

# **Shawnee Mission Christian School**



## **Parent / Student Handbook**

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**SHAWNEE MISSION CHRISTIAN SCHOOL**  
**4901 Mission Road**  
**Westwood, KS 66205**  
**(913) 384-4434**  
**PARENT / STUDENT HANDBOOK**

Welcome to the Shawnee Mission Christian School Parent / Student Handbook. We thank you for enrolling your students with SMCS. This handbook is on the SMCS website, [smcschool.com](http://smcschool.com). There is also information on the history, associations, mission statement, statement of faith, and tuition and fees of SMCS.

## **ADMISSIONS**

### **ADMISSION AND REGISTRATION**

Shawnee Mission Christian School is a distinctly Christian School. All qualified applicants will be accepted regardless of race, color, national and ethnic origin and are entitled to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission, tuition assistance programs, and athletic and other school-administered programs.

Parents and students alike must be in agreement with the philosophy, principles, goals, rules, and discipline of the school.

Requirements for admission are (1) agreement with the statement of faith, (2) an interview, (3) a review of academic ability, (4) the completion of all application forms, (5) payment of non-refundable registration fee, and (6) paying applicable tuition and book fee by the scheduled due date.

### **ADMISSION POLICY**

- At least one parent must be a professing Christian who is actively involved in and regularly attending a Bible-believing church.
- Student(s) must have a record of satisfactory academic performance and appropriate school behavior in the school previously attended.
- Family must be able and willing to meet financial obligations to the school.
- Making consistent efforts in the home to establish Christ as Lord of the family.
- Family must be able and willing to contribute time and energy to the running life of the school.

### **ENROLLMENT PROCEDURES**

Read and consider the Philosophy and Doctrinal Basis of Shawnee Mission Christian School as outlined in the Parent/Student handbook and enrollment forms.

### **INTERVIEW**

All new applicants must schedule an appointment with the Administrator for an interview. Appointments should be made through the school office. We encourage the student to accompany the parents to the interview; for Junior and Senior High students, it is required. In some cases testing will be required before a decision of acceptance to Shawnee Mission Christian School is final. It is important to note that application to the school does not guarantee enrollment.

### **REGISTRATION INFORMATION**

The following forms are to be signed and completed at the time of registration:

- Application Form – Please make sure this form is filled out completely and **that both parents sign** BEFORE submitting to the school office.  
Kindergarten students must be 5 years old by September 1.
- Statement of Cooperation – Both parents and students: please read this form over carefully. **Both parents as well as students entering grades 6-12 must sign this form** BEFORE submitting to the school office.
- Statement of Faith – Both parents and students: please read this carefully and keep for your reference.
- Pastor’s Reference Form – Needs to be completed by the student’s pastor for all students. Please submit this form to your pastor and he will return it to the School Office.

### **BIRTH CERTIFICATES**

All new students must furnish a state or county copy (not a hospital copy) of their birth certificate for our files. We will be glad to copy your original certificate in the school office.

### **MEDICAL INFORMATION**

New students must have a Certificate of Immunization form on file with the school office before the start of the school year and this must be kept current. New students and students entering Kindergarten, and 7<sup>th</sup> grades must have a current Health Assessment form on file with the school office. These forms are available in the school office and at your physician’s office.

### **RE-ENROLLMENT PROCEDURE**

Re-enrollment Form – Please make sure this form is filled out completely and **that both parents sign** BEFORE submitting to the school office.

### **FINANCIAL OBLIGATIONS**

**Please go to [smcschool.com](http://smcschool.com) for the current tuition and fee schedule.**

The first month’s tuition must be paid before students start school. All monthly tuition payments should be paid in a timely manner. If the tuition obligation is one month and 20 days in arrears and financial arrangements have not been made with the school, children will not be allowed to attend school until such payments **and/ or** financial arrangements have been made. Should a student attend classes any part of the month, the entire month is due. There is a charge for checks returned from the bank marked “Insufficient Funds”.

Shawnee Mission Christian School is a private school under the auspices of Olivet Baptist Church. The school receives no state or federal funds. Income from tuition and fees are insufficient to fully cover the cost of operating the school. Interested individuals or corporations are invited to contribute to the operation of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. In case of withdrawal from the school, all accounts must be current and paid through the month of withdrawal. Please notify the office in person and in writing of withdrawals from the school. Fees are not refundable. Refunds, if applicable, will be determined by the administration.

## STUDENT CONDUCT

### **ATTITUDE AND CONDUCT CODE**

As Christians, we are to maintain a Christ-like attitude at all times. Constant or repeated complaining or griping does not build up the body of Christ. It can also be very discouraging to other students and parents. There are biblical ways to handle problems and real spiritual maturity develops when these ways are practiced. (Matthew 18)

All Christians are to have a standard of behavior showing forth Christ in their lives (Galatians 5:22–26 and Ephesians 5:1–10). Students will be expected to be helpful, friendly, polite, quiet, respectful, obedient, sportsmanlike, and not weary in well doing.

### **PERSONAL RELATIONSHIPS**

The Bible teaches us that Christians should conduct themselves at all times in such a way that the Lord would be honored (I Corinthians 10:31). A Christian's actions and language should always be in good taste. Physical expressions of affection between male and female students are not permitted on school property or at any school event. Students in the JH/SH must follow the 6" rule. Dating among secondary students is at the parent's discretion; however, SMCS feels that this practice is not in the best interest of JH/SH students and will not allow dating to hinder the spiritual and academic growth of our students. The Bible also teaches that any sexual activity is designed for and limited to the marriage relationship. Therefore, SMCS will not tolerate any type of improper sexual activity or any type of related behavior on or off campus. This includes, but is not limited to, being sexually active, homosexuality, pornography, and the like.

### **RESPECT FOR FACILITIES AND EQUIPMENT**

The building and property belong to the members of Olivet Baptist Church. The educational equipment belonging to SMCS should be used for God's glory and treated with respect and care. Each student is expected to assume responsibility for the care of all church and school property. Students who damage property accidentally are responsible for paying for the damage. Damage done in a malicious manner will be dealt with decisively.

