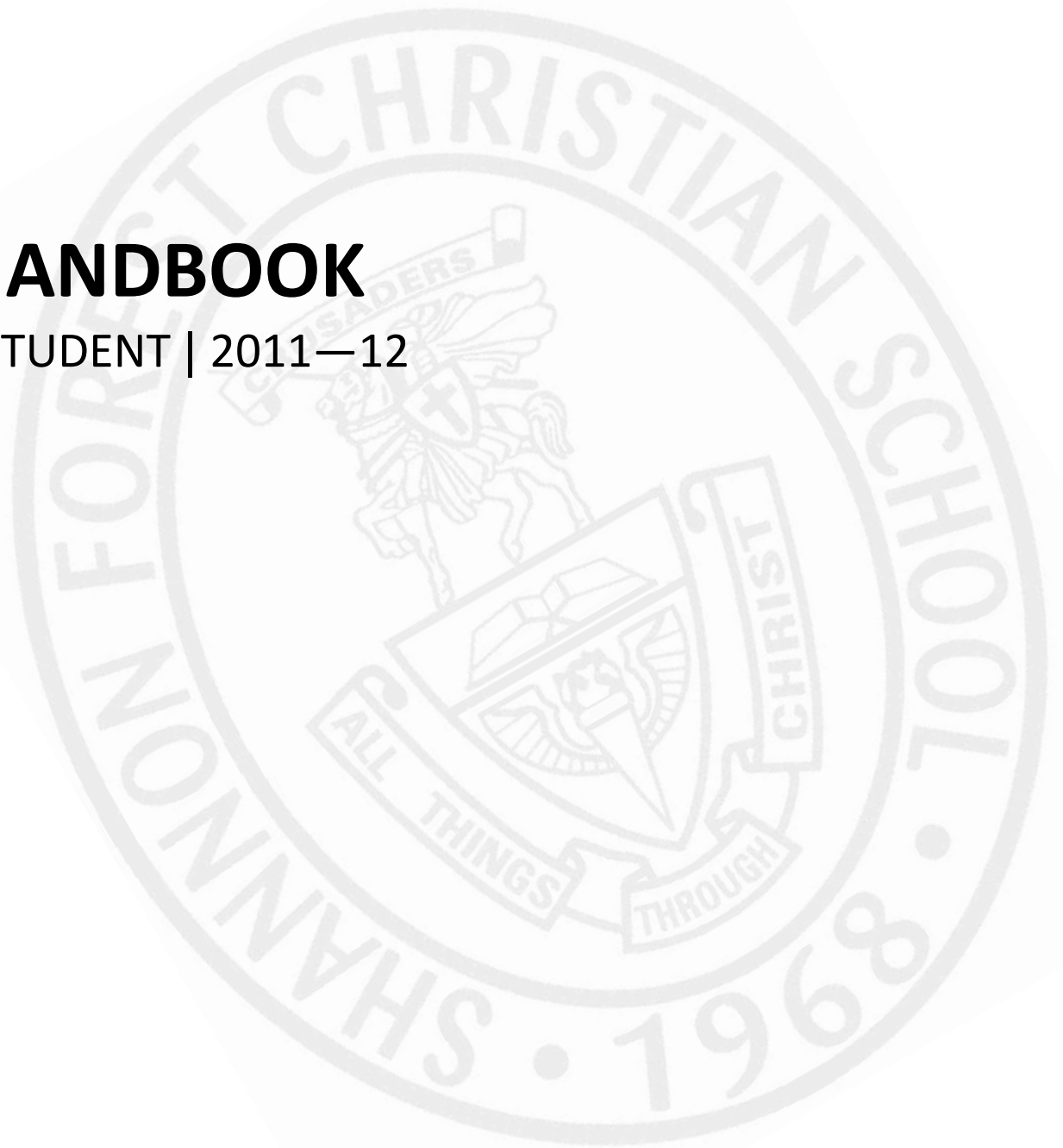


SFCS HANDBOOK

PARENT | STUDENT | 2011—12



SHANNON FOREST CHRISTIAN SCHOOL

829 Garlington Road
Greenville, SC 29615

O 864.678.5107

F 864.281.9372

shannonforest.com



Dr. Mark Auffarth

SFPC Senior Pastor

Mr. Bob Collins

SFCS President

Mrs. Lori Horton

Executive Director

Mrs. Kathy Neely

LS Administration

Mrs. Emily Watkins

EC Administration

Mrs. Rita Harrell

Athletic Director

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864.281.9372 | Main School Fax

864.678.5110 | Business

864.678.5113 | Admissions

864.678.5119 | Lower School Office

864.678.5153 | Lower School Fax

864.678.5123 | Early Childhood

864.678.5109 | Support Services Office

864.678.5192 | Support Services Fax

864.678.5181 | Registrar

864.678.5127 | Athletics Hotline

864.678.5160 | Weather Hotline

864.678.5100 | SF Presbyterian Church

ACCREDITED | Southern Association of Colleges and Schools (SACS CASI, AdvancED)
MEMBER | Association of Christian Schools International (ACSI)

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CALENDAR OF MAJOR DATES

FALL SEMESTER

AUGUST

15 | **FIRST DAY** of School
 19 | Back to School Bash and Barbecue
 31 | Service Expo

SEPTEMBER

5 | **NO SCHOOL**
 16 | Half Day, Fall Family Fellowship
 21 | IMPACT Service Day

OCTOBER

5—7 | Windy Gap
 10 | **NO SCHOOL**
 14 | Half Day
 21 | **NO SCHOOL** Parent Teacher Conferences

NOVEMBER

3 | Boosterthon Fun Run
 19 | Dinner with the Arts
 23—25 | **NO SCHOOL**
 30 | IMPACT Service Day

DECEMBER

15—16 | Half Days
 19—20 | Half Days
 21—30 | **NO SCHOOL**

SPRING SEMESTER

JANUARY

2—3 | **NO SCHOOL**
 4—13 | Silva-Mester
 16 | **NO SCHOOL**
 17—18 | Silva-Mester
 27 | Homecoming Ceremonies

FEBRUARY

4 | Winter Dinner and Silent Auction
 17 | **NO SCHOOL**
 19 | **NO SCHOOL**
 29 | IMPACT Service Day

MARCH

16 | **NO SCHOOL**
 19 | **NO SCHOOL**
 28 | IMPACT Service Day

APRIL

2—6 | **NO SCHOOL**
 9 | **NO SCHOOL**
 20 | PTF Spring Fling
 22—28 | Senior Mission
 23—25 | Half Days
 30—MAY 2 | Barrier Island

MAY

APR 30—2 | Barrier Island
 7 | Bridges Tea Party
 22—25 | Half Days
 22 | K5 Graduation
 25 | **LAST DAY** of School, Graduation

All calendar dates are subject to change.

Please refer to shannonforest.com or the school hotline for up-to-date information regarding calendar dates, school closings and times.

WEATHER HOTLINE | 864.678.5160

WELCOME

MISSION STATEMENT

The purpose of Shannon Forest Christian School is to support the Christian home and church by providing quality education from an evangelical, Biblical perspective in order to equip and challenge students to influence culture and society for Jesus Christ.

FAITH STATEMENT

SFCS BELIEVES | The Bible is the Word of God, divinely inspired and originally given, without error as originally written, and the only infallible rule of faith and practice.

SFCS BELIEVES | God is Triune—one eternal God existing in three separate and distinct persons: Father, Son and Holy Spirit.

SFCS BELIEVES | Christ is God manifested in the flesh, born of a virgin, lived a sinless life, suffered and died on the cross as atonement for our sins. He arose bodily from the dead, ascended into Heaven, now sits at the right hand of God as our mediator and is one day coming again visibly in power and glory to earth as revealed in the Bible.

SFCS BELIEVES | Man was created in God's image and being descended from Adam by ordinary generation, inherited a sinful nature and is totally unable to save himself from the natural consequences of his sin, both original and actual.

SFCS BELIEVES | Regeneration by the Holy Spirit is essential to Christian faith and life. By God's grace only and through faith in the accomplished work of Christ on the cross alone are we saved from eternal death.

OUR VISION

Shannon Forest Christian School began with the vision of providing a Christ-centered education that would nurture Christian values that students were being taught both at home and in the church. Since 1968, Shannon Forest has graduated nearly 900 Crusaders, and our continued commitment to academic excellence is exceeded only by our commitment to Jesus Christ. We continue to fulfill our original mission, as we additionally strive to be a school by design, actively seeking the most relevantly innovative practices in education. It is our desire to provide our students with a Christian environment that challenges them spiritually, academically, socially, and physically. Our goal is to maximize each child's God-given potential in real and lasting ways.

OUR PHILOSOPHY

Shannon Forest was organized to operate without profit. As an agency of the church, this private school provides quality academic instruction characterized by Biblical integration, Bible study, and Christian standards for life. SFCS believes that the home, the church, and the school should complement one another and promote each student's spiritual, academic, social, emotional, and physical growth. All disciplines taught at SFCS are instructed on the basis of Biblical truth, consistent with our Faith Statement.

OUR GOALS

At Shannon Forest, we believe that a student's self esteem is predicated upon their relationship to Jesus Christ and enhanced by mutual respect among students, faculty and staff. SFCS feels that challenging expectations increase individual performance, and that students learn best how to make appropriate academic and life decisions when a supportive, challenging learning environment is present.

It is the goal of Shannon Forest that the intellectual and creative gifts of each student be developed in a way which is pleasing to the Lord and affords each the best possible academic and professional future. It is also the goal of this school that each student experience moral growth through the development of godly lifestyles, characterized by love and service towards others, and a deeply personal relationship with their Lord and Savior, Jesus Christ.

PARENTS AS PARTNERS

Shannon Forest is both a covenant and missional school, and believes that Christian education is a cooperative undertaking among the school, parents, and student. Accordingly, the school requires the support of its parents in the form of partnership, in order to truly carry out its mission to the glory of the Lord. We ask that parents partner with SFCS, and with their student(s), to support the school at all times, and to participate through volunteer involvement and giving, understanding that tuition alone does not cover all operating expenses. Upon enrollment at SFCS, parents agree to support and pledge full cooperation with the school mission, policies, practices and goals and to satisfy all financial obligations. The school also requires that parents nurture respect for SFCS at home through a positive attitude towards the faculty, administration, staff, and school board. Failure to support school policies, programs, and procedures, may warrant student dismissal at the discretion of the administration.

ANNUAL FUND

Annual giving to our school is absolutely essential to the health and vitality of our program not because of capital improvements and innovative advancements, although those are necessary, but because tuition and fees alone will never cover every expense. To solve this financial gap we could increase the cost of enrollment at Shannon Forest for every student and family, but that would never produce the desired result. Instead we ask that you join us by cultivating a spirit of giving within our community.

The Annual Fund of Shannon Forest seeks to further the mission and capabilities of the school and all donations received will directly benefit our students. Donations may be made at any school office, online at shannonforest.com, by pledge, or by mail. All donations made prior to December 31 are eligible for tax exemption. To learn more about our Annual Fund campaign, or how you can make a difference in the lives of our students, visit shannonforest.com today.

ACCREDITATION & MEMBERSHIPS

AdvancED, Southern Association of Colleges and Schools, Council on Accreditation and School Improvement
Association of Christian Schools International
National Association of Elementary School Principles
National Association of Secondary School Principles
Association of Supervision and Curriculum Development
Carolina Athletics Association
North Carolina Independent Schools Athletics Association
Greenville County Council of Teachers of Mathematics
National Junior Honor Society
National Honor Society
The College Board

ABOUT SHANNON FOREST

HISTORY

The vision for Shannon Forest Christian School began in 1965 when Reverend Al Lutz and wife Julie were commissioned by Augusta Street Presbyterian to begin a new mission church. In 1962 Shannon Forest Presbyterian Church came to life. The Garlington family donated one and half acres upon which the new chapel (now the location of our Early Childhood program) would be built, and the title “Shannon Forest” was chosen to compliment the nearby Shannon Lake, which the Garlington’s had named in honor of their Irish heritage.

In August 1968, Shannon Forest Christian School opened its doors for the very time, and welcomed 12 kindergarten students and one teacher. By 1970, enrollment had increased ten-fold, jumping from only 12 kindergarteners to 132 students in grades K—6, and a new classroom building was completed by September of that year. As enrollment continued to climb, additional facilities were needed and in 1971 the decision was made to build a new school gymnasium (now the East Campus gymnasium).

The decision was made in 1972 to build a school library and administrative offices, rather than a new church sanctuary, and fine arts and athletics programs were added to the array of SFCS offerings. The Garlington family sold 14 additional acres to the school that were graded for track, soccer and baseball fields, another classroom building, and even a future gymnasium, and in 1976 the school received its first accreditation from the Southern Association of Colleges and Schools (SACS), by which it is still fully accredited today.

