Parent/Student Handbook

STIRR UP ONE ANOTHER to love and good works
Hebrews 10:24

Middle School/High School 2019 - 2020
Dear Parents and Students:

Welcome! It is with great honor that I serve God as the Secondary Principal at Stillwater Christian School.

I believe that your decision regarding who will partner with you, as parents, in the education of your children is one of the most important you make on their behalf. I am excited to work alongside each of you. There is great reward in working with young people and an even greater responsibility to magnify and solidify the inseparable relationship that exists between our God and the academic classroom. In his letter to the Colossians, the Apostle Paul establishes the rationale for our pursuit of excellence - to know Him and make Him known.

“He is the image of the invisible God, the firstborn over all creation. For by Him all things were created; things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together. And He is the head of the body, the church; He is the beginning and the firstborn from among the dead, so that in everything He might have the supremacy. For God was pleased to have all His fullness dwell in Him, and through Him to reconcile to Himself all things, whether things on earth or things in heaven, by making peace through His blood, shed on the cross.”

Colossians 1:15-20

We are stewards of a priceless treasure in the knowledge of God and what He accomplished through the cross of Jesus Christ. Our faculty and staff are dedicated to providing a biblically faithful and excellent program. It is our desire that our students graduate SCS well equipped to make God’s name famous around the world through their lives and work. We take this task seriously and we know you do, too. Our pursuit of excellence only ends when we stand in the presence of our Savior waiting to hear the words “Well done my good and faithful servant.”

Please pray with us for God’s wisdom and direction for the school year as we seek to be obedient to Him and a strong support for you through our work. This handbook exists to provide guidance and establish expectations for day-to-day operations.

God bless you,

Mike Annis
Stillwater Christian School Secondary Principal
Table of Contents

Stillwater Distinctives 1
General Policies & Information 4
SCS Program Details 11
Athletics 17
Who Should I Contact in Regard To........? 19
Student/Parent Handbook Statement of Agreement 20
Technology Acceptable Use Policy 21
Stillwater Distinctives

Mission
To equip students with the tools for learning through a Christ-centered education.

Vision
To develop lifelong learners who discern and apply God’s Truth as they serve and lead wherever God calls.

Statement of Faith
We believe the Bible to be the verbal plenary, divinely inspired, authoritative and inerrant Word of God, our sole authority.

We believe in only one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe in the Deity of Jesus Christ: His virgin birth; His sinless life; His miracles; His substitutionary and atoning death; His bodily resurrection; His ascension to the right hand of the Father; His present work of intercession; His personal forthcoming return in power and glory.

We believe that all mankind are sinners before God, and apart from salvation through Jesus Christ, are unable to avoid eternal condemnation.

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit leading to personal faith in Jesus Christ is essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling and renewing the Christian is enabled to live a Godly life.

We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of eternal life, and those that are lost unto the resurrection of condemnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ.

We believe the creation of the universe and man was a unique, designed act of God and that man was made in the image and likeness of God.

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
We believe that all human life is sacred and created by God in His image. Human life is of
inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or
mentally challenged, and every other stage or condition from conception through natural death.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired
and infallible Word of God that speaks with final authority concerning truth, morality, and the
proper conduct of mankind, is the sole and final source of all that we believe. For purposes of
Stillwater Christian School’s faith, doctrine, practice, policy, and discipline, our Board of Directors
is Stillwater Christian School’s final interpretive authority on the Bible’s meaning and application.

Approved by the Stillwater Christian School Board of Directors, October 2015

Core Values

SCS is committed to the following core values:

- the trivium as the best structure to equip students to think, write and speak clearly and to be
  thoroughly grounded with a biblical worldview.
- developing Christian character for life through instruction, in relationships, in work habits and
decision making.
- a staff who are role models as followers of Christ and who demonstrate that the Christian
  faith encompasses all of life.
- a faculty of gifted teachers who are enthusiastic learners and who establish caring
  relationships with students that transcend the classroom experience.
- honoring family and church as God ordained institutions and to teaching values that reinforce
  families’ efforts to raise their children biblically.
- extracurricular activities that enrich student’s learning, development, and maturity.
- the fine arts as a means of praising God in a variety of modes as students learn basic
  technique and appreciation for the various disciplines of the Fine Arts.
- providing athletic opportunities that develop Christian character, leadership, teambuilding,
  and preparation for life.
- well-kept buildings and grounds that are designed to meet the educational objectives of the
  school program.
- maintaining independence as a private, non-denominational educational institution.
- a campus environment that encourages cooperation and modeling among students of all
  grade levels.
- pursuing and maintaining third party associations and accreditations that assist in
  advancing our mission.

Reviewed and amended by the Stillwater Christian School Board of Directors, July 2013
Accreditation / Affiliations

SCS is accredited by the Association of Christian Schools International (ACSI) and AdvancED. This means that our transcripts are accepted by any other accredited high school or college/university. SCS is a member in good standing with the Council on Educational Standards and Accountability (CESA). SCS is also a member of the Montana Christian Athletic Association (MCAA).

