



# **Student and Family Handbook**

**Effective: July 1, 2024**

Approved: April 18, 2024  
Amended: May 21, 2024

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# STUDENT & FAMILY POLICIES

## SECTION I

### ABOUT SIGNET CHRISTIAN SCHOOL

#### Mission

Signet Christian School's mission is to partner with parents in training up sons and daughters through God's Word and academic rigor to be witnesses for Jesus Christ in character, citizenship, and service through the development of the student's God-given purpose. (Proverbs 22:6)

#### Vision

Signet Christian School (Signet) believes the sixty-six books of the Old and New Testaments of the Bible to be God's inspired Word and is profitable for teaching and growth of sons and daughters to be complete and equipped for service in the present and future. (2 Timothy 3:16-17) We also seek to follow the Scriptural imperatives of **Deuteronomy 6:5-7a**

"...love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words which I command thee this day, shall be in thine heart. And thou shalt teach them diligently unto thy children..."

All Signet Christian School employees and families will seek to follow Christ's example for relationships. All people are created in the image of God and as such will be treated with respect, dignity, and brotherly love.

Students will experience a safe learning environment in which God's Word is incorporated into teaching of all subjects as relevant to life in the created world and in its history, science, math, and literature. His Word embodies the truth and is authoritative in becoming productive citizens and witnesses in fulfillment of the Great Commission.

Signet will provide Christian educators who will impart academic knowledge and instruct students in the creation, fall, and redemption of man using textbooks written by Christian authors. The goal of this school is not to reform but to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, and personal integrity. Our goal is to provide each student with the skills and knowledge to enable them to develop their spiritual, emotional, social, and physical maturity.

## Core Values

1. **Discipleship and Biblical Values:** Signet Christian School emphasizes salvation and discipleship for students resulting in men and women who know their clear identity in Christ and imparts Biblical values in word and deed, seeking to glorify God in every activity the school provides.
2. **Diligence in Academics:** Signet provides a rigorous academic program where students are prepared in all academic disciplines and are skilled in critical thinking and communicating.
3. **Distinction in Education:** Signet partners with parents to train young people to fulfill God's purpose for their lives in a safe Christian environment.
4. **Dedication to God and Others:** Signet challenges students to be engaged in serving God and others.

## Statement of Faith

The teaching and activities of Signet Christian School shall be based upon and, at all times, consistent with the following beliefs.

1. The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.  
2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21
2. The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Spirit. Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:22
3. The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
  - His virgin birth, Matthew 1:23; Luke 1:31; Luke 1:35
  - His sinless life, Hebrews 7:26; 1 Peter 2:22
  - His miracles, Acts 2:22 ; Acts 10:38
  - His substitutionary work on the cross, 1 Corinthians 15:3; 2 Corinthians 5:21
  - His bodily resurrection from the dead, Matthew 28:6; Luke 24:39; 1 Corinthians 15:4
  - His exaltation to the right hand of God. Acts 1:9, Acts 1:11, Acts 2:33, Philippians 2:9-11, Hebrews 1:3
4. Man was created good and upright; for God said, "Let us make man in our own image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God. Genesis 1:26,27; Genesis 2:17; Genesis 3:6; Romans 5:12-19 [KJV/NIV]
5. Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God.
  - Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God, according to the hope of eternal life. Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; Titus 3:5-7
  - The inward evidence of salvation is the direct witness of the Spirit. Romans 8:16
  - The outward evidence to all men is a life of righteousness and true holiness. Ephesians 4:24; Titus 2:12
6. Sanctification is an act of separation from that which is evil, and of dedication unto God. Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12
  - The Scriptures teach a life of "holiness without which no man shall see the Lord." Hebrews 12:14
  - By the power of the Holy Spirit we are able to obey the command: "Be ye holy, for I am holy." 1 Peter 1:15,16
  - Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by the faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit. Romans 6:1-11, 13; 8:1,2,13; Galatians 2:20, Philippians 2:12, 13; 1 Peter 1:5
7. The spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

8. The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the church. 1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52 [KJV/NIV]

9. The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on earth for one thousand years. Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7, 19:11-14, 20:1-6 [KJV/NIV]