In 1977, the school had grown to a full K—12 program and celebrated its first graduating class, and by 1979 nearly 600 Crusaders were enrolled. By 1980, Shannon Forest was competing in ten varsity sports and Concert Choir had been added, and in 1984 the school celebrated the very first Homecoming ceremonies. The first headmaster, George Hopson, was welcomed in 1988.

In 1991, Chet Crane came on as the school’s third headmaster, and the new school activity center (now the West Campus gymnasium) was completed. By 1997, construction on a new classroom building had begun; now completed, this building houses our Lower School students on the East Campus. The 2000s brought with them continued growth at SFCS and in 2010, Bob Collins came on as the first-ever School President.

Today, SFCS operates on a 50-acre campus as a fully accredited college preparatory school, educating students across grades PK3—12, and employs more than 80 staff and faculty members. SFCS is an interdenominational school with more than 125 churches and 25 denominations represented amongst its families.

ORGANIZATION

Under the leadership of a School Board and the auspices of the Church Session, Shannon Forest Christian School operates as a ministry of Shannon Forest Presbyterian Church, a member of the Presbyterian Church in America (PCA). The School Board is a policy-making and strategic planning board and does not typically involve itself in daily school administration. The school, as a non-profit agency of the church, operates under the provisions of the by-laws and constitution of SFPC. SFCS stands upon the foundation of Biblical truth and is supported by four pillars: academics, athletics, fine arts, and service. The school is headed by the SFCS President.

EARLY CHILDHOOD | PK3—K5

LOWER SCHOOL | 1—5

UPPER SCHOOL | 6—8 Middle

9—12 High

SCHOOL MASCOT

The mascot of Shannon Forest is the Crusader. SFCS defines a Crusader as one who exhibits great bravery and valor in thought, word, and deed; a passionate defender of Faith; a warrior for Christ; a devoted champion for Jesus. The SFCS Crusader is clothed in the Armor of God and is most often seen mounted on horseback in full armor; the Crusader may be featured as a helmet alone, as in the case of the Crusader Crazyies.

SCHOOL VERSE

“I can do all things through Christ who gives me strength.” Philippians 4:13

SCHOOL COLORS

The primary colors of Shannon Forest are Green and Gold.

The secondary colors of Shannon Forest are Black and White.

ALMA MATER

Oh Shannon, we do pledge to thee

That we will strive to be

A testimony to the love

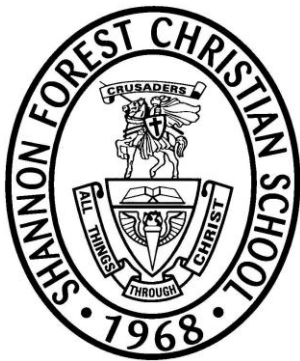
Brought down by God above

God's Word as our standard
Faithful our lives would be
As onward in these truths we go
Shannon Forest we sing to thee

Your motto in our hearts doth ring
"All things through Christ" we sing
As in His strength each day we live
Our talents and time to give

In our own efforts failing
But in Christ we succeed
And true Crusaders we would be
In every thought and deed

OFFICIAL SCHOOL SEAL



Two ovals of varying size enclose the official seal of Shannon Forest Christian School. The school verse, Philippians 4:13, is referenced on the ribbon within the interior oval, "All things through Christ." The original founding date is located at the bottom of the seal within the exterior band. The interior of the seal features the school mascot, a Crusader, clothed in the Armor of God, represented by medieval dress, and mounted on horseback, bearing the Shield of Faith. Beneath the mascot is a coat of arms divided into two parts: the open book signifies the Word of God, upon which our school is founded; and the flaming torch, which represents wisdom, knowledge, and service in Christ's name.

The SFCS seal is a symbol of honor, used and/or awarded to signify excellence of character and academics. The seal is considered the secondary mark of the school and should only be used for official communications involving the school administration; academic and commencement materials, including transcripts and diplomas; or items of considerable note, such as the SFCS Parent Student Handbook. The seal is the sole property of the school and may not be used or reproduced without authorization.

OFFICIAL SCHOOL LOGO



SHANNON FOREST
CHRISTIAN SCHOOL

The SFCS logo was introduced in 2010 and is the primary mark of Shannon Forest Christian School. It is the sole property of Shannon Forest and may not be used or reproduced without authorization from the administration of the school, and should never be manipulated in any way. A cross can be seen within the tree, comprised of the trunk and lower two branches. The leaves of the tree symbolize diversity and unity, and the angle of the design signifies the harmony of both tradition and growth at Shannon Forest.

ACADEMICS

COMMUNICATION

PARENT CONFERENCES

Conferences between teacher and parents/guardians are available throughout the school year and may be scheduled on an individual basis as needed. Additionally, one school day is dedicated to parent/teacher conferences every fall. Shannon Forest does encourage both parents/guardians to attend these meetings.

RENWEB PARENTSWEB

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You will be able to communicate with teachers and other school staff online whenever necessary through ParentsWeb.

TO ACCESS PARENTSWEB

1. Visit renweb.com and click "Logins"
2. Click "ParentsWeb Login"
3. Type in our school's district code: SF—SC
4. Click "create new ParentsWeb account"
5. Type in your e-mail address and an e-mail will be sent to you
6. Click the "click to change password" link; this link will only be available for 30 minutes
7. A web browser will display you name and RenWeb ID
8. Type in a username, password and confirm the password
9. Click "save password"

You will now be able to access ParentsWeb using your new username and password.

Should you lose your username and password at anytime, please contact Support Services at 678.5115.

E-BLAST

Shannon Forest will issue weekly E-Blasts for updated communication and announcements through e-mail. This will be one of the primary methods of regular communication by the school. If you do not receive the weekly E-Blast, refer to shannonforest.com and register to receive the electronic newsletter by submitting your e-mail address in the bottom right of the homepage.

GRADING SYSTEM

GPA is calculated by Shannon Forest according to the South Carolina Uniform Grading Scale, which was adopted by the SFCS School Board in May 2000. Across grades 2—11, Shannon Forest permanently records grades on a numerical scale and grades are assigned letter value based upon the following scale:

A | 100—93 B | 92—85 C | 84—77 D | 76—70 F | 69 & below

To receive a passing grade and earn credit in any yearlong course, a student must earn a two-semester average of 70 or above. Any student who receives a final grade of 69 or below in any non-elective course may be required to satisfactorily repeat that course in an approved summer school program; exceptions will only be made at the discretion of the administration.

PROGRESS & REPORT CARDS

The SFCS school year consists of two semesters of approximately equal length with a reporting period every nine weeks. Report cards are issued at the end of each nine-week quarter. Mid-quarter progress reports are issued to every student during the first quarter; additional progress reports will only be issued for students displaying a significant change in academic or behavioral performance, or with any grade below 77. A student's final course grade is established by

averaging the grades earned each quarter and will appear on the official transcript. Students in Early Childhood and first grade will be evaluated using a descriptive scale.

PROMOTION & RETENTION

Shannon Forest will annually review all student records to assess whether sufficient individual progress has been made, determining whether advancement to the next grade level of study is appropriate.

INCOMPLETE GRADES

Incomplete grades must be completed prior to the end of the following grading quarter or a failing grade of 69 will be recorded. Any incomplete grade received during the fourth grading quarter must be completed no later than the second week of June.

DUE TO ILLNESS | Any incomplete grade resulting from extended illness must be completed before the end of the following grading quarter or a failing grade of 69 will be assigned. Exceptions may be made in the case of extenuating circumstance at the discretion of the administration.

CARNEGIE UNITS

Credits towards graduation are measured in Carnegie units. The Carnegie system is a standardized unit of measurement used to evaluate courses at the secondary level in terms of college entrance requirements. One Carnegie unit is equivalent to one year's study of a subject, or a minimum of 120 classroom hours. Courses lasting less than one year will be assigned partial Carnegie units, such as .25 or .5 credits. Carnegie units will only be assigned to courses which warrant high school credit.

TRANSCRIPTS

All final grades earned in courses carrying Carnegie units will be permanently recorded on a student's academic transcript. All SFCS transcripts will show course title and level, along with the numerical grade earned. Requests for copies of transcripts may be made directly with the SFCS registrar in writing, signed by the parent/guardian.

Student records will NOT be released unless all applicable accounts are current, with no outstanding fees of any kind.

ACADEMIC PROBATION

Any student who fails to maintain a minimum 2.0 GPA, or scores below 70 in any course during a nine-week quarter may be subject to academic probation. This probationary period is intended to promote personal responsibility and demonstrate the realities of consequence. During this time, students, parents and the school will engage in active communication while the student's academic progress is encouraged and closely monitored. Our hope is that this period will provide our students with valuable lessons in time-management, and empower them with essential tools for college. A pattern of continued course failure and unacceptable academic performance for two consecutive semesters may warrant consideration as to the appropriateness of continued enrollment at Shannon Forest.

NEW STUDENT | Every new student will be subject to a nine-week probationary period following admittance to Shannon Forest.

ACADEMIC HONORS

HONOR ROLL

Academic Honor Rolls are awarded every quarter. To be recognized on an Academic Honor Roll, students must meet the following quarter grade point average requirements: High Honor Roll | 100—97, and Honor Roll | 96—93.

JUNIOR MARSHALS

Four students will be honored as Junior Marshals during their junior year at Shannon Forest. This honor is reserved for the four students with the highest GPA's in the junior class (none below 86) who have attended SFCS for the three

consecutive semesters preceding this recognition. Candidates must enroll in a minimum of six academic courses per school year and exemplify the highest attributes of Christian leadership and integrity.

HONORS GRADUATES

In order to be recognized as a graduate with honors from Shannon Forest Christian School, seniors must meet the following criteria prior to graduation:

1. 3.5 Cumulative GPA
2. No more than two final grades below 85 in any one academic year
3. No final grade below 77

VALEDICTORIAN & SALUTATORIAN

The senior with the highest final GPA will be the graduating class Valedictorian. The senior with the second highest final GPA will be the graduating class Salutatorian. These honors are reserved for students who have completed the five consecutive semesters preceding graduation at Shannon Forest. Candidates must enroll in a minimum of six academic courses per year and exemplify the highest attributes of Christian leadership and integrity.

ACADEMIC TESTING

SEMESTER EXAMS

Exams will be given across grades 6—12 at the end of the fall and spring semesters. The school day may be shortened during semester exams, and students will be dismissed only by the exam proctor after the testing period has ended. Students will be required to attend every testing period in which they have an exam; if a student does not have an exam and chooses to stay on campus, they must remain in a supervised classroom for the duration of the exam periods. Students are dismissed from campus after the testing period has ended and they have completed all assigned exams for the day.

STANDARDIZED TESTING

All students in grades K5—11 will be formally evaluated using standardized testing. This testing is administered each year during the spring semester. A national normative exam, the standardized test compares the academic progress of the Shannon Forest student with other students across the country. Through these evaluations, we are provided with a comprehensive scope of our students' capabilities at the national level and can better prepare them for a future of academic success. On average, our Crusaders score higher than the typical American student in the same grade, studying the same subject area. School days may be shortened during standardized testing and students will only be dismissed by the exam proctor after the time allotted for testing has ended.

EARLY CHILDHOOD | An approved uniform test will be administered to students in PK4 and KT during the spring semester to assess the development of language and mathematical skills necessary for early school learning in each child.

ADVANCED PLACEMENT (AP)

SFCS does not require all AP students to participate in the national College Board AP exam. Students who do not take the national AP exam will take an equivalent final exam, prepared by their teacher, which will count towards their final course grade; equivalent final exams will not be considered for college credit.

SHANNON FOREST WILL NOT PERMIT EARLY DISMISSALS

Early dismissals are exceptionally disruptive during exam time and severely hinder the performances of other students. It is our determination that dismissing students early from allotted exam times will deter them from applying careful consideration during exams, and prevent them from exercising their full potential. Accordingly, early dismissals will NOT be permitted while exams are being proctored at Shannon Forest, unless due to extreme illness or unavoidable emergency.

COLLEGIATE TESTING

DUKE TIP

The Duke University Talent Identification Program focuses on the identification, recognition, and support of high-ability students, and offers qualifying seventh-graders the opportunity to take college entrance exams alongside high school students. Shannon Forest will notify all qualifying students of their eligibility to participate in Duke T.I.P. at the start of their seventh grade year. Annually, SFCS boasts the highest percentage of qualifying students in the Upstate. Participation in the program is optional and highly recommended.

PSAT & PLAN

Shannon Forest recommends that students take the Preliminary Scholastic Aptitude Test (PSAT) every fall, beginning in eighth grade. About two hours long, the PSAT is excellent practice for the SAT and is offered only once a year. Students will have the opportunity to **qualify for the National Merit Scholarship program by taking the PSAT during their junior year.**

A pre-ACT exam, the PLAN is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and beyond graduation. The PLAN is a powerful predictor to success on the ACT and students should take it during their **sophomore** year.