Board of Directors

SCS is an independent Christian School governed by a Board of Directors. The Board of Directors is the chief policy-making body of the school. The following individuals currently serve on the SCS Board:

Mr. Jeff Chuang
Mr. David Fetveit, Vice Chairman
Dr. Tom George
Mrs. Kristen Heck
Mr. Michael Thompson, Secretary

Mr. Jim Sutherland
Mr. John Thomas, Treasurer
Mr. Justin McKerrow, Chairman
Mr. Ray Thompson

Parent Teacher Organization

The SCS Parent Teacher Organization (“SCS PTO”), guided by the Executive Board of the school, exists to enrich the learning environment for the entire student body of SCS. All parents of SCS students are members of the SCS PTO and are expected to volunteer 30 hours per year as part of their PTO responsibilities. The SCS PTO holds meetings once a month on regularly scheduled dates. Anyone who desires to be part of the SCS PTO decision-making board is asked to attend these meetings on a regular basis.
General Policies & Information

Attendance
SCS is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain other facets are lost, to the student’s detriment. Therefore, you are expected to attend and participate in all classes.

In particular, you are expected to be in first period when the bell rings at 8:05. You will hear a warning bell at 8:00. Please arrive to school no earlier than 7:45. School is dismissed at 3:00, however, you are welcome to stay late to participate in extracurricular activities supervised by school personnel or to participate in Extra Instruction (EI). The school office closes at 3:45, so you need to be heading home by then unless you are participating in supervised school activities.

Perfect attendance is defined as being at school or at school sponsored activities whenever school is in session.

Tardiness
If you are late to first period you will be marked tardy by your first period teacher. Most teachers take attendance in the first few moments of class. If you miss the teacher taking attendance and lunch count you must check in at the high school office before going to class. After three unexcused tardies you will be placed in detention. (Notice that you get two grace tardies with no consequence.) If you are a habitual offender and manage to rack up three more tardies (for a total of six), you will be placed in detention again. After that, every time you are tardy you will get a Silent Lunch.

Once you’re at school we think it is important to be punctual as you go from class to class. You have three minutes to get from one class to another and to take care of any personal business. If you are late to class it will be up to your teacher to determine if you had a legitimate reason for being late. You could find yourself in silent lunch for unexcused lateness or not being prepared for class. Remember, if you are not prepared for class or when you are late it is disruptive to class and disrespectful to both students and teachers.

Absences
Absences are recorded as either excused (reason noted on Infinite Campus by the office) or unexcused. Make sure you sign in or out at the high school office whenever you arrive late or leave early.

We believe it is important to be here in order to receive the full benefit of our educational experience. It is our goal to help students develop good work and study habits. This requires self-discipline and the ability to set priorities. Attendance does affect your achievement and progress in class. Students who simply choose not to come to class may be denied the opportunity to make up work for that class period.
For planned absences, please get a planned absence form (“Planned Absence Form”) from your coach or from the office and fill this out before you are absent from school. Many teachers will want to see the Planned Absence Form and sign it. Work that is due on the day you are gone should be turned in before you leave. Even if you only miss a few periods a Planned Absence Form is required to ensure you stay on track academically.

School Lunch
Hot lunch is available most days. If you want hot lunch, you must sign up in first period to ensure there is enough food for everyone who desires hot lunch. You can also bring your lunch from home. Middle School students must eat lunch in the cafeteria. High School students may eat in the cafeteria, the lobby, or outside. If you are going to get seconds or thirds on hot lunch, please do not share your first and second helpings with others.

You may not chew gum on campus. Teachers will require students who are chewing gum to promptly throw it away.

Driving
Driving is an adult responsibility. Student drivers are required to have a valid driver’s license and exercise special care and consideration while driving on campus. Additionally, SCS upholds a policy that designates whether student drivers may/may not transport other students to off-campus activities or to/from school. Student drivers must carefully adhere to the established policy. If you demonstrate that you are not up to the responsibility, you may lose the privilege of driving to school. Please see Policy on Transportation of Students at the conclusion of this manual.

Leaving Campus and Visitors
We usually do not allow students to leave campus unless the office approves and parent permission is given. This means no off-campus lunch or coffee breaks, except for Seniors. There are occasions when school sponsored activities take students off-campus. This includes times when an instructor deems it advantageous to meet off campus for a field trip or other opportunity. In most cases parents will be notified before the off campus event.

SCS is a closed campus. That means when you are here, you stay here. It also means that you are not to bring a non-SCS to the SCS campus without first obtaining permission from the SCS School Office to bring a visitor to school.

Dress Code
A positive attitude in behavior and appearance is conducive to learning; therefore, clothing should reflect this idea in our educational environment while in class. SCS would like to emphasize two specific standards: modesty and professionalism. It is important to note that the professional standards and many of the modesty standards do not involve morality, rather they are preferences that SCS seeks to uphold in our school community.
Students are given quite a bit of freedom regarding what they wear consistent with the above principles. Students, please observe the following guidelines and prohibitions:

**Shirts and Tops** should be modest, not low cut or sheer. Tank tops (wide or thin straps), halter tops, midriff and muscle shirts are not allowed. Girls may wear sleeveless shirts. Logos or other advertising should be modest and appropriate for our school.