This millennial reign will bring the salvation of national Israel, Ezekiel 37:21,2; Zephaniah 3:19,20; Romans 11:26,27 and the establishment of universal peace. Isaiah 11:6-9; Psalms 72:3-8; Micah 4:3,4 [KJV/NIV]

10. There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to the everlasting punishment in the lake which burneth with fire and brimstone, which is the second death. Matthew 25:46, Mark 9:43-48, Revelation 19:20; 20:11-15; 21:8

11. "We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness." 2 Peter 3:13; Revelation 21, 22

### **Church/School Affiliation Statement**

Signet Christian School is an extension of the evangelistic ministries of Harvest Christian Centre. The policies of the school are inter-denominational and governed by an inter-denominational board of directors.

The Spiritual Program is intended to complement and not to replace home devotions and regular church attendance. Students and parents are encouraged to regularly attend a Bible-believing church. Families who do not have a church home are cordially invited to attend Harvest Christian Centre, the sponsor of Signet.

Attendance at this school is a privilege and not a right. The school stands without apology for the Gospel and the highest standard of morality and Christian behavior.

The Signet Family Handbook is prepared with a sincere desire to communicate the philosophy, purpose, and policies of Signet. Parents and students are expected to cooperate fully with the school policies as set forth in this handbook.

### **Teacher Selection**

All teachers and staff at Signet Christian School have gone through an extensive interview process and background check. All Signet staff have been carefully and prayerfully considered.

### **Statement of Non-Discrimination**

Signet Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.

### **Abuse and Neglect**

Any suspected abuse and/or neglect of a child must be reported in accordance with Missouri RSMo 210.115.1 to the Department of Social Services. Reports may be made by calling the free hotline at 1-800-392-3738.



## SECTION II

### ADMISSIONS

#### Admissions Policy

Families desiring to enroll children in Signet will be scheduled for an interview along with an assessment with the administration. The administrator will notify the parent of acceptance or rejection of the student's application.

Students will be enrolled with the understanding that the Statement of Faith will be taught and will govern all policies of Signet Christian School.

In addition the following admission requirements must be met:

1. CHRISTIAN COMMITMENT - Parents and students must understand that the Bible will be taught as the authoritative Word of God and parents should indicate that they will support the Bible teaching of Signet.
  - a. Elementary Students - Parents must understand that each teacher will teach your child the importance of a personal relationship and commitment to Jesus Christ.
  - b. Secondary Students - Parents and secondary students will be encouraged to have a personal relationship and commitment to Jesus Christ and desire to be disciplined in the faith and in character. Consistent behavior and expressions contrary to Christian discipleship can result in dismissal from Signet Christian School.
2. PRIORITIES - Since Signet is a ministry of Harvest Christian Centre, the following priorities are established for the filling of new positions and vacancies.
  - a. Students whose families already have persons enrolled in the school, to allow all of the family to be enrolled in one school.
  - b. Students whose families are members of Harvest Christian Centre
3. PROBATION - Each student, once accepted and enrolled at Signet, is automatically on probation until he/she has completed his/her first year of school. This implies that the student will display character and a lifestyle that does not contradict the Signet Code of Conduct. Failure to meet the probational requirements means the student will face possible dismissal.
4. EARLY CHILDHOOD CENTRE (Preschool) and ELEMENTARY - Students transferring to Signet from another school should have passing grades on their report cards for the year end averages. He/she must be on grade-level or above on a nationally standardized achievement test. Students without previous school records, whether entering Kindergarten or transferring from a homeschool, will be assessed for accurate grade placement. The student will be placed in the age appropriate grade level provided he/she demonstrates the potential to perform at or above the standard for his/her age.
  - a. Preschool
    - i. A child entering preschool must be three (3) years old on or before August 1st. A copy of the child's birth certificate, Social Security card, and up-to-date immunization record must be on file in the administration office.
    - ii. A child must be fully potty trained to attend Signet Christian School.
  - b. Kindergarten - A child entering kindergarten must be five (5) years old on or before August 1st. A copy of the child's birth certificate, Social Security card, and up-to-date immunization record must be on file in the administration office.
  - c. The law allows physicians to write a statement that the vaccine(s) required would be medically harmful or injurious to the health and well being of the child; and parents/guardians can choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of

inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

“What Parents Need to Know” about an exemption from immunizations, whether for reasons of conscience or religious belief as published by the state of Missouri, may be accessed at

