



Secondary Student/Parent Handbook

Smithtown Christian School
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Student Code of Christian Conduct



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

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

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

I pledge the following:

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

Curriculum and Program

Academics

The mission of Smithtown Christian School is to teach with excellence in the classroom and through life-on-life influence to produce exceptional young Christian leaders with a heart for God, a mind for truth, and a passion to change the world. To carry out this religious mission, Smithtown Christian School, which is a ministry of Smithtown Gospel Tabernacle, partners with like minded families who agree with Smithtown Christian School's religious purpose and beliefs. The purpose of this handbook is to provide parents and students with relevant information about the elementary and secondary program at Smithtown Christian School. A variety of topics are addressed in order to clearly portray school guidelines and procedures. You are also welcome to contact the school office with any questions or concerns. It is our privilege to serve you.

Service Learning

We believe as a school the importance of giving back to our community and the world at large. Our Service Learning Project does just that! We take what we teach in the classroom, bring it out to the world, with the purpose of making things better.

FACTS Management

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

Google Classroom

Google Classroom is a robust learning management system that boosts collaboration and communication between teachers and students. Our teachers post their lessons, attachments and videos (as needed) on a daily basis. Students should utilize Google Classroom for classwork, homework, or missing class due to school events, music lessons or absences.

Divisions of School Year

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

Each marking period, quarterly grades are calculated and entered on report cards that are emailed home. At the end of the second quarter, mid-term examinations are given. At the end of the fourth quarter final examinations will be administered. Please refer to the school calendar for quarter end dates and midterm/final exam dates.

New Student Probationary Period

All students enrolling at SCS will undergo a ten week probationary period. The main focus of this period will be the manner in which the student adjusts to the academic program at SCS and the type of behavior demonstrated. A conference will be scheduled with parents when there is a question regarding the ability of the student to meet either of these expectations. Returning students showing deficiencies will be placed on Academic Probation with further explanation to follow.

Marking System Grades 6-12

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

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

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

Semester 1 grades are calculated using the following grades: Quarter 1 (20%), Quarter 2 (20%) and the Midterm Exam/Project (10%).

Semester 2 grades are calculated using the following grades: Quarter 3 (20%), Quarter 4 (20%) and the Final Exam/Project (10%).

Final Courses grades are calculated using the following grades: Quarters 1-4 (20% each), Midterm Exam/Project (10%) and Final Exam/Project (10%).

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

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

Grading Scale

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

Code	Description	Low	High	GPA Value
A+	Excellent	97	100	4.00

A	Excellent	93	96.99	4.00
A-	Excellent	90	92.99	4.00
B+	Very Good	86	89.99	3.50
B	Good	83	85.99	3.00
B-	Good	80	82.99	3.00
C+	Average	77	79.99	2.50
C	Average	73	76.99	2.00
C-	Average	70	72.99	2.00
D+	Poor	68	69.99	1.50
D	Poor	66	67.99	1.00
D-	Poor	65	65.99	1.00
E	Fail	0	64.99	0.00

Academic Probation

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

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

Students on probation are required to take advantage of any extra help offered by the subject teacher either during lunch period or afterschool. Parents should also consider outside tutoring services as a means of academic support. SCS reserves the right to dismiss either mid-quarter, mid-year or any time after any student who persistently fails to meet academic standards. Any students who have failed three or more core subjects at the end of the school year may not be considered for re-enrollment the following school year.

Midterms and Finals Examinations

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

Honors and College Level Courses

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

Incompletes

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

Grade Appeals

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

Late Assignments

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

Drop/Add

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

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

Academic Resource Center

The Academic Resource Center is a central “hub” for the coordination of various academic resource activities at SCS (e.g., external service providers, building-level support, 504 services, enrichment and medical accommodations). The ARC's mission is to support SCS students who have academic needs that extend beyond the classroom or the general curriculum. This includes coordinating the provision of special education services, academic intervention services and implementation of academic accommodations at both the elementary and secondary levels. The ARC also provides enrichment programs for students in upper elementary levels. The ARC helps to facilitate partnerships between students, families, teachers, professional staff and volunteers to help students reach their God-given academic potential.

Rank in Class

This calculation determines how a student places in comparison to other members of their class. The class rank includes all high school-level classes that are included in the cumulative numerical average. The student's initial rank will be run at the end of their junior year. Colleges request this information as part of their assessment of a graduating senior.

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

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

Valedictorian-Salutarian-Essayist

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

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

- Be classified as a senior
- Be enrolled full-time at SCS for at least 11th and 12th grade
- Be a student in good academic and behavioral standing and have strong Christian character

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

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

SCS Testing Philosophy (K-12)

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

- Assess students' mastery of subject matter/course content.
- Assess students' ability to demonstrate skills learned in the classroom (e.g., critical thinking, analysis, compare/contrast)
- Provide actionable, timely feedback to students and their families on areas of strength and areas for improvement.
- Provide comparisons of SCS students' performance to other students in the state and throughout the country (which helps gauge the quality of education at SCS)
- Provide required information regarding student performance to colleges, scholarship sources, etc...

