

**Santiam Christian
Elementary School**



**Student/Parent Handbook
2011/2012**

Greetings SC Elementary Students and Parents,

Partnering with families who value the importance of Christian education is a huge honor.

We are called to be the salt and light in a very uncertain world, and supporting Christian education gives us that chance. Our goal is to reflect Christ in everything we do. We want to preserve eternal truths that will guide the walk of every student.

Yes, many in society want to mock the Christian way of life, but here at SC, we rely on the teachings of Jesus Christ and trust that His truths are absolute and relevant today and forever.

Working together, we are able to show the positive effects of “living out” Christian principles.

Your support, prayers, and love are so uplifting. It is great working with parents who have such wonderful kids. Thank you for entrusting your most treasured possession into our care and supporting the mission of our school.

Working together with Christ,

Peter Ness
Principal

What's Inside

- 3..... School Profile**
- 4..... Admission Policies**
- 5..... Spiritual (Chapel, Spiritual and Moral Responsibility, Conflict Resolution, Statement of Faith)**
- 7..... Academics (Grading Scale, Curriculum, Standards)**
- 9..... Character (Discipline, Dress Code)**
- 11..... Values (Attendance Policy, Illness, Absences)**
- 13..... Involvement (Volunteer Teacher, Parent Involvement)**
- 14..... Annual Events and Fund-raisers**
- 15..... Miscellaneous Items**
- 18..... Internet Policies**

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Santiam Christian at a Glance



Founded:

1979 on 18 acre campus in Adair Village, 6 miles north of Corvallis, 8 miles northwest of Albany, and 12 miles south of Monmouth, Oregon

Colors:

Scarlet red and white with black as an accent color

Mascot:

Eagles

Enrollment:

Over 650 students (over 300 in elementary) representing more than 100 different churches in the area

Accreditation:

Santiam Christian School is accredited by the Association of Christian Schools International (ASCI) and Northwest Accreditation Commission (NWAC), and meets the requirements for graduation of the Oregon State Department of Education with full acceptance by the State System of Higher Education.

For further information, please contact:

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*Those who wait for the Lord
will gain new strength;
they will mount up
with wings like EAGLES,
they will run
and not get tired.
They will walk and not
become weary. Isaiah 40:31*

Santiam Christian Schools strives to give honor and glory to God through Jesus Christ by educating students in a loving, nurturing environment, in partnership with parents and the church, to be productive Christian servants in all areas of this life and in preparation for eternity.

Santiam Christian Schools are operated by Santiam Christian Schools, Inc., an interdenominational, nonprofit corporation under the laws of the State of Oregon. The schools are parent-sponsored and governed by an elected Board of twelve members. They set policy and direct the schools according to the prescribed constitution.

Our statement of faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. However, in all fairness, it is necessary that we ask faculty, staff, parents, and students to leave areas of specific doctrinal position to the teaching of the home and church. We desire to remain united in the salvation and love of Christ.

Admission Policies

AGREEMENT WITH CHRISTIAN PRINCIPLES

Each student who is admitted to the school agrees to abide by the requirements, regulations, and policies established by the administration and Board of Trustees in the Santiam Christian Schools' [Parent/Student Handbook](#). Enrollment implies a **family commitment** in compliance with school policies.

ADMISSION

A child must be six (6) years of age on or before September 1 to be eligible for admittance into the first grade in September of that year; five (5) years of age for the five year-old kindergarten program; four (4) years old for the four year-old preschool program; and three (3) years of age for the three year-old preschool program. Exceptions may be handled on an individual basis.

STATEMENT OF NONDISCRIMINATION

Santiam Christian Schools admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs.

HEALTH RECORDS

Students entering school are to present a Certificate of Immunization (CIS). This may be obtained in the school office or at your local County Health Department. Immunization must be current as required by order of the Health Department.

REGISTRATION

Students will be accepted from the pool of available candidates on an optimum student and space available basis. **The student is not officially enrolled until the registration fee is paid.**

APPLICATION AND REGISTRATION FEE

A registration fee is due for each student each year. The fee covers items such as a processing fee, school insurance, textbooks, and administration costs and is non-refundable except for movement from the area or denial of admission of the school. The application fee is non-refundable in all situations.

TUITION

It is the desire of the Santiam Christian School Board to keep its tuition charges within the reach of most families. Tuition rates are available in the school office. In addition, the following discounts may apply:

1. Paid in full by July 1st – 2% discount.
2. Tuition Aid – A limited number of funds and work programs are available for those who qualify. Each situation will be handled on a case-by-case basis. Tuition Aid should be requested during the application process.
3. Special situations can be discussed with the administration.

STUDENT ACTIVITY FEES

Fees may be used towards crafts, field trips, yearbook, and elementary band (optional). Sixth Grade Outdoor School financing is the responsibility of the parents. A fundraising opportunity will be provided.

BUS FEE

The school attempts to provide a limited bus service. Routes will depend upon the number of students in any given area. Bus routes and stops will be identified at the beginning of school. Fees should be paid on the same elected tuition schedule.

PAYMENT PLAN

Payments may be made monthly on a 10 month pay plan and are due on the 1st of each month. Payments are considered late by the 15th of each month and will be charged a late fee. Families with more than one student enrolled will figure tuition on the basis of the oldest being charged the rate for the "first" student. See *Tuition Fee Schedule in Business Office*.

PAST DUE ACCOUNTS

Payments will be considered delinquent after the 15th day of each month. Any payment two (2) months late will be considered in violation and may cause suspension of the student unless a payment plan has been made. The Board will consider suspension on a case-by-case basis. A student who has any payment due from a previous year will not be reenrolled unless the account is paid in full by August.

RETURN CHECK CHARGE

Any check returned for non-sufficient funds will be charged at the prevailing bank rate.

LATE ENROLLMENT

A student enrolling during the school year will have tuition prorated but pay a full registration fee. The tuition amount will be paid in advance or on a monthly basis in equal payments for the number of months remaining in the school year.

