



# **PARENT AND STUDENT HANDBOOK 2024-2025**

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## Statement of Faith\*

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew
4. 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John
5. 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),
6. His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
7. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
8. We believe in the resurrection of both the saved and the lost; the saved unto resurrection of life, and the lost unto the resurrection of condemnation (John 5:28-29).
9. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
10. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (1 Corinthians 3:16, 6:19-20, Romans 8:13-14, Ephesians 4:30, Ephesians 5:18).
11. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
12. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

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\* Taken directly from the Association of Christian Schools International of which Shekinah Christian School is a member.

## Dealing with Differences in Doctrinal Interpretation

Not all Christians share the same personal convictions or agree on all interpretations of Scriptural doctrines such as the mode of baptism, gifts of the Holy Spirit, prophecy and end-time events, roles of women within church ministry, divorce and remarriage, and nonresistance, among others. Those seeking employment at Shekinah must agree without reservation to the Statement of Faith above (taken directly from the ACSI Statement of Faith). ). Additionally, employees must be familiar with the Rosedale Network statements of faith and practice so that they would not teach or advise students contrary to those documents.

In situations where individuals differ in their doctrinal positions, SCS expects that students would not speak negatively about denominational teachings that differ from their own. We ask that students respect the freedom of other believers to hold differing views of secondary and tertiary matters of doctrine that are not contained in the Statement of Faith above. In non-essential beliefs of the Christian faith, we wish to extend liberty to those who hold different interpretations from our own (1 Corinthians 8:1-13, 10:23-11:1; Romans 14:1-15:6; Colossians 2:8-23).

In all beliefs related to interpretations of the Bible, we ask SCS students to exercise charity toward others. We encourage dialogue among our teachers and students and desire to lead them toward deeper relationships with Christ as we all humbly seek to grow in our faith and understanding of Scripture. Teachers will encourage students to seek answers to matters of faith in the Bible directly, from their parents at home, and from their pastors at their local churches.

Shekinah Christian School's Statement of Faith aligns with the Rosedale Network's statement of faith.<sup>†</sup>

The statement uses theological language, attempting to categorically express truth revealed in the Scriptures. This approach is based on the concept of the church having the task of faithfully interpreting and explaining the truth of the Scriptures. A sermon, for example, should not only be a reading of biblical text with the use of purely biblical vocabulary, but should interpret and expound the Scriptures in contemporary language. Likewise, a theological statement should be faithful to the Scriptures with interpretive expression which includes, but is not limited to, biblical vocabulary.

## Mission

We inspire students through programs and relationships to be engaged lifelong learners who glorify Jesus Christ while impacting their communities.

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<sup>†</sup> See Appendix A for a full explanation of the Rosedale Network's statement of faith.



## Vision

Shekinah Christian School aims to be the preferred educational partner for all Christian families and Bible-believing churches within a 30-mile radius of Plain City

## Accreditation

Shekinah is a member of ACSI seeking accreditation in the spring of 2025. Graduates from Shekinah have enrolled at The Ohio State University, University of Massachusetts-Amherst, Columbus State Community College, Rosedale Bible College, Cedarville University, Mount Vernon Nazarene University, Bowling Green University, Asbury University, Southeastern University, Malone University, and Ohio Christian University among others. Students have gone on to complete Bachelor's, Master's, and Doctoral degrees. Registrars of higher education institutions are interested in the academic merits, character, and abilities of individual students. They evaluate each applicant's aptitude through the SAT/ACT, GPA, and other factors including leadership experience and community involvement.

SCS is classified as a Chartered, Non-Tax Supported School with the Ohio Department of Education.

## Core Values

### Biblical Worldview

*"Your eye is the lamp of your body. When your eyes are good, your whole body also is full of light. But when they are bad, your body also is full of darkness. See to it, then, that the light within you is not darkness." Luke 11:34-35*

We believe the Bible is the inerrant Word of God and that we as Christians should live by its truths. Our goal is to teach biblical principles in such a way that they can impact the thinking and viewpoint of each student. Our hope is that this will enable students to see the world through the "lens" of God's Word and be able to make life plans and decisions based on God's truth.

### Engaged Lifelong Learning

*"Apply your heart to instruction and your ears to words of knowledge." Proverbs 23:12*

We are dedicated to providing a biblically integrated education, and we encourage each student to perform with excellence to the best of his/her ability. We seek to provide an educational program with hands-on immersive learning opportunities to prepare students for further study and/or for life in a world of commerce and industry.

### Family Partnership and Support

*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6-7*

We recognize the God-given priority of the family unit. Thus, we seek to support, and work in cooperation with parents in the education and spiritual, social, emotional, and physical development of their children. We desire to maintain open lines of communication between faculty, students, and parents as we extend the efforts of home and church in calling young people to Christian commitment and a corresponding lifestyle.

## Healthy Personal Relationships

*“Love the Lord your God with all your heart, soul, mind and strength...Love your neighbor as yourself.”*  
Mark 12:30-31

Jesus placed the highest possible value on relationships—the relationship between the Creator God and each of us and each of us to one another. We diligently strive to create an atmosphere in which:

- Students and staff are drawn into a relationship with Jesus Christ and are led by His direction and lordship in their lives through His Word and the work of the Holy Spirit;
- A sense of community is embraced, and students are built up, encouraged and affirmed by the staff and fellow students;
- Students are encouraged to value others above themselves and to respect authority, showing love and compassion to those around them;
- Students learn to be peacemakers in all relationships and situations.

## Leadership Development

*“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.”* Ephesians 4:11-13

We are committed to providing an environment that prepares and trains young people to become effective leaders for the church, community, family, and place of work.

Students are encouraged to discover and to develop their gifts and abilities, and are given opportunities to put their leadership skills to use. Growth in the development of Godly character is emphasized in all facets of student life.

## Community Impact

*“You are the salt of the earth...You are the light of the world. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.”* Matthew 5:13-16

At Shekinah Christian we desire to be “salt and light” in our community and to the world. We are “light” by showing Christ’s love to each other, through our personal integrity, and by the fruit of His Spirit displayed in us. We are “salt” by making contact with our community and world through direct involvement and service, showing God’s love to all.

## Statement on Non-Discrimination in Admissions & Hiring

Shekinah Christian School admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, admissions policies, employment, scholarship, loan programs, athletic and other school-administered programs.

As a private faith-based educational institution, the school does base its admissions policies and hiring practices on matters of faith and may reject an application for reasons related to behavior, attitude, academic performance, or religion.

## Statement on Marriage, Gender, Sexuality, and Admittance

As a Biblically based community, Shekinah Christian School affirms that all humans have inestimable value and must be treated with dignity and respect. Therefore, while striving to honor and uphold Biblical principles, SCS is committed to addressing issues of human sexuality and gender related issues with truth and grace. SCS has the right and the responsibility to establish admission policies in accordance with the religious-philosophical foundations outlined in the Statements of Faith held by Shekinah Christian School and Shiloh Mennonite Church.

- a) 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. (Gen. 1:26-27). We believe that a person's gender is the same as a man's or woman's biological sex and is not fluid or changeable. To identify as anything other than a human being and one's biological sex/gender is a rejection of the image of God within that person.
- b) We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.)
- c) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10.)
- d) We believe that in order to preserve the function and integrity of SCS as the local Body of Christ and to provide a biblical role model to Shekinah's students, families, and the community, it is imperative that all persons employed by SCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22.)
- e) 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; -- Rom. 10:9-10; 1 Cor. 6:9-11.)

- f) 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 toward any individual are to be repudiated and are not in accord with Scripture.

## **Sexual orientation of students**

Determining sexual identity and how to fulfill sexual desires within the boundaries of God's will may confuse and confound many children and adolescents as they wrestle with their identity as sexual beings. While SCS does not believe it is sinful to be confused about one's sexuality or to wrestle with temptation, Biblical truth makes it clear that having sexual relations with someone of the same gender is out of the created order and is sinful. Therefore, SCS forbids students from engaging in homosexual activity and from advocating for or participating in homosexual relationship.

- Help for the struggling  
Students who have homosexual tendencies and/or who may be confused about their sexual identity may find it challenging to fully and healthily function within the SCS community. Consequently, SCS must be a place where students who grapple with their sexuality are met with compassion and kindness. School counselors and adults within the school can offer Biblical guidance and other resources to assist students in gaining clarity. Additionally, the school encourages students to pursue counseling with a Christian professional. It is important for young people who wrestle with sexual identity issues to acknowledge their feelings and interests while at the same time to begin to clarify God's will for how they will live.
- Discipline  
Because Biblical standards, doctrinal articulations anchored in the Conservative Mennonite Conference faith tradition, and the Shekinah Christian School Statement of Faith serve as the religious-philosophical foundations for the school, SCS has the right and obligation to the community to administer discipline when appropriate and necessary relating to homosexuality and students. The school is committed to ministering to students wrestling with sexual identity issues, however, students who disrupt or prevent the school from carrying out its mission by persistent homosexual advocacy, expression, and/or activity will be subject to discipline including but not limited to permanent dismissal. Such a dismissal would only occur after earnest attempts are made to reconcile the situation.

## **Students under the guardianship of same-sex partners**

Admission into Shekinah Christian School cannot be granted to students under the guardianship of same-sex partners. Admission to SCS requires one parent/guardian to be a church-attending Christian who can agree with the faith statements of the school; the students being enrolled must also reside with this parent. SCS believes that parents, teachers, and pastors are guides and role models for the children who have been entrusted to them. For this reason, parents applying to

Shekinah Christian School must not advocate for or participate in homosexual relationships if their children are to be admitted.

If, after admission, the dynamics of the family unit change to include one parent who is involved in a same-sex relationship, the child will be permitted to remain enrolled at SCS under certain conditions to be discussed and determined with and by the Head of School and the Shekinah Christian School Board. The students of parents/guardians who disregard Biblical norms relating to same-sex relationships and marriage by advocating and living an immoral lifestyle will be dismissed from the school. Such a dismissal would only occur after earnest attempts were made to reconcile the situation.

## **ADMISSIONS**

SCS is a faith-based educational training center. The school aims to partner with parents and legal guardians to help Christian youth develop to their highest level of ability in understanding and application of a Biblical worldview, engaged lifelong learning, leadership development, healthy personal relationships, and community impact as a good citizen. Shekinah also seeks to maintain and teach the highest standard of morality and Christian behavior.

Each application is reviewed and evaluated on a case-by-case basis. Students with a previous history of disciplinary issues or questionable behavior including a continual arrogant attitude toward the authority of God, His Word, and people are not typically admitted unless an extended period of personal growth and change is evident. The Bible is central to our educational program and should be honored by those who submit an application to enroll at SCS.

Any family willing to give their whole-hearted support to the principles set forth in this handbook and to our statement of faith is welcome to apply for admission to SCS.

### **New Student Enrollment**

1. A parent (or legal guardian) should contact the school office to schedule a campus tour. Prior to the tour, they may proceed to fill out the student application available on the school's website. We strongly encourage both parents (or legal guardians) to attend this initial meeting.
2. Parents and prospective students will be given the latest version of the Student Handbook and are expected to read it thoroughly. If there are any questions about particular policies, they should contact the school office. Admission to Shekinah Christian School constitutes full and unconditional acknowledgement of receipt and support of written policies and procedures.
3. New families are required to submit a Pastoral Recommendation Form or to respond to four alternative questions in a letter directed to the school board. Parents of Shekinah students are strongly encouraged to attend a Bible-believing church on a regular basis because Shekinah's mission is to partner with Bible-believing churches and Christian families. The school occasionally updates the list of churches where school families attend. This helps us strengthen our relationship

with local churches and assist families who may be searching for a church home. Shekinah is a faith-based institution and expects applicants to fully support the Shekinah Statement of Faith and teaching from an evangelical Christian perspective.

*OPTION A:* Request that either the senior pastor OR another spiritual leader who knows you well (could be an associate pastor, small group pastor, etc.) complete **the Pastoral Recommendation Form** to verify your regular church attendance. (*The Pastoral Recommendation Form is kept confidential from the applicant.*)

The Pastoral Reference Form and letter can be e-mailed to: [admissions@shekinahchristian.org](mailto:admissions@shekinahchristian.org), mailed to the school office, or completed online.

4. Submit a completed application accompanied by the required application fee and most recent report cards [MUST include a transcript for students who have completed high school coursework] as well as any other pertinent academic and behavioral information related to the applicant's history in school or homeschool. *The application fee must be received before the application can be processed.*
5. Obtain, fill out, and return all other necessary forms including:
  - Application
  - Emergency Medical Authorization & Action Plan
  - Family Information Form
  - Pastoral Recommendation Form
  - Student Record Release Authorization
  - Parents' Pledge & Handbook Acknowledgement
  - Tuition Information & Tuition Contract
  - Health Record Form
  - Immunization Records
  - Copy of Birth Certificate
  - IEP and/or 504 Plan or any other behavioral or academic records that may impact the placement of a student

*This list is not necessarily comprehensive – the school office may request additional paperwork to complete your file based on a variety of factors.*

6. After review of submitted documentation, the school will contact parents (or legal guardians) to schedule an interview between the parents, prospective student, and the school administrator. Separate interviews with the student and parent may be conducted if the student is entering 6<sup>th</sup> -12<sup>th</sup> grade
7. Admissions assessments are required to determine the student's aptitude and provide the correct class/course scheduling for the student.
8. After all interviews are complete and all paperwork is received, notification of a final admissions decision is usually sent within two weeks.

9. Upon acceptance, an enrollment confirmation fee (\$100) will be due within 30 days to reserve the student's place in a class. This fee is used to purchase books, course materials, and other expenses associated with each new student. The enrollment fee is non-refundable because school planning is based on a count of enrolled students.
10. Students will be placed according to coursework completed, grades received, standardized test results, and (for high school students) the number and type of credits received. The school may require an additional entrance exam if the administration deems it necessary.
11. Students must be five years old by August 1 to enroll in kindergarten for the current year. Applicants to the SCS Kindergarten program are required to complete a Kindergarten assessment process before an admissions decision.
12. Enrollment for the next school year opens early in the Spring semester before the next school year. Any acceptance decision made before the official date for new enrollment will be conditional and subject to new policies and procedures adopted for the next school year.
13. The school reserves the right to deny admission for attitudinal, disciplinary, behavioral, psychological or religious factors. Shekinah is a faith-based institution, and applicants must fully support the Shekinah statement of faith.

### **Probation for New Students**

New students are automatically placed on probation for one academic quarter. During that time, their academic, behavioral, and social progress will be monitored with special care to determine the correctness of their grade placement and their compatibility with the purposes and program of SCS. In addition, school records will be requested from previous school districts and reviewed by the administration. During this probation period, the administration reserves the right to alter grade level placement or withdraw the student from SCS after consultation with families. SCS may extend probation for students beyond the first quarter and will communicate with families in a timely manner.

### **Re-Enrollment Process**

Shekinah Christian School families participate in continuous enrollment. This means that once a student is accepted, there is no need to re-apply annually. During the third quarter, the school office will send out continuous enrollment verification instructions for the parents of current students to complete prior to the deadline. This re-enrollment verification enables the school to begin planning for facility, curriculum, and staffing needs for the next school year. Parents must re-sign the *Parent's Pledge and Handbook Acknowledgement* to re-certify that they have read and fully support the Student Handbook and other policies. This re-verification allows parents to update contact phone numbers, e-mail addresses, and other pertinent information as well.

The SCS school board and administration strongly encourage families to consider whether continued enrollment is appropriate if a student has consistently failed to put forth effort or has been exhibiting



behavior or participating in activities that are inconsistent with the vision, mission, and Biblical values that the school emphasizes.

Any family who provides notice that they wish to withdraw a child after the continuous enrollment confirmation deadline and before July 1 will be subject to a \$200 fee. Anyone withdrawing after July 1 and before the end of the 1<sup>st</sup> quarter will be charged 25% of tuition.

### **Court Documents**

Parents/guardians will ensure that Shekinah Christian School receives an updated copy of any court documents that impact students.