**Pants, jeans, and slacks** should not be torn, have holes or be patched. Yoga pants and Jeggings may not be worn. Tights and Leggings may only be worn under skirts or dresses. Skirts and dresses must be no more than four inches above the crease in the back of the knee. Dress shorts are allowed; no cut-offs or gym shorts. Shorts should have an inseam of six inches or more. Many in-style shorts do not meet this professional requirement and should thus be saved for after-school hours. Sweat pants, lounge wear, or sleepwear are not permitted.

**Hats, caps, sweatshirt hoods, and bandanas** may not be worn in the building during the academic day, usually between 7:45-3:30.

**Hair styles** should be neat, well-groomed, of natural color and out of the eyes, regardless of the style. Young men may not wear headbands, hair bands or barrettes. Facial hair, if worn, must be neat and well kept.

**Piercings** should be removed with the exception of female ear piercings. While tattoos are discouraged, non-offensive tattoos do not need to be covered.

**Chapel Dress**
On chapel days, young ladies must wear a modest dress, or skirt. Young men must wear a tie with a tucked-in, button-down shirt and pants other than blue-jeans. You should think of Chapel dress as “personal best,” a dress-up affair. In colder rooms it may be appropriate to bring a nice sweater to wear over your special attire instead of wearing the usual “hoody” or jacket. Shorts are not to be worn on chapel day.

**Discipline**
In Proverbs 3:11-12, Solomon writes about the “heart” of discipline. It is to be an act of love, its goal is to serve as a deterrent against destructive behavior, and God entrusts that responsibility and authority, first, to parents. When parents enroll their children in school, they do not abdicate their responsibilities in this realm. Rather, they empower authority figures within the school to support them in discipline. The school’s responsibility to discipline students is to be a direct complement to parents’ efforts as long as we both strive to be faithful to biblical principles. Ultimately, our desire is that our students display the “peaceful fruit of righteousness for those who have been trained by it (discipline).” Because our students are uniquely created individuals, there is no universal template for effective discipline--
only guidance. Therefore, the SCS disciplinary process, including the steps and principles outlined below, serves as guidelines for faculty, staff, and administration to follow:

1. Principle One: Discipline begins with a clearly communicated set of expectations
2. Principle Two: Discipline is relational and is best handled by those closest to the situation—teachers and parents. If a student does not respond to reminders, warnings and verbal correction, parents will be notified so that they can reinforce the teacher's efforts.
3. Principle Three: Discipline becomes more severe if there is resistance to correction or persistent disobedience. If a student enters a pattern of needing this level of discipline, the situation is serious and the following tools will be considered:
   a. Detention
   b. Suspension
   c. Expulsion
4. Principle Four: Discipline may be severe for a first offense if the action is illegal, sexually immoral, in flagrant violation of school policy, or compromises the safety and security of other students, faculty, staff, administration of visitors on campus.

Substance Abuse Policy

Using, possessing, distributing, purchasing, or selling illegal substances or paraphernalia, such as vapor and tobacco products, alcoholic beverages, marijuana, or other illegal drugs, including the misuse of prescription drugs, will result in disciplinary action up to and including expulsion. This policy is in effect at all times and all places.

The primary function of this policy is to promote health and safety of all Stillwater students and to assist them in making good choices. With this in mind, there are five goals of this policy:

1. To affirm our students who are choosing to be drug and alcohol free and provide them with a reason to continue to do so.
2. To serve as a deterrent to keep students safe and free from using drugs and alcohol.
3. To arm our students with a reason to say “no” when they are faced with a situation where they are pressured to use drugs and/or alcohol.
4. To educate our students who are choosing to experiment with drugs and alcohol that there are consequences for their choices, and their choices are unacceptable.
5. To provide our students who may have a drug and/or alcohol problem with an avenue to get needed help and support.

The potential consequences for violating this policy are as follows:

1. Notification of appropriate law enforcement agency if the violation occurred on campus or during a school event. 45-5-637, 45-5-624, 45-9-102 MCA. Penalties will be at the discretion of local law enforcement.
2. A meeting with the student’s parents or guardians.
3. Possible dismissal from current and/or future extracurricular activities or audition group(s), such as student leadership, athletics, NHS, drama, chamber choir, etc.
4. In-school suspension, out-of-school suspension, or expulsion.
5. Possible random drug testing.
6. Possible notification of the student’s youth pastor or church.
7. A heightened degree of reasonable cause justifying random searches on campus by school personnel.