Types of Assessment:

O Classroom Assessment: (Elementary, Middle, and High School): Classroom assessment methods are varied in order to reflect multiple learning styles and to allow students to demonstrate their knowledge in multiple ways. Assessment methods can include written tests/quizzes, papers, projects, presentations, and portfolios. Testing is both formative (throughout the year, while students are engaged in the learning process) and summative (typically at the midpoint and end of the year, to gauge students' cumulative learning- e.g., midterms and finals in secondary). These methods factor into students' grades throughout the year and will be reflected on students' report cards.

O Standardized Testing: (Elementary, Middle, and High School): SCS students in grades 2-8 take nationally normed standardized tests administered in the spring. The tests are administered typically over the course of a week for approximately half of the day (regular instruction continues during the other half of the day). The results of these tests do not factor into students' grades but instead are used to help teachers and administration gauge class learning overall, to improve instruction, to inform the class placement process, and to help determine eligibility for various academic support services. Testing results are provided to families and may be discussed with your child's administrator.

O College-Related Assessment (High School): Various means of assessment for college-level coursework and admission are part of the SCS educational experience. SCS offers both dual-enrollment for courses for college credit and AP courses (in which students may take the AP exam in the subject taken). SCS students are able to take the PSAT 10, PSAT/NMSQT and SAT exams on-site. Students often take additional tests such as the ACT, CLEP, and CLT (Classic Learning Test) at other locations within the community as part of the college planning and admissions process. These assessments should be discussed with the SCS Guidance Counselor during the course planning process.

Student Organizations

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

Honor Societies

Honor societies are organizations that bring together academically talented students. These groups are intended to benefit and group together like-minded individuals based on academic excellence, leadership abilities, and other similar interests and abilities. SCS currently offers membership to the following honor societies: National Honor Society, Tri-M (Music), Art, English, Math, Science, Spanish and Athletics. Each society is run by an advisor and has different requirements such as point earning opportunities and a certain GPA or overall average for that course. Every society is subject to the same disciplinary actions stated in the membership contract.

Conferences/Teacher Communication

Parent-Teacher conferences are scheduled in the fall and spring. Parents or teachers may also schedule additional phone, in-person or virtual meetings at a mutually agreeable time. Throughout the year, teachers may be contacted through their school email.

Diploma Requirements

SCS Diploma Course Requirements	SCS Advanced Diploma Requirements**
● Bible- 3.5 credits* ○ Old Testament Survey ○ Biblical Worldview ○ Stewardship/Inductive Bible Study ○ Comparative Worldview ● English- 4 credits ○ English 9 ○ English 10 ○ English 11 ○ English 12 ○ Pass Senior Thesis ● Social Studies- 4 credits ○ Global Studies I ○ Global Studies II ○ US History and Government ○ Government (.5) ○ Economics (.5) ● Mathematics- 4 credits ○ Algebra 1 ○ Geometry ○ Elective ○ Elective ● Language Other Than English (LOTE)- 2 credits ○ LOTE 1 ○ LOTE 2 ● Science- 3 credits ○ Living Environment ○ Earth Science ○ Chemistry ● Art/Music- 1 credit ○ Elective ○ Elective ● Physical Education- 2 credits ○ PE 9 ○ PE 10 ○ PE 11 ○ PE 12	● Bible- 3.5 credits* ○ Old Testament Survey ○ Biblical Worldview ○ Stewardship/Inductive Bible Study ○ Comparative Worldview ● English- 4 credits ○ English 9 ○ English 10 ○ English 11 ○ English 12 ○ Pass Senior Thesis ● Social Studies- 4 credits ○ Global Studies I ○ Global Studies II ○ US History and Government ○ Government (.5) ○ Economics (.5) ● Mathematics- 4 credits (No credits can be fundamental courses) ○ Algebra 1 ○ Geometry ○ Elective ○ College Level Elective ● Language Other Than English (LOTE)- 3 credits ○ LOTE 1 ○ LOTE 2 ○ LOTE 3 ● Science- 4 credits ○ Living Environment ○ Earth Science ○ Chemistry ○ Elective ● Art/Music- 1 credit ○ Elective ○ Elective ● Physical Education- 2 credits ○ PE 9

• Health- .5 credits ○ Health 12 • Elective- 1 Credit ○ Elective	○ PE 10 ○ PE 11 ○ PE 12 • Health- .5 credits ○ Health 12 • Elective- 1 Credit ○ Elective
• Total = 25.5 credits *Bible credits are prorated based on when a student enters SCS	• Total = 27.5 credits *Bible credits are prorated based on when a student enters SCS ** At least 2 credits must be college level coursework

Note: All graduation requirements must be met in order to receive a Smithtown Christian School diploma.