### **Withdrawal Policy**

Any family wishing to withdraw their student from SCS must request a *Student Withdrawal Form* from the main office. The completed form should be submitted as far in advance as possible, but no later than 30 days prior to the anticipated withdrawal date, except in extenuating circumstances. In order for Shekinah Christian School to release student records of any type, all accounts must be paid up. Account balances may include all tuition, fees, and incidental expenses that the student or family may have incurred. Families are strongly encouraged to postpone withdrawal until the end of an academic term (semester or year) to minimize the academic setbacks caused by transition for their child. Parents who wish to withdraw their child(ren) from Shekinah for the following school year should do so prior to the continuous enrollment confirmation deadline.

### **Fees & Costs Associated with Student Withdrawal**

Withdrawal after the continuous enrollment confirmation deadline but prior to July 1 incurs a \$200 fee due to the expenses the school incurs in preparing for the next school year.

After July 1, tuition will be charged for the full quarter in which a student withdraws.

For example, if a student withdraws July 15, an amount equal to 25% of annual tuition must be paid in full before records are released. If a student withdraws October 25 (during the 2<sup>nd</sup> quarter), an amount equal to 50% of annual tuition less any tuition previously paid and any other outstanding fees must be paid in full before records are released. Withdrawal in the 3<sup>rd</sup> quarter will result in a charge equal to 75% of the student's annual tuition. Withdrawal in the 4<sup>th</sup> quarter will result in a charge equal to 100% of the student's annual tuition.

### **Special Education (IEP/504 Plans)**

Students who have been evaluated by a professional and have received a written IEP or 504 Plan or other documentation indicating a need for modifications to the learning environment should present this as part of the application documentation. Failure to disclose any identified disability or exceptionality is dishonesty and may lead to immediate expulsion of the student. Shekinah will not knowingly accept



students that school faculty and staff are not properly equipped to educate.

The failure by parents or guardians to present paperwork regarding student abilities, behavior, or disabilities that may affect an admission's acceptance decision, grade promotion decision, or course placement are taken seriously and may lead to the requirement for a parent to withdraw the student.

### **Dual Enrollment (College Credit Plus)**

Shekinah is required to host an annual informational meeting for parents who are interested in enrolling their child in College Credit Plus (CCP). This meeting, typically scheduled for October or November, is attended by college admissions representatives. It does not commit a student to applying for College Credit Plus. See the school counselor for the latest guidelines as CCP guidelines may change from year-to-year.

Most of our current dual enrollment procedures are determined by the College Credit Plus program under the direction of the Ohio Department of Education. The college where the student intends to take courses will also have admissions and course participation policies that must be considered.

In compliance with the Ohio Department of Education, SCS requires that parents and students meet with the guidance counselor prior to accepting any dual enrollment opportunity. The parents and student interested in dual-enrollment may then complete the *Request for Course Credit Granted by Non-SCS Educational Providers* form. This form helps avoid unnecessary course conflicts and ensure strong partnership between the school and home. Students should plan to provide either an acceptable ACT, SAT, or Classic ACCUPLACER score as one of the requirements to participate in a dual-enrollment program. Students who intend to graduate from Shekinah Christian School are encouraged to take their core classes (Math, English, Science, History) on-campus at Shekinah. More information about College Credit Plus can be found on our website under the Academics Menu and the Guidance & Testing Services sub-menu (see High School Course Substitution Crosswalk). Students who enroll in any CCP classes will be expected to work on their dual-enrollment course assignments while at school when they are assigned more than one study hall.

### **International Student Program**

Those interested in applying for admissions to SCS from outside of the United States should obtain an *International Student Checklist* from the school website that contains a detailed list of requirements for international applicants.

Tuition information for students participating in the International Student Program can be accessed by calling the Shekinah school office. The international tuition rate helps to fund additional tutoring outside of the school day as needed as well as to help cover costs associated with student participation in various trips and experiences since parents are not living locally to support fundraisers that may be associated

with these events. Athletic fees, book fees, student activity fees, and technology fees are all included in international student tuition.

The international student tuition rate does not cover participation in student trips lasting more than two days.

## ACADEMIC POLICIES

### Grading Scale for Grades 1-12

Letter Grades	% Grade	GPA Value	Honors/CCP GPA
A+	98 – 100	4	4.5
A	92 – 97	4	4.5
A-	90 – 91	3.75	4.25
B+	88 – 89	3.5	4
B	82 – 87	3	3.5
B-	80 – 81	2.75	3.25
C+	78 – 79	2.5	3
C	72 – 77	2	2.5
C-	70 -- 71	1.75	2.25
D+	68 – 69	1.5	2
D	62 – 67	1	1.5
D-	60 – 61	0.75	1.25
F	59 and below	0	0

### Report Cards & Interim Reports

Report cards are available online and published each quarter. Shekinah will also publish interim grade reports at the 4 ½-week mark in the quarter. Parents are expected to check the portal regularly for the latest grades, assignments, homework, and attendance records. Teachers will input participation, homework, and quiz grades in a timely manner. Note that teachers have up to 1 week following major projects, tests, and final exams to grade and enter them into the gradebook.

### Honor Roll

Honor Roll will be awarded to students with all “A’s” on each quarterly report card. An “A-” will count as an “A.” Merit Roll will be awarded to students who have a combination of “A’s” and “B’s” or all “B’s” for each quarter. Grades will not be averaged across quarters when calculating Honor Roll.

Teachers post required homework online and parents and students are expected to check the portal first if there are any questions prior to contacting the teacher.

We encourage teachers to monitor the amount of homework they require of students. Generally, homework should not exceed approximately 10 minutes per grade level. (10-15 minutes for 1<sup>st</sup> grade; 60 minutes for 6<sup>th</sup> grade; 120 minutes for 12<sup>th</sup> grade.)

### **Late Work**

Assignments submitted late will be accepted when students miss a class for an unexcused reason, but teachers are permitted to deduct up to 10% of the assignment grade per day and may assign a zero at end of the first week after the assignment was originally due. Academic detentions will be implemented in order to help students who are struggling with turning in their work late.

### **Incomplete Grades**

Teachers are asked to put an “I” for incomplete in the gradebook anytime a deadline has passed if the student has received a grace period to complete academic work. Incomplete grades can also be issued in the event of a medical or family emergency. Anytime an incomplete grade is assessed a student will be provided with a new deadline to complete the work to avoid receiving a “0” on their final report card.

### **Make-Up Work Policy**

Students who miss school due to an excused absence are granted the same amount of school days to make-up an assignment as the number of school days they missed. Students who miss school due to an unexcused absence may be penalized for any work not turned in according the late work policy for the class(es) they missed.

### **“No Zeros Policy” for Participation in Extracurricular Activities**

Shekinah recognizes both that individual student abilities vary and that each student is always capable of putting forth their best effort. Students with incomplete work will receive a report from the principal each Friday. Students will have until the following Monday at the end of school to complete the missing homework and return the report, signed by the teacher, to the office. If these steps are not completed, the student will be ineligible to participate in practice or games until the homework is completed.

### **Criteria for Grade Promotion**

Shekinah requires that a student in K-8th grade pass core classes, attend school regularly, and demonstrate appropriate maturity, responsibility, and readiness for the next grade level.

Students in grades K – 6 who fail any subject may possibly be retained. A conference with administration, teachers, and parents will be scheduled to discuss the child’s grade promotion. A student in 7<sup>th</sup> or 8<sup>th</sup> grade may not be promoted to the next grade level if he/she fails any of the following subjects: Math, English, Science, and Bible.

Students in 9<sup>th</sup> – 12<sup>th</sup> grade who fail a core class must repeat that class with an acceptable passing grade in order to graduate. The repeated class must be taken at Shekinah unless an alternative has been pre-approved by administration.

## **Course Offerings**

Visit our school website for the latest information regarding current course offerings. Parents and students may also reach out to the guidance office with questions.

## **Class Scheduling**

On an annual basis students meet with the school counselor to review credits accrued and credits remaining to graduate. We encourage parents to participate in these annual meetings. During this meeting, students are given the opportunity to sign-up for classes for the following school year. Some electives are only offered when a sufficient number of students enroll.

## **Dropping/Adding a Class**

A student may submit a request to drop or add a class by using the appropriate form available in the school office within the first 10 class periods of the beginning of a semester, except in the event of extenuating circumstances (such as medical conditions) that will prevent successful completion of a course (such as P.E.). Any drop or add request is not considered official until it has been signed by both a parent or legal guardian, teacher in the class the student is enrolled and/or wishes to enroll, and school administrator.

## **Curriculum**

The school uses a blend of BJU Press textbooks along with Pearson, Holt McDougal, Summit Ministries, Purposeful Design, and a variety of other supplemental curriculums and resources. Teachers are also encouraged to create their own supplemental material that aligns with course objectives and Shekinah's Expected Student Outcomes while incorporating a Biblical worldview.

## **Textbook Distribution & Accountability**

All school-owned textbooks are issued to individual students and become their full responsibility until they are returned at the end of the year. When the textbook is issued, the number and condition of the book is recorded with the student's name. Students and their parents are responsible to pay for the full cost of a replacement textbook if it is lost or becomes unusable.

## **Integrity in Academic Work (Plagiarism)**

Plagiarism is defined as directly copying the work or ideas of another or borrowing ideas and concepts

whether written or unwritten without citing the proper sources. Any student caught in violation will be required to participate in a conference with both parents, teacher and the school administrator. For the first offense, the student will be assigned to a teacher for assistance in proper citation and research procedures. The student will be required to repeat the assignment, and academic penalties may also apply to the assignment including a grade of 0% depending on the intent and severity of the incident.

A subsequent incident involving plagiarism will result in the student being placed on academic probation (an individualized contract with the student, parents and principal) for the remainder of the school year.

## **End-of-Semester Exams**

Students in 7-12<sup>th</sup> grades will be given a comprehensive semester exam at the conclusion of the first and second semester. These exams are designed to verify deep and broad understanding of course content. Exam days will include a modified class schedule.

Students in grades 7-12th grade are required to complete all midterm and final exams. The only exception is if a student meets certain requirements listed below for an exam exemption in the second semester only.

For junior high and high school students, mid-terms and finals are a separate grade that is averaged as 10% of their course final grade.

With written permission from a parent, students are allowed to be absent during the 1st exam period of the day if they are not required to take a particular exam. Students may also be signed out with written parent permission once they have completed all their required exam periods for that day. However, students are not allowed to leave school between exam periods and then return later in the day. Study halls will be available during each exam period for students who are present at school without an assigned exam. Out of respect for those who are testing, study halls must remain quiet. Students should bring materials to study or read to remain productive.

## **Final Exam Exemptions**

Seniors who achieve an “A” in a particular class for the year as of one week prior to the end of the grading period for the second semester will be permitted to be exempt from the final exam for that particular course.

## **Course Replacement/Class Re-take Policy**

Course replacement or re-take is not allowed if the original course was taken and passed at Shekinah in high school.

In rare cases, students who took a course at another school may be required to retake the course at Shekinah if it is determined that the course did not contain the same or equivalent academic content.

Students who have credits to recover due to obtaining an “F” on their transcript in a required class will be required to complete necessary remedial work through credit recovery. SCS may allow students to attend school in the summer to complete independent studies. Any applicable fee will be used to pay for a teacher and to fund the administrative expense associated with the Credit Recovery Program. Students who fail to meet graduation requirements by the time of dismissal on the last scheduled day of school will also be required to participate in the Credit Recovery Program to obtain a high school diploma from Shekinah Christian School.

## Summer School

Summer school may be offered at the discretion of the school administrator and the board of directors. The schedule for any summer school classes offered is based on the availability of staff. A minimum of three to five students is typically required in order for a class to be offered. The cost of summer school is available by contacting the school treasurer.

## Honors Diploma

Students must earn a minimum of 3.5 credits from Honors courses to qualify for the Honors Diploma. Additionally, students must earn a score of at least 27 on the ACT test to qualify. Beginning with the graduating class of 2026, students will be required to earn 4.5 credits of Honors courses to qualify for the Honors Diploma. The graduating class of 2027 will be required to earn 5 credits from Honors courses to qualify for the Honors Diploma, and the graduating class of 2028 will be required to earn 6 credits from Honors courses to qualify for the Honors diploma.

## Graduation Requirements

<b><u>Subject</u></b>	<b><u>College Preparatory</u></b>	<b><u>Honors</u></b>
<b>English</b>	4 Credits	4 Credits
<b>Math</b>	4 Credits	4 Credits
<b>Social Studies</b>	4 Credits	4 Credits
<b>Science</b>	3 Credits	4 Credits
<b>Physical Education**</b>	½ Credit	½ Credit
<b>Health</b>	½ Credit	½ Credit
<b>Foreign Language</b>	2 Credits	3 Credits
<b>Fine Arts</b>	1 ½ Credits	1 ½ Credits
<b>Computer Literacy</b>	½ Credit	½ Credit
<b>Financial Literacy</b>	½ Credit	½ Credit
<b>Electives</b>	2 ½ Credits	2 ½ Credits
<b>Bible</b>	4 Credits*	4 Credits*

**\*Students must earn 1 credit for Bible for every year they are enrolled at Shekinah Christian.**

**\*\*Students who meet the requirements for a sports waiver can request an exemption from Physical Education, but are required to fulfill this 1/2 credit elsewhere**

## College Preparatory Diploma

Every student who enrolls at Shekinah is automatically scheduled to complete the requirements for a College Preparatory diploma. Every year that a full-time student is enrolled at Shekinah he or she will be required to take a Bible class. Transfer students are expected to enroll in a Bible class each year that they attend Shekinah.

## Honors Diploma

Students may opt to pursue an Honors Diploma with more extensive requirements. The type of diploma earned will be used as a method to determine valedictorian and salutatorian honors when more than one student ends the year with the same GPA. If two students have the same GPA, the student who has taken more honors courses will be deemed to be the valedictorian.

## High School Courses Taken During Junior High

Students who opt to enroll in a high school course while in 7th or 8th grade may be eligible to transfer that credit to their high school transcript. The determination on whether a student is eligible to take a high school class and earn high school credit while enrolled in junior high rests solely with administration.

## Online Coursework

Shekinah offers coursework through online providers such as Educere and the Monarch program in cases where a required course is not offered in an available time slot for the student or where remedial work is necessary. Cost for these classes may be covered by the school if there is no opportunity for the student to earn sufficient credits to graduate on-time. Online courses may also be used to supplement elective offerings. All online course requests must be approved via the *Request for Course Credit Granted by Non-SCS Educational Providers Form* by the guidance counselor and school administrator prior to enrollment.

## Guidance Services

Shekinah Christian School does seek to connect parents and their children with resources that improve a student's ability to succeed both prior to and beyond their senior graduation. Services may include:

- Transcript review
- Course placement assistance
- Career evaluation and exploration
- Testing (PSAT/NMSQT, ACT Aspire, and Terra Nova 3)

- ACT/SAT Test Preparation
- Group college visits & college fair registration
- College Credit PLUS/dual enrollment coordination
- Parent Partnership Presentations (info sessions for parents regarding college selection, application and financial aid and career related topics)

## **Transfer Credit Evaluation**

Credits are officially evaluated by the school administrator or his or her designee. The school reserves the right to accept or reject any transfer credits. It is up to the sole discretion of administration regarding what credits will transfer and meet Shekinah graduation requirements. Shekinah follows the Ohio Department of Education requirements for transfer credits and requires 60 hours of class time for a half-credit class, and 120 hours of class time for a one credit class. The only  $\frac{1}{4}$  credit class that will transfer from another school is P.E.

## **Transcript Request Policy**

Requests for an official transcript must be made as far in advance as possible. A transcript request may be able to be rushed for an additional charge. See our website to find out more about the options available for receiving a copy of your transcript.

## **Work Release Policy for Seniors**

It is the parents' and students' responsibility to meet all federal, state, and local requirements for the employment of a minor. Any student wishing to be released for work shall, along with his or her parents, complete a written request for work release. The student must be currently enrolled in five academic courses.

## **College Entrance Testing**

Students in 7th, 8th, 9th, and 10th grades are given the opportunity to take the PreACT as scheduled each fall. The PreACT is a preliminary ACT.

The PSAT is scheduled in the fall and is required for all juniors and optional for sophomores and freshmen. The PSAT is a qualifying test for the National Merit Scholarship program.

The PreACT and PSAT are administered by school staff. Cost for each test is listed on the tuition and fees chart.