**Student Search and Seizure**

School officials may search a student’s outer clothing, pockets, or property by establishing a reasonable cause or securing the student’s voluntary consent. Searches are reasonable if they meet both of the following criteria: 1) The school official has reasonable grounds for suspecting that the search will uncover evidence of a policy, rule, or criminal violations; 2) The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

**Lockers**

You will be assigned a locker. Decorations and pictures inside your locker must be consistent with Stillwater Distinctives. Decorations to the outside of lockers are limited to school-related activities such as sports team decorations and messages of encouragement. All of your belongings should be kept inside the locker with the door closed. In some instances, it will be acceptable to keep your backpack touching the wall opposite the lockers in your hallway. Any items left on top of the lockers or in the hallway will be thrown away or put in lost and found. While theft is not a regular problem, you should think twice about leaving valuable items in your locker as SCS is not liable for items taken or stolen.

**Conference Room**

The Conference Room is to be used for individual or small group study. Please do not consume food or drink in this room and be sure to leave the room better then you found it. The Conference Room is also available for special meetings and can be reserved by coordination with Mrs. Curtis, SCS Office Manager.

**Restrooms**

Students may use the restrooms before and after school, between class periods, and during lunchtime. Loitering in restrooms is not permitted. Students who are ill should report to the office and not go to/remain in the restroom. Consistent with the SCS Statement of Faith, students and campus visitors must use restrooms, locker rooms, and changing facilities conforming with their biological sex.
Acceptable Use of Computers and SCS Network
In addition to using the SCS network on student-owned computers, students may also have occasion to use SCS computers in the computer lab, mathematics lab, mobile computer carts with wireless access, etc. At the beginning of the year students must review and sign the Technology Acceptable Use Policy (AUP) to use school computers and the school network. Everything you need to know related to campus computers and the network will be in that document. The Stillwater Christian School AUP is included in the back of this manual.

Bring Your Own Device (High School Only)
SCS has a “bring your own device” policy for high school students. Every student having a device enhances student learning in several ways: quick and easy access to online research and information fluency, regular creation and use of documents, slides, and spreadsheets, smoother work transition from classroom to home, as well as opportunities for growing problem-solving, decision-making, and critical thinking skills. Each student having his or her own device also allows for sharing of files so students can simultaneously work on group projects, thus developing collaboration and communication practices utilized in the professional world.

Requirements for an acceptable device at SCS are as follows:

- a minimum of a ten-inch screen
- eight hours of battery life (old devices usually don’t meet this requirement)
- immediate start up
- a permanent keyboard
- compatible with Google docs
- 4 GB RAM / 32 GB storage recommended but 2 GB RAM / 16 GB storage will also work

Cell Phones and Personal Electronic Devices
You may not use cell phones, iPods, or portable electronic entertainment devices during class time unless teacher permission is given. High school students may use cellphones for necessary business outside of class. Middle school students may not use unless permission is given. Violations of this policy may result in confiscation of the device.

Accidents and insurance
You are protected by accident benefit coverage if something happens at school or a school activity. This coverage is secondary to any insurance carried by parents and is limited to $25,000.

Sexual Harassment
It is the policy of SCS to prohibit sexual harassment of all students. Students who believe an employee, student or other person at the school is subjecting them to sexual harassment should report the matter promptly to an administrator, office staff, other staff or teacher. Note: The full policy statement is available upon request.
Inclement Weather & Snow Announcements

In case of inclement weather, expect an email or text message about school cancellation from the automated messenger system. In addition, you may: Visit the school website, call the school, or tune into the following local radio stations: KALS 97.1 FM; BEAR 106.3 FM; KJJR 880 AM.
The SCS House System
The Stillwater Christian School House system is an avenue through which SCS students in 6th-12th grade are more intimately connected within the school community. The goal is to develop a greater sense of ownership, belonging and excitement amongst the student body while, simultaneously, providing authentic leadership development opportunities for students. The model reflects our desire to create an environment that fosters a response to Hebrews 10:24 “Let us consider how we may stir up one another towards love and good works.” The following is a general description of the structure:

Under the input of faculty and staff, all 6th-12th grade students are divided into 6 “houses”. In working to achieve the “right” balance amongst houses, consideration is given to relational factors and academic factors among others. While immediate family siblings are kept together, friend groups that develop while in school may not be. Our desire in constructing “houses” is to challenge our students to move outside of their comfort zones and engage a broader spectrum of the student body while maintaining smaller groups so that the challenge does not appear insurmountable.

Each of the six “houses” is overseen by a faculty Dean and Vice Dean. These men and women are chosen, (though they serve in this capacity voluntarily) to provide wisdom, counsel, and authority to the student leadership of each house. They serve as coaches and mentors and, when necessary, the final authority in matters that exceed the abilities, experience or authority of the student leaders of each house.

Each of the six “houses” has student leaders responsible to leading the entire “house” towards its goals. These are primarily Juniors and Seniors who have (1) demonstrated leadership strength and desire, (2) demonstrated character strength necessary to lead others, and (3) volunteered to take on this responsibility in addition to the demands of their daily schedules. For each house, there is a Captain, a Vice Captain, and two Chaplains.

Annually, the “houses” participate in group activities and competitions while working on specific tasks aligned with larger annual goals associated with building community and connectedness within the student body.

