reason to choose a Christian school, the staff at SHCS believes, is to follow **Ephesians 6:4** teaching where God asks parents to bring their children up in the **"training and instruction of the Lord."** The Bible-centered and God-centered education, being positive and truthful, gives true wisdom and is the best hope for transforming society. **"You are the salt of the earth...you are the light of the world."** (**Matthew 5:13,14**) Students should be given an education that applies Scripture to every area of learning, and that prepares the student to be the salt and light to the world.

#### 2. ADMISSIONS PROCEDURES:

**REGISTRATION:** All parents desiring to enroll their child in **SOUTH HAVEN CHRISTIAN SCHOOL** must complete a student application and pay the registration fee. The person signing the application is to be the person with whom the child lives. This is the person who is held responsible by the school for financial obligations. Registration fees are non-refundable, unless the school does not accept the child. All new students, [Pre-School 3] - 12th grade must submit health records before they can begin school.

**Pre-School 3 - 6TH GRADE:** [Children entering our [Pre-School (3) must be potty trained.]

**Children entering Pre-Kindergarten (4) must be four (4) years of age by [August 1<sup>st</sup>].**

**Children entering Kindergarten must be five (5) years of age by [August 1st].**

The teacher and/or administration must approve exceptions. Admissions and grade level assignments are tentative pending the receipt of transcripts for 1st through 6th grade students.

**Students entering 7<sup>th</sup> thru 12<sup>th</sup> Grade must go through an interview process. This interview takes place with the Administrator and includes the parents and the student requesting admission to SHCS.**

SHCS has a non-discriminatory admissions policy. South Haven Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities of our school. We are not equipped to educate children with severe discipline problems or severe disabilities. Such cases would have to be considered on an individual basis.

## B. FINANCES

### 1. FINANCIAL POLICY

South Haven Christian School is supported by tuition, fees, and fundraising, so it is imperative for the continuation and operation of the school, that all accounts are paid on time. South Haven Christian School receives no government funds, either state or federal, or any assistance other than from its own sources. We depend upon our regular tuition payments to meet salaries and operational expenses. We caution parents that payments not be delinquent so as not to jeopardize the student's privilege of attending SHCS.

#### THE FOLLOWING ARE POLICIES THAT GOVERN OUR FINANCES AT SHCS:

1. The registration fee must be paid when the application is submitted.
2. **Annual Book Fees are due by July 15<sup>th</sup> if students are registered prior to that date. Students who register later in the year must pay book fees at the time they register for school.**
3. **No student can start school until book fees are paid unless prior arrangements have been made with the School Board.**
4. Tuition is due on the **FIRST** day of each month for that month.
5. **If tuition is paid after the 5<sup>th</sup> of the month, but prior to the 10<sup>th</sup> of the month, an additional \$15.00 will be due. If tuition is paid after the 10<sup>th</sup> of the month, an additional \$30.00 will be due.**
6. **[Any student whose account is not paid by the 20<sup>th</sup> of the month will be dismissed from school and will not be able to attend until tuition for the month, plus all late fees has been paid in full.]**

**[The only EXCEPTION to this rule is for May tuition payments. Because May is the last month for school payments, it is necessary that all tuition MUST BE PAID by no later than May 10<sup>th</sup>. If a student's tuition is not paid by that date, the student will not be allowed to return to school on May 11<sup>th</sup>. The student will remain out of school until the tuition account balance is paid in full.]**

7. Report cards and other school records **and student's supplies** will not be released until a family's school bill is paid in full.
8. **[The school will charge \$30.00 fee if check is not honored for any reason by the Bank. The party will need to pay all future payments in cash, cashier's check or money order and to replace the check which was not honored by the Bank.]**
9. If it becomes necessary for SHCS to institute legal proceedings to collect any delinquent payments, the amount due, plus any legal fees incurred will be due.

### 2. FEES AND TUITION

For specific amounts, please see the current fee sheet at the back of the handbook.

#### (A) REGISTRATION FEE:

Registration fees are required when the application is submitted. Your child is considered officially enrolled only after the school office has received the registration fee and accepts the application for enrollment of the student. In the event the School does not accept your child, the fee will be refunded. This fee is **not refundable** should a parent decide not to send a child to the school even if they move from the area.

#### (B) BOOK FEES:

Annual Book Fees are due **by July 15<sup>th</sup> for students enrolled prior to that date. For all others, Annual Book Fees must be paid at time of enrollment.** These fees include book rental, consumable books, teacher and classroom materials and equipment, liability insurance, and office expenses for each grade. This fee is **not refundable** once a child starts school. Students in the class will provide additional costs for special projects; for example, art, music, or computer class needs. Class lists of paper, pencils, notebooks, glue, crayons, etc. will be sent to school families prior to the beginning of school.

**(C) ADDITIONAL FEES/MATERIALS:**

**Pre School 3-12th GRADES:** Pre-School 3 through 12th grade students need an extra pair of gym shoes to be kept at school. These can be used shoes that are clean on the soles. This is to protect the gym floor from abuse of extra dirt and stones brought in on the floor. **(Suggestion – Shoes with Velcro closures are handy for the younger students.)**

**(D) ATHLETIC FEES:** Students will be charged Athletic fees will be when they participate in special sports events such as Pee Wee Basketball or intramural sports. These fees help offset the cost of referees, tournament fees and awards. Students will be asked to pay these fees prior to participating in the event.

**(E) TUITION:**

**Please make all checks payable to: South Haven Christian School (SHCS), 786 Juniper Road, Valparaiso, IN 46385.** Please mail or bring all payments and fundraiser monies to the office. **We strongly discourage sending any type of payment with your child because it is easy for it to be lost or payment delayed if your child forgets to give it to his/her teacher.**

If cash is used in paying tuition, please come directly to the office so you may obtain a receipt. Please do not hand envelopes with cash in them to the teachers. For your protection and ours, we will not be responsible for cash payments for which you cannot show a receipt.

Tuition may be paid yearly by the start of school or on a monthly basis. **Monthly payment plans begin as early as July to pay tuition over 11 months. If the child is enrolled after July, you may elect another monthly payment option as long as it is approved by the administrator, an all tuition is paid by May of the school year.** There is a **5%** discount on annual tuition if it is **paid in full by June 30th** before the school begins. There is a **3% discount** if tuition is **paid in full after June 30<sup>th</sup> by prior to the first day of school.**

For purposes of calculating tuition, the first child tuition rate applies to the oldest child in a family.

**TUITION IS DUE ON THE FIRST DAY OF EACH MONTH.** Maximum tuition savings will be realized by parents who **pay by no later than the 5th of the month.** Students may be dismissed from school when any account is two months overdue (the 11th day of the second month for which payment has not been received.)

If you compare our fees with those of other Christian Schools, you will find that we are offering a quality education at very reasonable prices. While this is a blessing to the parents who send their children to our school, it means that we do not have a large balance with which to back ourselves when it comes time to meet our operating expenses. Therefore, it is very important that all tuition payments be in on time.

**(1) The following is the School Board's policy on handling delinquent accounts:**

- After the 10th of the month, maximum monthly tuition will be charged.
- 20<sup>th</sup> of the month: Student not allowed to return until all fees owed have been paid in full.

**(2) End of the year delinquent accounts:**

At the end of the school year, SHCS will **withhold** report cards, diplomas, grades, transcripts and all other school records and will cancel pre-enrollment unless all delinquent fees are paid in full by the last day of school. Pre-existing special payment agreements that are current will hold pre-enrollment registration as decided on their pre-arranged agreements.

**Students may not be allowed to participate in graduation and/or closing programs until all fees (including book, library, tuition, before and after school care, etc.) are paid.**

### **3. REFUND POLICY**

Registration Fees are **not refundable**. Book fees are **non-refundable after the start of the school year** to which they apply.

Monthly tuition is due in full for any part of a month in which a student attends.

If a student enrolls after July 1st, both July and August tuition payments must be made by the time school starts, or an alternate payment schedule with fewer months to pay will have to be set up with approval by the Administrators.

If a student withdraws after starting school, monthly tuition is due for each quarter (or portion thereof) that the child is in attendance. If tuition has been paid in full for the entire school year, any unused quarters will be refunded, **after the approval of the School Board**. Any discounts given at time of enrollment will be deducted from the amount of the refund.

**[All refunds must be approved by the School Board. Refunds will be processed within 90 days of the School Board receiving a written request.]**

### **4. FUNDRAISING**

Besides fees, tuition, and private grants, there will be various fundraising activities sponsored by the school throughout the school year. It is our aim to keep tuition and book fees as low as possible. Instead of passing much of the support of the school onto our parents, a portion of expense is covered through fundraising. These activities also provide a means to strengthen the relationship between parents and school.

Fundraising projects may include: Market Day, Candy Sales, Banquets, Wrapping Paper Sales, Magazine Subscriptions, Christmas Store, Fun Fairs, Pennies from Heaven, Serve/Bike-A-thons, Jar Wars and SCRIP.

We consider the SCRIP Program to be our most effective fundraiser. SCRIP is a paper certificate or card used as a substitute for money in exchange for goods and services such as gas, groceries, hotels, airfare and entertainment. SCRIP is purchased from local and national merchants in bulk at a discounted price. SHCS sells SCRIP to our supporters for full face value. Supporters can then use SCRIP to pay for goods and services that they would normally buy - without paying any additional money for their purchases. Our school is able to raise funds by keeping the difference between the full face value of the SCRIP and the discounted prices.

Your support of all of our fundraising projects is needed and is greatly appreciated. We seek to have a limited amount of these fundraising events besides the ongoing SCRIP, Market Day and the annual Christmas Store.

## **C. SCHOOL-WIDE STANDARDS**

### **1. ATTENDANCE STANDARDS**

#### **(A) SCHOOL HOURS:**

All students: School doors will open at 8:10 AM. Parents should not drop off their children before 8:10 AM unless **[they are attending our Before-School-Care Program]** or made arrangements through a staff member or administrator. Students are not allowed in the building before that time without these special arrangements. School will begin promptly at 8:25 AM and dismiss as listed below.

**PRE-SCHOOL 3 & Pre-K 4:** Half-Day Pre-School(3) and Pre-K (4) classes will be held Monday through Wed from 8:25 AM to 11:40 AM. Full Day Pre-School (3) and Pre-K (4) classes will be held Monday through Friday from 8:25 AM to [2:50 PM]. Classes begin the

year with a Round-Up Day. Pre-School (3) and Pre-K (4) will have half day classes the first week of school and conclude with half-day classes the last week of school as they prepare for their closing program.

