

# Student/Parent Handbook – 2016-2017



**Partnering with parents and churches to teach students to live in the world without being of the world.**

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## ***2016-2017 Focus*** ***The Beatitudes*** ***Scripture of the Year: Matthew 25:3-11***

**3** “Blessed *are* the poor in spirit, for theirs is the kingdom of heaven. **4** Blessed *are* those who mourn, for they shall be comforted. **5** Blessed *are* the meek, for they shall inherit the earth. **6** Blessed *are* those who hunger and thirst for righteousness, for they shall be filled. **7** Blessed *are* the merciful, for they shall obtain mercy. **8** Blessed *are* the pure in heart, for they shall see God. **9** Blessed *are* the peacemakers, for they shall be called sons of God. **10** Blessed *are* those who are persecuted for righteousness’ sake, for theirs is the kingdom of heaven. **11** “Blessed are you when they revile and persecute you, and say all kinds of evil against you falsely for My sake.

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## **I. DOCTRINAL STATEMENT**

We believe in the absolute and final authority of the Bible, the revealed Word of God, inspired by the Holy Spirit, completely sufficient for all our spiritual needs. (II Tim. 3:16-17)

We believe in the one true and living God the Creator and Sovereign Ruler of the universe, eternal and infinite in all of His divine perfections, a Tri-unity of three co-equal Persons. (Deut. 6:4; Ps. 83:18)

We believe in Jesus Christ, the Son of God, virgin born and sinless, sent to sacrificially die in the place of sinners. (John. 1:1; II Cor. 5:21)

We believe in the Holy Spirit, a Divine Person who convicts, regenerates, indwells, sanctifies, seals and guides the believer. (John 3:5; John 14:16-17; I Cor. 6:19; Eph. 1:13-14; Eph. 4:30; Heb. 9:14)

We believe in the total depravity of man, dead in trespasses and sins, completely unable to do anything on his own which would merit the favor and righteousness of God. (Rom. 3:10-19; Eph. 2:1)

We believe in salvation by grace through faith alone in the finished work of Jesus Christ on the cross, evidenced by the bearing of fruit and the perseverance of faith. (Eph. 2:8-10)

We believe in the church, consisting of a congregation of immersed believers, committed to the observance of the ordinances, spreading of the gospel, and the making of disciples. (Mt. 28:19-20)

We believe in the spiritual unity of all believers in Christ. (John 17:11; Eph. 4:13)

We believe in the imminent return and the literal second coming of Jesus Christ in glory for all of His saints. (I Thess. 4:13-17; Rev. 19:11-21)

## **II. MISSION STATEMENT**

We're committed to making disciples who love God completely and who radically impact the lives of others in the world.

**Our Vision**  
**Making Disciples...Making A difference**

**Our Method**  
**It is our goal to train the students of Skeels Christian School to live in the world  
without being of the world.**

### **III. PHILOSOPHY EXPLANATION**

It is absolutely critical that we “get to the heart of the matter” because Proverbs 4:23 says, “Keep thy heart with all diligence; for out of it are the issues of life.” So in seeking to have our students love God with all of their heart, we must first recognize that, because of the effects of sin upon mankind, only God and His grace can ultimately effect and change the heart. Therefore, we understand our mission and role as a school to be simply that of temporary human agents and instruments in the divine process of impacting our students’ hearts for His glory.

Thus, in order to initially facilitate and better accomplish our mission, there will always be an emphasis on evangelism in our school. Through the means of daily Bible classes, weekly chapels, and personal interaction, the gospel will be presented to our students as clearly and as often as possible. Rom. 10:9 says, “if thou shalt confess with thy mouth the Lord Jesus and shalt believe in thine heart that God hath raised Him from the dead, thou shalt be saved.”

A mission that effectively “gets to the heart of the matter” will then also use the clear principles of Scripture to challenge and encourage believing students to love God with all of their heart. Heb. 4:12 says, “For the Word of God is quick and powerful, and sharper than any two-edged sword, piercing even to the dividing asunder of soul and spirit, and of the joints and marrow, and is a discernor of the thoughts and intents of the heart.” This means that while we must have rules and standards in order to create an environment where education can take place, rules and codes of conduct are not an end in themselves nor are they ever to be the emphasis of our mission. Consequently, the primary emphasis and driving focus of our school’s philosophy and mission involves the integration of the Bible into our students’ hearts. Nonetheless, when a student’s heart is truly loving God, then ultimately it will be revealed in his/her measurable behavior. Matt. 12:34 says, “For out of the abundance of the heart the mouth speaketh.” Therefore, while it is possible to have an amount of external behavior without loving God in one’s heart (Mk. 7:6: “This people honoreth Me with their lips, but their heart is far from Me.”), it is not possible to love God in one’s heart without having a subsequent amount of external behavior (Prov. 23:7: “For as he thinketh in his heart, so is he.”).

Finally, in seeking to effectively “get to the heart of the matter,” our school is attempting to successfully create an environment where our students can love God with all of their heart. This is best accomplished, by God’s grace, when there is a cooperation between the home, the church, and the school. Only then will our students be able to “doing the will of God from the heart” (Eph. 6:6).

#### **Statement on Moral Issues**

Certain sins have become acceptable in our society and are clear violations of Scripture. In the spirit of 1 Corinthians 6:9-11, we as a school recognize that some have participated in these sins in their past. When a person is born again, God forgives all sin and calls us to abstain from further participation in them. Our purpose is to promote Biblical standards in these areas where society has drifted away from its Biblical roots. This list is not exhaustive.

We believe that in order to preserve the function and integrity of Skeels Christian School and to provide a Biblical role model to our students, families and community, that all school families abide by this statement on moral issues.

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

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed any individual are to be repudiated and are not in accord with Scripture nor the teaching of Skeels Christian School. However, preaching and teaching God’s truth as revealed in Scripture is not hateful or harassing of any person.

Gender and Sexuality: We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one’s birth gender is immoral and therefore sin (Genesis 1:27, Deuteronomy 22:5).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person. All facilities/rooms labeled specific to one’s biological birth gender (bathrooms and locker rooms) are to be entered and used only by those who’s biological birth gender exactly match the facility’s labeled designation.

## **ACADEMIC POLICIES**

Proverbs 15:14 “The heart of him that has understanding seeks knowledge,”

Matthew 22:37 “love the LORD your God with all your heart, with all your soul, and with all your mind.”

The heart that loves God is one that also engages the mind. Therefore, we place a high priority on excellence in academics.