SAT & ACT

Students should initially take the ACT and SAT in the spring of their **junior** year. The SAT is the nation's most widely used college admission exam and can be taken several times. It tests students on their knowledge and application of reading, writing and math. The ACT assesses a student's ability to complete college-level work and general education development. It tests students across English, math, reading and science, and is also readily accepted by most universities and colleges for admission. The ACT may also be taken more than once. Students should complete these exams a minimum of one time prior to submitting college applications; seniors are able to submit additional SAT and ACT scores after applying for college admission. Shannon Forest Support Services are available to assist students in the college application process and scheduling of college entrance exams.

SERVICE LEARNING

Lives Impacted for Eternity (LIFE) is the service learning program of Shannon Forest for grades PK3—12. Organized in 2008, participation in the LIFE program is an important element of our academic curriculum and required for graduation. At SFCS, we long to nurture a desire within our students to serve others around the world in the name of Jesus. We believe that in order to empower our students to impact the world for Jesus Christ, it is necessary to first present them with knowledge about the places in the world where God's word is being taken, and provide them opportunities to get involved. LIFE is organized into three complementary, age-appropriate programs.

COLOSSIANS 1:10

"And we pray this in order that you may live a life worthy of the Lord and may please Him in every way; bearing fruit in every good work, growing in the knowledge of God."

CONNECT GRADES K5—5

During the school year, each CONNECT group will be partnered with an active missionary, sponsored by Shannon Forest Presbyterian Church. The students in each group will be involved in the planning and implementation of activities within their classrooms, such as writing letters of support or gathering non-perishables. CONNECT students will also explore the native cultures of the country where their partner-missionary is serving through art, music and creative writing. CONNECT groups will also partner with upper classmen in cooperative initiatives around our community.

BRIDGES GRADE 6

Students in grade 6 will participate in a special service-learning program called BRIDGES. This recognized program seeks to build relationships with local elder partners; bridging the gap between the generations. Students will partner with

residents of the Gardens at Eastside, an assisted living facility located on Roper Mountain Extension. Through this partnership, students will participate in skill building activities and engage in ministry opportunities. BRIDGES participants will write about their experiences, and those of their partners; the project will culminate in the development and production of a hardbound book.

IMPACT GRADES 7—12

Students in grades 7—12 are divided into IMPACT groups at the start of the academic year. Each group will have a faculty sponsor and will select a local non-profit organization to serve throughout the year. Students will be involved in planning, problem solving, and evaluation of the program, and are actively encouraged to explore and pursue individual involvement in local and global service opportunities. Students will donate four school days to service with their selected non-profit group; additional service hours are generally required. IMPACT groups will also meet with CONNECT groups during the year and serve as mentors for our younger Crusaders.

SERVICE HOURS GRADES 7—12

Annual service hours will be required for all students in grades 7—12. Four (4) school days of service will count towards 20 hours of service hour requirements; the remaining difference is the responsibility of the student to complete individually. Service hours completed during the summer will be applied to the following school year only. All student transcripts will indicate the number of hours earned. Because of the newness of the program, service hour requirements for students in classes 2012 and 2013 will be pro-rated; graduates of 2012 must have a cumulative total of 82 hours; and graduates of 2013 must have a cumulative total of 104 hours. Exceptions may be made for transfer students. Students earning more than 300 cumulative service hours will receive a silver cord to wear at graduation.

SEVENTH GRADE | 22 Hours

EIGHTH GRADE | 24 Hours

FRESHMAN | 26 Hours

SOPHOMORE | 28 Hours

JUNIOR | 30 Hours

SENIOR | 32 Hours

SPECIALIZED LEARNING PROGRAMS

LEARNING DIFFERENCE PROGRAM (LDP)

Believing that every student is uniquely and wonderfully made, our learning differences program serves students with diagnosed learning disabilities, and visual or auditory processing difficulties in grades K5—12. The SFCS LDP employs a variety of techniques developed by internationally known experts, including Orton Gillingham methods to stimulate areas of weakness in perception and cognitive processing. Program participants must possess a minimum 100 full scale IQ (WISC), and submit a psychological evaluation, current within three (3) years. Entrance into the program is competitive and availability is limited. Applications will be evaluated on a first-come basis.

FOSTERING OPPORTUNITIES FOR CREATIVITY AND UNIQUENESS IN STUDENTS (FOCUS)

FOCUS, the gifted and talented program at Shannon Forest, services students in grades 3—6 and incorporates curriculum developed specifically for the high-ability learner by The College of William and Mary. FOCUS is a yearlong pull-out program operating in two semesters; qualifying students will have the option to enroll in one or both semester sessions. The materials covered will differ according to grade level, and subject matter will alternate by semester. Instruction will emphasize the notion of concept and theory-development, and is intended to challenge students. Participating students will meet for 150 minute sessions, twice per week, each semester; participants are responsible for materials covered and assignments missed during regular classroom meetings.

ENTRANCE CRITERIA

SINGLE FACTOR QUALIFER | A student with an ability index at or greater than 96% from the Otis-Lennon or the Wechsler Intelligence Scale (WISC IV) gains automatic entrance into the program. Otis-Lennon is administered in school as a part of the Stanford Achievement Testing; scores will be evaluated from testing results current within one year.

MULTIPLE FACTOR QUALIFIERS | A student meeting two of the following dimensions¹ may be accepted into FOCUS:

- ✓ **DIMENSION A | REASONING**—Ability index at or greater than 93% from the Otis-Lennon or the Wechsler Intelligence Scale (WISC IV). Scores will be taken from current year tests and tests that are no more than one year old.
- ✓ **DIMENSION B | ACHIEVEMENT**—Achievement at or greater than 94% in Total Reading and/or Total Math on nationally recognized standardized achievement testing. Scores will be taken from current year tests and tests that are no more than one year old.
- ✓ **DIMENSION C | PERFORMANCE**—Successful classroom performance with a 3.5 overall GPA on a 4.0 scale.

¹ Students meeting Dimensions A and B, but possessing a performance GPA less than 2.76, may be admitted to the program under a nine-week probationary period. If the student is unable to meet a 3.0 GPA after nine weeks, they will be dismissed from the program. Students qualifying for the program using Dimension C must maintain a 3.0 GPA each nine-week quarter, or be placed upon academic probation. The student will be dismissed from the program if a minimum 3.0 GPA is not met in the next consecutive nine-week quarter, followed by a minimum 3.5 GPA in the subsequent nine-week period.

FIELD TRIPS

Field trips are generally educational in nature and students are expected to attend. Parental involvement during field trips is encouraged and parents may be asked to volunteer as chaperones or drivers. Participating parents will be asked to sign an agreement of understanding relating to their duties and responsibilities while on the trip; and siblings are generally not permitted to attend, unless they are required to participate as an enrolled member of the participating class. Students will not be permitted to attend school field trips unless a parental permission form is obtained.

EARLY CHILDHOOD | Students in grades PK4—K5 are required to purchase a matching SFCS field trip t-shirt.

EARLY CHILDHOOD

PHILOSOPHY

The SFCS Early Childhood educational program is based on the philosophy that children are a blessing from God, each possessing unique qualities, and that every child will go through a cycle of developmental stages at a rate and pattern of growth particular to him/herself, especially in the early years. Utilizing a multi-sensory approach grounded in Biblical truth, it is our desire to nurture your child's spiritual, physical, emotional, social and intellectual development through our interactive and secure learning environment. Understanding that a child's readiness is rooted in the biological make-up of the individual, our program is designed to foster age-appropriate skills development in the areas of language, safety, group interaction, large and fine motor skills, auditory memory, mathematics, problem solving, and life skills.

THEMATIC APPROACH

In Early Childhood, themes are used to introduce information so that learning occurs as a child explores and manipulates real objects and events. Theme designed curriculum allows the teacher to integrate language, writing, listening, speaking, math, science, art, music, dramatic play and cultural awareness into activities that are meaningful and appropriate. Our classroom centers and learning activities are planned to developmentally impact the following domains: language, science, creative arts, literacy, learning approach, Bible, mathematics, and social, emotional and physical health.

UPPER SCHOOL

COURSE LEVEL DESCRIPTORS

COLLEGE PREPARATORY (CP) | Shannon Forest is a fully accredited college preparatory school and all course offerings in grades nine through twelve are designed to prepare our students for the academic rigors and demands of college. Accordingly, every CP course will reflect the work load and expectations of a college-prep level class and is intended to challenge the average student.

HONORS (H) | Designed for the above-average student, SFCS honors courses are taught at a faster pace with more exhaustive subject matter than CP courses. Students may participate in both honors and CP courses; neither academic

track is binding. Teacher recommendation is preferred but not required for a student to enroll in an honors course, and parental preference is always taken into account. Honors courses earn an additional .5 quality point in GPA calculation.

ADVANCED PLACEMENT (AP) | Advanced Placement classes are undergraduate level courses, taught at the most concentrated level of all course offerings at SFCS. Students enrolled in an AP course at Shannon Forest will have the opportunity¹ to take the national College Board AP exam in May. Most colleges and universities will reward a successful score on the national AP exam with college credit; in some cases, a high score may even merit course exemption. Teacher recommendation is required to enroll in an AP course, and students must hold a 3.5 GPA. AP courses earn an additional quality point in GPA calculation.

¹ SFCS does not require all AP students to participate in the national College Board AP exam. Students who do not take the national AP exam will take an equivalent final exam, prepared by their teacher, which will count towards their final course grade; equivalent final exams will not be considered for college credit.

COURSE SELECTION

Students may submit course selection requests for the approaching school year at the start of the spring semester. All course selection requests are due the third week of March. Course selection requests will not be recognized until the school has processed the signed re-enrollment contract and deposit. Contracts received after the course selection deadline will be subject to course availability, regardless of the initial student course request.

Shannon Forest cannot guarantee that all course offerings in a given semester or academic year will be available to all students. Extenuating circumstances, such as course failure or school transfer, may cause deviations from the traditional Shannon Forest course sequence and availability. Additionally, specific course sequences and combinations may not be possible due to scheduling constraints; additional elective limitations may occur due to core course selections and graduation requirements. All course offerings are subject to enrollment and interest; a minimum of five students must be enrolled in any one course for the offering to remain valid.

DROP/ADD

Crusaders in grades 9—12 will have the opportunity to adjust their academic schedules beginning day one of the fall semester. The drop/add period will last 10 school days. Any course dropped after the allotted 10 day period may receive a grade of WF, or withdrew/failing, and a numerical value of 69 will be assigned. The school administration may initiate a course withdrawal or course level change after the drop/add period has ended without penalty to the student.

CONTINUING ARTS APPRECIATION (CAP)

All students in grades 9—12 are required to attend two fine arts events during the academic year; one event should be an SFCS program. All events must be pre-approved by the student's English teacher, and an accompanying assignment must be completed. CAP participation is required; failure to complete CAP requirements will result in an incomplete grade for the student's English course.

SENIORS

- ✓ All seniors are required to take a math, English, science, and Bible course during their final year.
- ✓ Seniors must apply to a minimum of one college as a **condition of graduation**.
- ✓ Student involvement in commencement exercises, including walking and receiving diplomas, is a **privilege** rather than an option, and **may be withheld** at the discretion of the administration.
- ✓ Any senior failing one course may be allowed to participate in commencement exercises, but will not receive a diploma until the course is completed with a passing grade; all coursework needed for graduation requirements must be completed prior to the start of the following academic year. Any senior failing more than one course will not be allowed to participate in commencement exercises.
- ✓ Participation in senior activities including Senior Awards Day, Baccalaureate, and Commencement are **not optional** and are a **condition of graduation**.
- ✓ The Shannon Forest Guidance Counselor and Registrar are available to assist senior students and parents with the process of college admission and selection, as well as financial aid and scholarship.

SILVA—MESTER

Silva, meaning “forest” in Latin, Mester is a 10 day mini-mester program of focused study for High School students, during which students will have the opportunity to receive instruction in a wide variety of topics. Most colleges incorporate this type of intensive learning into their course curriculum; as a college preparatory school, we want our students to be prepared for the rigors ahead of them. Our desire is to enrich our students’ experiences, broaden their interest base and potentially point them in a direction of future occupation. It is anticipated that the Silva-Mester program will eventually support student participation in internship opportunities and academic trips that would otherwise not be possible at other schools with a traditionally static academic calendar. Silva-Mester will take place during spring semester, and annual participation in the program is a requirement of graduation.

ACADEMIC CREDIT | Every student in grades 9—12 will select two courses of study per Silva-Mester, which will meet on a daily basis for three hours. Students will earn .25 units of elective credit for each course taken. Over the course of four years, students will earn two Carnegie Units of Silva-Mester electives.

SUPPORT SERVICES

Assistance with class scheduling, academic testing, career and educational planning, maintenance of school/student records, and counseling services are valuable components the offices of Support Services located in the 100 building. Students and parents are encouraged to seek the aid of these services during the academic year. Please note that official student records will not be released to parents, but copies may be available as needed; student records remain the sole property of Shannon Forest Christian School.