**KINDERGARTEN:** Full day Kindergarten classes will be held from 8:25 AM until 2:55 PM. Full day Kindergarten begins with half-day classes the first week and concludes with half-day classes the last week as they prepare for graduation.

1st-12th Grade: School begins at 8:25 AM and concludes at [3:00 PM].

For drop off and pick up times and locations, see **D-1 TRANSPORTATION PROCEDURES**.

### **(B) BEFORE-SCHOOL-CARE**

In an attempt to accommodate parents' work schedules, we are adding a Before-School-Care Program for the 2010-2011 School Year. This is open to all children in grades Pre-School (3) to 12<sup>th</sup> Grade. Children may be dropped off as early as **7:00 AM** at the glass doors in the School Building. Children will remain in Before-School-Care until 8:10 AM. At that time, they will be accompanied to their classrooms.

There will be a separate charge for this Before-School-Care Program. A breakdown of the charge per child is available in a separate listing in the School Office. Bills will be prepared and mailed to parents every two weeks; same as for the After-School-Care Program.

**[Late Charge Applicable to Before-School-Care: Effective August 2011, there will be a late charge applicable to past-due Before-School-Care bills. There will be a late fee of 10% assessed to all balances that remain unpaid after the Due Date that is stated on the bill. (This fee is subject to a minimum amount of \$1.00)]**

### **(C) AFTER-SCHOOL GUIDELINES**

#### **After School Procedures:**

1. After School students in grades 2-12 are not to enter the Church building unless they have made previous arrangements with the Administrator or are attending a supervised school function. Students going to carpools, practices or other school functions after school must cross the exit road before 3:00 PM, and they must have the crossing guard's permission to do so.
2. No children will be allowed in the church, school, or gym building before 8:10 AM or 3:15 PM **unless participating in Before-School-Care or After-School-Care** without prior written permission from a school staff member unless participating in a supervised school function such as sports or other staff directed activities. Unfortunately, we do not have facilities to care for brothers or sisters of participants in practices unless the student has permission from the coach to sit in the practice room. Otherwise, the students will be placed in After School Care.
3. When students leave the school at the end of the day, they are no longer under our supervision. They may not return to school until the scheduled time for their practice/game/activity.
4. All students (Pre-School3 – 12<sup>th</sup> Grade) need to be picked up by 3:10 daily or they will be taken to After School Care, and parents will be charged for their supervision. Students wanting to attend evening Church activities on Wednesday must be picked up as normal and returned that evening. We do not have staff to supervise these students.

**After School Care:** After 3:10 PM a Pre-School 3 - 12th grade student will be taken to After School Care. (Location will be announced.) There is a breakdown of the charges per child for this service in the School Office.

**[Late Charge Applicable to After-School-Care: Effective August 2011, there will be a late charge applicable to past-due After-School-Care bills. There will be a late fee of 10% assessed to all balances that remain unpaid after the Due Date that is**

**stated on the bill. (This fee is subject to a minimum amount of \$1.00)]**

### **(C) ATTENDANCE AND ABSENCES**

When a student is absent a parent is to do the following:

- Call the school as soon as possible the morning of an absence **to state the reason for the absence**. If homework is requested, call before 11:00 AM for pickup at 3:00 PM.
- Send a note **giving reason** for the absence the day the child returns to school.

**Attendance:** Regular attendance is expected of all students. We realize that some absences are unavoidable, such as sickness or a death in the family; however, we expect parents to cooperate in helping to keep absences at the lowest possible number of days.

K-6 Absences: For K through 12th grade, 18 (eighteen) or more absences (excused or non-excused) during the school year may cause a student's promotion to be in jeopardy.

Teachers will contact parents if there is a concern about the number of absences a student has had.

**Pre-Planned Absence:** Prior to a pre-planned absence, parents should notify the School Office and the teacher, preferably one week in advance, by submitting a Permission for Pre-Planned Absence form. (This form is obtained from the School Office.) The form will be submitted to the teacher for approval. The form will be returned to the parent as notification that the absence is approved or denied.

A pre-planned form is not needed for dental or medical treatment. If it is not possible to set up dental or medical appointments outside of school hours, arrangements should be made with the office and the teacher involved before confirming the appointment. Work is to be turned in before the student's absence unless it has been arranged otherwise with the teacher. Tests, etc., need to be done before the absence, if the teacher requires it. In the event of an emergency, the school requires that the parent call the office to report the planned absence and the reason for the absence.

**Excused Absences:** Excused absences consist of the following: illness, death in the family (parent, grandparent, guardian, brother, sister, or any other relative living in the immediate household), doctor's appointments if after-school appointments are not possible, or any pre-planned, approved absence. Even though they are excused, these absences count toward the maximum limit allowed.

**Unexcused Absences:** If you do not contact the School Office to advise the reason for your child's absence, it will be considered as "unexcused". Pre-planned absences that are denied will also be considered "unexcused". These absences count toward the eighteen-day limit.

**Truancy:** When it is confirmed that a student was absent without the knowledge of his/her parents, the student will be considered truant. **Students known to be truant will be suspended for a day. Repeated truancy will result in additional suspensions or expulsion.**

**Make Up Work:** All academic work must be made up using the following schedule:

1-day absence - 2 days to make up (e.g. If absent on Tues., have Wed. & Thurs. to make up and turn in Friday)

2 days absence - 4 days to make up work

3 days absence - 6 days to make up work

After three days, it is up to the individual teacher to set an appropriate time with the student.

Any work that was due the day of the absence should be turned in the day the student returns.

#### **(D) TARDINESS**

Punctuality is very important. The habits children form while in school will be their habits for life. Since transportation is the responsibility of our parents, the responsibility for punctuality is also largely that of the parents, and we urge your cooperation.

1. Each student 1st-12th grade have a grace of **5 tardies per 9-weeks**.
2. Teachers are required to have a meeting with the parent and student **after 5 tardies per 9-weeks**. This meeting is to help families consider how to be prompt to school and not miss class and devotional time.
3. Elementary students will be marked absent after 9:40 AM. Leaving before 1:30 PM will count as a half-day absence.
4. Any student tardy more than 5 times per 9-weeks and 10 times during the school year will not be eligible for perfect attendance.

#### **Signing in tardy students:**

All students Pre-School3 - 12th grade must be signed in at the school office if they arrive after 8:25 a.m. so they can be marked tardy. This procedure is important to maintain accurate attendance records. (If you do not report to the office after 8:25, it can appear that you are absent instead of just being tardy.)

**Students who come to the School Office will be given an admittance slip for class after they have signed in.**

**Parents do have the option of taking students directly to class, and then you can come to the School Office to sign your child in.**

**If your child arrives at school after the door attendants are gone, we ask that you park your car in the parking lot and bring your child into the classroom. Please do not send your child to class alone.**

#### **(E) ILLNESSES AND MEDICINE**

All medication (over the counter as well as doctor prescribed) must be in their original containers, and it must be stored in the School Office during the school day. The Administrator **must have a form** completed by the parent giving her authorization to administer the medication.

**Health records are required of all students attending SHCS.** If a child is scheduled for an immunization, bring the appointment card to the health office so the child can attend school. For the sake of your child and other children, please do not send a physically sick child to school, especially if he/she has a temperature of **99.8 degrees or higher and/or is contagious**. A child with a contagious disease will not be allowed to attend class.

A child brought to the School Office having a fever 99.8 degrees or higher will not be allowed to attend class. We will make every effort to contact parents or an adult contact person to pick up the student.

#### **Communicable Diseases:**

Children enrolled at South Haven Christian School, who are diagnosed as carrying a communicable disease or potentially lethal disease, shall be offered information on setting up a home school program. They will not be permitted to enroll in regular South Haven Christian School classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to and including syphilis, gonorrhea, acquired immune-deficiency syndrome (AIDS), etc. Current medical

information published by the US Centers for Disease Control indicates that the human T-lymphotropic virus type III/lymphadenopathy-associated virus (HTLV-III/LAV) is believed to be the known agent causing the AIDS in humans. The policies presented herein also apply to students to be infected with HTLV-III/LAV, or testing positive for the presence of antibodies to the AIDS virus.

**Head Lice:** At the beginning of each school year, students are checked for head lice. In case a student has head lice, our policy is to send the student home to receive treatment (treatment guidelines are available in the School Office.) **When the child returns to school (it can be the next day), the child must have note from a physician or the Department of Public Health indicating that the child is clear of all nits (eggs) and lice before reporting to class.**

**Physician-Prescribed Medication:**

1. Prior to administration of any physician-prescribed medication by the school, **both the school's Medical Form must be completed by both the parent and the physician, and the form must be filed in the School Office.**
2. A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication dose, or child's reaction. It is the parent's responsibility to insure that these forms are current and complete.
3. **New Physician and Parent Request for Prescribed Medication forms must be submitted at least once a year. [Over the counter medication forms should also be updated annually.]**
4. All medications must be brought to school in their original containers and stored according to physician request.
5. The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g. injections).
6. Each administration of medication will be recorded on a medication Administration Log sheet at, or immediately following, the time of its administration by the individual who gave the medication.
7. Emergency medications may be carried by the student when both the Physician Statement of Need and Parental Request for Medication Administration have been completed and indicate the need for the student to have medication on his/her person at all times (e.g. asthma inhaler, epi-pen, migraine medication.)

**Over-the-Counter Medications:**

1. Prior to administration of any medication by the school, the Parental Request for Medication Administration form must be completed and filed in the office. **We will not be able to give any type of medication (i.e., Tylenol, Motrin, etc.) without this signed form on file for your child.**
2. Parent is to supply medication and clearly mark the student's name, dose, and time interval on the original container. All medications are to be turned in to the office. School personnel, on the student's request will administer the medications.

**(F) SNOW DAYS**

**Inclement weather:** Emergency school closing will be announced **on these radio and television stations: WGN 720 AM, WBBM 780 AM, CBS 2, ABC 7, WGN 9, NBC 5, FOX News Chicago and CLTV. Parents can also access [www.EmergencyClosings.com](http://www.EmergencyClosings.com). You can also call 847-238-1234 and give the school's phone number as the ID to get closing information.**

**[School closing or early dismissals will also be posted on our website at: [www.shcsonline.com](http://www.shcsonline.com) ]**

**When it has been decided that school will be closed or that the start of school will be delayed, the appropriate message will be placed on the school's answering machine. This way, you can call the School Office at 759-5313 to receive updated information. Please keep in mind that in the event of a power outage at the school,**

**you will not be able to reach the answering machine so you may need to check one of the other sources listed.**

If five (5) days are missed during the school year because of inclement weather, it may be necessary to add make-up days toward the end of the year. The School Board will decide if days are to be added. Do not drop off children when questionable weather has closed school. We will not be responsible.

