

Sample Student Handbook Policies

Recommendations Regarding Student Handbooks/Bulletins

- A. Prepare a student bulletin/handbook for annual board approval.
- B. Secure signatures of the following, indicating receipt of the student bulletin/handbook:
 - (1) One parent or guardian of each student, and
 - (2) Each student in grades 7-12.
- C. The policies marked (**) indicate those that should be included in every school handbook.

Table of Contents

Here are the items included in the Model Student Handbook.

General

- Accreditation
- Board
- Calendar
- Child Abuse Reporting
- Custody Disputes
- Disaster Plans
- Electronics
- Field Trips
- Internet Usage
- Law Enforcement Involvement
- Media Release
- Privacy
- Search
- Student Officers
- Student Organizations
- Student Withdrawal
- Transportation
- Volunteers

Admission

- Academic Placement
- Acceptance of Home School Students
- Acceptance of Transfer Students

Admission, Cont'd

- Access to and Transfer of Student Records**
- Admission Procedures**
- Kindergarten Entrance Age**
- Non-Discrimination Policy**

Financial

- Tuition Rates**

Student Health

- Health and Immunizations**
- Medications**
- Physical Exam**

Attendance

- Absences**
- Leaving Campus/Release of Students**

Academics

- Academic Integrity**
- Academic Recognition**
- Acceleration and Retention Policies**
- Eighth Grade Graduation Requirements**
- Graduation Requirements (Secondary Schools)**
- Proficiency Requirements (Secondary Schools)**
- Standardized Testing**
- Transfer Credit: Independent Study, Outside Credit (Secondary Schools)**

Communicating with Families

- Campus Publications**
- Parent-Teacher Conferences**

Christian Conduct

- Bullying**
- Discipline**
- Lifestyle Commitment**
- Student Sexual Harassment Policy**
- Suspension and/or Expulsion**
- Weapons**

General

Accreditation

Education Code A15-104; A15-116;

Board

Education Code A17

Calendar

Education Code C11-124

****Child Abuse Reporting**

Education Code E10-124; E10-144; E18-116; E18-148

Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

Disaster Plans

Education Code A27-108

****Electronics**

Nonverbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, smart-phones or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

Field Trips

Education Code A24-108; C11-128; C11-152

****Internet Usage**

We are pleased to offer to our students access to the school network for electronic mail and the Internet. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world.

While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We

believe that the benefits to students from access to the Internet exceed any disadvantages. However, the school supports and respects each family's right to decide whether or not to apply for the school's Internet access.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hot spots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

Law Enforcement Involvement

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

**Media Release

This is to certify that I give permission to photograph and/or videotape my student for use on the school's website, and in various school publications and printed media. I understand that all rights, title and interest in the photography for said media outlets

belong to the school and that I will receive no financial compensation for the use of these pictures and/or videotape. I further understand that the school may edit, copy, alter, or revise the photographs and/or videotape for use in their media outlets and that they will retain control over the use and distribution of the photographs and/or videotape. I have read this form and I understand its meaning.

The student, name of school, school year, and signature of parent or guardian should also be included.

****Privacy**

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at this school.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to, the students' and parents/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policies on student records.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. See the media release policy for more information.

Student records

This school is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to

authorized personnel, the student, or the parent/guardian. See the student records policy for further information about what your records contain and who may access them.

School property

School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. See the search and seizure policy for more information.

Student property

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computers or electronic devices, telephones, clothes, and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. See the search and seizure policy for more information.

Revisions to this policy

This policy may be changed from time to time by the school. Changes will be made available either online or in writing and continued enrollment in the school constitutes your acceptance of any changes to the policy.

**Search

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities.

Parents will be notified after any search.

Student Officers

Education Code C23; C28-108

****Student Organizations**

Education Code C28-116; C28-124; C28-116

Student Withdrawal

Education Code A23-156

****Transportation**

Education Code A24-136; A24-144

****Volunteers**

Education Code A20-116; A27-136

Admission

Academic Placement

Education Code C15-108; C22-116

Acceptance of Home School Students

Education Code C26-128

Acceptance of Transfer Students

Education Code C15-104; C26-128

****Access to and Transfer of Student Records**

Education Code A26-112; A26-120

Admission Procedures

Education Code C15-104; C19-104; C22-104-112

Kindergarten Entrance Age

Education Code C15-104

Non-Discrimination Policy

Education Code A23-108; C15-104

Financial

Tuition Rates

Education Code F22-108

Student Health

Health and Immunizations

Education Code A23-116-120; A26-116; A27-128

Medications

Education Code A23-124

Physical Exam

Education Code A23-116

Attendance

Absences

Education Code A26-108; C24-124

****Leaving Campus/Release of Students**

Education Code A23-132

Academics

****Academic Integrity**

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- glancing during a test or quiz
- non-sanctioned “team” work on an assignment
- habitual absenteeism on test/assignments days
- failure to cite sources adequately on assignments
- copying a research paper or assignment, changing answers
- possession or use of cheat notes
- stealing a paper, test, or answer key
- carrying a test out of a room
- copying from someone else’s paper or test
- excessive “outside assistance” on an assignment
- allowing another student to copy from one’s examination

- communicating in any way with another student during the examination including the use of digital message devices
- taking photographs of a test or quiz
- Inventing or altering data for a lab experiment or field project
- Submitting another person's work as your own
- Changing academic records outside of normal procedures
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error

The general policy for a student who cheats will be to receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may lose credit for the class and may also be suspended or expelled from school.

Academic Recognition

Education Code C11-120

Acceleration and Retention Policies

Education Code C15-112-116, 120

Eighth Grade Graduation Requirements

Education Code C15-124

Graduation Requirements (Secondary Schools)

Education Code C25

Proficiency Requirements (Secondary Schools)

Education Code C24-128

Standardized Testing

Education Code C24-136

Transfer Credit: Independent Study, Outside Credit (Secondary Schools)

Education Code C26

Communicating with Families

Campus Publications

Education Code C28-112

Parent-Teacher Conferences

Education Code C11-124, C16-116

Christian Conduct

****Bullying**

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

****Discipline**

Education Code A18-104; A23-136-152

****Lifestyle Commitment**

Our school exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator Redeemer
- Value themselves and others
- Respect diversity
- Think critically
- Take responsibility for their choices

By attending our school, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. Our school knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while at the school will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

The word honor is defined as a keen sense of right and wrong and adherence to action or principles considered right. The word integrity is defined as the quality or state of

being of sound moral principles; uprightness, honesty, and sincerity. The word moral is defined as capable of making the distinction between right and wrong in conduct.

Students are required to sign the following pledge:

As a student of this school, I pledge to support the administration's efforts to provide a positive, safe, and orderly environment by promising to read, to become familiar with, and to follow the policies outlined in the Student Handbook. I also pledge to choose to be a student who both on and off campus:

- Seeks to develop physical, mental, and spiritual energies to serve and honor God**
- Respects and protects the rights of all people**
- Practices principles of honesty, integrity and morality**
- Pledges to make consistent and lasting progress toward achieving my highest academic potential**
- Refuses to use or support the use of tobacco, alcohol or drugs**
- Endeavors to influence and assist fellow students in supporting these ideals.**

*****Student Sexual Harassment Policy***

Education Code A23-164-168

*****Suspension and/or Expulsion***

Education Code A23-148-152

*****Weapons***

Education Code A23-152