



**2017/2018  
Student/Parent Handbook**

**Smithtown Christian Secondary School  
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## **Student Code of Christian Conduct**

Smithtown Christian School is a ministry whose purpose is to encourage the learning and growth of students who desire to live as disciples of Jesus Christ. The Student Code of Christian Conduct is the foundation of our school community standards, describing the kind of Biblically-based behavior that is appropriate for disciples of Jesus.

The kind of community we uphold is one of mutual trust, respect and honesty—a community in which there is constant encouragement to live lives of honor, fully committed to Jesus. 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 expectation that our students will conduct themselves honorably at SCS and wherever they go, and that this commitment will far outlast their time at SCS.

***As a student at SCS, I will honor Jesus Christ by seeking to glorify and obey him in all areas of my life. I pledge to the following:***

- 1. I understand that my personal conduct both in and out of school is a key indicator of my walk with the Lord, and therefore, I commit to a lifestyle in which I will not use tobacco, drugs, or alcohol, and I will honor God by maintaining a lifestyle of sexual purity.*
- 2. I will honor authority and submit to the administration, teachers, and staff of Smithtown Christian School.*
- 3. I will honor my fellow SCS students by respecting them, their academic work, and their personal property. I understand that any form of bullying, intimidation, theft, harassment, and violence is unacceptable.*
- 4. I will live by traditional Biblical sexual values: I will abstain from all intimate sexual conduct; I will dress and present myself in conformance with my genetically determined biological sex; I will use restrooms, locker rooms, and changing facilities conforming with my genetically determined biological sex; and I will not consider or identify myself to be homosexual, bisexual, or transgendered.*
- 5. I will honor the school by giving my full effort in all of my academic pursuits. I understand that I am at Smithtown Christian School first and foremost to learn to “love the Lord with my heart, soul, mind and strength.”*
- 6. I will respect the SCS and SGT facilities, and I will contribute to a clean and orderly learning environment. I understand that vandalism, littering, and any other means of defacing school or church property is unacceptable.*
- 7. I have read and will abide by the guidelines and policies outlined in the current version of the SCS Student Handbook, which are designed to provide for a well-structured, safe, positive, and Christ-centered learning environment. My dress and my appearance will not only comply with the dress code of SCS but will also reflect Christian modesty and values.*
- 8. I will uphold this Code of Christian Conduct twelve months of the year: at school, at school activities, outside of school, and on social media networks. I understand that my enrollment at SCS is a privilege, and I will be held accountable for what I do or don't do.*

## **Curriculum and Program**

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### ***Academics***

The curriculum offered at Smithtown Christian Secondary School is designed both for the present and the future. It seeks to develop academic and life skills that can be used during the student's time at SCS and will be foundational for building success in future endeavors both academically and in the student's Christian walk. Both the schedules and the curriculum are designed to provide opportunities for individual expression within the academic world and also to create opportunities to use and increase the gifts that they have been given by their Creator through service to their individual communities and the world at large.

The school recognizes the responsibility that it has to provide each student with the opportunity to succeed. However, it is abundantly clear that no amount of prodding or nurturing can substitute for personal desire and commitment. The student, yes, you, must take responsibility for your own education. Success is something that you control. All learning is intentional.

There may be times when requirements seem quite demanding, but you will find that teachers are anxious to help you through those times. Teachers are here to do more than give assignments, grade tests, or collect homework. They are here because they love the Lord and want to share that love by sharing their knowledge and interest in a subject with you. They wish to challenge you, provide you extra help and be available to listen to you as someone the Lord is using to make a difference in the world.

You are expected to avail yourself of the opportunities that are presented by using study periods for study and by seeking out teachers for the extra help that you need.

### ***Divisions of School Year***

The school year is divided into four quarters of approximately equal length. Weekly updates are emailed home through RenWeb, as well as an interim progress report at the mid-point of each quarter.

Renweb is the SCS online grade book. It is for use by students to keep current on their assignments, download class notes and view their grades in real time. Parents logging in and checking on their student's progress is another key to successful communication between parent and teachers. It is the parent's responsibility to make sure that the school has a current email address so that parents may access the Renweb website. Parents' and student accounts will be set up during student orientation.

Each marking period, quarterly grades are calculated and entered on report cards that are mailed home. At the end of the second quarter, mid-term examinations are given. At the end of the fourth quarter final examinations will be administered.

Students showing deficiencies will be placed on Academic Probation with further explanation to follow.

### ***Marking System Grades 6-12***

Numerical grades for all subjects will be given unless otherwise stated. A student qualifies for Honor Roll when an average of 85 or better is achieved, with no failing grade in any subject.

High Honor Roll status is achieved when an average of 95 is attained, with no failing grade in any subject.

A failing grade will be given when a numerical grade is lower than 65.

Final grades are derived by computing each quarter as 20% of the grade and midterms and finals are each 10% of the final grade.

Half credit/half year course grades are derived by computing each quarter as 40% of the grade with the final counting as 20% of the grade.

In order to advance to the next grade level, each year's requirements must be met. Any summer school grades for classes that were not satisfactorily completed for that year must be registered with the Guidance office by August 31<sup>st</sup> of that year.

## ***Grading Scale***

Please refer to the following chart for numeric conversion into GPA and letter grade values.

<u>Code</u>	<u>Description</u>	<u>Low</u>	<u>High</u>	<u>GPA Value</u>
A+	Excellent	97	100	4.00
A	Excellent	93	96.99	4.00
A-	Excellent	90	92.99	4.00
B+	Very Good	86	89.99	3.50
B	Good	83	85.99	3.00
B-	Good	80	82.99	3.00
C+	Average	77	79.99	2.50
C	Average	73	76.99	2.00
C-	Average	70	72.99	2.00
D+	Poor	68	69.99	1.50
D	Poor	66	67.99	1.00
D-	Poor	65	65.99	1.00
E	Fail	0	64.99	0.00

## ***Academic Probation***

Students who are failing two or more subjects will be placed on Academic Probation. Students on Academic Probation will be considered academically ineligible for extracurricular activities including athletics, student government, Link, honor societies, field trips, etc... The student will be reviewed again after the interim reports are published. If all courses are passing, the Academic Probation status will be lifted. If not, then the status may remain or the student may be subject to dismissal. All students who began the quarter on Academic Probation will be reviewed at the interim report and at the end of the quarter.

If students are placed on Academic Probation a second time, they may be placed on Academic Contract.

Students on probation are required to take advantage of any extra help offered by the subject teacher either during lunch period or afterschool. SCS reserves the right to dismiss either mid-quarter, mid-year or any

time after any student who persistently fails to meet academic standards.

Any students who have failed three or more core subjects at the end of the school year may be retained or not be considered for re-enrollment the following school year.

### ***Midterms and Finals Examinations***

Midterms and Finals are given at the end of the second and fourth quarter respectively. All students are expected to be present for their examinations according to the published schedule. Students not present for an exam may receive a “No Show” (NS) as a grade, which is calculated as a “0”. Only students with an excused absence will be permitted to make up a missed Midterm or Final Exam. Students must present documentation for the absence the very next morning they are in school. Illness must have a doctor’s note.

### ***Honors and College Level Courses***

Students who wish to participate in Honors and/or College Level courses during the next school year must have a recommendation from the current teacher in each subject area. Honors courses are designated in the title. College Level Courses include any AP, Dual Enrolled, or approved college courses. In addition, other prerequisites may be required. For details consult the current course catalog.

### ***Incompletes***

If a student is unable to complete the course requirements within the quarter due to documented absences caused by sickness, or family crisis, the student will receive an Incomplete (I) on his/her report card. The student will be given a due date for all required make up assignments. Any assignment not completed by the due date will be marked as a zero.



### ***Grade Appeals***

There may be times that students or their parents/guardians do not agree with a grade given on a particular assessment. If this happens, the teacher must be contacted within five days of the student receiving the assignment back from the teacher. If the student or parent/guardian disputes a quarter or final grade, the appeal must be submitted in writing to the teacher, with the Secondary Principal copied, within five school days of the report card being issued. Please note that appeals requesting for extra credit to raise a grade will not be reviewed.