### **(G) VISITORS TO THE SCHOOL**

All parents, family, and friends of SHCS are to report to the office to sign in unless the person is a scheduled staff member that day. Student visitors are to ask two (2) days in advance of the day they wish to attend. Student visitors may only visit SHCS one time per school year, and the parents must have contacted the school and are considering enrolling their child at SHCS in the future. We do not have facilities or want the added disruption of students not enrolled at SHCS visiting the school on their days off. All visitors are to display a visitor's badge. Volunteers are to display their volunteer badge.

### **(H) LEAVING SCHOOL EARLY**

If a student is leaving school because of sickness, a pre-planned activity, or for any other reason, the parent is to notify the teacher in person or by note. Prior to the student leaving the school, the student must bring the note, initialed by their teacher, to the school office and sign out. This policy applies to all students. Parents are required to give permission regardless of the student's age.

## **2. ATTITUDE STANDARDS**

### **(A) CHRIST-LIKE ATTITUDES:**

The following Christian attitudes honor God, seek to help each other, and demonstrate salt and light to the world:

1. **Unity** - cooperation in working together (**Romans 12:3-8**).
2. **Forgiveness** - exercising patience, kindness, humility, and gentleness as each person forgives each other's trespasses (**Colossians 3:12-13**).
3. **Sacrificial Love** - love of others that is shown by investment of time and effort in others. This involves encouragement, help, and putting aside one's own interest out of sensitivity to others (**I Thessalonians 5:11**).
4. **Teachable** - having a teachable spirit in rethinking our convictions, motives, and actions in our relationships to others (**Ephesians 5:8-14**).
5. **Respect of others and their property** (**Romans 12:17**).
6. **Reconciliation, Restoration, and Restitution** - broken relationships, regardless of the reason, need to be healed for a healthy school atmosphere. Each student is expected to reach out, forgive, restore, and make restitution if necessary.

### **(B) PROVIDING A CHRISTIAN ATMOSPHERE**

Christian education is not just teaching Christian curriculum by Christian teachers in a Christian manner, but it is providing a Christian atmosphere of learning. We are concerned about each child and are committed to providing the right atmosphere at South Haven Christian School.

A student with a predominantly negative, resistant attitude will sow discord and stimulate strife among his classmates. **"Do not be misled: Bad company corrupts good character." (I Corinthians 15:33).** Both active and passive resistance by students to teachers, assignments, and discipline will not be tolerated.

The seriousness of this un-Christ-like attitude is stated in **Proverbs 22:10** in which God commands us to **"Drive out the mocker, and out goes strife; quarrels and insults are ended."** The steps taken will be as in **Titus 3:10**. **"Warn a divisive person once, and then warn him a second time. After that, have nothing to do with him."** A person will be approached when his/her verbal and his/her body language display this type of disposition; and he/she will be encouraged and helped to correct it. If he/she does not correct it, parents will be informed. If the behavior continues, the student will be referred to the Administrator.

The staff is seeking to provide the best atmosphere for each student's learning. As the negative, scoffing attitude is checked, may God accomplish much in His work at SHCS. May our students demonstrate the character and attitude of Christ, seeking His will for their lives.

### 3. CONDUCT STANDARDS

#### (A) CHRISTIAN LIFESTYLE

The Board, Administration, Faculty, and Staff of South Haven Christian School believe that the Scriptures of the Old and New Testaments provide clear guidelines for human behavior. Biblical standards apply in many areas of moral and ethical conduct. Even though each family may have its own interpretation of Scripture, it is expected that those who join the SHCS community have evaluated the following standards and have made a decision to live by them:

1. Based on the teaching of **Hebrews 10:25** and **Acts 20:7**, a weekly Chapel is provided and each family is encouraged to set aside time for Church (corporate worship) each week.
2. Practices, which are specifically forbidden in the Scriptures such as sexual immorality, impurity, hatred, dissension, quarreling, slander, jealousy, gossip, disorder, and lying are serious violations and can lead to dismissal from SHCS (**II Corinthians 12:20,21, and Galatians 5:19-21**).
3. In a Christian school, the use of obscene or vulgar language, profanity, gambling, stealing of property, and cheating in any way are regarded as serious violations and can elad to dismissal from SHCS.
4. Scripture explicitly teaches respect for governmental authority. Parents setting the example and students of the school are thus expected to uphold the laws of the local community, the state, and the nation (**I Peter 2:13-17**).
5. South Haven Christian School requires all students to live a profanity-free, sexually pure, smoke-free, alcohol-free, and drug-free lifestyle inside and outside of the school. Failure to live by these standards can mean dismissal from SHCS. Parents are encouraged to set appropriate examples and monitor their children in these areas. If the school has **REASONABLE SUSPICION**, SHCS may inspect lockers and personal belongings of students. If authorities (law enforcement) have Probable Cause, they may do the same.
6. If behavior detracts from learning, and/or endangers self, property, or someone else, it is unacceptable and the school has a responsibility to set consequences in eliminating that behavior.

**Physical Contact Between Students:** It is not appropriate for students of opposite sex to have physical contact or display their affection on school grounds at any time or during any school activity.

#### (B) SPECIFIC CONDUCT STANDARDS

Items Not To Be Brought To School: Comic books, video games, gambling-type games, games and cards such as Pogs and Pokemon cards, non-Christian movies, music groups and TV paraphernalia, radios, tapes, tape/CD players, **cellular phones**, pagers, squirt guns, pocket knives, etc. are not to be brought to school unless it is for classroom educational purposes as instructed by the teacher. No toys are to be brought to school except on Show and Tell days or prearranged with the teacher. **Students are not allowed to bring live animals to school without advance permission from the School Board.**

Failure to adhere to this standard will be subject to disciplinary action.

**Off Limits:** Some places in the building are considered off limits for the students because of danger of getting injured, is inappropriate, or because it hinders the schedule and work being done in that area. These places include: the Youth Room in the gym, the kitchen, the woods and ditch, the library (when not being used for that purpose), all the teacher supply rooms, the area behind the baptistery in the Worship Center, the storage room, and the athletic supply room.

Students are only to be in the Worship Center with adult supervision. Students scheduled in the Worship Center are to remain in the church foyer until their teacher has arrived before entering the Worship Center. Students allowed in these areas only with special permission by staff or if they are assigned to the room.

**Candy, Food, and Gum:** Chewing of gum and the eating of candy and other foods will not be allowed in the classrooms or hallways during school hours except on special party days or by the permission of the teacher (such as in-class lunch or snack time). Open beverage containers are only permitted in the lunchroom. Reasons for this standard are the clean up needed due to possible improper disposal of it and the distraction it can cause in the classroom. Also high sugar products are not good for proper health and can cause over-activity in some students. Having a classroom that is conducive to the educational process for all students is our first priority. Field trips are also not to have extra candy, food or gum unless given permission by the teacher.

**Respect of Others:** It is expected that students are courteous to each other, using kind words to build up each other. If someone has a conflict with another, they need to approach that person first rather than go to any other person that is not a part of the problem or the solution. The following three steps are suggestions in restoring unity to the body of Christ.

1. Quit blaming others and try to understand their position.
2. Stop arguing and pray for the Holy Spirit's perspective.
3. Stop retaliating and start pursuing restoration.

Failure to restore strained relationships will result in instruction from a school authority to provide direction for healing. Resistance to instruction may result in disciplinary action.

**Matthew 18:15-17** also can give guidance to the student in resolving conflicts.

**Care of School/Church property:** Students in the sanctuary are to sit up and keep their feet and knees, etc., off of the pew in front of them. They are not to remove papers or pencils from the pews. If a student damages school or Church property, he will be responsible to pay for it. If a student misuses said property, a fine will be assessed per occurrence.

**Chapel Specials:** Students desiring to present a solo or group performance at a chapel or other event, are to give a copy of the lyrics to the Administrator, 3 days ahead of the scheduled date. The leader may require the performance to be previewed.

**Behavior in Reference to Athletic Activities:** During home games of athletic events, children are to stay in the gym. They are not to leave the building without a parent or other adult.

**Hallways and Outside:** Students are not to be involved in horseplay or other rough housing in the halls. Students are not to run and bounce or throw any objects. Yo-yos are not to be used inside the building at any time. In the church building, no students are to talk in the hallways. In the school building and the gym facility, students may only talk in hallways **before school** and after all classes are dismissed at the end of the school day. When outside, students are not to throw objects such as snowballs, stones, etc.

#### 4. APPEARANCE STANDARDS: (A) STUDENT DRESS CODE STANDARDS

**Standards:** We believe that outward appearance is important to our testimony. (**I Timothy 2:9-10; I Peter 3:1-4**). The type of clothing worn has a definite effect upon the attitude, conduct and work habits of the students, as well as an effect upon the school as a witness to the community.

**Philosophy:** Cleanliness, neatness, appropriateness, and modesty are the primary concerns regarding dress of the students. The following dress code is not intended to be a condemnation of certain styles but is intended to be a standard for our school. Dress code for a community of people is about establishing a community standard. It is not necessarily about what is right or wrong, good or bad, or even modest or immodest. A community standard establishes guidelines that people with differing opinions about tastes, styles, and modesty can live peaceable together. Any clothing that draws improper attention is considered inappropriate.

Many problems will be eliminated if parents will assume responsibility for enforcing the standard of dress with their child. We feel that dress code violations are preventable with the proper exercise of parental concern and authority. Your cooperation in this area will be appreciated.

**BOYS' STANDARDS - grades [Pre-K3] - 6th (with exceptions as indicated).** Clothes should be worn as designed and appropriately sized, not baggy or oversized. Clothing should not have holes, be frayed, faded or worn looking. No hats or sunglasses are to be worn in the school buildings. No body piercing, tattoos, or earrings for boys are permitted. Existing tattoos must be covered at all times while on school property or attending school functions. Shirts, pants, and shoes must be worn at all times.

1. **Pants:** Pants, jeans, and slacks must be worn at the waist and should not have rips, tears, patches, or fraying. They may not touch the floor and the hem must be neat and finished. [There should not be any "sayings" written on the seat of the pants]. Pants must fit modestly and should not be excessively tight or form fitting. They should be worn as designed and appropriately sized, not baggy or oversized, and not worn on the hip with a lower than normal crotch. Pants must not be shorter than mid-calf.

**Shorts may be worn for PE class or any day designated by the**

**Administrator.** Shorts must reach the tips of the fingers when hands are at the sides, or they must have a minimum inseam of 3", whichever is longest. All shorts must have a finished hem.