ATTENDANCE

Attendance will be taken at the start of every school day and class period. Shannon Forest will provide information and notification regarding student attendance, but it is ultimately the responsibility of the parents/legal guardians to monitor the number of days their student is in attendance. South Carolina state law requires that a student must be physically present in class a minimum of 175 school days to receive credit for the academic year.

ABSENCE POLICIES

Students who are absent from an individual yearlong course 10 or more times in an academic year may not receive credit for the course. Absences in excess of 10 days are excused only with a note from a non-related physician. Students who are absent from a semester-long course five (5) or more times in an academic semester may not receive credit for the course. Absences in excess of five (5) days are excused only with a note from a non-related physician. Exceptions may be made only in the case of emergency situation due to or caused by an extended and/or chronic illness certified by a non-related physician at the discretion of the administration. Family vacations do not constitute an emergency. Lower school students must be present a minimum of two hours to receive half-day credit, and a minimum of four hours to receive full-day credit. Upper school students will be considered absent from any class period in which 10 or more minutes are missed.

UPON RETURN

Students must file a written parental or non-related physician’s note with the appropriate school office within three (3) school days of their return to SFCS in order for the absence to be eligible for excuse. Without written communication from the appropriate party, the absence will be considered unexcused. A parental note does not guarantee that an absence will be excused.

MAKE-UP WORK

It is the responsibility of the student to request missed assignments. Students are expected to make-up all work missed due to absence, and will have the opportunity to receive full credit for the assignment missed. Students will be given one school day for every day absent to complete missed assignments. If additional days are needed to complete make-up work, students must seek the approval of the guidance department for an extension without penalty. There will be

no make-up opportunities for missed standardized testing in grades 6—12; lower school students will have some make-up opportunity.

ABSENCE DUE TO SCHOOL ACTIVITY

Students who are absent from class due to school activities such as field trips or sports teams will be responsible for all assignments due and assigned. It is always the responsibility of the student to inform the teacher in advance when he/she will be absent from class due to school activity.

COLLEGE VISITATION

Juniors and seniors are permitted three (3) college visitation days per academic year. Absences for collegiate purposes must be approved by administration in advance and will only be excused upon receipt of official documentation from the college confirming the student's attendance.

TARDY POLICIES

EARLY CHILDHOOD

The beginning of the school day is vitally important to the success of each day. Please make every effort to have your child arrive in class on time. Chronic tardiness will be addressed by the administration; four (4) or more tardies per grading quarter is considered excessive. Students arriving late must be accompanied by a parent/legal guardian to the Early Childhood Office to receive a tardy pass before they will be permitted to enter class.

LOWER SCHOOL

Four (4) or more tardies per grading quarter is considered excessive and may warrant administrative attention. Students arriving after the school day has begun must report to the Lower School Office to receive a tardy pass prior to entering class. For the purposes of determining lower school attendance awards, three (3) unexcused tardies per grading period will be considered one (1) absence.

UPPER SCHOOL

Any student arriving after the school day has begun must report to the Main School Office to receive a tardy pass prior to entering class. Students should supply a written excuse from a parent when applicable; a parental note does not guarantee that a tardy will be marked excused. A tardy due to unavoidable emergency or medical appointment will be excused. Any student arriving more than 10 minutes tardy to any class period will be recorded as absent for the entire period. Three (3) tardies will be marked as one (1) unexcused absence.

EARLY DISMISSAL POLICIES

EARLY CHILDHOOD

Shannon Forest will generally grant early dismissal requests for medical appointments. Parents seeking early dismissal for their student to attend such an appointment should seek approval in advance, no later than the start of the school day during which the dismissal is needed. Parents may not enter the classroom directly, but should plan to pick up their student from the Early Childhood Office and sign them out with the appropriate administrative assistant. Students must be signed out by their parent/legal guardian in order to be dismissed; verbal notification to a teacher does not constitute parental authorization or receipt.

LOWER SCHOOL

Early dismissals are very detrimental to the learning environment, and parents are encouraged to schedule medical appointments before or after school hours. Shannon Forest will generally grant early dismissal requests for medical appointments; parents seeking early dismissal for their student should seek approval in advance, no later than the start of the school day during which the dismissal is needed. Parents may not enter the classroom directly, but should plan to pick up their student from the Lower School Office and sign them out with the appropriate administrative assistant. Students must be signed out by their parent/legal guardian in order to be dismissed; verbal notification to a teacher does not constitute parental authorization or receipt. Students should plan to take make-up work with them upon dismissal. Early dismissals will not be permitted during standardized testing.

UPPER SCHOOL

Early dismissal due to medical appointments is discouraged except in the case of emergency. Permission for early dismissal may be granted for medical appointment at the discretion of the administration, and must be obtained in advance. Parents should include a daytime phone number on any early dismissal request. Unauthorized early dismissals will **not** be tolerated, will result in disciplinary action, and a failing grade will be assigned for all work given during the period in which the unauthorized absence occurred. Parents should plan to meet their student at the Main School Office and sign them out upon dismissal time. Student drivers must sign themselves out at the Main School Office before departing campus for early dismissal; failure to do so may result in disciplinary action.

DISMISSALS DURING STANDARDIZED TESTING

Early dismissals are exceptionally disruptive during exam times and severely hinder the performances of other students. It is our determination that dismissing students early from allotted exam times will deter them from applying careful consideration during exams and prevent them from exercising their full potential. Accordingly, **early dismissals will NOT be permitted while exams are being proctored** at Shannon Forest, unless due to extreme illness or unavoidable emergency. Exceptions may only be made at the discretion of the administration.

DISMISSAL DUE TO FAMILY EMERGENCY

In the event of a family emergency, please contact the appropriate school office and SFCS will coordinate with your student to ensure that they are dismissed from classes and prepared to meet you at the necessary school office. Family emergency will warrant dismissal without disciplinary penalty.

DISMISSAL DUE TO ILLNESS OR INJURY

Early dismissals may be granted due to illness, injury, or fever. If a student becomes ill and feels that they are no longer able to function in the classroom, they should request permission to visit the appropriate school office at which appropriate medical measures will be taken, and if necessary parental contact will be made. A student will not be permitted to leave without both parental and administrative permission, unless the illness or injury has exceeded the point of reasonable management and immediate action is necessary.

HEALTH RELATED ISSUES

Any student who is absent from school due to illness should not return to Shannon Forest until the student is free of fever, repeated diarrhea or vomiting for a minimum period of 24 hours. If prescribed an antibiotic, SFCS asks that the student refrain from returning to school until the medication has been administered a minimum of 24 hours. Illnesses such as conjunctivitis (pink eye), impetigo, pediculosis (head lice), ringworm, and similar conditions must be treated before a student will be permitted to return to school. For information regarding return procedures, please refer to the above section covering absence policies.

IMMUNIZATION RECORDS

Immunization records must be current at the time of admittance to Shannon Forest Christian School, in accordance with the South Carolina Department of Health. It is the responsibility of the parents/legal guardians to maintain current immunization records on the student. All students, new and returning, must have current immunization records on file to attend classes at SFCS.

EMERGENCY FORMS

In order to attend classes at Shannon Forest, each student **MUST** have a current Emergency Information Form on file.

MEDICATIONS

No student is permitted to carry medication of any kind while on school property. Shannon Forest will secure a select amount of over-the-counter medications, including hand sanitizer, on campus. Parents must provide written consent in order for a student to be eligible to receive over-the-counter medication while on campus. Additional medications, including prescription medication, needing to be dispensed to the student during the school day must be supplied to the appropriate school office by the parent/legal guardian, in the original container, with the student's name clearly

identified; all prescription medications will be maintained by the appropriate school office and will only be administered with written permission from the parent/legal guardian. A medication log will be maintained in each school office. Medications will only be returned to the parent/legal guardian and will never be sent home with the student. Any medication not picked up by the end of the school year will be discarded.

LONG TERM MEDICATION | Any student taking medication for a period longer than three (3) weeks must have written permission from both the parents/legal guardians, and the prescribing physician. Permission forms may be acquired at the appropriate school office.

COMMUNICABLE DISEASES

SFCS recognizes the importance of providing and maintaining a school environment which minimizes the risk of transmitting significant communicable diseases. Any child with a diagnosed communicable disease will not be permitted to attend the regularly scheduled school day. The diseases to which this policy applies include but are not limited to the following, which have been declared by the Department of Public Health to be contagious, infectious, communicable and dangerous to the public:

Class I | Measles, Meningitis, Meningococemia, Chicken Pox

Class II | HIV Infection, Encephalitis, Viral Hepatitis, Salmonellas, Shigellosis, Tuberculosis

INCIDENT REPORTS

In the event of a minor accident or injury, an incident report will be made and maintained in the appropriate school office. Minor incidents may not warrant priority notification to the parents on the part of the school. In the event of a major accident or injury, parents will be notified as indicated on the Emergency Information Form.

EARLY CHILDHOOD

The SFCS Early Childhood department does not provide care for mildly ill children. Parents of children that are mildly ill will be notified and an early dismissal may be necessary.

BELL SCHEDULES

EARLY CHILDHOOD

FULL DAY | 8:10—3:00

HALF DAY | 8:10—11:45

Students may begin entering the classrooms at 7:55 a.m.

LOWER SCHOOL

FULL DAY | 8:10—3:00

HALF DAY | 8:10—11:45

Students may begin entering the classrooms at 7:55 a.m.

UPPER SCHOOL

MIDDLE SCHOOL | FULL DAY REGULAR

1 st PERIOD	8:00—9:00
BREAK	9:00—9:10
2 nd PERIOD	9:15—10:05
3 rd PERIOD	10:10—11:00
4 th PERIOD	11:05—11:55
LUNCH	12:00—12:30
5 th PERIOD	12:35—1:25
6 th PERIOD	1:30—2:20
7 th PERIOD	2:25—3:15

MIDDLE SCHOOL | FULL DAY CHAPEL

1 st PERIOD	8:00—8:45
2 nd PERIOD	8:50—9:35
3 rd PERIOD	9:40—10:25
CHAPEL	10:30—11:15
LUNCH	11:20—11:50
4 th PERIOD	11:55—12:40
5 th PERIOD	12:45—1:30
6 th PERIOD	1:35—2:20
7 th PERIOD	2:25—3:15

HIGH SCHOOL | FULL DAY REGULAR

1 st PERIOD	8:00—9:00
2 nd PERIOD	9:05—9:55
BREAK	9:55—10:05
3 rd PERIOD	10:10—11:00
4 th PERIOD	11:05—11:55
5 th PERIOD	12:00—12:50
LUNCH	12:55—1:25
6 th PERIOD	1:30—2:20
7 th PERIOD	2:25—3:15

HIGH SCHOOL | FULL DAY CHAPEL

1 st PERIOD	8:00—8:45
2 nd PERIOD	8:50—9:35
3 rd PERIOD	9:40—10:25
CHAPEL	10:30—11:15
4 th PERIOD	11:20—12:05
LUNCH	12:10—12:40
5 th PERIOD	12:45—1:30
6 th PERIOD	1:35—2:20
7 th PERIOD	2:25—3:15

Upper School students may begin entering the building at 7:50 a.m.

Upper School students will have five minutes between each class period.

Upper School students will be dismissed at 11:30 a.m. on half days.

INCLEMENT WEATHER WEATHER HOTLINE | 864.678.5160

Shannon Forest may be forced to cancel or delay the school day due to inclement weather. In the event of inclement weather, closings and/or delays will only be decided by the administration. **SFCS does not follow Greenville County Schools in its determination of closings and delays.** For information regarding school closings, please refer to shannonforest.com or the school hotline. Announcements may also be made over E-blast and by television on stations WYFF-TV 4 and WSPA-TV 7. Early stay will not be available on school days where an hourly delay has been initiated.

ONE HOUR DELAY

Early Childhood | 9:10 am—3:00 pm
Lower School | 9:10 am—3:00 pm
Upper School | 9:00 am—3:15 pm

TWO HOUR DELAY

Early Childhood | 10:10 am—3:00 pm
Lower School | 10:10 am—3:00 pm
Upper School | 10:00 am—3:15 pm

UPPER SCHOOL STUDENTS | In the event of a weather delay, upper school students should report to their regularly scheduled classes (e.g. a 9:00 a.m. start indicates that students will report to the class they regularly attend at 9:00 a.m.)

LUNCH ORDERS | Lunch orders may not be available on delayed-start days; students should plan to bring their lunch to school on days where a delayed start has been initiated.

MIDDAY DISMISSAL

In the event of a midday dismissal due to inclement weather or unexpected emergency, parents will be notified by telephone, E-blast, shannonforest.com, television announcement, and/or additional means of communication. Non-driving students will remain in their classrooms until parents/legal guardians/emergency contacts have arrived to acquire them. Driving students may be dismissed without the formal dismissal of a parent. No late stay will be available on days where a midday dismissal has been initiated.

