



# STUDENT HANDBOOK

## Middle School

*SHERIDAN HILLS CHRISTIAN SCHOOL*

*3751 Sheridan Street*

*Hollywood, Florida 33021*  
*(954) 966-7995 (954) 961-1359 Fax*  
*www.shcsnet.org*

## **TABLE OF CONTENTS**

Mission Statement and Philosophy .....	4
School Contact Information .....	5
School Standard .....	6
Discipline .....	7-10
Policies .....	10-14
• Weapons	
• Drug and Alcohol	
• Harassment and Discrimination	
• Anti-Bullying	
• Cheating and Stealing	
• Cell Phones	
• Leaving School Without Permission	
• Internet and Social Networks	
• Personal Display of Affection and Inappropriate Language	
• Athletics	
• Field Trips	
School Arrival and Dismissal .....	14-15
Attendance .....	15-16
Academic Information and Requirements .....	16-18
Dress Code .....	18-19
General Information and Policies .....	19-22

**\*\* The information contained in this document is subject to revision at any time**

Dear Parents:

We at Sheridan Hills Christian School like new beginnings, and one of our favorites, a new school year, is here again. A special welcome is extended to you and your child as we share this new beginning. What a great year we anticipate!

Your child is a precious gem that God has created. We at Sheridan Hills Christian School are so pleased that we will be sharing in the development of your child. Having our Lord's guidance, it is our desire to help your child become the very best person he or she can be by growing in wisdom, and stature, and in favor with God and man. Please work with us as we strive to do this.

As we share together this year, let us pray, expect, and participate!

In Jesus' name we serve,

Sheridan Hills Christian School Staff

## **MISSION STATEMENT**

Sheridan Hills Christian School is committed to educating young people in a tradition of academic excellence founded on faith in Jesus Christ.

Our mission is to train young people to be leaders with a Christian perspective on the world. Our educational goal is to foster in children the academic achievement, spiritual development, social maturity, and physical skills necessary to glorify God. Sheridan Hills strives to provide a safe and caring learning environment where students are challenged to reach their maximum potential. Our commitment to a Christian philosophy, accelerated curriculum, quality textbooks, and professional, qualified teachers assures excellence in education. Sheridan Hills Christian School aims to provide students with a comprehensive college-preparatory education.

## **EDUCATIONAL PHILOSOPHY**

The school board, staff, and parents of Sheridan Hills Christian School believe that:

- Each student is unique, valuable, and created in God's image.
- A safe and stimulating learning environment is necessary for fostering student growth.
- Education should be God-inspired and student-centered and is a partnership among students, teachers, parents, and the broader community.
- We must challenge and provide support for students not only to reach their academic potential, but more importantly, to come to a saving knowledge of the Lord Jesus Christ.
- By providing a broad-based curriculum which emphasizes strong academics and creative expression, students will become critical thinkers.
- Education is not limited to the classroom. Mission's outreach and travel experience offer valuable learning opportunities.
- Technology and computer literacy are an integral part of education.
- Physical fitness promotes team building, self-discipline, and a healthy lifestyle.
- On leaving SHCS, our students are thoroughly prepared to meet the challenges at their next school, whether it is at the university, secondary, or primary level.
- Education which celebrates cultural diversity fosters respect among God's children.
- A well-rounded education should provide meaningful opportunities for students to become active, positive members of the community.

## CONTACT INFORMATION

To save you time and to serve you better, we provide this list of categories. We are glad you are a member of the Sheridan Hills Christian School family, and we want to be of service to you. Please call us when questions arise. Our telephone numbers are:

School Office	(954) 966-7995
Daycare Office	(954) 983-5938
Voice Mail	(954) 963-6068
Attendance	(954) 963-6068 ext. 410
Athletic Director	(954) 963-6068 ext. 411

School office hours are from 7:30 A.M. to 3:30 P.M. (An answering service is available other hours).  
Daycare office hours are from 7:00 A.M. to 6:00 P.M.

<u>To Inquire About:</u>	<u>Call:</u>
Curriculum (6 <sup>th</sup> through 8 <sup>th</sup> grade)	Principals
Curriculum (9 <sup>th</sup> through 12 <sup>th</sup> grade)	Guidance
Discipline	Classroom Teacher then Principal
Attendance	Attendance Officer
Financial Matters	Accounts Receivable Bookkeeper
Club Room	Club Room Director
School Athletics	Athletic Director
General Information	School Office Staff

The Sheridan Hills Christian School web site may be accessed at [www.shcsnet.org](http://www.shcsnet.org). This is a full resource center for parents to collaborate with teachers and administrators. This source allows parents to:

- Stay informed of homework, projects, upcoming test dates, and attendance records in each child's classroom.
- Receive private or group messages from each child's teachers, as well as send private messages to them.
- Read important school news within seconds of its creation.
- Review the school calendar and group events.