The ACT and SAT are administered at other test sites. Information about testing sites, dates, costs, locations and registration can be found on their website [www.actstudent.org](http://www.actstudent.org) for the ACT or [www.collegeboard.com](http://www.collegeboard.com) for the SAT. Shekinah Christian School's school code is 364-207. You will need the school code to register.



Registration deadlines are usually 4-5 weeks before the test dates. Parents must pre-register their child and pay the corresponding testing fee directly to the test provider. College bound students are strongly encouraged to take the ACT and/or SAT no later than the last half of the junior year. Study materials are available for the ACT, PSAT, and SAT at the school, at the local library, and at some bookstores, and online.

Contact the School Counselor for more information related to any of the above tests.

## **YEAR END AWARDS**

### **Student of the Year**

The entire student body votes for Student of the Year. Students may only vote for a junior or senior student. Nominees should embody Shekinah's values by demonstrating a Biblical worldview, healthy personal relationships, engagement in learning, community impact, and leadership development.

### **Bible Memory Awards**

All students will receive recognition at the end of the year for completing the required Bible memory for the entire year. Bible memorization accounts for a portion of the cumulative Bible class grade as well.

### **Honor Roll Awards**

Students in grades 1-12 will receive recognition at the end of the year for Honor or Merit Roll providing they have met the necessary requirements each quarter.

### **Shining Star Award**

At the end of the year students in grades K-2, 3-6, 7-8, and 9-12th are given an opportunity to nominate a peer in their age group to receive recognition for their demonstration of Godly character. The only criteria are that students nominate a classmate who through a one-time act or consistent display of Godly character was an encouragement or blessing to others during the current school year.

### **Fine Arts Awards**

- Music Awards for grade groups: K-2, 3-6, 7-8, 9-12<sup>th</sup>  
May include: Music Potential, Music Leadership, Music Ability
- Art/Drawing Awards for grade groups: K-2, 3-6, 7-8, 9-12<sup>th</sup>  
May include: Art Potential, Art Leadership, Art Ability

### **Community Impact (Service)**

Students are encouraged to engage in opportunities to volunteer and impact the community where they

live. Shekinah does not require volunteer hours as a graduation requirement. However, the school encourages students to invest their time in serving others whenever possible and occasionally promotes volunteer opportunities in the area.

## **ATTENDANCE POLICIES**

Students should be in the building 10 minutes before class starting time. Doors open at 8:00 AM. Students should be out of the building by 3:30 p.m. unless under adult supervision.

Students are expected to be in regular attendance at school unless they are absent for an excusable reason. Excessive absence will inhibit the child's progress and may lead to automatic failure of a particular class.

Parents are expected to call the office by 9:00 AM to report any absence.

### **Elementary Daily Attendance**

Elementary classes take attendance at the beginning of the day and immediately following lunch. The elementary day is split into Block 1 “before lunch” and Block 2 “after lunch.”

Any elementary student who arrives prior to the midway point of Block 1 (10:00 AM), will be considered tardy for the day. Any student who arrives after the midway point of Block 1 will be considered ½ day absent. Any elementary student who leaves school prior to the midway point of Block 2 (1:45 PM) will also be considered ½ day absent. Students who depart after 1:45 PM will be marked as leaving early. If a student is absent more than 6 days per semester (12 per year) or leaves early more than 6 times in a semester, then a mandatory parent conference may be required.

### **Junior High & High School Daily Attendance**

For junior high and high school classes, attendance is taken at the beginning of every class period including Study Hall.

#### **For the Day**

Miss fewer than 2 periods = tardy for the day

Miss 2 – 4 periods = absent for one-half day

Miss 5 or more periods = absent for full day

#### **For the Class Period**

Less than 20 minutes late to class = tardy

More than 20 minutes late to class = absent

- a) Middle school and high school students who receive an accumulation of 3 unexcused tardies to school will receive a detention. (Tardies to begin the school day are counted separately from tardies to individual class periods for secondary students.) A second set of 3 tardies in a quarter results in a longer detention. A third set of 3 tardies in a quarter may result in ISS, Saturday School, or other consequences.
- b) A student missing more than two periods but not more than four periods is absent one-half day. A student missing five or more periods is absent for the full day.
- c) A student must attend four consecutive periods to participate in after-school activities.
- d) A mandatory parent conference may be required if a student is absent 6 days (or 6 periods of the same class) per semester (12 per year). A student may be placed on Academic Probation (an individualized contract with the student, parents and principal) if a student is absent 10 days (or 10 periods of the same class) per semester. At this step, any further absences will only be excused with a physician's note in order for a student to receive full credit for their make-up work. Students are ineligible to receive exam exemptions (grades 7-12) if they are absent 6 days (or 6 periods of the same class) per semester. A student may fail the class if they are absent 12 days (or 12 periods of the same class) in the same school year.
- e) If a student takes undue advantage of the tardy policy, corrective action will be taken.

## Excused Absences

- a) Personal illness
- b) Emergency doctor's visits
- c) Pre-planned, non-emergency appointments with a 24-hour notice.
- d) Recovery from an accident
- e) Death in the family
- f) Observance of religious holidays
- g) Any emergency or set of circumstances which in the judgment of the Head of School constitutes good cause.
- h) Pre-approved planned absences (family trips, mission trips, college visitations, etc.)
- i) Homebound Instruction – In the event that unusual and unavoidable circumstances (e.g., surgery or concussion recovery) require a student to miss school for an extended length of time, the student may be excused from regular attendance temporarily. However, the administration requires appropriate written verification from a medical professional regarding such absenteeism.
- j) Miscellaneous – It is possible that occasions may arise other than those listed in this section, necessitating that a student misses school. The administration shall make the sole determination if such an absence is excused or unexcused.

*\*Individual college visitations are limited to a maximum of 3 visits per school year. When returning to SCS after a visitation, students must bring a dated validation slip from the college or university confirming their visit.*

## Unexcused Absences

Any absence from school not meeting the requirements specified in the above Excused Absences section and any absence without the knowledge and consent of the school and parent will be categorized as unexcused.

Unexcused Absences may include, but not be limited to the following:

- a) Not providing sufficient advance notice
- b) Missing class for any reason not listed in the excused absence list
- c) Leaving the SCS campus without signing out with proper school personnel
- d) Out of School Suspension
- e) Absenteeism (whole day or partial) not deemed acceptable by administration

The determination of whether an absence is unexcused or reporting a student as truant is an administrative right of appropriate school personnel, not a student/parent prerogative. Therefore, just because a parent calls SCS or sends a note to report a student's absence, does not make the absence excused.

For example, the following reasons do not qualify as excused absences:

- a) Fatigue following a school athletic event
- b) Missing school to study or complete an assignment
- c) Previously assigned schoolwork
- d) Regular traffic that should be planned for
- e) Oversleeping
- f) Family responsibilities

## Request for Absence/Vacation Days

Requests from parents or guardians to take students on a family vacation during school time should be made as far in advance as possible and a minimum of 5 school days in advance of the vacation or family day.

For a planned excused absence, such as vacation, family day, or medical appointment, parents (or their children) should complete the *Pre-Arranged Absence Request Form* from the school's website. This allows each teacher to give assignments that are due in advance.

## Expectations for Students Involved in Athletics

As a Christian school, SCS values Christ-like character and academic responsibilities above athletic participation. Students who participate in extracurricular activities, especially athletics, set an example for the rest of the student body. Thus, their participation is viewed as a privilege, not a right.

- a) Students are expected to attend school on time regardless of how late an athletic contest lasts the prior evening.
- b) Athletic participation is not an excusable reason for tardiness or absenteeism, for late or missing academic work, or for avoiding disciplinary consequences.
- c) No exceptions in behavior or academic standards are allowed for those who compete in athletics or other extracurricular activities.
- d) Students must attend school for at least 4 full class periods in the school day to be eligible to participate in practices or contests that same day.
- e) Parents should avoid scheduling appointments on a game day. If a student leaves for an unavoidable medical appointment, they must return to school immediately following the appointment to remain eligible for extracurricular activities that same day.

For further information regarding athletic policies and expectations, please refer to the Athletic Policy Manual.

### **Consequences for Repeated Violations of Attendance Policy**

Due to the importance of interaction with peers and teachers in the overall learning process, it is important that parents try to schedule as many appointments as possible outside of the school hours of 8:15 AM – 3:15 PM. Students who are absent more than 12 days in a school year may automatically receive an “F” in the class or classes that they missed during their absence. For the purposes of this policy, every three tardies is equivalent to one absence. This failing grade will need to be made up through Summer School.

### **Appeal Process Regarding Attendance**

Those who wish to submit an appeal regarding the categorization of a tardy or absence as excused or unexcused as indicated by the Student Attendance Policy must submit their appeal in writing to the SCS Administrator. All decisions of the administrator are final.

### **Weather Cancellation and Delay Policy**

Shekinah serves families who live in approximately a 30+ mile radius of the school. This means that while weather conditions may be clear in one area, it may not be safe for parents to transport students who reside in another area. The safety of all students, faculty, staff, and their families is always a priority. Thus, we request the understanding of all parents when a delay or cancellation decision is made. We intend to err on the side of caution while also allowing the school to remain open as often as possible.

School delays and cancellations are communicated through the One Call Now to the phone number that parents or guardians provided in the school registration paperwork. These calls take place between the hours of 5:00 AM – 11:00 PM. This is the primary method of notification.

Cancellation and delay announcements may also be made on WBNS 10TV (local CBS affiliate). Please check messages from One Call Now first before checking other sources.

Factors affecting a delay or cancellation decision include road conditions, current temperatures, temperature patterns, wind chill, likelihood of snow, existing snowfall, and availability of equipment and personnel to ensure safety at the school facility. The closure decisions of other private and public schools in the area are also monitored prior to making a final decision to delay or cancel school.

When weather conditions are expected to improve, Shekinah will seek to implement a 1-hour or 2-hour delay rather than cancel school so that some educational activities can still take place.

Athletic contests require coordination between several people in different geographic areas at different schools, the decision to cancel or postpone a contest typically does not occur until midday. If school has been canceled for the day, parents should await a separate notification announcing the status of any previously scheduled after-school activity (such as a music performance or athletic contest). Parents should contact the coach or event coordinator if they have not received notification by early afternoon.

## **FINANCE & FUNDRAISING POLICIES**

### **Fees**

Shekinah's tuition does not completely cover the costs associated with operating the school. Thus, the assessment of appropriate fees and participation in fundraisers is necessary throughout the year. Information about specific fees can be found by requesting a copy of the school's *Tuition & Fees Information* sheet for the current school year. These fees are subject to change at any time. Fees are billed and payable within 30 days. Application fees will be charged for first-time students and to those returning to Shekinah after a one-year absence. Applications will not be processed until payment of fee(s) is received.

### **Online Payment System**

Shekinah encourages parents to sign-up for online access to their tuition account through [billandpay.com](http://billandpay.com). More information is available about this online invoice and payment system by contacting the school treasurer.

### **Monthly Payment Plan**

Tuition is billed on the first of each month. For the sake of cost and time efficiency, statements are emailed to the preferred e-mail address provided to the school. However, failure to receive a statement does not relieve the responsibility of making timely payments. Payments are due by the end of the month. Copies of invoices and account balance may be obtained at any time via the online payment system

through billandpay.com. Contact the school treasurer for additional information.

### **Policy on Handling Financial Hardship**

If a family experiences unexpected hardship during a school year, they are encouraged to contact the school treasurer to determine whether alternative financial payment arrangements may be available.

### **Late Payment/Delinquent Account Policy**

If payment is not made within 30 days of invoice date, a 1.5% per month (18% annual) late fee will be charged on the balance. Accounts must be current at the end of each academic quarter in order for student(s) to continue to attend classes at Shekinah the following quarter. Academic transcripts and final grades may be withheld until the account is fully paid.

### **Fundraising**

The school board seeks to limit fundraising to only a few major events annually. These events must be pre-authorized by the school board. The board encourages groups and causes to combine when possible to raise funds. A limited number of smaller fundraisers may be scheduled with permission of administration.

### **SCS Partner Church Definition and Benefits**

Shekinah Christian School is owned and a ministry of Shiloh Mennonite Church, but educates students from a variety of denominations in approximately 30 churches throughout the area. Local Bible-believing churches are invited to partner at a more formal level with the school as a partner church. If you are interested in discussing ways that your church and Shekinah can collaborate for Kingdom purposes to serve parents and their children, contact the school office.

## **PARENT COMMUNICATION & INVOLVEMENT POLICIES**

### **Primary Methods of Communication**

Communication between home and school is vital to the success of every student. Primary channels for communication between the school office and parents include Quick Schools, our website, and e-mail. A weekly communication titled *The Spark* is also e-mailed on Wednesday afternoon.

### **Other Channels For Communication**

- a) Visiting or calling the School Office (Regular School Day Hours: 8 AM – 4 PM)
- b) One Call Now (automated phone system)
- c) *The Flame* newsletter
- d) Parent-Teacher Conferences

## **FACTS Student Information System**

All parents are expected to set-up a FACTS Parent Portal account and access the system regularly throughout the school year. All students in grades 7th through 12<sup>th</sup> are required to create a Student Portal account as well.

Parents should verify their log-in is working prior to the first day of school. Any technical trouble should be reported to the school office immediately. The school is not responsible for parents' failure to access and read information provided on Quick Schools.

## **Report Cards & Interim Reports**

Report cards are available online for each quarter. Shekinah also publishes mid-term grading reports roughly 4 ½ weeks into each quarter. Parents are expected to check Quick Schools regularly for the latest grades, assignments, homework, and attendance records. Teachers are expected to input participation, homework, and quiz grades in a timely manner.

Note that teachers have up to 1 week following major projects, tests, and final exams to grade and enter them into Quick Schools.

## **Expectations (Parental Attendance Expected)**

- a) Annual Back to School Orientation
- b) Fundraisers (as applicable)
- c) Pre-Sport Meetings (only for athletes & their parents)
- d) Athletic Admissions, Concessions & Clean-Up
- e) (required for parents of children who play athletics, encouraged for others)
- f) Set-Up/Clean-Up for 1-2 Annual School Events

## **Additional Opportunities for Parent Involvement**

- a) Annual Vision & Info Meeting
- b) Parent Teacher Organization
- c) SCRIP Program
- d) Office Volunteer
- e) Junior Class Hot Lunch Program
- f) Christmas Program
- g) Field Trip Chaperone
- h) End-Of-Year Awards Ceremony
- i) Recess supervisor

\* All volunteers working with students will be required to complete an FBI/BCI background check. \*



## Parent Teacher Organization

The Shekinah Parent Teacher Organization is a group of parents focused on supporting our teachers and broader school community. The PTO is led by a president and vice-president. Other parents are welcome to join. Primary sources of revenue are the sale of select school spirit items, cookbook sales, and Box Tops for Education. The PTO coordinates our bi-annual Grandparent's Day, Teacher Appreciation Meal, refreshments for events such as the annual Christmas Program and Vision & Info meeting, and a variety of surprises for our faculty and staff throughout the year.

## Contacting a Student During the Day

The office phone (614-873-3130) is to be used for official school business and emergencies.

Parents who wish to talk with their child during school hours should call the school office and leave a message. The child will then be given the message to return the call at his/her next break time. Emergencies are the exception. Students are not permitted to call or text their parents (except during an emergency) during school hours due to the distraction this can become to the learning process. Students who wish to communicate home are required to ask permission from a teacher and come to the school office.

## CODE OF CONDUCT

### Philosophy of Discipline

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (I Timothy 4:12)

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11)

### Goals of Discipline:

- a) Ensure the safety of students and staff.
- b) Facilitate a culture of honor where everyone respects the abilities, property, and rights of others.
- c) Promote God-honoring actions, words, and attitudes (as defined in the Bible).
- d) Create an atmosphere on campus where students enjoy participating in engaged learning and the teaching team can teach with a variety of traditional and creative approaches.
- e) Encourage students to start and grow a personal relationship with Jesus Christ.
- f) To avoid behavior that may tempt a weaker brother, sister, or unbeliever.

As a Christian school, Shekinah desires to partner with families and go beyond merely encouraging right actions and a heart attitude that honors God and upholds Biblical principles as we understand them. To achieve our objective, Shekinah strives to promote self-discipline in each student (I Thess. 5:6).