### **MUSIC**

Shawnee Mission Christian School takes a very conservative stand regarding Contemporary Christian Music. We will only teach music that meets the standards of Christian excellence (Philippians 4:8), which exalts Christ and edifies believers (I Corinthians 3:16), and which would be appreciated in conservative, Bible-believing churches (I Corinthians 10:32). Only music that meets this standard would be allowed at school or at any of the school's functions.

Though there is latitude in the area of music preference, we do take a strong stand against music that comes from the "Christian Rock" idiom, and could not condone our students' playing in bands that use that style.

### **LOCKERS**

Hall lockers are assigned to students in grades 7 through 12. It is the student's responsibility to properly care for his/her locker. Any damage to or defacing of the locker will result in the loss of locker use and a subsequent charge for repairs. Since the lockers are considered school property, access may be gained at any time the administration determines an inspection is necessary. Please do not display items not in agreement with the school's standards. Pictures of friends, relatives, and family members are fine, as well as appropriate calendars, and assignment sheets. No open food or drink containers are to be left in the locker.

### **PROHIBITED ARTICLES AND ITEMS**

Tobacco, alcoholic beverages, tattoos, questionable magazines, drugs, narcotics or any chemically controlling substance, pornographic material of any type, knives, firearms, explosives of any kind (including ammunition), are not permitted on school property. Hats **are not** to be worn in the building.

### **RESPECT FOR AUTHORITY**

Proper respect is to be shown to all faculty and staff members at all times whether in or out of school. A student is expected to answer any inquiry of a faculty or staff member, or anyone acting in an official capacity courteously, fully, audibly, and with a proper title (Mr., Mrs., or Miss).

### **ELECTRONIC DEVICES**

With the increased availability of technology, SMCS tries to keep abreast of the changing times with an eye toward changes in the electronic media and what is best for our school and our students. Therefore, a teacher may approve a student's use of an iPod, iPad, Nook, Kindle, tablet or laptop, cell phones, or headphones/earbuds in their classroom only

### **ATTENDANCE**

The State of Kansas requires school to be in session for 1,116 hours. It is important for students to be in school on time each day. More than ten (10) absences per semester or twenty (20) per year may result in days made up at the end of the semester or during the school year. Students who miss more than 20 days during the school year will be: (a.) required to make up these days during the summer months, or, (b.) required to take the previous school year over again.

### **ABSENCES**

Regular attendance is necessary for a student to gain the most from school. Excused absences should be for (1) sickness, (2) death in the family, (3) medical and dental appointments, (4) emergencies, or (5) pre-approved administration requests by the parent or guardian. Anything other than the above mentioned reasons are considered unexcused absences. (i. e. school suspension and other non-approved absences.) When your child arrives to school at lunch time or later, they will be considered absent for one half day. **When your child is absent, please call the school office as soon as possible.**

Students are responsible to get their missed assignments from their teachers immediately upon returning to school.

**Elementary students:** When a student has an excused absence, they will have two days for every day absent to make-up the assignments. If a student is going to be absent two or more days, the parent will need to contact the school office. The office will notify the teacher and will ask for the student's assignments. The parent may pick-up assignments and books after school that day.

**Junior and Senior High students:** When a student has an excused absence, they will have one day for every day absent to make-up the assignments without penalty. If a student is only absent one day on the day an assignment is due, that assignment is due the day the student returns to school. Likewise, if they are absent one day only and miss a test, the student will be required to take the test on the first day the student returns to school. The **student**, not the teacher, is responsible to find out, complete, and turn in any missed assignments, or take any missed tests due to absences. If a student is going to be absent two or more days, the parent may contact the school office to request student's assignments. The parent may pick-up assignments and books the following day. Students, of course, are expected to keep up with current assignments given as well as complete their missed work.

Planned absences, in most cases, will not result in extra time allowed. If an absence is planned, arrangements with the teacher must be made ahead of time. In case of an unexcused absence a student will receive a zero grade on any missed assignments or test and cannot make up the work. Students involved in extra-curricular activities must be in attendance at school during the entire school day to practice or play. Any exceptions will be determined by the administration.

### **ATTENDANCE / HOMEWORK / MAKE-UP WORK**

Assignments not completed will have a two week grace period to get them completed. There may be a ten percent (10%) deduction for each day it is not handed in. This is at the teacher's discretion. After the two week grace period, the student will be given a zero for the assignment. The teacher will not accept the assignment after the two week grace period. There may be exceptions made by the Administrator.

## **TARDY POLICY**

### **ELEMENTARY**

Tardiness impede academic progress for the student. They are also an interruption to the teacher and the rest of the class. Parents should make every effort to insure that their children are in attendance and on time. We realize that tardiness on the elementary level is not the fault of the student. The student is at the mercy of their parent/guardian. A tardy is defined as arriving to school after the 8:00 A.M. bell. After 3 unexcused tardiness, the parent will be contacted for a phone conference to see how we can work together to put a stop to tardiness. If there is a continued pattern of unexcused tardiness, the parent will be contacted for an administrative in-office conference. At this time we will discuss tardiness as a pattern and what to do to stop the pattern before it becomes a problem. If the tardiness continues and we feel that we cannot reach an agreement in this area, the family may be asked to leave Shawnee Mission Christian School. When a student is tardy to school, the parent must sign the student in at the office. When it becomes necessary for parents to take a child out of class, parents must sign out the student in the school office.

### **JH/SH**

Tardiness impedes academic progress for the student. They are also an interruption to the teacher and the rest of the class. Parents and student drivers should make every effort to insure that they are in attendance and on time. A tardy is defined as arriving to school after the 8:00 A.M. bell or entering any classroom after the bell has rung. After an accumulation of six (6) tardies, a detention will be served. A continued pattern of tardiness will require the student and parents/guardian to conference with the administrator. This conference will result in the following possibilities: sports suspension, in-school suspension, or Saturday work detention. If we cannot seem to get cooperation in this area, the student may be asked to leave Shawnee Mission Christian School. When a student is tardy to school, he or she must sign in at the office.

