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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.

Highschool Teachers

Justin Farmer

Matthew Lee

Melissa Gridley

David 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.

Association and Membership

Shadow Mountain Baptist School is a member of the Golden State Association of Christian Schools (GSACS), which has over 1,200 member schools. 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. 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."

Admission Process

Shadow Mountain Baptist High School is designed as an extension of the youth group of Shadow Mountain Baptist Church. Therefore, all 9th – 12th graders must be members of SMBC and attend all weekly church services.

Application An application form must be submitted along with a \$75.00 non-refundable application fee.

Entrance testing (new students only)

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

Letter of Acceptance

After reviewing the application, a letter of acceptance will be mailed.

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
4. Emergency medical information form (will be mailed to you)
5. Transfer of records approval (from previous school)

Re-enrollment Procedure

Students who are currently enrolled will be given first priority for re-enrollment for the following year, as long as they re-enroll before July 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 (\$450.00): Book fees are due August 15th and are non-refundable after the start of the school year.

Fine Arts Fee (\$150.00): Mandatory event for all 7th-12th grades

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

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, including cumulative files, until these requirements have been met.

School Hours

The regular school day is from 8:00 AM – 3:00 PM. Students must be off the property by 4:00 PM unless involved in approved after school activities. High school students may not arrive before 7:30 AM. School will begin at 9:00 AM on Thursdays, unless otherwise notified.

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.

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.

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.

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)

- A. Student's name
- B. Name of medication
- C. 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.

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.

Academic Information

(Section 2)

Curriculum

Shadow Mountain Baptist School uses the A Beka curriculum as well as Saxon math. This is a traditional approach to education, and the curriculum is among the best available for Christian schools. Also, each year, our teachers will administer the SAT 10 standardized tests to all students in 9th – 12th grades. Parents will receive a copy of the results at the end of the year.

Attendance

Regular attendance is vital for the success of each student. If a student is absent, please call the school office before 9:00 a.m. 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. The student may bring a note explaining the absence, or a phone call will need to be received in 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.

We request that medical, optical, and dental appointments be made after school hours, if possible. In the event this is not possible, an excuse note from the doctor's office must be submitted to the school office when the child returns to school. If the student will miss the entire day, please be sure to have the receptionist indicate such on the excuse note. If you have scheduled an appointment during the school day, please give a written note to your child's teacher at least one day in advance.

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. If the student is not driving himself and is being picked up by someone other than the parent, the parent must give written approval or call the office in advance. 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.

The person picking up the student should come to the school office to receive the student in person. Students must wait in the school office to be released. Please do not wait in the car for the student to come to you.

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.

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 16, the student must get a homework assignment form from their teacher 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 form.
3. Get approval signature from the principal.

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.

Christian Service

Since SMBS is a ministry of Shadow Mountain Baptist Church, those students in 9th – 12th grade are required to attend all services (Sunday AM, PM, Sunday School, Wednesday evening, and all special services) and be involved in the ministry. Each week students will be required to fill out a student activity form which will indicate the number of services attended as well as the Christian service they performed. Because we feel so strongly about the importance of attending church, if a student fails to meet this requirement, it will affect his Bible grade in the following manner: for each 3 absences, their quarter grade in Bible will be lowered by five points. We realize that there may be extenuating circumstances, but the goal is to learn faithfulness to God's house.

Honor Roll

Honor Roll will be awarded for all students 9th - 12th 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 a 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.

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

Requirements for Graduation

Shadow Mountain Baptist School requires the successful completion of an academic program in excess of the requirements of the state of California. To graduate from Shadow Mountain Baptist School with a College Preparatory Diploma, a student must accumulate 240 credits during the ninth through twelfth grades. Credits are earned on a semester average. Because this is a Christian school, each student must be enrolled in and pass Bible class each year. Seniors are required to be at Shadow Mountain Baptist School with a full seven period course load unless:

- Participating in a technical program or college program
- Performing administrative support functions in the church or school office
- Performing teacher aid functions
- Working a job with a pre-approved work permit

Seniors meeting graduation requirements may be permitted to have unscheduled class periods, they must however leave campus immediately following the conclusion of their last class.

Credits needed for Graduation

Bible	40
English	40
Math	30
Science	30
Foreign Language	10
History	35
P.E.	20
Health	5
Electives	30
Total credits needed for graduation	240

12th Grade Graduation Fee

In order to cover the many expenses involved with graduation, a fee of \$50.00 will be charged to all 12th grade students. This fee does not include invitations. This should be paid on or before May 1st.

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)

High School Chapel

Every other Friday, the 7th – 12th graders will gather 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.

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. Care in the selection of lunch boxes and containers are 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.**

2. 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. Parents should come to the office to sign them out and sign them back in.

Lockers

Students in the 7th – 12th grade 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.

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.