Required Senior Thesis

Be aware that in 12th grade, passing the senior thesis project, (which includes a paper and a presentation), with a grade of 75 or higher from both the English and History departments is a graduation requirement. The grades from each department are independent from each other and will not be averaged together. The satisfactory completion of the assignments leading up to the submission of the senior thesis and presentation all serve to prepare your student to succeed in this graduation requirement.

In the event that your child receives a failing grade in English or History on their report card, your child is still required to complete the Senior Thesis Project.

Note: Auditing of classes is not permitted.

Honors and High Honors Diploma Requirements

- **Honors Diploma:** To obtain an Honors Diploma, a student must have achieved a numeric average of 85 or better each year in grades 9-12 (first three quarters of 12th grade). No final grade can fall below 75. Course work requirements include:

- Science – 4 credits
- Foreign language – 3 credits in one language
- Math – 4 credits

- **High Honors Diploma:** To obtain a High Honors Diploma, a student must have achieved a numeric average of 95 or better each year in grades 9-12 (first three quarters of 12th grade). No final grade below 85. Course work requirements are the same as for Honors Diploma.

Graduation with Honors requires an overall average of 85 or higher. Graduation with High Honors requires an overall average of 95 or better.

SCS has withdrawn from the New York State Regents program. The diploma received is accredited through Middle States and ACSI.

College Credit Opportunities

- **Advanced Placement Courses :** The Advanced Placement program, administered by the College Board, is a program that offers students the opportunity to complete college-level courses online and secure college credit while still in high school (depending on the credit policy of the college) while still in high school. AP Courses are weighted [1.1]. The AP test is required for each course. See the course catalog for courses offered.
- **Dual Enrollment:** College credit is available for certain courses that meet the criteria of Suffolk Community College's Excelsior Program. These courses vary from year to year. When one of the dual enrollment courses is satisfactorily completed, that student will receive full college credit. There is an extra fee involved for dual enrollment classes. Enrollment is voluntary, but this option is available for in person students. Contact the Guidance office for further details.
- **CLEP Testing:** Any student may participate in CLEP testing. These are tests given by the College Board that allow a motivated high school student to take a college level test for credit. They must achieve a passing grade, as determined by the College Board, after which they are eligible to "place out" of a college class with full credit for that class. For further information about CLEP tests, please visit the College Board Website at www.collegeboard.org. Please contact the Guidance Office with any questions.
- **College Courses:** Some colleges offer students the opportunity to take coursework while they are still in high school. These are called Early College programs. Students are welcome to participate in these programs. Grades received in these courses will not become part of a student's transcript.

Students at SCS can request to take one of these courses in place of an elective course. All requests must be submitted for administration approval prior to enrollment in the course. Contact the Guidance Office for more information.

Note: Each individual college has its own credit acceptance policy. It is the responsibility of the student to discuss credit transfers with the college of their choice.

College Applications and Academic Transcripts

It is the student's responsibility to submit all college applications, essays, fees and recommendations. Requests for academic transcripts, mid-year reports, standardized test scores and medical records are processed and submitted through the Guidance Office. All

transcript requests must be submitted through the student's Naviance Student account. Senior students are not charged for transcripts. All financial accounts must be current prior to sending the student's final transcript. Alumni must complete all items on the Transcript Request Form for Alumni, found on the SCS website, and submit it to the Main School Office. All financial accounts must be satisfied before the mailing of the transcript. Alumni will be charged a small processing fee. This charge covers as many copies as needed, within reason. Requests take 7-10 business days to process.

Fines & Charges

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

Student Financial Awards

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

School Safety

Building Safety

After morning arrival, the entrances to the building are locked with the only access through the Security Entrance where visitors must sign in before reporting to the school office. A Security Guard monitors this entrance and the building during school hours and until 5:00 PM each school day.

Emergency Drills

As mandated by New York State, a minimum of twelve evacuation (fire) drills and 4 lockdown drills, on different days and at various times, will be conducted.

Chapel

Chapel will take place every Thursday, and it is designed as a time when all students and faculty can renew themselves in the Lord. A typical chapel experience will consist of a time of praise and worship followed by a sermon from a local youth pastor or teacher. Small group chapels will also occur to facilitate in depth student discussion on relevant areas of spiritual growth.

Upperclassmen will be given the opportunity to participate in leading different aspects of the service as part of a chapel planning committee. A predominantly student led worship team will

provide music for praise and worship. Some students might be required to keep a Chapel journal that may be graded by their Bible teacher as a part of their Bible class evaluation. To accurately connect with the spiritual needs of the student body, Chapel services will often be split into a middle school Chapel and a high school Chapel. They will meet concurrently and the middle school chapel will closely mirror the high school chapel in an age appropriate manner.