Complaining or displaying a critical attitude is not consistent with a God-honoring positive learning environment.

## **Courtesy**

All students are expected to be respectful and courteous to others at all times. Courtesy is demonstrated through words as well as through orderly behavior, cooperation, quietness when appropriate, and polite conversation (including use of "Please", "Thank You", etc.). Courtesy also includes a respectful response towards correction.

Students will address teachers and staff members as Mr., Mrs., or Miss on all occasions. Respect for teachers, other school employees and parents shall be shown at all times.

## **Misconduct**

- The code of conduct applies to school-related offenses in both curricular and extra-curricular activities. Christ-like conduct is expected of students at all times (both on and off campus).
- Practices detrimental to a Christian's character and body are not permitted.
- The code allows for flexibility on the part of the professional educator so as to allow for individual differences in the educational development of students.
- Some offenses listed below may also lead to criminal prosecution under local, state, and/or federal law.

## **Elementary Student Disciplinary Policy**

Parents, teachers, and administration will work as a team towards developing Godly character in the student and creating a safe and engaging learning environment. Because Shekinah Christian exists to partner with Christian parents and local Bible-believing churches, we believe parents play a very important role in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior, which is deemed to be un-Christlike and contradicts biblical principles, one or a combination of the approaches listed below may be utilized as the situation warrants:

- Each teacher will post his/her discipline plan in the classroom and inform the parents and students of how the system works. Be aware that plans may differ for each class and the teacher will determine the appropriate consequence based on their professional judgment for most minor infractions. However, students will be referred to the office if consequences issued in the classroom are not effective.
  - **Potential Classroom Discipline:**

- Verbal warning
  - Detention
  - Parents notified
  - Removal from class
  - Removal of privileges
  - Conference with teachers and/or principal and/or parent
  - Written assignment
  - Other disciplines that fit within the above types of discipline
- When a student does not respond to corrections by the classroom teacher or the violation is deemed more serious, the student will be referred to the School Administrator for further disciplinary action.
    - **Additional Administrative Discipline:**
      - In-school suspension
      - Out-of-school suspension
      - Fine
      - Withdrawal from a particular event, class activity, or co-curricular event
      - Saturday school
      - Academic or behavioral contract
      - Required professional counseling
      - Probation
      - Removal of continuous enrollment privileges for next school year
      - Required drug testing
      - Withdrawal from school
      - Expulsion
      - Contact proper authorities

## Secondary Student Disciplinary Policy

For secondary students, Shekinah utilizes a points system to help students and teachers track behavior and identify areas of needed improvement. Discipline will be conducted with discipleship in mind to help students in their spiritual walk.

Discipline points are assigned within two categories: procedural points and behavioral points. Procedural points are issued for minor offenses that deal with day-to-day situations such as being prepared for class, dress code, cell phone usage, etc. Behavioral points are issued for more serious offenses such as class disruption, disrespect, harming another individual, etc.

Any student who accumulates 5 points in a quarter will be required to serve a detention after school. Detentions will be held on Wednesdays after school for a period of 45 minutes. Failure to report to

detention will result in an additional detention. Any student who receives 3 detentions in a semester will receive a suspension at the discretion of the administration.

While no discipline policy can adequately address all possible issues, the following types of misconduct will be addressed with appropriate disciplinary action.

**Types of procedural misconduct (1-point offenses):**

- a) Tardiness to class
- b) Being unprepared for class
- c) Dress code violations
- d) Improper usage of a cell phone
- e) Being in an unauthorized location on campus
- f) Failure to follow instructions

**Minor behavioral misconduct (2-point offenses):**

- a) Classroom disruption – repeated talking in class, running in the halls, shouting, etc.
- b) Property damage (may also carry a monetary penalty)
- c) Disrespect for teachers, authority figures, or volunteers
- d) Inappropriate language or speech
- e) Horseplay or roughhousing
- f) Direct disobedience

**Major behavioral misconduct (disciplinary action determined by administration):**

- a) Bullying, physically or emotionally harming another person
- b) Possession or use of a weapon of any kind
- c) Possession or use of tobacco, alcohol, or drugs
- d) Theft of property
- e) Academic dishonesty including cheating and plagiarism
- f) Lying
- g) Immoral behavior including but not limited to pornography, sexting, sexual immorality, homosexuality, and transgender behavior.
- h) Gambling
- i) Displays of affection including hand-holding and kissing
- j) Insubordination

\*For a detailed list of student behavioral expectations, please see Appendix B.

**Detention Policy**

- a) Detentions may be assigned in grades 6-12.
- b) Detentions may be assigned for lunch periods or after school.
- c) The student must serve his or her detention on the day it is assigned. Failure to serve the detention

in that time frame will result in another detention being given. Should a student be unable to serve detention within the above guidelines, a parent phone call or note to the principal is required before the expired time frame.

- d) Three detentions in a nine-week grading period will result in an In-School Suspension or Saturday School.
- e) Students who demonstrate a habit of tardiness (earning more than 6 tardies to a particular class in a quarter) may receive further discipline at the discretion of the administration.

### **In School Suspension (ISS)**

This program exists to correct behavior that is unchanged through verbal warning and detention. Parents will be notified via phone call. A letter describing the circumstances that resulted in the ISS will be placed in the student's file. Students who receive ISS spend their time in a designated area away from their peers working on academic assignments. Teachers and office staff will be available to monitor and provide assistance throughout the day.

### **Saturday School**

Students who violate the code of conduct may be assigned Saturday School. Often, Saturday School may be assigned for repeated violations when other forms of discipline have failed to correct inappropriate behavior. Saturday School may also be assigned when the type of misconduct is viewed as more serious. Saturday school runs from 8:00 AM – 11:30 AM and incurs a \$50 charge which is used to pay the staff member assigned to oversee Saturday School. Students may be allowed to assist during the next Fall or Spring Work Day in lieu of Saturday School and avoid paying the \$50 fee.

### **Out of School Suspension (OSS)**

Out-of-school suspension is the last step in the discipline chain. A conference is scheduled with parents, the teacher, and the administration. If, in the view of the school administration and school board, there is insufficient evidence that the behavior in question will be immediately corrected, expulsion may result.

### **Substance Abuse**

Use of any illegal substance, whether on campus or off campus, constitutes a serious violation and will be cause for immediate suspension until an administrative investigation and board review for expulsion can be completed. This policy applies to the use of all drugs, alcohol, and tobacco including e-cigarettes and vaping.

Shekinah Christian School strives to be redemptive in correction and discipline. Any student who has been disciplined for involvement with an illegal substance must make a signed commitment to abstain from the offending activity with accountability to his or her parents, their local pastor or youth pastor, and another adult approved by the parents and school administrator before the administration and school board will

consider allowing the child to return to school following the suspension.

The parents of the student must also agree to engage the student in Christian counseling. Failure to engage in accountability and Christian counseling will result in expulsion. Even if a student and parent agrees to these forms of accountability, re-admission is not guaranteed because of the negative impact such behavior may have on the school culture. Appropriate accountability is expected to challenge students with clear Biblical truth and consistent encouragement for the student to continue taking steps to become more Christ-like and thereby live consistently with the guidelines outlined in this handbook as well as applicable laws.

In the event a student is re-admitted, a second offense involving the use of tobacco, alcohol, or any other illegal substance will result in an immediate expulsion.

Anyone reported to be using tobacco, drugs, or alcohol will be confronted and given the opportunity to make an honest confession if the report is true. If it is denied but later established to be true, there will be an immediate expulsion.

Students are reminded to choose their friends wisely and should be careful to avoid situations where it appears they are involved in the use of any illegal substances.

### **Weapons on School Property**

We prioritize student safety. Any device that looks like a gun, is categorized as a weapon, or intended to be used to inflict injury, harm, or threaten others is not allowed. If any device deemed to potentially cause undue fear or danger among the student body is discovered, it will be immediately confiscated, and parents will be contacted. This includes, but is not limited to: rifles, guns, handguns, knives, daggers, bows & arrows, and any other device intended to cause harm to people and/or animals.

### **Anti-Bullying and Harassment Policy**

One of the unique aspects of being a student at Shekinah is the general sense of being part of a family. Shekinah values healthy personal relationships. Not every student will be best friends, but every student can respect the boundaries of those around them.

The Merriam-Webster online dictionary defines harassment as “to create an unpleasant or hostile situation for, especially by uninvited and unwelcomed verbal or physical conduct.”

Shekinah Christian School does not tolerate bullying or harassment. Bullying can be defined as behavior that is repeated and involves an imbalance of power (either real or perceived). According to [www.stopbullying.gov](http://www.stopbullying.gov) there are three forms of bullying: social, physical, and verbal. Bullying may occur on school grounds or away from school. All bullying will be treated seriously, and consequences will be

assigned for bullying behavior between classmates whether it occurs in the school building, at school events, while being transported, or online.

Suspected bullying or harassment should be reported to the nearest teacher or school administrator.

When school personnel are notified of alleged bullying, it will be evaluated based on whether there appears to be intentional harm to the victim and based upon the frequency of occurrences (see Proverbs 26:18-19). Discipline for confirmed bullying behavior could involve consequences ranging from a mandatory parent meeting to detention, suspension, or expulsion).

### **Behavior Outside of School**

Once a parent enrolls their child at Shekinah Christian School, certain responsibilities accompany that choice. Attending SCS means that wherever a student goes, the name of SCS goes with him or her. Each student's actions will be considered as an extension of the reputation of SCS. This includes behavior on social media. That responsibility must be taken seriously, especially since it also reflects on the name of Christ. Members of the SCS community should desire and seek to conduct themselves in a way that brings honor to the name of Christ. While a student is enrolled at Shekinah Christian School it is understood that the school expects the student to refrain from any behavior that adversely affects the testimony of Jesus Christ, Shekinah Christian School, and/or the student and family.

If school administration becomes aware of student conduct deemed inconsistent with Christian principles outside of school, even if it is deemed legal by society, parents will be contacted and the student may be subject to disciplinary measures.

If the school is given credible evidence a second time of behavior that is in violation of the Code of Conduct outside of school, the school will take action and significant consequences will be assessed.

### **Implied Consent/Search & Seizure**

Under Ohio Law, the school administration has the right to open and inspect any student's locker, desks, bags, purse, cell phones, student computer devices, or car for inspection any time there is a reasonable suspicion that the student may be concealing illegal or stolen substances, objects, weapons, or inappropriate materials. The student's person may also be searched in the presence of a second appropriate adult. This policy extends to all school sponsored events both on and off campus.

### **Airing of Concerns (See Matthew 18):**

The following procedure is to be followed if your child comes home with a complaint about school policy, classroom assignment, or other activities during the school day:

- a) Give the school the benefit of the doubt, realizing the student's report may contain inadequate information.
- b) Support the administration and realize that school policies and procedures are designed to support Shekinah's mission and values and an honest effort will be made to enforce without favoritism.
- c) Call or e-mail the teacher, staff member, or coach involved for a discussion of the matter. Remember that positive, private, respectful communication can go a long way toward resolving questions and concerns.
- d) If the concern is not resolved or questions remain following this conversation, then parents may call or e-mail the administration to discuss the matter.
- e) In rare cases, an appeal of an administrative decision may be made in writing to the board chairman. All decisions of the school board are final.

## **STUDENT LIFE**

To help maintain an environment that is conducive to academic education and that promotes our school's core values, the following are guidelines for the daily lives and activities of the students. These guidelines are not intended to be comprehensive. The Board of Directors has authorized school administration and staff to deal with, in an appropriate manner, any actions or situations that compromise the school's vision, mission and values.

### **School Hours of Operation**

The hours of a typical school day are from 8:15 a.m. to 3:15 p.m. Students may arrive after 8:00 a.m. and should be picked up no later than 3:30 p.m.

### **Breaks & Lunch**

- a) Lunches are to be stored in the assigned hallway lockers or refrigerators.
- b) Students may use only designated refrigerators in the cafeteria and kitchen.
- c) Microwaves are also available for students.
- d) Food is to be eaten in the cafeteria only, not in the kitchen.
- e) Trash must be placed in wastebaskets and tables must be cleaned.
- f) Food is not permitted in classrooms, hallways, or the gymnasium during a normal school day. A teacher may grant an exception in a classroom for a specific event with prior approval from the school administrator.
- g) Students should go to a supervised recreational area (gym or playground) after receiving permission to be dismissed.
- h) Hanging out in hallways is not permitted due to other classes in session.
- i) Only students being tutored or mentored or with specific permission from a teacher who can supervise them are permitted in a classroom during lunch break.



# DRESS CODE

## Uniform

Our dress code and personal appearance standards are meant to uphold a standard of consistency and excellence. Students enrolled at Shekinah Christian School should remember that they represent Shekinah Christian School and their testimony for the Lord Jesus Christ whether at school or away. The Bible calls believers in Jesus Christ to not use outward appearance as a means to attract attention. All clothing worn at school and school-approved activities must be modest, neat, and clean. For this reason, oversized, tight, or short styles are not permitted.

### General Uniform Guidelines

- a) School uniform is to be worn from the time of arrival on campus to the end of the school day.
- b) Parents may purchase uniforms from a retailer of your choice *or* French Toast.
- c) French Toast is at some retailers and online at [www.Frenchtoast.com](http://www.Frenchtoast.com). The Shekinah Christian School code is QS44NM4.
- d) Uniforms - Boys
  - 1. Pants and shorts should be navy, khaki, or gray.
  - 2. Shorts should be around the knee.
  - 3. Shirts should be knit polo shirts in colors of white, light blue, navy blue, light gray, or burgundy.
  - 4. Socks are to be worn with shoes.
  - 5. Athletic or closed-toed shoes are to be worn. No Crocs, slides, sandals, or slippers. Shoes should have a type of sole that will not leave marks on the gym floor.
  - 6. Hoodies, sweaters, and sweatshirts should be white or shades of light blue, navy blue, orange, gray, and burgundy. Small logos that can be covered by the palm of the hand are permitted.
- e) Uniforms - Girls
  - 1. Pants, shorts, capris, and skirts should be navy, khaki, or gray.
  - 2. Shorts, skirts, and jumpers should be around the knee in length, and may not be rolled at the waist.
  - 3. Shirts should be knit polo shirts in colors of white, light blue, navy blue, light gray, and burgundy.
  - 4. Socks are to be worn with shoes.
  - 5. Athletic or closed-toed shoes are to be worn. No crocs, slides, sandals, or slippers. Shoes should have a type of sole that will not leave marks on the gym floor.
  - 6. Hoodies, sweaters, and sweatshirts should be white or shades of light blue, navy blue, orange, gray, and burgundy. Small logos that can be covered by the palm of the hand are permitted.

### General Dress Code Guidelines

- a) No body piercings permitted, except girls' earrings. Gauges are not permitted.
- b) Hair should be a natural color.
- c) Hair should be neatly groomed with no extreme hairstyles. Boys may not have ponytails or man buns, and hair must be off the collar and out of the eyes.
- d) Students are permitted to have facial hair so long as it is neatly groomed and not patchy in appearance. Facial hair should be established during periods of vacation rather than growing in during the school term.
- e) Make-up is allowed only for girls and should not be extreme in nature.
- f) Hats and sunglasses are not permitted indoors.
- g) Tattoos should be covered at all times.
- h) PE uniforms should be pants, sweatpants, or shorts near the knee and a Shekinah T-shirt.
- i) Proper undergarments must be worn. Garments worn under dress code-approved shirts should not be visible.
- j) Students are expected to wear approved shirts at all times, even when wearing acceptable outerwear. Students are not permitted to conceal shirts that do not meet the dress code with outerwear even if the outerwear is not removed throughout the day.

### Dress Down Days

- a) Students may wear t-shirts for dress-down days that have no pictures, messages, language, or symbols that contradict the school's mission and values.
- b) Students may wear jeans, sweatpants, capris, or shorts that are near the knee.
- c) Clothes should not have holes.

### Spirit Wear Days

- a) For Spirit Wear Days, students may wear official Shekinah-produced spirit wear shirts or shirts that are predominantly white, orange, or navy.
- b) Students may wear jeans or Shekinah spirit wear sweatpants. Sweatpants that are not Shekinah spirit wear are not permitted. Shorts must conform to standard dress code policies.
- c) Clothes should not have holes.