<https://health.mo.gov/living/wellness/immunizations/pdf/Immp11a.pdf>

Parents/guardians choosing exemption for reasons of conscience, including a religious belief **must** submit the Religious Exemption Form to the school office. A copy of the form may be found at

<https://experimentalvaccines.org/wp-content/uploads/2013/06/Missouri-Religious-Immunization-Exemption-Form.pdf>

5. SECONDARY - Students transferring to Signet from another school should have passing grades on their report cards for the semester averages. They must be on grade-level or above on a nationally standardized achievement test.

No student will be admitted who is a known user of tobacco, alcohol, or drugs. All students in grades 7-12 must sign a standard of conduct at the beginning of each school year stating they will refrain from the use of these substances. This agreement is binding for the FULL ACADEMIC YEAR while the student is enrolled at Signet Christian School.

6. HOME SCHOOL TRANSFER - Students transferring to Signet from a homeschool are required to submit all requested information and records before the student may be admitted into class. It is possible that high school work may not transfer for credit.
7. RE-ENROLLMENT - Tentative reservation of space is given to students during the spring each year for fall enrollment. Official verification of re-enrollment should be completed by March 1st.
  - a. At the beginning of school, fees and tuition should be paid to date for students to attend the first day of class.
  - b. Students with academic or behavioral difficulties may be placed on probationary status or asked not to return to Signet Christian School.
8. FINANCES - All fees are to be paid monthly, semi-annually, or annually, as agreed by the parents in order for a student to remain in Signet. All payments will be collected through automatic withdrawal on the first business day of the month. See page 12 for explanation of the FACTS Management Co.
9. ADMINISTRATION DISCRETION - The administration reserves the right to withhold the acceptance of a student, if after evaluation of the student's record and application and family interview it is determined that this school cannot educate the student. Due to the lack of specialized programs, students with learning problems or who have been enrolled in special services programs may not be eligible for enrollment at Signet Christian School. If a potential student's parents are separated or divorced and both want to be involved in the educational process of their child, they must both be in agreement with the selection of Signet as their child's school. The administration reserves the right to withhold the acceptance of a student or to discontinue a present enrollment of a student if this agreement between parents does not exist.
10. GROUPING - Grouping of all students will be determined by the administrative and teacher judgment. Student placement in classes and grade level will be determined by the administrative staff. Acceptance at the school is based on a decision by the administration. The school reserves the right to adjust or modify course selections or combination of classes at each grade level based on final enrollment.

***Signet Christian School is not able to provide effective programs for mentally or emotionally handicapped children, those with behavioral problems, children with severe academic deficiencies, or those with severe learning disabilities. Signet reserves the right to deny admission to those students requiring accommodations outside of our ability. All prospective students will be assessed prior to the completion of the enrollment process.***

### **Additional Admissions Considerations**

Signet Christian School believes that every person is created in the image of God - male and female and that human sexuality reflects that image. God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. (Genesis 1:27-28, Matthew 19:4-6, Hebrews 13:4) Signet strongly stands on the inerrant Word of God which states that all persons are created in God's image and are made to glorify Him (Genesis 1:27; Isaiah 43:17), and that God's design was of two distinct and complementary sexes, male and female (Genesis 1:27, Matthew 19:4) which designate the fundamental distinction that God has embedded in the very biology of the human race. Therefore, we oppose efforts to alter one's bodily identity to refashion it to its perceived gender identity.

Signet bases admissions on Biblical standards regarding sexual morality and will not accept or condone any student who is in a sexual relationship outside of marriage. Signet will not accept students in a same-sex relationship or allow students already enrolled to remain in attendance if they are involved in the same type of union.