EARLY STAY

Early stay is available free-of-charge to all students. Any student who arrives on campus prior to 7:50 a.m. must report to early stay. Early stay will begin at 7:00 a.m. and students will be housed according to grade level. Students in Early Childhood will meet in room 16; Lower School students will meet in the multipurpose room. Upper School students will meet in the lunchroom of the West Campus. Breakfast items may be available for purchase during this time.

LATE STAY

Late stay is available daily for an additional charge. Any student in grades PK3—8 who remains on campus after the regular school day has ended, who is not participating on an athletic team or in an official school activity must attend late stay, unless supervised by a parent. Students will be housed according to grade level during late stay and must report to their designated locations within 15 minutes of the end of school. Late stay participants will be notified of the designated attendance location.

ADMISSIONS

Enrollment at Shannon Forest is a privilege. Shannon Forest reserves the right to refuse enrollment, re-enrollment, or continued enrollment to any student who fails to support the mission, policies, procedures, and programs of the school. Additionally, failure on the part of the parent to likewise support the school and its mission, policies and procedures, may incur dismissal of the student. It is the expectation of this school that all members of the Shannon Forest family cultivate a spirit of respect and support for our school, both at and away from campus.

POLICY

Admission is open to any student regardless of race, color, national or ethnic origin or religious preference who demonstrates qualities such as, but not limited to, the potential to succeed within Shannon Forest's rigorous college preparatory curriculum, an appropriate level of social maturity, the desire to partner with SFCS in fulfilling its mission, and the ability to satisfy required school standards. SFCS reserves the right to administer additional testing during the application process if deemed necessary for appropriate placement.

NONDISCRIMINATION

Shannon Forest Christian School admits students of any race, color, national or ethnic origin, or religious preference to all the rights, privileges, programs and activities generally accorded or made available to students at the school. SFCS does not discriminate on the basis of race, color, national or ethnic origin, or religious preference in the administration of its educational policies, scholarship, athletic and school administered programs.

ADMITTANCE

Shannon Forest does review past academic performance, standardized testing results, and behavioral records for every applicant. We recognize that grades earned elsewhere are often unique to each student and program and this is taken into account during the evaluation process.

APPLICATION PROCESS

Applications for enrollment at Shannon Forest Christian School are accepted throughout the year. To be considered, students must first attend a school tour, and supply a completed New Student Application and fee. Once the application and fee have been received, applicants will need to supply a copy of all academic and behavioral records, including report cards, standardized testing, any psychological evaluations, and student transcripts. Potential students will then be invited to attend a shadowed visit of our school, during which they will be partnered with a current Crusader in their potential peer group. This shadow will afford applicants an exciting inside look at our classrooms, and the chance to make new and life-long friends, while providing SFCS with valuable information regarding classroom behavior of the applicant.

FAMILY INTERVIEW

At Shannon Forest, we not only seek to support the Christian home, but to partner with our families in the educational experience. Accordingly, a family interview is required as part of the final phase of the SFCS application. This time of fellowship ensures that every Crusader family is engaged in the mission and continued success of our school, and most importantly, our incredible students.

ENROLLMENT CONTRACT

Upon acceptance, parents must complete the Enrollment Contract with the business office and indicate their selected method of payment and payment plan. Students will not be enrolled in classes until the Enrollment Contract has been completed and the enrollment fee has been supplied.

CONDITIONS

EARLY CHILDHOOD | Students applying for admission into the PK3 program at SFCS must be toilet trained prior to attendance, and should be self-sufficient in bathroom procedures. Occasional accidents are understandable; excessive

bathroom issues may result in administrative action. Students must be five years of age prior to or on September 1 to be eligible for enrollment in K5.

LOWER SCHOOL | Students must be six years of age prior to or on September 1 to be eligible for enrollment in first grade.

LEARNING DIFFERENCE PROGRAM | Students must indicate whether they will be seeking admittance into LDP at Shannon Forest on the New Student Application and submit all applicable psychological and academic evaluations for review. Acceptance into LDP is competitive and space is limited.

HOMESCHOOL PARTNERSHIP

The SFCS Homeschool Partnership program seeks to support families choosing to primarily educate from home, by providing the opportunity to enhance their academic curriculum and expand their social experiences through part-time enrollment at Shannon Forest in grades K5 through 12. While a full school day at SFCS consists of seven class periods, part-time students are eligible for enrollment in a maximum of three courses per semester. The majority of Shannon Forest's course offerings span both the fall and spring semesters, and part-time students enrolled in year-long courses must participate in both semesters to receive credit.

CONDITIONS | Partnership candidates must declare the desired services and/or courses they hope to take at Shannon Forest during the application process; course availability will ultimately be a condition of acceptance.

PROCESS | Homeschool applicants may be required to submit to academic and placement testing during the admission process. Partnership applicants must participate in the same application process as full-time students.

RE-ENROLLMENT

The opportunity to re-enroll in Shannon Forest for the following year will become available during January, each spring semester. The sooner a student is re-enrolled for the following year, the greater number of tuition and/or fee discounts they may be eligible to receive. Until an application for re-enrollment has been received, the student will be ineligible to select or register for courses for the following year.

FORMER STUDENTS | Students who have been dis-enrolled from Shannon Forest for two semesters or less may reapply to SFCS by means of the Re-Enrollment Application. Any student who has been dis-enrolled for more than two semesters will be considered a new student and must apply for reacceptance using the New Student Application. Former acceptance does not guarantee future admittance into Shannon Forest.

TRANSFER CREDITS

Shannon Forest Christian School reserves the right to determine the merit of transferred credits earned elsewhere based upon compatibility with and the requirements of the SFCS curriculum. All credits accepted for transfer, including GPA and numerical grades, will be averaged into the student's cumulative GPA at Shannon Forest. Students enrolled at SFCS, wishing to pursue a course of study at a separate institution, such as the Fine Arts Center, while maintaining their enrollment status must receive administrative permission in advance in order to receive credit for the course at SFCS.

SUMMER SCHOOL | Any student who receives a final grade of 69 or below in any non-elective course may be required to satisfactorily repeat that course in an approved summer school program; exceptions will only be made at the discretion of the administration. Students are permitted to take a maximum of two courses for credit with any pre-approved summer program.

WITHDRAWALS/DISENROLLMENT

It may become necessary for a student to withdraw from SFCS during the academic year. Should a parent/legal guardian choose to withdraw a student for any reason, the following policies must be followed:

- ✓ A Withdrawal/Disenrollment Form must be completed by the parent and/or guardian for each child prior to the official release of any report cards, transcripts and school records.

- ✓ Withdrawal and/or disenrollment from the school will require a Withdrawal/Disenrollment Assessment processing fee of \$300 per student, if the withdrawal/disenrollment occurs within 30 days prior to the start of or during the calendar school year regardless of the nature of the withdrawal/disenrollment. **No exceptions.**
- ✓ Families are responsible for all charges, including tuition, for the quarter in which the student is enrolled, regardless of the nature of the withdrawal/disenrollment.
- ✓ Student records will not be released until all accounts are current and all SFCS property has been returned.

FINANCIAL

POLICIES

- ✓ The New Student Application Fee is due upon submission of the New Student Application.
- ✓ The New Student Enrollment Fee is due upon acceptance within five (5) business days and prior to beginning classes.
- ✓ The annual Re-Enrollment Fee is due upon submission of the Re-Enrollment Application and prior to enrollment in future classes.
- ✓ Annual payments and/or annual memberships refer to the annual schedule and calendar of the SFCS academic year running June—May.
- ✓ Tuition and (re)enrollment forms must contain the SSN of the applicant student(s) and the party responsible for payments. No class registration requests will be processed until such information has been provided.
- ✓ All monthly drafts and credit card options are arranged through FACTS, an independent service.
- ✓ There will be no refunds made for temporary absences.
- ✓ All fees are **non-refundable**. Exceptions may be made in situations regarding financial aid denial and/or refusal **only**.
- ✓ Additional programs, extracurricular options, academic electives and enrichment activities may incur additional costs.

CLASS DUES

Students at Shannon Forest will be responsible for class dues at the start of their junior and senior years. The one-time, non-refundable payment of class dues is mandatory, whether the student plans to attend and/or participate in class functions or not.

PAYMENT PLANS

Shannon Forest provides three separate plans for tuition payments; parents may choose to pay annually, semesterly, or monthly. All plan selections must be arranged with the Business Office and indicated on the Enrollment Contract. Additional arrangements may be made at the discretion of the administration. For detailed information regarding payment options, refer to the business office.

DISCOUNTS

Various opportunities are available for discounted tuition and/or fee payments at Shannon Forest. Tuition discounts may not be combined to exceed 40%. For additional information regarding payments and discounts, please refer to the business office.

MULTI-STUDENT

Two enrolled students | \$200 discount applied to second student's tuition

Three or more enrolled students | \$1000 discount applied to third student's tuition, and every additional student

ALUMNI DISCOUNT

Graduates of Shannon Forest Christian School are eligible for a 20% discount on each child's tuition at SFCS.

LATE PAYMENTS

- ✓ **Due dates** for all fees **are firm** and students will not be assigned classes until all applicable fees are paid and a payment plan has been agreed upon with the Office of Business Administration.
- ✓ Failure to meet established payment deadlines will result in an additional late charge of \$100 and the forfeiture of any Plan discount.
- ✓ There will be an additional \$35 charge for all returned checks and any NSF FACTS drafts.
- ✓ Tuition payments are due in advance. Tuition and/or fees that are **30 days past due** will necessitate a *Letter of Notification* and may require immediate withdrawal of the student(s) until the account is made current. All report cards, transcripts and school records will be held until the account is current. Additionally, no student will be permitted to participate in semester exams or graduation exercises and may not be allowed to participate in any school functions, including Athletics. Once an account is **60 days past due** it will be turned over to collections.
- ✓ Continued failure to meet payment obligations and/or agreements in a timely manner will result in action by the School Board which may result in the refusal of continued enrollment and/or re-registration for subsequent semesters whether or not the obligation is paid.

WITHDRAWALS/DISENROLLMENT

- ✓ A Withdrawal/Disenrollment Form must be completed by the parent and/or guardian for each child prior to the official release of any report cards, transcripts and school records.
- ✓ Withdrawal and/or disenrollment from the school will require a Withdrawal/Disenrollment Assessment processing **fee of \$300** per student, if the withdrawal/disenrollment occurs within 30 days prior to the start of or during the calendar school year regardless of the nature of the withdrawal/disenrollment. **No exceptions.**
- ✓ Families are responsible **for all charges, including tuition, for the quarter** in which the student is enrolled, regardless of the nature of the withdrawal/disenrollment.

TUITION ASSISTANCE

We desire to make Christian education available to all families who passionately desire their children to study at Shannon Forest Christian School and tuition assistance is a growing ministry at our school. Accordingly, our School Board has budgeted tuition assistance for families based upon financial need. In order to provide families with complete confidentiality and objectivity, our school utilizes the services of *FACTS Grant & Aid Assessment*, a service of *FACTS Management Company, Inc.* The amount of money designated by the school board is limited. Financial Aid is awarded on an annual basis only; families must reapply annually and should not assume that the same amount will be awarded each year. Exceptions may only be made at the discretion of the administration.

APPLYING FOR FINANCIAL AID | Applications are available on factstuitionaid.com and must be completed by May 1. All accounts must be current and the student(s) must be enrolled/re-enrolled prior to applying for financial aid.

SOCIAL

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Throughout the school year, SFCS may release for publication a student's name, class, participation in officially recognized activities and sports, degrees, honors, awards and post-high school plans without the consent of the student or parents. Under FERPA, parents have a right to inform the school within a reasonable time that they do not wish certain information to be released without prior consent.

BIRTHDAYS

EARLY CHILDHOOD & LOWER SCHOOL

Individual classroom birthday parties will not be held at school, although birthday snacks may be distributed during morning break, lunch, or recess. Parents are permitted to bring a special birthday treat for the entire class at the discretion of the child's teacher; please do not provide goodie bags or party favors.

UPPER SCHOOL

Individual classroom parties will not be held at school. Students are permitted to distribute birthday snacks at morning break or lunch.

INVITATIONS

Birthday party invitations may only be distributed at school if the entire class is invited to attend the party. If the entire class is not invited, please use the postal service to deliver your invitations; the carline is an inappropriate method of invitation distribution.

BIRTHDAY BOOK CLUB

A book may be dedicated and donated to the school library in honor of a student's birthday. Contact the SFCS librarian for additional book club information.

VEHICLES PARKING/DRIVING/CARLINES

CARLINES

EARLY CHILDHOOD

MORNING ARRIVAL

- ✓ Early arrival students in EC will be admitted at 7:00 a.m. Students in PK3—K5 should enter the early stay room in the EC Building via the main entrance. The students will be escorted to their classrooms at 7:50 a.m.
- ✓ EC students not needing early stay should arrive at the lower level circle between 7:50 – 8:10 a.m. Greeters will help them out of the car and direct them to their classrooms. To keep traffic moving, please remain in your car.