2. **Shirts:** All shirts and sweatshirts must have **sleeves**. Articles of clothing with lettering, wording, or drawings that might be even slightly suggestive, derogatory, or in bad taste will not be permitted. Shirts, patches, etc. that promote contemporary secular "rock-n-roll" culture are not permitted. Shirts promoting professional wrestling are considered in bad taste and not permitted.
  - a. No tank tops.
  - b. Vests worn over an appropriate shirt are permitted.
3. **Shoes:** Shoes are to be clean and neat, casual, dress, athletic shoes or sandals. All students must have a back strap on their shoes. **No flip-flop shoes** are permitted for safety reasons.
4. **Hair:** Hair is not to extend below the middle of the ear and cannot touch the eyebrows. It should be trimmed in the back and not touch the collar. Trendy or worldly associations, such as shaved portions of the head, excessive spiking, and excessive coloring will not be permitted. Side burns should not extend below the bottom of the earlobe.
5. **Jackets and Coats:** Jackets and coats are not to be worn in the classroom unless the teacher determines that it is necessary for a student to be warm and comfortable.

**CHAPEL DAY - Boys**

**(Every Wednesday or any day designated for Chapel Day Attire.)** On Wednesday, students should wear dress clothes to set this day apart.

1. **Pants:** Dress pants only. No jeans colored or blue. Pants with belt loops must be belted.
2. **Shirts:** Dress shirts. No denim or flannel. Shirts must be tucked in except for straight hemmed shirts. Sweaters or vests may be worn over the shirt, but the shirt should not hang below the sweater or vest.
3. **Shoes:** Dress shoes are preferred, but students will be allowed to wear athletic shoes.
4. **Suits/Sportcoats/Ties:** This type of attire is always encouraged.

**GIRL'S STANDARDS - grades Pre-School<sup>3</sup> through 8 (with exceptions as indicated).**

Clothes should be worn as designed and appropriately sized, not baggy or oversized. Clothing should not have holes, be frayed, faded, or worn looking. No hats or sunglasses are to be worn in the school buildings. No tattoos or body piercing with the exception of two pierced earrings in each ear will be allowed. Existing tattoos must be covered at all times while on school property or attending school functions. Shirts, pants and shoes must be worn at all times. Clothing should not be excessively tight or formfitting.

1. **Pants:** Pants, jeans and slacks must be worn at the waist and should not have rips, tears, patches or fraying. They may not touch the floor and the hem must be neat and finished. There should not be any "sayings" written on the seat of the pants. Pants must fit modestly and should not be excessively tight or form fitting. They should be worn as designed and appropriately sized, not baggy or oversized. Length of Capri pants must be below the knee. Shorts may be worn for PE class or any day designated by the Administration. Shorts must reach the tips of the fingers when hands are at the sides and have a finished hem, or they must have a minimum inseam of 3", whichever is longest.
2. **Shirts, Blouses, Tops:** All shirts and sweatshirts must have sleeves. Articles of clothing with lettering, wording, or drawings that might be even slightly suggestive, derogatory or in bad taste will not be permitted. Shirts, patches, etc. that promote contemporary secular "rock-n-roll" culture are not permitted. Shirts promoting professional wrestling are considered in bad taste and not permitted. Tank tops (unless covered by another acceptable top), tube tops, halter tops, cut-off shirts, fish-net, bare midriff or otherwise revealing tops are not allowed. Students should be able to raise their arms straight up in the air without showing their midriff. Blouses and tops should not be excessively tight or form fitting. Vests worn over an appropriate shirt are permitted.
3. **Dresses/Skirts:** Dresses must have sleeves. Girls may wear skirts, dresses, or split full skirts or dresses. No walking shorts or skorts. A skort is defined as an article of clothing that looks like a skirt in front and looks like shorts from the back. All dresses must be no shorter than 1" above the knee. Culottes will be permitted, following the same guidelines for length. Slits must also follow the same length guideline.
4. **Shoes:** Clean and neat, casual, dress, athletic shoes or sandals. All students must have a back strap on their shoes. **No flip-flop shoes** are permitted for safety reasons.
5. **Hair:** Trendy or worldly associations, such as shaved portions of the head and excessive coloring of hair will not be permitted. **Handkerchiefs/bandanas tied under the hair like a headband are acceptable. They are inappropriate if worn like a gang symbol.**
6. **Jackets and Coats:** Jackets and coats are not to be worn in the classroom unless the teacher determines that it is necessary for a student to be warm and comfortable.
7. **Make-up:** No make-up is allowed for students in Pre-School 3 through 6<sup>th</sup> Grade. Make-up worn by older students must not draw undue attention and must be done tastefully. Make-up is: eye shadow, lipstick, lip gloss, eyeliner, foundation, concealer, blush, & mascara.

**CHAPEL DAY - Girls****(Every Wednesday or any day designated for Chapel Day Attire).**

On Wednesday, students should wear dress clothes to set this day apart.

1. **Pants:** Dress slacks only. No jeans colored or blue. Pants with belt loops must be belted.
2. **Blouses/tops:** Dress shirts. No denim or flannel. Sweaters or vests may be worn over the shirt, but the shirt should not hang below the sweater or vest.
3. **Dresses/skirts:** Dresses must have sleeves.
4. **Shoes:** Dress shoes or dress sandals. All students must have a back strap on their shoes. Students in Pre-School 3 through 6<sup>th</sup> Grade may wear athletic shoes.

**Athletic events, field trips and after school activities**

The dress code for athletic events will be the same as the requirements for P.E. for both home and away games. The adult sponsor of the activity will determine appropriate dress for field trips and after-school activities. The school recognizes 3 options for these activities: normal school dress, chapel dress, or P.E. dress. Exceptions to this policy must be approved by the Administration.

Pre-School 3, Pre-K 4, and Kindergarten students are to wear Chapel attire at graduation.

**(B) EQUIPMENT USE**

Desks and lockers should be kept neat and clean and maintained in a way that takes proper care of rented books and school papers. Lockers and desks are the property of the school and students are to show respect for their care.

**Locker Guidelines:**

1. No opened containers of pop and other drinks are to be kept in the lockers or desks.
2. Only items in harmony with the spiritual philosophy of South Haven Christian School are permitted to be displayed.
3. No material may be attached to the outside of the locker except that which is approved by the Administrators.
4. Tape and stickers may not be attached on the inside of the lockers. Students may only use magnets to attach material to the inside of the locker.
5. School staff will conduct periodic neatness checks of lockers and desks during the school year.

If a student misuses school property such as sitting on desks, tables, rocking back on chairs, etc., a punishment will be assessed. If a student damages school or church property, he will be responsible to pay for it.

**5. SCHOOLWORK STANDARDS****(A) CLASS WORK**

Proper setting of the heart on doing one's best in class work sets the stage for the achievement of the student. If the heart is right, the mind follows. **Colossians 3:23,24** tells us to set our hearts on working hard as to the Lord Jesus, keeping in mind our reward.

Students are to arrive at class on time with the proper materials. They are to work quietly in their seats and follow the teacher's classroom rules. Attentiveness in class, participation in discussion, behavior in the classroom, and scoring on class work, quizzes, and tests are a part of the overall grade at SHCS.

**(B) HOMEWORK**

Homework is an important part of our school program. It serves as a time for practice of skills learned in the classroom, thus reinforcing the material the student has covered in class. Homework can also be a time for students to independently pursue assignments of a creative and individual nature. **WE ENCOURAGE PARENTS TO SUPPORT AND GUIDE THEIR CHILDREN WITH HOMEWORK, but not to do their work for them.** Parents should be eager to examine papers that a child brings home from school to note their progress. Parents should also be willing to help a child understand what he is expected to do for homework. It goes without saying that parents should not give students answers, but should guide them in learning how to find the answers themselves.

**Homework is to be expected on Monday, Tuesday, and Thursday evenings.**

Students should expect 10 minutes of homework times the grade they are in. For example, 6th grade would have about one hour of homework on homework nights. This is not to be interfered with by school functions. The younger grades may alter this to fit the students.

Children should be provided with a quiet atmosphere where television, radio, telephone, or other children will not interrupt their study. The conditions of study along with parents' efforts in guiding their children's habits, may very well be the most direct input they have in their child's education.

**(C) LATE HOMEWORK**

All assignments are to be completed on time. We seek to teach responsibility and award students who do their work. All late assignments may result in "0" points. Teachers may give a limit of one or two late assignments per grading period. Late work is still required to be completed. Some teachers give a negative ten points (-10) until late assignments are turned in.

**(D) GRADING PROCEDURES**

Report cards will be sent home every nine weeks. The standardized grading system of "A, B, C, D, F" will be used.

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

We expect students to progress at a certain rate during the year. A student's grade will be based upon rate of progress within the curriculum.

**(F) HONOR ROLL REPORT CARDS**

Students achieving excellent or above average grades are certainly deserving of special recognition of the highest nature and receive 9 week recognition. There will also be end of the year recognition awards.

Awards are to be made at the nine weeks as follows:

**Grades 1-8: The teacher averages the % of final grades in all subjects except weekly subjects. The student cannot have any "C's". For example, if they average a 90% in core subjects and have a "C" in PE—they are not on an honor roll.**

<b>Principal's Honor Roll</b>	<b>95%-100%</b>
<b>High Honor Roll</b>	<b>90%-94.9%</b>
<b>Honor Roll</b>	<b>83%-89.9% or B's</b>
	<b>No "C's"</b>

## **(G) DUAL REPORTING**

When it is necessary to have dual **copies of report cards or progress reports** sent to two different locations, there will be an additional **\$12.00** fee for the year.

To have **dual mailings of report cards, progress reports and all other office communications**, a fee of **\$35.00** will be charged.

If anything else is needed, please make a request to the school office, in writing. There may be an additional charge made, if necessary.

The parent or guardian requesting the dual report is responsible for paying the fee.

## **6. COMMUNICATION STANDARDS**

### **(A) SCHOOL COMMUNICATION WITH PARENTS**

**The Connection:** So that you may know the events of importance at the school, a weekly school announcement paper called "**The Connection**" will be sent home with each student on Thursday of each week. It is important that both the student (if he/she is reading adequately) and parents read this note thoroughly each week. Many of the questions people have had in the past were already answered in "**The Connection**".

**CONFERENCES:** Teachers welcome an opportunity to confer with parents to assist in the development and guidance of children. Two times for Parent/Teacher Conference Days have been set aside yearly and teachers will contact parents for sign up times. All parents are expected to schedule conferences with their child(ren)'s teacher(s). When additional conferences are needed, times can be scheduled with the teacher or through the school office.