## DRESS CODE

Students of Shawnee Mission Christian School will abide by the following guidelines and requirements for school dress. Although dress style and other personal standards in and of themselves do not denote spirituality, no aspect of the Christian testimony is as obvious as that which relates to appearance. While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to apply. In light of these principles, we are setting the institutional standards for our school. It is not our intention to say that a Christian who does not meet our standards is sinning, but only that our students must meet the standards in order for us to be consistent in our enforcement. General Scriptural guidelines for dress are:

- **Modesty** (I Timothy 2:9; II Timothy 2:22)
- **Distinction** (Deuteronomy 22:5; I Corinthians 11:14 – 15)
- **Identification with the Lord and not with the world** (I Timothy 4:12; Romans 12: 1 –2; I John 2: 15 – 17)
- **Appropriate** dress for the occasion.

### GENERAL GUIDELINES

Clothing should be neat, clean, in good repair, and modestly fitted. If an article of clothing needs repeated attention— pulling down, pulling up, readjusting— to meet dress code guidelines, then that item is NOT in dress code. Parents have the primary responsibility in teaching students to live by standards of Scripture. Parents are responsible to send their children to school with correct dress and grooming. Students will be counseled privately about violations in dress code and will be sent home to change into acceptable attire or be required to call home for parents to bring a change of clothing. An unexcused absence will be issued for time away from school to make necessary changes. Because of rapidly changing fashions, the administration reserves the right to adjust dress standards as necessary and to determine if dress or appearance is not appropriate and acceptable as per established standards.

## ELEMENTARY

### Kindergarten-3<sup>rd</sup> Grade

**Girls** may wear skirts, dresses, or jumpers that are knee length and should wear shorts or leggings under their dresses for modesty's sake. Girls are permitted to wear slacks, jeans, or sweat pants. Shorts alone may be worn only on designated field trips. SMCS/church/sports type t-shirts are acceptable (no secular bands, offensive political/social slogans or verbiage, etc.). Tennis shoes, dress shoes and sandals with back straps are allowed. No flip flops.

**Boys** may wear slacks, jeans, or sweat pants. Belts are not required. SMCS/church/sports type t-shirts are acceptable (no secular bands, offensive political/social slogans or verbiage, etc.). No tank tops are allowed. Shorts may be worn only on designated field trips. Dress shoes and tennis shoes are allowed. Hairstyles should be kept trimmed, neatly combed, out of the eyes, off the ears, and off the collar.

### 4<sup>th</sup>-6<sup>th</sup> Grade

**Girls:** Skirts or dresses should be to the knee or longer. Girls may wear shorts or leggings under their dresses for modesty's sake on the playground. "Uniform" slacks that are loose-fitting, not form-fitting may be worn. SMCS/church/sports type t-shirts are acceptable (no secular bands, offensive political/social slogans or verbiage, etc.). Tanks tops are NOT allowed. No low cut or see-through garments. Tennis shoes are allowed. Hats/hoods and sunglasses may not be worn during school hours. Make-up should be worn with discretion. More than two piercings in the ears or excessive jewelry is not allowed (no nose or navel piercing, etc.). Hair is to be kept neatly combed and clean. Extreme hair (style, dyes, etc.) are to be avoided.

**Boys:** Dress pants and jeans are acceptable as long as they look nice and aren't overly faded. Pants should have the proper fit (not tight or sagging). Pants are to be worn at the waist – if the pants are too loose to stay up, a belt must be worn. SMCS/church/sports type t-shirts are acceptable (no secular bands, offensive political/social slogans or verbiage, etc.). No undershirt T-shirts or tank tops. Hairstyles should be kept trimmed, neatly combed, out of the eyes, off the ears, and off the collar. (No extreme hairstyle or hair coloring). No facial hair. Only jewelry such as a watch, ring, and simple chain necklace with small pendant may be worn. No piercings, large pendant necklaces, or excessive jewelry. Dress shoes and tennis shoes are allowed. Hats/hoods and sunglasses may not be worn during school hours.

## **JUNIOR HIGH/SENIOR HIGH**

**Young Ladies:** Clothing should not be tight/form fitting. Skirts/dresses should be to the knees or longer. NO slits above the knee or skirts/dresses that “ride up” at any time. Leggings/pants that fit like leggings should not be worn at any time unless worn under skirts/dresses (this includes physical activities). “Uniform” style pants that are loose-fitting may be worn. No blue jeans. No holey or overly faded clothing. Business casual/dressy tops/t-shirts that are loose-fitting with a high neckline and that covers the midriff. SMCS/church/sports type t-shirts are acceptable (no secular bands, offensive political/social slogans or verbiage, etc.). No low cut, see-through garments, or visible undergarment straps. No tank tops, crop tops, large open “keyhole” in the back neckline unless completely covered, or peek-a-boo shoulder tops that do not start at the shoulder. Make-up should be worn with discretion. More than two piercings in the ears or excessive jewelry is not allowed (no nose or navel piercing, etc.). Hair is to be kept neatly combed and clean. Extreme hair (style, dyes, etc.) are to be avoided. Hats/hoods and sunglasses may not be worn during school hours. Dress shoes, athletic (tennis) shoes, sandals are acceptable—sandals with toe separators must have back strap for safety’s sake (No flip-flops). No tattoos are allowed.

**Young Men:** Dress pants and jeans are acceptable as long as they look nice and aren’t overly faded. Pants should have the proper fit (not tight or sagging). Pants are to be worn at the waist – if the pants are too loose to stay up, a belt must be worn. No pants that are frayed/torn, ripped, or excessively long or baggy. Dress shirts/collared shirts are acceptable. Shirts are to be buttoned appropriately. SMCS/church/sports type t-shirts that are neat and well-kept are acceptable (no secular bands, offensive political/social slogans or verbiage, etc.). No undershirt T-shirts or tanks tops. Hair is to be kept neatly combed and clean. Hair must be off the ears, collar, and eyebrows. Extreme styling (i.e. man buns and pinned up hair) and dyed hair should be avoided. Male students should be **clean-shaven**. No facial hair or sideburns beyond the middle of the earlobe. Only jewelry such as a watch, ring, and simple chain, or necklace with small pendant may be worn. No piercings, large pendant necklaces, or excessive jewelry. Casual and dress shoes, athletic (tennis) shoes are acceptable (No flip-flops). Hats/hoods (or the like) and sunglasses may not be worn during school hours. No tattoos are allowed.