## **SCHOOL STANDARD**

Qualities we desire to develop at Sheridan Hills Christian School include the following:

1. Respect for God, including His name, His Word, His creation, His material blessings, and places set aside to worship Him.  
We, therefore, will not tolerate profanity (including use of “Oh, my God” in slang), misuse of the Bible, lack of respect in chapel services, untidiness on the grounds, or the defacing of school property.
2. Self-Respect because he/she is a creation of God.  
Every student’s life is of immeasurable value, and we seek to instill in our students an awareness of their worth, their potential, and the means by which God will provide a successful life for them. This success depends on a realistic view of the student's own basic nature. The student must recognize his/her own inadequacy apart from the help of God and come to depend on the resources God has provided to make right living possible. Students will be encouraged to develop a respect for their own work and to demonstrate that respect by doing work neatly and to the best of their ability. Students will be expected to demonstrate a measure of self-control, to govern their emotional responses, and to develop an understanding of God’s way of righting injustice. Those things which would hinder the development of strong character and a healthy body are strictly forbidden. These include immorality, stubbornness, lying, cheating, stealing, unclean language or actions, smoking, alcoholic beverages, and the use of non-medical drugs. Students who participate in this type of conduct may be expelled from school.
3. Respect for Others.  
Students will be expected to respect and obey those in authority because of the position God has entrusted to them. Lack of respect and willful disobedience will be serious causes for correction. The school will do all possible to help students develop a healthy respect for their parents and civil authorities. Students are expected to show respect for all adults by standing when an adult enters the classroom and by demonstrating courtesy at all times. Students will be expected to show respect and consideration for their fellow students and to develop the qualities of forgiveness, patience, and Christian love. Students will be encouraged to develop a desire to help others and to work on purposeful friendships. Fighting and unkindness in conversation or action is unacceptable.
4. General Qualities of Respect Toward Others
  - Promptness: Students are expected to be on time to all classes and student activities.
  - Dress: Students are expected to demonstrate cleanliness, neatness, and modesty by the way in which they dress. In doing so, they also demonstrate purposefulness

and respect for authority, the opinion of others, and the reputation of the school in the community.

- Loyalty: Students are expected to demonstrate loyalty toward their country, community, school, and family.
- Trustworthiness: Students are expected to fulfill their commitments.
- Orderliness: Students are expected to be orderly in their behavior when in groups and to contribute to the neatness of the school by proper care of school supplies and equipment and the proper management of their own possessions.

## DISCIPLINE

Sheridan Hills Christian School seeks to follow a Biblical approach to discipline. Although discipline is necessary for the school to run smoothly, it is primarily for the student's own good. It is our purpose to train our students so that they may enjoy the most meaningful life possible. To be truly successful and genuinely happy, a student must learn to relate to people properly. These people include school and civil authorities, parents, peers, and others. The Bible teaches that the quality of these relationships depends on the student's view of himself and ultimately on his relationship with God. It also teaches that the student will be held accountable for his attitudes and actions in each of these relationships. The results of wrong attitudes include confusion, frustration, guilt, bitterness, and the inability to face reality. God has not only revealed His standards for successful living, but also practical guidelines for restoring broken relationships. He makes it clear that every person is in need of such restoration. Therefore, we at Sheridan Hills give attention to such matters.

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6 NIV Discipline results from training. God says He has given His Word in order to show us what to believe and what not to believe, how to live, and how to correct wrong living in order that we might be mature and produce good works. The absence of such training among a great number of American youth today is sadly evident. The obvious lack of responsibility, disrespect for authority, scarcity of constructive friendships, purposelessness, and unrest are noted daily. As a school, we are committed to helping students understand God's pattern for living and to assisting them in correcting deviations from that pattern of living. Under these circumstances, students may enjoy the benefits of the will of God to the extent of their own desires.

### School/Parent Relationship

SHCS views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of the school administration, faculty, and staff. **Just as a parent has the right to withdraw a student from the school if desired, the school has the right to dismiss a student if the school determines at its discretion that a parent or student partnership with the school is irretrievably broken.**

It must be made clear that God places the immediate responsibility for training a child upon the parents, promising to give divine guidance to those who seek it. Parental cooperation plays a strategic part in the success of training at school. The nature of parental discipline in a child's life, and the strong influence of daily training at home can be neither erased nor replaced by training at school. The school can only supplement proper home training. Though the school is directly responsible to God for its leadership in the lives of students, it remains essentially a service to parents in aiding them to fulfill their responsibilities before God. The school must give due respect to the position God has given the parents, realizing that the ultimate choices regarding the child's education are theirs.

### Training

Positive training will occur throughout the school program and should manifest itself in the following ways:

1. By example

2. By verbal teaching
3. By corrective guidance following wrong behavior including:
  - A clear understanding of the offense by both the disciplinarian and the student
  - Time spent to ensure the student understands the error of the offense and its consequences (The student must understand what relationships have been damaged and how he/she will be harmed by the consequences of such behavior.)
  - Guidance given toward restoring broken relationships, removing guilt, and reinforcing the student's decision to change his/her behavior
  - A fair punishment given

Discipline will be handled primarily by the classroom teacher. It is our policy to encourage self-control and positive actions within our student body. Each classroom will have a basic set of rules for classroom behavior conducive to good learning. The student will be familiarized with these rules.