### ***Late Assignments***

Late assignments must be submitted within 5 school days of the due date, and each day late will incur a 10% grade reduction. After 5 days, assignments will be given an automatic zero, and will no longer be accepted. Late assignments must be submitted directly to the teacher, or, with prior approval of the teacher, submitted at the school office, to be dated by office personnel and placed in the teacher's mail slot.

### ***Drop/Add***

A student must receive approval from the Guidance Office for a change of schedule. Approval cannot be given by the course teacher. Parents must also approve the change. However, parental approval does not guarantee a schedule change.

- All drop/add requests must be filed in the Guidance Office within the first 5 days of the course. The student will be responsible for any missed work in the new course. The teacher will provide these assignments.
- Online students will interface with Guidance and Administration for Drop/Add procedures specific to their classes.
- Contact the Guidance Office for further information.

### ***Academic Resource Center***

The Academic Resource Center is a central “hub” for coordination of the various academic resource activities at SCS (e.g., external service providers, in-house resource, 504 services, enrichment). The ARC's mission is to support SCS students who have academic needs that extend

beyond the classroom or the general curriculum. This includes coordinating the provision of special education, general resource, and enrichment programs at both the elementary and secondary level. The ARC helps to facilitate partnerships between students, families, teachers, professional staff, and volunteers to help students reach their God-given academic potential.

### ***Rank in Class***

This calculation determines how a student places in comparison to other members of his class. Students will be ranked at the end of the junior year and their final ranking at the end of the 3rd quarter in the senior year. Colleges request this information as part of their assessment of a graduating senior.

### ***Revision effective beginning with the Class of 2018***

Class ranking will occur after the first semester and will utilize a student's weighted average. Courses will be weighted as follows.

- College Level Courses: 1.1
- Honors: 1.05
- Standard: 1.0

### ***Valedictorian-Salutatorian-Essayist***

Candidates for Valedictorian, Salutatorian and Essayist at SCS will be considered based on academic criteria and must display consistent high Christian character, leadership, and service. They must have been enrolled at SCS for a minimum of two years.

To be eligible, students must:

- Have no final grade below 75.
- Maintained an average of 85 or better for the first three quarters of the senior year.
- Must have 2 College Level Classes in the senior year OR 3 total College Level Classes, one of which is in the senior year.
- Complete 4 credits of Science
  - Biology
  - Earth Science
  - Chemistry
  - Physics OR College Level Science

- Complete 4 credits of Math
  - Algebra 1
  - Geometry
  - Algebra 2/Trig
  - College Level Math
- Be at SCS for at least two of the four high school years.

The class will be ranked at the end of the 3<sup>rd</sup> quarter, using a cumulative (grades 9-12) GPA. The students with the top three ranks who also meet the eligibility requirements will be award Valedictorian, Salutatorian, and Essayist respectively.

*Revision effective beginning with the Class of 2018*

To be eligible for Valedictorian, Salutatorian, and Essayist, students must meet the following requirements:

- Be classified as a senior.
- Enrolled full time at SCS for at least 11<sup>th</sup> and 12<sup>th</sup> grade.
- Be a student in good academic and behavioral standing, and have strong Christian character.

The Valedictorian, Salutatorian, and Essayists will be the students with the three highest class ranks, respectively, and meet the above criteria.

Students given this honor must remain in good standing and be eligible for their diploma on graduation day. Students who do not do so may lose their status.

### ***SCS Testing Philosophy (K-12)***

Most Students and their families expect tests to be a regular part of the school experience. At SCS, tests are just one part of a larger process called *student assessment*. Student assessment at SCS, depending on grade level, helps teachers to:

- Assess students' mastery of subject matter/course content.
- Assess students' ability to demonstrate skills learned in the classroom (e.g., critical thinking, analysis, compare/contrast)

- Provide actionable, timely feedback to students and their families on areas of strength and areas for improvement.
- Provide comparisons of SCS students' performance to other students in the state and throughout the country (which helps gauge the quality of education at SCS)
- Provide required information regarding student performance to colleges, scholarship sources, etc...

### Types of Assessment:

1. Standardized Testing: SCS participates in the TerraNova Achievement Tests, which are nationally normed standardized tests administered in the spring. Students in grades 2-10 take the Terra Novas, which are administered over the course of several days, for approximately half of the day (regular instruction continues during the other half of the day). The results of these exams do not factor into students' grades but instead are used to help teachers gauge class learning overall, to improve instruction, to inform the class placement process, and to help determine eligibility for various academic support services. Testing results are provided to families in late spring and may be discussed with your child's teacher.
2. Classroom Assessment: Classroom assessment methods are varied in order to reflect multiple learning styles and to allow students to demonstrate their knowledge in multiple ways. Assessment methods can include written tests/quizzes, papers, projects, presentations, and portfolios. Testing is both formative (throughout the year, while students are engaged in the learning process) and summative (typically at the midpoint and end of the year, to gauge students' cumulative learning- e.g., midterms and finals in secondary). These methods factor into students' grades throughout the year and will be reflected on students' report cards.
3. College-Related Assessment (High School): Various means of assessment for college-level coursework and admission are part of the SCS educational experience. SCS offers both dual-enrollment courses for college credit and AP courses (in which students may take the AP exam in the subject taken). SCS students also take the PSAT, PLAN, AT, SAT, CLEP exams and/or SAT I and SAT II subject tests as part of the college planning and admissions process. These

courses/assessments should be discussed with the SCS guidance counselor during the course planning process.

### **Student Organizations**

Student Organizations are an essential part of student life here at SCS. These organizations allow students to explore interests outside of the classroom whether they are academic, social, service, or spiritual. In addition, these organizations provide opportunity for our students to develop leadership skills, team work, and experience working within organizations. Each student organization will have an advisor approved by the Secondary Principal. The advisors role will be to advise the officers and membership of these organizations, not to run the organization. Membership requirements, election of officers, and organizational procedures of each organization is governed by its constitution and bylaws.

### ***Parent-Teacher Conferences***

Parent-Teacher conferences are scheduled after the first and second marking periods. Because of the importance placed on interaction between the school and the home, parent participation in these conferences is considered of great importance.

Secondary conferences will be scheduled as follows: Conferences with teachers of classes in which your child is enrolled must be individually scheduled in advance. Appointments for Secondary conferences are usually held after school hours and in the early evening. If meeting times are not possible due to parents' schedules, a phone conference can be arranged.

Arrangements must be made in advance to meet with the teacher or teachers with whom you wish to confer, on the dates set aside for conferences. Please refer to the school calendar for conference times and dates.

With respect to ongoing communication with faculty, please feel free to contact any particular teacher during the course of the year. You may leave a message in the teacher's telephone "mailbox" or contact them via the SCS email. It is the desire of the school to be of service to both parents and students. We do urge, however, that face-to-face meetings be made by appointment with the teacher at a mutually convenient time.

You may also make your request known to the school office and it will be forwarded to the teacher.