### **DRESS CODE FOR GAME DAYS**

#### **For those participating in sports**

Coaches and administration designated

### **DRESS CODE FOR SCHOOL EVENTS**

Dress code principles apply for all school events.

## ACADEMICS

### SCHEDULE OF THE DAY

Class hours are 8:00 A.M. until 3:15 P.M. The school building is open to students at 7:45 A.M. and closed at 3:30 P.M. unless arrangements have been made with the office. Students are not permitted to leave the campus during those hours without being signed out at the school office with permission by a parent, legal guardian, or a staff member.

### ONLINE GRADING SYSTEM

THINK WAVE, the online grading system

Every parent and every student has access to Think Wave, the online grading system. Initial access to Think Wave will be issued from the office. Each parent can check their child's or children's grade at any time, therefore eliminating progress reports. Any parent can at any time request a conference with a teacher to check on their child's performance.

### REPORT CARDS

Report cards will be issued at the close of the 9 weeks. Report cards will be handed to the parents or mailed/emailed.

#### GRADING SCALE –ELEMENTARY AND JH/SH

<b>A+ = 100-97</b>	<b>B+ = 89-87</b>	<b>C+ = 79-77</b>	<b>D+ = 69-67</b>	<b>F = 59 and below</b>
<b>A = 96-93</b>	<b>B = 86-83</b>	<b>C = 76-73</b>	<b>D = 66-63</b>	
<b>A- = 92-90</b>	<b>B- = 82-80</b>	<b>C- = 72-70</b>	<b>D- = 62-60</b>	

#### JH/SH – GPA DETERMINATIONS

<b>A+ = 4.0</b>	<b>B+ = 3.33</b>	<b>C+ = 2.33</b>	<b>D+ = 1.33</b>	<b>F = 0.0</b>
<b>A = 4.0</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>	
<b>A- = 3.67</b>	<b>B- = 2.67</b>	<b>C- = 1.67</b>	<b>D- = 0.67</b>	

#### JH/SH – HONORS GPA DETERMINATIONS

<b>A+ = 5.0</b>	<b>B+ = 4.33</b>	<b>C+ = 3.33</b>	<b>D+ = 1.33</b>	<b>F = 0.0</b>
<b>A = 5.0</b>	<b>B = 4.0</b>	<b>C = 3.0</b>	<b>D = 1.0</b>	
<b>A- = 4.67</b>	<b>B- = 3.67</b>	<b>C- = 2.67</b>	<b>D- = 0.67</b>	

### HIGH SCHOOL ACADEMIC EARLY RELEASE POLICY

Daily early dismissal is not permitted except for juniors and seniors attending collegiate classes or for work-study programs. To participate in the early release program a student must plan his class credits so that he will have sufficient class credits to graduate.

### EARLY RELEASE TO ATTEND COLLEGE CLASSES

In order to be considered for early release the student must meet the following criteria:

- be a junior (minimum of 12 required credits) or a senior (minimum of 18 required credits)
- have a cumulative GPA of at least 3.0 on a 4.0 GPA scale
- demonstrate leadership ability (team captain, taking responsibility for activities, etc.)
- demonstrate good Christian character
- receive faculty and administrative endorsement

### **EARLY RELEASE TO WORK**

In order to be considered for early release the student must meet the following criteria:

- be a junior (minimum of 12 required credits) or a senior (minimum of 18 required credits)
- have a cumulative GPA of at least 2.5 on a 4.0 GPA scale
- demonstrate leadership ability (team captain, taking responsibility for activities, etc.)
- demonstrate good Christian character
- receive faculty and administrative endorsement

The student must request permission from Shawnee Mission Christian School in writing. The form is available in the school office and must be signed by a parent or guardian.

Students involved in early release from the school must still be visibly involved in the school in some way. (Part time classes on campus, playing sports, being involved in drama, etc.)

### **TEXTBOOKS AND MATERIALS**

Textbooks are the property of SMCS and must be treated properly. It is expected that students will cover their textbooks to help save wear and tear on them. If a textbook shows excessive wear by a student or if a textbook is lost, the students will be charged for the cost of replacement.

It is the responsibility of the parents to see that each student has his needed supplies (paper, pencils, pens, etc.).

### **BIBLE**

All students participate in a Bible class daily and need to have a copy of the King James or New King James Version of the Bible for memory and reference work.

### **PHYSICAL EDUCATION**

Each student in the physical education program is required to participate unless excused by a physician's note. The instructors will give our dress code for physical education classes.

### **FIELD TRIPS**

Field trips are an excellent time to enrich and enhance learning. Teachers plan each trip with an educational purpose in mind. Classroom dress code is the standard unless the administration states otherwise. Classroom behavior also applies on field trips.

It is suggested that parents follow the student dress code for field trips.

### **HOMEWORK**

Homework is considered an extension of the regular classroom instruction. Students can expect to spend some time each school evening on homework. Homework will not routinely be given on Wednesdays, holidays, and during Standardized testing week.

Suggested maximum time for each grade level:

- Grades 1 - 2                    20 to 30 minutes
- Grades 3 – 4                    30 to 45 minutes
- Grades 5 – 6                    45 to 60 minutes
- Grades 7 – 12                    75 to 90 minutes

Each teacher will communicate in writing to the parents his/her own classroom policies concerning expectations, class rules, homework, and grading.

The missed assignment make-up policy for absences is listed on pages 4 - 5 under "Absences".

### **HONOR ROLL**

An honor roll is prepared after each grading period. Honor roll is determined by averaging all of a student's grades according to the following standards:

- "A" Honor Roll- 90 – 100
- "B" Honor Roll- 80 – 89

A student may not have a "D" (69) or lower and still make the honor roll.

### **STANDARDIZED TESTING**

Comprehensive school-wide achievement testing will take place every other school year, using the Iowa Basic Skills Testing materials.