### Student Response to Correction

Once a student understands the offense, and perhaps to some degree the purpose and implications of the standard, his/her response is very important. Only the student can choose to change. If the student is repentant, steps of correction may be outlined for him/her to follow. Should the student choose to remain self-willed, the consequences of this choice must be made as clear as possible. Correction will vary according to the offense. In the classroom, a verbal rebuke from the teacher may be sufficient to correct a student's behavior. Privileges may be removed or extra work assigned. When an offense becomes serious enough to merit coming to the office, consequences will be more serious.

### Parent Response and Follow Through

Parent cooperation and support of our discipline procedures will insure the success of your child in our school structure. If there is a question about the administration of the discipline, contact the teacher through the school office. In cases of repeated misbehavior, the parents will be notified and expected to cooperate with the school in administering proper discipline.

**The administration reserves the right to expel a student at any time it is felt that:**

- **We can no longer help the student**
- **The student's actions and/or attitudes are an improper influence or danger to the other members of the student body of this Christian school**
- **There are repeated instances of lack of parental cooperation**

### Detentions

Some disciplinary infractions will warrant a detention. Excessive unexcused tardiness (three in a nine-week period), dress code violations, and violation of class rules will result in detentions. An email will be sent in advance. Detentions must be served on the assigned day unless reassigned through the Principal. A request for reassignment must be in writing along with the reason for the request.

Below you will find a list of infractions that warrant an immediate detention. However, discipline is not limited to these infractions. Depending upon the offense, alternate methods of discipline may be required.

- Destruction of school property (Depending on the offense, could result in more severe disciplinary action. Student must also pay for repair/replacement of destroyed property.)
- Disrespect, disobedience, or insubordination
- Dress code violations
- Lying
- Neglecting three homework assignments in one week
- Profanity
- Running or pushing in hallways or on walkways
- Technology abuse
- Three zeros in one week

Note: Gum chewing is not permitted at anytime  
During school hours, students are not permitted to have sodas or use the vending machines.

### Saturday Detentions

If a student receives three detentions in a nine-week period, a Saturday detention will be issued. Some disciplinary infractions also warrant a Saturday detention. Some such infractions include, but are not limited to: cheating and/or plagiarism (also results in a zero grade on the assignment, and depending on the offense could result in more severe disciplinary action), failure to serve a regular detention, the second offense of any previous offense that resulted in a detention, public display of affection, throwing food in the cafeteria, and such behavior.

A Saturday detention will be served on an assigned Saturday from 9:00 A.M. until noon. There is a \$40.00 fee for the Saturday detention. The notice must be signed and returned to the Principal the day after it is sent home. If this procedure is not followed, the student will not be permitted to attend class. The student must report to SHCS on the designated Saturday in complete uniform, bring school work, and have the required payment. Failure to report to a Saturday detention or non-admittance will result in an automatic out-of-school suspension for two days. **THIS WILL BE ENFORCED.**

**Note: If a student accumulates two Saturday detentions, the student and parent must meet with the Principal before readmission to school. At that time parents will be informed that a third Saturday detention will result in the student being asked to leave SHCS**

### Suspensions

Some disciplinary infractions warrant an in-school or out-of-school suspension. Parents will be notified of suspensions, and may need to arrange to have the student picked-up during the school day if the student is issued an out-of-school suspension. A notice of suspension will also be sent home. The notice must be signed and returned to the school administration, the day after it is sent home. If this procedure is not followed, the student will not be permitted to attend class. The length and type of suspension will be determined by school administration, and is subject to administrative discretion.

Infractions that warrant a suspension include, but are not limited to:

- Being *Out of Bounds*  
*Out of Bounds*-The term “out of bounds” refers to a students being in a place other than where

he/she is scheduled to be at any given time, or a place that is off limits to students. For example, students are not permitted in the parking lot during school hours without permission. For the safety and accountability of all students, serious disciplinary consequences will be imposed on a student who is “out of bounds,” including but not limited to suspension.

- Leaving campus without permission (will result in an immediate 2-day, out-of-school suspension); after two offenses the student will automatically be asked to leave SHCS
- Forgery of a parent’s signature
- Shooting items, such as rubber bands, or throwing objects of potential danger (ex: rocks)
- Fighting/Bullying/Harassment (\*\* Fighting or dangerous horseplay will result in a two-day suspension.)
- Smoking/Possession of Cigarettes (also carries a \$50 fine)
- Stealing (restitution required)
- Possessing Contraband

Contraband refers to those items, some more serious than others, which are considered unwholesome or inappropriate for students to have in their possession. Contraband includes, but is not limited to: tobacco products, alcohol, drugs, weapons, fireworks, chains, playing cards, or other items which may be deemed inappropriate by school administration. Such items are not permitted on campus or at school-sponsored events and will be confiscated. Possession of these items may result in immediate expulsion.

- Vandalizing Property (restitution required)  
Defacing or destroying school property or the personal property of other students, faculty, and/or staff will result in disciplinary action. This may include cooperation with the proper authorities, full restitution, and may result in expulsion.
- Instigating a False Fire Alarm (also carries a \$50 fine)
- Repeating Offenses-continued violation of previous offenses which resulted in a detention

### Expulsion

Some disciplinary infractions warrant expulsion. Parents will be notified of expulsion, and will need to arrange to have the student picked-up during the school day if the student is expelled.