### Dress Up – Girls

- a) Girls may wear dresses or skirts to around the knee or dress pants (no jeans).
- b) Dresses and shirts should not have low necklines, have an open back, be sleeveless, have spaghetti straps, or show the midriff.
- c) Closed-toed shoes should be worn.

### Dress-Up – Boys

- a) Boys may wear dress pants; jeans are not permitted.
- b) Dress shirts of any color should be worn. No flannel or "cowboy" shirts.

- c) Vests, sweaters, suspenders, ties, or bowties may be worn.

## **Special Dress Code**

Special school events (such as concerts, Awards Day, Graduation, field trips, spiritual retreats, Junior/Senior Banquet) may require students to follow additional dress code guidelines. Parents and students will be provided with specific guidelines regarding appropriate dress for these events. Students who do not follow the dress guidelines will be asked to change into appropriate apparel or be denied the privilege of participating in the special event.

## **Consequences for Violation of Dress Code**

In addition to receiving 1 discipline point for a procedural violation, students will be asked to change and may lose the privilege of participating in the next dress-down day.

## **Fire and Tornado Drills**

Fire and tornado drills are required by law. Fire and tornado drill procedures are posted in each room. When those present in the building hear the fire alarm or notification over the intercom of a tornado watch, tornado warning or other emergency situation (bomb threat, flooding, active shooter, or other threats), they should proceed to follow the appropriate emergency protocol. School administrators and designated staff will work to inform guests regarding proper protocol as quickly as possible.

During fire and tornado drills, students should await the supervising teacher's instructions. No horseplay or talking will be tolerated because the ability to quickly and properly execute an emergency drill could be important to saving lives in the event a real emergency ever occurs.

## **First Aid and Illness**

Shekinah prioritizes student safety and aims to provide an environment where students can enjoy learning and growing as a whole person. This means we value student health and well-being. Shekinah employs a part-time school nurse who is an R.N. or L.P.N. In addition, the following policies have been designed to ensure that students are protected and cared for.

Shekinah Christian School requires that parents keep students home from school who are experiencing symptoms such as the following:

- a) fever of 100 degrees or greater (before medication)
- b) an undiagnosed rash
- c) an earache or draining ear
- d) diarrhea or vomiting
- e) severe sore throat
- f) persistent or severe cough

- g) persistent or severe headache
- h) any known communicable disease
- i) evidence of head lice

If a student develops any of these symptoms during the school day, the school requires that parents either pick up or arrange transportation home for the student.

If your child has a fever of 100 degrees or greater, they must be fever-free without medication for 24 hours before returning to school. A child also needs to be free of diarrhea for 24 hours to return to school.

If a doctor diagnoses your child with a communicable disease, please notify the school so we can notify parents of other students in the classroom if necessary. Communicable diseases include chicken pox, Coxsackievirus (hand, foot, mouth disease), croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. Your child's doctor will tell you when he or she may return to school.

## Medications

- a) *Emergency Medical Authorization* forms are signed each year by parents, authorizing the school to secure emergency medical treatment at a doctor's office or hospital if parents cannot be reached in the event of an emergency.
- b) Limited first-aid supplies are available in the office (such as Tums®, Ibuprofen®, acetaminophen, band aids, and antibiotic ointment). Medications, including aspirin or other pain pills, may NOT be given to students without prior written authorization from parents. Students are not allowed to give any medications to other students. When an authorized school staff member disburses medication, they record this in the Medication Log. This log includes the date of medicinal administration, name of student, dose, time, and name of school employee who administers to the medication. Log also includes the chief complaint that student verbalized when requesting medication.
- c) No school personnel are permitted to store/administer prescription medication unless a *Physician's Request for the Administration of Medication by School Personnel* form has been filled out by the student's primary care provider and is on file in the school office.
- d) In the event of an outbreak of any particular illness, disease, or virus, we may request that students, whose parents have opted not to vaccinate, keep them from coming to school.

## Campus Guests

Visitors to campus, including parents, grandparents, and legal guardians of students, are expected to

come directly to the school office and sign-in upon arrival. Prior to leaving, campus guests are expected to sign-out. Individuals who are not part of the Shekinah family, such as delivery drivers and maintenance personnel, will be given a name badge and must wear it at all times until leaving the facility. The school office may require that outside guests are escorted while in the building when students are present depending on the type of work and location of their activity.

## **Student Driving/Student Parking**

Students who are licensed drivers are permitted to drive and park in the gravel parking lot. However, they are required to exercise extreme caution.

Students should also abide by the following transportation guidelines:

- a) Only licensed drivers are permitted to drive automobiles on school property.
- b) Students, regardless of age, may not leave the school grounds during school hours without approval from the school office and a parent/guardian.
- c) All means of transportation should be used only for coming to and going from school and not for recreational use on school property.
- d) Students should park in the gravel lot.

## **Transportation of Students**

The school provides transportation for some field trips and extracurricular activities. There may be circumstances the need for additional volunteer parent drivers will be communicated through the school office. Students may also be eligible for transportation to and from school from the Ohio Department of Education.

Drivers who transport students will need to obtain a background check through *Protect My Ministry*, which includes a check of their driving record. The driver will also need to be approved by the school's insurance company. If a driver is not driving a school-owned vehicle, they will also need to present proof of insurance.

## **Locker Assignments**

At the beginning of the year, during SCS Meet the Teacher and Orientation events, students will be assigned a locker. Locker requests are not permitted due to logistical limitations. Full-time junior high and high school students are discouraged from sharing lockers so that they have sufficient space for all personal belongings throughout the whole year. Elementary and Homeschool Connection students may be assigned shared locker space due to a reduced need for storage and limited availability of lockers.

## **Library**

The library must be kept quiet at all times. A maximum of two books per student may be checked out for a

two-week period. Books may be renewed for one additional week at a time. Parents/Students will be billed for any books that are lost or damaged.

## **Field Trip Policies**

Shekinah Christian School now covers the cost of most field trips in the cost of tuition. These are taken throughout the year, and are engaging trips that are vital to the educational experience. [NOTE: This doesn't include the cost of overnight trips]. A permission slip will still be sent home to parents prior to each field trip and must be completed for students to be eligible to participate.

## **Care of Facilities**

Due to limited space and to provide a clean safe environment for learning, students' personal belongings should be stored in their assigned lockers or on school-provided shelves in the bathroom. Floors, tops of lockers, the stage, and the benches around the gymnasium are not appropriate areas for personal belongings.

## **Off Limit Areas**

The following places are considered "off limits" except with permission from SCS staff:

- a) Teachers' desks
- b) School office, connected offices, and storage areas
- c) Classrooms before, during, and after school hours when staff are not present.
- d) Automobiles and parking area during school hours
- e) Other students' desks or lockers
- f) Other students' book bags or other personal belongings
- g) Maintenance closet
- h) Boiler room
- i) "The Barn"

## **Book Bags, Athletic Bags, and Other Student Supplies**

Should be kept in proper storage areas. Items not stored in designated lockers or storage shelves could be confiscated and moved to lost and found.

## **Lost and Found Policy**

Students and parents who are seeking items that are thought to be lost on school property should call or e-mail the school office. Unclaimed items collected in lost and found are periodically donated to charity.

## **Staff Supervised Events vs. Staff Non-Supervised Events**

### **Defined: Staff Supervised Events**

Activities outside the “typical” school day where students are under the direct supervision of a school staff member

*Examples: field trips, ACSI competitions, fine arts events, athletic practices and team events, community service projects, etc.*

We understand that some school-sponsored activities other than the typical “School Day” will require adjustment to the policies contained in this handbook. Any deviation from normal school day policies will be authorized by administration and will be communicated to parents and students prior to the event.

### **Defined: Non-Staff Supervised Events**

“School activities” at which students are in attendance, but not under the direct supervision of staff.

*Examples: A fan at athletic contests, non school-sponsored parties like the Junior/Senior After Party, etc., regardless of whether the event is held on the school grounds or not.*

Note: Parents are responsible to supervise their students when a staff member is not directly responsible for them and to promote Biblical standards and the guidelines, policies, and procedures contained in this handbook.

## **Authorized vs. Unauthorized Access to the Facility**

Students are not permitted to enter the school building unless it is officially open on a school day or they have been granted specific permission by an athletic coach, teacher, or administrator for purposes related to approved extracurricular activities. Access to Shekinah facilities is a privilege and not a right. This privilege may be revoked at any time at the sole discretion of the administration. Students who access the weight room or gymnasium before or after hours with permission should be sure to sign-in and sign-out. Only paid faculty, staff, and authorized coaches can authorize use of the weight room or gymnasium.

Failure to properly secure school property or failure to clean up personal belongings in the gymnasium, cafeteria, bathroom or anywhere else may result in suspension of facility use privileges.

Any unauthorized entry at any time is taken seriously and will result in a disciplinary referral.

School pranks are not permitted or endorsed officially or unofficially and will also result in a disciplinary referral. These activities are dishonoring to administrators, teachers and other students.

Disciplinary action may include In-School Suspension (ISS), Out-Of-School Suspension (OSS), or

expulsion. Discipline could also be combined with natural consequences and will typically result in the removal of those involved from any co-curricular and extracurricular activities that would allow the student to represent the school publicly.

## **Student Discovery Opportunities (Elementary)**

### **Field Trips**

Teachers are encouraged to identify and schedule engaging educational experiences for their students outside of the classroom. Field trips are funded through the school budget.

### **Music Class**

Typically scheduled to meet twice a week with more frequent meetings prior to performances. Two major performances take place during the school year: Christmas program and the Spring Fine Arts Showcase.

### **Spanish Language Learning**

Our high school Spanish teacher spends time in each elementary class to teach and review basic Spanish words and phrases on a weekly basis.

### **Art Class**

Our art teacher meets with each class once per week to work on an art-project. Some of these projects may be displayed during our special events.

### **Athletics**

Students in 6th grade and up are allowed to compete on junior high basketball and volleyball teams. Announcements will be made as these opportunities are expanded to include K-5th grade students. The athletic conference that our high school and junior high teams participate in (Mid-Ohio Christian Athletic League) is actively seeking to add elementary athletic opportunities.

## **Student Discovery Opportunities (JH/HS)**

### **Chapel Worship Team**

Teams of students practice and play worship music for chapel services. These teams of students are organized by a staff member. However, they are student-led after they have been organized at the beginning of the year.

### **Field Trips**

Teachers are encouraged to identify and schedule engaging educational experiences for their students outside of the classroom. Most field trips are funded through the school budget.

### **Student Teacher's Aide**

Assists in preparing handouts, organizing learning materials, etc. (varies by teacher)



## **Yearbook Photography**

Students who are unavailable or uninterested in joining the School Publications class, but who possess either strong skills in taking high quality photos or a willingness to learn to take high quality photos that can be used in the newsletter and yearbook. Yearbook photographers must be approved by the yearbook adviser.

## **Junior/Senior Banquet**

The Shekinah Christian School board appreciates the value of honoring our senior students on an annual basis. The goals of the annual tradition known as the Junior/Senior Banquet are two-fold:

- a) Allow parents of seniors to honor their children in an upscale environment.
- b) Recognize the accomplishments and contributions of our seniors and their parents to the SCS family over the years.

Details regarding the planning and guidelines regarding the Junior/Senior Banquet can be found in the *Junior Class Planning Guide*.

## **Usage of Cell Phones, Other Electronic Devices, and Print Media**

Cell phones are not permitted to be used during school hours (8:15 AM – 3:15 PM) and should be off and invisible. Students may have cell phones with them provided they leave their phone in their pocket, book bag, or locker and do not interact with it throughout the day. Teachers may occasionally grant permission to use individual digital devices, such as phones, for educational activities. This is the only time when digital devices are to be used.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. The only exception is if a student has been granted permission to come to the school office and make a call from their cell phone. If a student interacts with their phone or uses it without permission, the phone will be confiscated and the student will be issued one discipline point.

For the first offense, confiscated phones may be returned by the administration to students at the end of the school day. For the second offense, confiscated phones may be returned by the administration to a student's parents. For the third offense, the student will be asked to leave the phone at home.

NOTE: "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted during the school day. Particularly, no cell

phone photographs are permitted in the restrooms or locker room areas at any time. Violation of this policy will be considered a serious offense.

Parents who need to contact their child during the school day for emergency purposes should call the main school phone number and not contact the student directly. School staff will assist parents in communicating with their child in appropriate emergency situations. Students will not be given grace if communication with a parent is the reason for a violation of the phone policy.

Other electronic devices must also be stored in a student's locker or left at home during school hours unless special permission has been granted by a staff member for use in the classroom for academic purposes. See the *Responsible Technology Use Agreement* for more details on appropriate technology use as Shekinah.

Disciplinary action may be necessary when students violate the *Responsible Technology Use Agreement*.

The general guideline that technology devices brought to campus should not contradict the school's vision, mission, and Biblical values extends to include any books, magazines, or other print media brought to school.

### **SCS Policy for Students Posting on Social Media**

Since social networking sites such as Facebook, Instagram, and Twitter, as well as blogs and other types of media (such as YouTube), are considered matters of public access, information being posted by Shekinah faculty, staff, students and/or community members should be consistent with the Shekinah Code of Conduct and other expectations as indicated in the current edition of the student handbook.

It is the desire of Shekinah Christian School to see students inspired to learn academically and motivated to grow spiritually in a personal relationship with Jesus Christ that produces Godly character. Consequently, students are expected to utilize social media in a way that honors others and upholds these values.

Members of the Shekinah family should always assume that their posts will be read by parents, family, friends, teachers, administration, future employers and potential future spouses or co-workers along with countless others. Violation of these expectations will result in disciplinary action.

### **Social Media Interaction Between Faculty & Students**

Shekinah Christian School is intentional about encouraging and promoting a healthy, God-honoring atmosphere of family-like relationships. Shekinah administrators, faculty, and staff are encouraged to develop informal and formal mentoring relationships with students. Due to the common use of social media in the 21st century as a tool for productive and meaningful interaction, Shekinah does not restrict

faculty and students in grades 7-12th grade from interacting via social media. During the annual orientation process, faculty and staff are reminded of the SCS Policy regarding Posting on Social Media and are advised to use social media to promote academic achievement and spiritual growth in students.

Staff should never require students to interact via social media unless parent permission has been obtained in a specific class for academic activities. Faculty and staff should refrain from using social media to request personal favors or obtain personal gain. Regardless of whether a student does or does not interact with Shekinah faculty and staff via social media, the school reserves the right to monitor student social media accounts and to take disciplinary action in the unfortunate event that *SCS Policy for Students Posting on Social Media* is intentionally violated.

### **Photo/Publication Consent**

During the school year, we enjoy highlighting student accomplishments and sharing life at Shekinah with our community. For this reason, faculty, staff and approved volunteers of Shekinah Christian School may photograph or record video footage of your child for use in our newsletter, promotional materials, press releases, our school's Facebook and Instagram page, and/or the school's web site. We really appreciate being able to highlight all of our students in their various classes, extracurricular activities, and programs. However, we recognize you as a parent reserve the right to complete a media opt-out form so that your child is not included. You can request a *Media Opt-out Form* in the school office.

### **Policy Promoting Healthy Social Life**

The goal of many of student activities outside of the classroom is to help students identify, explore, and exercise their God-given talents to glorify God. Some activities are also planned to unite the student body and/or celebrate accomplishments.

We encourage healthy friendships through group interaction and therefore discourage serious romantic relationships. This guideline avoids putting unnecessary pressure on students to have a boyfriend or girlfriend to fit in socially. This guideline is also designed to encourage students to avoid the appearance of involvement in inappropriate activities that could damage their testimony for the Lord Jesus Christ and/or negatively impact the school's reputation in the community.

We ask that any student couples avoid isolating themselves from others, socially and physically, at any time on school property or at school-approved activities. Students should avoid hanging out in cars in the parking lot before, during, or after school and refrain from public displays of affection (PDA) such as kissing, handholding, extended hugs, sitting on laps, cuddling, etc.

