

# Table of Contents

Section 1 SCHOOL STRUCTURE.....	6
Section 2 ACADEMIC INFORMATION.....	19
Section 3 GENERAL INFORMATION.....	24
Section 4 JR. HIGH INFORMATION.....	28
Section 5 DRESS CODE.....	30
Section 6 CODE OF CONDUCT.....	36
Section 7 SUPPLY LISTS.....	43

Dear Parents and Students,

Your Parent/Student Handbook has been written to explain Shadow Mountain Baptist School's daily operating policies. Please take the time to read it carefully and thoroughly since the enclosed information is vital to your child's progress and conduct.

If, as you read this handbook, you have any questions or would like to have anything explained more fully, please call the school office at 782-7806. During the course of the school year, if you feel a conference or clarification on any matter is needed, please do not hesitate to contact the school office.

The Bible says that children are a heritage of the Lord. He has entrusted them to you, and as a parent, you have a tremendous responsibility to train and mold your children in a way pleasing to Him. The administration and staff at SMBS take our responsibility seriously, realizing that we are aiding you in the shaping of your child's attitude, priorities, and in the molding of their minds. Christian education, at best, can only accomplish what you, the parent, want. The various aspects of your child's education, discipline, and spiritual training will be directly determined by your concern and cooperation with our school.

In every phase of our scholastic work, we are seeking to give emphasis to that which is spiritual. We urge you to keep Christ and His will for your lives uppermost in your minds and hearts at all times. We desire for our young people to know Christ, the Saviour, and to make Him the Lord and Master of their lives. We appreciate your confidence in us, and we look forward to the opportunity of working with you.

Kyle Haynes  
Pastor

Dear Parents and Students,

Education is a vital part in the life of every child. At Shadow Mountain Baptist School we take the responsibility of educating your child very seriously. This Parent-Student Handbook has been written to explain the policies and procedures that we have put in place to provide a school setting that is conducive to educational development and spiritual growth.

A student's enrollment at Shadow Mountain Baptist School is an expression of agreement on his part and the part of his parents or guardians to support the school's philosophy, observe the guidelines included in this book, and meet all financial obligations to the school.

If you have any questions concerning the content of this handbook, or if I could help you in any way, please call me at (408) 782-7806, ext. 202. Thank you for the opportunity to assist you in training up your child. We are looking forward to seeing God do great things in the lives of each of our students.

Justin Farmer  
Principal

## Statement of Faith

### Scripture:

We believe that the Bible is the inerrant, inspired Word of God and that it is our final authority in all matters of faith and practice. For reasons of unity within the church and textual reliability we choose to use the King James Version of the Bible. (II Tim 3:16-17; II Pt 1:20-21)

### Sovereign God:

God is a Person, eternally existing, as a Trinity in unity – Father, Son, and Holy Spirit, - three Persons and yet one God. (Dt 6:4; Matt 26:19; I Cor 8:6)

### Son:

Jesus Christ, eternally existing, is the only begotten Son of God, Who became a sinless man in order to redeem us. He was born of a virgin, and is true God and true man. (Luke 1:30-55; John 1:1-15; Phil 2:5-8; Col 1:15)

### Sin:

Man was created in the image of God but fell through sin, bringing not only physical death, but also spiritual death or eternal separation from God. Now all of mankind exists as a fallen race, with an inherited sinful nature. (Gen 1:26-27; 2:16; 3:16-19; Rom 3:10-23; Rom 6:23)

### Sacrifice of Christ:

The Lord Jesus Christ suffered and died as a substitutionary payment for the sins of the whole world. He physically arose from the dead and then ascended into Heaven. Simple faith in this sacrifice is the only way of salvation for mankind. (Luke 24; Acts 1:9-11; Rom 5:8-10; Eph 1:20-23; I Pet 3:18)

### Service:

The local church is a group of baptized believers banded together for edification, exhortation, and evangelism, and preaching the gospel to every creature as commanded by Christ in the Great Commission. (Mark 16:15; I Cor 12:12; Eph1:22-23)

### End Times:

Jesus Christ Himself will soon come again in the air to catch up His Church and reward their service. The unbelievers left behind will go through the Tribulation, after which Christ will return to the earth to set up His kingdom of one thousand years of righteous rule; after this, the unbelievers of all ages will stand at the Great White Throne to be judged and cast into the Lake of Fire, separated from God forever, while the believers spend eternity in the fullness of joy in Heaven. (Matt 24:29-42; I Thess. 4:16-18; Rev 19:11-20:13)

### Salvation:

We believe that salvation is a gift of God by grace, through Jesus Christ, and His shed blood. Salvation is not granted on the basis of human merit, or works. (Romans 6:23; Titus 3:5; Ephesians 2:8-9)

### Separation of Believers:

We believe that every believer is “set apart” (sanctified) unto God. Every believer is therefore declared to be holy and identified as a saint. This is not a progressive sanctification; this sanctification has to do with the believer’s standing, not his present state. We believe Christians should live right and not bring reproach upon their Saviour. We believe that separation from all sinful practices and consecration unto Christ is commanded by God. (Rom 12:1-2; 14:13; II Cor. 6:14-7:11)

### Second Advent of Christ:

We believe that one day Christ will return to receive the church, which is His body, unto Himself at the Rapture. One day following the Rapture, He will return with His church to establish His 1,000 year kingdom on Earth. (Acts 1:9-10; II Thess 4:13-18; Rev 20)

### Satan:

We believe that Satan is a created angel and the author of sin. He incurred the judgment of God by rebelling against his Creator, and introduced sin into the human race by his temptation of Eve. We believe that he is the open and declared enemy of God and man, and the prince of this world who was defeated through the death and resurrection of Jesus Christ. He will be eternally punished in the Lake of Fire. (Job 1:6, 7; Is 14:12-17; Ex 28:11-19; Gen 3:10-15)

**Man:**

We believe that man was created by God in His image. He was created free of sin with a rational nature and moral responsibility to God. We believe that in Adam's sin of disobedience he lost his innocence and incurred the penalty of spiritual and physical death. With no ability to save himself, he is hopelessly lost, apart from the salvation which is offered through Jesus Christ. (Gen 1:26-28; 2:15-25; I Cor 2:14; Rom 6:23)

**Human Sexuality:**

We believe that the only legitimate marriage is the joining of one man and one woman. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Gen 2:24; Lev 18:1-30; Rom 7:2; 1 Cor 7:10)

**Lawsuits between believers:**

We believe that the bringing of a Christian to law by another Christian is contrary to Biblical principle. All matters of disagreement should be settled by the individuals or a spiritual leader to whom the parties are willing to submit themselves. (I Cor 6: 1-8)

**Creation:**

We believe in the literal creation of all that exists as described in Genesis. We believe it took six literal days and that God created everything there is from nothing. (Gen 1-2; Ex 20:11)

**Eternal State:**

We believe that once a person is saved, he is always saved and is thus secure in Christ forever. We believe that once a person dies, his eternal state is settled. Those who are saved will spend eternity with God, and those who have rejected Christ will spend eternity separated eternally from God in Hell. (John 5:24; 6:37-50, I Peter 1:5; Rev 20)

**Abortion:**

We believe that life is a gift from God and begins at conception. We believe in the sanctity of life and in protecting those who cannot protect themselves. (Jer 1:5; Ps 139:13, 16)

**Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America  
And to the republic for which it stands  
One nation, under God, indivisible  
With liberty and justice for all

**Pledge to the Christian Flag**

I pledge allegiance to the Christian flag  
And to the Saviour for Whose kingdom it stands  
One Saviour, crucified, risen, and coming again  
With life and liberty for all who believe

**Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word  
I will make It a lamp unto my feet, and a light unto my path  
I will hide Its words in my heart, that I might not sin against God

**Welcome To Shadow Mountain Baptist School**

SMBS was established in August, 2001, as a ministry of Shadow Mountain Baptist Church. Thank you for considering our school for your child's education. We are committed to serving you in Christian education with a mark of excellence. The policies and procedures in this handbook are the product of much prayer and the desire to provide organized, clear guidelines for the school year. This handbook is designed to serve students and parents by establishing the guidelines and parameters for expected attitude and behavior.