### **A. ATTENDANCE**

Because school attendance is a major factor related to academic success, the students of Skeels Christian are expected to attend school on a regular and consistent basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classrooms. Regular attendance at school teaches self-discipline and responsibility which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement.

#### **Attendance Policy**

When a student reaches the following number of absences in any class (without a Doctor’s note) per semester, the following occurs:

- Five absences: Notification: Students, parents, and teachers are notified of this situation.
- Eight absences: Failing Grade/No credit for that class: Student, parents and teachers are notified that the student has failed to earn credit in that particular class and will receive an “F” as a grade for that semester. Parents will be notified in writing and will have the opportunity to appeal by contacting the office within two weeks of notification and requesting a meeting with the Executive Director.

The appeal may be granted if the following conditions are met:

1. The appeal is made within two weeks of notification
2. Appropriate doctor’s letters are provided by the parent.
3. The parent can justify reasons for the absence (illness, funeral, medical or other important business that cannot be accommodated outside the school day)
4. All class work is up to date and student is passing.

Parents and students should make every effort to schedule vacations, medical and dental appointments, family related works, and other personal business, at a time when school is not in session. Even missing classes for excused reasons removes the student from the learning environment and negatively affects the learning process. Please help us to promote the importance of attendance and punctuality.

#### **Pre-arranged Absences**

1. Any request for a pre-arranged absence should be made to the Executive Director five days in advance.
2. College visitations will be considered school related absences for students with Junior and Senior status, but are limited to two visits per school year. Written verification of appointments are needed for the visit to be considered excused.

#### **Exam Exemption (Jr. High and HS only)**

Students exhibiting outstanding attendance (2 or less absences per semester), may choose to exempt themselves from two exams per semester. To qualify for this exemption students must have 2 or fewer absences in all of their classes. Students may not exempt the exam for the same class both first and second semester.

**NOTE: SENIOR EARLY RELEASE**

Upon completion of required credits for graduation, early release for seniors is only permitted with the following exceptions: employment with an approved work release and/or approved continued education/dual-enrollment.

**Absence Notification – All Grades**

Parents are asked to call the office if their child is not in school. If this is not possible, parents are asked to send a note on the date of the child's return to school. All students are responsible for work covered when absent. Parents should inform the school office of their child's absence by phoning between 8:30 and 9:00 a.m. Arrangements should be made at this time for homework to be sent home. The phone call is to help insure your child's safety and the health of the entire student body. The administration reserves the right to send home students who are too ill to actively participate in classroom activities and/or pose a health threat to other students.

**Tardy Policy**

Attendance is computed on a daily basis. Students should arrive at school on time and be in their classroom by 8:30 a.m. and remain in school until dismissal at 3:15 pm. A tardy is considered as arriving into the student's classroom any time after 8:30. Four tardys will equal ½ day absence and require a 45 minute, before school, detention the next school day, beginning at 7:30 am.

**Late Arrival/Early Departure**

Arriving to school after 9:00 or leaving early will constitute one half day's absence with the exception of siblings of athletes that must leave early for an away game because they have no other ride home. When arriving late or leaving early, students are expected to sign in/out on the form in the office.

**Truancy – all grades**

When a student's absences are prolonged or patterned, the parents will be notified and a preliminary investigation made if they are not complying with the attendance laws of the State of Michigan.

1. After five unexcused absences a letter may be sent home and a phone call may be made.
2. After eight unexcused absences a letter may be sent home, and a call may be made to set up a meeting with the teacher and Principal.
3. After ten unexcused absences a letter may be sent home, a phone call may be made to the student's parents and a notification may be filed with the Probate Court.

## B. GRADING SYSTEM

Report cards will be issued once each nine week period. High School (7-12th) Progress reports are issued every two weeks. Grades 3-6 progress reports will be issued at mid-quarter. The purpose of our reporting system is to give parents and students an accurate indication of their progress. Parent-teacher conferences will be held after the first quarter is completed. In addition, parents are encouraged to request conferences at any time they think it necessary. The teachers welcome these opportunities and are eager to help the student.

The grading scale is as follows:

98-100	A+	78-79	C+
92-97	A	72-77	C
90-91	A-	70-71	C-
88-89	B+	68-69	D+
82-87	B	62-67	D
80-81	B-	60-61	D-
		59 or below	Failing
A Honor Roll	All A's		
A/B Honor Roll	All A's and B's		
Merit Honor Roll	B average / no grade lower than a C		

## C. GRADUATION REQUIREMENTS (25 Credits)

Online Experience	1 credit
Bible	4 credits
English	4 credits
History	3 credits
Science	3 credits
Math	4 credits
Foreign Language	1 credit
Electives	2 credits
Visual Performing and Applied Arts	1 credit
Physical Education	1 credit
Service Learning	40 hours

Credits toward high school graduation will not be given in grades 7 and 8. The administrator will have discretion in determining the credits for graduation of transfer students. Students must have attended Skeels Christian School from 10<sup>th</sup> – 12<sup>th</sup> grade to be eligible for Valedictorian and Salutatorian. Valedictorian requirement is 3.40-4.00 GPA. Salutatorian requirement is 3.20-3.40 GPA. In the event of a tie for Valedictorian or Salutatorian, there will be co-Valedictorians and/or Salutatorian.

Note: Class of 2015 and after requires 2 foreign language credits.

## D. CLASS WORK / HOME WORK

Homework is to be viewed as a discipline of the heart in addition to an exercise of the mind. Therefore, the homework policies are as follows:

1. All students should use the school provided planner to record homework assignments. Returned homework should also be kept by Jr. High and HS students since it may be helpful in preparing for tests.
2. A notebook is required for each class in the Jr. High and High School (may be spiral).
3. All homework is to be completed before the beginning of the class period it was assigned (including showing work on math homework).
4. Any homework completed in a sloppy fashion will be redone for reduced credit.
5. **Cheating is not tolerated:** Any assignments of questionable origin will receive 0 credit.
6. If students are present on the day a test or a quiz is announced but absent the day before the test or quiz, they must still take the test or quiz, assuming no new material was given while they were absent.

7. Make up work (homework, quizzes, tests, etc.) is the student's responsibility. Students have one day for each day absent to make up the work.
8. Additional assignments may be given for incomplete homework.
9. Homework may be a part of the student's grade. Missing or incomplete homework assignments will receive a 0 grade for that assignment.