## Diploma Requirements

SCS Diploma Course Requirements	SCS Advanced Diploma Requirements**
<ul style="list-style-type: none"> <li>• Bible- 3.5 credits*               <ul style="list-style-type: none"> <li>○ Old Testament Survey</li> <li>○ Biblical Worldview</li> <li>○ Stewardship/Mastering Bible Study Skills</li> <li>○ Comparative Worldview</li> </ul> </li> <li>• English- 4 credits               <ul style="list-style-type: none"> <li>○ English 9</li> <li>○ English 10</li> <li>○ English 11</li> <li>○ English 12</li> <li>○ Pass Senior Thesis</li> </ul> </li> <li>• Social Studies- 4 credits               <ul style="list-style-type: none"> <li>○ Global Studies I</li> <li>○ Global Studies II</li> <li>○ US History and Government</li> <li>○ Government (.5)</li> <li>○ Economics (.5)</li> </ul> </li> <li>• Mathematics- 4 credits               <ul style="list-style-type: none"> <li>○ Algebra 1</li> <li>○ Geometry</li> <li>○ Elective _____</li> <li>○ Elective _____</li> </ul> </li> <li>• Language Other Than English (LOTE)- 2 credits               <ul style="list-style-type: none"> <li>○ LOTE 1</li> <li>○ LOTE 2</li> </ul> </li> <li>• Science- 3 credits               <ul style="list-style-type: none"> <li>○ Living Environment</li> <li>○ Earth Science</li> <li>○ Chemistry</li> </ul> </li> <li>• Art/Music- 1 credit               <ul style="list-style-type: none"> <li>○ Elective _____</li> <li>○ Elective _____</li> </ul> </li> <li>• Physical Education- 2 credits               <ul style="list-style-type: none"> <li>○ PE 9</li> <li>○ PE 10</li> <li>○ PE 11</li> <li>○ PE 12</li> </ul> </li> <li>• Health- .5 credits               <ul style="list-style-type: none"> <li>○ Health 12</li> </ul> </li> <li>• Elective- 1 Credit               <ul style="list-style-type: none"> <li>○ Elective _____</li> </ul> </li> <li>• Total- 25.5 credits</li> </ul>	<ul style="list-style-type: none"> <li>• Bible- 4 credits*               <ul style="list-style-type: none"> <li>○ Old Testament Survey</li> <li>○ Biblical Worldview</li> <li>○ Stewardship/Mastering Bible Study Skills</li> <li>○ Comparative Worldview</li> </ul> </li> <li>• English- 4 credits               <ul style="list-style-type: none"> <li>○ English 9</li> <li>○ English 10</li> <li>○ English 11</li> <li>○ English 12</li> <li>○ Pass Senior Thesis</li> </ul> </li> <li>• Social Studies- 4 credits               <ul style="list-style-type: none"> <li>○ Global Studies I</li> <li>○ Global Studies II</li> <li>○ US History and Government</li> <li>○ Government (.5)</li> <li>○ Economics (.5)</li> </ul> </li> <li>• Mathematics- 4 credits (No credits can be fundamental courses)               <ul style="list-style-type: none"> <li>○ Algebra 1</li> <li>○ Geometry</li> <li>○ Elective</li> <li>○ College Level Elective _____</li> </ul> </li> <li>• Language Other Than English (LOTE)- 3 credits               <ul style="list-style-type: none"> <li>○ LOTE 1</li> <li>○ LOTE 2</li> <li>○ LOTE 3</li> </ul> </li> <li>• Science- 4 credits               <ul style="list-style-type: none"> <li>○ Living Environment</li> <li>○ Earth Science</li> <li>○ Chemistry</li> <li>○ Elective _____</li> </ul> </li> <li>• Art/Music- 1 credit               <ul style="list-style-type: none"> <li>○ Elective _____</li> <li>○ Elective _____</li> </ul> </li> <li>• Physical Education- 2 credits               <ul style="list-style-type: none"> <li>○ PE 9</li> <li>○ PE 10</li> <li>○ PE 11</li> <li>○ PE 12</li> </ul> </li> <li>• Health- .5 credits               <ul style="list-style-type: none"> <li>○ Health 12</li> </ul> </li> <li>• Elective- 1 Credit               <ul style="list-style-type: none"> <li>○ Elective _____</li> </ul> </li> </ul>
<p>*Bible credits are prorated based on when a student enters SCS</p>	

	<ul style="list-style-type: none"> <li>• Total- 27.5 credits</li> <li>*Bible credits are prorated based on when a student enters SCS</li> <li>** At least 2 credits must be college level course work.</li> </ul>
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**Note:** All graduation requirements must be met in order to receive a Smithtown Christian School diploma.

***Required Senior Thesis***

Be aware that in 12<sup>th</sup> grade the senior thesis, with a passing grade of 75 from both the English and History departments, is a graduation requirement. The grades from each department are independent from each other and will not be averaged together. The satisfactory completion of the assignments/papers prior to submission of the senior thesis all serve to prepare your student to succeed in this graduation requirement.

Note: Auditing of classes is not permitted.

**Honors and High Honors Diploma Requirements**

- ***Honors Diploma:*** To obtain an Honors Diploma, a student must have achieved a numeric average of 85 or better each year in grades 9-12 (first three quarters of 12<sup>th</sup> grade). No final grade can fall below 75 and no “F” grade. Course work requirements include:
  - a. Science – 4 credits
  - b. Foreign language – 3 credits in one language
  - c. Math – 4 credits
  
- ***High Honors Diploma:*** To obtain a High Honors Diploma, a student must have achieved a numeric average of 95 or better each year in grades 9-12 (first three quarters of 12<sup>th</sup> grade). No final grade below 85 and no “F” grade. Course work requirements are the same as for Honors Diploma.

*Revision effective beginning with the Class of 2018*

Graduation with Honors requires an overall average of 85 or better

Graduation with High Honors requires an overall average of 95 or better

## College Credit Opportunities

- **Advanced Placement Courses :** The Advanced Placement program, administered by the College Board, is a program that offers students the opportunity to complete college level courses and secure college credit (depending on the credit policy of the college) while still in high school. AP Courses are weighted [1.1]. The AP test is required for each course. See the course catalogue for courses offered.
- **Dual Enrollment:** College credit is available for certain courses that meet the criteria of Suffolk Community College's Excelsior Program. These courses vary from year to year. When one of the dual enrollment courses is satisfactorily completed, that student will receive full college credit. There is an extra fee involved for dual enrollment classes. Enrollment is voluntary. Contact the Guidance office for further details.
- **CLEP Testing:** Any student may participate in CLEP testing. These are tests given by the College Board that allow a motivated high school student to take a college level test for credit. They must achieve a passing grade as determined by the College Board and then they are eligible to "place out" of a college class with full credit for that class. For further information about CLEP tests, please visit the College Board Website [www.collegeboard.org](http://www.collegeboard.org). Any additional questions, please contact the Guidance Office.
- **College Courses:** Some colleges offer high students the opportunity to take course work while they are in high school. Students at SCS can request to take one of these courses in place of an elective course at SCS. All requests must be submitted for administration approval prior to April 1. Contact the Guidance Office for more information
- **Note:** Each individual college has its own credit acceptance policy. It is the responsibility of the student to discuss credit transfers with the college of their choice.



## **Chapel Services and Procedures**

Chapel will take place every Thursday, and it is designed as a time when all students and faculty can renew themselves in the Lord. A typical chapel experience will consist of a time of praise and worship followed by a sermon from a local youth pastor or teacher. Small group chapels will also occur regularly to facilitate in depth student discussion on relevant areas of spiritual growth. Upper classmen will be given the opportunity to participate in leading different aspects of the service as part of a chapel planning committee. A predominantly student worship team that will provide music for praise and worship. All students are required to keep a Chapel journal that may be graded by their Bible teacher as a part of their Bible class evaluation.

To accurately connect with the spiritual needs of the student body, Chapel services will often be split into a middle school Chapel and a high school Chapel. They will meet concurrently and the middle school chapel will closely mirror the high school chapel in an age appropriate manner.

## **Field Trips**

Each year individual subject trips may be engaged. Trips are designed to accomplish academic learning goals as well as to provide spiritual and social interaction in the exposure to different community activities.

### **Senior Class Trip**

The Senior Class Trip is a significant relationship building trip to be undertaken in the last year of a student's educational experience at SCS. All funds needed for these trips are to be raised by the student. The Senior trip is a wonderful privilege, and students will be expected to properly behave themselves in any venue. Students who have had a history of behavioral and/or academic problems may not be eligible to participate in the Senior Class Trip.