**Mission Statement**

The mission of Shadow Mountain Baptist School is to provide support for parents in educating and equipping their students by developing in them a heart for God, cultivating a biblical worldview, providing quality academics, and equipping students to become leaders that will serve God and make an impact on their families, their communities, and the world.

**School Purpose**

The purpose of Shadow Mountain Baptist School is to assist parents in the educating and training each student spiritually, academically, and socially. God requires that Christians "love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind." (Matthew 22:37).

It is the goal of Shadow Mountain Baptist School to develop in each student a heart for God and a desire to serve Him with their lives. This goal is met by implementing God and the Bible not only in Bible class, but also in the other areas of academics.

### **School Philosophy**

The philosophy of Shadow Mountain Baptist School is to educate and train each student spiritually, academically, and socially. God requires that Christians “love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind.” (Matthew 22:37). It is the goal of Shadow Mountain Baptist School to develop in each student a heart for God and a desire to serve Him with their lives. This goal is met by implementing God and the Bible not only in Bible class, but also in the other areas of academics.

### **Teachers**

Justin Farmer

Melissa Gridley

Matthew Lee

Olga Levdanskiy

Zoya Levdanskiy

Shawna Moore

David Fox

Kayla Fox

Stephen Ayon

# School Structure

## (Section 1)

### School Board

The school board consists of the deacons of Shadow Mountain Baptist Church. They work in conjunction with our pastor and principal in policy determination, financial matters, and serious discipline issues.

### How Children Learn

In order to accomplish our goals, we must be aware of the way in which children learn. The following understanding of children guides us in our planning and instruction.

Children are not all alike. Levels of interest and motivation differ from child to child, as well as ability in the various academic disciplines.

We believe that children learn through a variety of ways (oral, visual, kinesthetic, auditory, and tactile) and that the educational program must take these individual characteristics into account. We believe that children develop their own strategies and preferences for learning, and that these “styles” must be encouraged and developed as part of an instructional program.

We believe that children’s social, intellectual and emotional development is continuous. Their physical and mental growth is not necessarily linear, nor does it occur at the same rate for each child in these different domains. An educational program must be sensitive to these varying levels of growth and development.

Children seek meaning in their world; they look for the connections between and among objects and ideas. We hope to help them develop and integrate understanding of the facts and ideas which are presented in this school – this involves both Biblical and general studies.

We believe in maintaining a high academic standard. We intend to teach diligence to each student in all areas of life; preparing him for the present and the future. (II Peter 1:5) Our priority is to teach the children how to live in this world, and, secondarily, how to make a living. (“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” Colossians 3:23) (“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” II Timothy 2:15) (“Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom in the grave, whither thou goest.” Ecclesiastes 9:10)

### THE LEARNING ENVIRONMENT

1. LOVE, CARE, AND CONCERN: Children must feel that their school staff and classmates care about them and want the best for them.
2. CONCERN FOR THE WHOLE CHILD: Staff must take all aspects of a child into account when setting goals for each student. A certain flexibility must be allowed in the classroom so that staff can adapt the various materials in a way that will promote growth along the different developmental stages.
3. STIMULATING LEARNING ENVIRONMENT: The classroom will contain a variety of materials and equipment which will aide and encourage students to explore their world.
4. FREEDOM AND SAFETY: Children must feel that, within limits, they can be free and safe to explore, question, experiment, ask for help, improve, succeed, and fail – without being punished or criticized.
5. RESPECT: Staff and students should be aware of each other’s feelings and concerns, seeking at all times to foster love, respect, and confidence in one another. Staff and students should be praised and appreciated for who they are, and their ideas and work should be respected.

6. **POSITIVE PEER INTERACTION:** We encourage children to learn cooperatively, offering help, guidance and support to one another. Students experience social interaction through chapel, field trips, sports activities, and fine arts.

7. **RESPONSIBILITY:** The staff will create an environment, which enables children to take an active role in developing responsibility. Opportunities to lead in group activities, conduct cleaning chores, and assist in the classroom will be delegated to the students so they will learn to deal with and develop responsibility.

8. **INTEGRATION:** We encourage students to see the connections among and between the various academic disciplines, in both general and Biblical studies. Learning must be based upon Scriptural rather than secular principles. Christian precepts must be built into the curriculum rather than tacked on as a separate subject.

9. **DESIGN:** Learning – not teaching – is the vital issue in education. As a child takes responsibility for learning, his learning increases. By setting goals with measurable achievement at each step, a child can be taught to assume responsibility for the amount and quality of his learning. As his knowledge increases, his sense of accomplishment grows. Self-motivation, increased skill, and good study habits are by-products of the educational process. All of the above are taken into consideration in order to create an environment that is conducive to learning.

## **Academic Information**

Shadow Mountain Baptist School uses the A Beka curriculum for K4 – 6th grades. This is a traditional approach to education, and the curriculum is among the best available for Christian schools. A Beka is used primarily in 7th and 8th grade, in addition to supplemental curriculum including Saxon Math and Bible from Positive Action for Christ. Also, each year, our teachers will administer the Iowa Assessment Tests to all students in K5 – 8th grades. Parents will receive a copy of the results at the end of the year.

## **K4 Junior Kindergarten**

Our K4 program will introduce your child to the exciting world of learning. It is not a day care, but an academic junior kindergarten that builds a solid foundation in Bible, phonics, reading, writing, and addition. During the year, students will learn to write their vowels and many of the consonants as well as some short words. There is also a focus on learning and writing numbers. The expert reading instruction given to our students enables some of them to read many small books before the end of the year.

## **K5 Kindergarten**

Shadow Mountain Baptist School offers an intensely academic program in a secure, loving, comfortable atmosphere. By using phonetic rules, the majority of the children are capable of reading from their textbooks by the end of the year. All children receive instruction in Bible, phonics, arithmetic, reading, spelling, and cursive handwriting. They will also be introduced to science, geography, art, and music. Your child will begin early to develop the love of learning. Crafts and activity times are also a part of a kindergartener's schedule.

## **Elementary 1st – 6th grades**

**Bible** - Bible verses, stories, songs, principles and character traits are used to build a desire in each student to know God personally.

**Arithmetic** - SMBS is noted for its accelerated arithmetic curriculum. By the 3rd grade, our students are learning two-place multiplication, long division with remainders, fractions, and story problems.

**English** - Beginning with the 1st grade, a practical knowledge of capitalization, sentence diagramming, punctuation, and parts of speech is combined with an emphasis on composition and appreciation of good literature.

**Reading and Spelling** - Each of our elementary students learns to read advanced materials through the use of an extensive reading program offered through A Beka books. Phonics concentration enables students to read, comprehend, and spell at higher-than-normal levels, which is evident by the end of year test scores.

**Phonics** - Phonics is a vital part of any good reading program. Through phonics, a student is able to sound out more than 80% of the words in the English language, enabling him to quickly become an effective and independent reader.

**Science** - From insects and invertebrates to molecules and mass, students learn how man has classified and organized God's creation.

**History and Geography** - Students study United States History, California History, World History, and Geography. They also learn the importance of individual responsibility and the importance of citizenship.

**Music Theory and Choir** - Students are introduced to the fundamentals of vocal and instrumental music. They learn musical concepts, rhythm reading, note value, how to read music, and simple composing. They also apply what they have learned in songs they learn to sing.

### **Junior High 7th and 8th grades**

**Bible** - Bible is taught each day. Practical daily teaching through the Bible curriculum is done systematically.

**English** – Sentence structure, rules, and analysis are emphasized, and the goal is mastery. Spelling, vocabulary, creative writing, poetry, and literature are also included.