Testing will be scheduled for the spring and is considered a helpful tool in evaluating the overall school teaching program as well as its students. The results of standardized achievement tests are generally acceptable indicators of relative educational quality or achievement. Parents and teachers should be reminded; however, that educational testing is not an exact science, and scores are not to be thought of as exact measurements, like body temperature or blood pressure. Rather, these tests are a one-time 'picture' of the student's relative ability, one that can often change under an ever-changing educational program.

### **AWARDS**

Awards are based upon a student's abilities and efforts. Students should be encouraged to perform at the peak of their abilities. Most elementary awards are presented at an Awards Chapel held the last day of school. JH/SH sports awards are presented at the ceremonies following each sports season. Academic awards are given at an Awards chapel sometime in the last week of school. The Honor Roll will be published following each grading period.

### **ACADEMIC PROBATION**

Student's academic progress will be reviewed quarterly. Any student with two D's, one or more F's, or a GPA that falls under a 2.0 will be placed on Academic Probation.

Academic probation is intended to be a warning to the parents and student that there is a serious problem which needs to be addressed.

It is our desire to give students on academic probation support and encouragement. We will prayerfully work with parents and students as long as there is some prospect for satisfactory achievement. Our goal is to see each student restored to good academic standing. The appropriate staff person will confer with the student and his/her parents to make recommendations and evaluate the student's progress.

Here are a number of ways to achieve this academic improvement:

- 1) Complete and turn in all assignments on time
- 2) Be alert and attentive in your classes
- 3) Ask good questions in class when you are struggling
- 4) Take advantage of study halls and opportunities to seek out teachers for assistance
- 5) Stay after school as needed to seek out extra help from teachers.
- 6) Seek out peer help
- 7) Take assignments home to have a parent look it over or to look it over yourself,

**Students who are on academic probation two semesters in a row will not be allowed to return to Shawnee Mission Christian School.** Therefore, If a student falls into this category in the fourth and final quarter of the school year, they will return the following year on academic probation. That student will have the first semester to show adequate improvement. If adequate improvement has not been made, they will not be allowed to return to Shawnee Mission Christian School the following semester.

## GRADUATION REQUIREMENTS

### DIPLOMAS

In order to meet the needs of our diverse student body and to pursue excellence in education for all of our students, SMCS offers the following three diplomas:

- 1) **General Diploma**
- 2) **College Preparatory Diploma**
- 3) **Vocational Preparatory Diploma**

**Credits:** Dual credit (high school and college) will be given for courses taken through the Quick Step program (JCCC) or similar programs from area colleges.

#### 1) **General Diploma**

A General diploma is a diploma awarded for the completion of high school. It is considered the minimum education required for the completion of high school.

#### 2) **College Prep Diploma**

College Prep diploma is for students whose coursework and grades meet the minimum entrance requirements for universities in this area. There are added requirements over what is required in the General Diploma.

	Number of Credits needed in each Subject		
	1) <b>General Diploma</b>	2) <b>College Prep Diploma</b>	Notes
Bible	4	4	1 credit for each year enrolled at SMCS
English	4	4	
Math	2	3	Including Algebra I
Science	2	3	Including Biology
Social Studies	3	3	Including KS,US History, & Government
Speech	½	½	
Computer	1	1	
Foreign Lang.	--	1	
Phys. Ed.	1	1	
Electives	6 ½	3 ½	
<b>Total Credits</b>	<b>24</b>	<b>24</b>	

#### 3) **Vocational Preparatory Diploma**

In addition to the General and College Prep Diplomas, SMCS offers a Vocational Prep Diploma. This course of study is intended for the student who, because he/she began his/her high school years at an academic functional level below 9th grade, does not appear likely to complete the required high school course of study within four or five school years. High school credit will be given for all courses completed from the time the student was in 9th grade even if they are not high school level courses. It is required that the student in this program complete a minimum of four course levels in each of the five core subjects, except where the student succeeds in completing the requirements as listed above.

Transcripts for this type of diploma will contain the disclosure statement, “Student not recommended for college unless first passes G.E.D. test or successfully completes courses in community college.”

If the student completes part of the General Course of Study, his/her transcript will be stamped “General-Vocational Diploma”.

	Number of Credits needed in each Subject	
	<b>3) Vocational Prep Diploma</b>	Notes
Bible	4	1 credit for each year enrolled
English	4	Courses at a level where the student can be successful and make progress
Math	4	
Science	4	
Social Studies	4	
Computer	1	Basic Skills
Phys. Ed.	1	
Electives	2	
<b>Total Credits</b>	<b>24</b>	

Transfer students are considered separately.

**PARTICIPATION IN THE GRADUATION CEREMONY**

For a student of SMCS to walk at the graduation ceremony with the other class members, he/she must have completed the academic requirements for graduation as outlined in this handbook by the date of graduation, or be able to and commit to finishing them in summer school (up to a maximum of one credit to be completed or in any combination up to one credit.) The diploma will be withheld until all academic requirements and financial obligations are met. Any exceptions to this policy due to extenuating circumstances would be at the discretion of the school board. (i.e. extreme discipline problems)

**QUALIFICATIONS for VALEDICTORIAN and SALUTATORIAN**

**Valedictorian:**

- minimum cumulative GPA (including all courses taken in high school) of 3.5 on a 4.0 GPA scale
- displays consistent Christian character
- must have attended SMCS at least two years
- must be receiving a College Prep Diploma

**Salutarian:**

- minimum cumulative GPA (including all courses taken in high school) of 3.0 on a 4.0 GPA scale
- displays consistent Christian character
- must have attended SMCS at least two years
- must be receiving a College Prep Diploma

### **AMERICAN CHRISTIAN HONOR SOCIETY**

To be considered for the ACHS a student:

- Must have at least a cumulative GPA of 3.5 on a 4.0 GPA scale
- Must be a Junior or Senior
- Must have attended SMCS at least one year

We look at each candidate to see how they did in these areas:

Christian Scholarship, Christian Leadership, Christian Character, and Christian Service.

After having successfully fulfilled the aforementioned requirements, each new inductee will receive a certificate and a pin at the high school commencement.

Those that are graduating will receive a gold seal on their diploma and a gold cord to wear at graduation.