Class Credits
Class credit is awarded upon completion of each semester with a passing grade. An official transcript will reflect first and second semester grades and credit received for each course. Dropping a course may result in loss of any credit for that course.

High school student second semester grades are determined by averaging your third and fourth quarter grades and the final exam grade. Final exams cover the entire year and are usually worth 10% of your grade, however, if your final exam grade is two letter grades below your average quarter grades, you may receive the grade between your average quarter grade and final exam grade. The yearlong final
Exams are the summative evaluation of the entire school year indicating how well the teacher taught each student and how well each student learned the material. The three days prior to the final exams are dedicated to review of the material from the entire school year. If a student tests significantly below his or her quarter grades, this is a good indication that the student has not learned the material and thus not earned the higher quarter grades.

**High School Graduation Requirements**

In order to receive a diploma from SCS you must successfully meet the following graduation requirements.

<table>
<thead>
<tr>
<th>Year</th>
<th>Required Classes</th>
<th>Credits for Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Literature (1), History (1), Bible (.6), Conceptual Physics (1), Algebra 1 or</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Geometry (1), Speech and Logic Applications (.4)</td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td>Literature (1), History (1), Bible (.6), Conceptual Chemistry (1), Geometry or</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Algebra 2 (1), Rhetoric (.4)</td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>Literature (1), History (1), Bible (.6), Biology (1), Algebra 2 or Advanced</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Math (1)</td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td>Literature (1), History (1), Senior Seminar (2)</td>
<td>24</td>
</tr>
</tbody>
</table>

If you are unable to complete the required number of credits, you may need to earn credits outside the normal school year. There are several options for summer study or additional course study during the school year. Course work done to make up credits must be approved by the administration. GPA will be calculated using only grades earned at SCS. More information on the High School academic program of instruction is available in the High School Program located at: [https://www.stillwaterchristsianschool.org/domain/29](https://www.stillwaterchristsianschool.org/domain/29).

**Grading**

Teachers don’t give grades. You, as a student, earn them. The grade you receive is primarily determined by the diligence and effort you demonstrate in completing the work assigned in the course. The grade reported will be based on the following scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
</tr>
<tr>
<td>A</td>
<td>94-96%</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
</tr>
<tr>
<td>B+</td>
<td>87-90%</td>
</tr>
<tr>
<td>B</td>
<td>84-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-83%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>74-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-73%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>64-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-63%</td>
</tr>
</tbody>
</table>
Late or Missing Work
Completing work assigned by an instructor is for learning and developing responsibility. Teachers may take between 10% and 50% off for each day an assignment is late, including daily homework.

Overnight Homework and Tests
To honor family schedules, homework will not be assigned overnight to be due the following day. Math homework and review week are the exceptions to this expectation. Near midterms and at the end of each quarter, students should communicate with teachers if more than two or three major exams or projects are due on a specific day.

Make-Up Work
You, not your teacher, are responsible for arranging to make up missed work. It is your responsibility to contact each teacher about discussions and new learning that went on in class, all tests and assignments missed, and to complete all make-up work within the time specified by your teachers. Generally, you have one day to make-up assignments for each day you missed, except as noted in ABSENCES.

Progress Reports & Infinite Campus
Infinite Campus, our internet-based school communication system, which is accessed by going to stillwaterchristianschool.org gives you and your parents instant access to your course grades any time day or night—it is like getting a progress report every day. The website also allows you to keep up with course assignments and calendars online. In addition, paper progress reports may be sent home at midterm to parents of students who have below a “C” in a class.

Extra Instruction
Extra Instruction (EI) exists to help all SCS students succeed academically. The intent of EI is to enable students to receive individualized extra instruction from their teachers. Tuesday through Thursday, between 3:10 and 3:45pm, every SCS teacher will be available to students. Students desiring or in need of EI are invited to the classroom of the teachers with whom they need support. In some instances—if assessments demonstrate that a student is not achieving essential learning outcomes and needs EI to do so—that student may be assigned to attend after school EI with one or more teachers. In cases where EI is assigned to address an academic deficiency, EI will take precedence over athletic practice. Though students can “drop-in” for voluntary EI, it is better if they coordinate with the teacher beforehand. It is the responsibility of students and parents to capitalize on EI times. Faculty will not seek out students who should attend.

High School Study Halls and Lobby Use
Students are not allowed to use the lobby during study halls if they received any grades lower than a C in the previous quarter, including the previous Spring quarter for returning Freshmen, Sophomores and Juniors. The student privilege of using the lobby may be revoked because of poor lobby behavior or poor academic performance. Freshman will need to wait until September 24th to begin checking out of
study hall to use the lobby. At this point it will be determined if they have earned the privilege by having limited missing assignments and acceptable grades.

**Dropping a Class**

Most of our courses are yearlong courses; beyond losing credit there may be other penalties associated with dropping a course. Carefully review the following policies below before deciding to drop any course.