## Athletics

The purpose of the athletic program at SCS is to encourage students to appreciate the physical abilities that are God given, and to understand that different levels of physical ability are vital to successful teamwork. Each student is challenged to the limits of their own physical ability through hard work and discipline in facing difficult challenges. The setting may be the physical education class, team practice, or the field of competition.

Each student must meet the physical education requirement on a yearly basis. Failure to do so may be cause for dismissal.

Physical Education receives a numeric grade.

### ***Athletic League Membership***

In September 1994, SCS was accepted into membership of the New York State Public High School Athletic Association [Section 11].

Each varsity sport has a full schedule and students will find that all levels of play will be both educational and rewarding. Smithtown Christian continues to develop a sports program that will meet the physical needs and abilities of all students.

### ***Sports Offered***

**The following sports are available:**

#### **Fall:**

##### Girls

Soccer

Volleyball

##### Boys

Soccer

#### **Winter:**

##### Girls

Basketball

##### Boys

Basketball

Wrestling

**Spring:**Girls

Softball

Tennis

Boys

Baseball

Tennis

All students entering grades 7-12 are able to try out for the Sports and Cheerleading Programs. Students, however, must complete a sports physical prior to trying out for a team. Sports physicals fulfill the requirements for the 7th and 10th grade state mandated school health physical examinations.

***Athletic Equipment and Uniforms***

At the end of each sport season, students are expected to return all individually loaned school equipment and uniforms. A five-day return period is granted. Items not returned within this time period are assessed a \$5.00 per day late charge up to a maximum of five school days. If not returned by this time the student will have a bill sent home for the replacement cost of the item plus the late charges incurred. All late charges must be paid even if the item is returned at a later date. A student will not be selected for a competitive team if a uniform or equipment from a previous season is not returned or if there are outstanding late charges or replacement costs.

***Sports Events***

Secondary students may attend sports events if they secure transportation home by late bus or parent provision.

If an elementary school student wishes to attend a sibling's sports event after school, an adult must provide supervision, either the parent or responsible adult to whom the parent has assigned authority. Notification must be made to the office of such arrangements and transportation home is the responsibility of the parent or designated adult. Late buses are not available for elementary students.

All student spectators at sports events must remain in attendance at the designated activity. Students are not permitted to wander in the building, but must always be under the supervision of an adult. If found

wandering throughout the school, SCS security personnel will detain student at security desk until late bus arrives or parent/guardian retrieves student.

### ***Sportsmanship (Christ-likeness)***

An educational environment is critical to the success of interscholastic athletics. An important part of that environment is the learning of sportsmanship. Without sportsmanship at a contest, the lessons learned lose their value. Remember when you are at an interscholastic event that you are really in a classroom where “good sportsmanship” or “Christ-likeness” is always the lesson and “good sports” gives God the glory.

### ***Good Spectatorship at an Athletic Contest***

1. Shows interest in the contest by enthusiastically cheering and applauding the good plays or performances of *both* teams (includes opposition).
2. Shows proper respect for opening ceremonies by standing at attention and by remaining silent while the National Anthem or Pledge of Allegiance is being played or recited.
3. Understands that it is a privilege to observe the contest, not a license to verbally attack others or be generally obnoxious.
4. Does not boo, stamp feet, or make disrespectful remarks (negative chants, name-calling or trash talking) toward the players and officials.
5. Learns the rules of the game and develops an understanding and appreciation for situations that take place in a contest.
6. Obeys officials and faculty supervisors who are there to keep order.
7. Stays off the floor, field or contest area at all times.
8. Does not disturb others by throwing food, cups, or other materials around the building, playing field or floor.
9. Shows proper respect for officials, coaches, cheerleaders and contestants as guests in his/her community, and extends all courtesies toward them.
10. Knows that noisemakers or laser lights of any kind are not proper for athletic events.
11. Pays attention to the halftime program and does not disturb others who are watching.

12. Respects public property by not causing damage to equipment or facilities.
13. Knows that school officials reserve the right to refuse attendance of those whose conduct is not proper.
14. Informs or alerts school personnel of any violations of proper sportsmanship.
15. Wears proper clothing that adheres to the SCS dress code requirements whether in uniform or plain clothes.

### **College Applications and Academic Transcripts**

It is the student's responsibility to mail all college applications, essays, fees and recommendations. Requests for academic transcripts, mid-year reports, standardized test scores and medical records are processed and mailed through the Guidance Office. A Transcript Release Form must be submitted to the Guidance Secretary with all the items completed. The processing time for transcripts to be mailed is two weeks after receipt of the form in the Guidance Office. All financial accounts must be current before the mailing of the transcript. Seniors are not charged for any reasonable number transcripts. Alumni will be charged a \$7.00 fee. These charges cover as many copies as needed within reason. Requests take 7-10 business days to process. Current seniors will pick up their transcripts from the Guidance Office.

### ***Fines & Charges***

In order for report cards and/or academic records to be released, all outstanding fines and charges must be paid prior to the close of each academic school quarter unless prior arrangements have been made with the Accounting Office, or the appropriate school department. This will include fines for lost or overdue books, lunch charges, electronic device penalties, and any other unpaid bills.

### ***Student Financial Awards***

Through the generosity of donors, SCS is able to provide several tuition scholarships for current students and several college scholarships for graduating seniors. Check with the Guidance Office for the current list of available scholarships.

## Other Things to Know

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### ***Transportation***

Arrangements must be made with your local school district for transportation by April 1<sup>st</sup>, each year. Any problems concerning pick-up and drop off times should be handled with the school district of your residence. It is important for students to be on time for homeroom at 8:20 AM.

Due to provisions of insurance coverage, bus companies will **not** allow children from another district to ride home on their buses. It is the responsibility of parents to make proper arrangements for this type of change. The school cannot assume this responsibility.

### **Bus Behavior and Consequences for Misbehavior**

It is imperative that students follow all bus rules given by their bus driver to ensure the safety of all students and to keep the driver free of distractions. The rules include but are not limited to: remaining seated, having an appropriate volume, using appropriate language, keeping hands and all objects inside the bus, not vandalizing, and not teasing, bullying, pushing, or fighting. The student should also have a respectful and obedient attitude toward the driver as a designated authority.

If a student repeatedly misbehaves or commits a serious offense, the bus driver may speak with the parents and may also submit a report to the school administration. The Dean of Students or the Principal will be responsible to investigate the incident, determine appropriate consequences, and communicate with parents and the school district/bus driver. The goal of the consequences is to provide remediation where needed and eliminate the behavior. A record of student misbehavior will be kept in the students' discipline file.

Depending on the age of the student, number and nature of offenses, and other circumstances, the school administrator may give any of the following consequences:

- Verbal warning
- Apology to driver and/or other students involved (expected for most offenses)
- Parent phone call
- Detention/Missed Recess

- Payment for damaged items
- In school suspension
- Parent conference
- Loss of bus privileges with parent taking responsibility to provide transportation
  - o Short amount of time (3-5 days) with notification that further incidents may result in a longer suspension
  - o Long amount of time (remainder of semester or year) with notification that further incidents may result in permanent suspension
  - o Permanent suspension with notification that the student may no longer ride the bus while a student at Smithtown Christian School
- Other consequences deemed appropriate for the level and frequency of incident

### ***Fire & Other Emergency Drills***

As mandated by New York State, a minimum of twelve fire drills, on different days and at various times, will be conducted. Procedures are in place for other types of security concerns (lockdowns, etc.) and are practiced during the year as well.

### ***Weather Closings***

School closings will be announced via FaceBook, the SCS website, News Channel 12, and via text message, email and automated calls. If SCS is open, but your district of residence closes and does not provide transportation, your child will be granted a legal absence. A parental note of explanation must be sent with the returning student.

Your public school district may decide to close early because of inclement weather. When this happens they will send their buses to SCS for early dismissal. Please check with your school district or the media options listed above to determine if your child will be dismissed early

## ***Daily Schedule***

A student's day begins at 8:20 AM and may end at 3:00 PM or 5:00 PM. All students not in their assigned homeroom location will be considered tardy unless they have an approved excuse.