### **Reporting Child Abuse & Neglect**

Shekinah Christian School prioritizes student safety to uphold our unique culture of healthy interpersonal

relationships and family partnership and support. Teachers, staff, and coaches are advised to talk to the individual they report to and discuss concerns of potential child abuse or neglect immediately upon becoming aware of them. Under Ohio law, as an educational authority, school administrators, teachers, staff, and coaches are all mandatory reporters of suspected child abuse or neglect. Suspected abuse or neglect can be reported by calling 855-O-H-CHILD.

## **ATHLETICS**

Each extracurricular activity at Shekinah presents another opportunity for students to grow in Christ-like character and to discover God-given abilities that may be useful beyond school (leadership, communication, strong work ethic). Shekinah is currently a member of the Ohio High School Athletic Association and participates in the Mid-Ohio Christian Athletic League (MOCAL).

### **Student Eligibility to Participate**

Student-athlete eligibility guidelines exist to ensure that students' primary focus is on their education. Shekinah uses a points system to determine student-athlete eligibility. Any student receiving three or more points at the end of the quarter will be deemed ineligible until the next grading report, including a mid-term (4 ½ weeks) grading report. Students must also meet all requirements of the OHSAA including passing five (5) one-credit classes or the equivalent in the previous grading period.

Students will receive 1 point for each D grade (60-69%) in any course, including electives and 2 points for each failing grade (<60%) in any course, including electives. If a student is academically ineligible at the end of a quarter (9 weeks), that student remains ineligible until the next mid-term grading period (4 ½ weeks), provided that the student does not still receive a total of three points at the time of mid-term reporting. Students will not be newly deemed ineligible due to a mid-term report, but they may become eligible based on the mid-term report.

Students who are academically ineligible may continue to practice with their team and participate in team activities, including sitting with their team during games, but they may not participate in any games during their period of academic ineligibility.

If a parent or guardian deems a student to be ineligible over and above the guidelines set forth in this policy, Shekinah Christian will support families in an effort to strengthen partnership and work toward the discipling of that student. (e.g., If a student who typically receives all As earns a C in a course, parents may make the decision that their child is ineligible.).

Each student athlete needs to have an annual completed sports physical in order to play on our athletic teams. Prior to the first day of practice, all of the following forms must be turned in to the head coach who will then submit the paperwork to the Athletic Director in the school office.

- a) Parent Information and Athletic Commitment
- b) Release of Liability and Assumption of Risk Agreement
- c) Insurance Waiver for Athletics
- d) Uniform Sign-In/Sign-Out Form
- e) Athletic Transportation Permission Form
- f) OHSAA Pre-Participation Physical Evaluation Form (pg. 1-5)
- g) OHSAA Eligibility & Authorization Statement (pg. 6 of PP Physical Evaluation Form)
- h) ODH Concussion Information Form (pg. 7-9 of PP Physical Evaluation Form)
- i) Sudden Cardiac Arrest/Lindsey's Law (pg. 10 of PP Physical Evaluation Form)
- j) Athletic Code of Conduct Agreement for Parents (*pending final board approval*)
- k) Athletic Code of Conduct Agreement for Students (*pending final board approval*)
- l) Weight Room Liability Waiver Form (*pending final board approval*)

Each sport has an associated athletic fee that must also be paid prior to the student's participation in the first regular season game, match, or contest. This fee is determined on an annual basis and will be billed by the school treasurer.

Student-athletes and their parents/guardians will also be expected to help out with concessions, admissions, and cleanup after sporting events. This may include a season in which the student-athlete is not participating.

The OHSAA has very specific requirements that determine whether a transfer student is eligible to play. It is the responsibility of parents and their child(ren) to verify that all requirements for eligibility have been met.

Any parent who is transporting students also needs to submit a copy of their declaration of insurance to the school office. Parents driving students to games will be subject to a background check and driving record check as well.

The full list of paperwork requirements for student participation in athletics can be found on the *Student Athletic Checklist*.

## **Coaches Qualifications**

Coaches must be born-again believers in Jesus Christ who regularly attend a Bible-believing church. Shekinah seeks to hire coaches who are both knowledgeable and experienced in teaching their sport and passionate about using athletics as a tool for developing Godly character and encouraging students to grow in a personal relationship with Jesus Christ.

Shekinah's Varsity, JV, and Junior High coaches are required to obtain their Student Activity Permit from the Ohio Department of Education.

All coaches must have up to date BCI & FBI criminal background checks, have completed an NFSHSA Fundamentals of Coaching class, CPR training, First Aid for Coaches, concussion training, and sudden cardiac arrest training.

## **Athletic Department Offerings**

Shekinah offers the following sports every year:

### **Fall Sports (6-12th grade)**

Girls' Volleyball – Junior High, Junior Varsity & Varsity

Boys' Golf – Varsity

### **Winter Sports (6-12th grade)**

Girls' Basketball – Varsity

Boys' Basketball – Junior High, Junior Varsity & Varsity

### **Spring Sports (7-12th grade)**

Girls' Softball – Varsity

Boys' Baseball – Varsity

\*Sports offered are based on the interest of current students and are subject to change.\*

Shekinah is currently a member of the Ohio High School Athletic Association and participates in the Mid-Ohio Christian Athletic League (MOCAL).

## **Concussion Symptoms & Reporting**

The Ohio Injury Prevention Partnership has made available to parents *the Ohio Department of Health Concussion Information Sheet for Interscholastic Athletics*. Any parent who wishes to know more about what a concussion is, the signs and symptoms of a concussion, and the protocols for returning to school or to participating in physical activity may request this form from the school office. This sheet is required to be read and completed by parents on an annual basis when their child is participating in any sport. However, the resource is available to any parent.

## **Right to Amend**

The Shekinah Christian School Board of Directors and school administrators reserve the right to amend any part of this handbook at any time without notice. Parents will be provided with written notice of changes to these policies made by the school board. While the school board strives to make decisions in the best

interest of the school's vision, mission, and values to best serve all families, the approval of parents is not a requirement for policy changes to take effect.

## APPENDICES

### APPENDIX A: Rosedale Network Statements of Faith and Practice

This statement of theology expresses understandings of God and His work. It regards theology not primarily as experience with God, but as what we say about God. (Note the root words, *theos* (God) and *logos* (word). In comparison, doctrine refers to the entire scope of teaching in the church, including, but not limited to, theology. In ethics, for example, a doctrine of abstinence from alcohol may draw on science, sociology, and theology. But a theology of abstinence would immediately narrow the topic to that part of it focused on God's being and revelation—a focus on what is.

The statement uses theological language, attempting to categorically express truth revealed in the Scriptures. This approach is based on the concept of the church having the task of faithfully interpreting and explaining the truth of the Scriptures. A sermon, for example, should not only be a reading of biblical text with use of purely biblical vocabulary, but should interpret and expound the Scriptures in contemporary language. Likewise, a theological statement should be faithful to the Scriptures with interpretive expression which includes, but is not limited to, biblical vocabulary.

The statement was developed by CMC. The project was approved in its business meeting at Wooster, Ohio, in August, 1990. A committee was appointed by the Executive Committee of CMC, consisting of Ivan E. Yoder, chairman; David I. Miller, secretary; and Alvin L. Yoder. The committee prepared the document and presented the first draft to the business meeting of CMC at its meeting in Sarasota, Florida, in February, 1991, with various ideas noted for consideration by the committee. A second presentation was made at the business meeting of CMC in Kalona, Iowa, in August, 1991, at which meeting the document was approved and adopted as a Statement of Theology of Conservative Mennonite Conference. CMC also subscribes to the Conservative Mennonite Statement of Practice (2007) which is available from the CMC office in Irwin, OH.

#### God

God is the one and only true God, eternal, perfect and infinite in His being, holiness, love, wisdom, mercy, righteousness and power; transcendent above the world as its Creator, yet immanent in the world as the Preserver of all things. God is self-existent and self-revealing in three divine Persons—the Father, the Son, and the Holy Spirit—who are distinct in function, but equal in power and glory.<sup>1</sup> The Father is revealed in Scripture as a person of the triune Godhead. His existence and power are revealed in creation and in the function of the human conscience. He sent His Son into the world for the salvation of the world in the person of Jesus of Nazareth, who claimed and addressed Him as His Father. He is a Father in a personal relationship to all who confess and follow Jesus Christ as Savior and Lord.

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<sup>1</sup> The triune nature of God is both ontological and expressive. The more definite New Testament teaching on divine trinity, in comparison to the less definite teaching in the Old Testament, is not a matter of development of human thought or of God rearranging himself in order to reveal himself, but of progression of revelation. The perfect God is triune.



*Deut. 6:4, I Tim. 1:17, I Tim. 2:5, Heb. 11:3, Ex. 34:6-7, Gen. 1:1-2:3, Matt. 3:13-17, II Cor. 13:14, John 3:16, John 14:9-12, I John 3:1-2*

## **Jesus Christ**

Jesus Christ is one with the Father and the Holy Spirit in the triune Godhead, the eternal Word and divine Son of God.<sup>2</sup> Before His incarnation, He was eternally with God the Father and was God. In regard to His humanity, He was miraculously conceived of the Holy Spirit without a human Father, was born of a virgin, took on true humanity, and thus was fully human and fully divine.<sup>3</sup> In His incarnation, He lived a perfect life on earth and revealed the invisible God perfectly. He gave Himself in death upon the cross as a substitutionary and propitiatory<sup>4</sup> sacrifice for the sins of the world, by which He paid the price of redemption, thus satisfying both the righteousness<sup>5</sup> and the love of God. He was raised from the dead, glorified in the body in which He had suffered and died, ascended into heaven, is at the right hand of the Father, and makes intercession for us. He is the only<sup>6</sup> Savior and Lord of the church and the universe.

*John 1:1-4,14,18, John 14:5-10, Col. 1:15-17, Matt. 1:18-25, Luke 1:26-35, Phil. 2:5-11, Heb. 1:3,4, II Cor. 5:19-21, Mark 10:45, Rom. 3:21-26, Rom. 5:9-11, Isa. 53:4-12, I Cor. 15:3,4, I Pet. 2:24, Acts 1:9-11, Rom. 8:33,34, Heb. 7:25, Heb. 9:24, Phil. 2:10,11, Col. 1:19-21*

## **Holy Spirit**

The Holy Spirit is one with the Father and with the Son in the triune Godhead and possesses all of the distinctively divine attributes. He is God, present and active in the world, ministering conviction of sin to sinners and regeneration to penitents. The Holy Spirit is God's gift to believers, in whom He resides. He ministers comfort, assurance, guidance, and victory. He is the agent of sanctification in the believer's life, producing progressive growth in Spirit-fruit. He empowers believers and works through them in the distribution, manifestation, and ministry of spiritual gifts.

*Gen. 1:1-2, Acts 5:3,4, II Cor. 13:14, John 16:7-11, I Cor. 6:17-20, Eph. 3:14-19, Acts 2:1-21, John 14:16,26, Rom. 8:1-17, Acts 4:31, I Pet. 1:2, I Cor. 2:12-14, Gal. 5:16-25, Eph. 1:13,14, I Cor. 12:7-11, Eph. 4:30, Rom. 15:18,19*

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<sup>2</sup> This clause refers to the intrinsic nature of Christ. The description, which follows, of the humanity of Christ refers to his assumed nature. This position differs from some Christologies which describe Jesus as having grown into divinity.

<sup>3</sup> Biblical Christology avoids the position of a deficient divinity and the position of a deficient humanity and avoids emphasizing either at the expense of the other.

<sup>4</sup> An objective provision by which God could exercise His mercy.

<sup>5</sup> Gr. *dikaiois* is translated "righteousness" 41 times and "just" 33 times in the King James New Testament. The atoning work of Christ satisfied God in terms of both *dikaiois* and *agape*.

<sup>6</sup> Not only superior, but also unique; there is no salvation aside from Jesus Christ and His work.

## The Bible

The Scriptures, both Old Testament and New Testament,<sup>7</sup> are the Word of God,<sup>8</sup> a supernatural<sup>9</sup> revelation from God to mankind, verbally<sup>10</sup> inspired by the Holy Spirit through human instrumentality,<sup>11</sup> without error in the original writings<sup>12</sup> in all that they affirm.<sup>13</sup> They are a God-given record of the incarnational revelation of God in Christ<sup>14</sup> and a written<sup>15</sup> disclosure of God's will and plan for mankind. The scriptures are the final<sup>16</sup> authority for faith and practice, with the entire New Testament being the fulfillment of the Old Testament and the perfected rule<sup>17</sup> for the Christian church.

*I Pet. 1:10-12, Matt. 5:17, 18, John 5:45-47, II Tim. 3:16-17, II Pet. 1:20, 21, Ps. 119:1-60, John 10:35, Heb 1:1, 2, Luke 24:25-27, Luke 24:44-47, John 5:39, II Pet. 3:15-16, Heb. 8:7-13*

## Creation

Creation is a good and supernatural<sup>18</sup> work of God, who is the creator of all things, visible and invisible. Creation is the explanation of the origin and existence of all things, including the material universe, the spiritual cosmos, and those beings which by free will rebelled against God and chose an attitude and condition of evil.<sup>19</sup>

*Gen. 1, 2, Heb. 11:3, Isa. 40:26, Eph. 3:9, Col. 1:16, Rev. 4:11*

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<sup>7</sup> Defining which scriptures; not referring to The Apocrypha, for example.

<sup>8</sup> Not just containing or expressing God's Word.

<sup>9</sup> Not primarily an expression of the writer's or the culture's understanding of God or His revelation.

<sup>10</sup> The words are inspired, not just the ideas.

<sup>11</sup> In addition to the Bible having divine authorship, it also has human authorship, reflecting the personalities, vocabularies, education, and cultures of the writers.

<sup>12</sup> This point allows the possibility of error in transcription and translation and leaves the serious student of biblical exegesis with concern for the objective evidence of the original wording while also acknowledging that errors are relatively few and that readers do have access to the Word of God through translation.

<sup>13</sup> This includes geography, numbers, dates, and science, but does not preclude recognition of language style (Ex., prose, poetry, figures of speech, parables, phenomenal language, rounded numbers, catechistic abridgments) in the interpretive process.

<sup>14</sup> The supremacy of God's revelation in the incarnation is sometimes stressed in ways which detract from or undermine the importance of the written record of the life and teachings of Jesus. An emphasis on the Gospels over the epistles which does not recognize the entire New Testament to be the written revelation which informs us of the Incarnate revelation disregards the epistles as the product of Jesus' instructions to his disciples to teach "them to observe all things whatsoever I have commanded you."

<sup>15</sup> God's Word is written, in addition to being spoken and incarnated. Today, the spoken Word and the Incarnate Word are known to us by the written Word.

<sup>16</sup> "Final," though not only. God's people do recognize other authorities, such as tradition and the church, or at least are influenced by them. But the Bible is the final authority and all other authorities must bend to it.

<sup>17</sup> This view of the relationship between the Old Testament and the New Testament is very influential, and sometimes decisive, in hermeneutics and in application of some passages.

<sup>18</sup> The origin of the material universe was not a process of natural or theistic evolution.

<sup>19</sup> Evil is seen, not as a creation of God, but as an attitude or condition of beings of free and moral choice. All things created by God, both spiritual and material, were good as created. This statement denies the notion held by some philosophies that an element of evil was present in creation.

## Man

Man was created in the image of God, sinless, in perfect holiness and fellowship with God; as male and female, equal before God as persons and distinct in manhood and womanhood, with male responsibility for headship in the home and in the church;<sup>20</sup> as a being of choice who willfully disobeyed God, bringing alienation, depravity, death, and eternal lostness to the human race through Adam's sin.<sup>21</sup>

*Gen. 1:26-31, Gen 2:7,18-25, Gal. 3:28, I Cor. 11:3-16, Eph. 5:22-33, I Tim. 2:11-15, Gen. 3, Rom. 5:12-21, Eph. 4:18,19*

## Salvation

Salvation is a free gift of God's grace based on the work of Jesus Christ (the shedding of His blood on the cross, His resurrection and present intercessory ministry) and the ministry of the Holy Spirit. Those who receive God's gift of salvation by faith become children of God, justified in their relationship to God, sanctified in their walk and work, and secure in an ongoing faith expressed and fostered by obedience to Christ.<sup>22</sup> Justification is extended to all people in regard to Adamic guilt<sup>23</sup> and by personal repentance and faith in Jesus Christ and His provision in regard to personal guilt.