AFTERNOON DEPARTURE

- ✓ The East campus will not be using carline tags. Each family will be given a large print display page with the family name. It should be placed on the dashboard as students walk the carline. You may make extra copies as needed. If you are carpooling with another family, get a copy of their name display and have both visible in the dashboard of the vehicle.
- ✓ Pull all the way up in the circle, as close as safely possible, so as to fit the greatest number of cars in our circle.
- ✓ For liability reasons, teachers will **not** be buckling seat belts for students this year. If your child is unable to buckle themselves into the car seat, please pull into a parking space to secure them.
- ✓ To keep traffic moving, please remain in your car.
- ✓ If traffic is heavy, you may be directed by a staff member to form a second parallel line in the parking lot before entering the circle.
- ✓ Please exit onto Snipes Road.

LOWER SCHOOL

MORNING ARRIVAL

- ✓ Early arrival students in Lower School will be admitted at 7:00 a.m. They should enter through the main entrance at the upper level parking lot. Students in grades 1—5 will be supervised in the Lower School cafeteria. They will be dismissed to their classrooms at 7:50 a.m.
- ✓ Students in grades 1—5 arriving at the upper level parking lot will be met by greeters beginning at 7:50 a.m. Please do not allow your child to exit the car until it is in front of the building. Students should exit the car on the passenger side closest to the building. Cars should exit onto Snipes Road via the gravel driveway.
- ✓ No students should walk through the parking lot at this busy drop-off time. Parents parking to enter the building between 7:50 a.m. and 8:10 a.m. should do so in the employee side lot to avoid walking through traffic.

AFTERNOON DEPARTURE

- ✓ Students in grades 1—5 without younger siblings will be dismissed at the upper level carline. Students with an Early Childhood sibling will be picked up at the lower circle. If a younger sibling does not attend all five days, the older sibling will still be picked up at the lower circle. Pick up location will not change.
- ✓ Each family will be given a large print display page with the family name. It should be placed on the dashboard as students walk the carline. You may make extra copies as needed. If you are carpooling with another family, get a copy of their name display and have both visible in the dashboard of the vehicle.

- ✓ We will form six lines of cars for students. A staff member will direct you as you enter the parking lot. Please keep cars as close together as possible so we can fit the maximum number of cars in the lot.
- ✓ You may keep your motors running until our doors open to bring students outside. At that point, all cars must be turned off. Even though your car is in park, all engines must be turned off before students can walk to the cars.
- ✓ Do not restart your engine until all students have safely returned to the building. A teacher will motion when you may begin to move. At that time, you may restart your car.
- ✓ Remain in your car at carline. If you need to enter the building, please park in the employee side lot or in the church parking lot.

UPPER SCHOOL

Students should be dropped off and picked up in the upper school carline located along the north side of the Upper School buildings. Access to this carline is located along Shannon Lake Circle. Cars will form two lines and students will be supervised by faculty members until 15 minutes after the end of school. After this time, students will be sent to supervised late stay. Parents will then need to acquire their student from late stay and an additional charge may be applied depending on the duration of the child's time in late stay.

STUDENT DRIVER REGULATIONS

Driving a vehicle and parking on campus is a privilege and responsibility granted to licensed drivers only. Students wishing to drive to school must register their vehicle and license with the office of Support Services located in the 100 building. Upon receipt, the SFCS parking permit must be prominently displayed. Students must adhere to all driving regulations below. Students who fail to comply with the following regulations will be subject to disciplinary action and may forfeit their driving privileges at the discretion of the administration.

1. Obey the traffic directions of faculty, staff, administration and safety patrol persons.
2. Be courteous at all times.
3. Obey the campus-wide speed limit of 5 mph.
4. "Jack-rabbit" starts, spinning of wheels, reckless operation, or any other driving deemed dangerous by the administration is prohibited.
5. Obey all signs and printed restrictions.
6. Obey the one-way traffic pattern in the parking lots.
7. Unauthorized driving on campus, congregating or loitering in the parking lots or in cars is not permitted.
8. "Bumping" music from car sound systems while on campus is prohibited; speakers, subwoofers, and sound systems should be used on a minimum setting or not at all while on campus.
9. Students must park in their assigned parking spaces. Students may not park their vehicles on the West Campus, or in front of the Upper School gymnasium between the hours of 7:45 a.m. and 4:00 p.m.
10. Upon arrival at school, students are to immediately lock their cars and enter either the building or early stay.
11. No student or passenger is permitted to return to the vehicle during the school day for any reason, including during lunch and break periods, unless prior permission is granted from a faculty member.
12. Students may only drive the vehicle they have registered with the school; students may not drive a vehicle belonging to another student.
13. The school reserves the right to require the removal of any offensive or inappropriate license plate, bumper sticker, decal, emblem or affixed item from the vehicle.
14. The school reserves the right to conduct routine searches of student vehicles without necessary or probable cause to ensure adherence to school policies.

CARE OF SFCS PROPERTY

Damage to SFCS property is a serious matter and punishable by law. Any materials that are issued to, rather than purchased by, the student during the course of the academic year remain the property of Shannon Forest, and parents will be held responsible for any damage to or loss of issued property. Any materials returned late will be issued an additional late fee; any materials which are damaged or lost must be paid for in full. Report cards and/or transcripts will not be issued until all accounts are current.

LIBRARY BOOKS

Students are permitted to check out library books on a weekly basis. If a student loses or damages a library book, please contact the appropriate librarian as soon as possible. You will be notified in advance of any damages fees added to your account.

LOCKERS

Students in grades 5—12 have the privilege of using lockers during the academic year. Lockers may not be locked with a lock of any kind for any reason. The school reserves the right to inspect lockers and personal property as needed to ensure compliance with school policy. Neither necessary nor probable cause need be present for an inspection to take place as the locker remains the property of SFCS. It is the responsibility of the student to keep their locker clean both inside and out at all times, including the proper disposal of lunch items and maintenance of spirit signs. Students should at all times respect the privacy and personal property of others; if a concern arises regarding the property of another, students should seek the involvement of a faculty member.

PETS

Pets are not allowed on Shannon Forest property during school hours unless needed for instructional purposes or required for service. Exceptions may only be made at the discretion of the administration.

OUTDOOR SPORTING EVENTS | Pets must remain on a leash no more than six feet in length at all times and should never step onto the playing field. You are responsible for your pet and must clean up after it at all times. Should you or your pet cause harm to another individual, the pet owner will be subject to any legal or medical ramifications which ensue. Pets will not be granted entry into the gymnasium. Shannon Forest reserves the right to refuse entry to anyone for any sporting event.

POSTERS

During the academic year, students may need to post information on campus for events such as student council elections. All student posters must be respectful to others, in good taste, and use proper spelling. No poster should be placed on any glass door displaying a seal or symbol of the school, including the front doors of the Upper School Gymnasium and 100 and 200 buildings. Students should refrain from stapling or tacking posters and tape should never be used directly on painted walls. Students may place information on bathroom doors, stalls, mirrors, student lockers, and lunchroom walls as permitted.

TEXTBOOKS

All textbooks must be protected by a cover and should be returned in good condition at the end of the year.

CHILD ABUSE

Employees are obligated by law to report any incidents of suspected child abuse directly to SFCS Administration. In the event that such a report is made, administration will notify the Department of Social Services and an investigation may be conducted by the school and governmental authorities. The reporting individual is immune to any civil consequence and/or liability insofar as they follow procedure.

INFORMATION CHANGE

If a change in contact information occurs during the school year, please report all up-to-date information to the office of Support Services within thirty days of the information change.

CLOSED CAMPUS

POLICY

Shannon Forest operates as a closed campus during regular school hours. This means that once the school day has begun, no student may leave SFCS property unless accompanied by a parent, by parental consent or in attendance of a

school sponsored event. A closed campus also means that no visitor may be present on school grounds unaccounted for or unsupervised for any reason. This applies to anyone not attending or employed by Shannon Forest Christian School.

PROCEDURES

The following safety procedures will ensure that your child is afforded the most secure, distraction-free learning environment possible and we are grateful for your compliance in this matter. SFCS requires that any visitor to our campus, including parents of current students, adhere to the following procedures during regular school hours, regardless of the nature of the visit:

MAKE YOUR PRESENCE KNOWN | By signing in with the appropriate school office receptionist—located in the Early Childhood, Lower School, and Middle School buildings.

IDENTIFY YOURSELF | By displaying your name on an official visitor tag for the duration of your visit.

BE ACCOMPANIED | By a school personnel member or appropriate designee while on campus.

GIVE NOTICE OF YOUR DEPARTURE | By signing out with the school receptionist at the conclusion of your visit.

ALUMNI

Graduates of Shannon Forest are welcome to visit campus during regular school hours. Any visiting alumni must follow the above procedures upon arrival and are welcome to visit with faculty and former schoolmates when appropriate.

FORMER STUDENTS

Former Shannon Forest students who did not graduate from SFCS are not allowed on campus during regular school hours for any reason. They are not permitted to attend lunch or athletic practices, even if under parental supervision or with parental consent. No faculty member may extend an invitation to a former student to visit campus during school hours, and any such visitation will be refused. Any former student who chooses to appear on campus without express invitation by the SFCS President may be subject to legal action and police removal.

SOLICITATIONS/PETITIONS

No solicitation or petition of any kind will be permitted on SFCS or SFPC property at any time for any reason. Exceptions may be made only at the discretion of the administration. Failure to abide by this policy may result in legal action and/or harassment charges against the offending person(s).

OFFICE HOURS

Shannon Forest Christian School regular operating hours are Monday through Friday, 7:30 a.m. until 3:45 p.m.

CONFLICT RESOLUTION COMPLAINTS/CONFLICTS/CONCERNS

Shannon Forest believes that as Christians, the Lord calls us to live together with one another in peace and genuine love. In the event of a complaint, conflict, or concern, the Bible commands us to resolve all disputes in a private manner, and to reconcile ourselves with one another. As laid out in I Corinthians and Matthew, conflicts among Shannon Forest persons are expected to be handled in accordance with Biblical procedures and precepts.

RESOLUTION PROCEDURES

- 1. If an issue arises regarding the school or a classroom situation, please speak to the person(s) directly involved first.** Electronic communication, whether by phone or e-mail, is often the first and most appropriate method of communication, and should be followed by a parent/teacher conference if necessary.

MATTHEW 5:23—24

“So, if you are offering a sacrifice at the altar in the Temple and you suddenly remember that someone has something against you, leave your sacrifice there at the altar. Go and be reconciled to that person. Then come and offer your sacrifice to God.”

2. If a satisfactory solution can not be reached through initial communication or conference, an appointment should be arranged for person(s) directly involved to meet with the appropriate Department Head or Administrator, at which point an amicable solution should be reached.

MATTHEW 7:3—5

“And why worry about a speck in your friend’s eye when you have a log in your own? How can you think of saying to your friend, ‘Let me help you get rid of that speck in your eye,’ when you can’t see past the log in your own eye? Hypocrite! First get rid of the log in your own eye; then you will see well enough to deal with the speck in your friend’s eye.”

3. If the issue remains unresolved and the previous two steps have been taken, **only** then should person(s) seek the involvement of the SFCS President. An appointment to meet with the SFCS President must be made by the appropriate third party Head or Administrator.

MATTHEW 18:15—19

“If your brother sins against you, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly I say to you, whatever you bind on earth, will be bound in heaven; and whatever you loose on earth shall have been loosed in heaven. Again I say to you, that if two of you agree on earth about anything that they may ask, it shall be done for them by my Father who is in heaven.”

4. If a resolution remains absent after following the above steps, the last recourse for the unsettled concern would be a request from the person(s) directly involved to meet with the School Board, where both parties would be available to present their **written** concerns; concerns will not be presented orally. Requests to meet before the School Board must be made in writing and submitted to the Administration for approval; the submission of a request does not guarantee that such a meeting will be granted. In the event that a meeting with the School Board is awarded, please note that the SFCS School Board is a policy-making and strategic planning committee and therefore refrains itself from typical involvement in daily school administration. The Board will direct all inquiries, complaints, or suggestions to the appropriate staff member or Administrator for action; matters can be satisfactorily and expeditiously handled when addressed to the objective faculty or staff member who is closest to the concern. Concerns, conflicts, complaints, and disputes brought before the School Board must keep with the following process:

- ✓ The concerned person(s) must put their concern into writing and place it in a sealed envelope, addressed to the attention of the School Board Chairman
- ✓ The Chairman, in consultation with the Board Executive Committee, will examine the submitted issue and **may** take one or more of the following:
 - Direct the matter to the SFCS President for action and response
 - Add the issue to the Board’s next agenda for review and response
 - Convene a special meeting of the Board to consider the matter and provide a response
 - Invite the person(s) who submitted the concern to appear before the Board for interview

5. If after following all of the above procedures the conflict remains unresolved, forgiveness should be applied to one another, as members of the same Body of Christ, in keeping with Biblical principles.