\* All late arrivals *must* first report to the school office.

**Arrivals** - Students may enter the building at 8:10 AM.

**Departure** - The non-athletic school day ends at 3:00 PM and students *must* leave the school grounds unless participating in a scheduled, supervised school function.

**Sign in, Sign out** – Students are not authorized to sign themselves in and out of school, this can only be done by a parent or guardian. In case of illness, an emergency contact may pick up the student. Students may not contact their parents via personal cell phones to request pick-up due to illness. State law requires that the student must go to the nurse's office and the nurse will then contact the parent or guardian. Failure to follow this protocol places students at risk i.e. a sick child may be in the building without administrative awareness resulting in a dangerous situation for the child. The primary concern is for the welfare of the student.

**Early Release**- Seniors may apply for early release as part of their schedule. Once approved, these students will be considered dismissed from school once their schedule for the day is finished. They will sign out in the main office and immediately leave the school campus and will not be permitted back on campus until 3:00.

### **SCS OFFICE HOURS: Phone (631-265-3334)**

School in session 8:00AM-4:00PM

Summer hours 9:00AM-2:00PM (July & August)



## **Nondiscriminatory Policy**

SCS admits students of applicable age, regardless of sex, race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. Acceptance of the student will be based on academic record, results of testing, a personal interview with parents and student, and recommendations concerning character, attitude and general promise.

## **General Conduct Policies and Procedures**

In all matters of discipline and conduct, the emphasis at SCS is on encouraging growth in Christ like character and on maintaining a godly learning atmosphere for the entire student body. Following are the specific campus and classroom guidelines and policies which comprise the basic standards for student behavior. Of course, it would be impossible to cover every conceivable situation in the Student Handbook, and therefore it is understood that the administration of SCS has appropriate latitude in determining what is acceptable and unacceptable behavior.

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### ***Prohibited Objects and Materials***

The following objects or materials are never allowed on campus, on the bus, or at any school-sponsored event:

1. Dangerous items, such as fireworks, firearms, matches, lighters and weapons of any kind (including toy or makeshift weapons);
2. Magazines, books, music or any materials that are in poor taste;
3. Pornography in any form;
4. Tobacco, alcohol, illegal drugs, unreported prescription or non-prescription drugs or medications.

### ***Cell Phones and Personal Electronic Devices***

Students are strongly discouraged from bringing cell phones or personal electronic devices (such as iPods, Mp3 players, gaming devices, iPads, Kindles, etc.) to school. Devices must be stored out of sight from 8:15am until dismissal. If the device is visible, used or audible during the school day, it will be confiscated. MS and HS students will only be able to retrieve their devices

after paying a \$10 fine at the end of the school day. Parents will be notified of each confiscation.

\*See Senior Student electronic policy for guidelines pertaining to permitted uses.

\*See Elementary electronic policy for guidelines pertaining to indoor recess.

### ***Food and Beverages***

Food and beverages are allowed only in the cafeteria and/or in classrooms at the discretion of the teacher. Foods containing peanuts and/or tree nuts are never allowed in the classroom. Open food and beverages are never permitted in the hallways or other common areas. Trash must be put in waste receptacles. Gum chewing is not allowed anywhere on campus.

### ***Building and Grounds***

Students are not permitted in the hallways during class periods without a proper pass. If a student is late to class or must be in the hallway for any reason, it is the responsibility of the student to obtain and carry a pass.

Students are not allowed in the following areas of the Smithtown Gospel Tabernacle facilities, unless accompanied by an adult: the Sanctuary, the Prayer Room, and any other area which is obviously not designated for school use. The elevator to the third floor may only be used by students issued a pass from the Health Office

The gym and exercise area are for student use only with faculty/staff supervision, such as during a PE class. Special permission is required for student usage at any other time.

Students are allowed out of doors during the school day only with faculty/staff supervision, except for seniors during their lunch period.

## ***Internet/Computer Acceptable Use***

### **Smithtown Christian School**

#### **Internet/Computer Acceptable Use Policy**

##### **Introduction**

It is our desire to provide the opportunity for all students to develop the skills necessary to effectively utilize changing technology as they interact with the school, church, local and international communities in a safe, responsible and Christ-honoring manner.

In order to ensure students are well prepared and are proficient in technology essential for success in the 21st century, Smithtown Christian School provides employees and students with access to a variety of resources, including a computer network and Internet resources.

##### **Definitions**

For the purposes of this document, school technology shall be defined as any school-owned electronic device which is used for computing, communicating, or recording, as well as any student-owned devices used during the school day. This may include, but is not limited to, computers, servers, scanners, printers, routers, switches, iPads, cameras, and phones.

##### **Purpose of this Policy**

The purpose of this policy is to define "acceptable use" of the Network/Internet by students and employees. It will also help to ensure smooth operation of the Network/Internet connection by defining proper conduct for all users. Failure to comply with the terms and conditions outlined in this policy may result in restriction, suspension, or termination of the user's access privileges. It may also result in other penalties, including suspension or expulsion from school for students or termination of employment for employees, as well as possible legal or other civil action by third parties.

##### **Privileges and Responsibilities**

Use of school technology is a privilege and not a right. Inappropriate use will result in termination of those privileges. In situations where this policy does not provide clear direction, school administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Smithtown Christian School has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Smithtown Christian School responsible for non-educational usage or inappropriate

materials accessed or acquired through or supplied to the Internet. Students and employees are expected to abide by the terms and conditions of this policy. Students and employees must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student and employee handbooks.

Administration will establish a process for setting up individual and class accounts, set quotas for disk usage on the system, establish a system maintenance policy, prepare budgets for technology expenditures, order appropriate software, coordinate the purchase of new equipment with school personnel and outside agencies, and supervise nonprofessional technology personnel.

## **Terms and Conditions**

### *A. Personal Safety*

Users should never share personal contact information about oneself or other people. This includes, but is not limited to, telephone numbers, addresses, social security number, birthday, and pictures. Email account passwords must not be shared.

If any user encounters any message, comment, image, or other content online that causes concern for personal safety, it should be brought to the attention of appropriate school personnel.

### *B. Respecting Others*

Users should be polite when using technology. Harassment, which is persistently acting in a manner that distresses or annoys another person, is unacceptable.

Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes distribution of media (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should not be redistributed without the written permission of the sender.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### *C. Plagiarism and Copyright Infringement*

Users will not plagiarize works that they find on the Internet or elsewhere. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students should refer to the student handbook for all policies regarding academic integrity.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed

requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Copying, changing, reading, or using another person's files without that person's prior written permission is not acceptable.

#### *D. Inappropriate Language/Materials*

School technology must not be used to view, send, or display lewd and offensive media, such as pictures, video, audio, etc. regardless of format. Material that advocates illegal acts, violence or discrimination towards other people (hate literature) may not be accessed, as well as material that either addresses or is of a sexual nature. Students will not conduct research on such topics without a teacher's approval. If such information is inadvertently accessed, it must be immediately disclosed to a staff member.

Language that is obscene, profane, sexual, rude, inflammatory, threatening or disrespectful may not be used at any time. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

The school's computer network and Internet resources are considered a limited forum, similar to a school newspaper; therefore, the school may restrict student speech for valid educational reasons.

#### *E. Illegal Activities*

Neither school nor personal technology may be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, state, or federal laws.

Users will not attempt to gain unauthorized access to the school system or to any other computer system through the school system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Software, music, videos, and most other electronic media are protected by copyright laws. Therefore, downloading, creating, storing or distributing unauthorized copies of this media is prohibited.

#### *F. Bring Your Own Device*

Some teachers may allow students to have their own devices in school for note taking, lesson activities, and other educational purposes. This is referred to as "Bring Your Own Device." Both

teachers and students must comply with administrative policy regarding which classes are permitted Bring Your Own Device privileges.