A course may be dropped:

- without grade points or transcript record if it is dropped within the *first ten days* after the beginning of the course.
- without grade points but with transcript record if it is dropped within the first week of any quarter after the first quarter. The transcript will show a WP or WF (withdrew passing or failing) depending upon the cumulative course average up to the most recently completed quarter. No credit is given for any incomplete course. Due to performance preparation, choir and band may be dropped at the semester only.
- with grade point and transcript record if it is dropped after the *ten days* of a quarter. It will be listed as a WF. An “F” grade will be used for that course to calculate GPA. An “F” will also be used in determining eligibility and honor roll status for the quarter in which the course was dropped. No credit will be given for the course.

**Dual Enrollment**

Stillwater Christian School strives to work with families who seek access to academic, fine arts, and athletic opportunities not offered at SCS through dual enrollment. Families investigating dual enrollment for SCS seniors cannot schedule opportunities that conflict with the student’s on campus participation in Senior Seminar.

**Advanced Placement, Concurrent Credit, and Online Credit Courses**

SCS has Advanced Placement (“AP”) and Concurrent Credit classes available for Juniors and Seniors. AP students are expected to pay for and take the AP test. Concurrent Credit Classes are available, but, to receive credit, the college fee must be paid for by the student. Students may participate in Flathead Valley Community College’s Running Start program after completing the tenth grade as long as their Running Start program activities do not conflict with their SCS activities. Similarly, students who wish to take online courses for credit during their study halls, summers, or outside of the school day must coordinate this with SCS to ensure that these opportunities complement and do not conflict with their SCS academic program of study.
National Honor Society
National Honor Society (“NHS”) is open to Juniors and Seniors. Students must have a minimum cumulative GPA of 3.5 and demonstrate excellence in leadership, service, and character. Induction into the NHS is normally held in the Fall of each year.

Academic and Character Awards
Honor Roll recognition is based on quarterly grades for students who earn between a 3.2 and 3.69 GPA. Honor Roll with high honors is reserved for those students who earn a 3.70 GPA or higher. Students on the honor roll may receive one of three possible designations:

- Academic Merit: students who have achieved honor roll all of the first three quarters.
- Academic Honor: students who have achieved high honor or honor roll all of the first three quarters.
- Academic Excellence: students who have achieved high honor roll all of the first three quarters.

In addition to Honor Roll, students may be recognized at the conclusion of the 3rd quarter in the following categories:

Teachers give class awards to students with the highest average in their classes. In addition, the faculty recognizes certain students who consistently show outstanding effort with Awards for Exceptional Effort. Christian character awards may also be given to individuals who exhibit certain Christian character traits throughout their involvement at SCS.

Student Success, College and Career Planning
SCS offers our high school students guidance support complimented by college and career planning assistance to help parents help students succeed both at Stillwater Christian School and their post secondary goals. To that end, the SCS Student Success and Leadership Coordinator (SSLC) and administration regularly meet with students both in class and one-on-one to discuss goals, expectations, and options. This process begins when students enter 9th grade. The following describes the services offered through the office of Student Success and Leadership:

1. SAT dates and deadlines
2. ACT dates and deadlines
3. College application and financial aid process through Reach High Montana
4. Scholarship opportunities and application deadlines (as they become available).

In preparation for students’ taking the SAT and/or the ACT and to provide an academic data point for students, all students in 8th-11th grade take the PSAT each year. Additionally, all sophomores take the YouScience assessment which provides information on students aptitude for different professions. A guidance file is kept for each student which contains guidance worksheets, PSAT results, class request worksheets, YouScience report, behavior reports, SCS transcripts and a record of meetings.
Students and parents are welcome to review the file by contacting the SSLC. Please contact the Student Success and Leadership Coordinator with any questions you may have in these designated areas - Mrs. Michelle Fetveit (mfetveit@scscougars.org).

**Music at SCS / SCS Conservatory of Music**

SCS is pleased to have a majority of middle school and high school students involved in the music program. Policies and requirements related to choir and band, as well as opportunities in the SCS Conservatory of Music, are spelled out in separate handbooks which are available on the SCS website.

**Graduation**

Senior parents are the ones responsible for organizing the party and setting up and decorating for graduation. Junior parents are responsible to clean up after graduation. The school will require Senior parents to attend a meeting in March to discuss the Senior party and graduation.
Athletics

Athletic Philosophy
The athletic philosophy at SCS recognizes that every person has unique talents and abilities. Through athletics, these abilities are put into action for the ultimate reward of serving the Lord. The athletic program at SCS therefore aims to reflect I Corinthians 10:31: “So whether you eat or drink or whatever you do, do it all for the glory of God.”

Athletic Objectives

- Compete in a manner pleasing to God
- Develop relationships through athletics
- Be a witness to our competitors
- Develop good sportsmanship that will last beyond high school
- Develop Godly Character

Characteristics of the Stillwater Athlete
The characteristics of the Stillwater Athlete that our athletic program seeks to build can be summed up by the acronym AWARD.