## **E. DROP/ADD CLASSES**

Permission from the administrator is required for all students to drop or add a course after enrollment. No course may be dropped or added after the third week of the semester. After this date, a student dropping a course will receive a failing grade in the course.

## **F. SPECIAL TESTS**

Students will be given the Stanford Achievement Tests for grades 2, 4 and 6 in the spring semester. The EXPLORE test will be given to grades 8 and 9 in the fall semester. The PLAN test will be given to grade 10 in the fall semester. The ACT/MME test will be given to grade 11 in March.

## **V. CODE OF CONDUCT**

Proverbs 15:13 "A merry heart makes a cheerful countenance..."

Romans 6:17 "But God be thanked that though you were slaves of sin, yet you obeyed from the heart that form of doctrine to which you were delivered."

The Bible clearly teaches that a heart that loves God demonstrates itself in its behavior. Therefore, our students are expected to behave in such a way so as to reflect a heart that loves God. In general, the following principles are expected:

1. Students are to show respect for those who are in authority.
2. Students are to be courteous, moral, and honest.
3. Students are to be kind and considerate toward one another.

## **A. ELEMENTARY GENERAL GUIDELINES**

### **1. ON THE PLAYGROUND:**

We certainly want our students to enjoy times of recess and play. As Ecclesiastes 11:9 says, "Rejoice, O young man, in thy youth, and let thy heart cheer thee in the days of thy youth."

In light of that, the following guidelines are to be followed:

- a. Students are free to play anywhere on the playground provided they remain within the boundaries of the playground.
- b. Preschoolers and kindergartners only are allowed to play on the playground outside of their classrooms.
- c. Students are encouraged to bring toys for recess such as: football, Frisbee, etc. The school does provide some balls, jump ropes, and cones for playground use.
- d. Students are to use the sidewalk walking to and from the playground
- e. There is to be no throwing of snow, ice, stones, etc.
- f. During the winter, the students may use our sledding hill as long as they follow our safety rules:
  - 1) Some form of sled must be used.
  - 2) Students are not to climb the hill in the path of others who are sledding.
  - 3) An adult must be supervising at all times.
  - 4) Sleds should be labeled and taken home on weekends
- g. Playground supervisors are to be respected and obeyed at all times.

Note: There will be no outdoor recess if the weather is extremely cold or wet. However, if the weather is suitable, all students are expected to go outside for outdoor recess. Students must be prepared with appropriate clothing such as snow pants, boots, hats, mittens, etc. If you would like your child to not participate in recess for health reasons, a note requesting an inside recess is required.



## 2. IN THE CLASSROOM:

- a. To promote fairness and encourage discernment, parents should send written permission if they desire that their child be involved in toy “trades” or “exchanges” of any kind between their children.
- b. To promote safety, no guns or knives (even play guns and knives) are allowed on school premises or at school functions.
- c. Show-and-tell is a wonderful experience, but no animals may be brought to school without prior arrangements being made.
- d. Electronic devices must be approved by the student’s teacher prior to bringing them to school.
- e. There is to be no running in the buildings.
- f. Students must always be respectful of other’s rights and the property of staff and fellow students.
- g. Loitering in the restrooms is not permitted.
- h. Students are not to be in the school building without teacher supervision.

## B. JR. AND SR. HIGH GENERAL GUIDELINES

### 1. GENERAL BEHAVIOR

Overall, a student’s behavior is to reflect a heart that is reverent (Proverbs 28:14: “Happy is the man who fears always; but he that hardens his heart shall fall into mischief”, loving and pure (1 Peter 1:22 “Love one with a pure heart fervently.”), and wise (Psalms 90:12 “So teach us to number our days, that we may gain a heart of wisdom.”).

This includes (but is not limited to): acting kindly toward fellow students, treating them with love and respect, exhibiting a joyful and teachable spirit, demonstrating cooperation and respect to teachers and staff, and showing a spirit of helpfulness and service wherever needed.

### 2. BOY-GIRL RELATIONSHIPS

Wholesome friendships are encouraged, and there are many opportunities for healthy interaction between boys and girls. Students are expected to act as gentlemen and ladies in their relationship to one another. Students are discouraged from going steady, and no one will be permitted to attend the school if he/she becomes engaged or married. Unwholesome language, suggestive teasing, as well as displays of physical affection are inappropriate between our students. Purity is to be the standard in all thoughts, actions, and circumstances. As Philippians 4:8 says, “Whatever things are pure . . . meditate on these things,” and Matthew 5:8 says, “Blessed are the pure in heart, for they shall see God.”

### 3. MUSIC

We encourage our students to worship the Lord with music. Ephesians 5:19 says, “speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord.”

Therefore, weekly chapel music may include contemporary praise and worship choruses designed to help the students effectively worship God together. Students are also urged to participate in the individual instrumental music lessons made by appointment each year as openings become available (example: piano, violin, etc.). These lessons focus on sacred and classical works of music. Secular music which consists of lyrics that are not God-honoring nor biblically-based is not allowed at the school or in school vehicles traveling to and from sporting events. Hence, all such music (as well as paraphernalia) is prohibited on school grounds and at all school-related events. However, classical, sacred, choral, gospel, and contemporary Christian music is encouraged among our students so that Colossians 3:16 may be obeyed: “Let the word of Christ dwell in you richly in all wisdom, teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord,” as well as Psalms 86:12 “I will praise Thee, O Lord my God, with all my heart.”

## **VI. DISCIPLINARY PROCEDURES**

### **A. ELEMENTARY**

The classroom learning environment must remain one that provides all students a safe and calm opportunity to concentrate and learn. Students are expected to display Christian Character and be respectful to their teachers and fellow students. In the event that a student is disruptive to this environment, we will follow a 4 step process to correct the behavior and re-establish the necessary learning environment. These 4 steps follow the Biblical guidelines of discipline and have the goal of giving the student an opportunity to correct their behavior and return to the classroom.

1. The student will be removed from the class by the teacher and the inappropriate behavior will be discussed and the student will be expected to improve their behavior. The student's parents will be informed by either a phone call or a discussion as they pick their student up from school. Parents will be expected to discuss proper behavior with their student and implement steps to correct it.
2. If the behavior continues, the student will be removed from class, a "Behavior Contract" will be initiated by the teacher and a meeting will be set-up to include the teacher, student and parent to present the behavior contract and discuss what is needed to correct it. It will be explained that if the behavior still does not improve, the next step in the process will be a one week suspension. The Elementary Principal and Executive Director will be present at this meeting.
3. If the behavior does not improve, the student will be placed on a one week suspension and the parent will be contacted to pick their student up from school immediately. A return date will be given to the parent at this time. It will be made clear at this time that if the behavior does not improve upon return from the one week suspension, the next step may be expulsion.
4. When the student returns from the one week suspension and the behavior does not improve, the student may be expelled from school and the parent will be contacted to pick their student up from school.