Infractions that warrant expulsion include, but are not limited to:

- Possession of a weapon
- Possession or proof of use of a controlled substance, drugs, or alcohol
- Theft
- Fighting/Bullying/Harassment
- Continued disciplinary problems after other methods of correction have been administered

### General Policies

#### Weapons Policy

Weapons are not permitted on school grounds or at any school-sponsored event. Any student who is in possession of any weapon, or who threatens another student with a weapon, will be expelled from the school. Any item that is used to threaten or that can cause bodily harm may be considered a weapon.

#### Drug and Alcohol Policy

Sheridan Hills Christian School follows a strict policy of **NO Drugs and NO Alcohol**. The use or possession of illegal drugs, illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, the abuse of prescription or over-the-counter drugs by any student on school property,

while attending, or participating in any school-sponsored activity or at anytime the student is wearing a school uniform, is prohibited. Evidence of the use or distribution of drugs or alcohol on or off campus will result in police involvement and immediate expulsion. SHCS is committed to a drug-free environment.

**At any time, Sheridan Hills Christian School may require a student to submit to a drug test.** If a student exhibits symptoms, or is suspected of substance abuse the school may require that the student undergo substance abuse testing at the parent's expense. If the results of the test are positive, the student will be dismissed from SHCS. Refusal to participate in such a test will result in dismissal from SHCS. Testing will be done by an independent lab. **At times, the school may choose to conduct random drug testing of the student body at the parent's expense.**

### Harassment and Discrimination

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, or citizenship status. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to school administration. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### Anti-Bullying Policy

The school is committed to providing and promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures that directed at a student by another student have the effect of:

- Physically, emotionally, or mentally harming a student
- Damaging, extorting, or taking a student's personal property
- Placing a student in reasonable fear or emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the mission of the school

### Bullying

Bullying may involve, but is not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying, or other verbal, written, or physical conduct. Cyber-bullying includes misuses of technology such as, but not limited to, teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending inappropriate e-mails, instant messages, text messages, digital images, or web-site postings (including blogs and social networks sites).

This policy prohibits bullying that occurs . . .

- On school premises before, during, or after school hours
- On any bus or vehicle used as part of any school activity
- During any school function, extracurricular activity, or other school-sponsored event

## Reporting Complaints

Each student and parent has a responsibility to report any bullying to the school immediately. If a student experiences or a parent witnesses or learns of any incident of bullying, the incident must be promptly reported to the school administration. The administration will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

## Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Principal's discretion. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

## Threats of Violence

Threats of violence in any form outlined in this policy will be treated as the most severe deviation from this policy and handled with the strongest consequences as outlined in the policy.

## Cheating

The act of cheating includes, but is not limited to, any of the following:

- Copying homework or allowing others to copy
- Giving or receiving answers for a test in advance
- Not documenting sources
- Misusing calculators or other electronic devices
- Giving or receiving unauthorized aid on a test, quiz, or other academic work
- Sharing a test, quiz, or other type of academic work
- Plagiarism -Plagiarism is a form of cheating which will be explained by the English teacher on the first day of class. A copy of the policy regarding plagiarism will go home with students to be signed and returned to their English teacher.

The following disciplinary actions will be imposed for students breaking caught cheating:

- 1<sup>st</sup> Infraction: "0" grade on assignment, Saturday detention, parent notification
- 2<sup>nd</sup> Infraction: the consequences of the 1<sup>st</sup> infraction, notification to any coaches and/or moderators, withdrawal from Honor Societies, loss of any leadership positions
- 3<sup>rd</sup> Infraction: possible withdrawal/expulsion

## Personal Property/Stealing

Students are responsible to safeguard their personal items. Students are not to touch the property of others without the other person's expressed permission. This is true also of items found on or in a teacher's desk. Items that are found are presumed to be lost and should be turned into the school office. To do otherwise may be considered stealing.

Books, book bags, purses, and the like should never be left unattended. If these items are not under supervision, they should be secured in a locker or safe area. Items of value should not be brought to

school. Toys (ex: Nintendo/GameBoy, trading cards, playing cards, balls, skateboards), radios, CD players, iPods, and all similar items are not permitted on campus without permission from the school. The school will not be held responsible for objects confiscated from a student due to infraction of the above rule.

**Sheridan Hills Christian School is not responsible for the loss or theft of ANY personal property.**

### Cell Phones

Cell phones may not be heard, seen, or used **AT ANY TIME** during the school day (7:45 A.M. to 2:45 P.M.). Failure to comply with this policy will result in the following actions:

- **First Offense:** The cell phone will be confiscated from the student and returned to the student at the end of the day and a detention will be issued.
- **Second Offense:** The cell phone will be confiscated from the student, a Saturday detention will be issued, and the parent will have to pick up the cell phone from the Principal.
- **Third Offense:** A third offense would be obvious that the student is not willing to follow school rules. Disciplinary action will be determined by the Principal and may result in suspension or expulsion.