- **Attitude** - like that of Christ Jesus (Philippians 2:5)
- **Work Ethic** - 100% all the time
- **Authority** - those who inspire us and make us better (1Timothy 5:17)
- **Respect** - something that is not given to us but earned by our reputation (Luke 14:11)
- **Desire** - competition; either winning or losing that brings us back for more (Hebrews10:36)

Team Selections & Eligibility

**High School**
Team selections take place only in the event that there are more players trying out than players that will be able to contribute during the season. Unfortunately, this will happen more often as the athletic program continues to grow. Therefore, if needed, coaches will use the following criteria to make team selections:

- Attitude
- Playing abilities
- Academics
- Coachability
- Ability as a team player
- Attendance
We encourage all players to try out for sports. Seniors may be allowed to play junior varsity, if there is a need for players at that level and the senior is not getting playing time on the varsity team. Players will be given the opportunity to try out for a team and determine if they would like to be part of the team. All players must participate in tryouts to be considered for the team. Transfer students are allowed to participate in athletics beginning their first semester at SCS unless otherwise notified by the athletic director or head of school.

**Middle School**

Volleyball is offered starting for 7th and 8th graders. Basketball will be offered for 5th, 6th, 7th and 8th graders. Each team will be made up of students from that grade level. Once those numbers are determined, the teams may need to be balanced by moving some players to other teams.

A middle school student’s eligibility to participate in extracurricular activities is dependent on that student’s ability to maintain academic, attitudinal (including effort), and behavior standards expected of a middle school student attending SCS. A student becomes ineligible to participate in extracurricular activities if he or she is failing to meet any of the above mentioned standards.

**Academic Ineligibility (High School)**

In order to remain eligible to participate in practice or games on a school day, high school students must maintain a GPA of 2.0 or above with a maximum of one “D.” Students with two Ds or one F will be considered ineligible.

Grades will be evaluated at frequent intervals during the quarter. If a student is ineligible, he or she will become inactive the Monday after the grade checks are issued and will remain so until the next grade check (Monday to Monday). Ineligible athletes are required to attend all practices and home games. They may not participate in games or travel with the team to away games. Note: If an athlete becomes ineligible for a third time during a season, he or she will be dismissed from the team. The ineligibility periods do not have to be consecutive.

Students must be at school by 10:00AM to participate in practice or games.

**Athletic Council**

The Athletic Council consists of the athletic director, the head of school, the secondary principal, and the coach of the sport in question. If the athletic director is the coach, another head coach will serve on the committee. The role of the Athletic Council is to interpret rules, exceptions to policies and any other issues that arise during the course of a season.

**Bus Travel**

When SCS students travel out of town for activities students will sit by gender in the front or back sections of the bus.

Note: The Athletic Handbook goes into greater depth in providing information and policy related to the SCS athletic program. It is available on the SCS website under the Athletics tab.
Who Should I Contact in Regard To........?

We encourage parents and students to go to the SCS website (stillwaterchristianschool.org) to find answers to most questions. If you still have issues or concerns, the following list directs you to the person or persons who can assist you with particular topics.

**Student Absences/Tardiness/Illness:** Stacee Morken (email teacher or ask Stacee for missed work)
- Email: smorken@scscougars.org
- Phone: Extension #250

**College and Career Counseling and Student Transcripts:** Michelle Fetveit
- Email: mfetveit@scscougars.org
- Phone: Extension #177

**Admissions:** Renee Wynne
- Email: rwynne@scscougars.org
- Phone: Extension #154 or (406) 471-1177

**Athletics:** Andy Harrel
- Email: aharrel@scscougars.org
- Phone: Extension #180

**Business (Tuition and Fees):** Amy Orem
- Email: aorem@scscougars.org
- Phone: Extension #152

**Financial Aid & Scholarships:** Lori Vander Ark
- Email: lvanderark@scscougars.org
- Phone: Extension #153

**Classroom Concerns/Discipline:** Teacher involved, then Mike Annis

**Drop Course and/or Schedule Change:** Mike Annis
- Email: mannis@scscougars.org
- Phone: Extension #156

**Curriculum Concerns:** Teacher, then Tracie Lindborg
- Email: tlindborg@scscougars.org
- Phone: Extension #254

**Infinite Campus login:** Marie Johnson
- Email: mjohnson@scscougars.org
- Phone: Extension #150

**PTO:** Melissa Linrude, President
- Email: melissalinrude@gmail.com
- Phone: Extension #156
Student/Parent Handbook Statement of Agreement

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Stillwater Christian School (“SCS”) Student/Parent Handbook (“Handbook”) and discussed its policies and directives with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Handbook. I understand SCS’s “Distinctives” and that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of SCS.

I understand that the services of SCS are engaged by mutual consent, and that both SCS and I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind SCS and is subject to change without notice by decision of SCS’s Board of Directors. Admission to SCS is a privilege, not a right, and admission for one school year does not guarantee automatic admission for subsequent school years.

Signature of Mother ____________________________________________________ Date

Signature of Father ____________________________________________________ Date

Students in Grades 6-12: Please read the following statement carefully and sign below to indicate your agreement.

I have read the Student/Parent Handbook. I certify that I consent to, and will submit to all governing policies and directives of the school, including all applicable policies in the Handbook.