**Science** – Order and Reality is taught for 7th graders. This introduces the scientific method. Matter and Motion in God's Universe is taught for 8th graders and includes studies in astronomy, magnetism, and electricity.

**Health** – This is an 8 week course in 7th grade and studies the endocrine, skeletal and nervous systems of our bodies. In 8th grade, this is a full semester and includes basic first aid and dieting.

**History** – History of the World is taught to all 7th graders beginning from Creation through the early 21st century. 8th graders study American History.

**Mathematics** – Basic Math is taught in the 7th grade where students will get a good foundation in mathematics. 8th graders are taught Pre-algebra by Saxon math which will prepare them for Algebra I and Algebra II.

**Physical Education** – Each 7th and 8th grader participates in daily physical education.

### **Association and Membership**

Shadow Mountain Baptist School is a member of the Golden State Association of Christian Schools (GSACS). Membership provides many practical resources such as conferences for teachers, legal defense, accreditation, certification opportunities, and student activities (fine arts competitions, academic competitions, etc.).

SMBS is also a member of the American Association of Christian Schools (AACCS), a nationally recognized organization for Christian Schools, with over a thousand member schools. It is known for maintaining quality standards with a Christ-centered philosophy.

### **Admissions and Nondiscrimination Policy**

SMBS admits students of any race, color, racial or ethnic origin, and from any geographical region, to all rights, privileges, programs, and activities generally accorded or made available for students at the school. SMBS does not discriminate on the basis of race, color, racial, or ethnic origin in the administration of its educational policies, scholarship or loan programs, or in other school administered programs. Acceptance of students is determined by the administration. Grade placement for each student is determined by the administration based on test scores, previous school records, and social development. SMBS reserves the right to adjust and/or modify course offerings, selections, and/or combination of classes at each grade level based on final enrollment. A child's attendance at SMBS is a privilege. It is not a right. Any student's privilege of attendance may be forfeited if he does not conform to the standards and regulations of SMBS. It is our goal to train youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Our pattern is I Peter 2:9, "But ye are a chosen generation, a royal priesthood, an holy nation, a peculiar people; that ye should show forth the praises of him who hath called you out of darkness into his marvelous light."

## Admissions Process

### Application Form

An application form must be submitted along with a \$75.00 *non-refundable* application fee (new students only).

### Entrance testing (new students only)

New students will be required to take an entrance test to determine grade level entry.

### Registration

Final registration steps will be processed and financial arrangements will be finalized. Your registration fee (\$250.00 *non-refundable*) will be due at this time.

### The following paperwork will be needed to complete your child's file prior to the beginning of the school year:

- 1) Application
- 2) Copy of child's birth certificate
- 3) Immunization record
- 4) Report of health examination for school entry to be filled out by their physician (for 1st grade students)
- 5) Emergency medical information form
- 6) Transfer of records approval (from previous school)

**\*Students entering K4 must turn four on or before December 1st.**

**\* Students entering K5 must turn five on or before December 1st**

## Re-enrollment Procedure

Students who are members of Shadow Mountain Baptist Church and students who are currently enrolled will be given first priority for re-enrollment for the following year, if they re-enroll before June 1st.

## Late Enrollment

The application, registration, and book fees are payable in full upon enrollment, regardless of the time of enrollment. Tuition charges will be prorated based on the portion of the school year remaining at the time of enrollment.

## Students with Special Needs

### 1. Documentation

Parents must provide SMBS with up-to-date documentation concerning their child. A child whose parents intentionally omit relevant student information will not be admitted.

### 2. Testing

The principal will determine whether or not there is a need for further testing before your child is admitted to the school. The school will generally accept tests and assessments, which were completed within one year prior to the date of admission.

### 3. Positive Determination

If it is determined that the school can provide a suitable program for a given student, the parents will be formally notified by the principal. A meeting will be scheduled to discuss the school's expectations of student and parents, as well as any modifications to the program which will be needed in order to maximize the student's growth and progress.

### 4. Negative Determination

The principal will review all information gained from tests and informal assessments to determine the school's ability to serve a student's needs.

### 5. Final admission decisions rest with the principal.

### 6. Continual Evaluation

SMBS reserves the right to periodically evaluate the student's progress. It may be decided, in extreme cases, that the student's needs are not being met by the school's program. If the child's needs can no longer be met through program modifications, the principal can and may ask the family to withdraw their child from the school. Final decisions rest with the principal.

**7. All students entering SMBS for the first time are on a first semester probation status.** During this time period, the new student will be evaluated as to their behavior and academic progress. The principal of the school may deem it necessary, based on the evaluations, to request the student to withdraw.

## Fees

**Application Fee (\$75.00):** This fee is charged for new students only upon application for admission and is non-refundable.

**Registration Fee (\$250.00):** A registration fee is due for each child enrolling and is non-refundable.

**Book Fees:** Book fees are due August 15th and are non-refundable after the start of the school year.

**K4 - \$150**

**K5 - \$200**

**1st-6th grades - \$400**

**7th – 8th grades - \$450**

**Fine Arts Fee: \$150 (Mandatory for 7th & 8th grades)**

**Extended Care:** Extended care fees will be billed on a monthly basis.

**Miscellaneous Fees:** Separate fees will be charged throughout the year for school pictures, field trips, and other school activities.

**Supply Fee (K4 and K5):** There will be a \$20.00 supply fee for all K4 and K5 students. The teachers will purchase all school and art supplies. The parents should provide a lunchbox and a backpack.

**K5 Graduation Fee:** A \$20.00 fee will be due on or before May 1st for all students graduating from the K5 class.

## Financial Policy

*“If therefore ye have not been faithful in the unrighteous mammon, who will commit to your trust the true riches?” Luke 16:11*

Tuition may be paid in one payment at the start of school or ten monthly installments, the first due August 15th and the last and final payment due May 15th. These are not monthly charges, but rather installments on the annual cost. A 10% discount on tuition will be given for each additional child in a family. You will receive a monthly invoice to remind you of your tuition payment. All checks should be made payable to Shadow Mountain Baptist School. You may abbreviate SMBS for convenience. Tuition payments can be made by cash, check, or credit card.

All monthly payments are due on the 15th. Payments that are five days past-due incur a late fee of \$25.00. Parents who let their accounts become past due should contact the principal to discuss satisfactory arrangements for payments. Accounts delinquent fifteen days will be placed on a two-week probation, and if not settled within that two-week period, the student(s) will not be permitted to attend class until payment is made.

The application, registration, and book fees are payable in full upon enrollment, regardless of the time of enrollment. Tuition charges will be prorated based on the portion of the school year remaining at the time of enrollment.

Report cards are withheld until all tuition costs and other fees are paid in full. All accounts must be current by the day of kindergarten graduation (K5 students), and final exams. Students not current in tuition payments will be unable to participate in their respective graduations or exams. Accounts must be paid in full before transcripts or diplomas are issued.

A \$25.00 fee will be assessed on all returned checks.

If for any reason it becomes necessary to withdraw a student from SMBS, a two week notification in writing is required. In the case of early withdrawal, transfer, or expulsion, there will be no refunds of tuition paid for the current calendar month. Any tuition paid in advance toward subsequent months will be refunded on a pro-rated basis, beginning the first day of the month following the withdrawal date. All fees paid are non-refundable. There are no exceptions to this rule. By signing the Application Form, parents are authorizing the school to withhold report cards and other records, until these requirements have been met.

## School Hours

Students must line up with the teacher on duty before school begins. Students who arrive before 7:45 AM will be in before-care until 7:45 AM, at which time they will be dismissed to the auditorium. Students must be off the property by 3:00 PM unless involved in approved after-school activities. Any child still on the school property after 3:00 PM is required to go to extended care, and fees will be assessed. School will begin at 9:00 AM each Thursday morning unless otherwise notified.