Note: Appeals can be made to the Executive Director. If the issue is not resolved at that level, then an appeal can be made to the School Board. However, all decisions of the School Board are final.

### **B. JR. AND SR. HIGH**

#### **Discipline**

At Skeels Christian School students are expected to exhibit a commitment to spiritual growth, learning, character development, and achieving success. As young adults the students are expected to take personal responsibility for their behavior. The school's philosophy of nurturing and mutual responsibility is based upon proper attitude and choices as they relate to consequence, not punishment. Disciplinary action will always be based on fully documented, cumulative behavior.

#### **Student's Honor Code**

The Honor Code is not only at the core of the discipline system at Skeels Christian School, it is also the foundation of our school community. The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. The system will be as successful as the members of the community are willing to hold one another accountable.

*"Out of a desire to honor God, I commit to a lifestyle which reflects trust, honesty, and respect for my peers, authority and property. I acknowledge this lifestyle does not condone deceit, mistreatment of others, disrespect for authority, and other dishonorable acts. Committing to this code demonstrates my respect for Skeels Christian School as we strive to glorify God and love others."*

At the heart of Skeels is the sincere hope for a truly Christian community. For this mission to be realized, the members of the community must commit to follow the two greatest commandments as expressed by Jesus Christ in Matthew 22:37, 39 The first is “to love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind.” The second is “to love thy neighbor as thyself.” These two commands have called us to formulate the Student Honor Code as the inspiration and core of an honorable lifestyle.

Not only will our students be expected to live by the Student Honor Code, they will also be expected to hold each other accountable to follow the Student Honor Code. Based on the principle of Matthew 18, the student seeing a violation needs to talk with the student and encourage him/her to do what is right. Another option might be to bring it to the attention of a teacher in order to correct dishonorable behavior.

An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. It is our hope that our student’s commitment to this Christian lifestyle will far outlive their time at Skeels Christian School. We hope our students see the benefits of an honorable lifestyle and allow the principles of the Student Honor Code to govern all aspects of their lives.

The Student Honor Code is always in effect. Whether openly stated or not, the principles and policies of the Student Honor Code are continually applicable. 1. On school property. 2. In attendance at school or away from school. 3. At any school-sponsored activity; or 4. Whose conduct at any time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school and the testimony of Jesus Christ.

**Disciplinary Levels: The disciplinary system is a cumulative point system with consequences based upon 3 levels representing the seriousness of the infraction.**

**Level One: Less Serious Offenses 1/2 Point Each Occurrence**

The discipline system for what are called “Less Serious Offenses” (LSO) cover actions stemming from a student’s immaturity and foolishness. The intent of discipline for this level is to help students learn from their mistakes to make right choices. It is important for students to realize that there are consequences for their actions. It is the teachers who have the responsibility by the administration for the day to day discipline of the students while they are at school.

**Examples of Less Serious Offenses**

This list is not meant to be all inclusive:

- Tardy to class
- Improper disposal of food or trash
- Unprepared for class (no books, paper, pen,)
- Dress Code infraction
- Disruptive behavior in the classroom, chapel, hallways, etc.
- Foolishness resulting in damaged furniture or property
- Unkind and hurtful verbal treatment of another student or staff
- Writing, passing, or reading notes during class of other students
- Eating in non-designated areas of the building
- Disrespect to teachers and/or disrupting the class with negative behavior or attitude
- Eating when class is in session without permission
- Arguing or bickering with faculty
- Public displays of affection on campus or at school functions
- Using cell phones or media devices during school hours without permission. Cell phones and media devices must be kept in lockers during the day.

### **Level Two: More Serious Offenses 2 Points Each Occurrence**

Infractions that are identified as “More Serious Offenses” usually reflect a defiant and rebellious attitude and/or action. The type and severity of the disciplinary response will be related to the seriousness of the offense, the student’s attitude toward correction and the student’s previous discipline record. The parents will be notified concerning the more serious offense.

#### **Examples of More Serious Offenses**

This list is not meant to be all inclusive.

- \*Malicious throwing of objects
- \*Deceiving by means of cheating, lying, stealing, or forging signatures
- \*Cutting class or leaving campus without permission
- \*Plagiarism: literary theft, falsification
- \*Purposeful destruction, pranks, vandalism, or abuse of property
- \*Swearing, using vulgar slang
- \*Critical or derogatory remarks, or defiance, disobedience or disrespect to authority
- \*Inappropriate/Sexual comments either written or verbal
- \*Bullying or harassment of other students including via internet
- \*Inappropriate or dangerous use of vehicles on property
- \*Violation of uses of school facilities (i.e. library, computer lab, etc.)
- \*Participation in inappropriate material or messaging on websites
- \*Prevailing attitudes which dampen or hinder the spiritual health of other students
- \*Actions which create negative tenor for other students

### **Level Three: Most Serious Offenses 3 Points Each Occurrence (automatic 2 day suspension)**

Infractions that are identified as “Most Serious Offenses” are examples of a serious breach of the Student’s Code of Conduct. These infractions are an indication that the student has a major “heart” problem and is jeopardizing not only his or her reputation, but also the testimony of the school. The Administration reserves the right to choose whatever disciplinary response it feels is warranted for the situation.

#### **Examples of Most Serious Offenses**

This list is not meant to be all inclusive:

- \*Assault on another student, fighting
- \*Possession or use of matches, lighter, or fireworks
- \*Sexual misconduct, immorality (inside or outside of school)
- \*Arson, false alarms, or bomb threats
- \*Pornography: includes possession, distribution, or a use of internet for such
- \*Drinking, smoking or possession of tobacco or alcoholic beverages
- \*Possession or use of a weapon of violence on school grounds
- \*Damage/destructive pranks to staff property (at school or at home) or school property
- \*Possession, sale, use of illegal drugs or abuse of medications
- \*Committing a serious breach of the Student Honor Code either inside or outside the school which mars the testimony of Christ and /or the school.