I understand that the Handbook does not contractually bind SCS and is subject to change without notice by decision of SCS’s Board of Directors.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with SCS Distinctives and standards could result in the loss of that privilege.

Signature of Student ____________________________________________________ Date
Technology Acceptable Use Policy

Parents and Students: The purpose of this agreement is to outline the rules for computer hardware, local area network, and internet use at Stillwater Christian School (“SCS”).

Internet Use:
Access to and use of SCS’s information technology systems (SCS Network”) is a privilege, not a right, and inappropriate use will result in the termination of this privilege. Access to and use of the SCS Network provides SCS students (“SCS Student Users”) access to the Internet, including electronic mail communication with people all over the world and access to information and news from government agencies, university libraries, museums, and many other informational databases. Along with this access to and use of the SCS Network comes the risk of access to material that may not be considered to be of educational value or may potentially be offensive.

While SCS Student User access to and use of the SCS Network will be supervised and filtering software will be used, SCS does not have full control of the content that may be available. We firmly believe, however, that the valuable information, electronic interaction, and potential benefits for SCS Student Users far outweigh the possibility that users may access inappropriate or offensive material.

SCS Users are expected to exercise responsible Christian behavior when using the Internet. These responsibilities include:

- Using the Internet in a way that is consistent with the mission and policies of SCS.
- Using the Internet for school related or staff approved educational work.
- Adhering to the rules of copyright.
- Respecting the data and privacy of other users.
- Sending e-mail or accessing web pages only with teacher permission.
- Keeping personal information about oneself or others private. Such personal information includes address, phone number, credit card numbers, social security numbers, passwords, or other confidential information.
- Understanding that email is not guaranteed to be private. System administrators may access e-mail or monitor activity when there is reason to suspect inappropriate conduct or when there is a problem with the system.

Other Computer Use:
Use of computers at SCS also requires adherence to the following:

- Copying, altering, or tampering with data files, software programs, or system settings on any school computer is strictly forbidden.
- Unauthorized persons may not use equipment, software, security passwords, network accounts, or access codes belonging to the school or other users.
- SCS reserves the right to review and remove any material stored on its equipment.
● Users must honor software licensing agreements and all rules of copyright and personal property.
● Software or data from outside sources, including files attached to e-mail, or stored on floppy disks, CD’s, USB drives, or any other medium, may not be used on school equipment without proper authorization from the system administrator.
● No food or drink (including water) are allowed in the computer labs or when using a school’s computer at any location.

Violation of Policy:
Students violating the Acceptable Use Policy will be subject to the following:

● Disabling of account for a time determined by SCS administration.
● Detention for violating school policy.
● Fine or replacement fee for damage caused by negligence or improper use.
● Possible suspension or other discipline deemed appropriate by SCS administration.

My signature below, and that of my parents, means that I have read the SCS Technology Acceptable Use Policy, understand its contents, and agree to comply with its guidelines.

Student’s Signature______________________________________ Date ___________

By signing the consent form, we acknowledge that we have discussed the privileges and responsibilities for access to and use of the SCS Network, and our student has agreed to abide by the SCS Technology Acceptable Use Policy.

Signature of Parent(s) ________________________________ Date ___________
Policy on Transportation of Students  
Middle School Parents / High School Students

**HS Student or MS/HS Parent Driver**
- Driver must possess a valid driver's license.
- Driver must have automobile insurance as required by Montana State Law.
- Vehicle must be registered and in safe, working order.
- Students must wear seatbelts at all times.
- Driver will abide by all the laws of the road.
- Students are not allowed to ride in the back of a pickup or cargo van.
- Driver must conduct him/herself in a safe manner at all times.
- Student drivers must be pre-approved by head of school.
- Student drivers must have written permission from parents to drive and to transport other students.  
  (This form on file!)
- Students who ride with other students must also have written permission from parents to do so.  (This form on file!)

As driver (parent or student) of the vehicle transporting students for a school event, I agree to abide by the above policies. Driver's Name (print or type): ________________________________

Signature: ________________________________ Date: ________________________________

Parent of student driver, please check all boxes that apply.

- I the parent of the above student give permission for my student to drive to a school field/athletic trip.

- I the parent of the above student give permission for my student (MUST BE A JUNIOR OR A SENIOR) to transport other students.

- I the parent of the above student give permission for my student to ride with another student - OR - my student may only ride with: ________________________________

- My student may NOT drive with another student. Please transport with adult drivers only.

Parent Name: ________________________________ Parent Signature: ________________________________
THE BELOW HIGH SCHOOL STUDENT IS NOT A DRIVER BUT A POTENTIAL PASSENGER:

This applies to high school students only. Younger students will always be transported by an adult.

Student Name: _____________________________________________________________

☐ I the parent of the above student give permission for my student to ride with another student -
   OR - my student may only ride with:

__________________________________________________________

Write the names of approved students if applicable.

☐ My student may NOT drive with another student. Please transport with adult drivers only.

Parent Name: ___________________________ Parent Signature: ___________________________