If you need to contact your child, please call the school office and we will make sure the student receives the message.

### Leaving School Without Permission and/or Truancy

No student may leave the premises during the school day, including lunch period, without written authorization from the Principal. The school day begins when the student is dropped off on school property. If a student must go home due to illness, his/her parents are contacted by the school. Leaving school without permission can result in dismissal from school.

### Internet and Social Networks

It is the schools' duty to protect its students and their reputations as well as to protect the reputation of Sheridan Hills Christian School.

Sheridan Hills Christian School students may not post, place, upload, or communicate on the internet any images, photographs, statements, or inferences relating to or including, profanity, vulgarity, illegal drug or alcohol use, illegal activities, or illicit activities. Additionally, Sheridan Hills Christian School students may not utilize the internet for the purpose of defaming, threatening, or slandering any other Sheridan Hills Christian School student, faculty member, parent or Sheridan Hills Christian School as an entity.

Sheridan Hills Christian School reserves the right to take disciplinary action against any Sheridan Hills Christian School student found in violation of this policy. The disciplinary actions may include, but not be limited to, the student forfeiting any leadership position, being dismissed from athletics, or being suspended or expelled.

### Public Display of Affection

Inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, or at any school-sponsored event. Those who violate these rules may be subject to disciplinary measures, including Saturday detention, suspensions, or expulsion.

School Administration reserves the right to determine what is, or is not, appropriate behavior.

### Inappropriate Language

Profanity, crude or inappropriate language, or rude gestures are never acceptable. Students should always show the utmost respect for faculty, staff, parents, and their fellow students. Violating this ethic will result in disciplinary action.

### Athletics

Middle School athletes will be expected to follow all policies and guidelines set forth by the Athletic Department of SHCS. Student athletes are required to maintain a 2.0 GPA and will be evaluated on a regular basis, as well as at the end of each marking period. If a student athlete falls below the required 2.0 GPA, they may be removed from athletics, and be re-evaluated at the end of the next marking period. Student athletes may also be dismissed from a team for disciplinary reasons. The Middle School Principal and/or the Athletic Director have final discretion regarding student athletes that struggle academically and/or behaviorally.

### Field Trip Policy

Parents may attend SHCS Middle School field trips, when there is a need, and with the Principal's approval. For safety and liability reasons, any parent accompanying SHCS on a field trip will need to be fingerprinted prior to attending the trip, at their own expense. You can obtain more information about fingerprinting by contacting the front office.

## **SCHOOL ARRIVAL AND DISMISSAL**

The arrival and dismissal procedures are discussed and diagramed on maps distributed by the teachers. All middle school students will arrive and depart from the gym carpool area located on the west side. Since school begins at 8:00 A.M., students should arrive between 7:30 A.M. - 7:55 A.M. Dismissal is 2:45 P.M. for secondary students. **Because of our concern for the safety of students and liability to the school, students must leave the property by 3:00 P.M. unless involved in a teacher-supervised activity. Secondary students on the property unsupervised will be directed to clubroom and a charge will be added to the family's bill.** Parents should familiarize themselves with taxi service and public transportation which runs on Sheridan Street to the south of our property.

### Club Room

The Sheridan Hills Christian School Club Room is an extension of Sheridan Hills Christian School. This service is provided from 3:00 P.M.–6:00 P.M. for secondary students (grades 6-12) who need to remain on campus after regular school hours. The fee for this service is \$5.00 per hour and will be charged to the family account. **Students who are not picked up by the designated time will incur an additional charge of \$2.00 per minute. There is NO CLUB ROOM provided on school holidays or teacher workdays.**

## Walking or Riding a Bicycle to School

Students who walk or ride a bicycle to and from school must complete a Walker/Biker Form and return the form to the school office. By completing this permission form, Sheridan Hills Christian School is released from any responsibility once your child has left the school property. Once your child leaves the school property, he/she is not allowed to return until the next school day. Bicycles must be parked at the bicycle racks and locked. Bicycles are to be walked, not ridden, on the school property.

## ATTENDANCE

### Absence

In order to gain the most from school, your student must be regular in attendance. There will always be sound reasons to excuse a student from school, but it must be understood by parents and students alike that the fewer interruptions in the normal operations of the school, the greater the profit to the student. Parents and students are asked to make every effort to cooperate with the school in this matter. If any student misses more than thirty (30) days of school, he or she may be required to repeat the grade **or** classes missed. If a student is absent three consecutive weeks or more for illness, the family must arrange for a private tutor or a homebound teacher.

**When a student is absent or when a student will not be arriving before 8:50 A.M., the parent or guardian must notify the school attendance office at (954) 963-6068 ext. 410 by 8:45 A.M. stating the reason for the absence or late arrival. This procedure is required every day a student is absent.** Before consideration will be given to granting an excused absence, the student must bring a note signed by a parent or guardian stating the student's name, reason for the absence, and the date(s) of the absence. Any class missed for unexcused reasons during the school day will result in a zero for the class session missed. Any illness-related absence that extends more than three (3) school days may require a doctor's excuse for re-admission. **To be eligible to participate in athletic competitions, students must be in attendance for a minimum of four full periods.**

Excused absences include absences due to illness, death in the family, medical appointments, and other reasons approved in advance. For pre-approval and to secure advance assignments in a timely manner, send a written request to the attendance office at least two school days prior to the absence.