Field Trips

Each year individual subject trips may be engaged. Trips are designed to accomplish academic learning goals as well as to provide spiritual and social interaction in the exposure to different community activities. Most field trips are related to specific academic content or with the goal of developing Christian character. Trips are also related to each grade level's service learning project. All field trips will be charged through your FACTS account.

Students who miss field trips related to service learning will be given an alternative assignment.

Senior Class Trip

The Senior Class trip is a significant relationship-building experience to be undertaken in the last year of a student's educational experience at SCS. All funds needed for this trip are to be paid by the student and their family through their FACTS account. Throughout the student's senior year, various fundraising activities are held to help offset the cost of the trip. The Senior trip is a wonderful privilege and students will be expected to properly behave in any venue. Students who have had a history of behavioral and/or academic problems may not be eligible to participate in the Senior Class trip.

Athletics

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

Physical Education is a New York State requirement.

Athletic League Membership

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

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

Sports Offered

The following sports are typically available:

	Boys	Girls
Fall	Volleyball Cross Country Soccer	Volleyball Cross Country Soccer
Winter	Basketball	Basketball Cheerleading
Spring	Baseball Cross Country	Softball Cross Country

All students entering grades 9-12 are able to try out for the Sports and Cheerleading Programs. Students in 7th and 8th grade may test up to high school level sports. Students, however, must complete a sports physical prior to trying out for a team. Sports physicals fulfill the requirements for the 7th, 9th and 11th grade state mandated school health physical examinations.

Secondary students who plan to play interscholastic sports must obtain a sports physical and have their physician complete the Sports Physical Certification. Parents must complete the Health Screening Form. Both forms are available, along with the Sports Physical Procedure, in the Health Office and on the SCS Website. Students will not be permitted to try out, practice, or play in games until these forms are submitted and the Health Office clears them for participation.

Athletic Equipment and Uniforms

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

Sports Events

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

If an elementary school student wishes to attend a sibling's sports event after school, an adult must provide supervision, either the parent or responsible adult to whom the parent has

assigned authority. Notification must be made to the office of such arrangements and transportation home is the responsibility of the parent or designated adult. Late buses are not available for elementary or sixth grade students.

All student spectators at sports events must remain in attendance at the designated activity. Students are not permitted to wander in the building, but must always be under the supervision of an adult. If found wandering throughout the school, SCS security personnel will detain students at the security desk until a late bus arrives or parent/guardian retrieves students.

Sportsmanship (Christ-likeness)

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

Good Spectatorship at an Athletic Contest

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

General Information

Bus Behavior and Consequences for Misbehavior

It is imperative that students follow all bus rules given by their bus driver to ensure the safety of all students and to keep the driver free of distractions.

The rules include but are not limited to: remaining seated, having an appropriate volume, using appropriate language, keeping hands and all objects inside the bus, not vandalizing, and not teasing, bullying, pushing, or fighting. The student should also have a respectful and obedient attitude toward the driver as a designated authority.

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

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

- Verbal warning
- Apology to driver and/or other students involved (expected for most offenses)
- Parent phone call
- Detention/Missed Recess
- Payment for damaged items
- In school suspension
- Parent conference
- Loss of bus privileges with parent taking responsibility to provide transportation
 - Short amount of time (3-5 days) with notification that further incidents may result in a longer suspension
 - Long amount of time (remainder of semester or year) with notification that further incidents may result in permanent suspension
 - Permanent suspension with notification that the student may no longer ride the bus while a student at Smithtown Christian School
 - Other consequences deemed appropriate for the level and frequency of incident

Inclement Weather and School Closings

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

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

Arrival, Dismissal, & Transportation

Daily Schedule

A student's day begins at 8:20 AM and may end at 2:50 PM or 4:50 PM. All students not in their first period class will be considered tardy unless they have an approved excuse.

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

Arrivals

All students being dropped off may enter the building at 8:05 through the security entrance. All secondary bus students may enter the building at 8:05am and elementary bus students may enter the building at 8:10 AM.

Tardiness

Students must arrive in their classrooms by 8:20 (when the 1st period bell rings) in order to be on time for school. Parents who drop off students at school should arrive by 8:10 to ensure the child is in class by 8:20. Students who are late must go directly to the office to sign in and receive a tardy pass. Parents may not drop students off in the classroom before or after a tardy pass is received due to visitor and security protocol.

Tardiness should be avoided if at all possible due to the disruption to the student who is late, the teacher, and the classroom schedule. Parents will be contacted if students are frequently tardy and asked to address circumstances leading to tardies.

Departure - The non-athletic school day ends at 2:50 PM and students must leave the school grounds unless participating in a scheduled, supervised school function.

Signing Out

Students are not authorized to sign out of school. This can only be done by a parent or guardian. In case of illness, an emergency contact may pick up the student.

Early Release

Seniors may apply for early release as part of their schedule. Once approved, these students will be considered dismissed from school once their schedule for the day is finished. They will sign out in the main office and immediately leave the school campus and will not be permitted back on campus until 2:50 PM.