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 ½ 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.

Vehicles

Students with a driver's license are permitted to drive to and from school. A student authorization form must be filled out before the student will be able to drive to school. This form must be kept up to date with a copy of the student's most recent license, updated insurance information, and parent's permission. As soon as students arrive at school in a car driven by a student driver, all must leave the car and come to the designated area for students waiting for school to open. There is to be NO LOITERING in the parking areas at any time.

All vehicles are off limits during school hours. Students will park on the north side of the school building. The speed limit while on school property is 5 mph. Violation of these guidelines or improper driving conduct such as speeding, reckless driving, etc., will result in the loss of driving privileges on school property. Parents should also realize that other people that are coming to school to pick up their children must also abide by these safety regulations (i.e., siblings and relatives, etc.). Older siblings driving their younger siblings home from school will need to pick them up by driving through the pick up line.

Driving off school grounds during school hours is not permitted, unless special permission is granted by administration. Parking in a no-parking area is a direct violation. Other students are not to ride to or from school in private cars of high school students unless a phone call or note from both sets of parents is given to the office. Students in the same family would be exempt from this ruling.

The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity.

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 – Field trips may be scheduled throughout the 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 school dress code while at the special activities.
4. Fine Arts in March is a mandatory special event for all 7th – 12th graders. 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.
5. Youth Conference in April does not require mandatory attendance. There is no school for the 9th – 12th grade during this conference.

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.

Cell Phones

If a 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.

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 4)

9th – 12th Grade Dress Code

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 bottom of the knee. Their skirts need to be long enough to cover the entire knee, whether standing or 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 still needs to come to the 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. Only one earring per earlobe is permitted.
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. 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 be 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.

7. Ties must be worn on Fridays for chapel.
8. 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 unless other instructions are given.
5. A P.E. outfit must be purchased at the beginning of school for those in P.E. class.

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.**

P.E. Uniform

For those in P.E., a uniform must be purchased from landsend.com and worn. Demerits will be given if a student forgets his P.E. shoes and/or uniform. If a student is unable to participate in P.E., a note from the doctor must be turned in to the school office, or demerits will be issued.

Code of Conduct

(Section 5)

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.

At SMBS, students are expected to obey. Direct disobedience is not tolerated. Respect for those in authority is vitally important. Teachers must always be addressed as Bro., Mr., Mrs., or Miss. Students must address teachers in this manner, both on and off campus, during and after school hours. Any form of disrespect to teachers or staff members may result in suspension or expulsion. Students are also expected to respect each other. God has made each one of us. Any form of bullying, or mean and threatening actions or comments will not be tolerated.

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.

High School Demerit System

Demerits will be sent home with the student on the day they are issued. The demerit must be signed by a parent and returned the following day. If the demerit is not returned, an additional demerit will be issued.

Demerits/Detention/Suspension

Part of the discipline procedure of SMBS is to give demerits. One demerit will be given for each offense. 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. (2 consecutive suspension days, 3 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 0 on all work missed. Accumulated demerits will be zeroed out at the end of the semester.

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.

The following will usually result in one demerit :

(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	Throwing objects
Running in the buildings	Littering
Using school property without permission	Unexcused tardies
Dress code violations	Vehicle violations
Passing and/or reading notes	Chewing gum
Irreverence during prayer, Bible class, or chapel	Excessive griping
Being out of seat without permission	Insulting others
Unprepared for class (no books, P.E. clothes, etc.)	Rudeness
Failing to follow directions	Harmful teasing
Observable display of negative attitudes	Name-calling
Observable display of sarcasm	Shoving
Worldly conversation	
Eating without permission	
Possession of unapproved literature	
Failing to return signed demerits	
*Possession of cell phones (This will be confiscated)	
Minor physical contact (flicking ears, slapping hands, etc.)	
Bringing unapproved books, CDs or magazines	
Bringing radios, tape players, video games, or walkmans	

*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. Discussion of inappropriate TV shows, movies, worldly stars
10. Defacing church or school property
11. Bringing secular music to school
12. Mixed swimming
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
11. Fighting
12. Bringing weapons to school
13. Piercings other than the ears
14. Dancing
15. Boy-girl physical contact (kissing, holding hands, etc.)
16. Couples found alone together in rooms or other secluded areas
17. Misuse of legal drugs

Vandalism

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

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 the 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.