*Rom. 6:23, Rom. 10:9,10, Phil. 1:6, Acts 2:38, Eph. 2:8-10, John 1:12, Gal. 4:4-7, Eph. 4:23,24, I Peter 1:5, I John 2:4-6, Col. 1:22,23, Rom. 5:1,12-21, James 2:14-26*

## The Church

The church of Jesus Christ is the universal body of redeemed believers committed to Jesus Christ as Lord, and finds expression in the local church in worship, fellowship, holiness, discipline, teaching and preaching the Word, prayer, spiritual gifts, and the New Testament ordinances. The church is called out from and is separate from the world, but reaches out to the world with the Gospel and the "cup of cold water."<sup>24</sup> The church, as the body of Christ, is the visible representation of God on earth and is ready to

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<sup>20</sup> This statement is in harmony with the New Testament teaching that male and female as believers have equal access to God through Christ and are of equal standing in God's creative and redemptive plan, with difference of function between men and women in leadership ministries in the church and in the home.

<sup>21</sup> The problem of sin is both original (sin and guilt inherited from Adam) and personal (attitudes and actions of the individual which are offensive to God). But no one goes to hell because of Adam's sin or Adamic guilt, as noted further in note 23.

<sup>22</sup> The believer's security is conditional, rather than unconditional. The condition for ongoing salvation is an ongoing, trusting, living faith in Christ. John 3:36 can be translated: "He that is believing on the Son is having everlasting life." Works do not earn or deserve salvation. Rather, they demonstrate and nourish a living faith.

<sup>23</sup> The nature of Adam's relationship to the human race caused the sin tendency (depravity) which he possessed after the fall to be passed on to his descendants. Depravity remains with the believer even after salvation and is in conflict with the Holy Spirit within the believer. Adam's relationship to posterity also caused Adam's guilt to be passed on to his descendants (original sin). God's love and justice stepped in and, based on the work of Christ, justified all people in terms of the Adamic guilt. Thus, babies are not under condemnation and should not be baptized as a symbol or sacrament related to their personal salvation. For salvation from personal sin, repentance and faith are necessary conditions.

<sup>24</sup> Matthew 10:42

suffer and serve as required by Christ and His Word.

*I Peter 2:9,10, Acts 2:42-47, I Cor. 1:2, I Cor. 14:26, Rom. 12:4-8, I Cor. 12, Eph. 4:7-16, Matt. 28:19,20, John 13:14-16, I Cor. 11, James 5:13-16, Matt. 5:13-16, II Cor. 5:18-20, Rom. 8:17, II Thess. 1:5*

## **The Kingdom**

The kingdom of God is the realm where God reigns. It is a present reality and is visible on earth, especially in the church, giving believers release from the power and penalty of sin. The kingdom is extended on earth by evangelization and is expressed in Gospel preaching, compassionate ministries, peace-making based on reconciliation to God through faith in Christ,<sup>25</sup> and in supernatural demonstrations of God's power. As participants in the Kingdom, God's people follow Christ in the way of love, peace, and non-resistance in relating to all people, including personal and national enemies. The final fulfillment of the kingdom is awaited,<sup>26</sup> when God's people will be free from the presence of sin and the kingdom of Satan will be judged and doomed to everlasting destruction.

*I Peter 2:9, Matt. 4:17-23, Matt. 5:3,10, John 3:3-5, Matt. 12:28, Matt. 16:18,19, Matt. 24:14, Luke 17:21, Luke 19:11-27, John 18:36, Matt. 5:38-48, Rom. 12:14-21, Acts 14:22, Matt. 25:34, I Tim. 6:14-16, Rev. 12:10, Rev. 21:1-4, Rev. 20:11-15*

## **Satan**

Satan is a fallen angel who had rebelled against God. He is known as “the prince of the power of the air,” “the prince of this world,” and “the god of this age.”<sup>27</sup> He is a liar, a deceiver, a cunning tempter, and a destroyer. Satan and his demons are a powerful and vast kingdom and are active in the present age and world, opposing God's kingdom, seeking to destroy God's people, holding many people in bondage, and claiming many worshipers. Satan was defeated in the death and resurrection of Jesus Christ, is restricted in his activity by God's power and permission, and is destined for eternal punishment in the lake of fire.

*Isa. 14:12-15, Ezek. 28:12-15, John 8:44, I John 3:8, I Pet. 5:8, Matt. 25:41, Eph. 6:11, Acts 10:38, II Thess. 2:9, Rev. 12:9-12, Luke 10:18, Rev. 13:3-8, Gen. 3:1-7, John 12:31, Rev. 12:3,4, Rev. 20:1-3; 7-10*

## **The State**

The state is a provision of God for the administration of order and justice for the welfare of all people. The state is distinct from the church in purpose and cannot be expected to function by the ethics of Christ and the New Testament. Under God's provision, the state uses the sword, which “is ordained of God outside

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<sup>25</sup> Peacemaking outside commitment to Christ serves good humanitarian purpose but should not be confused with the peace of the kingdom, which is peace in Christ, whether personal or social.

<sup>26</sup> The kingdom of God may be viewed eschatologically as already-but-not-yet. It has been inaugurated and is a present reality, but there is much to come in the final consummation. This statement rejects the idea of the kingdom postponed to a later age as well as the idea of a fully realized kingdom now.

<sup>27</sup> Eph. 2:2; John 12:31; II Cor. 4:4

the perfection of Christ”<sup>28</sup> and is a function contrary to the New Testament teachings for the church and the disciple of Christ. Christians are to pray for and respect the state and its officials and obey in matters not violating obedience to Christ and His Word. The church is a witness<sup>29</sup> to the state of God’s righteousness and may cooperate with the state in matters of community and law where principles of love and righteousness are not violated, but may not be integrated with the state or succumb to a nationalism which essentially accords the state the status of a tribal god.

*Rom. 13:1-7, Matt. 22:15-22, I Peter 2:13-15, Matt. 5:38-42, Matt. 26:52, John 18:36, Rom. 12:17-21, I Tim. 2:1-2, I Pet. 2:17, Titus 3:1, Acts 4:19, Acts 5:29, Acts 5:13, Acts 24-26*

## **Last Things**

The end of this age and the coming of the glorious future of the kingdom will be marked by the personal return of Jesus Christ. The living saints will be transformed; the dead will be resurrected, the just to eternal glory and bliss in heaven and the unjust to everlasting punishment and torment in hell. Satan, death, and hell will be cast into the lake of fire and the glorious reign of the Kingdom of God will be eternally fulfilled.<sup>30</sup>

*Rom. 8:22,23, Acts 1:10,11, Matt. 24:30, II Cor. 5:6-10, John 5:29, I Cor. 15:20-28, Thess. 4:13-17, Rev. 20:10, Rev. 21*

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<sup>28</sup> Quoted from The Schleithem Confession of Faith (1527)

<sup>29</sup> The witness of the church to the state is an influence toward a greater consciousness of and conscience toward the sovereignty of God but is not an attempt to bring the state under New Testament kingdom ethics aside from a response to Jesus Christ as Savior and Lord. This witness of the church consists of testimony and appeal from a people ready to suffer, rather than pressure and demand from a people of political power.

<sup>30</sup> This section expresses a conservative biblical eschatology and includes basic tenets held by both amillennialists and premillennialists.

## APPENDIX B: Standards of Conduct

No list of offenses can be all-encompassing. Specific types of misconduct for which a student may receive disciplinary points or detention, suspension, Saturday school, or even expulsion are as follows:

- a) No student shall disrupt any school activity or interfere with any school activity by such acts as violence, force, coercion, threat, disregard of the rights of others, or motivate others to act in ways that disrupt or interfere with school activities.
- b) No student shall destroy, tamper with, damage, or deface public or private property by such means as marking, cutting, carving, painting, scratching, breaking, burning, or causing vehicular damage regardless of means. Students who are found to have participated in such behavior are expected to pay for, repair, or replace the affected property at the offending student's expense. This policy includes damage to physical education, athletic, and fine arts equipment.
- c) No student shall cause any physical harm to any other person, nor shall he threaten other persons or blackmail or bully other persons, nor shall he engage in or support any act or attempted act of extortion or hazing. Shekinah Christian School seeks to educate our students from a biblical perspective which teaches us to love one another as Christ has loved us (1 John 4:11). Bullying, hazing and any type of harassment will not be tolerated as it does not reflect a Christ-like appreciation and love for others. (See page 41 for full Anti-Bullying and Harassment Policy)
- d) No student shall be guilty of insubordination, disrespect or harassment of teachers, administrators, other staff members, other employees, and approved volunteers working within the school program. Student to student disrespect and/or threats are also unacceptable.
- e) No student shall possess, handle, transmit, conceal or use any dangerous weapons or instruments, alcohol, narcotics, drugs or tobacco in any form. The school reserves the right to require drug testing in situations where, at the administrator's discretion, there is reasonable suspicion of drug use. No students shall appear at, attend, or participate in any school function while they are under the influence of alcohol or illegal drugs of any kind. This no-smoking policy includes smokeless tobacco and/or vaping. Violation of any of these conditions is of serious concern and will lead to an immediate/ indefinite suspension, with the possibility of student expulsion from Shekinah Christian School.
- f) No student shall be tardy to school classes or school activities to which they are assigned. To avoid charges of truancy and unacceptable tardiness, students shall attend school every day of the regular session in which they are enrolled, and they shall likewise attend every class and activity to which they are assigned unless they are excused in accordance with current rules, regulations, policies and laws.

- g) Ephesians 4:29 instructs us to *“not let unwholesome talk come out of your mouths, but only what is helpful for building others up...”* Therefore, no student shall use profanity or obscenity in any form either verbal or non-verbal. This specifically refers to cussing or alluding to cuss words, and inappropriate communication such as vulgarities, offensive gestures, innuendo’s, blasphemy, slang. *“Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.”* (Ephesians 5:4)
- h) No student shall steal or use the property of others or any school property which they have not been granted specific permission to use. Violation of these expectations will result in suspension and could lead to student expulsion from Shekinah Christian School.
- i) No student shall engage in any form of gambling.
- j) No student shall engage in dishonesty, including practicing academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- k) No student shall engage in inappropriate display of sexual or sexually related behavior whether between boys and girls, girls and girls, or boys and boys. Due to increasing cultural pressure on students, Shekinah students in grades K-8 will not be allowed to pursue, at school or school functions, exclusive relationships with members of the opposite gender (i.e. no “going together,” holding hands, gift giving, etc.) At school and school functions, public display of affection for all students shall be limited to non-romantic friendship “hugs” when greeting someone, saying goodbye or celebrating. [1 Cor. 6:9-10; 1 Cor. 6:19; Gal. 5:19; Eph. 5:3]
- l) No student shall be involved in sexual immorality, including homosexual, bi-sexual, transgender behavior, pre-marital sex, pornography, or internet-based sexual activity.
- m) No student shall engage in sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. Shekinah Christian School considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy.
- n) No student shall repeatedly scorn or defy the philosophy and foundation on which the school is built. [Proverbs 13:1] A scorner’s attitude and behavior are negative influences on peers.



## **APPENDIX C: Responsible Technology Use Agreement**

Shekinah Christian School intends to prepare students to be effective and engaged God-honoring citizens equipped with contemporary skills. Technology presents some fascinating opportunities for instruction, assessment, and exploration. There are also some inherent and unavoidable dangers if technology is not used responsibly. Our goal is to equip students with modern research, leadership, and communication skills essential for success inside and outside the classroom. As part of the privilege of using various technology at Shekinah, students are expected to behave responsibly.

### **Cell Phones**

Cell phones are not permitted to be used during school hours (8:15 AM – 3:15 PM). However, students may have cell phones on them provided they leave their phone in their pocket, book bag, or locker and do not interact with it throughout the day. Teachers may occasionally grant permission to use individual digital devices, such as phones, for educational activities. This is the only time when digital devices are to be used.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. The only exception is if a student has been granted permission to come to the school office and make a call from their cell phone. If a student interacts with their phone or uses it without permission, then the digital device will be confiscated. For the first offense, confiscated phones may be returned by the administration to students at the end of the school day. For the second offense, confiscated phones may be returned by the administration to a student's parents. For the third offense, the student will be asked to leave their phone at home.

NOTE: "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted during the school day. Particularly, no cell phone photographs are permitted in the restrooms or locker room areas at any time. Violation of this policy is a serious offense.

Parents who need to contact their child during the school day for emergency purposes should call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergencies. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

### **Headphones/Earbuds**

Students are not permitted to wear headphones or earbuds during the school day unless the headphones or earbuds are directly needed for school work and the student has obtained permission from a faculty or staff member.

### **Student email**

- a) Junior high and high school students are expected to have an e-mail account that they



can use for various academic activities.

- b) This e-mail is not assigned by the school.
- c) The school office can help set up an e-mail account for the student if they do not have one
- d) When e-mailing a teacher, students should use titles of respect (Mr., Mrs.Dr., etc). They should seek to use proper spelling and grammar rather than using texting abbreviations.
- e) The use of e-mail during class is prohibited unless authorized by faculty or administration on a case-by-case basis.
- f) Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- g) Students are not permitted to access anyone else's e-mail account without express permission from that individual

## **Social Media**

- a) Instant messaging and posting to social media is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- b) Social media includes, but is not limited to: Facebook, Instagram, Twitter, Snapchat, YouTube, etc.
- c) Since social networking sites such as Facebook, Instagram, and Twitter, as well as blogs and other types of media (such as YouTube), are considered matters of public access, information being posted by Shekinah faculty, staff, students and/or community members should be consistent with the Shekinah Code of Conduct and other expectations as indicated in the current edition of the student handbook.
- d) Additional expectations related to social media use can be found in the Student Handbook under SCS Policy for Students Posting on Social Media and Social Media Interaction Between Faculty & Students

## **Audio, Video, and Photo**

- a) Audio should be turned off or on silent unless required for the activity being conducted.
- b) Listening to music either aloud or with earphones is not permitted on campus except during study hall or for a specific academic activity with permission of a faculty or staff member.
- c) Headphones or earbuds provided by the student must be used when audio is required.
- d) No student should record audio, video, or photos of other students without their permission.
- e) No recording or photography of any sort should take place at any time in the bathroom/locker room area for privacy reasons.
- f) The school does not use video and photo images of students if parents do not grant consent.
- g) Photos of students are not posted on website with identifying student names.
- h) Audio, video, and photos stored on Shekinah devices or used in presentations should not contradict the school's mission and Biblical values. This determination is at the sole discretion of school faculty and administration.

## **Network Access**

- a) At no time should anyone other than a paid employee of Shekinah Christian School attempt to access the Shekinah staff wifi network.

- b) Only current Shekinah students should utilize the student wifi network.
- c) Students are only allowed to access the school network for legitimate academic assignments.
- d) School wifi may be used for access to College Credit Plus coursework, but this access may be revoked as a consequence of failure to abide by the Responsible Technology Use Agreement.
- e) Students must not make any attempt to access servers or network information that is not available to the public.
- f) The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- g) Students must avoid degrading or disrupting online services or equipment as such activity may be considered a crime. This includes tampering with computer hardware or software, vandalizing data, invoking viruses, or violating copyright laws.
- h) The School is not responsible for damaged or lost data transferred through our network or stored on Shekinah computers.

### **File Sharing**

- a) No user of Shekinah computers, electronic devices, or network should utilize any file sharing program which is deemed illegal. Examples of this type of software include, but are not limited to: Limewire, Bearshare, Kazaa, iMesh,
- b) Only the latest installed version of Microsoft One Drive or Dropbox should be accessed and only for legitimate school-related academic purposes.

### **Deleting Files**

- a) No data should be saved to a device unless the data is also saved to a USB drive. This prevents against data loss in the event of a hard drive failure or re-installation of windows.
- b) Computers may be wiped at any time by IT staff or administration.
- c) No user should delete any files on any Shekinah device unless they were the one who initiated the download.

### **Downloading and Loading of Software**

- a) Users should only download software when directed to by school staff. Typically this will only occur in a computer class.
- b) There is a \$100 penalty to remove programs or files that are not authorized on a school device regardless of whether these came from a file-sharing program or from the student's own direct actions.
- c) All installed software must be a legally licensed copy.