### **(B) STUDENT COMMUNICATION WITH STAFF**

From time to time students may feel they have need of special help, have been graded or treated unfairly, or have ideas that would be of benefit to the teacher, classmates, or classroom. We ask that students first contact the teacher directly involved in helping, solving, or implementing the solution to the need.

### **(C) PARENT COMMUNICATION WITH STAFF**

#### **Matthew 18 Principle:**

If at any time you have any concerns in the classroom, please discuss the matter first with the teacher according to the Biblical procedure found in **Matthew 18:15-17**. Only if the problem is not dealt with satisfactorily, should the matter be brought to the administration. Avoid discussing problems with other parents or other people who are not a part of the solution. This gossip may lead to misunderstandings and discord. Trying to "drum up" support and sympathy from others is not a Biblical way to deal with problems. God's way of dealing with such matters is to first confront the individual in love in a private way. If you have questions regarding school policy or procedures, please feel free to approach the School Board. We are here to work together in harmony with parents.

#### **Reaching Staff Members:**

If the need arises for you to talk to one of the teachers for any reason, please call the office, leaving your name and number. The teacher will call back at her earliest convenience. This avoids at-home calls becoming a burden to the teachers. We will interrupt teachers during class-time only in the case of an emergency.

#### **Speech or suspected Learning Disabilities Referral:**

Please contact your child's teacher if you suspect speech difficulties or a learning disability. Your child's teacher can set up testing procedures through Porter County Interlocal and SELF.

**The law requires the following:**

The State of Indiana requires South Haven Christian School to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to requiring reporting.

**(D) PARENT COMMUNICATION WITH STUDENTS**

We encourage parents to refrain from calling to speak with students during the school day. It is ideal if you are able to just leave a message for your student instead of requesting to speak directly with them. In the event of an emergency, you may call the office, leaving your name and number. The office staff will send for the student instructing the teacher to send the student at the teacher's earliest convenience. We will interrupt classes for student calls only in the case of an extreme emergency.

**7. DISCIPLINE PROCEDURES****(A) DISCIPLINE GUIDELINES**

Many methods of discipline are used every day from teacher's glances to giving time owed. The purpose of discipline is to establish an environment in which students can mature in Jesus Christ. Boundaries have been set to promote order and unity in the student body. The goal of discipline is to provide instruction, encouragement, admonishment, and restoration for the offending person. Every effort will be made to select discipline that will help move the offender toward Godly repentance and a changed heart. Because a person cannot control what happens in the heart of another; the teacher, upon sensing a heart that a student continues to resist being in harmony with the philosophy and goals of SHCS, may request a meeting with the parents and the [Administrators] to discuss whether the student should remain at South Haven Christian School.

Students are expected to show respect to adults and follow teachers' guidelines and instruction of behavior, as well as participating positively in the activities prescribed by teachers. Each problem is dealt with immediately and only as a problem recurs will a child's past performance be taken into account.

Those students who enthusiastically embrace the philosophy and goals of South Haven Christian School and who seek to be teachable in whatever they encounter will find that their years at SHCS will be most profitable now and in the future.

**(B) SUGGESTED REWARDS**

- Verbal
- Button, Certificate, Stickers (etc.) or note that may be taken home
- Permission to skip a homework assignment
- Tutor other students
- Extra time to work on homework
- Class Party
- "Student of the Week" or other acknowledgement
- Lead morning opening ceremony, pledges, etc.
- Trip to the public library
- Read chapter in storybook, etc.

- Be team captain
- Take the attendance
- Extra drink and/or restroom break or recess
- Be class messenger (lunch, break, drinks)
- Cookies and milk surprise
- Game for review study
- Accumulate tickets for good behavior, 50 tickets for Popcorn Party

### (C) OPTIONS FOR DISCIPLINE

(Not in any particular order)

1. **GENTLE VERBAL REPRIMAND:** The teacher will have a private discussion with the student about the inappropriate behavior or attitude.
2. **BEHAVIOR IMPROVEMENT ANALYSIS:** When misbehavior reoccurs, acknowledgement (possibly in writing) by the student of his misbehavior, evaluating what happened, and determining positive ways to handle a similar situation in the future may be needed.
3. **RESTRICTION:** Limitation or withdrawal of a privilege.
4. **PARENTAL CONTACT:** Contacts with parents by phone or note to communicate behavior needs or disciplines taken.
5. **ISOLATION WITHIN THE CLASSROOM:** Separation from other students for a given period of time, usually given for repeated offenses of students that need to develop self-control.
6. **OWING TIME:** When misbehavior is a waste of classroom time or of a continual problem, students may be required to pay back time, either at lunch, before school, or after school.
7. **SPANKING:** Following the guidelines of Proverbs, we sometimes find it necessary to use the rod of discipline. Two adults are always present when administered. Parents are given the option in the use of spanking and the administering of discipline. Parents will always be notified before a spanking is given. This is done very rarely and only after other discipline methods have been utilized and communication of behavior problems has taken place with the parent.
8. **REGULAR OR IN-SCHOOL SUSPENSION:** Behavior such as recurring offenses, fighting, obscene or vulgar language, stealing, continual lying, destroying property, or lack of respect to a teacher can result in suspension from school. The Student will receive zeros on all work for the duration of the suspension.
9. **STUDENT-INITIATED DISMISSAL:** A person with a heart that remains un-teachable and refuses to cooperate with the goals of SHCS will be dismissed from the school. Other behavior by the student that happens at school, school property, or any school related activity that can result in immediate dismissal are use of drugs, use of alcohol, use of tobacco, and possession of a dangerous weapon. Any malicious destruction of church or school property resulting in damage and any breaking into the school and/or theft during or outside of school may result in dismissal from SHCS. To provide safety of our students and to protect property, a student aware of a situation that endangers health or property has a responsibility to stop it or contact a staff member. Confidentiality will be encouraged

**[Finally, any behavior or situation that occurs which requires the intervention of the Administrator may be grounds for student dismissal.]**

## **D. SCHOOL SERVICES TRANSPORTATION PROCEDURES**

We have no buses available for transportation of students to and from school. We do encourage **CAR POOLS** and have sign up locations at the Parent/Student Orientation Night. Arranging this transportation is the responsibility of the parents.

Drop off and pick up times and locations: We ask that those parents who bring their children to school, drop off and pick up their children at the following times and locations:

**HALF DAY AND FULL-DAY PRE-KINDERGARTEN (3) and PRE-KINDERGARTEN (4):** Drop off at 8:10 AM and pick up at 11:40 AM at the **first set of glass doors on the south end of the Church building**. Pick up half-day students at 11:40 AM at the **first set of glass doors on the south end of the Church building**. **Full day students can be picked up at 2:50 PM at the same location.**

**FULL DAY KINDEGARTEN:** Drop off at 8:10 AM at the **first set of glass doors on the south end of the Church building**, and pick up at 2:55 PM at the **door by the Kindergarten room on the south end of the Church**.

**1st GRADE STUDENTS:** Drop off at 8:10 AM and pick up at 2:55 PM at the **Middle West Entrance (glassed in area) of the church**.

**2nd THROUGH 6th GRADE STUDENTS:** Drop off at 8:10 AM and pickup at 3:00 PM at the red Education Building.

**Pre-School 3 through 1st PICK-UP:** We ask that drivers picking up children form two parallel pick-up lanes. Stay in the lane nearest the building to pick up passengers, and then pull into the empty parallel lane to exit the parking lot.

**2nd-12th PICK-UP:** Parents enter the drive south of the church and stay in the left lane. Then proceed to the back of the parking lot and form a line next to the red Education Building.

### **DROP-OFF AND PICK-UP GUIDELINES:**

1. Please use the name card given to you by your child's teacher and place it on the visor so it can be easily seen. Rubber bands can help attach it. This will help the teachers recognize the cars quickly and will speed up the pickup process.
2. In order to ensure the safety of the students, we ask that parents who are dropping off their children stay in the car line and drop them off by the appropriate doors. Once your child has been dropped off, please continue to drive straight through. **If you need to talk with a teacher or staff member, please park in the parking lot and walk into the building.** We would appreciate if you could come early to do this, or set up an appointment for a specific time.
3. When picking up your child at the close of school, please do not park your car, or enter the foyer area. This creates confusion in the foyer area. If you need to talk to a staff member, please wait until after 3:10 PM to do so. Please remain in line, drive up to the main door, and your child will be sent to the car. This system will keep the children from running across the driveway into the the path of cars.
4. If you must come into the building for business reasons, please park at the back of the lot away from the lanes.
5. Please do not park in such a way as to block traffic. We ask that cars not be parked on either side of the exit between the 2 buildings.
6. **IF YOUR CHILD IS NOT READY TO BE PICKED UP, PLEASE PARK YOUR CAR IN THE PARKING LOT. PLEASE DO NOT PARK BETWEEN THE BUILDINGS TO WAIT FOR YOUR CHILD OR BLOCK THE EXIT FOR ANY REASON.**
7. If your child is consistently not ready for pick-up, please have a consequence for his/her tardiness. Our goal is to have responsible students that are self-controlled to be on time.

**TELEPHONE USE:**

Students are not allowed in the office in general and should not use the regular school telephone in the office or kitchen during normal school hours and before or after school. Students with written permission to place calls may use the regular school phone during their lunch hour or after school.

Students should not make problems for other family members by calling home to have forgotten objects brought to school or to arrange after-school activities.

Teachers or staff may have students call home on the school line if there are changes made by the school.

**LOST AND FOUND:**

Lost and found items are to be taken and retrieved from the [School Office].

Each semester the items not picked up will be given to worthwhile causes or a SHCS yard sale.

**LIBRARY POLICY:**

Library Day may vary depending on the grade of your child. To enable use to keep track of our books and maintain our library, we ask that students return library books promptly. Fines will be charged for late books. Lost books must be paid for or replaced. 1st-6th grade students may sign books out for 1 week, or renew them until they are read.

**LUNCHROOM PROGRAM**

Noon meals are important, just as is a balanced breakfast. For the students to think and function clearly and effectively, his/her body must have the proper diet. If you send a lunch with your child, please see to it that it is well balanced and contains no more than one snack food.

We have a hot lunch program available. **Due to limited space, we are unable to heat up lunch items brought from home.** If silverware is needed in a child's lunch, please send plastic ware or silverware from home.

Sandwiches and lunches must be ordered in the morning for all students. Students may pay at time of ordering, or you may pay in advance in the School Office.