**Cumulative Disciplinary responses (Note: Points accumulative from all 3 categories, are reset each semester and are kept track of by office personnel)**

1 Point - Teacher talks to student about behavior

2 Points – Teacher and Principal talk to student about behavior

3 Points – Principal and Executive Director talk to student about behavior – Parents are notified

4 Points – Executive Director talks to student about behavior – Parents are notified – 1 hour after/before school detention –

5 Points – Conference requested with parents, Behavioral Contract Written (signed by Exec Dir, Principal, Parent and student), 1 Day In-School Suspension,

6 Points – Parents are notified, 1 Day Out-of-School Suspension

7 Points – Parents are notified, 2 day out-of-school suspension.

8 Points – Parents and student meet with Executive Director and School Board. Penalty up to expulsion.

## Definitions

### **1) Bullying (included in level 2 offences)**

Bullying is a school community issue. It is unacceptable. Bullying defies our school's values of caring for each other as image bearers of God. We recognize that bullying can happen. School staff must be informed of incidents involving bullying. In order to eliminate bullying and promote consistency of approach, staff, students, and parents must have a common view of what bullying is and what to do about it. This takes an effort of home and school working together.

#### **What is bullying?**

Bullying is identified as any behavior, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate into more aggressive behaviors over time. These are learned behaviors that can be addressed by teachers who demonstrate and teach pro-social behaviors.

#### **Bullying Behaviors**

The following is a list of behaviors that demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of SCS to reduce bullying by addressing these types of behaviors that occur.

#### **Physical Behavior**

Intentionally endangering the welfare of others. Such behaviors are not limited to but include the following: hitting, kicking, punching, pushing, tripping, shoving, spitting on, poking, and blocking. Other examples of physical bullying include: unwanted touching, rude gestures, taking or damaging another's property, extortion of money or other's items, making someone do something they otherwise would not do.

#### **Verbal Behavior**

Verbal bullying includes but is not limited to the following: name calling, teasing, bossing, threatening, making fun of another's appearance, physical characteristics, cultural background, or making fun of another's actions

Indirect Behavior. Indirect bullying includes but is not limited to the following: exclusion from activities or social groups, spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, encouraging others to violate the anti-bullying policy

### **Cyber Bullying**

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying: sending of inappropriate or threatening emails or text messages, creating or posting inappropriate or threatening information or pictures on websites.

### **ALL CYBER BULLYING WILL NOT BE TOLERATED AND MAY BE DIRECTED TO THE LOCAL AUTHORITIES**

#### **Reactive measures**

- \*Students must tell their teachers or available adult if they observe bullying.
- \*Staff will make every effort to detect change in attitude or mood of students.
- \*Staff will take all reported incidents of bullying seriously, and in a calm, non-emotional manner.
- \*Confront bully behavior immediately and assertively. (Staff and peers)
- \*Parents of parties involved must be informed of incidents and resulting action taken.

#### **Elementary School's Bullying Policy**

If the problem is not resolved, teachers will intervene and personal apologies will be made, face to face whenever possible.

The offender will be asked to sit out (not inside) during recess time in a designated area.

The offender will be given a warning-calling home if it happens again.

If the action is intentional and serious, teachers use their discretion to call home at first offense and apply the appropriate disciplinary measures.

At second offense, principal will be informed, parents called-student will report the incident over the phone to the parent in a teacher's presence.

For repeat offenses

- \*documentation must be noted by the administrator in the student's cumulative file.
- \*in school suspension for the rest of the day
- \*parents called to come and take the student home
- \*parents called to pick student up for suspension of a day or more

## **2) Behavioral Contract of Probation-**

After serving detentions and school suspension, the student may be placed on a Behavioral Contract of Probation.

This contract, signed by both student and parent, is an agreement between the school and the student and identifies the terms and conditions to permit the student to stay in school.

A student may be put on immediate Behavioral Contract of Probation for a serious, overt act upon the agreement of the faculty and administration.

Being placed on Behavioral Contract of Probation gives the student an opportunity to correct a serious problem. The goal for Behavioral Probation is the same as church discipline within your church, to help the student correct their sinful behavior and to restore them back into the school. If he or she does not improve to a satisfactory level, the consequences will be suspension or expulsion.

This contract will remain in force until it is removed by the administration. Breaking the contract may result in expulsion from school. The School Board has the sole authority for expulsion from school.

### 3) Suspension (Out-of-School)

If a student is suspended, the following consequences will occur:

The student will be required to stay at home to serve the suspension.

The student shall not attend any extra-curricular events or functions on days suspended.

The student may be required to do some research related to the violation.

Administration reserves the right to suspend play of an athlete, or remove from office if a member of student council.

The student will not be allowed to participate in end of year special activities (field trips, wilderness, etc..)

All assignments will receive 0% on suspension days

### 4) Expulsion

It is not our desire to have to ask a student to leave Skeels Christian School, but if a student has, by their own actions, reached this point in the disciplinary process it will be necessary for the school to respond by expelling the student.

The Administration and School Board has the right of **immediate expulsion** of a student in extreme situations: Some situations might bring us to the point of immediate expulsion. Please realize as you review these possible situations that at Skeels Christian School we believe that **Attitude** is often more crucial than visible **Actions**.

**Attitudes reflecting a “Flaunting of Sin”:** As mandated by the School Board students may be asked to leave if they continue to flaunt and/or glamorize sin or choices that would reflect a non-Christian lifestyle. If a student’s attitude towards a personal sin remains repentant and serious about change, it is often our privilege to leave that student in the school and continue to work with them.

If the student’s attitude begins to transmit an undercurrent of glamorizing sin, or setting a continual non-Christian tenor with minimal serious attempts to change, he or she may be asked to leave the school. This type of wrong attitude and conduct may include a possible “bragging” about sinful conduct that they may even be fabricating.

**A progressing hardening against the things of God:** Although everyone attending SCS may not be a Christian, we do desire that the experience at our school be one that makes Christianity progressively more and more attractive. Should we see a sustained pattern of heightening spiritual hardness rather than progressive spiritual softening, we will feel as though we are doing the student a serious disservice to continue to influence them. In the Christian atmosphere of SCS ...including Bible class, chapels, and daily verbalizations about Christ...it is possible for a student who is choosing not to follow Christ to experience just enough Christianity to build up a growing spiritual-immunity and hardness, but not enough Christianity to get the real thing. For their sakes and for the sakes of other students around them; we cannot allow a growing sense of progressive spiritual hardness.