EARLY WITHDRAWAL

The school administrator should be notified one week in advance before a student plans to withdraw. All charges related to the student's enrollment are to be paid as of the date of withdrawal. Tuition will be prorated by the month.

CONSIDER THE TOTAL COST

It currently costs several hundred dollars per student per year **over** tuition to pay for your child's education. These funds must come from fund-raisers and the generous tax-deductible gifts of parents and friends of Santiam Christian Schools. **Participation of every family in fund raising activities is needed to bridge the deficit.**

Spiritual

Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Deuteronomy 6:4-7

One of the wonderful privileges of attending Santiam Christian Schools is the opportunity to worship the Lord during the school day. Santiam Christian students enjoy a time every day to reflect, learn, and revive their spiritual walk with the Lord, in addition to attending weekly interdenominational chapel services.

Chapel

Santiam Christian Elementary School recognizes the value of devotionals – a short period of time set aside to focus on God. This “chapel” time may consist of the Pledge of Allegiance to our flag and our country, songs praising God, and a prayer to commune with God. Additionally, at various times, there will be spiritual talks and related activities, programs on values, and other topics designed to enhance the lives of Santiam Christian students. Occasionally, there will be an extended chapel covering more in-depth topics to benefit the students. Student attendance is mandatory, and appropriate behavior is expected.

Spiritual and Moral Responsibility

Santiam Christian Elementary School seeks to:

- † Teach each student that he or she is an individual created in the image of God (Gen. 1:26-27) with individual responsibilities in this life and hope for life to come.
- † Develop a knowledge and appreciation of God, His son, Jesus Christ and the indwelling of the Holy Spirit.
- † Develop knowledge of, and a respect to do God’s will in each student.
- † Communicate the fundamental importance of developing a personal relationship with Jesus Christ and the importance of His Body in the world and in the church.
- † Teach students how to lead a life of service that brings glory and honor to God.
- † Teach a commitment to the practice of high moral and ethical values in personal, family, and community living as the logical and necessary outworking of faith in Christ.
- † Allow the Holy Spirit to kindle and develop a student’s desire to be more reverent, respectful, humble, and keenly aware of the awesomeness of our God through active participation in spiritual activities.
- † Provide a distinctly Christian learning environment where:

Every teacher is a Christian.
Every subject is taught from a Christian perspective.
Bible classes are part of the regular curriculum.
Daily periods of worship are an integral part of the program.
Special emphasis is placed on training for service.

**Faith is not the belief that
God will do what you want.
It is the belief that God will
do what is right.**

Max Lucado

BOARD POLICY REGARDING CONFLICT RESOLUTION

As Christians we believe the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Cor. 6:1-8; Matt. 18:15-20) The Bible describes the following sequence for resolving disputes:

1. Matters of concern should first be handled *individual to individual* in accordance with the Lord's commands in Matthew 18.
2. The second level, if necessary, is to involve the appropriate *Building Principal* or *Supervisor*.
3. If resolution is not possible at this level, the third level is to bring the matter to the attention of the *Superintendent*.
4. Final examination may be requested from the *Board of Directors* in cases where Steps 1-3 have failed to bring resolution. Step #4 is appropriate only when Steps #1-3 have failed.
5. External mediation may be sought through steps suggested by the Christian Legal Society.

All I have seen teaches me to *trust the Creator* for all I have not seen.

Ralph Waldo Emerson

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace, through faith alone, are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Roman 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, 5:18).

Academics

Let the wise listen and add to their learning, and let the discerning get guidance. Proverbs 1:5

Santiam Christian Elementary School has developed a curriculum to challenge the intellectual development of our students. Assured that each student has the opportunity to develop God-given gifts to the fullest in all areas of learning, Santiam Christian provides curriculum emphasizing academic excellence.

Santiam Christian Elementary School seeks to:

- † Stimulate in students an intellectual capacity motivated not by materialism, but by loving God and loving fellow men.
- † Assure that each student has the opportunity to develop their God-given gifts to the fullest in all areas of learning, providing various teaching styles appropriate to the individual student.
- † Develop academic skills and disciplines that:
 - Produce a highly motivated, lifelong learner.
 - Enable each student to read with understanding and pleasure.
 - Provide each student with the ability to effectively use the English language to express thoughts, ideas, and feelings in both speaking and writing.
 - Prepare each student to use research, analysis, and evaluation in making decisions and problem solving.
 - Provide each student with an understanding of and the ability to use the basic mathematical skills essential to the workplace and everyday living.
 - Prepare each student to act upon the basic principles of science necessary for work, daily living, and personal safety.
 - Assist students in gaining knowledge of the geography and history of the United States and of the world.
 - Provide students with the knowledge of the social structures of the United States and of other societies in order to help the student identify with the present and meet the demands of the future.
 - Provide students with the competence needed for the use of computers and other technological resources.
- † Teach cultural and aesthetic appreciation that:
 - Provides the student with an exposure to cultures other than those in the United States and to languages other than English.
 - Develops an appreciation for aesthetics through organized participation in the Arts through classes in art, choral and instrumental music, and drama.

GRADING SCALE

K – A check list of skills is used to measure progress. All students begin with an “E” in the Enrichment Classes (Art, Music, Physical Education, Science and Technology). Grade will drop when student does not meet standard requirements.

1st – 2nd Grades

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory
I	=	Incomplete

3rd – 6th Grades

A +	=	99 - 100%	E	=	Excellent
A	=	92 - 98%	S	=	Satisfactory
A -	=	90 - 91%	N	=	Needs Improvement
B+	=	88 - 89%	U	=	Unsatisfactory
B	=	82 - 87%	I	=	Incomplete
B-	=	80 - 81%			
C+	=	78 - 79%			
C	=	72 - 77%			
C-	=	70 - 71%			
D+	=	68 - 69%			
D	=	62 - 67%			
D-	=	60 - 61%			
F	=	0 - 59 %			

Grades reflect actual achievement and effort. Grades are based on daily assignments, homework, and test averages.