## School Hours

K4: 8:00 AM – 12:15 PM

K5: 8:00 AM – 12:15 PM

1st – 6th grades: 8:00 AM – 3:00PM

7th – 8th grades: 8:00 AM – 3:00 PM

Before-School Care: 7:00 - 7:45 AM

After-School Care: 3:00 - 5:30 PM

## Arrival and Departure

Due to the congestion resulting from cars coming in the parking lot to pick up or drop off children, we are requesting that you follow the traffic map at the back of this handbook. Due to traffic conditions near the school, only right turns out of the school parking lot are allowed.

When picking up students, if riders are not ready, parents are asked to park in the lot to wait for riders or walk to the door to pick up riders. This will expedite traffic flow and avoid congestion. **Important:** Students will be released only to their parents/guardians or the person(s) authorized on their emergency medical form, unless parents/guardians have called the office or sent a written statement that the child may be released to someone else.

Children who arrive at school before 7:40 AM will be charged for before-school care. Children who are still on the school property after 3:00 PM will be charged for after-school care.

## Before-School and After-School Care

(K4 – 6th grades only)

Before-school care is offered from 7:00 - 7:45 AM for students attending SMBS. After-school care is provided from 3:00 – 5:30 PM. The cost for before-school care and after-school care is \$2.50 for every 30 minutes. (\$5.00/hour) This amount will be billed to you and will appear on your monthly statement.

Our after-school care program ends at 5:30 PM. It is vitally important that you are not late to pick up your children. Our teachers do have a full schedule, and we do not want to take advantage of the additional services they provide. For children that are picked up after 5:30 PM, a charge of \$1.00 for every minute past 5:30 PM will be added to your monthly bill. A student who is repeatedly left after 5:30 PM in after-school care will lose his after-school care privilege. Once a child has been released from school on any given day, he will not be allowed to return and stay in the after-school care program.

**Important:** Students will be released only to their parents/guardians or the person(s) authorized on their emergency medical form, unless parents/guardians have called the office or sent a written statement that the child may be released to someone else.

Before-school care and after-school care charges will be added to the financial statement received at the beginning of each month. These charges will be for the previous month's before-school care and after-school care. If a student's before-school care and after-school care account is 30 days past due, the student will not be allowed to stay in before or after school care until the account is made current.

## Closed Campus

SMBS is a closed campus. Therefore, students are not to leave campus without written permission during any part of the official school day. When a student does leave the school grounds during school hours, he must check out at the school office.

Unauthorized visitors are not allowed on the campus during school hours. If a student would like to bring a visitor, he must first request permission from the principal.

All visitors to the campus of SMBS must first sign in at the school office. This includes siblings of students, parents, other friends or family, and any guests to our facilities

## Leaving Property without Permission

Students may not leave the property for any reason without first checking in with the school office. A student leaving the property without permission may be automatically suspended or expelled.

## Exposure Notices/Communicable Diseases

Exposure notices will be sent home with students who have been exposed to the following:

Strep Throat	Scarlet Fever	Chickenpox
Mumps	Ringworm	Pinworms
Pink Eye	Head Lice	Hepatitis
Measles	Impetigo	Salmonellosis

## Medical Care

No medication may be administered to students by an employee of SMBS unless there is written permission from the parent or guardian. Students taking medication regularly must come to the school office to take their medicine.

1. Medication must be brought to school in a container labeled with the following information: (Prescription medications must be in original pharmacy containers.) Student's name, name of medication, and time and dosage of medication
2. All medication is to be kept in the school office.
3. All liquid medications are to be accompanied with a measuring device from home.
4. Every dose of medicine administered by school personnel shall be recorded and filed.

**Minor Injuries:** First aid treatment is administered if necessary. Supplies are kept on hand to care for minor incidents.

**Major Injuries:** If at any time a student needs medical attention, school authorities will contact the appropriate emergency medical personnel. Parents will also be called promptly.

# Academic Information

## (Section 2)

### Attendance

Regular attendance is vital for the success of each student. If a student is absent, please call the school office before 9:00 AM. Please plan family vacations so they will not conflict with your child's attendance. Students who demonstrate a pattern of absences or tardies may require administrative intervention. **We have established fifteen days per semester of excused and unexcused absences as the maximum number of days which may be missed for the school year.** After the student has missed his allowable amount, parents will be notified, and their child may be requested to withdraw from the school.

### Tardiness

Tardiness disrupts the entire class and affects the late arriver's school routine. Punctuality is a virtue that is part of the character-building program of SMBS. Parents are urged to assist in making sure that students are prompt in arriving to school. One demerit will be given each time a student receives an unexcused tardy. If your child is carpooling with someone else and is tardy, each student will receive a demerit. A tardy will be considered an absence if the student misses more than half of the normal school day.

### Absence

Excuses When a student returns to school following an absence, they will need to first go to the school office and receive a re-admittance slip. Either a note is to be sent with the student explaining the absence, or a phone call must be received by the office prior to the morning they return, notifying the office of the reason for their absence. The office must be supplied with a legal reason for absence in order for the absence to be excused. If a note or phone call is not received following an absence, the absence will be considered unexcused.

Below are legal reasons for absence according to state law:

1. Illness of the student
2. Bereavement
3. Dental, medical, or optical appointments
4. Religious holy days
5. Court appearances
6. Authorized school functions

The following will also be considered excused:

1. Unavoidable emergencies approved by administration
2. Previously arranged trips or absences approved in advance by the administration

Below are illegal excuses for tardiness or non-attendance:

1. Lack of transportation
2. Lack of proper clothing
3. To work at a job
4. To help care for children
5. To take music or other lessons
6. To run errands
7. To assist with housework
8. Normal traffic

\*The teacher may issue a grade of 0 for any classes missed due to unexcused absences.

### Early Dismissal

Permission must be given by a phone call or in note form by the parent if a child is to leave the campus early for any reason. This note should be turned in to the school office by the beginning of school the day of the appointment. The student must check out in the school office before leaving school property. Upon a student's return the next day, he must check in with the office to get a re-admittance slip.

1. The person picking up the student must come to the school office to receive the student in person. Please do not go to the child's classroom first, or wait in the car for the student.

2. Students will be released only to their parents or an individual on their emergency medical form unless parents have called or sent a written statement that the child may be released to someone else.

If an unseen emergency arises, and you must pick up your child early, please call the school office so that your student can be waiting in the school office upon your arrival.

## Illness

If a student has a fever or any other symptoms of illness, he should not be sent to school. If a child becomes ill during the school day, the parent will be notified and will need to pick up their child and sign him out at the school office. If a parent is unavailable to pick up their ill child, someone on the child's emergency information form will be notified. If a student is absent for more than four consecutive days, the school requires that a doctor's note be brought in on the day the student returns to school.

Note: If a student is sick, and a parent would like to pick up homework, they should call the school office and request that their work be sent to the school office. Homework will be available for pick-up after 3:15 PM in the school office.

## Homework Policy for Pre-arranged Excused Absences

In order for a student's absence to be excused, if it doesn't fall under the legal guidelines as listed on page 22, the student must get a homework assignment form from the school office and complete the following instructions at least two days prior to their departure:

1. Bring a note from the student's parent explaining why the student will be absent to the school office to receive a homework assignment form.
2. Ask the teacher to fill out the homework form.
3. Get approval signature from principal.
4. Collect all materials needed to complete assigned homework.

**Students will be given one day for every two days they were absent to complete the homework they missed during their pre-arranged absence (i.e. if a student is gone for four days they will have two days upon their return to makeup their missed work). Any absence which corresponds with a previously announced assignment due date, project, test, or quiz will necessitate the student turning in his assignment or taking the test his first day back to school.**

## Make-up Work

Students with an excused absence due to illness will have the same number of days to make up their work as days they were absent. If a student is absent for reasons other than illness, he is expected to be prepared the day he returns to class with homework completed and ready to take any tests missed. Teachers, students, and parents must work together to ensure that the child has all make-up work completed. Work missed during unexcused absences may only be made up at the teacher's discretion. The teacher may issue a grade of zero for any assignments missed due to unexcused tardies and absences.