School Hours

School Hours	8:20 AM – 2:50 PM
Office Hours	8:00 AM – 4:00 PM

Communications

Periodic emails will be sent to keep parents apprised of special events, informational items, recognitions, etc. In addition to email, Smithtown Christian School will communicate news and time-sensitive updates via text, on the website, www.learnwithscs.org and our Facebook page, www.facebook.com/smithtownchristian.

Nondiscriminatory Policy

SCS admits students of applicable age, regardless of sex, race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school.

Admission

Acceptance of the student will be based on academic record, results of testing, a personal interview with parents and student, and recommendations concerning character, attitude and general promise.

Student Conduct Policies and Procedures

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

Prohibited Objects and Materials

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

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

Cell Phones and Personal Electronic Devices

Students are strongly discouraged from bringing cell phones or personal electronic devices (such as iPods, gaming devices, iPads, Kindles, Smartwatches, AirPods/headphones, etc.) to school. Devices must be stored out of sight from 8:15am until dismissal. **If the device is visible (in the back pants pocket), used or audible during the school day when not authorized by a teacher, it will be confiscated.** Please see the chart below for the reference. Headphones should be out of sight and will be confiscated in accordance with this policy as well.

1st Violation	Confiscation
2nd Violation	Confiscation and Lunch Detention
3rd Violation	Confiscation and After School Detention

Food and Beverages

Food and beverages are allowed only in the cafeteria and/or in classrooms at the discretion of the teacher. Students are not permitted to eat in the Science classrooms due to safety concerns of the lab equipment and supplies utilized for various lessons. Foods containing peanuts and/or tree nuts are not allowed in the classroom. Open food and beverages are never permitted in the hallways or other common areas. Trash must be put in waste receptacles. Gum chewing is not allowed anywhere on campus.

Building and Grounds

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

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

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

Students are allowed out of doors during the school day only with faculty/staff supervision.

Internet/Computer Acceptable Use

Internet/Computer Acceptable Use Policy

Introduction

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

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

Definitions

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

Purpose of this Policy

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

Privileges and Responsibilities

Use of school technology is a privilege and not a right. Inappropriate use will result in termination of those privileges. In situations where this policy does not provide clear direction, school administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Smithtown Christian School has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Smithtown Christian School responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet. Students and employees are expected to abide by the terms and conditions of this policy. Students and employees must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student and employee handbooks.

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

Terms and Conditions

A. Personal Safety

Users should never share personal contact information about oneself or other people. This includes, but is not limited to, telephone numbers, addresses, social security number, birthday, and pictures. Email account passwords must not be shared. Elementary teachers may keep a record of student passwords to facilitate student sign on and secure password creation.

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

B. Respecting Others

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

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

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

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

C. Plagiarism and Copyright Infringement

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

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

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

D. Inappropriate Language/Materials

School technology must not be used to view, send, or display lewd and offensive media, such as pictures, video, audio, etc. regardless of format. Material that advocates illegal acts, violence or

discrimination towards other people (hate literature) may not be accessed, as well as material that either addresses or is of a sexual nature. Students will not conduct research on such topics without a teacher's approval. If such information is inadvertently accessed, it must be immediately disclosed to a staff member.

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

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

E. Illegal Activities

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

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

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

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

F. Bring Your Own Device

Some teachers may allow students to have their own devices in school for note taking, lesson activities, and other educational purposes. This is referred to as "Bring Your Own Device." Both teachers and students must comply with administrative policy regarding which classes are permitted Bring Your Own Device privileges.

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

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

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

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

G. Privacy

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

H. System Security

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

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

I. Liability of Users

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

J. Limitation of School Liability

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

K. Parental Notification and Responsibility

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

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

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

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

L. Email

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

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

The accounts belonging to users who graduate or withdraw from Smithtown Christian School will be deleted within 30 days, or before the start of the following school year. Any data within the account that users wish to keep should be saved elsewhere. Files will not be backed up by SCS.

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

M. Solicitation/Commercial Use

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

Violations of this Policy

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

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

Dress Code

Please visit the SCS website for a complete description of dress code requirements.

Dress Code Allowances

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

Dress Code Violations

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

1. Students who are in violation of the SCS uniform requirements will be issued a warning to correct the infraction. Before returning to class.
2. Continued infractions after will warrant the issuing of a lunch detention and parent contact.
3. Continued infractions after a lunch detention will result in an afterschool detention and parent contact
4. Continued infractions after the after school detention will result in a parent-dean conference.
5. Further infractions may result in the loss of dress down privileges or other consequences as outlined in the sections titled,

“Violations of Honor Code or Campus and Classroom Guidelines.”