**Secondary students who are absent more than twenty minutes from a class will be considered absent from that class.**

### Pre-Planned Absences

Any student who will be out of school for reasons other than illness must obtain all assignments for the period of absence prior to leaving. Parents must send a written request to the attendance office giving an explanation of the reason for the absence two school days prior to the absence. If an excused absence is granted, completed work must be turned in the first day back to school. **No additional time will be granted for make-up work.**

Missed quizzes and tests must be made up within a week of return. Should the absence extend beyond the pre-arranged length of time, a written note explaining the additional absence must be brought to the attendance office the day the student returns to school.

## Tardiness

Secondary students who arrive on campus after the tardy bell must report to the school office and sign in. **Habitual tardiness will be cause for disciplinary action.** Before consideration will be given to granting an excused tardy, the student must bring a dated note from a parent or guardian stating the student's name and the reason for arriving late. Any class missed for unexcused reasons during the school day will result in a zero for the class session missed. For perfect attendance purposes, a student will be allowed to be tardy three times during the year, two excused and no more than one unexcused. **Travel distances from home to school and habitual traffic problems are not acceptable reasons for consistent lateness to school.**

## Early Dismissal

When it becomes necessary for the parent to take a student out of class for doctor's appointments or other reasons during the day, release of the student must be made through the school office. Early dismissal will be granted for the same reasons allowable for excused absences. You are encouraged to schedule appointments with your doctor or dentist **before or after school hours.** However, when **emergency** demands, the appointment should be made as early or as late in the day as possible. **Early dismissal can be obtained only through a written note. Please do not call the office requesting early dismissal unless absolutely necessary, as it is disrupting to a smooth-running class to have students leaving without prior notice.** The student will present the note to the teacher. When it is time for the student to be dismissed, the teacher will send the student and the note to the office. The student will give the note to the receptionist and sign out before leaving the campus. Students are to be signed out and picked up in the school office by a parent or person authorized by the parent. When the student returns to school, a note must be turned in to the school office. If the reason for the absence was a medical appointment, the student must provide a note from the doctor.

## Make-Up Work Policy

If any student is absent one or more days, it is the student's responsibility to find out all assignments missed during the absence. If an absence is extended to three or more days, a parent may call the school office before 7:45 A.M. the third morning, and assignments will be ready in the school office at 2:45 P.M. It is the student's responsibility to contact the teachers to schedule make-up tests or quizzes. Each subject teacher will have a folder of all make-up tests dated as of the day of return. There is a two day time limit to make up missed work including test and quizzes. However, if a student is absent on a test date and was present on the day prior to the test, the student must take the test on the day of return. Each incomplete test will be recorded as a zero.

## Contagious Diseases

After illness due to a contagious disease, the returning student must have a written statement from a medical doctor indicating the condition is no longer contagious.

## **ACADEMIC INFORMATION AND REQUIREMENTS**

### Homework

Homework is a normal expectation of the SHCS academic program. Determining the amount of homework the average student should expect is difficult. Some students need more study time than

others. Teachers find it hard to coordinate homework assignments among a large number of students with different schedules.

A general guideline is two hours of homework per day, or 20 – 30 minutes in any one course. Remember that these are average figures. It is often impossible to divide homework into equal installments. A long assignment in one class may be followed by two or three days with no homework assignments.

The student is expected to keep track of homework assignments for several days in advance, and to plan their study time accordingly. If a student finds that they are consistently spending more than two hours per day on homework assignments, they should speak to their classroom teacher.

### Interim Reports and Report Cards

Sheridan Hills Christian School reports to parents and students eight times a year on academic progress. Interim reports are emailed at mid-quarter and are also available on RenWeb. Report Cards are issued at the end of every quarter. For the first three quarters, middle school students receive their report cards to take home, but the final report card is mailed to your home. High school report cards are mailed to the parents at the end of every quarter.

### Scholarship, Citizenship, and Grading Scales

Scholarship and citizenship are both very important at Sheridan Hills Christian School. We work in a positive way to develop both areas to their greatest potential in each individual student.

### Course Grades

Letter grades are reported four times each year. The following standards are used in assigning letter grades:

- A: Excellent work in all areas of the course including conduct. The student has demonstrated a superior level of effort, skill and accomplishment, and has met the highest standard of achievement.
- B: Above average work in all areas of the course, including conduct. The student has demonstrated a commendable level of effort, skill and accomplishment, and should be well prepared for further work in this subject area.
- C: Satisfactory work in all areas of the course, including conduct. The student has demonstrated an adequate level of effort, skill and accomplishment, and should be able to succeed at the next basic level in this subject area. However, advanced work in this area may not be advisable.
- D: Less than satisfactory work in significant portions of the course. The student has met minimum standards for credit, but may lack preparation for further work in the subject.
- F: No Credit. The student has not done sufficient work to meet minimum standards for credit, and is not prepared for more advanced work in this subject area.