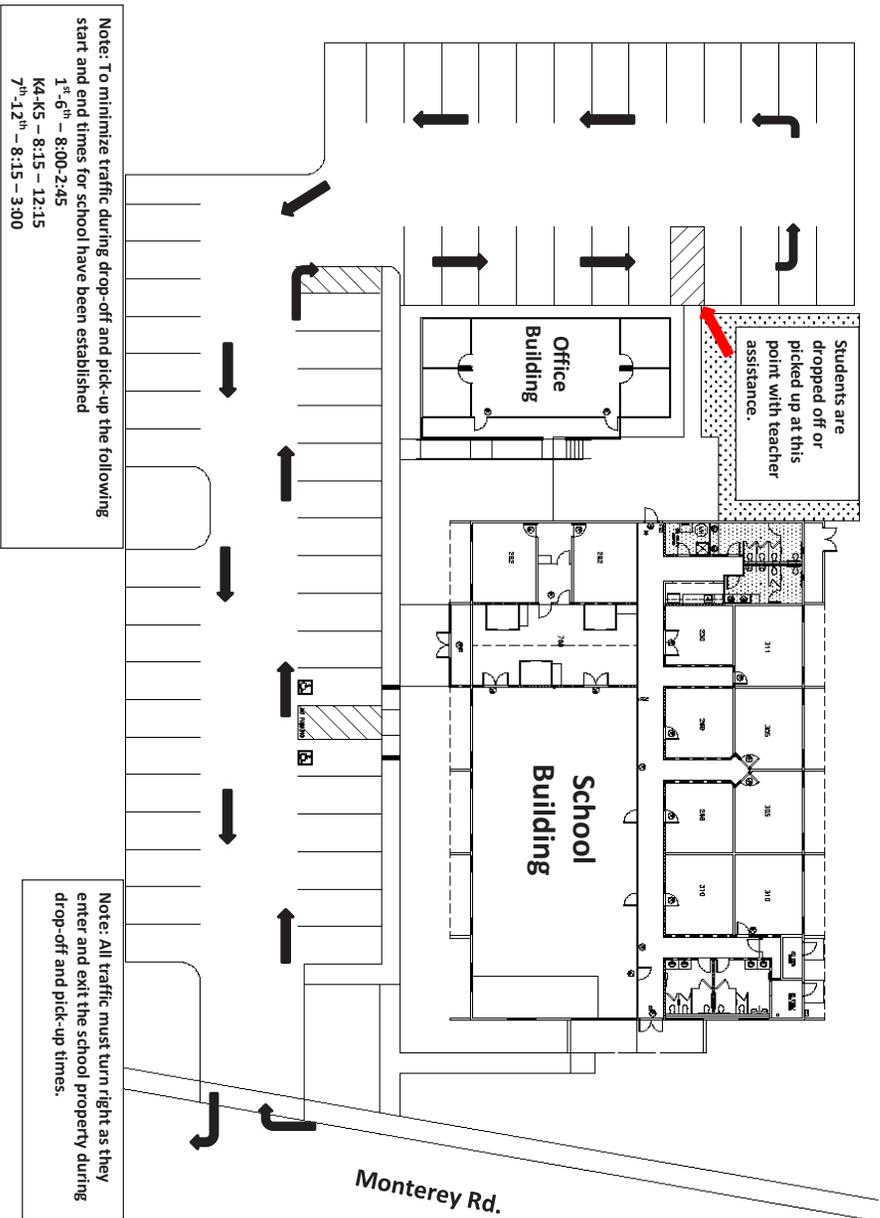
One Time Occurrence

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.

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**



All traffic **must turn right** as they enter and exit the school property during drop off/pick up times. There are no exceptions.

SUPPLY LISTS

All items must be labeled with students' name.

Bible Class

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

History Class

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

9th & 10th Grade P.E.

PE Uniform
Athletic shoes
Jump rope

English Class

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

9th Grade Algebra

Pencil and eraser (multiple)
Spiral bound notebook
Loose leaf college-ruled notebook paper
12 in. ruler with metric measure
Red pen
Texas instrument TI-30X IIS Scientific Calculator
6" compass with sharp point
6" protractor
Box of tissue

9th & 10th Grade Science

1" binder with dividers (used for Science only)
Pencil and eraser
Index cards

10th and 11th Grade Geometry

Pencil and eraser (multiple) Red pen
1" - 2" binder (for geometry only) 6" compass with sharp point
12 in. ruler with metric measure 6" protractor
Loose leaf college-ruled notebook paper
Texas instrument TI-30X IIS Scientific Calculator
Box of tissue

10th and 11th Grade Algebra II

Pencil and eraser (multiple) 6" compass with sharp point
Spiral bound notebook (for math only) 6" protractor
12" ruler with metric measure Box of tissue
Loose leaf college-ruled notebook paper Red pen
Texas instrument TI-30X IIS Scientific Calculator

11th & 12th Grade Physics

1" binder with dividers (used for Science only)
Pencil and eraser
Index cards

Spanish I and II

Pen
Folder or binder (for Spanish class only)
Headphones

11th and 12th Grade Speech Class/Home Economics

1/2" Binder (used for speech only)
Blue or Black ink Pens
Index cards
Apron (Second semester - Home Economics)