## Homework

Teachers will make assignments to pupils as clear as possible. The pupil must take the initiative and responsibility in being certain he understands and completes these assignments. An important part of a child's education is to independently complete class assignments and homework assignments at the time prescribed. Any homework assignments not done will result in a demerit and affect the child's grades.

## Honor Roll

Honor Roll will be awarded for all students 1st – 8th grade. They will be recognized by semester as follows:

4.0	Principal's List
3.6 – 3.9	Honor Roll
3.0 – 3.5	Honorable Mention

## Report Cards and Grading

Report cards are used to inform parents of their child's educational, social, personal, and spiritual growth in school. Report cards and progress reports are valuable in monitoring a child's progress. If a teacher feels there is cause for concern over a student's lack of progress, they may request a parent conference at any time during the grading period. After careful consideration by the parents, report cards are to be signed and returned to the school within one week of being issued. Parents are encouraged to contact the teacher if in doubt about a grade or a student's evaluation.

If the student's account is delinquent, the report card will be held in the school office until their account is current.

## 1st – 8th Grading Scale

Letter = %	GPA	Letter = %	GPA
A+ = 99-100	4.0	C+ = 79-80	2.3
A = 94-98	4.0	C = 74-78	2.0
A- = 91-93	3.7	C- = 71-73	1.7
B+ = 89-90	3.3	D+ = 69-70	1.3
B = 84-88	3.0	D = 64-68	1.0
B- = 81-83	2.7	D- = 61-63	.7
		F = 60 and below	0.0

## Early Withdrawal

If for any reason it becomes necessary to withdraw a student from SMBS, a two week notification in writing is required. In the case of early withdrawal, transfer, or expulsion, there will be no refunds of tuition paid for the current calendar month. Any tuition paid in advance toward subsequent months will be refunded on a pro-rated basis, beginning the first day of the month following the withdrawal date. All fees paid are non-refundable. There are no exceptions to this rule. By signing the Application Form, parents are authorizing the school to withhold report cards and other records, including cumulative files, until these requirements have been met.

# General Information

## (Section 3)

### Elementary Chapel

Every other Friday, the K5 – 6th grade students will gather in the auditorium for a great time of singing, games, and an animated message from God's Word. The students look forward to this special time of learning from God's Word in an exciting way.

### Lunches

Please make sure that you remember to send a lunch with your child. If your child forgets his lunch, please bring it to the school office. At lunch time, microwaves will be available to students in order to prepare their lunch. SMBS will not provide plates, utensils, cups, or napkins for students. All lunch items should be brought from home.

#### When packing lunches, please observe the following:

1. Students are not to bring drinks in glass containers.
2. Care in the selection of lunch boxes and containers is expected. Please refrain from choosing lunch boxes that picture unwholesome personalities and groups that are contrary to Christian thought patterns. (Phil. 4:8) This would include all pop music stars and groups, movie stars, and characters from questionable movies.
3. Parents may pick up their child for lunch during the designated lunch period, but the student must be back on campus for their first class period following lunch. Students must be signed out in the school office prior to leaving, and signed back in upon their return.
4. When packing lunches, please try to pack nutritious snacks and lunches for your child. Fresh fruits, nuts, cheese, carrot and celery sticks, and granola bars are some suggestions.

### Lost and Found

Due to limited space, all items will be put on display once a quarter. Items must be claimed promptly. Please check with the school office if you are missing something. Items not claimed will be donated to a local charity.

To help reduce the items left in lost and found, please clearly mark the belongings of your child. This would include sweaters, jackets, lunch boxes, and any other items they may bring to school.

### Student Visitors

Visitors are welcome at SMBS. All visitors must report to the school office upon arrival. If possible, visits should be scheduled at least 24 hours in advance. The office will arrange for visitors to have a visitor's pass. Students who attend other schools may not be permitted to visit SMBS unless they are prospective students. Visits should generally be limited to a half day. All visitors are expected to comply with all of the SMBS dress codes and discipline policies. For a visiting student, a permission slip from the visitor's parents/guardians giving consent to visit must be brought to the office for approval.

### Animals/Pets

All animals brought to school must be pre-approved by the student's teacher. Under certain guidelines a student may be allowed to bring a pet for show and tell, etc.

### Parent Involvement

Parents are welcomed and encouraged to be involved with every aspect of their child's education. This includes, but is not limited to the following: room moms, field trip volunteers, lunch room volunteers, class helpers, party helpers, etc. When coming to the school to volunteer, please observe the following dress code. This helps us to keep a professional, academic atmosphere, and coordinates with our teacher and student dress codes.  
Men – collared shirt, jeans or shorts are accepted  
Women – jeans, skirts or dresses (need to be to the knee or longer)/tops need to be modest and non-revealing

Please be sure to coordinate your involvement with your child's teacher. We have had many wonderful volunteers in the past. Parents are truly a blessing to the classroom, and we are thankful for all you do to help. Upon arrival to the school, parent volunteers are asked to check in at the school office to receive a pass.

## **Special Activities**

SMBS will incorporate special events into the school year to promote social and spiritual development, school spirit, and to increase interest in learning.

1. Fundraisers – Various fundraising events will be held throughout the year. Parents are encouraged to participate in all fundraisers.

2. Field Trips – Each class will take 2-3 field trips each year. These trips are opportunities for students to broaden their knowledge outside the classroom. Students are expected to attend. Parents are invited to attend if space and facilities permit. \*If a parent will be driving for the field trip, a driver authorization form is required to be kept on file. This form can be picked up in the school office. A copy of the driver's license and insurance declarations will be required as well.

3. Parents and guests who are helping with the students are expected to follow the dress code below while at the special activities. This helps us to keep a professional, academic atmosphere, and coordinates with our teacher and student dress codes.

Men – collared shirt, jeans or shorts are accepted

Women – jeans, skirts or dresses (need to be to the knee or longer)/tops need to be modest and non-revealing

## **Birthdays**

Parents may bring cupcakes, cookies, or a snack and punch to their child's class on their child's birthday. The teacher must be notified in advance to arrange an appropriate time.

## **Incoming/Outgoing Phone Calls**

Teachers will not be able to receive phone calls during school hours. If you need to get in touch with a teacher, please leave a message for them in the school office or on their voice mail.

Students are not allowed to use the phone during school hours, unless, of course, there is an emergency, and they will be sent to the school office. If a parent needs to contact a child in the case of an emergency, they may come to the school office, or they may call the school office to leave a message for their child.

## **Books/Magazines/CDs, etc.**

Students may not bring books or magazines from home unless they have specific permission from their teacher. All books and magazines must be approved by the student's teacher.

# Jr. High Information

## (Section 4)

### Cell Phones

If a 7th or 8th grade student brings a cell phone to school, it must be turned in at the school office upon arrival to school. Students will not be able to use cell phones during school hours.

### Lockers

Students in the 7th – 8th grades will be assigned a locker at the beginning of the year. Locks will be supplied by the school. Lockers are to be kept locked at all times to ensure the safety of the items in the lockers. Students are not allowed to get in other student's lockers. Students are expected to keep their lockers neat and clean at all times. Surprise locker checks will be given by the administration. Students are not allowed to share or switch lockers with another student. Sack lunches are allowed to be kept in the lockers, but food must be taken home daily.

### Fine Arts

Fine Arts in March is a mandatory special event for all 7th – 12th grades. All junior and senior high students are required to compete in the annual Fine Arts competition. Students will have the opportunity to compete in a variety of fields including speech, music, and academics. The purpose of the competition is to encourage and increase spiritual, intellectual, and moral maturity and develop in each student their God-given talents and gifts.

### Youth Conference

Youth Conference in April does not require mandatory attendance. There is no school for the 7th – 12th grade during this conference.

### Jr. High Chapel

Every other Friday, the 7th – 8th graders will join the 9th – 12th graders in the auditorium for a great time of relevant Bible preaching. Male faculty members or special guest pastors, missionaries, and evangelists will preach for weekly chapel services.