#### **The Parent’s Attitude Toward the Actions of their Student and support of this policy is Important:**

The Inability, or unwillingness, of parents to work with us when repetitive serious problems arise is a cause for concern. We at SCS believe that teamwork with the parents is both biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate clearly our concerns to the parents. We will value the insight that the parents might be able to give us as to what might be behind the scenes. Yet, should the overall attitude of the parent be one of continual blame shifting, denial, or defensiveness; it will be very difficult to work together for the good of the student.

Furthermore, it is hard to work with parents when they do not allow their children to accept personal responsibility for wrong actions and continue to reflect the attitude of, “My child is good, but it’s just all the other students in the class who negatively influencing my child.”

Though we realize the strategic power of influence, it is imperative that each individual student be allowed to accept personal responsibility for his or her own actions.

If the parents demonstrate an unwillingness to work with us, we may ask that their students be enrolled in a school where the parents could comfortably work with the staff. It is not fair to the school family, the student, and his family, or any of us to perpetuate a relationship that is not working together toward the needed objectives. Again, such teamwork actions are imperative for the ultimate best for the child.

**End of Year Student Review-**At the end of the school year, the administration will review the performance of all students. Special attention will be given to the student who has accumulated excessive amounts of points. The administration may decide that the student be placed under Academic or Behavioral Contract of Probation, or denied the opportunity to re-enroll.



## **DRESS CODE 2016-2017** (underlined items are new for 2016-2017)

### **Boys**

#### **Shirts:**

Polo and dress shirts, must have a collar. (no writing on shirt, only small logo permitted).

Square Cut Shirts may be untucked. Shirts with tails must be tucked in.

All buttoned shirts must be buttoned to the second button from the top.

Sweaters are acceptable.

No hoodies or sweatshirts. Fleece are acceptable (full or quarter zip, small logo OK, no hooded fleeces)

#### **Pants:**

Khaki, Black, Blue, Brown, Tan trousers or shorts to the knee.

Belt must be worn at all times (PS-2nd grade are permitted to not wear belt)

NO Blue Jeans or Jean style pants. Cargo pants are permitted.

#### **Shoes:**

Dress/Casual Dress style shoes/boots.

No Tennis Shoes/sneakers, or flip flops.

Elementary boys may wear tennis shoes.

#### **Hair:**

Boy's hair must be off the ears, off the collar and above the eyebrows.

Neatly trimmed facial hair is allowed.

### **Girls**

#### **Shirts:**

Polo & modest dressy shirts (dressy shirts do not have to have a collar, no sleeveless or v-neck, small logo permitted)

Collared shirts must be buttoned to the second button from the top.

Sweaters or sweaters with a hood are permitted.

Modest shirts must be worn under all sweaters.

No hoodies or sweatshirts. Fleece are acceptable (full or quarter zip, small logo OK, no hooded fleeces)

#### **Pants/Skirts:**

Khaki, Black, Blue, Brown or Tan pants, Capris or Skirts (No skinny pants, stretch/spandex pants, yoga pants or leggings (leggings OK under dresses/skirts)

No Blue Jeans or Jean style pants.

Jumpers and dresses may be worn, but the hem of skirt must come to the knee when kneeling on the floor.

Dresses and Jumpers: Please make sure that the neckline/collar of the dress meets the standard we are using for polo or button-up shirts (no revealing necklines)

Note for girls Preschool – 2<sup>nd</sup> Grade: Shorts/leggings must be worn under skirts and dresses for modesty purposes.

#### **Shoes:**

Dress /Casual Dress style shoes/boots.

No Tennis Shoes, flip flops, slippers or casual boots (no furry or “ugg-style” boots).

Elementary girls may wear tennis shoes.

### **All Students:**

**Tattoos:** Due to the fact that tattoos can be a distraction, all tattoos must be covered at all times. This policy applies anytime the student is representing Skeels Christian School, whether on campus or off. Any violations will be considered a dress code violation.

**Piercing and body modification:** Any visible piercings or body modifications except ear piercings on girls are prohibited.

Dress Code Violations fall under the progressive discipline point system under “less serious offences”.

Note: The administration reserves the right to change the dress code policy as needed. The key to this policy is godliness and modesty. Let us be individuals who factor Christ into the decisions we make...even when it comes to clothing and appearance.

## **IX. ATHLETIC POLICIES** (please see the athletic handbook for additional information)

1 Cor. 10:31 says, "Whether, therefore, ye eat, or drink, or whatsoever ye do, do all to the glory of God," and Col. 3:23 says, "And whatsoever ye do, do it heartily, as to the Lord." This, of course, includes athletics and sports activities.

Jr. and Sr. High students are given the opportunity to participate in soccer, basketball, and volleyball. Students should realize that being a team member is a privilege and an honor that brings responsibilities along with it. Since a student's heart attitude is demonstrated through his/her actions and appearance, team members should be especially conscious about presenting a consistent, Christian testimony both on and off the court or playing field. 1 Tim. 4:12 says, "Let no man despise thy youth, but be thou an example of the believer, in word, in conversation, in charity, in spirit, in faith, in purity."

Students who choose to participate in sports should be committed to the team and appreciate and respect the efforts of their coach(s) and school in providing them with this opportunity. Failure to cooperate with guidelines may result in disciplinary action being taken and/or suspension from the team. Missing school on the day of a game or practice will result in ineligibility for that night's game or practice. Participation is at the discretion of the coach and/or the administration.

### **A. ELIGIBILITY**

In order to help ensure a balance between our students' academic education and their physical athletic lives, the following policies have been adopted with respect to athletic eligibility.

1. Each athlete must maintain a C average as their overall grade in order to remain eligible. If the overall grade falls below a C-, the student will not be eligible to play for two weeks. If the student receives a failing grade in any class, but still maintains a C average as an overall grade, they will be eligible to play on the team, but not as a starter.
2. The time intervals for checking an athlete's overall grade average and eligibility will be every two weeks.
3. When ineligible, the student is still expected to practice with their team and attend games.

*Note: Repetitive acts of ineligibility may result in suspension or expulsion from the team. This will be enforced at the discretion of the coach, athletic director, and/or administrator.*

### **B. DRESS CODE FOR GAMES**

The Athletic Director will determine appropriate dress for athletes:

1. at school on game days
2. for travel to games
3. for attire worn back to school

Spectators are encouraged to be conscious and sensitive about their appearance at sporting events as well.