### **Admission Procedures**

1. Submit the following online via the FACTS SIS Family Portal or to the school office
  - a. Student Application
  - b. Parent Signature Form
  - c. Statement of Cooperation Form
  - d. Pastor Recommendation Form (preferred but optional)
  - e. Student Standard of Conduct Form
  - f. Parental Release to Request School Records
2. If the student's parents are divorced, a copy of custody papers is requested.
3. If the student's legal guardian(s) is other than the birth parents, a copy of court documentation is required.
4. Signet will request official records/transcripts from the previous school attended by the student, however, parents are responsible for providing any necessary records not provided by the school.
5. Signet administration will schedule a family interview to assess the school's ability to meet the needs of the student.
6. Upon completion of the interview, the administration will make a decision within 10 business days on the student application. The administration will contact the parents upon reaching a decision for acceptance.
7. If applying and accepted prior to June 1, pay the non-refundable registration fee of \$100 online. After June 1, the registration fee will be \$150.
8. Open enrollment will close on July 15 to allow time for requesting records from previous school attended, conducting the family interview and student assessment, and processing of application.
9. If Signet does not have a program to meet your needs, the student's request for admission will be denied.
10. Students will be considered for enrollment through February of the current academic year. Any student applying March 1st or later will be considered for the next year's enrollment.

### **Admission Procedures - Reenrollment**

Reenrollment will begin during the month of January for the following year. Currently enrolled students will be given priority until March 1.

1. Reenrollment process begins online in January.
2. Official verification of reenrollment should be completed by March 1.

3. The registration fee is due at time of reenrollment.
4. Forms must be completed and received in the office by July 15.
5. Student placement is taken seriously and is given careful thought to ensure the best interest of all students in the class. Parents may provide information and express concerns that might need to be considered, but final decisions of student placement will rest with the administration.
6. Any student with academic or behavior issues may be required to reenroll as a new student under probation as described above and will be notified at the time of reenrollment.
7. In the event a student has academic or behavioral concerns the previous year, Signet administration may require outside screening before re-enrollment is approved in order to ensure that the school has the best information to help students succeed as well as determine if Signet is the best fit for the student.

## SECTION III

### FINANCIAL POLICIES

The online student application, registration payment and tuition payments are administered by FACTS Management Co. FACTS offers flexible options for annual, semi-annual, or ten (10) monthly payments for families and convenience of paying with a credit or debit card for a minimal fee or an ACH payment free of charge. All payments will be made by **automatic withdrawal on the first of the month beginning with August** using the payment method of the parent's choice. The tuition does not reflect the number of days the student has attended, but rather the tuition being broken up into ten equal payments. Therefore, the same is paid each month although the days of instruction per month varies. The first tuition payment is non-refundable and non-transferable.

Students attending one day or more of any tuition payment period will owe the full tuition for that period. **Exception: Any enrolled student who withdraws after August 1 and before the first day of classes still owes the August payment.**

Book fees will be waived for students enrolled for the entire school year beginning August. Book expense fees will be charged to students who enroll at any other time of the year and do not pay the full-year tuition rate.

#### Tuition Exclusions

Tuition does not include all costs that may be incurred by a family. Tuition payments do not cover the cost of supplies or other costs associated with being a student at the school. Examples of such costs are school uniforms, lunches, various student activities, school supplies, special field trips and other miscellaneous expenses.

If there is a disputed charge, please contact the school office as soon as possible.

Payment of all amounts owed is required for the student to participate in any events, activities or ceremonies, including graduation.

Payment of all amounts owed is required before the school will provide or release certificates, diplomas, records, or transcripts.

#### Financial Aid

Financial aid may be available for students. Financial application is made online through FACTS. Parents are responsible for paying the application fee charged by FACTS.

Families receiving financial aid are expected to

- Set up an ACH account with FACTS or prepay tuition
- Make tuition payments on time

- Be available to serve the school as a volunteer
- Fulfill any additional requirements as detailed in the financial aid agreement letter.

## **Withdrawal**

Enrollment at Signet is a commitment for the entire school year. The only accepted withdrawals from the school are

- Parent's job change or transfer to another location more than 50 miles from the campus
- Termination of enrollment due to expulsion of a student
- Withdrawal prior to the first day of school

Under these circumstances, parents will be financially responsible for the number of payments reflecting the months enrolled as described above.

All other reasons for withdrawal, not meeting the terms listed above, require a \$200 withdrawal fee per student in addition to the tuition payment based on the number of payments reflecting the months the student was enrolled.

All outstanding bills are to be paid and all Signet materials returned before school records, grades or transcripts will be released to any other school or institution.