### Athletics

We believe that in all activities, including sports, our goal is to glorify God. We believe that the discipline of athletic competition provides an opportunity to witness for Christ and to build Christian character.

Students who wish to participate in athletics must meet all eligibility requirements, have a signed parental permission slip, and have insurance which covers injuries resulting from athletic competition.

### Athletic Eligibility

Student athletes must have a 2.0 GPA on the most current report card. Between report cards, eligibility checks will be taken every three weeks. At these eligibility checks, students must maintain a 2.0 GPA. Players who are deficient in their grades may not play in games, dress out for games, or travel with the team. Ineligible players will be able to play if they have raised their GPA on the next eligibility check.

Any student athlete who behaves in an inappropriate manner will immediately be removed from a game. Fighting, profanity, and loss of temper will not be tolerated.

# Dress Code

## (Section 5)

### Dress Code for K4 – 6th grades

All students are required to wear uniforms. The uniforms may be purchased at [landsend.com/school](http://landsend.com/school).

#### Girls

1. See [landsend.com/school](http://landsend.com/school) for our uniform options.
2. Girl uniforms should be worn with this coordination: Light blue polo with navy blue skirt/Navy blue polo with khaki skirt/White polo can be worn with khaki skirt or navy blue skirt (no other set coordination is allowed.)
4. White or navy socks, tights, or leggings may be worn. (No other colors, please.) These may be purchased at the store of your choice.
5. For colder weather, thick tights may be worn. The girls may wear navy blue shorts under their skirts or jumpers, as well. (No pants or leggings, please.)
6. Only predominately white, Navy blue, and grey tennis shoes are allowed. No boots or sandals.
7. Any jewelry should be age appropriate and must not interfere with school work.
8. No make-up is allowed.
9. Hair should be a consistent and natural looking color. Hair styles/cuts should have a feminine style.

#### Boys

1. See [landsend.com/school](http://landsend.com/school) for our uniform options.
2. Boy uniforms should be worn with this coordination: Red polo with navy blue pants/Navy polo with khaki pants/White polo can be worn with navy blue pants or khaki pants.
3. Ties with the white button down shirt (from Lands End) must be worn on chapel days.

4. Shirt must be tucked in.
5. White, black, or blue socks must always be worn and may be purchased at the store of your choice.
6. Only predominately white, navy blue, and black tennis shoes are allowed. No boots or sandals.
7. Necklaces and earrings are not allowed.
8. Hair should be kept trimmed and well-groomed. Hair should be off the ears, off the collar, above the eyebrows, thinned and cut in traditional style to fit the contour of the head. Side burns must be no longer than the bottom of the earlobe and should be neatly trimmed. Spikes or faddish hairstyles, such as uneven layers, lines, designs cut in the hair, or undone hair are not acceptable. Hair may not exceed the height of one inch in bulk. Boys are to be clean-shaven at all times.
9. Hair should be a consistent and natural looking color.
10. All boys in 1st – 6th grades need to wear a black, brown, or navy blue belt.

#### Boys and Girls

School logo fleece jackets & a solid navy sweaters may be worn in class. \*Those students deemed in violation of the school's dress code will be sent to wait in the office until a parent is notified and proper arrangements have been made.

#### **Activity/Field Trip Uniform**

##### **(K4 – 6th grades)**

For all school activities and field trips, there will be an activity/field trip uniform each student will need to purchase and wear. See [landsend.com/school](http://landsend.com/school) to purchase. Tennis shoes may be worn on these days.

#### **Dress Code for 7th – 8th grades**

Shadow Mountain Baptist School desires its students to live and conduct themselves in a manner that will glorify God and honor our Saviour, Jesus Christ. The dress code is a means of building character and distinction in the lives of our students. It is not intended to be a standard for measuring spirituality, but rather to be a tool for fostering the educational and character

development of the students. The purpose of the following guidelines is to encourage Christian young people to be concerned with the Biblical principle of modesty neglected by many Christians today. SMBS believes a Christian's appearance should accurately reflect the indwelling presence of Jesus Christ.

The dress code is based on the following three principles:

1. Modesty (I Timothy 2:9; II Timothy 2:22)
2. Distinction between the sexes (Deuteronomy 22:5; I Corinthians 11:14-15)
3. How a person dresses affects how he acts

All students, under the direction and instruction of their parents, are to use good taste and good judgment in their dress. Parents have the primary responsibility of teaching children to live by the standards of Scripture and to dress accordingly.

#### **Dress and hair checks will be given regularly.**

The administration has the right to determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and of the necessary steps for correcting the problem. Demerits will be issued for dress code violations. Parents are expected to support all dress and appearance standards of the school.

#### **General Guidelines:**

1. All clothing should be clean, wrinkle free, attractive, and proper fitting – not too loose or too tight.
2. No denim apparel is allowed, including jackets. On occasion, the administration will allow a “denim day.” On these days, students are allowed to wear denim. However, no faded denim will be allowed. ALL dress code rules apply to denim clothing.
3. No tee shirts are allowed.
4. Sweatshirts may be worn as long as the logo is no larger than business card size.
5. Official school sweatshirts may be worn over a shirt with the collar showing and must color-coordinate with the outfit.
6. No slogans or wording is permitted on clothing, apart from the logo, which should be no larger than business card size.

7. All school dress code regulations apply from the time the student arrives to school to the time they are picked up after school. Students must arrive at school following all dress code regulations.

8. Clothing should not draw attention by pattern, tightness, or openness.

#### **Girls' Clothing and Appearance:**

**(Girls must present a wholesome, feminine appearance.)**

1. Girls must wear dresses or skirts that come no higher than the top of the knee. Their skirts need to be long enough to cover the entire knee when sitting. Slits and flaps must be no higher than the knee.
2. Tops may not be low-cut or sleeveless. Clothing is not to be form-fitting, suggestive, immodest, or revealing. T-shirts may only be worn under sweaters. Shirts must not be lower than three fingers from the neck line.3. Shirts must cover the entire mid-section, even when arms are raised. Shirts, jackets, and sweaters must be full length.
4. Any shoe worn should be professional looking. Sneakers or flip flops are not allowed. Shoes must have at least a ridge or a strap on the back. Backless shoes are not allowed. Athletic shoes are not permissible. **Socks and footies should not be able to be seen. Leggings are allowed, but the skirt/dress must still come to your knees.**
5. Make-up should be worn in moderation and good taste.
6. Jewelry should be conservative in nature and not interfere with school work.
7. No anklets or toe rings are to be worn.
8. Hair should be neat and clean. Extreme or faddish hairstyles and accessories should be avoided. Hair should be a consistent and natural looking color.
9. No black fingernail polish may be worn or dark colors that give the appearance of black.
10. No leather skirts or shirts are permitted. Leather jackets are allowed.

11. Seasonal fads and styles may be approved or disapproved by the administration at any time.

## **Boys' Clothing and Appearance**

**(Boys must present a clean, masculine appearance.)**

1. Dress pants or nice casual pants are to be worn that fit at the traditional waistline and hem. Extremely baggy pants or cargo pants are not allowed. Navy blue, brown, or black belts are required.
2. Shirts with conventional collars are required. (No crew or straight-up collars.) Shirrtails are to be tucked in at all times.
3. Necklaces and earrings are not permissible. Rings and watches are acceptable.
4. Nice, casual shoes are to be worn. Socks are to worn at all times. No athletic shoes are allowed except for P.E.
5. Hair should be kept trimmed and well-groomed. Hair should be off the ears, off the collar, above the eyebrows, thinned and cut in traditional style to fit the contour of the head. Side burns must be no longer than the bottom of the earlobe and should be neatly trimmed. Spikes or faddish hairstyles, such as uneven layers, lines, designs cut in the hair, or undone hair is not acceptable. Hair may not exceed the height of one inch in bulk. Boys are to be clean-shaven at all times.
6. Ties must be worn on Fridays for chapel.
7. Hats are not to be worn in class or in the school building.