General Dress Code Guidelines

- Outermost layer of clothing must have the SCS logo. If you chose to take your SCS sweatshirt off, you must have an SCS uniform shirt underneath.
- Girls may wear 2 earrings in each lobe. Cartilage earrings are not allowed, and earrings must not hang below the jaw line.
- Hats, gloves, scarves, or coats may not be worn to class.
- Officially approved SCS sweatshirts may be worn to class over the SCS collared shirt.
- Sports team uniform shirts with SCS logo may be worn on game days only.
- Body piercings or tattoos of any kind are not permitted.
- Excessive or distracting jewelry is not permitted.
- Cosmetics for girls should be modest and reflect casual daytime wear.
- Forehead bands, scarves, bandanas, dew rags and sweat bands are not permitted.
- Boys’ hair must be neat and properly groomed, not extend beyond the collar, cover the eyes, or more than half-way over the ear.
- Mohawks, names, letters, ponytails or “man buns”, symbols, lines or numbers cut in the hair, as well as other extreme styles as determined by the administration are not authorized.

- Extreme hair fashions which draw attention to oneself are not permitted.
- Dress must be in conformance with one's genetically determined biological sex.
- Note: for more specific details, see the dress code at: www.learnwithscs.org

Dress Down Days

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

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

Concert Performances

Student attire for all concerts is outlined and approved by the Music Department and included in the class syllabus provided at the beginning of each school year.

School Picture Day

Students must wear appropriate uniform clothes for picture day.

8th Grade Moving Up Ceremony, Baccalaureate Ceremony and Senior Commencement

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

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

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

Boys are to wear slacks, dress shirts, tie, and dress shoes.

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

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

Sexual Purity

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

We define sexual immorality as any of the following:

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

Physical Display of Affection

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

Profanity

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

Vandalism/Property Damage or Misuse

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

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

Violations of Student Code of Conduct or Campus and Classroom Guidelines

Violations of the SCS Student Code of Conduct and the Campus and Classroom Guidelines will be addressed by school staff, faculty and administration for the dual purposes of nurturing Christ-like character in our students and preserving a well-ordered learning environment. Refer to the Discipline Policy posted on our school website, which outlines how violations may be handled.

General Student Life Policies and Procedures

After School Detentions

After school detentions are scheduled for regular days each week (Tuesday and Thursdays), from 3:00 PM to 4:00 PM. Students must report to detention on time in the testing room, and are not eligible to participate in any extracurricular activities on a day he or she serves detention. This includes any sports games, practices and extra help which are scheduled to begin after 4:40 PM. At the end of detention, students can either be picked up by a parent at the security entrance or stay for a late bus.

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

Lunch Detentions

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

Senior Pranks or Senior Cut Days

Senior pranks and cut days are not permitted at SCS. Participation in any such activity will be subject to disciplinary action up to and including not being allowed to participate in Commencement Activities.

Lockers

Lockers are assigned each year for students in 6-12 by the Main Office. Any request for a change can be made by the student to the main office.

1. Lockers are to be kept neat and clean, and students should not give out their combination to other students.
2. Failure to completely clean out a locker, including anything attached to the locker, at the end of the school year will result in a \$20 fine.
3. Damage done to a locker will be charged to the student who causes the damage.
4. SCS retains ownership of all locker space, and all lockers may be searched by SCS administration at any time, for any reason.
5. SCS is not responsible for lost, damaged or stolen items belonging to students.
6. All personal items and books should be stored in the locker, not on the ground or in the hallway. Unattended items are cleaned up daily, and may be discarded.

Lost and Found

Lost and found articles are kept in the lost and found boxes, where students or parents may claim them. All lost and found items without names on them and that are not claimed after 2 weeks, are either discarded or donated.

After School Activities

Students staying after school for any reason may only do so under the supervision of an adult. *For example, you may not stay after school in the foyer (or any area) unsupervised to do your homework or work on group projects.* Students must report directly to their assigned location after school, and must stay with the supervising adult until dismissal for late buses or parent pick-up. Once you leave the school building (with the exception of sports), you will not be permitted back in.

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

Senior Privileges

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

Phone Calls

Students may only place calls to parents from the office phone. The office will not deliver messages to students during the day, except in emergencies. Students are not permitted to call home to report medical problems. Medical problems are only reported to parents by the school nurse.

Visitors

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

Parents are always welcome to attend chapel at any time, and without notice.

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

Library

Students may use the library for research, homework or projects during their lunch period. To access the library during these times, a student must have a pass from the cafeteria. Passes are available on a first come first served basis. Students may also visit the library throughout the day during their passing time, lunch or free time to borrow materials.

Attendance

The following table identifies excused and unexcused absences:

Excused	Unexcused
Personal sickness	Family vacations

Death in the family Impassable roads In-school suspension Quarantine Religious observance Requirement to be in court College visits Appointment at health clinic or medical office Military obligation Other such reason as may be approved by the SCS Administration	Shopping Lack of transportation Cut classes Working a job Out-of-school suspension Or any other reason not listed on the Legal Absence List.
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Students with an unexcused absence will be expected to have all missed work completed on the day they return to class. Work or exams completed after this day will fall under the Late Assignment Policy.