**LUNCH ITEMS AVAILABLE:**

Sandwich or main item only	\$1.75
Full lunch	\$2.75

(Full lunch includes sandwich or main item, chips or vegetable, fruit, dessert, and drink.)

**[This year, we will offer two separate menus which will rotate each week. These are as follows:]**

**Week #1**

MON: Lasagna, Garlic Bread, Fresh Fruit, Swiss Cake Roll  
 TUE: Grilled Cheese, Tomato Soup with Crackers, Fresh Fruit  
 WED: Chicken Nuggets, Tater Tots, Apple Slices, Brownie  
 THU: Taco Nachos, Carrot Sticks, Fresh Fruit, Swiss Cake Roll  
 FRI: Pizza Day, Carrot Sticks, Jello & Cookies

**Week #2**

MON: Fettucini, Green Beans, Roll, Peaches  
 TUE: Chili Cheese Fries, Corn, Peaches, Cookies  
 WED: Corn Dogs, French Fries, Mixed Fruit, Cookies  
 THU: Sloppy Joes, Green Beans, Mixed Fruit, Brownies  
 FRI: Pizza Day, Carrot Sticks, Jello & Cookies

The following items will be available for individual sale:

#### **DRINK ITEMS**

Chocolate Milk	\$ .60
Strawberry Milk	\$ .60
White Milk	\$ .50
Water	\$ .50
Juice	\$ .60

#### **SNACK ITEMS**

Assorted snack items will be available for students with prices ranging from .25 to \$1.00.

#### **Students Forgetting Lunches:**

If a student forgets his or her lunch, the kitchen manager will call home. To keep this from happening, you may pay ahead so there is credit available for student lunches.

Specific information will be given when school begins by a memo from the kitchen.

#### **LUNCH ACCOUNT POLICY:**

Our lunch accounts are kept by the Kitchen Manager. Each student or family has an account page showing a running balance on account including a record of deductions for a full meal, entrée, snack and/or drink.

Once a student's lunch account is down to a positive balance of \$5.00, the Kitchen Manager will notify the Principal. The Principal will make sure a notice is sent home to the parent/guardian. This notice will be given to the teacher to hand-deliver to the parent or guardian. (It **will not** be given to the student to take home because many of the students have neglected to give these notices to their parents in the past.)

Once the parent/guardian is notified that the lunch account has reached a balance of +\$5.00, the student will be served only a peanut butter and jelly sandwich and milk for his/her meal at a cost of \$2.00 per day. No snack may be purchased until additional money is deposited into the lunch account.

When the parent/guardian has received notification that the lunch account balance is at +\$5.00, they need to understand that they either need to pack lunches for their student(s), or they need to send in additional money to be applied to their lunch account.

If no additional funds are sent in, or no lunch is packed for the next day, the Principal will be notified again, and a **SECOND NOTICE** will be given to the teacher to give to the parent/guardian, and the principal will also make a **phone call** to the parent/guardian concerning this matter.

If two written notices have been given, and a phone call has been made, and there has been no response from the parent/guardian, a **THIRD NOTICE** will be sent home informing the parent/guardian that the ***school will no longer be able to furnish a meal*** for the student(s) unless money is brought in for the cost of the meal, or money is sent in to be deposited to the lunch account. ***Therefore, it will be necessary for the student(s) to bring a lunch from home.***

If a student comes to school without a lunch and has no money to pay for a lunch or to put on his/her lunch account, and three notices and a phone call have already been made, the student will be instructed to go to the Office and call the parent/guardian requesting that either a sack lunch or money be brought to school. (Students will be instructed to do this when the Kitchen Manager picks up lunch orders in the morning.)

This policy has been established because lunch accounts were not kept current under the old policy, and many accounts had negative balances. This policy has been put into effect as of January 21, 2011.

#### **LEAVING SCHOOL DURING LUNCH:**

Students may only go out to lunch with their own parents or other adult provided that the student has written permission from their parent. They must give a note to the teacher advising that they will be leaving school during lunch and are to be picked up by a parent or approved adult. The parent/adult must sign student "out" and "in" at the school office.

## **RECESS POLICY**

All students will go outdoors when directed by the teachers. If, during colder weather, a child must be kept in for a period of one to three days, parents must send a note stating the reason. In order to excuse a child from outdoor recess for four or more days, a doctor's note must be sent to school. In case of measurable rainfall, heavy snow, or wind chill of [0 degrees]. Fahrenheit or below, the staff leader in charge may use their discretion as to the students going out and the length of time they should stay. Freezing or below, (depending on wind chill) will require students to wear hats and gloves. Temperatures 50 degrees F. or below, (depending on wind chill) will require students to wear coats or jackets.

## **E. INVOLVEMENT IN MINISTRIES**

### **1. MINISTRY TO THE LORD:**

(Between you and God)

Daily Devotional Time - as one eats daily to grow and keep from being weak, a person needs to take in spiritual food daily to stay strong. Regular devotion time at home with family, besides the Bible and devotions received at school are ways to meet this need. Older students are encouraged to have a private devotional time of at least 10 minutes to include Bible reading, prayer time and keeping a journal of what God is doing in their lives.

### **2. MINISTRY TO SHCS FAMILY:**

(Between you and the school)

This includes ways to deepen your spiritual life and grow close to others.

**SERVICE** - All students serve in many areas with the school. In addition to learning to serve, these activities such as cleaning up the lunchroom and taking out trash are planned for teaching responsibility, teamwork and work ethics.

### **3. MINISTRY TO THE WORLD:**

(Between you and the world)

This involves outreach beyond the SHCS to churched and un-churched people and their families with the purpose of introducing others to Christ and/or helping them to mature in the Lord.

**DRAMA AND MUSIC PROGRAMS** - Presentations of drama and music by all age groups may take place during the school year. All students are expected to attend the required practices and performances in the activities in which they are involved.

**ANY SERVICE ACTIVITY:** Activities involved in service to the community would require students giving of their time and energy to the needs of others.

## **4. MINISTRIES PARTICIPATION POLICIES**

(Extra-curricular activities)

All SHCS extra-curricular activities are subject to academic standards. Students are expected to maintain their grades and proper attitudes to be involved in ministries. Grades will be checked each 9-weeks. Students receiving more than one D of any kind or any F's during a 9-week grading period will lose their privilege of taking part in extra-curricular activities. They can remain on the team, club, or activity, but are temporarily inactive until grades improve.

Participation in these activities is not to affect the student's homework and will not be considered a valid excuse for incomplete homework or absences.

## **F. CURRICULUM**

The curriculum provides quality education in a Christ-centered atmosphere, integrating

academics with Scripture. Traditional classroom instruction is given at all grade levels.

### **1. BIBLE and CHAPEL**

Bible classes are taught each day with prayer and praising God in song. The Bible is our tool for building character and laying a sure foundation of moral and spiritual values. Bible is graded the same as any other academic course. Each full-day student, first grade and up, is required to have his or her own copy of the Bible for classroom use. The official school version is the New International Version. Chapel takes place weekly on Wednesday mornings. Parents are invited to attend.

### **2. ELEMENTARY**

Elementary classes are predominantly self-contained with a minimum amount of involvement from other teachers.

Ideal teacher/student ratios and the opportunity for individual involvement are strong assets of the program. If class sizes in grades 1-8 have to be increased beyond a reasonable size, a full time qualified assistant will be provided for the classroom.

Bible, Phonics, Reading, Spelling, Language Arts, and Math programs are the heart of elementary academics. Other elementary subjects include Social Studies, Science, Health, Art, Physical Education, and Music. We are using ABeka curriculum for our elementary classes with the exception of [Saxon Math in the 5th and 6th grades.]

### **3. SECONDARY**

**[Our secondary education program goes from 7th to 12th Grade. The curriculum for these grades include Bible, Language Arts, Saxon Math, Social Studies, Science, Computer Concepts, Music and Art. Our 6th through 8th Grade class follow the standard A Beka format. All High School classes (9th through 12th Grade) follow the Core 40 guidelines set by Indiana Department of Education. These classes are taught through the Bob Jones University Distance Learning classes by certified teachers. High School students have 90 subjects to choose from through this Distance Learning Program.]**

## **G. ATHLETICS**

### **1. SPORTS OFFERED AT SHCS**

These programs are based entirely on student and parent interest, and coach availability and may be canceled for lack of participation.

- Grades 4-12: Volleyball (Girls)
- Grades 4-12: Basketball (Boys & Girls)
- Grades 4-12: Cheerleading (Girls)

### **2. Academic Standards**

No more than (1) one D and No F's in any class. More than one D or any failing grade will constitute ineligibility for the remainder of the season as report cards come out with just a few weeks of season remaining. Missing nine weeks of the season would count against many and all participation or other awards.

**VOLLEYBALL:** Due to the time their season begins (before school starts) as well as the shorter length of their season (ends before a report card is issued), the final report card of the previous school year (June) will be the determining factor for academic eligibility.

**BASKETBALL and CHEERLEADING:** The first report card of the current year (approximately October 28) will determine eligibility for basketball and cheerleading. Additionally, if a student meets eligibility requirements to begin their season, they will be held responsible for their grades with the next reports card (approximately January 18). This is also due to the length of their season (approximately 4 months: November 1 to March 1).

Ineligibility due to grades will begin the day after progress reports and/or report cards are issued and will be in effect for the remainder of that season.

### 3. Eligibility

Athletes must be a full-time student and less than 19 years old as of August 1 of each academic year. Normally, any one student is eligible to participate in only one sport per season (for example: Basketball or Cheerleading), but not both. However, students may participate in both with special permission from their parents, the two coaches involved and the Athletic Director.

Other students may be considered if there is an available slot on the team, and all S.H.C.S. students have had an opportunity to participate if they meet all academic and other eligibility requirements.

### 4. Ineligibility

Students determined ineligible due to academic or disciplinary reasons may not attend or participate in practices for the remainder of the season. If a student is waiting for a ride with someone else who is practicing, they must go to the appropriate after school location. Students may not attend additional activities with the team, which includes special team meetings or events during or after school. During games or practices, students may not keep stats, be the "water/towel" person, sit or travel with the team, etc. Ineligible students may attend home/away games but parents are responsible for their transportation, supervision and related expenses. Missed class periods will be counted as unexcused for ineligible students who leave school early to attend games/tourneys without making prior arrangements with the office.

### 5. Forms

Forms are available from the main office in the red building, coaches and online at [www.shcsonline.com/athletics.htm](http://www.shcsonline.com/athletics.htm). All students dressing to participate on any 4<sup>th</sup>-12<sup>th</sup> Grade South Haven Christian Athletic Team must have the following forms completed and returned to the coach and Athletic Director before they will be allowed to practice or participate in any athletic competition.