## **Co-Curricular Dress:**

Students who are spectators at any type of sporting events, school activities, extra-curricular functions, or social events in which SMBS participates are to observe all dress code guidelines as outlined above with the following exceptions:

1. When appropriate, denim may be worn. All dress code guidelines apply.
2. Casual shoes, including athletic shoes, may be worn. Socks must be worn.
3. Appropriate sweatshirts and T-shirts are acceptable, provided pictures, words, slogans, and connotations are not worldly or offensive.
4. Field trips – Students will wear their school uniform or activity uniform unless other instructions are given.
5. A P.E. outfit must be purchased at the beginning of school for those in P.E. class from [landsend.com/school](http://landsend.com/school).

Note: Issues of dress and appearance not specified in the dress guidelines may be addressed by the administration if/when necessary.

**\*Those students deemed in violation of the school's dress code will be sent to wait in the office until a parent is notified and proper arrangements have been made.**

# Code of Conduct

## (Section 6)

### Code of Conduct

Each student at SMBS is expected to maintain Christ-like behavior and personal character and discipline. SMBS expects full cooperation by the parents as respect and integrity are developed in each student. Support from the parents will help in the development of godliness and Christ-likeness.

### Discipline Policy

The following policy is designed to make the school environment conducive to learning. It explains our minimal expectations and the normal procedures used in the school. At SMBS it is understood that teachers are to be responsible for maintaining adequate discipline in the classroom. The methods employed can be varied, as long as they are within the following guidelines:

- Students must be treated fairly.
- Rules and expectations must be understood by all students and parents.
- Students must be taught to take responsibility for their actions.

### There are eight basic rules of which students and parents must be aware:

1. Students may not hit, kick, or physically assault a staff member or fellow student.
2. Students must not act or speak in a disrespectful manner to staff members.
3. Students may not call staff members or students hurtful or derogatory names.
4. Students must follow directions given by the staff.
5. Students may not run in the buildings.
6. Students may not chew gum on school property.
7. Students must respect the property of others.
8. Students must respect all church and school property. Any defacing of this property will result in the student's account being charged for the repair/replacement of this property.

### Student's/Parent's Response to Discipline

Students are not to argue with a teacher regarding a matter of discipline. However, they may:

1. Discuss the matter privately with a teacher after class or at a later time.
2. Discuss the matter with their parents and ask them to contact the teacher to set up a conference. Students must conduct themselves in a Christ-like manner at all times. Gripping is not tolerated. If your child complains about a policy or disciplinary action, please follow this procedure:
  - a. Give the teacher the benefit of the doubt until facts are established.
  - b. Recognize that emotional reaction may be clouding the real issue.
  - c. Seek out the reason for the rule or procedure in question. Realize that teachers are responsible for enforcing them consistently and without partiality.
  - d. Support the teacher to your child, and call him for facts.
3. Set up a conference with the teacher if necessary.
4. After meeting with the teacher, unresolved matters may be brought to the school administration for final resolution.

When there is a misunderstanding, the parent should seek to resolve it quickly and respectfully with the teacher. Parents and teachers must cooperate with each other if the child is to maintain respect for both. Anything said or done which destroys respect or confidence will harm the student and can seriously undermine authority.

### Demerits/Detention/Suspension

Part of the discipline procedure of SMBS is to give demerits. When five demerits are accumulated, a child will then have a detention. Detentions are served only on Thursdays. If a student fails to attend detention they will receive an additional detention. If two detentions are received within a one month period, the student will be placed on academic probation for one month. If during this time the student accrues five more demerits, they will be suspended for one day. Each additional five demerits while on academic probation will result in increased suspension days. (two consecutive suspension days, three consecutive suspension days, etc.)

When a student has reached ten days of suspension in the course of a year, the student may be asked to withdraw from SMBS. Suspension days will count as unexcused absences on the student's attendance record. As in all unexcused absences, students will receive a zero on all work missed. Accumulated demerits will be zeroed out at the end of the semester.

### One Time Occurrence

Depending on the severity of the situation, a child may be suspended at any time for breaking rules 1-4 from the discipline policy. Students attending SMBS are not only representing the Lord, but also SMBS. Therefore, their conduct away from campus ought to glorify God. If a student of SMBS is participating in any of the following, there are grounds for suspension or expulsion: cussing, kissing, hugging, touching or talking inappropriately, or being alone in a room or vehicle on campus with a person of the opposite gender.

### Demerits

In the event that a student frequently repeats the offense, or displays a poor attitude at being corrected, more than one demerit may be given. This list is not all-inclusive. Demerits may be given at the teacher's discretion for items not listed.

Talking without permission	Unnecessary noise
Failure to have a proper hall pass	Name-calling
Passing and/or reading notes	Dress code violations
Being out of seat without permission	Shoving or scuffling
Unprepared for class (no books, etc.)	Littering
Failing to follow directions	Excessive griping
Observable display of sarcasm	Chewing gum
Eating without permission	Insulting others
Possession of unapproved literature	Harmful teasing
Failing to return signed demerits	Rudeness
Failing to return signed report card	Unexcused tardies
Display of negative attitudes	Worldly conversation
Discussing inappropriate TV shows or movies	
Using school property without permission	
Irreverence during prayer, Bible class, or chapel	

\*Possession of cell phones (This will be confiscated.)  
 Minor physical contact (flicking ears, slapping hands, etc.)  
 Bringing unapproved books, CDs or magazines to school.  
 Bringing radios, tape players, video games, walkie/talkies, cell phones, walkmans, or any electronic device

\*Students in 7th and 8th grades may bring their cell phone to school. It must be turned in to the school office.

### The following will result in 5 demerits:

1. Direct disrespect toward any adult
2. Direct disobedience to any adult
3. Practical jokes
4. Violation of another's personal possessions
5. Repeated violations of dress code regulations
6. Lying
7. Cheating
8. Cutting class
9. Boy-girl physical contact (kissing, holding hands, etc.)
10. Discussion of inappropriate TV shows, movies, worldly stars
11. Defacing church or school property
12. Bringing secular music to school
13. Possession of matches, lighters, fireworks, or knives. (These will be confiscated)

### The following will result in either suspension or expulsion, even if the infraction is away from school:

1. Buying, possessing, discussing pornography
2. Stealing
3. Possessing/taking drugs
4. Use or possession of alcohol or tobacco (any form)
5. Immoral physical contact
6. Tattoos
7. Leaving the property without permission
8. Disrespect toward authority
9. Any use of profanity or obscenity
10. Gambling (no face cards)
11. Fighting

12. Bringing weapons to school
13. Piercings other than the ears
14. Dancing
15. Couples found alone together in rooms or other secluded areas

## **Vandalism**

If a student vandalizes either school or church property, the parents of that student will be held financially responsible to replace or repair the vandalized area.

## **Prohibited Articles**

To maintain an environment which is healthy to spiritual growth, there are items which will not be allowed to be brought to school. SMBS reserves the right to search lockers, backpacks, purses, desks, vehicles, and pockets, to confiscate any items listed in the demerit section, or items that are deemed by the school to be harmful to maintaining a spiritual environment. Any items that are confiscated may be held until the end of the year.

## **Expulsion**

The school reserves the right to expel a student from school if his behavior is deemed unacceptable by the administration based upon the above mentioned infractions worthy of demerits. Also, if a student's disruptive behavior continues after repeated attempts to correct the matter, the student may be expelled. When a student accumulates 60 demerits in one semester the result will be automatic expulsion (accumulated demerits will be zeroed out at the end of the semester). After 10 days of suspension during a school year, a parent may be asked to withdraw their student from the school.

## **Appointments with Teachers**

If you have any questions concerning your child's grade or a classroom matter, please talk to your child's teacher before calling the administration. Most problems can be solved with your child's teacher. Since our teachers are very busy during the school day, please leave a message for them in the school office or on their voice mail. It is not possible for teachers to leave their school responsibilities for unscheduled appointments with parents.