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

All absences must be followed by a note of explanation from a parent on the day the student returns to school. A parent/guardian may also call or email the school office by 9am on the day of the absence. Doctors notes will be required for an absence due to illness that are longer than three days. In addition, a second doctor's note will be required when an absence due to illness is longer than 10 days.

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

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

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

Prolonged illnesses may result in an "incomplete" on the report card. Any work needed to clear an incomplete is to be submitted to the teacher no later than five days into the next quarter. 27 or more absences (legal or illegal) may result in the student needing to make up class time with private tutoring and may result in failure or dismissal from SCS.

Tardiness and Class Cuts

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

Withdrawal from School

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

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

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

Health & Medical Information

General Health & Wellness

- Students should stay home when they are sick.
- Students are encouraged to use appropriate measures to prevent the spread of illness at school and at home.
- The Health Office will notify all school families of widespread or abnormal illnesses in the school.
- Primary insurance coverage is provided by the student's family health policy. When the primary coverage is exhausted, the secondary policy (carried by SCS) becomes effective.

Physical Examinations

Children entering Grades Pre-School, K, 1, 3, 5, 7, 9, 11 and all new students to the school are required by NYS law to submit a current year Physical Exam at the start of the school year. A physical exam is valid one year from the date of the exam. Physicals must be placed on the required NYS form in order for it to be accepted.

Secondary students who plan to play interscholastic sports must submit a current physical less than a year old, along with a parent completed Interval Health History for Athletes form. Both forms are available, along with the Sports Physical Procedure, in the Health Office and on the SCS website. Students will not be permitted to try out, practice, or play in games until these forms are submitted and the Health Office clears them for participation. A new interval health

history for athletes form is needed for each sport and not to be turned in sooner than 30 days prior to the start of the sport.

Screenings

SCS provides vision, hearing, and scoliosis screenings (in NYS mandated grades) in October of each school year. This is in order to identify any conditions which may affect your child's ability to learn and/or his or her well-being. The Health Office will send parents a report about any concerns found during a child's screening and send home a referral to see a doctor. If this report leads to a change or corrective measures for your child, please update the Health Office.

Illness/Injury While at School

When students become ill during the school day, they are sent to the nurse by the classroom teacher or staff member. Students are not to initiate phone calls to parents requesting to be picked up. The parent/guardian must pick up an ill or injured child within one hour. At any time, the Health Office may require parents to pick up their children as deemed necessary.

Fever/Illness

Following illness, students must remain fever free, while taking no fever reducing medications, for 24 hours before returning to school.

For your child's well-being and to ensure a healthy school environment, please keep your child home for any of the following:

- Vomiting or diarrhea in the past 24 hours
- Temperature of 100 or higher in the past 24 hours
- Taking medication to reduce a fever within the last 24 hours
- Any unexplained rash
- Symptoms of illness, such as persistent cough, sneezing, or runny nose
- Recent strep throat (must be on antibiotics for at least 24 hours before returning to school)
- Persistent toothache or earache
- One or both eyes are red, itchy, painful, and/or have drainage or crusting

When to Notify the Nurse

A note from the doctor is required for all of the following:

- Any contagious disease, such as Chicken Pox, Mumps, Whooping Cough, Influenza, Strep Throat, Pink Eye, Mononucleosis, etc.
- Illness/injury requiring an excuse from Physical Education for more than one week. Be aware that any time a student is excused from Physical Education, he/she may not participate in recess. If your child has been restricted from Physical Education and recess, he/she will need a doctor's note in order to resume normal or modified activity.

- Emergency care and/or hospitalization for ANY reason, such as surgery, placement of cast, stitches, etc.
- Skin rashes, such as scabies, impetigo, ringworm, molluscum contagiosum, etc.
- Any medical restriction from activity which is longer than 30 days requires an updated note from the doctor.

If your child is diagnosed with a chronic condition, long-term illness, or any medical condition requiring ongoing medical care (such as diabetes, asthma, seizures, heart conditions, allergies, etc.), please contact the Health Office.

Notify the Health Office if your child has or recently had head lice.

A parent note is acceptable to keep a child indoors at recess due to a health issue for up to three days. However, a doctor's note is required for longer than that and must include a diagnosis and duration of restriction.

Casts & Crutches

The Health Office must receive a doctor's note if there is a need for casts, splints, wraps, bandages, crutches, wheelchair, or sutures in school. The doctor must indicate the reason and the length of time for their use. A special "extra time" and Elevator pass will be issued by the nurse if the MD has requested these in writing. Please note that there is no elevator that leads to the third floor. Students not permitted to use the stairs will need special arrangements made for them to attend class. Please notify the nurse and secondary principal prior to your child's return so these arrangements can be made.