### **C. CONDUCT AT SPORTING EVENTS**

Students are to realize that their attitudes and conduct at sporting events reflect upon the testimony of the Lord as well as our school. Therefore:

1. Athletes are to show respect for the opposing school, their athletes, and spectators.
2. Yelling derogatory remarks to players, coaches, spectators, or the officials is unacceptable. The same applies to arguing or complaining.
3. Dirty or un-sportsman-like conduct is unacceptable.
4. Cheering for our team is encouraged.
5. Any student who fails to uphold a good testimony to the Lord or the school by his attitudes or actions before, during, or after a game may be suspended from the team and/or from school.
6. Spectators are encouraged to observe the above guidelines during sporting events as well.

## **D. TRANSPORTATION TO AND FROM SPORTING EVENTS**

1. Each parent is responsible to make sure their child has a ride to the away games and back.
2. When in vehicles girls are to ride separately from boys whenever possible. If they cannot be in separate vehicles, they will be encouraged to be in separate seats.
3. The school assumes no responsibility for spectators who drive themselves to and from games.

## **E: Home Schoolers Participating in Sports**

Home Schoolers are welcome to participate in sports at Skeels Christian School. All home schoolers are required to pay the enrollment fee and the athletic fee prior to the season they will participate in. All home schoolers must have a physical and submit the physical forms to the school prior to participating sports. Home School families are required to participate in fundraising efforts during the period of their participation.

## **X. MISCELLANEOUS GUIDELINES**

### **A. BUILDINGS AND GROUNDS**

All school property and facilities ultimately belong to the Lord. Therefore, it is of utmost importance that all students respect the property and work to maintain its condition and appearance.

This can be done by (but not be limited to):

1. Refraining from the malicious defaming or destruction of the buildings, grounds, and all property.
2. Placing all trash in provided containers.
3. Eating only in the designated areas.
4. Cleaning up after a task or project is completed.
5. Using furniture for its intended purpose--no sitting on tables, desks, heating registers, etc.
6. Decorating lockers appropriately.

### **B. VISITORS**

Parents, grandparents and visitors to the school must first check in at the office. Visitors may not have lunch with students unless pre-arranged by parents via a written note or a phone call to the office. Visitors to classrooms must first receive permission in advance from the teacher before they visit a specific classroom.

### **C. FIELD TRIPS/CLASS PARTIES**

Classes may plan parties or outings with their advisor if they desire. These must be scheduled through the office.

Students demonstrating untrustworthiness throughout the school year (i.e. receiving 2 offenses) may be ineligible to participate in year-end trips (such as wilderness camp, the senior trip, or other school sponsored trips) This will be evaluated and determined by the administrator.

From time to time students are invited to "private" parties sponsored by a classmate, but these are not endorsed school functions. We recommend that parents check carefully to see that private parties are going to be well chaperoned and maintain a wholesome, Christ-like testimony.

### **Field Trip Policy Regarding Non-Skeels Students**

Field trips and special events are planned for the benefit and enjoyment of a particular class. The teacher spends much time and effort to make these events worthwhile. Due to liability these events are limited to students enrolled at Skeels Christian School. If in some instances, non-Skeels students are allowed to go along, the teacher is not responsible for making any of the arrangements (transportation, tickets, etc.). These non-Skeels students must have a parent present. The teacher should be consulted before this takes place.

## **D. STUDENTS' VEHICLES**

Licensed students are permitted to drive to school if they have filed a driving permit with the administrator and obey the following guidelines:

1. Students must park appropriately in the designated area.
2. Students are to leave their cars and go to the designated waiting area as soon as they arrive.
3. Students are not to be in their cars or in the parking lot during the school day.
4. Until school is dismissed, students may not leave the campus without permission from a guardian and the school office.
5. Please be very careful about throwing stones (with your tires or otherwise).
6. Students are to drive in a cautious manner, not exceeding 10 mph on the campus.
7. Failure to comply with these rules may result in a student's loss of school driving privilege.

## **E. DROPPING OFF/PICKING UP INFORMATION**

1. Unless students ride with a staff member, they should go directly to their ride home upon dismissal from school.
2. There is to be no playing or lingering in the parking lot.
3. If a ride has not yet arrived, students are to remain in the school building or on the front sidewalk.
4. Children should be instructed to enter their ride home only when cleared by a staff member.
5. Alternate rides home will be permitted only if a phone call or note has been sent informing the office in advance of the change.
6. Parents are to line up single file in the driveway loop to drop off and pick up their children.
7. If you need to exit your vehicle during drop off or pick up times, please move your vehicle to the parking lot by the Gym or to the South of the Office door if a space is available.
8. We ask that students do not cross the parking lot to enter cars.
9. Space along the building should be allowed for the various transit buses who pick up and drop off students.
10. Please do not leave your car in front of the doors. If you are having to wait for your student, please go around and line up again so that the other parents can continue the process.

Consideration and punctuality will help better facilitate and expedite the entire process as well as assure the children's safety. It would greatly help us if you would also pass these instructions on to anyone else who might be picking up or dropping off your student.

## **F. SCHOOL CLOSINGS**

Inclement weather may cause school to be delayed, canceled, or dismissed early. Such decisions usually (but not always) follow the decisions of either Gladwin, Harrison, Houghton Lake, or Ogemaw Public Schools and will be announced over TV 9/10, TV 5, and ABC12 (dish network). All school families will receive a call from the school messenger through the Clare - Gladwin RESD informing of delays or cancellations.

## **G. STUDENT PROBATION**

If, during the fourth quarter, a student's behavior and attitudes are observed to be out of harmony with the goals and standards of our school, that student may be re-enrolled for the following year on probationary status. The terms of probation will be as follows:

1. The student will be considered to be at the second offense level of the disciplinary policy.
2. The student may not be allowed to represent the school in sports or other extracurricular activities if determined by the administration. The probationary term will continue until the end of the first semester. Because attitudes are measurable, a decision about the student's enrollment will be made by the administrator at that time.

## H. DISMISSAL/EXPULSION

Students will be dismissed from school if their parents will not cooperate with the administration, or when a student's conduct, attitudes, or lack of effort make it inadvisable for the student to remain enrolled. Students failing Bible class two semesters in a row, will be evaluated whether or not they are eligible to continue as a student at Skeels.

Since attendance at SCS is a privilege and not a right, students found to be out of harmony with school policy will be requested to withdraw whenever the general welfare demands it. Students who leave the school for whatever reason will be assessed tuition through the end of the month last attended. Any student who has been suspended or dismissed may be prohibited from being on school grounds or at school activities during that time. However, a dismissed student may apply for readmission the following school year. The School Committee will interview the student, and if he/she is readmitted, his/her status will be probationary for the first semester.