Note: All students begin with an “E” in the Enrichment Classes (Art, Music, Physical Education, Science and Technology). Grade will drop when student does not meet standard requirements.

Curriculum

Our basic pattern of instruction will be carried throughout our school program to ensure the highest degree of success in properly educating the **whole student — mind, body, and spirit**. Education, we believe, is not complete unless it includes every part of the student's life.

For this reason, we are using predominantly Bible-centered curricula from a variety of Christian publishing companies including A Beka, ACSI, Bob Jones, and Positive Action. These curricula build on traditional philosophies of education involving daily teacher instruction, workbooks, class discussion, tests, and projects.

The emphasis throughout the Santiam Christian Elementary program is the integration of Biblical principles throughout the whole curriculum. This is in direct opposition to the concept of teaching the Bible and having a brief time of devotion (though both of these are done) and then returning to the teaching of academics according to a secular and humanistic worldview.

Standards

Excellence will be the key word for every class and activity. The Christian has no excuse to present only his average effort. He must strive to excel and to offer the Lord his best (I Cor. 10:31). On the other hand, let us strive to have “excellence in humility” so that we may give Him the glory for anything we are able to achieve (Romans 12:3).

INCOMPLETES

These are given when required work has not been completed. Incomplete work must be made up within two weeks of the end of a reporting period, or the grade will be changed to a failing grade and averaged with other quarterly grades.

ABSENCES

Students are responsible to make up all work missed while absent. One day will be given for every excused absence that is not pre-arranged. Work will be considered late after such an allowance. Homework from a pre-arranged absence should be turned in when the student returns.

REPORT CARDS

Report cards are issued each nine-week quarter. The first grading period report card will be given directly to the parents at the parent-teacher conference. After that, the report card will be sent home via email following each nine-week grading period. The last report card will be mailed.

PARENT-TEACHER CONFERENCES

Mandatory conferences are scheduled after the first grading period. Conferences are optional after the third grading period. A parent may schedule appointments at any time by calling the office.

ACHIEVEMENT TESTS

Achievement tests will be given annually in the spring. The results of these tests are given to the parents at registration in the fall or mailed to the home. A re-testing fee will be assessed for any student absent during achievement testing week.

HOMEWORK

Homework will be given consistent with the student's ability and placement. Expect 10 minutes of homework per grade each night (ex. 2nd grade - 20 minutes, etc.). Time is often given during class to complete homework assignments.

RETENTION

It may be the recommendations of the teacher to have a student repeat a grade level. Being retained does not imply failure, nor is it a punishment of any kind. It is the goal of every Christian to be made complete in the image of Christ. A child is not retained until the parents, administration, and teacher prayerfully consider what is best for the child.



Character

Do not let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity. Timothy 4:12

With all the questions regarding human conduct, we must go to the Bible, God's inspired Word, for direction and guidance. God's truths found in the Bible will help us avoid the traps Satan has set for us in this world. John 8:32 says "Then you will know the truth, and the truth will set you free."

- † Obedience – We are to obey "God," *Acts 5:29*; "...parents," *Ephesians 6:1-2*; "Obey your leaders and submit to their authority," *Hebrews 13:17*; and "Everyone must submit himself to the governing authorities..." *Romans 13:1*. Christians will obey God, parents, elders, and those in authority.
- † Modesty – *1 Timothy 2:9* and *1 Timothy 3:2*, God commands His children to be "modest" and "orderly." "Modesty" means "well arranged, seemly; living with decorum. A well-ordered life." Therefore, the Christian will have propriety in dress, speech, appearance, and conduct, and will be acceptable, appropriate, well-ordered and not calling attention to self.
- † Moderation – *Philippians 4:5*, "Let your moderation be known unto all men." Moderation literally means "seemly, suitable." It is "agreeably fashioned; marked by propriety and good taste."
- † Love – *Mark 12:13-31* Christians are to love the Lord above all and their neighbors as themselves. *1 Corinthians 13:5-6*, "Love is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth."

DISCIPLINE CODE

At Santiam Christian Schools the emphasis in discipline will always be in love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a "wishy-washy" tolerance of disobedience, but real, Godly love sets the highest of standards for people, and then directs them towards love and good works. While discipline is basically positive training in the right direction (*Proverbs 22:6*), there must be consequences for failure to follow the rules. Students must realize that the "law code isn't primarily for people who live responsibly, but for the irresponsible..." *1 Tim. 1:9*.

Good conduct is expected of all students at Santiam Christian. Each student is expected to adhere to the rules and regulations which are in keeping with the purpose of an educational institution. Each student is a representative of our school wherever he may be. Our student body prides itself on good sportsmanship, good scholarship, and good manners. Students are also expected to display proper conduct going to and from school, on the school grounds and on the school buses. Although we at Santiam Christian School recognize that we have no direct control over the students when they are away from school, any major violation of accepted behavior for Santiam Christian students may still be considered grounds for disciplinary action. The testimony of your conduct when out in the public is a testimony which reflects upon Christians in general and students at Santiam Christian in particular.

The discipline process is to provide intervention, then give the student an opportunity to change or modify their behavior. Failure to modify behavior will result in the next level of intervention.

DISCIPLINE IN THE CLASSROOM

Objective: To maintain a positive learning atmosphere with minimum disturbance of others.

- Procedure:
1. Establish classroom rules and responsibilities.
 2. Inform students of classroom rules.
 3. Enforce consequences/rewards according to the nature and/or severity of the infraction.

DISCIPLINE LEVELS AND CORRECTIVE ACTION

Objective: To communicate with parents and enlist their cooperation in the disciplinary process.

- Procedure:
1. Teacher counsels with student and applies the appropriate consequence in accordance with the Discipline Levels.
 2. Teacher informs parents.
 3. Teacher requests conference at school with parents and student.
 4. Principal requests conference with student, teacher, and parents at school.
 5. Additional disciplinary measures may be used including probation, suspension, or expulsion.