## **SECTION IV**

### **ACADEMICS**

The primary goal of Signet Christian School is to educate students through God's Word and academic rigor to be witnesses for Jesus Christ in character, citizenship, and service through each student's God-given purpose. One of the primary distinctives of Signet is a biblical worldview which directs a life of integrity governed by God's Word with no separation of how one lives secularly and spiritually.

#### **Spiritual Program**

No single feature constitutes the Spiritual Program. It is composed of many parts, some of which are:

1. Bible-centered academic curriculum
2. Bible reading and prayer in daily *Call to Heirs*
3. Weekly chapel service
4. Personal counseling
5. Wholesome Christian atmosphere
6. Bible courses at each grade level

#### **Faculty**

Signet Christian School will seek to fill all teaching positions with degreed personnel or those who are trained in their special field of instruction. All staff members will be carefully selected on the basis of their education, experience, and integrity. The most important requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ as their Savior.

## **Christian Leadership Training**

Every morning will begin with a **Call to Heirs** in which the students participate in a daily Scripture, prayer, and the pledges to the American flag, the Christian flag, and to the Bible.

### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Saviour for whose kingdom it stands, one brotherhood uniting all Christians in service and love.

### **Pledge of Allegiance to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and hide its words in my heart that I may not sin against God.

## **Educational Plan**

Signet Christian School will utilize the educational curriculum of BJU Press, a publishing organization which has become recognized worldwide for its desire "...to see the next generation prepared to be salt and light in positions of leadership and influence in society. BJU Press is dedicated to publishing academically rigorous textbooks written from a biblical worldview to support Christian educators who share [this] goal."

As a nonpublic school and a religious organization, Signet is exempt from state licensing. Signet strives for excellence in academics and will meet or exceed state standards.

Signet is implementing policies to prepare for future accreditation with the Association of Christian Teachers and Schools (ACTS) under the auspices of the National Council for Private School Accreditation. Signet will also maintain regional accreditation based upon its ACTS accreditation.

ACTS is affiliated with the General Council of the Assemblies of God. "ACTS organization is passionately committed to A Biblical Worldview, Integrity, Excellence, Relationship, Creativity, and Service." Accreditation will be sought upon eligibility following the first academic year of Signet Christian School.

The State of Missouri does not require Signet to obtain any state or regional accreditation to operate or grant diplomas. Individual public-school districts, colleges and universities establish their own admission policies. While most public schools gladly accept students from non-accredited Christian schools, some may require additional testing or retake of core subject courses that fit the college's curriculum.

We can not make any guarantee for graduates of Signet Christian School with regard to admission into college or transfer of credits back into the public school system. Parents are encouraged to personally check with their local school districts or colleges in which their children are interested to know their policies regarding transferring credits.

## **Curriculum**

The basic student material used in Signet is the BJU Press curriculum supplemented by reading materials according to the Developmental Reading Assessment (DRA) levels.

Students will receive instruction in Bible, language arts, math, social studies, and science. In addition to the basic subjects, physical education, fine arts, and extra-curricular activities will be offered.

## Academic Grading Scale

PreK, Kindergarten, and 1st Grade

E = Excellent  
G = Good  
S = Satisfactory  
U = Unsatisfactory

Grades 2 - 12	90 - 100	=	A	Superior	4.0
	80 - 89	=	B	Above Average	3.0
	70 - 79	=	C	Average	2.0
	60 - 69	=	D	Below Average	1.0
	Below 59	=	F	Failing	0

### Elementary Grading Ratios

Elementary grades will be compiled using a simple percentage of total points available.

### Middle and High School Grading Ratios

Faculty will use the following guide in computing final semester averages. Faculty may adjust the scale of percentages when necessary. If a teacher uses a different scale to compute grades, he/she must make that known to parents and students in written form and/or through the FACTS SIS family portal. Course examples with adjusted percentages may include but are not limited to those with a lab component, art, music, and P.E.

Daily Practice	10%
Assignments	25%
Quizzes	25%
Tests	40%

### **Classification of High School Students**

9th Grade	less than 6 credits
10th Grade	6 to 12 credits
11th Grade	13 - 19 credits
12th Grade	20 credits and above

Students must pass a Bible course for each year enrolled at Signet or another Christian High School.