Note: Students who are suspended or have been expelled are not permitted on school property without permission from the Principal or Executive Director. The only exception is a sibling that is needed by their parents to pick up/drop off a sibling of their own. In this case, the suspended/expelled student must remain in their vehicle and in the drop off/pick up loop in the front of the school.

## I. FINANCIAL POLICIES

### Late Payment Policy

Skeels Christian School is a ministry that relies on faith, God's faithfulness and the faithfulness of our supporters, staff and families to meet our monthly financial needs. We have minimal financial reserves and thus it is essential that each family faithfully make their monthly payments to the school. Financial delinquency by a couple of families can significantly impact our ability to meet the financial obligations of the school. Therefore, the following policy is being instituted regarding late payments.

**Tuition:** The first monthly payment of the school year is due at orientation. After that each monthly payment is due on the 15<sup>th</sup> of the month. All accounts must be current on the 16<sup>th</sup> or your student cannot attend starting that day and until the account is brought up to date. If you anticipate your payment will be late due to a hardship of some sort you must contact the Financial Secretary BEFORE the payment due date to explain the situation and to communicate your plan to catch up your payments. Your student will then be allowed to continue attendance as long as you are meeting your promised and agreed upon commitment.

**Fundraising and Family Service:** Fundraising and Family Service are vital parts of the ministry of Skeels Christian School. It is important that you strive to participate in each fundraiser and fulfill your family service hours in a timely manner in order to successfully satisfy your total required goal. The benchmark will be at least ¼ of your required total for each quarter of the school year. Thus, at least \$150 toward your fundraising goal must be turned into the office and at least 2.5 hours of family service hours must be worked during the first quarter (9 weeks) of the school year. This would then be at least \$300 (fundraising) and 5 hours (family service) by the end of the second quarter (semester), at least \$450 (fundraising) and 7.5 hours (family service) by the end of the third quarter, and at least \$600 (fundraising) and 10 hours (family service) by the end of the fourth quarter. All accounts must be current on the 16<sup>th</sup> or your student cannot attend starting that day and until the account is brought up to date.

**Early Enrollment:** All accounts must be current before re-enrolling for the next year, including fundraising and family service, unless alternate arrangements have been made with the School Board.

**Approved Family Service Tasks:** Volunteering to help during fundraising and sporting events (concessions, set-up, tear-down, and various tasks as assigned by the Fundraising Coordinators or Athletic Director), Assisting teachers in academic related classroom activities and classroom preparation, maintenance activities, wood cutting or loading the furnaces, shoveling snow, landscape, or other contractible duties. Please contact a member of the School Board or the Executive Director to see if a specific task that is not on this list qualifies for family service hours.

**EARLY WITHDRAWAL:** *In the event that a parent chooses to withdraw a student before the end of the school year, the following procedure will followed for billing:*

*When a parent withdraws a student at the quarter they will need to have tuition payments current for 25%, 50%, and 75% respectively. This includes all late fees, additional fees or book fees.*

*If a withdrawal is made within the quarter, a credit will be issued for the remainder of months left in the school year. (Example: Tuition is \$2000.00, parent withdraws student in February, they will receive credit for the last 3 months of school. Parent's tuition would be pro-rated to new rate of \$1,400. If parent paid payments on schedule through the year, they would have a \$0 balance at withdrawal). Any withdrawal after the 10th of the month will be charged for the entire month.*

*If a parent withdraws a child and still has a remaining balance, a payment plan will be made with the Financial Secretary when they leave. Skeels Christian School will gladly set you up with a payment plan that you can afford so that your bill can be made current. Skeels Christian School will send monthly statement until the bill is paid in full. If the bill is not paid during the payment schedule, the Board reserves the right to turn the debt over to collections. Please note that your student's transcripts will not be sent to the school you are transferring your student to until your account is made current.*

## **J. GRIEVANCE PROCEDURE**

If a parent has a concern or question related to a classroom situation, he should meet with that particular classroom teacher. If the matter is not resolved, then the administrator is the proper person to contact. Thereafter, a conference with the parents, teacher, and the administrator may be in order.

The final recourse for the unsettled grievance is to send a written request for a conference with the School Committee, teacher, and administrator. This procedure is to be followed in every case.

## **K. MEDICAL COVERAGE**

Skeels Christian School does not carry medical insurance on its students. Parents are encouraged to consult with their insurance professional to make sure that their child is covered to/from and while at Skeels.

## **L. NON-DISCRIMINATION POLICY**

Skeels Christian School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship programs, athletic or other school administered programs.

## **M. VOLUNTEERS**

All Volunteers and Family Service Hour helpers that will have any contact with children must have a background check performed. All background check paperwork must be turned in no later than September 13th. If you have not turned in paperwork by the 13th you will not be permitted to participate in any work that brings you into direct contact with students.

Volunteers must turn in a Family Service Hour form to the office in order to get credit for their hours worked.

## **N. Senior Trip Policy**

Upon entering secondary education at Skeels, students are given opportunities to raise funds towards the cost of their senior trip. This trip is seen as a reward for the hard work of completing the graduation requirements for Skeels. During the spring of their senior year each class takes a trip, the destination of which is determined by the class and includes a missional component. As fund raising opportunities occur, the profit from these activities is divided by the class sponsor into accounts for each participating student. This distributions is done by the class sponsor and based on the level of participation by the student and his or her parents.

Although attributed to individual accounts, this money is considered as belonging to the class. Therefore, if for any reason the child does not use this money for their senior trip or Skeels graduation expenses, this money will remain with the class. Refunds will not be given for the following reasons (these are not exhaustive):

1. The student leaves Skeels voluntarily.
2. The student is expelled from Skeels.
3. The student wishes to apply this money to other school expenses (i.e. tuition, books, etc.).
4. The student is not in good standing at the time of the senior trip and is not permitted to go. Good standing means not suspended and on course to finish all graduation requirements by the end of the school year.
5. The student chooses not to go on the trip.
6. The student has not raised sufficient funds to pay for the trip and is not able to cover the additional expense.

If a student is unable to graduate with the class he or she entered with, but is on course to subsequently graduate from Skeels with a later class, funds attributed to the student will transfer to the class he or she will graduate with. Situations where a student is unable to go on the trip due to circumstances beyond their control shall be evaluated by the Board on an individual basis.

Any requests for exceptions to this policy need to be presented in writing to the Board. Exceptions may be granted on an individual basis based on extraordinary circumstances. Under no circumstances will funds be given to a student or their family for their own discretionary use.