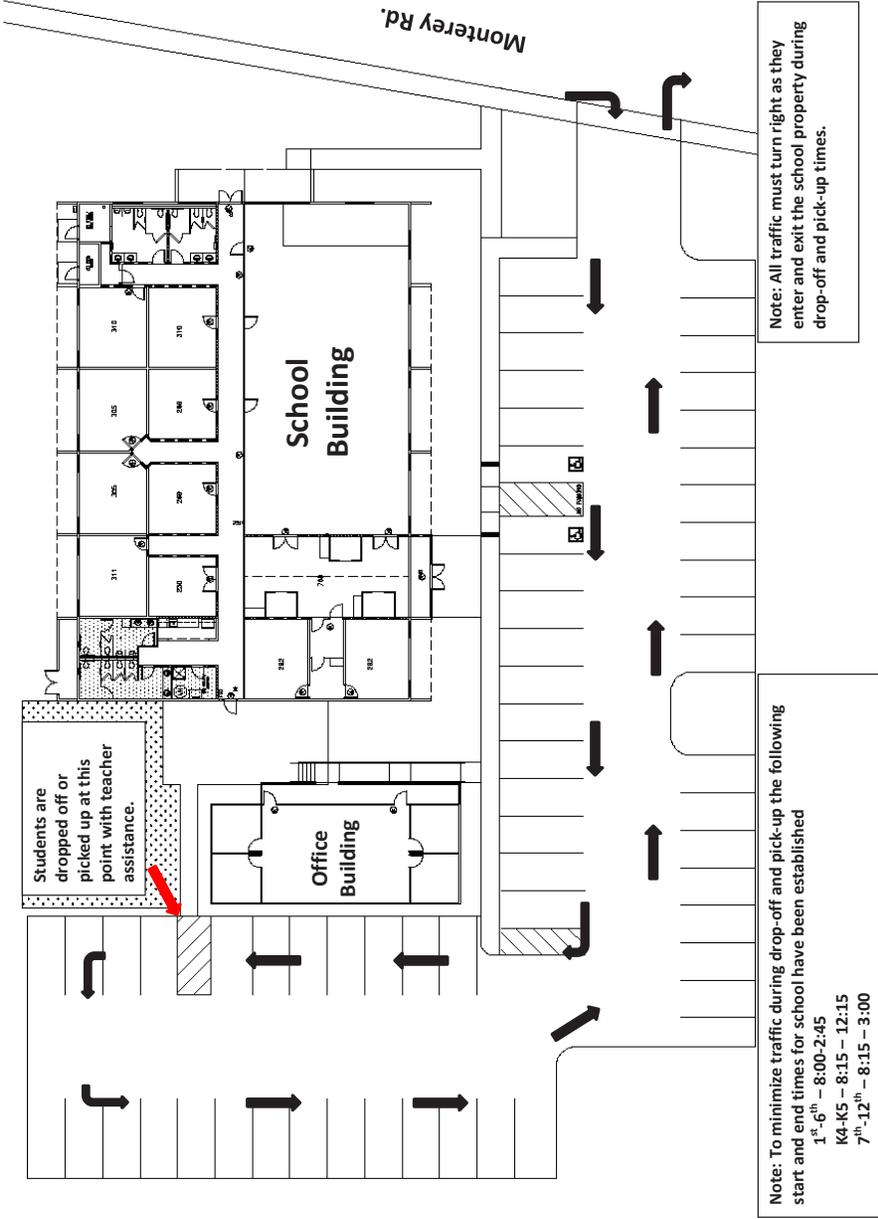
## **Appointments with Administration**

If you have a problem, and are not sure with whom you should speak, please call the school office. It is our desire to help you in any way possible. Our school secretary will direct you to the proper individual to help you with your problem.

## **Changes**

The administration reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes. Parents will be notified in writing if any changes are made to school policy.

Shadow Mountain Baptist School  
Drop-off/Pick-up Map



## SUPPLY LISTS

All items must be labeled with students' name.

### 1st Grade

Bible - KJV Old and New Testament	3 glue sticks
3 Large erasers	Box of 24 crayons
School box approx. 8" x 5.5" x 2.5" (with attached lid for desk supplies)	3 boxes of tissue
Composition Book	1 container of disinfecting wipes
12" ruler with centimeters and inches	
36 #2 pencils with erasers attached	
1 pair of Scissors (plastic handle/metal tip)	
4 folders with pockets ("theme" folder)	

### 2nd Grade

Bible - KJV Old and New Testament	3 glue sticks
School box with lid	Set of colored pencils
3 boxes of tissue	Composition book
3 large erasers (or pack of erasers)	4 pocket folders
12" ruler with centimeters and inches	Box of 24 crayons
36 #2 pencils with erasers attached	Disinfecting Wipes
1 pair of scissors (plastic handle/metal tip)	
2 packages of notebook paper – wide ruled	

## SUPPLY LISTS

All items must be labeled with students' name.

### 3rd Grade

Bible - KJV Old and New Testament	2 red pens
2 Packs of wide-ruled notebook paper	Scissors
Crayons and colored pencils	2 highlighters
2 big erasers	4 pocket folders
3 large boxes of tissue	1 container of Clorox Wipes
Small pencil box for inside your desk	36 #2 pencils (OR 5 mechanical
Set of multiplication and division cards	
12" ruler with centimeters and inches (not millimeters – very important)	

### 4th Grade

Bible - KJV Old and New Testament	3x5 cards
Pack of wide-ruled notebook paper	3x5 card box
Spiral notebook (8 ½ x 11) wide-ruled	Crayons
Colored pencils	Scissors
1 container of disinfecting wipes	2 red pens
3 large boxes of tissue	Set of markers
4 pocket folders	2 big erasers
12" ruler with centimeters and inches (not millimeters – very important)	36 #2 pencils (OR 5 mechanical pencils with extra lead.)

## **SUPPLY LISTS**

All items must be labeled with students' name.

### **5th and 6th Grade**

Bible - KJV Old and New Testament	School box
12" ruler with centimeters and inches	Elmer's White glue
Colored pencils	Washable markers
24 or 48 box of crayons	Scissors
Webster's Dictionary - <b>paperback</b>	Compass
Package of index cards	4 pocket folders
Index card case	Erasers
3 red pens	Thesaurus
Pack of dry erase markers and eraser	Protractor
1 spiral notebook	
2 packets loose-leaf college ruled notebook paper	
1 pack of #2 pencils with erasers or 5 mechanical pencils with extra lead	

### **7th & 8th Grade Bible**

King James Bible (Old and New Testament)  
Blue or Black ink pen  
Red pen  
Composition notebook  
College ruled binder paper (no spiral bound notebooks)

### **7th & 8th Grade History**

Blue or Black ink pen  
Red pen  
Highlighter  
Colored Pencils  
Loose leaf college-ruled notebook paper

## **SUPPLY LISTS**

All items must be labeled with students' name.

### **7th & 8th Grade P.E.**

PE Uniform  
Athletic shoes  
Jump Rope

### **7th & 8th Grade English**

Loose leaf college-ruled notebook paper  
Index Cards  
Red pen  
Blue or Black ink pens  
Highlighter  
Student dictionary  
One tissue box  
2 dry erase markers

### **8th Grade Pre-Algebra**

Pencils and eraser (multiple)  
Spiral bound notebook (for math only)  
12" ruler with metric measure  
6" protractor  
6" compass with sharp point  
Red pen  
Loose-leaf college-ruled notebook paper  
Box of tissue

## **SUPPLY LISTS**

**All items must be labeled with students' name.**

### **7th Grade Math**

Spiral bound graph paper notebook (for math only)

Loose leaf college-ruled notebook paper

Pencil and eraser (multiple)

12" ruler with metric measure

6" protractor

6" compass with a sharp point

Red pen

Box of tissue

### **7th & 8th Grade Science**

Index Cards

Pen

Red Pen

Loose-leaf college-ruled paper