### **SENIOR CLASS TRIP**

Participation in the senior class trip is a privilege and not a right. To allow for proper logistical planning the determination for participation in the senior trip will need to be made by the end of the first semester of the senior year. Therefore, the student must be within 3.5 credits of graduating by the end of the first semester to participate in the senior class trip. Any exceptions to this policy due to extenuating circumstances would be at the discretion of the school board. (i. e. extreme discipline problems)

### **TRANSCRIPTS**

Either another school or a college may make a request for a transcript. All financial obligations must be met before a transcript will be mailed.

## EXTRACURRICULAR

### ELIGIBILITY RULES

**No student on academic probation will be allowed to participate in sports until reviewed by teachers and administration.**

- All students in extracurricular activities at SMCS must maintain an average in all of their subjects of at least a "C" (70%) while participating in an extracurricular activity.
- No student with a failing grade "F" (59%) in any of his/her subjects will be allowed to participate in an extracurricular activity.
- No student with two (2) or more "D's" (69%) in his/her core subjects will be allowed to participate in an extracurricular activity.
- All ineligible students must practice and travel with the team/group, but may not participate in the activity or game.
- Ineligibility checks will be made on a weekly basis. (Deadline for student work to be submitted for consideration is Friday at the end of the school day and declaration of ineligibility to be made on the following Monday at the end of the school day.)
- Students who have received an incomplete for a grade will have two weeks to get their work completed. If the work is not completed by that two-week period, the student will be deemed ineligible until the work is completed.
- A student may be deemed ineligible for one or two week periods when his/her attitude falls below an acceptable level in the classroom. The Principal and/or Administrator may make this determination of ineligibility with or without recommendation from any teacher.
- Appeal Process: Appeals based upon a student deemed ineligible but doing his/her very best work will be based upon the following criteria and process:
  - The faculty must be in unanimous agreement that this student is doing his best work and thus would be exempt from ineligibility.
  - The request for appeal must be made in writing to the administrator.
- A student may be deemed ineligible to participate in a game or activity because his/her parent(s) demonstrated a lack of control at the previous activities or games.
- Students involved in extra-curricular activities must be in attendance at school during the entire school day to practice or play. Any exceptions will be determined by the Administration.
- Players who miss classes or school the day of the game will probably not be able to play in the game that day. Exceptions will be granted by the Administration for funerals, family health, etc.

### EXPENSES

Uniforms, referees, equipment, and bus expenses are just a few of the many expenses of operating an athletic program. Coaches do not receive any compensation for all of the hard work and many hours they put in. Shawnee Mission Christian School is attempting to have an athletic program that is funded exclusively by the athletic fees and donations. **Please go to [smcschool.com](http://smcschool.com) for the current tuition and fee schedule.**

### SPORTS PHYSICALS

All students interested in participating in sports must have a current Interscholastic Athletics Physical Form or Health Assessment form on file in the office before the student starts practices. The forms may be obtained from the school office for the physical exam with your physician. Refer to the Athletic Handbook for other questions and requirements regarding student athletes.

### **PARENTAL SUPPORT**

The relationship of parents and Shawnee Mission Christian School needs to be one of trust and cooperation. It is the parents' responsibility to train their children (Deut. 6). When parents delegate to SMCS the responsibility for the formal education of their children, parents are expected to continue to be involved with their students. SMCS is an extension of the home. The home and school must work together to obtain spiritual, academic, athletic, and social growth for the child. This relationship between parents and SMCS requires an open relationship and good communication between parents and teachers.

### **PARENT CONFERENCES**

Parents are their children's first teachers, and your continued support throughout your child's educational career makes a vital difference in his or her achievement. Parent/teacher meetings give parents and teachers the opportunity to meet one-on-one and team up to help their children realize the greatest possible benefit from their education. A teacher or a parent may request a conference to discuss a student's needs at any time.

### **PARENT VISITS**

Shawnee Mission Christian School encourages and welcomes parents to visit their children's classrooms at any time. However, we ask that you stop in at the school office before going to a classroom so that we can monitor who is in the building for security purposes.

### **PARENT INVOLVEMENT**

Shawnee Mission Christian School parents are expected to be involved. We want you to feel free to be involved wherever you are able. There are many ways in which parents can help and you will be given opportunities throughout the year, such as: chaperones, lunch helpers, classroom helpers, custodial helpers, etc.

The school encourages parents to follow the same standards of dress and conduct as is required of the students. **"Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us...if it is serving, let him serve..."** Romans 12:4-7

### **COMMUNICATION WITH THE HOME**

**Report Cards** – issued at the close of the 9-week quarter and will be issued to parents.

**Think Wave** – the online grading system

**School Calendar** – issued prior to the start of the year. It is also available on the school website, [www.smcschool.com](http://www.smcschool.com).

**Monthly Newsletter** – E-mailed to parents at the beginning of each month. Extra copies are available in the office.

**Parent/Teacher Conferences** – Two conferences scheduled per school year, one in the fall and one in the spring. See school calendar for dates.

**School Website** – [www.smcschool.com](http://www.smcschool.com) has links to the calendar, sports calendar, hot lunch menu, newsletters, and much more.

## DISCIPLINE

### **PHILOSOPHY OF DISCIPLINE**

Children are made in the image of God and therefore are to be treated with dignity and respect (Ephesians 6:4). They are also fallen and have a sinful human nature, and thus need structure and guidance. Discipline is a prerequisite to learning (Proverbs 13: 24; 19: 18; 22:15 and Psalm 125: 3).

Discipline teaches the child personal responsibility and respect for people and property. Rules teach the boundaries of freedom and show that there is a penalty to be paid when these are violated. The correction will be in accord with the gravity of the offense.

Attending Shawnee Mission Christian School is a privilege. The school may deny that privilege to any student whose conduct or performance does not conform to the standards outlined in this handbook.

The purpose of discipline is to train toward maturity. Discipline is an integral part of the classroom and of the school. Good discipline provides an organized atmosphere in which learning can take place. All students are expected to obey the rules of the school and all persons in a supervisory capacity. They are to live above reproach in all areas of their lives, at school and away from school.