In cases where Bring Your Own Device is approved by administration, students must utilize their devices for instructional purposes only as directed by their teacher. Use not related to the instructional process and/or explicitly permitted by the teacher is not allowed.

Although personal devices are not owned by the school, students utilizing their devices must abide by all of the policies outlined in this Acceptable Use document. Failure to do so may result in a revocation of the Bring Your Own Device privilege and depending on the severity of the offense, additional disciplinary action may be taken.

Students are not permitted to connect to the Internet using a detected Hot spot or 3G or 4G account while at school. The purpose of this is to ensure that students do not bypass the safety measures (e.g., filters) that have been put in place on the school's network. Please see section K below for additional guidelines for parents.

Students are expected to choose appropriate wallpapers, screen savers, backgrounds, and displays on their devices that are consistent with SCS's core values and mission.

#### *G. Privacy*

Smithtown Christian School reserves the right to monitor all activity on school technology. Users should not assume any level of privacy related to actions using school technology. Student devices are subject to search at anytime for any reason.

#### *H. System Security*

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not download and install any software to school technology.

#### *I. Liability of Users*

Users are responsible for any financial costs, liabilities, or damages incurred by the school as a result of improper use of school technology, including, but not limited to, equipment (including repairs), legal fees, and other costs.

#### *J. Limitation of School Liability*

Smithtown Christian School makes no guarantee that the functions or services provided by or through school technology will be error-free or without defect. The school will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on school technology and will not be responsible for financial obligations arising through its unauthorized use.

#### *K. Parental Notification and Responsibility*

SCS will notify the parents about the school network and the policies governing its use. Parents may request alternative activities for their child if they do not wish them to have Internet access.

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources, such as television, cell phones, electronic devices, videos, movies, and music.

In the case of “Bring Your Own Device,” parents must be aware that while the school broadly monitors network usage, it is still possible for students to either purposefully or accidentally access inappropriate material by bypassing the school network. It is strongly suggested that parents utilize available methods to monitor their students’ device usage both during school and out of school.

The school will provide students and parents with guidelines for student safety while using the Internet.

#### *L. Email*

Smithtown Christian School may provide users with a G-mail account for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin and should only communicate with other people as allowed by SCS policy or their teacher.

Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

#### *M. Solicitation/Commercial Use*

Students are prohibited from utilizing school technology or Bring Your Own Device (during school hours) for commercial purposes, including offering, providing, or purchasing products or services. Similarly, school technology or Bring Your Own Device (during school hours) cannot be used for solicitation (e.g., soliciting participation, support, or any kind of resource for activities, such as political lobbying, forming social groups, etc.) that are not specifically approved by the school.

## **Violations of this Policy**

In the event that a student or employee has violated the Computer/Internet Acceptable Use Policy and/or Honor Code as it relates to technology, he/she will be advised of the suspected violation and will be given an opportunity to present an explanation to a building administrator. Violation may result in the suspension of computer privileges and/or other disciplinary action consistent with the school's Honor Code. Employee violations of the school Acceptable Use Policy will be handled by the Superintendent.

Smithtown Christian School will fully cooperate with local, state and federal officials in any investigation related to any illegal activities conducted through school technology.

## ***Dress Code***

Please visit the SCS website <http://learnwithscs.org/documents.html> for a complete description of dress code requirements.

## **Dress Code Allowances**

In the case of a student being unable to dress in the school uniform due to physical ailment (ie. casts for broken limbs) or uniform backorders, permission to dress in other necessary clothing must be obtained from the Dean of Student Life. Students will be given a uniform allowance for a specified amount of time. For uniform backorders, students must present proof of purchase and wear uniform clothes matching the appearance and professionalism of Land's End Clothing.

## **Dress Code Violations**

In the spirit of open communication and partnership between school and home, the following procedures will be enacted regarding dress code violations:

1. Students who are in violation of the SCS uniform requirements will be issued a warning to correct the infraction.
2. A repeated infraction by a student will result in parent contact and documentation.
3. Continued infractions after Parent contact with warrant the issuing of a lunch detention.
4. Continued infractions after a lunch detention will result in an afterschool detention and Parent contact
5. Continued infractions after the afterschool detention will result in a parent-dean conference.



6. Further infractions may result in the loss of dress down privileges or other consequences as outlined in the sections titled, “Violations of Honor Code or Campus and Class Room Guidelines.

### ***Sexual Purity***

Students at SCS are expected to practice the highest standards of sexual purity. All forms of sexual immorality are inappropriate for Christian school students, both on and off campus and online.

We define sexual immorality as any of the following:

1. Sexual contact or behavior outside the bounds of marriage, as outlined in Scripture.
2. Illicit, sexually-oriented speech or writing, (private or public) including sexual inferences, off-color jokes, and vulgar language, either verbally or electronically (text messaging, online, etc.).
3. Possessing, viewing, or creating any pornographic material or images, including print, online, or any other media.

### ***Public Display of Affection***

One-on-one romantic relationships are not encouraged due to the age and stage of maturity of the students. Physical displays of affection between students are not appropriate at any time on school grounds, on the bus, or at school sponsored activities. This includes, but is not limited to, hand-holding, kissing, extended hugs, etc.

### ***Profanity***

Students are expected to use decent language at all times. Any words, phrases or gestures traditionally or currently understood to be profane or “curse words” are inappropriate.

### ***Vandalism/Property Damage or Misuse***

Students will be responsible to pay for any intentional damage that they cause to the school building or school property.

Students will be held responsible for activating a fire alarm, misusing 911, or otherwise initiating a report of a fire or other catastrophe without valid cause.

## Violations of Student Code of Conduct or Campus and Classroom Guidelines

Violations of the SCS Student Code of Conduct and the Campus and Classroom Guidelines will be addressed by school staff, faculty and administration for the dual purposes of nurturing Christ-like character in our students and preserving a well-ordered learning environment. The following outlines basic principles for how violations will be handled.

<b>Group One Violations</b> include nuisances and minor behavioral problems.	
Typical Group One Violations	Possible Consequences
<ul style="list-style-type: none"> <li>• Running, shoving or boisterous activity</li> <li>• Chewing gum</li> <li>• Shouting, excessive noise or talking when not appropriate</li> <li>• Passing notes</li> <li>• Uniform violations</li> <li>• Minor violations of individual teacher classroom guidelines</li> <li>• Cell phone or personal electronic device usage</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning or correction</li> <li>• Conference with teacher</li> <li>• Parent notification</li> <li>• Writing assignment</li> <li>• Lunch detention</li> <li>• Temporary removal from class</li> <li>• Other consequence deemed appropriate by administration</li> </ul>

<b>Group Two Violations</b> include significant behavioral problems, often accompanied by deeper attitude and heart issues.	
Typical Group Two Violations	Possible Consequences
<ul style="list-style-type: none"> <li>• Repeated Group One violations</li> <li>• Cutting class</li> <li>• Profanity or obscenities</li> <li>• Overtly disruptive behavior</li> <li>• Threatening behavior, including bullying of any kind (emotional, physical, verbal)</li> <li>• Fighting</li> <li>• Cheating or plagiarism</li> <li>• Leaving school without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning or correction</li> <li>• Conference with teacher</li> <li>• Parent notification</li> <li>• Writing assignment</li> <li>• Lunch detention</li> <li>• Restriction of privileges (i.e. computer privileges, recess, extra-curricular activities, etc.)</li> <li>• Referral to Dean of Students</li> <li>• Counseling with school staff or approved volunteer mentors</li> </ul>

<ul style="list-style-type: none"> <li>• Malicious damage to, or theft of, school property or the personal property of others</li> <li>• Disrespect to staff, faculty or administration</li> <li>• Public displays of affection</li> <li>• Use or possession of tobacco</li> <li>• Malicious teasing, scoffing or fault-finding</li> <li>• Computer/Internet Acceptable Use violations</li> </ul>	<ul style="list-style-type: none"> <li>• After-school detention</li> <li>• Behavioral contract</li> <li>• Suspension from sports teams</li> <li>• Failing grade on test or assignment</li> <li>• School community service project</li> <li>• Counseling with professional counselor</li> <li>• In-school suspension</li> <li>• Other consequence deemed appropriate by administration</li> </ul>
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**Group Three Violations** include serious infractions, on or off campus, evidencing significant unacceptable (for a Christian school setting) heart issues.

