

## TABLE OF CONTENTS

### **100 ORGANIZATION**

Purpose Statement, Mission, and Vision .....	1
Background .....	1
Philosophy .....	1-2
Statement of Faith .....	2
School Verse .....	2
Mascot and School Colors .....	3
Accreditation .....	3
Association Memberships .....	3
Government Regulations.....	3
Non-Discriminatory Policy .....	3

### **200 GENERAL OPERATIONS**

Accidents and Insurance .....	5
Automobile Insurance.....	5
Health and Accident Insurance .....	5
Bus Drivers .....	5
Calendar .....	5
Cell Phone .....	5-6
Child Abuse Reporting Requirements .....	6
Closings/Delays/Inclement Weather .....	6
Corporal Punishment.....	7
Early Release .....	7
Emergency Procedures.....	7
Extended Care .....	7
Field Trips.....	7
Hours .....	7-8
School Day .....	7-8
Office Hours.....	8
Library.....	8
General Guidelines.....	8
Material Selection Guidelines.....	8
Lockers.....	9
Locker Guidelines.....	9
Parking Area.....	9
Re-Enrollment .....	9-10
Soliciting .....	10
Transportation .....	10
School Transportation .....	10
Transportation to School .....	10
Visitors.....	10
Student Visitors .....	10
Parent Visits .....	10-11
Volunteers .....	11
Withdrawal of Students .....	11

### **300 BUSINESS OPERATIONS**

Budgeted Funds .....	13
Endowment Fund .....	13

Financial Information .....	13-15
Payment Schedule Due Dates .....	13
Payment of fees.....	13-14
Financial Aid .....	14-15
Reduced Tuition .....	15
Re-enrollment Application and Fees .....	15
Gifts .....	15
Plant Maintenance and Safety .....	15
Withdrawal of Students from School .....	15

**400 PERSONNEL**

Qualifications for Teachers.....	17
Non-discriminatory Policy.....	17

**500 STUDENTS**

Athletic Teams.....	19
Attendance Policies .....	19-23
Absences .....	19-21
Tardiness.....	21-23
Truancy.....	23
Birthday Celebrations .....	23
Books.....	23
Cell Phones .....	23
Closed Lunches.....	23-24
Dating Policy.....	24
Detention .....	24
Discipline .....	24-30
Elementary Discipline .....	25-26
Secondary Discipline.....	26-29
Miscellaneous Discipline .....	29
Attitudinal Behavior.....	29-30
Dress Code.....	30-38
Elementary Girls (PK-2) .....	31
Elementary Girls (Grades 3-5) .....	32
Elementary Boys (PK-2).....	33
Elementary Boys (Grades 3-5).....	34
Secondary Girls (Grades 6-12) .....	35
Secondary Boys (Grades 6-12).....	36-37
Dress Down Day Guidelines .....	37
Dress for Formal Occasions.....	37
Infraction Procedure .....	38
Elementary students .....	38
Secondary students .....	38
Miscellaneous .....	38
Electronic Devices .....	38
Health .....	39-41
Health Services .....	39-40
Health/Medication Guidelines.....	40
Excuses for Recess.....	41
Excuses from Physical Education Class .....	41
Laptop Usage by Secondary Students.....	41
Leaving School.....	41
Lockers/Locks .....	41
Lunch.....	41-42

Music Lessons.....	42
Prohibited Items .....	42
Re-Admission .....	43
Recess.....	43
Student Government .....	43-44
Middle School Class Officers .....	43
High School Class Officers.....	43-44
Student Organizations .....	44
National Honor Society.....	44
Student Leadership Association (SLA).....	44
Student Leadership Institute (SLI).....	44
Student Permanent Records .....	44
Examination of Student Records.....	44
Telephone.....	45
Transportation .....	45
Student Vehicles.....	45
Student Driving Concerns .....	45

**600 INSTRUCTION**

Academic Eligibility Guidelines.....	47
IHSAA and ECA Eligibility for Participation in Interscholastic Athletics .....	47
Academic Program .....	47
Pre-Kindergarten .....	48
Kindergarten .....	48
Elementary (Grades 1-5).....	48
Middle School/High School Curriculum .....	48-54
Middle School (Grades 6-8) .....	48
High School (Grades 9-12).....	48-49
Core 40 Prep Diploma.....	49-50
Core 40 Diploma with Honors .....	50-51
General Diploma.....	51-52
Life Prep Certificate.....	52
Graduation and Course Requirements.....	52
Grading Scale.....	52-53
Grade Point Average and Class Rank .....	53
High School Class Credits.....	53-54
Honor Roll (grades 3-5).....	54
Honor Roll (grades 6-12).....	54
Conferences .....	54
Drop/Add .....	54
Dual Credit/Online Courses.....	55
Early Release .....	55
Early Release for Juniors and Seniors.....	55
Field Trips.....	55
Guidance Counselor Services.....	55-56
Course Scheduling .....	55
Standardized Testing .....	55-56
College Financial Aid.....	56
College Scholarships.....	56
Career Counseling.....	56
Homework .....	56-57
Late Homework .....	56-57
Physical Education .....	57
Promotion/Retention.....	57-58
Retention Due to Absences.....	57

Retention Due to Academic Failure.....	57-58
RenWeb.....	58
Report Cards.....	58
Retaking Courses.....	58
Retaking a Passed Course.....	58
Retaking a Failed Course.....	58
Semester Exams.....	59
Summer School.....	59
Suspension.....	59
Teacher Assistants (TA's).....	59-60
Testing.....	60
Textbooks.....	60
Valedictorian and Salutatorian.....	60

**700 COMMUNITY RELATIONS**

Address Lists.....	61
Alumni Association.....	61
Change of Address/Phone Number.....	61
Communication with School Personnel.....	61
Biblical Communication.....	61
Church Relationships.....	62
Visitors.....	62

**ATHLETIC HANDBOOK**

Philosophy of Athletics.....	63
Purpose of Athletics.....	63
Code of Conduct.....	63
Commitment to Athletics.....	63-64
Athletic Program Profile.....	64
Absence Due to Illness or Injury.....	64
Academic Eligibility Guidelines.....	64-65
IHSAA and ECA Eligibility.....	65
Age Restrictions.....	65
Amateurism.....	65
Attendance.....	65-66
Equipment Issue and Return.....	66
Facilities Usage.....	66
Grooming and Appearance.....	66
Insurance.....	66
Multiple Sport Participation.....	66-67
Overnight Trips.....	67
Participation on Teams Outside of School Athletics.....	67
Participation Requirements.....	67
Physical Examinations.....	67
Practice Regulations.....	67-68
Transportation.....	68
Weight Room.....	68
Athletic Program Contract.....	69-72

**FINE ARTS HANDBOOK**

Philosophy.....	73
Purpose.....	74
Attendance Policy.....	74

Commitment .....	74
Curriculum .....	75
Music .....	75
Art .....	75
Eligibility Guidelines .....	76
Extra Curricular Opportunities .....	76-77
Chapel .....	76
Drama .....	76
Pep Band .....	76
Solo & Ensemble Contest .....	76-77
Accompanist .....	77
Honors Bands & Choirs .....	77
Other .....	77
Senior Awards .....	77
Overnight Trips .....	77
Private Lessons .....	78
Tours .....	78
Transportation .....	78