Discipline Levels:

Level 1: These offenses are those that are associated with non-rebellious behaviors such as thoughtlessness, forgetfulness, or carelessness that prevent order and instruction.

CORRECTIVE ACTION:

Pre-School – Third Grade: Most disciplinary situations will be handled at the level where the offense occurs. Offenses may result in loss of privileges, parent-teacher disciplinary conference, student-principal conference or student and parent principal conference. Recurrent offenses would result in Level 2 consequences.

Fourth – Sixth Grade: Most disciplinary situations will be handled at the level where the offense occurs. Offenses may result in loss of privileges, **25min afterschool detention**, parent-teacher disciplinary conference, student-principal conference or student and parent principal conference. Recurrent offenses would result in Level 2 consequences.

Level 2: (**Minor Offenses**): These are activities and attitudes that show a lack of respect for authority, or may be frequent violations of Category 1 rules. For example: excessive talking, continual failure to turn in homework, writing and passing notes, repeated inattention, inappropriate behaviors, small damage of property, disrespect for adults, discourtesies toward others, scoffing, bullying, violation of dress code, etc.

CORRECTIVE ACTION:

Pre-School – Third Grade:

Violation #1.....A teacher and/or administrator conference. The parents will be contacted. A disciplinary report will be filed. Teacher initiated disciplinary consequences may be in effect.

Violation #2.....Parents contacted. Second report on file with teacher and administrator disciplinary consequences in effect.

Violation #3.....A conference with student, administration and parent to set up a behavioral contract.

Violation #4.....If the student does not comply with the contract set forth during the administrative, parent/student conference, the student will now be suspended for one or two (1-2) days depending on the severity of the issue.

Violation #5.....If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or signs of turning his heart to follow God, this student will be dismissed from Santiam Christian School.

Fourth –Sixth Grade:

- Violation #1.....A teacher and/or administrator conference. The parents will be contacted. A disciplinary report will be filed. Teacher initiated disciplinary consequences may be in effect.
- Violation #2.....Parents contacted. Second report on file with a 50 minute detention. (This would constitute two 25 minute after school detentions.)
- Violation #3.....A conference with student, administration and parent to set up a behavioral contract.
- Violation #4.....If the student does not comply with the contract set forth during the administrative, parent/student conference, the student will now be suspended for one -two (1-2) days depending on the severity of the issue.
- Violation #5.....If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or signs of turning his heart to follow God, this student will be dismissed from Santiam Christian School.

Level 3 (Major Offenses): These are activities that are in violation of United States, State or City laws. They seriously threaten the safety of other students, show flagrant lack of respect for authority or property, or violate Biblical moral codes and conduct. For example, theft, forgery, plagiarism, cheating, possession of tobacco, illegal drugs, sexual immorality, fighting, pornography, blatant disrespect etc. Frequent and repeated violations of Category 2 rules would also be considered a major offense. Possession or consumption of alcoholic beverages, whether occurring on or off the school campus, is prohibited.

CORRECTIVE ACTION:

These problems will generally result in some type of suspension and may result in immediate expulsion. The length of suspension, 1-4 days, may vary with the severity of the offense, attitude of person, repentant spirit, frequency of problem and previous school records such as citizenship, attendance, tardy infractions, detentions, etc. Parents will be notified immediately of the nature of the offense. It is the intent of the school to involve the parents in the disciplinary process of major offenses.

BOY-GIRL RELATIONSHIPS

Students are not to display affection in a physical way by holding hands, embracing, etc. This applies both at school and during any school sponsored activity. We encourage students to have a number of friends of both sexes and not limit themselves to one individual.

DAMAGE TO SCHOOL PROPERTY

Property damage will be acknowledged by the person involved and a plan for reimbursement will be made.

DRESS CODE

Dress and appearance have a definite effect on academic performance and conduct. Parents are encouraged to support the school's dress code policy. Final judgment as to whether or not a student is properly dressed will be left to the discretion of the school administration. If at any time a student's appearance is not consistent with the prescribed standards, the parent will be contacted and the situation remedied before the child will be allowed to return to class. Neat, Clean and Modest are the base guidelines to follow.

General

- † Shoes worn to school must be able to stay on the student's feet.
- † Clothing must fit properly and be in good repair. Pants with rips, holes in knees or frayed ends should not be worn.
- † Clothing imprinted with phrases and/or pictures should always be appropriate for school and in good taste.
- † Shorts are permitted year round with parental discretion considering weather conditions. **Note: All students go outside for recess, weather permitting.** Shorts must be hemmed (not frayed) and should be at least mid-thigh in length. They should be loose fitting with no slits up the sides. Undergarments should not be visible.
- † Hair is to be neatly groomed. Eyebrows and earlobes must be showing (for boys). The style should reflect the sex of the student and not be extreme. Hair should be a natural color and not draw undue attention to the student.
- † Tops need to cover a minimum of 2 inches on the shoulder.
- † Temporary tattoos are not to be visible during school hours unless during a school approved function (i.e. Homecoming Week, etc.)

Girls

- † All clothing should be modest and not tight-fitting, see-through, or low-cut.
- † Slacks and dress jeans are acceptable and should not attract undue attention.
- † Bare midriffs are not allowed.
- † Make up may not be worn at school. (Foundation or Cover-up for ACNE is the only exception.)

Boys

- † Baseball caps or visors are not to be worn in school buildings.
- † Shirttails must be tucked in, if so designed.
- † Baggy pants are not allowed. Pants must fit properly around the waist.

Values

Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long. Psalm 25:4,5

Santiam Christian Elementary School places a great emphasis on values. The unique combination of academic excellence and spiritual devotion makes Santiam Christian Schools rise above the rest.

The lessening of attention toward one's self, and a growing awareness of the people around us, is a commitment that Santiam Christian wishes to implant in all of its students. Santiam Christian students are involved in many projects that help instill the moral values by which God would have us all live. Through service projects, sacrificial giving, and physical involvement, Santiam Christian strives to teach an appreciation and dedication to God through moral responsibilities.