Severe Allergies

Parents must notify the Health Office of any student allergies. The Health Office will develop a plan that accommodates the child's needs in the class, cafeteria, during field trips, and other school related events. It is imperative to educate your child regarding the allergens that may bring on a reaction and symptoms should be brought to the attention of the teacher or aide. If it is a food based allergy, parents must remind their child that they may only eat and drink food items sent from home, unless expressly stated in the Food Allergy Agreement.

If your child has an epi-pen, you must speak with the school nurse to discuss medical management. Children with severe food allergies may only consume food brought from home, unless expressly stated in the Food Allergy Agreement.

Students who have provided the nurse with an epi-pen because of allergy concerns should be accompanied by their parents on any field trip. Should the parent be unable to attend the trip, they may complete the form from the nurse that authorizes a parent-designee (whom the parent has trained) to go in their place.

Due to the prevalence of nut allergies, peanut/tree nut products are to be consumed in our school cafeteria and teacher work room only.

Medication

If medication must be taken during the school day, forms are available in the Health Office that must be completed. All medication (including over-the-counter drugs, topical applications, or lozenges) must be accompanied by specific written doctor's orders and written parental consent. Medication must be in a labeled prescription bottle and secured in the Health Office. School regulations based on New York State Law expressly state that a child is not permitted to bring pills, etc., to school and may not take or receive any kind of medication during school hours outside of that which is given in the nurse's office. Only students with a self-carry order form will be allowed to carry their medication with them.

All diabetic students are regularly tested at snack, lunch, prior to Physical Education and dismissal, and any time the student presents with symptoms of either low or high blood sugar. Testing and administration of insulin (if needed) is to be done at the Health Office unless otherwise noted in their medical management plan. Forms may be obtained from the Health Office for parents and physicians to complete concerning all types of Diabetes Care. It is the responsibility of the parent/guardian to notify their child's transportation company of conditions requiring emergency medication (asthma, severe allergies, diabetes, seizure disorder, etc.).

Yearly Health Survey (Digital)

The Health Survey for each student must be fully completed online by a parent prior to Orientation Day each year. This information is valuable if there is a medical emergency or for any other need requiring release of your child. Children will NOT be released by the Health Office staff to anyone who is not listed.

Please be sure to list four [4] contact people in addition to parent phone numbers. If your child is seriously ill or injured and we are unable to reach the people listed, an ambulance will be called and the student will be transported for emergency room treatment.

Immunizations

SCS must follow the Immunization Requirements set forth by NYS Public Health Law (section 2164) for school attendance.

Herbal Remedies, Dietary Supplements, etc.

Requests for use of herbal remedies, dietary supplements and natural products will not be honored because they are not sanctioned by the FDA. Such products must be administered outside of school.

Smithtown Christian School Academic Integrity Policy

God has called every one of us to act with integrity in everything that we do.
Pro. 10:9 / Pro. 13:6 / Titus 2:7

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

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

Academic dishonesty includes, but is not limited to:

- Cheating on assignments or exams: Students are not permitted to use any unauthorized materials on exams unless directed by their teacher. This would include textbooks, notes, cellphones, iPads, and other students. For all other assignments, students are expected to work independently unless otherwise directed by their teacher. Students may use their textbook, class notes, outside research, etc to help them understand the topic at hand, but all work should be their own.
- Not working properly with other students: There are many times students will be encouraged to do group work or to ask another student for help. This is ok as long as the students actually do the work themselves and not merely get the answers from another student.
- Using the same assignment for different classes: Each assignment must be completed for the course in which it is assigned and cannot be used to fulfill requirements for another class. This would include submitting the same research paper to more than one teacher, recycling a book report, or creating an art piece for more than one class.
- Forgery or misrepresentation: Any attempt to lie to a teacher or administrator in order to get an absence excused, a deadline extended, or special accommodations are not acceptable. Forging the signature of a parent, teacher, administrator, and/or other student is also not acceptable.
- Plagiarism: Plagiarism is any attempt to pass off someone else’s work, thoughts, ideas, or words, as your own. All student work is expected to be original, not copied from others. Work not properly cited is still plagiarism.
- Helping other students commit academic dishonesty: It is just as wrong to help someone act dishonestly as it is to commit the act yourself. Any attempt to help other students cheat on exams, give students copies of exams/assignments, give answers to homework assignments, etc. will not be tolerated. Students found to have assisted others in academic dishonesty will be subject to the same consequences as the student that committed the offense.
- Attempting to commit Academic Dishonesty: Any attempt, even if discovered before it actually happens, may face the same consequences as the actual offense.
- Altering records: Any attempt to alter records, grade books, or any other official document will be subject to disciplinary action.

- Interfering with Academic Integrity: It is wrong to threaten and/or bribe someone into either not reporting an instance of academic dishonesty or commit academic dishonesty. Further, any attempt to threaten, intimidate, or bribe someone after a report is made will not be tolerated.

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

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

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