All seniors will be required to remain in all subjects scheduled for the entire school year. No half credits will be given in a whole credit course.

## **All Students**

### **Academic Probation**

All new students to Signet will be on “Academic Probation” during their first year. Any student who makes 2 “D’s” or an “F” as a semester grade will remain on academic probation for the following semester. While on probation, he/she must meet all expectations outlined in the probation contract. If the student fails to meet those expectations, he/she may be asked to withdraw from Signet. If the student makes a “D” or an “F” for an additional semester grade, he/she must withdraw from Signet. A student may not be on academic probation more than once while a student at Signet.

### **Promotion Standards**

Signet administration and teachers will evaluate students at the end of the second grade year using standardized test scores, report card grades, Developmental Reading Assessment (DRA) and teacher recommendations. Students with below average ratings in one of these areas may be retained.

### **Progress Reports/Report Cards**

Report cards will be sent home with students each quarter. Parents may view a student’s progress throughout the year through the parent portal of FACTS SIS.

### **Academic Communication**

Elementary teachers will send folders home weekly. Papers should be signed and returned as directed by the teacher. A homework log and information regarding upcoming tests and projects will be included in the folder. Parents are expected to check homework logs and notebooks daily for possible schedule changes. Teachers will communicate with parents regarding any major evaluations with grades below 77% or at least 10 points below expectations. Additional communication is available by conference, phone, or email. Due to the ability of parents to track student progress regularly using the FACTS Student Information System (SIS), Signet encourages parents to communicate with teachers when a concern arises.

### **Academic Honesty**

As Christians, we are called to reflect integrity in all aspects of life. It is critical that Signet holds students to a high standard of integrity in the work in the classroom. Academic dishonesty occurs when a student obtains or assists another in receiving credit for work which is not his/her own. Teachers will inform students of procedures and practices relating to work expected in their classes. When a student has a question about a procedure related to academic honesty, he/she should ask the teacher. Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed otherwise by the teacher.

Academic study or collaboration on daily practice or assignments is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. However, all students should realize the distinction between collaboration and copying another student’s work. At no time should students hand in identical work unless it is a group project which lists all students’ names who contributed to the assignment.

Plagiarism is the act of taking and using as one’s own work another’s published or unpublished thoughts, ideas, and/or writings. This includes computer programs, drawings, artwork, and all other types of work which are not one’s own. Types of plagiarism include word-for-word cutting and pasting material from other sources, mosaic rearranging or rewording without documentation, and indirect paraphrasing of a passage without documentation.

Consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher will report any incident of academic dishonesty to the student and his/her parents. Teachers will also refer the student to the principal for a Level 3 discipline consequence. The student will redo the assignment or work with a deduction of 30 points.
2. A second instance of academic dishonesty in any form will result in a “0” for all work and a Level 4 discipline consequence.



Records will be kept of students who are charged with academic dishonesty and/or plagiarism. If a student were to violate this policy a third time at Signet, the student would be subject to expulsion.

## High School

### Commencement Eligibility

To participate in commencement ceremonies, a student must have successfully completed all required courses and earned the minimum or more credits as stated in the Signet graduation requirements.

### Honor Roll

Students who acquire a grade point average of 3.0 or higher as delineated on page 14 qualify for academic honor roll and will be recognized at the end of the year awards assemblies. Permission to use the student's name on school newsletter, website and social media is acknowledged unless otherwise noted on the student application.

### Honors Graduates

Students must attend Signet Christian School for their junior (11th) and senior (12th) years to qualify for senior class ranking and honors. Students must take senior course requirements at Signet to graduate from Signet. Students are required to take a minimum of four (4) Signet courses in their senior year. Students are required to take one Bible credit for each year at Signet.

### Class Rank and Graduation Honors Policy

- Eligibility Period - 9th, 10th, 11th, and 12th grade
- Eligibility Minimum - Be a student at Signet for 11th and 12th grades
- Eligible Classes - Core academic courses: Bible, English, History, Math, Science, and Foreign Language
- Ineligible Classes - Physical Education, Fine Arts, electives (*Do not count toward rank or graduation honors*)
- Transfer Classes - Must be a class to which Signet has an equivalent. Credits earned from non-accredited schools are transferred with a grade of "P".
- Discipline - No suspensions in 12th grade

All core academic classes will be averaged to determine a student's GPA. Students will be graded on a 4.0 system for regular classes, 5.0 for honors, and 5.0 for dual enrollment courses.