Santiam Christian Schools seeks to:

- † Teach students the importance of loving and respecting each other, because all people are valuable in God's eyes, regardless of physical, social, economic, ethnic, or other factors.
- † Teach students to recognize their weaknesses without developing a sense of failure, to overcome their weaknesses when possible, and to develop their strengths without developing arrogance.
- † Provide students with the opportunity to participate in group activities designed to develop cooperative attitudes and skills; deferring to others' strengths, contributing their own strength, and encouraging each other in areas of weakness.
- † Teach students that a person's value is independent of his or her performance.
- † Discipline students for misbehavior in a way that:
 - Recognizes individual worth.
 - Leads the student to take personal responsibility for his or her actions.
 - Encourages the development of self-discipline.
 - Restores relationship with both God and man.



Attendance Policy

Santiam Christian Schools is a closed campus. Students are expected to remain on the campus from the time of arrival until the end of the school day. It is the responsibility of the student and the parent to create the habit of being punctual and regular in attendance. After school, evening and weekend sports and activities should not leave the student too weary to study or cause them to miss class. Regular attendance is necessary to receive the maximum benefits.

EXCUSED ABSENCES

- † Personal illness, injury, or doctor appointments which cannot be scheduled after school hours.
- † Illness or death in the immediate family which requires the student's presence.
- † Absences with prior approval from the office.

Explanation of an absence should be given to the office at the time of the absence. Parents will be notified when students accumulate excessive absences beginning with the eighth absence. Students risk not being promoted to the next grade if they miss more than 10% of the total number of school days for the year.

EXTENDED ABSENCES

- † A doctor's statement is required for a student to be readmitted from an illness of five or more consecutive days.
- † According to State law, a student returning after a serious contagious disease is required to have a doctor's excuse for admittance.

PREARRANGED ABSENCE

- † A Prearranged Absence form must be completed when taking a student out of school for personal reasons (other than illness) for a day or longer.
- † Prearranged Absence forms are available in the office and should be submitted to the office and signed by the principal one week in advance.
- † Work assigned during the absent period must be completed. Students failing to complete makeup work on time will be given a zero ("0").

EARLY DISMISSAL

Parents may request an early dismissal for extracurricular school activities that occur on a weekly basis. An Early Dismissal form obtained from the office must be submitted and approved by the administration.

SIGN-IN POLICY

All campus visitors, including parents, relatives, friends, and former students must sign in at the office.

SIGN-OUT POLICY

- † Students leaving during the school day must have parental permission and sign out or be signed out at the office.
- † Any student leaving and then returning to school during the school day, must sign back in at the office upon returning to school.
- † If a student needs to be picked up from school, they will be sent to the office by the teacher or summoned by the office staff.

MEDICAL/PROFESSIONAL

Appointments can be confirmed via a note from the parent or a phone call to the school office for the release of the student. **Every effort should be made to schedule medical appointments so they will not interfere with school hours. This is particularly important during final exams and achievement testing.**

ILLNESS/HEALTH ROOM

If a student becomes ill while at school, the student may call for permission to go home. In the event that a parent/guardian cannot be reached, the emergency contact person listed on the student emergency medical card will be called. Students may remain in the Health Room until picked up. Children will be sent home when their temperature is 99 degrees or above or they are showing signs of illness which may include coughing, mucous, or other abnormal upper respiratory symptoms. **Children that are sent home with a fever of 100 or above are asked not to return to school for 24 hours.**

FIELD TRIPS AND ACSI EVENTS

A signed and completed Emergency Medical Information form grants a student permission to leave campus for field trips or other supervised class/school activities.

LUNCH OFF CAMPUS

Lunch off campus is only permissible when accompanied by a parent, teacher, or adult with parental approval.

TRUANCY

Truancy is defined as an absence without the knowledge and consent of the parents and/or the school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission.

TARDIES

It is important that students always be on time to school. Self-discipline is important for proper academic achievement and essential in developing personal habits that reflect success and good citizenship. Students are considered tardy after 8:05 a.m. Students arriving after 9:00 a.m. will be given a half-day absence.

1. A tardy is recorded when a student is not in the classroom with the appropriate materials on time.
2. A student who is tardy should report to the office for a "Class Admittance" slip.
3. Excessive tardies (more than five) will lead to parent notification.
4. Eight tardies or more will result in a detention (4th-6th Grade) for each tardy incurred.

PERFECT ATTENDANCE

Students missing class for school sponsored events, funerals, or other special pre-approved events by principal will not be considered absent.

Involvement

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17

The Santiam Christian School Board and staff encourage parents to visit the classrooms and to be involved in the school. It is our stated philosophy that we are an extension of the home, not a replacement. Parental involvement is crucial for your child to be successful at Santiam Christian Schools.

VOLUNTEER TEACHER POLICY

A distinction will be made and maintained between those adults who assist at school as helpers (but under the direct supervision of a regular employee) and those who would actually take responsibility for a class, athletic team, or any other endeavor where direct, unsupervised instruction (adult-to student) is involved.

- † Adults who assist under the direct supervision of a staff member shall be answerable directly to that staff member. The staff member under whom they labor shall in all ways be responsible to make sure that these individuals are of sufficient competency and moral character so as not to do harm in any way to the children or the reputation of SCE. While SCE requires that all volunteers are to have a background check, a general guideline in this area, the ministry of any individual will be graciously accepted unless there are definite and obvious reasons of a Biblical nature that this person's presence at school would be detrimental. While assisting at SCE, each individual must adhere to the SCE standards of dress, speech, conduct etc. In addition, volunteers that have younger children (under school age) please check with teacher and administrator to ensure minimal disruption during class time. As a general rule; if you are going to be in the classroom please find an alternate place for the younger child(ren); if you will be working outside of the classroom please make sure to check with appropriate faculty/staff to ensure minimal disruption.
- † It is the conviction of SCE that any adult who actually instructs or directly supervises SCE children falls under more careful Biblical scrutiny. As is the case with Board Members and permanent personnel, those non-paid individuals who minister in a teaching or direct supervisory capacity shall have the following qualifications:
 - In both areas of verbal testimony and life deportment, they shall exhibit evidence of conversion to the Lord Jesus Christ as both Savior and Lord.
 - They shall indicate, in writing, agreement with SCE doctrinal statement.
 - They shall meet the spiritual qualifications mentioned in 1 Timothy 3:8-13. These qualifications are to be tempered with the understanding that each individual has relative strengths and relative weaknesses.