I JOHN 1:8—9

“If we claim we have no sin, we are only fooling ourselves and not living in the truth. But if we confess our sins to Him, He is faithful and just to forgive our sins and to cleanse us from all wickedness.”

Please note that in the event of a conflict or dispute, all person(s) involved should **pursue a resolution with the purpose of genuine reconciliation and harmony**. Those who seek justice with a spirit of revenge are encouraged to seek assembly with a guidance counselor or church pastor.

ROMANS 12:9

“Don’t just pretend to love others. Really love them. Hate what is wrong. Hold tightly to what is good.”

CONDUCT AND BEHAVIOR

Students are responsible for their behavior and conduct both **on and off of campus**, during and outside of school hours. Students may be held accountable at school for offenses which occurred elsewhere. SFCS students, as a condition of enrollment, are expected all times to behave in a way which is honoring to the Lord and glorifying to His name. While the school expects parents to manage their student’s behavior off campus, the school reserves the right to seek further disciplinary action for off campus behavior, including but not limited to inappropriate conduct on social networking sites such as Facebook and Twitter.

ALCOHOL, DRUGS, TOBACCO

Shannon Forest Christian School forbids the use of alcohol, tobacco and illegal drugs by students both on and off campus. Possession or use of alcohol, tobacco, or illegal drugs on or off campus will be grounds for dismissal or other disciplinary action.

PHYSICAL CONTACT

There should be no inappropriate physical contact on campus or during school sponsored activities at any time, including Windy Gap and school dances. Inappropriate physical contact includes, but is not limited to the following: hitting, biting, holding hands, embracing, displays of affection, kissing, and sitting on another’s lap. Students should apply cautious judgment in the exercise of physical contact, regardless of whether the contact is romantic or violent in nature.

HARRASSMENT/BULLYING

Any student engaged in any act of bullying or harassment, whether it be physical, verbal, virtual or visual, occurring on or away from campus, will be subject to immediate disciplinary action, including expulsion. SFCS will not tolerate harassment, including that of an online nature, in any way.

SOCIAL NETWORKING

Students will be held accountable for their online behavior and conduct, including conduct occurring after the school day or away from campus. Online communications which are slanderous, defaming, lewd or profane will not be tolerated by Shannon Forest, especially when directed at another student or the school in general. Such behaviors will be addressed by the administration and may warrant immediate disciplinary action by the school. Parents should be mindful of their children’s online behavior and activities, as well as alert them to the dangers of the internet. Student access to any social networking sites during regular school hours is prohibited; students who choose to violate this policy may face disciplinary action.

STUDENT STATEMENT OF HONOR GRADES 1—12

Shannon Forest Christian School strives to provide an environment in which students develop intellectually, socially and spiritually and expects that all students behave with honor at all times. As an enrolled member of Shannon Forest, SFCS asks that all students in grades 1—12 acknowledge their commitment to the SFCS standards of behavior by familiarizing themselves with this Parent Student Handbook, and acknowledging their cooperation with the following statements:

COOPERATION

I understand that my education is a cooperative undertaking among the school, my parents, and me, and I pledge my full cooperation to the mission and philosophies of Shannon Forest. I agree that I will familiarize myself with the Parent Student Handbook, abide by all school policies, and submit myself willingly to the authority of the school.

CONDUCT

I understand that I am representative of Shannon Forest and that my actions and behavior reflect upon the school. I understand that bullying in any form, including harassment via the internet, will not be tolerated at Shannon Forest, and agree that I will treat my fellow students with dignity and respect at all times. I will adhere to the dress code as established by Shannon Forest, and agree to abstain from immoral action and unwholesome talk. I will strive to behave in a Christ-honoring way at all times. I understand that if I am a student driver, I am subject to the driving policies of Shannon Forest anytime my vehicle is on school property, regardless of school hours, and agree to abide by all SFCS driving regulations.

INTEGRITY

I agree that I will not lie, cheat, steal, or copy the work of others. I understand that plagiarizing will not be tolerated, and that taking from copyright materials without permission is illegal. I agree that I will strive for academic excellence in all things.

TECHNOLOGY

I understand that access to computing services is offered to students who act in a responsible manner and that SFCS may revoke the privilege to use this educational tool and/or take other disciplinary action as it deems necessary for inappropriate use of the network or computing equipment. I understand that all computers are to be used for academic purposes only and that use for personal reasons, including e-mail or social networking, during school hours is prohibited, even on personally-owned devices. I understand that my cell phone and other electronic devices which are not academic in nature must be turned off and remain off during school hours, and that failure to refrain from using such devices during school hours will result in disciplinary action.

HONOR CODE

Students may be asked to sign an honor code on assignments and exams; verifying that submitted work is the result of their efforts alone and that help was neither accepted nor provided to another.

DRESS CODE GRADES 1—12

The dress standards of Shannon Forest Christian School are based on the Biblical principles of modesty and appropriateness. SFCS students must adhere to the dress code during school hours. The school seeks to promote the mutual responsibility of the parent and student to follow the dress code of the school; in the event of a violation, parents may be contacted to provide a change of clothing to the student. Continued disregard for the standards of dress as established by Shannon Forest may warrant administrative and disciplinary action. The 2011—12 dress code for students in grades 1—12 is as follows:

TOPS SHIRTS/BLOUSES/SWEATERS

Shannon Forest permits students to wear any collared shirt or blouse in a solid color of yellow, forest green, black or white. Sleeveless options are not permitted. The SFCS insignia is not required on all shirts, but no other brand logos are permitted. Shirts longer than pocket-length will be required to be tucked-in at all times. Sweaters must be in a solid school color. The outside layering of undergarments, including camisoles, is prohibited; those worn under shirts/blouses must be a solid school color or a natural flesh tone. Bare midriffs may not be exposed at any time while standing with arms extended or while sitting.

LOWER SCHOOL | Students must have one forest green collared shirt with SFCS insignia.

UPPER SCHOOL | Students must have one black collared shirt with SFCS insignia.

BOTTOMS SKIRTS/PANTS/SHORTS/SKORTS/CAPRIS/JUMPERS

Students may wear solid khaki or black bottoms. Students in grades 1—5 will additionally be able to wear Shannon Forest plaid bottoms, which can be purchased at Educational Outfitters. Skirts, shorts, and skorts may not exceed three (3) inches above the middle of the kneecap. All bottoms must be worn at waist level. Excessively tight, baggy, frayed, or pant bottoms which drag the floor will not be permitted. Students may not wear blue jeans.

OUTERWEAR

All outerwear must be in a solid school color and SFCS insignia is not required. Words, embellishments, and/or advertisements may not be featured on any outerwear garment; brand logos smaller than three (3) inches will be permitted. Outerwear options must comply with dress code guidelines at all times while on campus, including times between classes and outside of classroom buildings.

ACCESSORIES

Belts must be worn in belt loops with shirts longer than pocket-length tucked in; dominant belt colors must be solid brown, black or tan. Opaque form fitting leggings, tights or panty-hose may be worn in a solid school color as a bottom accessory. Jewelry which is distracting or draws undue attention to the student is prohibited. Sunglasses and hats are not permitted to be worn on campus.

SHOES

Closed toe shoes or boots are permissible; shoe heels must not exceed two (2) inches. Students should wear shoes of a conservative color palette, such as navy, black, tan, brown or white. Students must wear athletic shoes during physical education.

FIELD TRIPS

Students should be dressed in campus appropriate attire, as determined for student safety, even when participating in off-site field trips. Variations may be made at the discretion of the administration.

SPIRIT DAYS

Students are allowed to wear blue jeans on designated spirit days, only if accompanied by a Shannon Forest spirit t-shirt, preferably in a school color. Blue jeans must be of a modest fit, possess no holes or frays, and worn at the student's natural waist. Neither excessively tight or baggy jeans, nor sagging or revealing denim will be permitted on spirit days. If a student chooses to wear blue jeans on a designated spirit day without an SFCS t-shirt, that student will be out of dress code and may face disciplinary repercussions. On Crusader Crazy's spirit days, students must wear a designated Crusader Crazy's t-shirt to participate; no other spirit shirt will qualify. Refer to the school store for more information.

BODY

Extreme styles or colors of hair will not be permitted. Student hair should be neat, clean, and out of the eyes. Facial hair on male students is not permitted. Visible tattoos and excessive body piercings should be concealed at all times while on campus. Exceptions may only be made at the discretion of the administration.

ATHLETICS

Appropriate standards of dress should be exercised in the selection of all apparel worn during athletic practices or physical education classes. Shorts must be of a modest length and fit, and athletic shoes must be worn, unless activities demand otherwise. Midriffs should not be exposed at any time, and ladies shorts should never be rolled.

SENIORS

The senior class officers of Shannon Forest have the opportunity to request Senior Privileges at the start of each academic year. Some of these privileges may include adjustments to the dress code that only SFCS seniors may enjoy. Senior privileges are exactly that: a privilege. And as such, require additional responsibility on the part of the student. Senior privileges may become forfeit at anytime should the student choose to abuse or violate the conditions of the privilege. For additional information regarding senior privileges, please contact the Support Services office.

EARLY CHILDHOOD

DRESS CODE

Students are permitted to wear age appropriate, modest clothing. Student clothing should be casual, comfortable and in good taste. It is very important that clothing be "bathroom friendly", including bottoms with elastic waists, no belts, etc.

Students are required to wear a full sock and closed-toe, closed-heel shoe every day; please do not dress your student in jellies, flip-flops, crocs, sandals, platform shoes or cowboy boots. These requests are made for the safety of your child.

TOYS

Students should leave toys at home. Exceptions may be made at the teacher's discretion when necessary for instructional purposes, classroom demonstration, or other educational activity. Trading cards will not be permitted at school.

ELECTRONIC DEVICES

Students **will not be permitted to access electronic devices** during the regular school day. Students who choose to bring any electronic device, including but not limited to a cell phone, iPod, or hand-held video game, should leave the device in their locker or designated storage area in the off position during the school day. Any student needing to contact a parent by phone may use the appropriate office phone with permission from a teacher or in between classes. Students may also be required to submit their electronic device at the start of each class. Should a student fail to surrender their device at the start of class or choose to use it during the school day, corrective measures may be taken. Continued disregard for the policies regarding electronic devices may incur immediate disciplinary action including suspension and possible expulsion.

FIRST OFFENSE | The device will be confiscated and a warning will be issued to the student; the device will not be returned to the student until the end of the school day.

SECOND OFFENSE | The device will again be confiscated and a detention will be awarded; the device will not be returned to the student until the end of the school day. A conference with the parent/legal guardian will be arranged and the offending student will be required to submit the device to the designated school office at the start of every school day for the remainder of the grading quarter.

THIRD OFFENSE | The device will again be confiscated and two detentions will be given. The device will only be returned to the parent/legal guardian at which time an additional conference will be arranged. The student will be required to submit the device to the designated office at the start of the school day for the remainder of the year and additional consequences may be awarded.

LUNCH PROGRAM

Shannon Forest provides student lunches by means of a vendor system. Various local restaurants will provide meals on designated days and students will have the option to order meal items on a weekly or daily basis. Students are also able to bring their lunch from home. Order forms are available on shannonforest.com. Daily items will also be offered and food may be available during scheduled upper school break periods and early stay.

EARLY CHILDHOOD | PK3 and PK4 students will eat their lunches inside the classroom; KT and K5 students will eat lunch in the lower school lunchroom. Parents are welcome to enjoy lunch with their student in the lower school lunchroom; please adhere to the campus visitation policies prior to entering the lunchroom. Students ordering lunch must submit payment with their order.

LOWER SCHOOL | Students in grades 1—5 will eat lunch in the lower school lunchroom; exceptions may be made at the discretion of the administration. Students should submit their lunch orders and payments in advance. Parents are welcome to attend lunch with their student; please adhere to the campus visitation policies prior to entering the lunchroom.

UPPER SCHOOL | Upper school students may order their lunch on a daily or weekly basis. Students can pay for their orders in advance or pay onsite during lunch time.

HALF DAYS & LATE STARTS | Lunch will not be provided on half days. On late start days, whether due to inclement weather or otherwise, students should plan to bring their lunch from home.

SNACKS

EARLY CHILDHOOD | Parents are asked to provide snacks and beverages on a weekly basis, and teachers will arrange for parents to sign-up accordingly. In the case of severe food allergy, parents will need to provide the student's snack on a daily basis.

LOWER SCHOOL | Each student should bring a healthy low-sugar snack to school each day to be eaten during designated snack time. It is helpful for parents to identify the item as a "snack" when packing your child's lunch.