### **Wallpaper**

- a) The wallpaper on any school device should not be changed unless there is specific permission granted by school administration.
- b) Wallpaper content must not conflict with the school's vision, mission and values. Pictures or videos on any device, whether personally-owned or school-owned, which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures deemed inappropriate by the administration will result in disciplinary actions.
- c) Copyrighted media may not be used as wallpaper.

## Internet Use

- a) Internet access is not for personal use (shopping, checking on social media, paying bills, etc.)
- b) Users should not engage in activities that require heavy use of bandwidth (such as listening to music, playing videos, or participating in a game) using the school's internet signal unless supervised by a teacher.
- c) Teachers are permitted to download music, videos, or other academic-related resources requiring a heavy use of bandwidth. However, they are encouraged to do so before or after school so as not to interfere with in-class activities and administrative functions that may also require bandwidth.
- d) The internet is not to be accessed from any personal device (cell phone, iPod, etc.) except when expressly authorized by a teacher for a specific class assignment for a limited time.
- e) Users are not permitted to download or view any material containing obscene language, violence, full or partial nudity.
- f) Although content filters have been put in place, parents and students must understand there is no guarantee that all controversial material on the internet will be blocked. Parents agree to not hold Shekinah Christian School responsible for controversial material that may not be detected by the content filter. Students agree to take responsibility to not pursue material that the school may consider offensive.
- g) Users should report any images or information accessed inadvertently that violates this responsible use agreement so that it can be "blocked".
- h) All users of Shekinah's internet agree to comply with all federal, state, and local laws and must refrain from engaging in or allowing the internet signal or technological devices connected to the internet to be used for fraud, scams, hacking, bitcoin, illegal sharing of music, or sharing of images or information that is confidential.
- i) Any information used from the internet should be properly cited to avoid plagiarism. Students should consider printing referenced material because internet content can change rapidly and may not always be accessible to those who try to reference the content later.

## Printing

- a) Users should be careful to print only the number of copies needed.
- b) Users should not change default settings on the printer or in the print profile menu without permission from the administration.
- c) School printers are only available to print documents for school and classroom-related activities, projects, and reports.
- d) Users who print copies for personal use must pay \$.10 per copy for black-and-white and \$.25 per copy for color copies. This applies to all faculty, staff, students, parents, and volunteers.

## Responsible Technology Use Agreement

(to be signed by all adult users and student users above grade 5)

I have read, understand, and will abide by the above Responsible Technology Use Policy when using computers and other electronic resources owned, leased, or operated by Shekinah Christian School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

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User Name (please print)

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User Signature

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Date

## Parent Agreement

(to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] \_\_\_\_\_

, I have read the Responsible Technology Use Policy. I understand that this access is designed for educational purposes. Shekinah Christian School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Shekinah Christian School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources and technology, including the Internet, that are available through Shekinah Christian School.

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Parent Name (please print)

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Parent Signature

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Date

## **APPENDIX D: Infectious Disease Control Policy**

### ***When to Wash Hands***

- Hands should be washed after the following activities:
- If hands are visibly soiled
- After using the toilet
- After coughing, sneezing, using a handkerchief or disposable issue
- Before eating
- After recess
- After handling dirty equipment, utensils and supplies
- After engaging in other activities that contaminate hands

### ***Use of Hand Sanitizers***

- Hand sanitizers may be used in place of hand washing ONLY when access to soap and hand sinks are not available. Soap & water must be used if hands are visibly soiled.
- Only hand sanitizers containing 60-90% ethyl alcohol or isopropanol in concentration with equivalent sanitizing strength may be used as an adjunct to proper hand washing
- Note: Researchers say that hand sanitizers may not be effective in removing certain allergens, including peanut allergens. Hand sanitizers does not kill some intestinal bacteria.

## APPENDIX E: Shekinah Student Trip Policy

Shekinah values and prioritizes a safe and engaging environment for our students. Thus, our policy for student trips is in effect anytime students are required to be away from the school property located at 10040 Lafayette-Plain City Rd, Plain City, Ohio, 43064. Any trip taken away from the Shekinah property is a revocable privilege, not a right; and students are required to represent our school, as well as our Lord, in a responsible and Christ-like manner.

- a) Any trip must be approved by the school administration before any promotion, registration, and fundraising for the opportunity.
- b) Students must obtain permission from their parents/guardians on the appropriate school form to participate. Phone calls are not accepted.
- c) It is the responsibility of the student and/or their parents to ensure that all paperwork is completed and submitted on time. Failure to meet deadlines may result in disqualification from the trip.
- d) Fundraising may be allowed to fund trip costs. Funds raised are applied toward the group account, not to individual student accounts. Any fundraising efforts using school resources (personnel, property, or time) in support of a school trip must be approved by the school administration.
- e) If fundraising efforts do not cover the full cost of a student trip, then parents will be required to pay the difference before their child's participation.
- f) Parents have the opportunity to opt out of all fundraising and pay the full cost of the trip.
- g) Students participating on a trip are expected to respect and follow directions given by the trip leader and approved chaperones. Failure to comply with directions may result in the student being sent home at the parent's expense.
- h) The trip leader will set the designated "lights out" time if the trip is overnight. The trip leader will be assisted by chaperones with a ratio of 1:10 for junior high and high school day trips and 1:5 for elementary day trips. All overnight trips will have a ratio of 1:6. (Chaperones for overnight trips are background checked via Protect My Ministry or BCI). When trip details are released, the trip leader will share details regarding who is permitted to chaperone on that particular trip. The number of chaperones may be adapted to meet the requirements of certain facilities or types of activity. For most trips, the school will only take the number of chaperones needed for appropriate supervision.
- i) During overnight trips student rooms will be assigned a specific chaperone. This chaperone will either stay in the same room (but a different bed) from students or an adjoining room depending on the configuration of the lodging location. At no time will a chaperone be assigned to or be allowed in a hotel room alone with an individual student.
- j) At no time will a male chaperone or male student be permitted in the room of a female

chaperone or female student and vice-versa. This includes siblings.

- k) Students are allowed to interact during the daytime with the opposite gender. However, they should refrain from any displays of romantic affection and avoid isolating themselves from the group with another student during the entire trip. This is partially to avoid the temptations that come when students are alone and it is partially for student safety. Students who refuse to discontinue behavior when asked to do so or who are found isolated from the group will be sent home immediately at the parent's expense.
- l) On every trip, parents will be given contact information for the trip leader or his/her designee in the event of an emergency. Each trip will have different guidelines and trip leaders are permitted to prohibit digital devices depending on the purpose and location of the trip. In general, the focus of student trips is to provide engaged learning experiences and fun social interaction. If mobile devices are permitted, chaperones are permitted to confiscate a student's device if the student does not demonstrate self-control in limiting their access and/or the device interferes with active participation with the rest of the group.
- m) Parents should be aware that TV and/or Wi-Fi access may be available in rooms on some overnight trips. This is not usually a feature that can be turned off. The trip leader and chaperones will work to monitor what is viewed on the television. However, it is impossible to monitor every activity on an individual mobile device and parents should be aware of the potential issues that may arise with student access to Wi-Fi if they allow their child to take a device. The school's *Responsible Technology Use Policy* applies on both day and overnight trips.
- n) Students will not be permitted to isolate themselves from the group. If the trip leader assigns a group of students to complete a simple activity (such as heading to breakfast at a hotel or exploring a museum exhibit), they will be required to walk in groups with a minimum of 3-5 students and be asked to check-in with their assigned leader at least hourly.
- o) Additional expectations for students or chaperones may be communicated by the school administration or trip leader as it pertains to a particular trip.

**STUDENTS:** By signing below, I acknowledge that I have read the information above and agree to the terms of student trips at Shekinah. I commit to showing respect for authority, responsibility with assignments, willingness to be flexible and teachable, and capacity to participate in this trip enthusiastically. By my signature, I acknowledge that failure to abide by the Student Trip Policy could result in consequences, including revocation of privileges or being sent home immediately at my parent's expense.

**PARENTS:** By signing below, I acknowledge that I have read the information above and agree to the terms of student trips at Shekinah. I commit to encouraging my child to show respect for authority and local culture, demonstrate responsibility with assignments, be flexible and teachable, and display eagerness to participate in this trip with a positive attitude. By signing below, I understand that the trip leader will assign consequences for violations of the trip policy. Serious, deliberate, or repeated violations will result in my child being sent home at my expense.

**TRIP LEADER:** By signing below, I acknowledge that I will fulfill my responsibility to demonstrate a positive attitude and model behavior that shows respect for authority and local culture, responsibility with assignments, flexibility to change plans when safety or security requires, and eagerness to participate and lead this trip enthusiastically. I will uphold the *Shekinah Student Trip Policy* and expectations as detailed in the *Shekinah Student Handbook* and hold the student listed on this sheet accountable to abide by these policies as well.

By my signature, I also acknowledge that I believe this student has demonstrated the following: focus on the goals of the trip, respect for authority, responsibility with assignments, willingness to be teachable and exemplify Christ’s love to others, and capacity to enthusiastically participate on all activities of this trip.

**CHAPERONES:** By signing below, I acknowledge that I will assist the trip leader in holding students accountable to abide by the Student Trip Policy and expectations detailed in the Student Handbook. I will help to maintain focus on the primary learning objectives of this trip, model behavior that shows respect for the trip leader, other authorities and local culture, demonstrate responsibility with assignments, show willingness to be teachable and exemplify Christ’s love to others, and enthusiastically participate in this trip. Chaperones are encouraged to participate in activities with students when it is appropriate.

_____	_____	_____
Parent/Guardian Name (print)	Parent/Guardian Name (signature)	Date
_____	_____	_____
Student Name (print)	Student Name (signature)	Date



## **APPENDIX F: Shekinah Christian School Summer School & Credit Recovery Guidelines**

- a) The curriculum will be selected by the subject area teacher and administrator.
- b) The hours will be 8:30 a.m. - 12:30 p.m.
- c) Days for the Credit Recovery Program will be scheduled on a case-by-case basis
- d) Once the days are scheduled, a family will be charged for any no-show due to the cost of scheduling school personnel.
- e) The cost for the Credit Recovery Program will be \$50 per day.
- f) Students must attend school for four hours daily until the work is complete.
- g) Failure of any student, regardless of grade level, to successfully complete the Credit Recovery Program prior to August 1<sup>st</sup> may result in additional academic consequences and financial expense including the requirement to re-take a full class. This decision will be up to the full discretion of school administration.
- h) Seniors who need less than 1 full credit to complete the minimum graduation requirement from SCS are permitted to walk during the graduation ceremony. Those who require more than 1 full credit to meet graduation requirements are not permitted to participate in the graduation ceremony.
- i) All tuition and fees for the Credit Recovery Program must be paid prior to distribution of a diploma.

## Appendix G: Homeschool Connections Program

The Shekinah Christian School board of directors and administration recognize that ultimately God has given parents the responsibility for training their child (Proverbs 22:6; Ephesians 6:4). *Our vision is to be a well-known and preferred educational partner for Christian families and Bible-believing churches within a 30-mile radius of Plain City.* We understand that some families prefer to entrust their children to the academic and spiritual training offered at a Christian school. Shekinah exists to provide a family-like, God-honoring atmosphere where students can be trained through academic and extracurricular programs that develop their intellect while challenging and encouraging them to dedicate their entire lives to Jesus Christ.

We also recognize that some parents desire to have their children at home for at least part or most of the day. We desire to provide support and assistance to all Christian families who desire a quality education from a Biblical worldview, and we believe there is tremendous value in allowing children of any age to interact with other students from other Christian homes.

### **I. Requirements to enroll in the *Homeschool Connection Program***

- a) There must be a current application on file.
- b) The family must pay a registration fee for first-time students and those returning to Shekinah after a one-year absence. Registration fees are \$100 for the first child and \$50 per additional child.
- c) Families must pay a separate Activity Fee for participation in fine arts & technology (music, art, drama, computer classes).
- d) Family must pay an athletic fee for participation in athletics. This fee is the same for all students whether part-time or full-time.
- e) Students and parents must participate in the standard interview process required of all students.
- f) Students and parents must willingly participate in applicable school fundraisers and spiritual emphasis events (students are welcome to attend any chapel service as well).
- g) Parents and students must agree to abide by all rules, guidelines, and expectations of Shekinah Christian School as outlined in the Student Handbook.

### **II. Services Provided and Fee Schedule**

#### High School/Middle School

1-credit class – \$1,500

Students may also take two ½ credit classes for the same price.

#### Elementary

One Class – \$1,200

### Textbook Rental Program

25% of student textbook cost from publisher (used)

40% of student textbook cost from publisher (new)

50% of cost for Teacher's Edition (all)

10% of the textbook cost from the publisher is refunded to families if textbooks are maintained in the same condition upon check-in as they were upon check-out as recorded on the Textbook Rental Record. All decisions of the school administration regarding book condition are final.

### Textbooks Rating Scale

**New** – never been used

**Like New** – used, but no wear is visible

**Good** – textbook can be used for at least 3 more school years with no more than 5 markings and no major rips, stains, tears, or other damage

**Fair** – textbook can be used for 1 more school year, but has more than 5 markings and at least 1 major rip, stain, tear, or other damage affecting the readability of academic content

**Poor** – textbook contains more than 10 markings and more than one major rip, stain, tear, or other damage affecting the readability of more than 10 pages of academic content.

**Unusable/Lost/Stolen** – The textbook has not been returned by the deadline or is in such condition that the administration cannot reissue the text. If more than 25 markings or more than 10% of the textbook are damaged, the textbook is automatically classified as unusable. All other determinations are at the discretion of the school administration.

### Fine Arts & Technology Participation Fee – \$125

Choir (including performances)

Drama (including productions)

Art I

Art II

Art III

### Athletics Participation (per student, per sport)

High School – \$150/sport

Jr. High / Elementary – \$125/sport

Volleyball (girls)

Golf (boys & girls)

Basketball (boys)

Basketball (girls)

Softball (girls)

Baseball (boys)

### Optional Testing (ACT Aspire, PSAT, Terra Nova 3, other) \$40 per test

### College Visit Participation \$10

Career Interest & Skills Inventories (various) \$25 - \$125 per test  
(only if not included in classroom curriculum)

### III. **Extra Services Available at No Charge to Students**

(\*fundraising may be required for select activities)

- a) **School Retreat (6-12<sup>th</sup> grade)\*** – a three-day opportunity to set the spiritual tone for the school year and challenge and encourage our students to pursue a deeper relationship with Christ.
- b) **Library Resources** – students are welcome to use any of the Shekinah Christian School library resources
- c) **Technology Access** – Students are welcome to use the Shekinah computers for internet access and use of software programs they may not have at home.
- d) **College & Career Counseling** – The school can schedule career interest and skills inventories and grant access to College Credit Plus programs by assisting with meeting Ohio Department of Education requirements.
- e) **Participation on Student Life Teams\*** – serves as the organizer of activities that promote school spirit and healthy personal relationships.
- f) **Participation on Worship Teams\*** to use their God-given talents both in school chapel services and any planned tours to other churches and/or schools.
- g) **Opportunity to try out/audition for other extracurricular activities\*.**
- h) **Participation in the annual Junior/Senior Banquet** (must meet the volunteer and fundraising requirements as full-time students to participate).
- i) **Opportunity to develop student leadership skills on Student Council\*** (must be taking at least 3 classes to be eligible).
- j) **Opportunity to participate in age and gender-based daily mentoring groups** focused on spiritual growth and practical application of the Bible to daily living.

### IV. **Graduation Requirements**

- a) Students must meet at least the minimum requirement for all SCS graduates of 23 credits and participate in a Bible course every year of attendance at Shekinah. Students are encouraged to take at least 3 classes from SCS during their junior year whenever possible. To receive a diploma from Shekinah Christian School, a student must be enrolled as a full-time student during his or her senior year.

### V. **Student Expectations**

- a) Students are expected to abide by all policies and procedures outlined in the Shekinah Christian School Parent and Student Handbook.
- b) Secondary students who are taking a first-period class are required to attend their assigned mentoring group or chapel daily at 8:15 am.