PARENT INVOLVEMENT

As a courtesy, we request that the teacher be informed by a note or phone call prior to any visit. Visitors are expected to adhere to all school policies including dress code.

30-HOURS VOLUNTEER REQUIREMENT

Because Santiam Christian Schools is a parent society school, it is dependent upon each family's participation and assistance. Each family is expected to give of their time and involvement (i.e., repairs, coaching, fund-raising, painting, helping in the classroom, etc.) with a minimum of thirty (30) hours per year. The value of this time is calculated at \$30.00 per hour, so the expected time would be valued at \$825.00. Please understand that your time and effort is more valuable than the money. Each family will be given a voucher to keep track of their own hours on the honor system. When the thirty (30) hours are completed, the voucher should be returned to the Business Office for the appropriate credit to your account. Partial credit at the \$30.00 rate would be given for an incomplete voucher. Failure to return the voucher, or failure to become involved, will result in an additional \$825.00 charge to your account.

NOTE: It is required that five (5) of the required thirty (30) hours must be spent on a major Fund Raising Activity or Advancement Activity, as defined by the Development Director via Board decision.

If you believe your situation warrants an exception to this policy, you are required to submit a written request for waiver to the Board Finance Committee. Only the Board Finance Committee can make exceptions to this policy.

GENERAL MINISTRY

Enrolling in SCE obligates the parents to a minimal commitment of involvement, such as volunteer services relative to the school's needs and your gifts, praying for the school, financial support, etc.

SPECIFIC MINISTRY

The Lord has called some parents to a specific on-going ministry. Examples may include but are not limited to coaching a team, aiding on a regular basis in the classroom or office, or serving in various capacities on committees formed by the administration.

BOARD MEETINGS

School Board Meetings are held the 4th Monday of each month. A time at the beginning of each meeting is reserved for parent input.

Annual events/fund-raisers

MAGAZINE SALE

In September, parents and students work together to order new and renew magazine subscriptions from friends and family to benefit the school. The school derives a percentage of the sales while students receive prizes based upon their hard work. Parents are encouraged to secure renewals in advance of September. The duration of the sale is approximately two weeks.

OPEN HOUSE

Each year at the beginning of school, Santiam Christian Elementary conducts a parent "Back-to-School" night where parents are invited to visit their child's classroom to get better acquainted with the teacher and the expectations for the year.

HARVEST CELEBRATION

Early in the fall there is a Harvest Celebration held on the school campus.

GRANDPARENTS' DAY

By formal invitation, one morning each year is set aside for grandparents to visit a special chapel service and classroom activities prepared by the students and teachers. This is considered a day of school and is not an optional activity, but is part of the physical education program. This is a wonderful time to show our appreciation for grandparents (or special friends).

CHRISTMAS PROGRAM

An annual Christmas program is presented to glorify Christ and sing His praises. The program is open to the public.

ACSI SPELLING BEE

We begin the first of the year with the annual Spelling Bee competition that assist the students in developing good spelling habits, expands the students' ability in expressing themselves in all areas of communication, development within the student's awareness of accurate usage of words and vocabulary by encouraging proper communication and providing an opportunity for fellowship with students from other Christian schools.

ACSI SPEECH MEET

Annually, Santiam Christian Elementary 1st -6th grade participates in the ACSI Speech Meet. Speech Meet is held in early spring. The objective of this event is to encourage effective speech in an audience situation, help students develop techniques to speak audibly, articulately, expressively, and with poise and confidence, and develop communication skills that will contribute to effective leadership in Christian activities.

ACSI MATH OLYMPICS

Santiam Christian Elementary hosts one of five ACSI Student Activities. Math Olympics, in which 3rd through 8th graders from participating Christian schools gather to compete in the areas of math computation and reasoning, is one of them. Awards are given for the first five place winners in each grade and category in an awards assembly. The regular school day is cancelled for this event.

6TH GRADE OUTDOOR SCHOOL

As a culmination of their elementary school years, sixth graders along with parent chaperones, sixth grade teachers, and a school principal take part in a week-long Christian Outdoor School with an emphasis on learning about God's creation. Students are accountable to complete a notebook of assignments related to wildlife biology, landscape ecology, etc. This is a tremendous time of class unity and spiritual growth.

ANNUAL PARENT MEETING

The Annual Parent Meeting, held each spring, is a time for the "owners" to receive the various board reports and to hear the "State of the School" address from the Administrative Staff. Board members are elected at this meeting. Other business items are also discussed. All parents should attend.

TRACK MEET/FIELD DAY

As a grand finale to our physical education program, an all-day track meet or field day is arranged. Numerous track and field events are planned with awards in each event. **This is considered a day of school and is not an optional activity, but is part of the physical education program.** Other Christian schools are invited to join the fun. Many parent volunteers are needed to assist in the events.

KINDERGARTEN GRADUATION

The climax to an exciting year of learning is the kindergarten graduation. The ceremony is held the last week of school. Graduates celebrate with gowns and diplomas promoting them to first grade. Parents, guests, and graduates are invited to attend.

AUCTION FUND-RAISER

Santiam Christian is committed to keeping the cost of Christian education affordable. Fund raising is, therefore, a necessary activity to bridge the gap between the cost of a Christian education and the tuition paid. All parents are needed to help make our annual auction a success. Auction information is announced in the *Eagle Happenings* school newsletter, and posted on the school website.

Individual and business donations are solicited by school families to be auctioned for the school's benefit. This event is usually scheduled in October.