Valedictorian - Highest GPA over 3.75 to the hundredth during the eligibility period

Salutatorian - 2nd Highest GPA over 3.75 to the hundredth during the eligibility period

Summa Cum Laude ( <i>Latin</i> : With Highest Praise)	4.50 or higher during eligibility period
Magna Cum Laude ( <i>Latin</i> : With Much Praise)	4.00 or higher during eligibility period
Cum Laude ( <i>Latin</i> : With Praise)	3.50 or higher during eligibility period

### Explanation of Courses

All high school courses receive one unit of credit upon the successful completion of the year's work.

## **Dual Enrollment**

Juniors and seniors may be allowed to take dual enrollment courses at an area college. If interested in this option, please make a parent/student appointment with the Administration.

Eligibility for Dual Enrollment:

- Must have a minimum cumulative 4.0 GPA
- A student must be recommended by his/her teachers
- Students must receive approval from the Administration before registering for a dual enrollment class.

Students participating in the “dual enrollment” programs at area colleges will receive 1 unit for every semester college course and receive an additional (1.00) GPA point.

## **Early Graduation**

Signet Christian School does not permit early graduation for students. Maturity in years and attitudes, along with a solid academic background, and social and emotional stability, are necessary to successfully meet the challenge of a college environment. Also, be advised that competitive colleges expect a full class load in the senior year which should include math. Signet does recommend dual enrollment courses with area colleges for eligible students, schedule permitting.

## **College Visits**

Seniors are permitted up to 5 days for college visits. Juniors are permitted up to 3 days for college visits. Absences will not count against the student for exam exemptions and assignments are excused if the visit is documented with a letter from the college visited.

## Missouri State High School Graduation Requirements

			Missouri Coordinating Board for Higher Education's Recommended High School Course Work	
Course	Additional Requirements	Minimum	College Bound	Additional Guidance for Successful Preparation
English Language Arts		4 credits	4 credits	
Math		3 credits	4 credits	
Social Studies	(Passing of U.S. and Missouri Constitutions, Passing of American Civics exam)	3 credits	3 credits	
Science		3 credits	3 credits	(Biology, Chemistry, and physics with at least one lab is highly recommended)
Fine Arts		1 credit	1 credit	
Physical Education	(30 minutes of cardiopulmonary resuscitation instruction and training in the proper performance of Heimlich maneuver or other first aid for choking)	1 credit	1 credit	
Practical Arts		1 credit	1 credit	
Health		½ credit	½ credit	
Personal Finance		½ credit	½ credit	
Electives		7 credits	6 credits	
	<b>Total</b>	<b>24 credits</b>	<b>24 credits</b>	

Source:

<https://dese.mo.gov/quality-schools/graduation-requirements-how-many-credits-does-student-need-graduate-0>

## SECTION V

### ATTENDANCE

#### School Schedule

Regular school hours are 7:45 - 3:35 Monday through Thursday

#### Arrival and Dismissal Procedures

Doors open at 7:30 a.m.

Students will wait in a designated area until 7:45 a.m.

School dismisses at 3:35 p.m.

All students must be picked up by 4:00 p.m.

The school cannot be held responsible for students who are on campus prior to 7:30 a.m. Students will be monitored in a designated area until 7:45 a.m. School dismisses at 3:35 p.m. Parents should be prompt and pick up students at the appropriate time. Students waiting for a ride will be required to wait in a designated area and are not allowed to roam the building or the outside area. No student should be left in the building past 4:00 p.m.

#### Attendance

School attendance is a key factor closely related to successful academic accomplishment in school. Students who are absent miss valuable instruction. Perfect attendance should be the norm for Signet students rather than the exception. It is the responsibility of the parent and student to create the habit of being punctual and regular in attendance. Faithful attendance is necessary for the maximum benefits.

Students are to arrive prior to each morning's **Call to Heirs** to deposit backpacks in his/her designated space and be in his/her first hour classroom for the morning Scripture, prayer, and pledges.