- **Parent Permission and Emergency Information Form:** all dates and information must be supplied by the parent/guardian and on file before participation is permitted.
- **Physical:** There will be no waivers and no exceptions from physicals. The physical must be performed and form completed by a licensed physician and is good for one calendar year (i.e. August 1, 2011 – July 31, 2012). An athlete is ineligible for participation in any capacity until this is current and on file.
- **Code of Conduct/Athletic Contract:** Participation on any S.H.C.S Team is a privilege, not a right. Each athlete will be asked to sign a Student Athlete Code of Conduct Contract. Failure to follow the tenets of the Code of Conduct may result in suspension from the team or other discipline as deemed necessary.

### 6. Athletic Fees

- **Cost:** \$40 per participating student per year that must be paid in full in order to participate in any South Haven Christian School Team. Failure to pay will result in ineligibility until the fee is paid, and forfeiture of all participation credit and other awards.
  - **Due Dates:**
    - Volleyball – 1<sup>st</sup> Friday in September
    - Basketball/Cheerleading – 2<sup>nd</sup> Friday in November
  - **Refunds:** Athletes who quit the team, become academically ineligible or are dismissed for disciplinary reasons will not have their Athletic Fee refunded.
  - **Special Circumstances:** Any family having more than two children participating in SHCS athletics or who have difficulty in meeting this one time payment, please contact the Athletic Director personally before the due date so arrangements may be made. Other circumstances may be considered on a case-by case situation.
- **Cut Off Dates for Teams**
  - **Volleyball:** September 1, 2011

- **Basketball & Cheerleading;** November 5, 2011
- **Students new to South Haven Christian School** after these dates may be considered for a tryout at the discretion of the coach, if there is room available on the team and the student meets academic and eligibility requirements.
- **Tryouts:**
  - **If the number of students wanting to play** exceed the number of places available on a given team, then tryouts may become necessary. During a tryout, coaches will select players according to their skill level (based on specific measureable criteria) Not necessarily by grade level.
  - **If a higher team does not have enough players to form a team,** or at the request of the school board open tryouts will be held to determine which younger players qualify to move up to the higher team from a lower grade level. At the agreement of the player, the player's parents, both coaches, and the Athletic Director, the player may choose either to become a member of the higher team exclusively or to play on both teams.
  - **If a younger team does not have enough players to form a team,** younger players may be allowed to play on a higher-level team, selected by tryouts according to the procedures outlined earlier. (See Tryouts).
  - **Any student who does not meet tryout requirements** may still be eligible to play on a lower team (i.e. Junior Varsity). In the event that a lower team does not exist (due to lack of a coach, for example) students may not be able to participate until the situation is corrected.
- **Youth Players on Older Teams**
  - From time to time, younger players are asked to fill out the roster for older teams, especially as Association of Christian Schools International Tourney time approaches. This occurs due to injury, illness, or loss of players for other reasons. Players with higher skill levels should have more game playing time than those with fewer skills. This does not mean that younger or less skilled players cannot have significant playing time during games. Understandably, older players will usually have a higher level of athletic skill than young players. **A younger player may be eligible to move up to a higher-level team** if the coaches from both teams involved are in agreement. **When the coaches are in agreement, the parents make the final decision.** The player would then be considered as a member of the higher-level team. **If the coaches are not in agreement,** the play may still participate on both teams, with parental consent. However, the younger level team will be his/her first priority. **Remember that our goal is unity,** and younger or less skilled players deserve both practice and game time to help improve their skill levels and build a balanced team. Younger players should join a team with the expectation that they have more game playing time. **Injured players** are still a part of the team and still need to participate in practices and games as their injury permits. They can keep stats or assist the team in other ways until their injury is sufficiently healed.
- **Practices**
  - **Volleyball:** Conditioning begins late July, practices begin approximately August 1
  - **Basketball & Cheerleading:** Conditioning begins middle-late October, Practice follow in early November. Dates will be announced.
  - **Conditioning:** Any student planning to participate must meet the coaches' conditioning times and requirements. Exceptions are made for those participating on South Haven Christian School volleyball teams at the time conditioning takes place.
  - **Days:** Monday, Tuesday, and Thursday and Friday.
  - **Schedules:** Schedules are distributed to the teams in advance. They are also available on the Bulletin Board in the Red Building Office.
  - **Times:** The length of practice varies by sport and gym availability. Varsity Teams are generally scheduled for the earlier practices as many of them also work part-time in addition to school and athletics.

- **Grades 4-12 at 1 to 1 ½ Hours.**
- **Cancellation of Games and Practices:**
  - Cancellation sometimes occur without much notice. Every effort will be made to inform the students regarding last minute changes/cancellations as early as possible. Signs will be posted and announcements will be made as far ahead as possible. In the event school is dismissed early (for snow, for example) or is cancelled, games and practice are cancelled. Any known game changes are published weekly in *The Connection* and given to each team as time allows. You can also find the play schedule and any cancellation of games or new about athletics on our web site at: [www.shcsonline.com/athletics.htm](http://www.shcsonline.com/athletics.htm)
- **Uniforms and Equipment**
  - **Uniforms/Warm-ups** are not to be worn for P.E. or any activity other than regularly scheduled games. Exceptions are occasionally made for Spirit Week or other special events. You will be advised when this is permitted. You are responsible for all equipment /uniforms issued to you. If you notice a problem with either, notify the coach immediately so repairs may be made if needed and possible. You will be charged the full replacement cost for any equipment/uniform that is lost, damaged or stolen.
  - **Braces:** Athletes must supply their own braces, athletic tape, etc. for chronic and recurring conditions.
  - **End of Season:** All School-owned uniforms must be returned by the announced deadline at the end of the season.
- **Dress Code**
  - **General:** The appearance and grooming of every South Haven Christian School athlete should be consistent with the guidelines in the School handbook.
  - **Game Days:** You coach will advise you which games days will be designated as dress up days.
  - **Guys:** Dress pants, shirt & tie or pre-approved team attire.
  - **Girls:** Dress skirt, pants & Blouse or Dress or pre-approved team attire.
- **Game Scheduling**
  - It is our intention to offer as full a season as possible for all of our teams. Scheduling begins as early as March of the previous school year, sometimes as long as two years previously and continues even as the season is in progress.
  - Many things are taken into consideration when scheduling games. Some schools (Christian, private or public) do not offer a sport for a corresponding team here, or if they are members of the Indiana High School Athletic Association (which regulates age levels for teams as well as other things), our team may not be able to play all our players or at all.
- **Games and School Day Attendance**
  - **Athletes must attend school the entire day** on game days (or on a Friday for Saturday games) in order to be eligible to participate. If they are too sick to be in school, they are too sick to participate in athletic events.
  - **Special Circumstances:** The Athletic Director and Administrator will consider the eligibility of players under special circumstances or for days that have less than seven class periods. This includes seniors who attend South Haven Christian School half-day as their regular schedule. Seniors who attend South Haven Christian School half-day as their regular schedule (who attend college or work the other half) are still responsible for attending at least four class periods.
  - **Teams leaving school early for a contest:** It is the responsibility of the player to obtain and hand in any and all homework, class assignments and test **before the date** you leave early or make arrangements with each teacher in advance. Teachers have the authority to deduct grades or whatever they deem necessary for players not following through with this requirement.

- **Home Games**
  - **Admission: Adults \$2.00 Senior Citizens and Students** (Kindergarten through College) \$.50 **Families \$5.00.** Persons must live in the same household to be considered a family. Home tournament and away game admission prices will vary and are set by those venues.
  - **Supervision of Siblings:** Parents are responsible for other siblings who are attending home and away games. Students are not allowed to roam the gym, hallway, lobby, foyer, outside or other buildings. They must remain in the gym under the direct supervision of their parents.
- **Parental participation for Home Games**
  - **Opportunities:** Admissions, concessions shopping, scoreboard operators, statisticians, set-up before games, clean up after games, wash uniforms, etc. **Parents are expected to work 5 home games during your child's season.** Each family will be given a form where you may indicate your preferences to of times and dates you can work. You will not be scheduled to work during your child's game unless that is your preference. You will not be charged an admission fee anytime you work during a game. If you are the team "Mom" (washing uniforms), scorekeeper or statistician on a regular basis, you are not required to work home games but we will gladly accept your help. Parents may also elect to pay **\$50 per season in which they have children playing** if they choose not to work the required number of home games.
    - **Clean-up:** please plan to stay for a few moments following your child's home game to assist with general clean up (picking up trash from bleachers, floors, etc.)
    - **Substitutes:** You may find someone to work your required games for you. However, you must supply their name and phone number and dates to the Athletic Department in advance. Don't just drop your responsibility. Find a sub and let us know who it is.
    - **Special Circumstances:** Please contact the Athletic Department personally if you have extenuating circumstance, which prevents your family from completing this requirement.
    - **Failure to participate:** Failure to pay the fee or work the required number of games per season will be treated as any outstanding fee to the school affecting pre-enrollment, graduation diplomas, transcripts, etc.
- **After All Home Games**
  - All teams participating (players and cheerleaders) are required to assist with cleaning their bench area, locker room and those of the visitors. This involves, picking up trash, cleaning/wiping up spills, lights out, doors closed, moving desks back, making sure classroom is ready for next game/school day. This should only take about 5-10 minutes if everyone WORKS at it. Last team(s) of the day will also assist with the gym area (bleachers, playing floor, foyer, etc.)
- **Away Games**
  - Most of our games are within a 40-mile radius; we have a few that are farther away. In general, we try to schedule games further than this on Friday nights or Saturday only. Sometimes this is not possible, but we do our best to keep it this way. Team members are to travel with the team unless prior arrangements are made with the coach. Maps/driving directions are distributed to the coaches and are also available on the athletic board in the Red Building Office.
  - **Overnight Tournaments:**
    - **Cost:** for lodging and food are in addition to the Athletic Fees and are the responsibility of the student/parents.
    - **Supervision:** There will be an adult in each room. Extra chaperones are needed and welcomed. The students will be supervised (no mixed groups in motels rooms, adult controlled TV).
- **Transportation**