**A SUMMARY OF GOOD SCHOOL BEHAVIOR** – Be at the right place, at the right time, with the right materials, in a quiet manner, with an expectant and submissive attitude.

**AN ACCURATE, BIBLICAL DEFINITION** – “Obedience is doing exactly what you’re told to do, when you’re told to do it, with a right heart attitude.”

### **DISCIPLINARY PROCESS**

Disciplinary action will be taken for infractions of school policy and rules. These may include detention, probation, suspension, or as a final resort, expulsion.

Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate.

- Personal conference with the teacher
- Notification of behavior problems to parents
- Detention
- Student conference with the Administrator
- A parent-teacher-student or parent-teacher-administrator conference

More extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:

- Detention (time to be determined by administration)
- Conference with the Administrator and/or teacher
- Probation, combined with appropriate application of consequences relevant to the offense
- In-school suspension
- Out-of-school suspension
- Withdrawal, temporary, until restitution and restoration can be confirmed via visible student behavior and pastoral counsel and recommendation; reinstatement on probation
- Expulsion

A formal report to record all infractions will be retained within the student’s school file outlining the nature of the infraction, how the issue was addressed and the action plan to address resolution. Follow up steps will be amended to the initial report.

### **Disciplinary Probation**

Disciplinary probation is designed to alert the student and his or her parents to areas of his or her life that need special attention. Students may be placed on disciplinary probation by the recommendation of the faculty and the approval of the Administrator for a specified period of time for actions which include, but are not limited to, continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, academic progress that is unacceptable because the student is not working up to his or ability, committing a serious breach of conduct inside or outside the school, failure by students and parents to comply with school policies, or failure by the parents to get recommended professional help of students when needed.

A conference with the student and his or her parents is held at the beginning of the probation to discuss the reasons for the probation. Teachers who wish to participate in the conference may do so or they may be requested by the Administrator to attend. A letter stating the results of the conference and the reasons for the probation will follow this conference.

During the probation period the student will be restricted from participating in activities outside the classroom.

In cases where the probation follows a serious breach of conduct, a second major incident of misconduct during the disciplinary probation period will result in the suspension or expulsion of the student. If the offense occurs during the second semester, the student may be admitted the following year only under disciplinary probation.

During the restriction the teachers will periodically review the progress of the student. The Administrator will then decide whether the student shall be returned to the status of a regular student or will recommend expulsion from the school to the School Board.

Disciplinary probation is sincerely intended as an intermediate step for the student to “get his or her act together.” If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or he or she will be expelled by action of the SMCS school Board.

### **Suspension and Expulsion**

Suspension is the responsibility of the Administrator and may be used for serious violations or repeated violations of school rules. Examples of such conduct include cheating, smoking, drinking, illegal use of drugs or the possession of drugs, sexually immoral behavior, etc. Students involved in the use, possession, or selling of drugs or alcohol may be turned over to the proper authorities. A student may be suspended for a period of one to ten days at the discretion of the Administrator.

The following violations of the Code of Conduct will result in an immediate suspension from school, pending a more thorough investigation of the matter, and may result in withdrawal or expulsion:

- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication
- Immoral sexual conduct
- Possession of weapons and/or dangerous items
- Repeated dishonesty
- Flagrant disrespect and disobedience
- Leaving campus without permission
- The possession and/or distribution of pornographic materials and information
- Harassment in any form, both physical and/or sexual in nature
- Vandalism
- Continued willful disobedience, misconduct, disrespect
- Any action taken by a student that disturbs the privacy or invades the private property of a teacher or Administrator at his or her home, or that affects his or her private property at school

During the suspension period the student must keep up with his or her school work. All assignments or tests missed during the period of suspension must be completed.

Students may not practice or participate in athletic events for the duration of the suspension, nor may they be involved in after school activities during that time. In addition, students may not attend school activities on the day(s) of suspension. A parent-student-administrator conference will be held on the day the student returns to school and the student will be placed on probation for a period of six weeks or more.

Expulsion is the responsibility of the School Board. Students may be expelled from school when major moral or social offenses have been committed and after other disciplinary procedures have failed. The Administrator will refer students who have been placed on suspension, repeated suspensions or disciplinary probation to the Board. The Board will discuss the continuance in our school of any student recommended for expulsion

## **GENERAL INFORMATION**

### **SCHOOL OFFICE**

School office hours are from 7:45 A.M. to 3:45 P.M., Monday through Friday. Visitors coming to the school for any reason should come to the office. Please, do not go directly to the classroom. Lunches, homework, books, and other items may be left in the office to be delivered or picked up.

### **TELEPHONE USE**

The church and school telephones are primarily for business use. Students must receive permission from the school office to use the telephone. Students will not be called out of class, except in emergencies, to receive a telephone call.

### **LUNCH**

All students and staff may bring lunches and/or beverages. Milk, juice, and water are available for purchase. Vending machines are available and several items are available in the office. Please note that milk, office and hot lunch tickets are available for purchase in the office. If sending a sack or microwavable lunch, please send eating utensils and plates with students. The high school classes will be offering a meal each day as part of their fundraising. The monthly menu is sent along with the newsletter at the beginning of each month.

### **SCHOOL CLOSINGS**

In the event of emergency school closing, determined by the administration, families will be notified by text message, and email. Be sure you have the correct, undated information in the office. When school must be closed because of inclement weather, the administrator will notify area television stations, send out an email and a text. **“Snow day”** announcements are made on local television stations **WDAF channel 4, KCTV channel 5, KSHB channel 41, and KMBC channel 9** by 6:30 A.M.

### **PARKING**

Parents are encouraged not to park during the drop off and pickup times. If you need to do business in the office, please, try and time it in a way that does not impede the pickup and drop off process.

### **STUDENT DRIVERS**

Any student with a valid driver's license and his parent's permission must request approval to drive to school. The school's primary concern is to assure the safety of each student. All drivers must adhere to the following rules:

- Upon arriving at school, all students must report to their designated areas, not stay in their cars.
- Students are not allowed to return to their cars during the day without permission.
- No reckless driving, speeding (exceeding 5 MPH), or showing off on school property.
- Students may not carry passengers without the specific permission of the parents of both parties.
- Student drivers are to park in designated areas only.
- Student drivers and parents must complete the student driver form which is available in the school office.