### **Middle School Citizenship Scale**

- 1 Excellent
- 2 Satisfactory
- 3 Needs Improvement
- 4 Unsatisfactory

## Middle School Promotion Requirements

**To be promoted, students in grades six, seven, and eight must earn a final grade of “D” or better in all core area courses. The core area courses include history or social studies, language arts, math, and science. There are NO exceptions to this rule.**

### DRESS CODE

We believe that the most effective learning takes place in an atmosphere of cooperation and pleasing appearance, and that dress for school should be different than that for after-school activities. Students should wear clothing which contributes to their own health and safety as well as that of others. They should dress in a way that encourages polite behavior, and a clean, tidy appearance.

In keeping with this philosophy, the following guidelines shall be followed:

Except on special occasions, students in grades 6-12 are to wear **only** the school-approved wardrobe purchased at Sunshine School Uniforms. Sunshine School Uniforms is located at 11550 State Road 84, Ft. Lauderdale, FL 33325 and can be contacted at (954) 382-0951 or [www.sunshineuniforms.com](http://www.sunshineuniforms.com). The following are approved wardrobe items and must have the school logo: polo shirt, long sleeve polo shirt, mock turtleneck, jacket, and sweat top. Pants and Capri pants must have the Sunshine Uniform emblem on the back. Skirts and skorts purchased from Sunshine Uniform do not have a school logo or company emblem. Approved P.E. uniforms and SHCS sweatshirts may be purchased through the school.

Shirts are to be buttoned and tucked in. Hemlines of skirts and skorts are to be a modest length (which is to the top of the knee) and should be purchased with a deep hem to allow for growth during the year. All wardrobe items must have a finished hem and may not be split at seams or ragged. Any pants with belt loops must be worn with a belt. Items such as sunglasses, hats, head scarves, and accessories of a faddish nature (i.e. earrings on boys or body piercing jewelry of any kind on boys or girls) are not to be worn.

Sweaters or jackets may be worn as long as they are the school colors: red, black, or white. No emblems or writing of any kind is permissible. School jackets and sweatshirts purchased through Sunshine School Uniforms should be ordered in advance as they are not an in-stock item. Undershirts/garments should be white or match the outer shirt.

Footwear should consist of regular dress shoes, clean athletic shoes, or casual shoes appropriate to the design of the uniform. Sandals, crocks, and slippers are not permitted for boys or girls, as shoes need to cover the feet for safety. Boys and girls are to wear traditional socks which match our uniform colors.

Clothing may not have any logos or labels on the outside other than those put there by Sunshine School Uniforms. Clothing must be properly fitting, not tight or baggy.

Boys are to be clean shaven and have a haircut above the collar (no ponytail), and out of the eyes. Hair should be neat and well-groomed and not styled in an unconventional manner (school administration will deem what is an unusual style). Hair must be natural colors for both boys and girls (ex: blonde, black, brown, etc.). Hair must NOT be colored or dyed any unnatural colors (ex: blue, green, magenta, etc.). Shaved heads or designs shaved into the hair are not allowed for boys or girls. Violation of this policy will result in a suspension.

Tattoos (including temporary ones) are not permissible for students. Students out of wardrobe may be

refused admission to classes for that day. They may be sent home or detained in an area designated by the Principal.

The amount of jewelry worn is to be limited to two rings per hand and two bracelets per arm. Girls may wear no more than two small earrings per ear, approximately 1 inch in length and no larger than the size of a quarter and these may only be worn in the earlobes. Boys may not wear chains more than 1/4" thick and must keep the chain inside the shirt. Jewelry may not include choker-style necklaces or bracelets with studs or spikes. Body piercing jewelry, other than the earrings that are allowed for girls, is not permitted.

Students in grades 6-8 will dress out for physical education in the approved uniform. Each student is provided one uniform at the beginning of the school year and may purchase additional ones through the Physical Education office.

**Attire for extra-curricular activities must be modest and in keeping with the philosophy of Sheridan Hills Christian School.**

Any questions relative to dress code shall be evaluated by the Principal. Parents and students should remember that part of the educational process is training for future employment opportunities and that should include dressing appropriately for the job one has undertaken.

**GENERAL INFORMATION**

Textbooks

Textbooks are supplied by the school. If a textbook is lost, the student will be billed the amount it cost to replace the book. Students are required to keep books protected with book covers at all times. A fine system will be implemented at the end of the school year for any damage such as tears, writing in text, and damaged bindings. SHCS will issue one set of books for each student. Additional textbooks may be purchased online at the student's expense.

Locker Policies

Students in middle school are assigned a locker to store textbooks when not in use. Assigned school locks must be used at all times and returned at the end of the school year. Although the locker is for the private use of the individual student, the faculty and administration may periodically check lockers and contents if necessary. **The school is not responsible for items left in an unlocked locker or items left unattended.** Sharing lockers and using unassigned lockers is not permitted. Students may not use a lock other than their assigned one and must pay a fine if their lock is lost or damaged. This also applies to lockers in the P.E. department. If a student loses their lock, they may purchase a new lock from the P.E. Department.