- **Teams are to ride together** to and from away games. Players must return from the away game in the vehicle in which they rode to the game. The only exception is if the parent decides to drive their child. The parent must inform the coach of this personally. For example, a student rides to the game with a coach; the parent meets the team at the game and wants to drive their own child home from the game. The parent must inform the coach of this in person.
- **Mixed Groups (boys and girls)** are not to ride together to or from any games unless this involves siblings if the parent of the siblings is driving. Boyfriends/girlfriends are not to drive or ride together either to or from away games. The student is to remain with the team or their parent. **Coaches/Adults may not drive players of the opposite gender to or from away games without another adult present in the vehicle at all times. This is with or without parental consent. The only exception would be if the coach were a parent or relative of the student. No students/siblings other than team members are to be driven by coaches or other adults unless they are the parents.**
- **Carpooling:** a seatbelt is required for each occupant. Parents will generally be expected to transport their son or daughter to and from practice and games. While most players carpool with other S.H.C.S. parents or the coaches, do not assume that your son or daughter will automatically be taken to a game. Since many parents simply cannot drive to games because of their work schedules or lack of a vehicle, it is imperative that parents volunteer to drive when they can. If a team does not have enough drivers for a game, the coach will take only the starters and any additional players for which there is room.
- **Discussing Concerns**
  - **Please discuss your concern only with the person with whom you have a concern**
  - **Please do not approach the coach after a game unless the coach requests this.** These can be busy and emotional times for parents and the coaches and this period does not promote objective analysis or the situation. Contact the coach at a reasonable time and in a reasonable manner.
  - **What to do if the above procedure does not resolve the situation:** Call and set up an appointment to meet with both the Coach and the Athletic Director. If you are not willing to follow these procedures, then please drop the matter completely. Do not discuss it with anyone else.
- **Fundraising**
  - **Initiating a fundraiser:** Any and all fundraisers must be submitted in writing and given to the Athletic Director for approval or denial, under the advisement of the School Board.
  - **Participation:** Each team member benefits from the proceeds so we expect each team member to participate in team fundraising activities.

## August 2011

M	T	W	T	F	
					9 Board Mtg. 7 pm 12 End of SonShine Camp
1	2	3	4	5	18 Staff Orientation (All Staff) 19 Staff Orientation (All Staff)
8	9	10	11	12	19 Parent/Student Orientation 6 pm 20 Staff Party (Owney's) 6 pm
15	16	17	18	19	22 School Begins for <b>everyone</b> - Pre-S thru K ½ day
22	23	24	25	26	
29	30	31			24 Full Day Class for ALL

## February 2012

M	T	W	T	F	
					14 Board Mtg. 7 pm / Valentine Parties
		1	2	3	14 Progress Reports (22/112) 14 Fundraiser/Market Day
6	7	8	9	10	16 Kindergarten Open House (Kindergarten No School)
13	14	15	16	17	20 Presidents Day (No School)
20	21	22	23	24	24 Talent Show 7pm
27	28	29			

## September 2011

M	T	W	T	F	
			1	2	5 Labor Day (No School) 6 Class resume all grades
5	6	7	8	9	13 Fall Fundraiser Kick Off 14 Grandparents Day Chapel
12	13	14	15	16	& Lunch 13 Board Mtg. 7 pm
19	20	21	22	23	21 Progress Reports (22)
26	27	28	29	30	28 See you at the Pole

## March 2012

M	T	W	T	F	
			1	2	2 Peek Day 9 Spring Dance (3 Gd.-up) 6 pm
5	6	7	8	9	13 Board Mtg. 7 PM 13 Fundraiser/Market Day
12	13	14	15	16	12-13/15-16 Pee-Wee Bball practice / SPIRIT WK. 19-20/22-23 Pee-Wee Bball Games
19	20	21	22	23	19 End 3 <sup>rd</sup> Nine Wks. (45/135)
26	27	28	29	30	26-30 Spring Break (No School)

## October 2011

M	T	W	T	F	
					11 Fundraiser/Market Day
3	4	5	6	7	11 Board Mtg. 7 pm
10	11	12	13	14	14 Fall Fling 6 pm
17	18	19	20	21	20-21 Fall Break (No School)
24	25	26	27	28	26 End 1 <sup>st</sup> nine wks. (45)
31					

## April 2012

M	T	W	T	F	
					2 Report Cards 5 Parent/Teacher Conferences (No School Pre-S – K ONLY/ ½ Day 1 <sup>st</sup> up)
2	3	4	5	6	6 Good Friday (No school)
9	10	11	12	13	9 Easter Monday (No School)
16	17	18	19	20	10 Board Mtg. 7 pm
23	24	25	26	27	17 Fundraiser/Market Day
30					16-17 / 19-20 / 23-24 Stanford Testing 27 Progress Reports (22/157)

## November 2011

M	T	W	T	F	
					3 Report Cards
	1	2	3	4	8 Board Mtg. 7 pm
7	8	9	10	11	8 Fundraiser/Market Day
14	15	16	17	18	11 Parent/Teacher Conferences (No School Pre-S-K/ ½ day 1st-up)
21	22	23	24	25	23 Fall Parties 24-25 Thanksgiving Break (No School)
28	29	30			28 Progress Reports (22/67)

## May 2012

M	T	W	T	F	
					5 Little League Baseball Kick-Off 8 Board Mtg. 7 pm
	1	2	3	4	7-11 Teacher's Appreciation Week
7	8	9	10	11	11 1/2 day of school to prep for Bike-A-Thon 12 Bike-A-Thon (Saturday) 9 am-1 pm
14	15	16	17	18	15 Fundraiser/Market Day 14-18 ½ day Pre-School & Pre-K
21	22	23	24	25	17 Pre-School/Pre-K Closing Program 7 pm 21-24 ½ day Kindergarten / 24 K. Closing 7 pm
28	29	30	31		28 Memorial Day (No School) 31 Last Day of School / Field Day / End of 4 <sup>th</sup> Nine Wks. (45/180)

## December 2011

M	T	W	T	F	
			1	2	2 Staff Christmas Party, 6 pm 6 Fundraiser/Market Day
					9 Christmas Program 7pm
5	6	7	8	9	13 Board Mtg. 7 pm
12	13	14	15	16	16 Christmas Parties
19	20	21	22	23	19-30 Christmas Break (No School)
26	27	28	29	30	

## June 2012

M	T	W	T	F	
					1 Teacher Last day
				1	11 Proposed Start of "SonShine Camp" 2012
4	5	6	7	8	12 Board Mtg. 7 pm
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

## January 2012

M	T	W	T	F	
					3 Deadline for Talent Show Entries
2	3	4	5	6	10 Board Mtg. 7 pm
9	10	11	12	13	13 End 2 <sup>nd</sup> Nine Wks. (45/90)
16	17	18	19	20	17 Fundraiser/Market Day
23	24	25	26	27	19 Report Cards
30	31				27 100 <sup>th</sup> Day of School Party

## July 2012

M	T	W	T	F	
					4 Independence Day
2	3	4	5	6	10 Board Mtg. 7 pm
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

**FINANCIAL FEE SCHEDULE  
2011-2012 SCHOOL YEAR  
SOUTH HAVEN CHRISTIAN SCHOOL  
REGISTRATION FEES**

Registration fees are required when the application is submitted. Your child is considered officially enrolled once the School Office has received the **registration fee** and the **application for enrollment**.

This fee is **non-refundable** if a parent decides not to send a child to SHCS. However, in the event SHCS does not accept your child (or no place opens for those on the waiting list), the fee will be refunded.

<b>Pre-School (3) and Pre-K (4)</b>	<b>\$ 50.00; (\$25.00 if you register before 4/1/11)</b>
<b>Kindergarten – 12th Grade</b>	<b>\$ 100.00; (\$50.00 if you register before 4/1/11)</b>

**BOOK FEES**

This fee includes book rental, consumable books, teacher and classroom materials and equipment, liability insurance, **party money**, **school t-shirt** and office expenses for each grade. This fee is **non-refundable** once a child starts school. **Annual book fees are due by July 15th, 2011, or at time of enrollment**, if after that date.

Pre-School (3) and Pre-K (4)	\$ 120.00 Annually
Kindergarten – 6th Grade	\$ 170.00 Annually
7th & 8th Grade	\$ 180.00 Annually
9th-12th Grade	\$ 200.00 Annually

**TECHNOLOGY FEE - (K-12th Grade) \$ 25.00 Annually**

**TUITION**

Tuition may be paid in **one annual payment\*** or on a **monthly payment schedule**. Tuition is usually payable over **11 months** from **July 1st through May 1st** of the school year. If you **register after July**, **monthly payments** can be set up over a **shorter period of time**. **All payments must be completed by May 1st of the school year.**

Grade	Annual Tuition	Monthly Tuition
	<i>Discounts available for paying tuition in full. Check with School Office.</i>	<b>(11 Months) Starting July 1st</b>
<b>Pre-School (3) and Pre-K(4) Half Day/5 Days a Week</b>		
1 <sup>st</sup> Child	\$ 2,222.00	\$ 202.00
2 <sup>nd</sup> Child	\$ 2,112.00	\$ 192.00
3 <sup>rd</sup> Child	\$ 2,002.00	\$ 182.00
4 <sup>th</sup> Child	Free	Free
<b>Pre-School (3) and Pre-K(4) Full Day/5 Days a Week</b>		
1 <sup>st</sup> Child	\$ 2,761.00	\$ 251.00
2 <sup>nd</sup> Child	\$ 2,651.00	\$ 241.00
3 <sup>rd</sup> Child	\$ 2,541.00	\$ 231.00
4 <sup>th</sup> Child	Free	Free
<b>Kindergarten – 6<sup>th</sup> Grade</b>		
1 <sup>st</sup> Child	\$ 3,124.00	\$ 284.00
2 <sup>nd</sup> Child	\$ 3,014.00	\$ 274.00
3 <sup>rd</sup> Child	\$ 2,904.00	\$ 264.00
4 <sup>th</sup> Child	Free	Free
<b>7<sup>th</sup>/ 8<sup>th</sup> 1<sup>st</sup> Child</b>	\$ 3,267.00	\$ 297.00
2 <sup>nd</sup> Child	\$ 3,157.00	\$ 287.00
3 <sup>rd</sup> Child	\$ 3,047.00	\$ 277.00
4 <sup>th</sup> Child	Free	Free
<b>9<sup>th</sup>-12<sup>th</sup> 1<sup>st</sup> Child</b>	\$ 3,400.00	\$ 309.00

\* If tuition is paid after the 5<sup>th</sup> of the month but prior to the 10<sup>th</sup> of the month, an additional \$15.00 will be due.

\* If tuition is paid after the 10<sup>th</sup> of the month, an additional \$30.00 will be due.

\*If tuition is paid in full by April 1st, there is a 5% Discount; If paid in full after April 1st but before school begins, there is a 3% Discount