Miscellaneous

For God, who said, "Let light shine out of darkness," made his light shine in our hearts to give us the light of the knowledge of the glory of God in the face of Christ. II Corinthians 4:6

ACCESS TO RECORDS - Access to a student's records, by law, must be granted upon written request. Available records include grades, evaluations, and standardized test results. A parent may challenge the content of the records by submitting a written statement. That statement shall be inserted in the records.

ADDRESS AND TELEPHONE NUMBER CHANGES - Please notify the office immediately if your address or telephone number changes (work or home). It is essential that all information be kept up-to-date for emergency purposes.

BIBLE TRANSLATION - In the 4th through 6th grades, students are required to provide a Bible for their own use. The preferred version is the NIV Student Study Bible.

BIRTHDAY INVITATIONS - Everybody loves a birthday party, and no one likes to be left out. Please do not hand out invitations at school unless the whole class is invited. Consult your school directory for addresses.

BOX TOPS FOR EDUCATION - All families are encouraged to cut out and collect "Box Tops" from General Mills products and bring them to the elementary office. The office sends the collected "Box Tops" to General Mills, who in-turn sends a check to the school.

BUS TRANSPORTATION - The school buses are owned by Santiam Christian Schools and provide transportation on a fee basis. Complete cooperation is required of all riders. Bus rules are posted on each bus.

CAMPBELL SOUP LABELS - Families are encouraged to collect Campbell Soup labels and bring them to the elementary office. The Campbell Soup Company, in exchange for soup labels, donates free school equipment.

CHAPEL - Santiam Christian is vitally interested in the spiritual development of its students and therefore, provides a weekly chapel service. Chapel allows for times of spiritual growth, prayer, worship, and biblical instruction through a variety of creative mediums.

CHURCH ATTENDANCE - Students are expected to be regular in attendance at the church of their choice.

COMMUNICABLE DISEASES - Upon having the following diseases, a child must have written consent from either a physician or Health Department to return to school, or be subject to school office for re-admittance: Chicken Pox, Measles, Mumps, Pneumonia, Whooping Cough, Pinworms, Scabies, Ringworm, Impetigo, Pink Eye.

COMPLAINTS - Dissatisfaction or complaints should be directed to the appropriate individual, in accordance with the Matthew 18 principle. Christian ethics dictate that we avoid making comments or statements that can serve to discredit an individual or the school.

DISTRIBUTION OF MATERIALS - Handbills, leaflets, newspapers, and other material may not be distributed or posted by students or non-students on the Santiam Christian campus without the express permission of the school administration.

ELECTRONIC DEVICES/CELL PHONES/CAMERAS – The use of electronic devices including but not limited to: ipods, cell phones, cameras, etc. can only be used with permission from school personnel. Pictures should not be taken or distributed without permission from the people being photographed. Inappropriate use of electronic devices is considered a Level 2 offense.

EMERGENCY CLOSURES - The decision to cancel school or to delay its opening during unusual weather conditions is generally made between 6:00 - 6:30 a.m. School closures will be reported through RenWeb Parent Alert, via Schoolcast. Emergency messages will simultaneously be delivered to home phone numbers, cell numbers, text messaging, and email, and will also be posted on the school's website www.santiamchristian.org. If, because of our large geographic area, the public school in a student's area is delayed or cancelled, the student should follow the decision of that local school district regarding their attendance at Santiam Christian on that day.

FIGHTING/PHYSICAL HARM - No student shall carry, exhibit, display, or draw any weapon capable of producing bodily harm in any manner or at any time and place that shows intent to intimidate another or that warrants alarm for the safety of persons in the immediate vicinity. This is considered a Level 3 offense.

FIRE DRILLS - Fire drills will be conducted throughout the year.

GYM SHOES - Every student is required to wear non-marking-sole tennis shoes for PE and rainy-day play in the gym. Students not wearing appropriate shoes will not be allowed to participate.

HALLOWEEN - Each year questions arise regarding the celebration of Halloween at Santiam Christian Elementary. Our Teachers Handbook states that all classroom displays and room décor should always be in keeping with our mission and philosophy. Therefore, parents should use Biblical discernment when preparing for classroom parties, snacks, videos, etc. There is no occasion to wear Halloween costumes. It is recommended that students attend Harvest parties at local churches as an alternative to the Halloween celebration.

HALL PASSES - Students should not leave the classroom unless they have been given permission from the teacher.

HEAD LICE - The return of a child previously diagnosed as having head lice, will not be permitted until there is no evidence of nits (either dead or alive) in the scalp area. Upon his/her return, a school official will confirm the absence of lice and nits.

ILLNESS AND PRESCRIPTION MEDICATION -

1. Children will be sent home when their temperature is 99 degrees or above or they are showing signs of illness which may include coughing, mucous, or other abnormal upper respiratory symptoms. **Children that are sent home with a fever of 100 or above are asked not to return to school for 24 hours.**
2. Telephone the school immediately if your child is diagnosed as having a contagious disease.
3. School office personnel can provide regular strength Acetaminophen, Ibuprophen, or Children's Tylenol Junior Strength at the parent's request.
4. Prescription medications used by students should be filed in the school office. A Medication Permission Sheet must be on file before any medication can be administered by school personnel. Any medication should have proper identification, dosage, and expiration dates relevant to the student.
5. A child unable to participate in the normal activities should remain at home.
6. Children can be excused from recess due to recovering from an illness with a written note to the child's teacher.

LANGUAGE - Swearing or vulgar language is unacceptable. Students are to use wholesome language that is edifying and encouraging. (Ephesians 4:29, 5:4) This is considered a Level 2 offense.

LIBRARY RULES - Students must be quiet and well behaved in the library.

1. Books may be checked out during library time or at other times during the school day.
2. Students with overdue books are not allowed to check out additional books.
3. Overdue book fines are 10 cents per day for each item overdue. The fine starts after a written notice is sent to the student.
4. Students are not allowed in the library when the librarian is not on duty.
5. Students must pay for damaged or lost books.