Lunch Programs

A hot lunch program is available on a daily basis. Students must purchase lunch tickets or snack tickets in order to buy lunch or have a beverage/snack in the cafeteria. Tickets will be available in the library Monday-Friday from 7:45 A.M.-8:00 A.M. Please refer to the handout received at orientation for specific lunch prices and menus. A student who forgets his/her lunch or ticket will be allowed to charge lunch. The parent will be billed at an increased rate.

## Visitation

All parents are welcome in the school. When a visit to the classroom is necessary, please come by the office first to sign in and receive a visitor's badge that must be worn on campus. **Do not go directly to the classroom.** It is the desire of the administration and faculty to be of service to both parents and students. Parents, please adhere to this procedure before, during, and after school hours as well. This will allow help classes and parent conferences to continue uninterrupted and provide security for your children.

Parents, please remember that we are a Christian school with modest dress codes for teachers and students. Be sure to dress appropriately when visiting our campus or serving as a chaperone for field trips or other school activities.

## Lost and Found

Lost and found articles will be kept in a central location in the school. Articles will be held for two weeks. **To facilitate the return of lost items, names should be placed on all personal items.**

## Money

Money sent to school for special activities or events should be sealed in an envelope with the student's name, teacher, amount, and activity noted on the front. Since change is not readily available, money should be in the exact amount.

## Conferences

Parents are encouraged to contact the teacher through the school office to schedule a conference. In addition, two conference evenings are scheduled during the school year. Please check the school calendar for the specific dates.

## Student Insurance

We expect the family of each student to have primary coverage for medical and accident insurance. We do not provide this coverage. Attendance at Sheridan Hills requires each student to be covered by a medical and accident plan secured by the student's family.

## Medication

Florida state law does not allow school personnel to administer medication without explicit written instructions. Medication and instructions should be left in the school office. We will only administer medicine prescribed by a physician. A written note including name of prescription, dosage, physician's name, student's name, and the time to be given should accompany the student and the medication. All medication must come to school in the prescription bottle or container. We must log all medication administered, and this log must be available for inspection by the health department. A child who has had head lice shall not be permitted to return to school until successful treatment has occurred.

## Security/Safety Policy

All of us need to be concerned with the security and safety of our children. When students are on the school property, our policy requires that they be supervised. Students in grades 6<sup>th</sup> -12<sup>th</sup> are supervised until 3:00 P.M. Students participating in sports or help classes will be with their leader until the activity

is concluded. Students who are not picked up on time will be sent to Club Room and your account will be charged according to our policy.

### Gambling

Gambling, card playing, dice, or other such activities are prohibited.

### Policy for Communicable Disease Control

- Sheridan Hills Christian School will work cooperatively with local county and state agencies to enforce and adhere to the state health codes for prevention, control, and containment of communicable, notifiable, and other known diseases in the school.
- The administration will exclude a child who is out of compliance with the required immunization schedule.
- The administration will exclude students from school who are suspected or diagnosed with a communicable, notifiable, and other known diseases that may present a public health hazard, or whose exposure to such disease may threaten the well-being of that individual. All reportable diseases will be referred to the local health unit by the administrator. Enrollment is open to students who can properly be educated within the framework of our existing programs and procedures.
- The decision to close the school due to communicable disease outbreaks is at the discretion of the administrator.
- Since communicable, notifiable, and other diseases are a serious concern in the community, the afflicted individual may be asked to submit information to the registrar concerning the affliction.
- Diseases which may require application of this procedure include, but are not limited to:
  - AIDS – Acquired Immune Deficiency Syndrome
  - ARC – AIDS - related complex
  - HLTV-III/LAW – Human T-Cell Lymphadenopathy Associated Virus
  - Hepatitis B
  - MononucleosisOther diseases that may be included by the local health unit which may present potentially serious health problems for those who come in contact with the disease or the disease carrier.
- Each case will be judged on its individual merits and consequences.

### School Closing

In case of inclement weather or other local emergency, Sheridan Hills Christian School will follow the decision of the Broward County Public Schools. Please be sure to watch your local television stations and listen to your local radio stations for Broward County school closings. You may also check [www.shcsnet.org](http://www.shcsnet.org) for this information.

### Post-Storm Policy

Since public schools may remain closed for reasons that do not affect SHCS, please check with our message center through our main phone line (954-966-7995), our website ([www.shcsnet.org](http://www.shcsnet.org)), and your local T.V. stations regarding school openings.

### Withdrawal Procedures

If for any reason you must withdraw your child from school, you must notify the Director of Admissions

and the Bookkeeper at least two days in advance so that the withdrawal can be properly processed. Please refer to the terms of your payment agreement at the time of withdrawal.

### Food and Beverages

Due to health reasons, food and beverages (except water) are not allowed to be consumed on campus except at lunch time or special times designated by SHCS. Violation of this policy will result in an after-school detention.

**We believe this information will be helpful to you as you become acquainted with Sheridan Hills Christian School and its policies. Thank you for your help in following the guidelines contained herein.**