Any student driver who violates these rules is subject to having his driving privileges on church/school property suspended or revoked.

### **SOLICITATIONS PROHIBITED**

Solicitation is forbidden at the school without specific approval of the administration. This includes the selling of tickets, candy, distribution of political material, or petitions.

### **VISITORS**

Visitors are welcome at Shawnee Mission Christian School. All visitors must abide by the dress and behavior codes of the school. Visitors must report to the office before they go to class. We will make every attempt to invite prospective students to a sample day at Shawnee Mission Christian School upon request.

## **MEDICAL INFORMATION**

### **IMMUNIZATIONS**

All students Kindergarten – 12<sup>th</sup> must have a current Certificate of Immunization form on file with the school office before the start of the school year, and this must be kept current. These forms are available in the school office and at your physician's office.

### **FEVER FREE for TWENTY-FOUR HOURS**

Before your child returns to school after an illness, he/she must be free of fever for 24 hours. If your child runs a fever at any time during the school day, you will be asked to come and get him. This is important to the health and well-being of others in the school.

### **STUDENT HEALTH CARDS**

All students must have ONE Student Health Card on file yearly concerning action to be taken in case of serious illness or accident. The card provides emergency contacts, authorization to receive medication at school, and authorization for activities on and off the school grounds. A copy will travel on field trips and/or with coaches for games.

### **MEDICATION**

Shawnee Mission Christian School will not hand out medication of any kind without parental permission. If a student needs medication, it should be brought in the original container (no plastic Ziploc bags, etc) and clearly labeled with the student's name. A note must accompany medication from the parents giving permission and instructions for taking the medication. All medication brought by students is to be left in the school office. This will be monitored and recorded by our school nurse.

### **INFECTION PREVENTION AND CONTROL**

Shawnee Mission Christian School has an Infection Prevention and Control Policy on file. Copies are available in the school office.

### **COVID PROTOCOL**

Due to the fact that this is ever changing, please note insert.

## Computer User Policy

Computers are used to support learning and enhance instruction. Computers allow teachers and students to interact with each other and the world through the use of the school's network and the Internet. It is a general policy that all computers be used in a responsible, efficient and legal manner.

### **EXPECTED BEHAVIOR**

Students are expected to pursue intellectual activities, seek resources, access libraries and pursue international ministries. We want students to explore 'cyberspace' and discover what is available there.

#### **Users are expected to:**

Respect the privacy of others (Don't try to get into someone else's files.)  
Respect the integrity of SMCS's computing systems. (Don't try to hack something you are not supposed to; don't try to bypass any virus protection or firewall.)  
Respect the legal protection provided by copyright and licenses. (Do not copy any of our software; do not install any copies of your software on the computers.)  
Respect the finite capacity of the system. (There is only so much space on each computer.)  
Respect the procedures established to manage the use of the system. (Read and understand this policy.)  
Report any violation of these guidelines to any staff member.

#### **Users may not:**

Send or receive messages or store files that indicate pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. All of the rules in the SMCS code of conduct, found in the Parent/Student Handbook, apply when on the network.  
Use the network or its computers for commercial or for-profit purposes  
Attempt to access or modify any computer configuration settings  
Attempt to enter a chat session  
Download any file without prior permission  
Install any program, utility, screen saver, or other executable code  
Set up or access an e-mail account

### **NETWORK SECURITY**

The most secure computers are the ones that can't be used. This is not a reasonable solution. Our security measures are to keep you from accidentally changing settings. Consistency and reliability are paramount for SMCS's computer network to serve you optimally. The following are issues of security concern:

#### **Passwords:**

Do not give them out and keep good passwords. A poor password or sharing your password is the most common way computer systems are compromised. A good password is at least 8 characters long, containing at least 2 numbers and 2 letters (one capital), and a symbol, and does not contain a readable word. No one needs to know your password. If you feel your password has been compromised let a teacher or the school administration know. Students are responsible for the integrity of their passwords. If a password is knowingly shared, the password owner is responsible for any damage inflicted to the computer or network. Sharing your password is giving someone else permission to pretend to be you, and accepting responsibility for everything they do. The one exception to this restriction is that you must share your password with the school administrator.

#### **Messaging:**

The use of any messaging service (such as MSN Messenger, AIM, ICQ, IRC, Win-Popup, etc.) is not allowed. Messaging is not necessary to your work. Any student using any messaging service/program will be subject to the same consequences as cheating.

**Masquerading:**

Pretending to be someone else is forbidden. This includes sending out e-mail in someone else's name for any reason.

**Hacking:**

Attempting to break into or go around any of our security measures is considered a major violation of school rules. This includes servers, workstations, networks, shares, routers, and other people's resources.

**INTERNET ACCESS AND THE SAFEGUARDING OF IT**

Internet Access is a valuable tool for the teacher and the student. There is no limit on the amount of research or information you can gather. Internet access is a great asset to any school; however it can also cause many problems. SMCS realizes that it cannot safeguard every computer with access to the Internet 100% from areas (web pages, e-mail, etc.) that are offensive in nature. Our network has blocked certain objectionable sites and a record is kept of every site that is accessed to insure accountability.

Students or teachers cannot hold SMCS accountable for the willful and deliberate attempt to access offensive material through the Internet access.

SMCS students will only be allowed internet access with permission, usually under staff supervision. This will be primarily in the context of a class (either computer, or academic class with the teacher of that class present).

**Failure to follow any of the SMCS guidelines may result in one of the following:**

- Suspension or revocation of Internet access
- Suspension or revocation of computer access
- School suspension
- School expulsion

If your actions are a violation of law, you may be reported and subject to prosecution.

Users of the network will understand that there are no second chances when they tamper with the network system and/or computers. They will be held responsible for any cost incurred to have the computer and/or network fixed due to a violation of this policy. It should be understood that the network administrator is monitoring the files of students and that the files should be deleted at the end of the school year on all student accounts.