LOST AND FOUND - Clothing and other items lost by a student will be held in the "Lost and Found" area In Elementary Office. Please label your child's clothing with their initials to help us identify the owner. Items unclaimed by the end of each quarter will be donated to a charity.

LUNCHES -

1. Each child should bring a sack/box lunch or plan for hot lunch each day.
2. A nutritious snack packed in a lunch box is recommended for children who need extra energy before lunch.
3. When a student orders hot lunch, the charge is immediately applied to their family account. RenWeb should be checked on a regular basis to keep accounts current.

LUNCHROOM HELPERS - Students in grades 4 - 6 may be assigned serving and cleanup duty on a rotating basis during lunch. Students who work will receive a free hot lunch for the day they work.

MESSAGES TO STUDENTS - Telephone messages from parents will be delivered to students in an emergency situation. Please make arrangements ahead of time.

PARENT INPUT for STUDENT PLACEMENT - At the end of the school year, teachers and the principal meet to consider the best educational placement for each student for the upcoming year. Parents may provide information about their child on the Parent Input Sheet available in the office. This information will be taken into consideration when making classroom placements. This form must be completed and turned in to the elementary office (not the teacher) by the last day of school.

PETS - Students are not allowed to bring pets to school except with the permission of their teacher and the bus driver if the student is riding the bus.

PRAYER CHAIN - Parents who wish may participate in the school prayer chain. Prayer requests or praises generated by the staff are sent to the Prayer Chairman who activates the chain every week. Please call the office to join the prayer chain.

SCHOOL HOURS - School will begin each morning at 8:05 am, and students will be dismissed at 3:05 pm. Students may arrive as early as 7:30 am, when playground supervision is provided and should leave no later than 15 minutes after dismissal time.

SCHOOL NEWS - Look for important school information to come home weekly in the *Eagle Vision* via RenWeb email. Important dates and events can also be read and downloaded from the school website at www.santiamchristian.org.

SCHOOL STUDENT INSURANCE - A secondary coverage policy is provided for all students that covers them during all school activities with the exception of football. The family's insurance coverage still remains the primary provider.

TELEPHONE USE - The telephone in the office is for the teachers and staff.

1. Students may use the phone for emergencies and only with the permission from their teacher or office staff. Students may not call home to arrange for after-school play. All such arrangements need to be made at home.
2. If a parent needs to contact a teacher, he/she may email; or call between 8 am – 3:30 pm to leave a voice mail message.

TEXTBOOKS - All textbooks (unless purchased by the student) are the property of Santiam Christian Schools; however, they are the responsibility of the student during the period of issuance.

1. Damage or extraordinary wear to textbooks will result in a damage assessment to the student's account.
2. Use paper book covers at all times. Labels, stickers, pictures, etc., which conflict with the mission of Santiam Christian are not permitted.

VISION AND HEARING SCREENING - A screening program is offered in the fall through the service of a private contractor. Parents will be notified when the screening is scheduled. Parents will be notified if test results indicate further testing.

VISITORS - Students (prospective or former) and relatives or friends may visit the classroom with:

1. Approval of the classroom teacher and principal.
2. A 24-hour advanced notice is preferred.
3. Visitors are expected to adhere to all handbook policies including the dress code.

Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved.

Helen Keller



Acceptable Use Policy for Santiam Christian (SC) Computing Technology Resources

Computing technology resources at SC are used to support, enhance, and complement the academic mission of the school. The in-house computer network, along with a direct Internet connection, will allow people to interact with millions of computers and computer networks around the world. It will be general policy that all computing technology resources used at SC are to be used in a responsible, efficient, ethical, and legal manner. Persons failing to adhere to this general policy, as well as specific policy guidelines below will have computing technology access privileges revoked.

Important Notice: Santiam Christian School administrators reserve the right to change or amend this policy immediately and without notice if, in their judgment, a situation occurs warranting an immediate amendment to this policy. Changes will be communicated in a timely manner.

Acceptable use includes:

1. Using the computing technology resources to research assigned classroom projects.
2. Participating in assigned classroom projects to interact collaboratively with others on the Internet for academic purposes.
3. Using the Internet to explore academic resources worldwide, within policy guidelines.

Acceptable use requires:

4. Resources be used only for authorized purposes.
5. Accessing only files or data that you own, that are publicly available, or that you have been given express authorization to access.
6. Consideration in your use of shared resources. Refrain from needlessly monopolizing technology resources, overloading networks with excessive information, and wasting computer time, desk space, printer paper, manuals, or other resources.
7. An understanding that any data or files on SC technology resources, or transmitted via SC technology resources, are not private and are subject to inspection.

Acceptable use mandates that one DOES NOT:

8. Use electronic mail or messaging services to harass, intimidate, or annoy another person. This includes sending unsolicited or unwanted messages.
9. Make or use illegal copies of software, store such copies on school resources, or transmit software over the network.
10. Use computer programs to decode passwords or subvert technology security measures.
11. Make any attempt to subvert Internet screening software.
12. Engage in any activity that might be harmful to systems or to any information stored on systems. Prohibited activities include, but are not limited to: creating or propagating computer software viruses, disrupting services, or damaging files.
13. Use SC technology resources for commercial or political purposes.
14. Access, upload, download, transmit, display, or distribute obscene or sexually explicit material or language.
15. Violate local, state, or federal statute.

Disclaimers: Santiam Christian Schools make no warranties of any kind, either expressed or implied, for the technology access provided.

16. The SC Corporation and its employees are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of information stored on SC resources, or for any personal property used to access or utilize SC technology resources.
17. SC will not be responsible for the accuracy, nature, or quality of information stored on, or available through, SC technology resources.
18. SC will not be responsible for unauthorized financial obligations resulting from use of SC provided technology access.
19. SC may use technical and manual methods to regulate access and information, but it is understood that these methods do **NOT** provide a foolproof means of enforcing the provisions of this policy.

Sanctions: Disciplinary action related to inappropriate student use of technology resources will be handled according to SC student handbook disciplinary guidelines for unacceptable behavior.