PARENT TEACHER FELLOWSHIP

The true measure of a healthy school won't be found among standardized test scores, student demographics, or faculty experience; it is measured by the level of community involvement and financial commitment by its members. The Parent Teacher Fellowship is a vital element of the community experience at Shannon Forest Christian School. Headed by parent volunteers, the Shannon Forest PTF works to increase participation and awareness within our school community throughout the academic year. A service-oriented organization, PTF supports our school through exciting events, including the annual Spring Fling celebration. For information regarding our PTF and the many opportunities to get involved, refer to shannonforest.com or contact the office of Support Services at 678.5115. Your support makes all the difference.

SCHOOL FUNCTIONS

ATTIRE

Student dress for school functions such as Homecoming and the Junior Senior Prom should follow the Shannon Forest standards of modesty and dress. Ladies dresses should not bare the midriff, upper thigh, or back below the bottom of the ribs; dresses should not be excessively tight or revealing, especially in the chest area.

DATES

Shannon Forest may sponsor various school functions, including dances, throughout the academic year. At the discretion of the administration, SFCS students may invite non-Shannon Forest students to attend specified school functions, such as the Junior Senior Prom. No invitee may be over the age of 21 and a parental permission form must be submitted in advance. Invited dates are subject to additional background checks and will be held to the same standards of behavior and conduct as that of our SFCS students.

STUDENT ACTIVITIES

ATHLETICS

Students across all grades will have the opportunity to participate in athletic programs. SFCS has offerings in intramurals, middle school, junior varsity and varsity sports. For a complete list of athletic offerings and eligibility requirements, refer to shannonforest.com or the Athletics Department of Shannon Forest.

CLUBS

Shannon Forest has an array of club offerings in which students can participate, including Key Club, Student Ambassadors and Student Council. Eligibility for participation will be conditioned by satisfactory progress in the following areas: academics, behavior, and attendance. For additional information regarding SFCS clubs, refer to shannonforest.com. Students must have attended SFCS as a full-time student a minimum of one academic semester in order to be eligible for consideration as a class or club officer at Shannon Forest.

SOCIETIES

Students in grades 7—12 are eligible for membership in either the National Junior Honor or National Honor Societies. Students will be assessed for acceptance into these societies based upon the areas of scholarship, service, leadership, character. Students must have a cumulative 3.5 GPA for consideration into NJHS or NHS.

DISCIPLINE

Discipline is inexorably linked with the process of discipleship; accordingly, the goal of disciplinary procedures is not to punish individuals, but rather to teach one personal responsibility, obedience to authority, the realities of consequence, and ultimate dependence upon God and His Word. Our Biblical model for discipline can be found in II Timothy:

II Timothy 3:16

“All scripture is given of God and is profitable for doctrine, reproof, correction and instruction in righteousness.”

Discipline is the guided process whereby children are nurtured in the discipline and admonition of the Lord. The parent, who is the primary disciplinarian, delegates the authority; the school in turn acts on behalf of the parent in partnership, as the authority in all school matters. **Shannon Forest does not and will never utilize corporal punishment as a means of discipline.**

PHILOSOPHY

At Shannon Forest, we endeavor to thoroughly teach what is right and pleasing to the Lord, while keeping correction appropriate. Anger has no place in such a scheme because anger is essentially self-centered, while discipline like love is others-oriented. Just as in I Timothy 1:5, the goal of our instruction is love, and it is this love that will cause parents, teachers, and administration to take corrective actions that the student may not enjoy, but will ultimately benefit them greatly in the future. We strive to teach our students to genuinely love the Lord and to follow Him out of that love. It is our desire that students learn to love themselves and others with the selflessness of Christ. This requires personal responsibility on the part of the student, the willingness to acknowledge wrong-doing, and accordingly, submit to and endure consequence.

PARENTAL SUPPORT

As a condition of enrollment, it is expected that parents will give their full support and cooperation with the school's discipline strategies. Refer to the section marked Parents as Partners for additional information.

EARLY CHILDHOOD & LOWER SCHOOL

Faculty members at the Early Childhood and Lower School levels will have written management plans, available for parents and in the classrooms, which identify expectations and consequences for behavior which parents can review with their students. Each teacher will address these management plans with their students at the start of the school year. These plans will provide a foundation for the regulation and reinforcement of appropriate student behavior, and advise parents of specific classroom procedures. In the event that a student is behaving in such a way which violates the appropriate standards of behavior, and warrants disciplinary action on the part of the teacher, the following steps will be exercised:

1. Teacher will address the student, explaining why the behavior was inappropriate and reinforce the qualities of good behavior.
2. Teacher will remove the student from the class activity and repeat step one; additionally supplying a note home about the incident if needed.
3. Teacher will contact parents directly and arrange for a parent teacher conference to discuss the issue.
4. Teacher will escort the student to the office of the administrator for additional support and reinforcement of appropriate behavior; a note will again be sent home to the parent.
5. Teacher will escort the student to the office of the administrator where the parent will be notified and the child will be sent home.

If the inappropriate behavior continues, and the student repeatedly demonstrates that previous corrective measures have failed, SFCS reserves the right to pursue academic suspension, at the discretion of the administration, and if necessary, expulsion. The above steps may be deviated from if the behavior in issue is dangerous or violent in nature.

UPPER SCHOOL

Upper School faculty members will develop behavioral management plans for their respective classrooms. SFCS entrusts the appropriate management of the classroom to the teacher and supports them in the reasonable exercise of minor correction, including the decision to award detention or request a parent teacher conference. A record will be kept of behavioral indiscretions and/or corrections for every student. In the event that a student chooses to perpetually violate classroom expectations or behaves in such a way which requires immediate attention by the administration, the teacher will defer corrective action to the office of the administrator, and if necessary, the authorities.

CORRECTIVE ACTIONS

DETENTION

Detention is generally awarded for a mild offense by the student for failure to adhere to previous correction or blatant disregard to appropriate behavioral conduct. In the event that a detention has been awarded, a letter will be sent home notifying the parent. Parents are responsible for ensuring that the student reports to detention at the designated time. The time and location of the detention will be arranged at the time the detention is assigned. Students earning four (4) detentions in an academic year will automatically receive a one (1) day out-of-school suspension (OSS).

PROBATION

The probationary period is intended to promote personal responsibility and demonstrate the realities of consequence. Students may be placed on either academic or behavioral probation. During this time, students, parents and the school will engage in active communication while the student's academic and/or behavioral progress is encouraged and closely monitored. Our hope is that this period will provide our students with valuable lessons in time-management, and empower them with essential tools for college. A pattern of continued course failure and/or unacceptable behavioral performance for two consecutive semesters may warrant consideration as to the appropriateness of continued enrollment at Shannon Forest.

BEHAVIOR CONTRACT | In the event of behavioral probation, a behavior contract will be developed for the remainder of the term, which the student must agree upon. Violation of the behavior contract will result in a recommendation of expulsion.

SUSPENSION

Shannon Forest may assign suspension as an appropriate corrective measure; all suspensions will be out-of-school suspensions (OSS) and will temporarily restrict students from attending class for a period lasting 1—10 days. Students earning three (3) suspensions during the school year will be recommended for expulsion. Absences due to suspension will be marked as unexcused and all **missed course work must be completed** for a maximum grade of 69. Suspension may be awarded at the discretion of the administration and/or School Board.

SEVERE CLAUSE | Automatic OSS may be assigned for severe behavior at the discretion of the administration. This includes but is not limited to any act of flagrant disrespect towards a faculty member or fellow student, whether by means of direct confrontation or online dissemination of opinion, violence towards another, or cheating on an assignment or exam.

EXPULSION

A student may be expelled at the discretion of the School Board. Expulsion demands that a student be removed from the student body and continued attendance at SFCS is refused. The administration and School Board of Shannon Forest reserve the right to expel any student from the school.

Any student may be automatically expelled at the discretion of the School Board for any of but not limited to the following inappropriate behaviors:

1. The student's conduct is not in keeping with the best interests of the school and/or hinders the accomplishment of the school's mission.

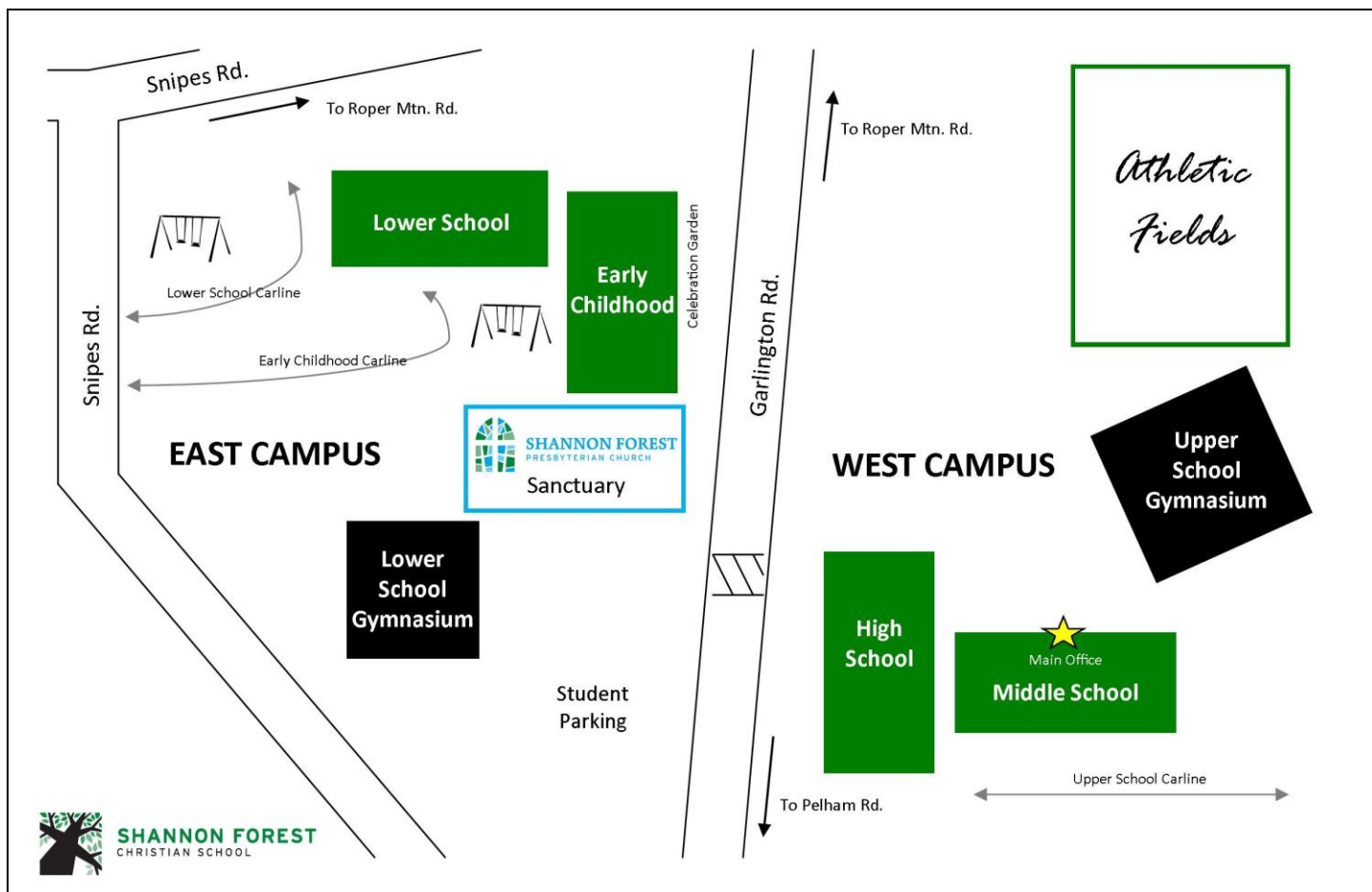
2. The student continually engages in open defiance or disrespect of authority, flagrant use of foul, profane and/or abusive language or gestures, theft, fighting, or sexual behavior or harassment.
3. The student is found to be in possession of and/or using or under the influence of alcoholic beverages, tobacco products, and/or illicit drugs.
4. The student is charged or convicted of violating a county, state, or federal criminal law.
5. The student demonstrates a pattern of inappropriate behavior, be it in word, deed or attitude.
6. The student has a scholastic and/or behavioral record not in keeping with the high standards of the school.
7. The student engages in physically or verbally violent behavior against another.
8. The student is found to be in possession of or threatening the use of a harmful weapon¹.

¹ SFCS considers student possession, use of, or the threat of the use of weapons as a serious offense, and these actions will not be tolerated on school property, at school events, or any other time the student is enrolled at SFCS. Students who possess a weapon, or who carry, exhibit, display, or even draw any items which apparently or ostensibly portray a capability of producing bodily harm in a manner which under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including immediate expulsion.

SFCS HANDBOOK

The SFCS Parent Student Handbook is subject to revision and will be evaluated annually by the administration of Shannon Forest Christian School. This Handbook was last evaluated and revised on August 30, 2011. For questions regarding the SFCS Parent Student Handbook, please refer to the office of Support Services.

CAMPUS MAP



I can do all things through Christ who strengthens me.
PHILIPPIANS 4:13