Typical Group Three Violations	Possible Consequences
<ul style="list-style-type: none"> <li>• Repeated or egregious Group Two Violations</li> <li>• Failure to meet expectations of individualized behavioral or academic contract</li> <li>• Possession and/or use of unreported prescription or non-prescription medications.</li> <li>• Falsely activating a fire alarm</li> <li>• Sexual harassment or immorality</li> <li>• Blatant insubordination</li> <li>• Serious threats to the safety or welfare of another individual(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement of law enforcement, as necessary</li> <li>• Out of school suspension</li> <li>• Referral to Discipline Review Committee</li> <li>• Dismissal</li> <li>• Other consequence deemed appropriate by administration</li> </ul>
<p><b><i>Note: Group Three Violations listed below are so severe in their impact on individuals and the Christian testimony of the school that they warrant a specific and immediate response.</i></b></p>	
<ul style="list-style-type: none"> <li>• Possession or use of pornography, alcohol, firearms, weapons, illegal drugs, or abuse of prescription or non-</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement of law enforcement, as necessary</li> <li>• Dismissal</li> </ul>

prescription drugs. • Illicit sexual behavior • Homosexual behavior	
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## **General Student Life Policies and Procedures**

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### ***After School Detentions***

After school detentions are scheduled for a regular day each week, from 3:00-5 p.m. Students must report to detention on time, and are not eligible to participate in any extra-curricular activities on a day he or she serves detention. This includes any sports games or practices which are scheduled to begin after 5p.m.

If a student is absent on the day he or she is scheduled to serve an after school detention, the detention will be served at the next scheduled after school detention period.

### ***Lunch Detentions***

Lunch detentions are served on a designated day. Students should report to the designated lunch detention room with a bag lunch, and be prepared to sit quietly while completing individual work.

### ***Senior Pranks or Senior Cut Days***

While senior pranks or senior cut days are customary at other schools, SCS has a “zero-tolerance” policy for such activities. Participation in any such activity will result in not being allowed to participate in Commencement activities, as well as other possible consequences.

### ***Lockers***

Lockers are assigned each year for students in 6-12 by the SCS Guidance Office. Any requests for changes must be made in writing, from the parents to the Guidance Office.

1. Lockers are to be kept neat and clean, and students should not give out their combination to other students.
2. Failure to completely clean out a locker, including anything attached to the locker, at the end of the school year will result in a \$20 fine.

3. Damage done to a locker will be charged to the student who causes the damage.
4. SCS retains ownership of all locker space, and all lockers may be searched by SCS administration at any time, for any reason.
5. SCS is not responsible for lost, damaged or stolen items belonging to students.
6. All personal items and books should be stored in the locker, not on the ground or in the hallway. Unattended items are cleaned up daily, and may be discarded.

### ***Lost and Found***

Lost and found articles are kept in the school office, where students or parents may claim them. Articles are also set out for students to claim on Fridays in the cafeteria during lunch periods. All lost and found items without names on them and that are not claimed after 2 weeks, are either discarded or donated.

### ***After School Activities***

Students staying after school for any reason may only do so under the supervision of an adult. Students must report directly to their assigned location after school, and must stay with the supervising adult until dismissal for late buses or parent pick-up. Anyone staying after school without permission or supervision will be required to sit with the SCS security guard until parents can pick them up, or 4:50pm, when they can get a late bus.

Students may not sign up for a late bus for any reason other than official school activities.

### ***Senior Privileges***

See the Dean of Student Life for the current list of Senior Privileges.

### ***Phone Calls***

Students may only place calls to parents from the office phone. The office will not deliver messages to students during the day, except in emergencies.

Students are not permitted to call home to report medical problems. Medical problems are only reported to parents by the school nurse.

### ***Visitors***

Only students who are considering enrolling at SCS are allowed to visit campus. Complete guidelines are available in the office.

Parents may visit classes with one day's notice to the office and must check in at the security desk and the office. Parents are always welcome to attend chapel at any time, and without notice.

Any visitor to the school must enter the building through the side entrance and must check in with the school security guard. All other doors are locked throughout the entire school day. Students may not open any door to let visitors into the building.

### ***Library***

Students may use the library for research during their lunch period or study hall. To access the library during these times, a student must have a signed pass from the teacher assigning the project, or the study hall teacher.

### ***Attendance***

The following table identifies legal and illegal absences:

Legal	Illegal
<ul style="list-style-type: none"><li>• Personal sickness</li><li>• Death in the family</li><li>• Impassable roads</li><li>• In-school suspension</li><li>• Quarantine</li><li>• Religious observance</li><li>• Requirement to be in court</li><li>• College visits</li><li>• Appointment at health clinic or medical office</li><li>• Military obligation</li><li>• Other such reason as may be</li></ul>	<ul style="list-style-type: none"><li>• Family vacations</li><li>• Shopping</li><li>• Lack of transportation</li><li>• Cut classes</li><li>• Working a job</li><li>• Out-of-school suspension</li><li>• Or any other reason not listed on the Legal Absence List.</li></ul>

approved by the SCS Administration	
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Students with an illegal absence will be expected to have all missed work completed on the day they return to class. Work or exams completed after this day will fall under the Late Assignment Policy.

Students with legal absences will be given a time period equal to the number of days out to turn in missing assignments. Work or exams completed after this time will fall under the Late Assignment Policy.

All absences must be followed by a note of explanation from a parent on the day the student returns to school.

Students who are late to school must bring a note of explanation from a parent, and must sign in at the school office. Students who are in school for less than 6 full periods are considered absent for the day and are not eligible for afterschool activities, including athletics, games, clubs, extra help, etc...

Consistent classroom attendance and engagement are among the most critical factors influencing student success. We affirm that the impact of classroom activities on student learning cannot easily be replicated through extra-help sessions or by independent remediation.

Please note that students are required to be marked present for the day in order to participate in any afterschool activity, including Athletics. If a student is marked absent for four or more periods in a school day, he or she will not be eligible for after school activities.

***Tardiness and Class Cuts***

Students are expected to report to all classes and lunch periods on time. Students will receive a lunch detention on every third unexcused lateness in a given class. Unexcused lateness of more than 15 minutes (High School)/20 minutes (Middle School) or failure to report to a class will result in the student receiving a cut for the class, which will be marked as an unexcused absence, and an afterschool detention.



### ***Withdrawal from School***

A student who withdraws from school any time before the end of the academic year must observe the following process:

1. Obtain a withdrawal form from the school office for parents to complete and return.
2. Return all school property, including textbooks, library books, etc.
3. Pay all outstanding fines and tuition.

Academic records will not be released for withdrawn students until all three steps are completed.

### ***Health and Medical Information***

1. Physical exams are required for all Kindergarteners and new students entering SCS. Returning students entering grades 2, 4, 7, and 10 must also undergo a physical exam. A physical examination form must be completed by your physician and returned to the Health Office prior to beginning school.
2. Students who plan to play interscholastic sports must obtain a sports physical and have their physician complete the Sports Physical Certificate. Parents must complete the Health Screening Form. Both forms are available in the Health Office. Students will not be permitted to try out, practice, or play in games until these forms are submitted and the Health Office clears them for participation.
3. In cases where medication must be taken during the school day (both prescription and nonprescription), authorization forms must be filled out by the prescribing physician and student parent/guardian. Completed forms and medications are then to be submitted to the Health Office by an adult. All medications will be stored in the Health Office. No student is permitted to carry or consume medications independent of Health Office approval.
4. The following outlines SCS policy regarding students with severe allergies or diabetes:
  - a. Parents of allergic or diabetic students must arrange a conference with the school nurse to set up an Emergency Allergic Reaction Health Care Plan.

- b. All foods consumed by allergic students must be brought from home.
  - c. The classroom teacher will enforce a “no sharing food in the classroom” policy.
  - d. For field trips, a parent must accompany the student on the trip and bring all necessary medications (epi-pen, etc.) for the student. Should a parent be unable to attend, he or she may authorize another individual to accompany the student, and carry the necessary medication. All such arrangements must be cleared through the Health Office.
  - e. All diabetic students must be tested at lunch and PE. Testing and administration of insulin, if necessary, is to be done only in the Health Office.
5. If a student should become ill or injured at school, the following procedure must be observed:
  - a. Student is to notify teacher or other supervising adult, who will issue a pass to the Health Office. Students are not permitted to call home to request a pickup due to illness directly.
  - b. School nurse will assess the condition of the student, and determine whether he or she needs to be picked up by a parent. In such a case, the nurse will notify the parent. If not, the student will either stay for short time in the Health Office, or be sent back to class.
6. Students who are absent because of illness should notify the main office as soon as possible the morning that the absence, or any succeeding absences, occurs.
7. Students who are absent because of illness accompanied by fever must be free from fever for a full 24 hours prior to returning to school.
8. Parents should speak to the school nurse directly in the event of a diagnosis and/or absence related to any communicable disease, chicken pox, impetigo, head lice, or concussion
9. Students requiring the use of splints, casts or crutches must bring in a note from their physician stating the length of time such implements will be used. Please note that there is not elevator that leads to the third floor. Students not permitted to use the stairs will need special

arrangements made for them to attend class. Please notify the nurse and secondary principal prior to your child's return so these arrangements can be made.

10. Students with undiagnosed rashes may not attend school.
11. Primary insurance coverage is provided by the student's family health policy. When the primary coverage is exhausted, the secondary policy (carried by SCS) becomes effective, subject to a \$500 deductible.
12. In the event of a student hospitalization (for any reason), the parents must notify the school and the student cannot return to school without a doctor's permission note. The school may also require a signed release to consult with the student's doctor to follow up and make sure the appropriate level of care/support is available at school. If a student returns to school without the required parental notification and doctor's note, the student will be sent home until such time as the doctor's note is furnished and the school conducts any needed follow-up with the treating physician

### **General Dress Code Guidelines**

- Students are permitted to wear white t-shirts or tank tops under their uniform shirts.
- Girls may only wear 1 earring in each lobe. Cartilage earrings are not allowed, and earrings must not hang below the jaw line.
- Gelled or spiked hair must not exceed 2" in height.
- Hats, gloves, scarves, or coats may not be worn to class.
- Officially approved SCS sweatshirts may be worn to class.
- Sports team uniform shirts with SCS logo may be worn over regular uniform shirt on days of games only. This does not apply to chapel days (Thursdays).
- Body piercing or tattoos of any kind are not permitted.
- Boys may not wear any ear jewelry.
- Cosmetics for girls should be modest and reflect casual daytime wear.
- Forehead bands, scarves, and sweat bands are not permitted.
- Boys' hair must be neat and well-trimmed, and must not cover the eyebrows, collar or the ear. Shaved heads, shaved patterns in hair, bleached or colored hair, and facial hair are not permitted.
- Extreme hair fashions which draw attention to oneself are not permitted.

- Note: for more specific details, see the dress code at...  
<http://www.learnwithscs.org/resources/>

### ***Dress Down Days***

At times, the administration may relax the dress code for various fundraisers or special events. The following are not allowed on any dress down day, unless otherwise specified by the administration:

- Clothes with tears or holes
- Shorts
- Tank tops, tube tops, spaghetti straps, midriff tops
- Hats or bandanas
- Tight-fitting clothing
- Sweat Pants
- Sandals or flip flops
- Pajama/lounge pants

### ***Concert Performances***

Student attire for all concerts is outlined and approved by the Music Department.

### ***School Picture Day***

Students must wear appropriate uniform clothes for picture day.

### ***8<sup>th</sup> Grade Graduation, Senior Commencement, and Special Events***

Girls are to wear modest dresses. Dresses that are not acceptable include the following:

- Low-cut dresses that reveal cleavage or the lower back
- Dresses or skirts shorter than knee length
- Excessively tight clothing that expose undergarment lines
- Dresses with slits above the knee

If a student is unsure of the appropriateness of the dress, they may bring a picture of them in it to the ladies in the office for approval.

Boys are to wear a slacks, dress shirt, tie, and dress shoes.

The administration may at times give more detailed dress parameters for special events.

*At the discretion of the supervising administrator, students not adhering to these guidelines will not be permitted to participate in the ceremony or special event.*

## **Smithtown Christian School Academic Integrity Policy**

God has called every one of us to act with integrity in everything that we do.

Pro. 10:9

Pro. 13:6

Titus 2:7

When it comes to your academic pursuits, this means that you act with honesty. Every assignment or exam you are given is an opportunity to practice what you have been taught and measure how you are progressing. This is not possible if the work you have submitted is not wholly, or in part, your own.

Academic dishonesty is anything that interferes with a true measure of student progress. This occurs whenever a student knowingly, or should know, that an action would cause an inaccurate measure of student progress. “I didn’t mean to” or “I didn’t know” is never an excuse for academic dishonesty.

Academic dishonesty includes, but is not limited to:

- Cheating on assignments or exams: Students are not permitted to use any unauthorized materials on exams unless directed by their teacher. This would include textbooks, notes, cellphones, iPads, and other students. For all other assignments, students are expected to work independently unless otherwise directed by their teacher. Students may use their textbook, class notes, outside research, etc to help them understand the topic at hand, but all work should be their own.
- Not working properly with other students: There are many times students will be encouraged to do group work or to ask another student for help. This is ok as long as the students actually do the work themselves and not merely get the answers from another student.
- Using the same assignment for different classes: Each assignment must be completed for the course in which it is assigned and cannot be used to fulfill requirements for another class. This would include submitting the same research paper to more than one teacher, recycling a book report, or creating an art piece for more than one class.
- Forgery or misrepresentation: Any attempt to lie to a teacher or administrator in order to get an absence excused, a deadline extended,

or special accommodations is not acceptable. Forging the signature of a parent, teacher, administrator, and/or other student is also not acceptable.

- **Plagiarism:** Plagiarism is any attempt to pass off someone else's work, thoughts, ideas, or words, as your own. All student work is expected to be original, not copied from others. Work not properly cited is still plagiarism.
- **Helping other students commit academic dishonesty:** It is just as wrong to help someone act dishonestly as it is to commit the act yourself. Any attempt to help other students cheat on exams, give students copies of exams/assignments, give answers to homework assignments, etc.. will not be tolerated. Students found to have assisted others in academic dishonesty will be subject to the same consequences as the student that committed the offense.
- **Attempting to commit Academic Dishonesty:** Any attempt, even if discovered before it actually happens, may face the same consequences as the actual offense.
- **Altering records:** Any attempt to alter records, grade books, or any other official document will not be accepted.
- **Interfering with Academic Integrity:** It is wrong to threaten and/or bribe someone into either not reporting an instance of academic dishonesty or commit academic dishonesty. Further, any attempt to threaten, intimidate, or bribe someone after a report is made will not be tolerated.

Students found to have committed academic dishonesty will receive a zero on the assignment and be required to successfully complete an academic integrity assignment. The teacher will notify the principal of the instance, contact the student and his/her parents, and approve the completion of the academic integrity assignment.

If a student commits academic dishonesty a second time, regardless of the class, the student will receive a zero on the assignment, will be required to complete a more thorough academic integrity assignment, receive a one day suspension from school, and be placed on academic contract. The teacher will notify the principal, who will then schedule a meeting with the student and parents.

If a student commits academic dishonesty a third time, the student will be dismissed from Smithtown Christian School.