Enrolling a child at Signet Christian School is a yearly commitment. Parents/Guardians are responsible for payment of the child's full tuition regardless of consistency of attendance. We ask that doctor, dental, and/or other appointments be scheduled after school hours. If necessary, a late afternoon appointment is better than a morning appointment.

Parents must notify the office each day a student is absent and give the reason for the absence. Students are not permitted to miss more than six (6) days of school per semester or twelve (12) days for the entire school year. A student that exceeds the maximum number of days absent could result in retention of that class or grade. Parents must contact the school office and not communicate directly with the teacher regarding tardiness or absences.

Students arriving at school after 11:30 a.m. will be marked as half day (HD). Students leaving school before 11:30 a.m. will be marked as half day (HD). Half days will not be counted as perfect attendance.

A written note from the parent or doctor must be submitted to the school office upon the student's first day returning to school stating the reason for the absence.

If a student has more than 3 days of unexcused absences for the semester, he/she is in jeopardy of being retained or withdrawn.

Any student absent due to Covid-19 will fall under a "No Harm" Grading Policy.

## **Tardiness**

A student is tardy to school if he/she is not seated in the first hour classroom for **Call to Heirs** at 7:45 a.m. If a student is tardy, a parent must sign him/her into the office and a tardy slip will be given. A student is expected to be seated and ready in the classroom at the beginning of each class period. Pupils who are frequently tardy, whether at the beginning of the day or to classes during the day, may be subject to disciplinary measures. Three unexcused tardies will equal one unexcused absence. Additional tardies will result in additional disciplinary action. If a student is tardy more than nine (9) times in a semester, a failing grade of that class may be the result.

## **Leaving School Early**

If a student is required to leave school early, parents are to furnish a written note to the school office stating the departure time, reason, and who is picking him/her up. Parents who come during school hours to pick up students for medical/dental appointments are to come to the school office and sign the student out of school.

## **Extracurricular Activities**

Students must be present for all scheduled classes to be allowed to participate in a representative capacity in any after school activity that day unless the absence was for a scheduled doctor's appointment or emergency and is documented by the doctor or parent and approved by administration.

## **Examples of Excused Absences/Tardies**

Absence/Tardy because of illness or appointments which cannot be made outside the school day may be excused if a parent calls requesting this absence be excused. The school must be notified by phone or written note the day of or day before the absence. The school maintains the right to accept or deny a request for an excused absence. Examples of excused absences are:

- Sickness
- Doctor's visit
- Extreme family emergencies (i.e. death in the family, hospitalization of family member, house fire, etc.)
- Weather and/or road conditions making travel unsafe or dangerous
- Other unusual circumstances that may be considered by the school. The reason for the absence must be stated in writing and signed by the parent or guardian.

A doctor's note is required if the student has been absent for more than 3 consecutive days due to illness. All students must obtain an admittance slip from the school office. Make-up work for credit will be given. For each day of excused absences, one day of make-up time is given.

## **Examples of Unexcused Absences/Tardies**

Even if a student has permission from the parent to be absent from school, an unexcused absence is defined as those other than the absences defined above as excused. Examples of unexcused absences are:

- Transportation problems
- Oversleeping
- Personal reasons
- Staying home to babysit
- Work or rest because of work
- Needed at home
- Keeping a lonely parent/guardian company
- Travel not previously approved by the administration
- Lack of required immunizations
- Absences in which the student failed to provide documentation that would establish a valid reason for absence

- Leaving the school at any time without notifying the main office
- Checking student out of class or school early for convenience
- Lost track of time
- Talking to another student
- Any absence the administration feels would be clearly detrimental to the continued education of the student

## **Making Up Work**

Work that is missed during an excused absence must be made up according to the following schedule.

- **1-5 consecutive days:** 24 hours for every day absent (i.e. a student who returns on Monday after a one-day absence, all class work must be made up by 7:45 a.m. Tuesday).
- **6 or more consecutive days:** Calendar week after the student returns (i.e. a student returns on Tuesday, all class work must be made up by 7:45 a.m. the following Tuesday).
- **Planned absences:** Parents and students are responsible for requesting assignments prior to the absence and turning them in the day they return to school. Missed tests must be made up within two days of returning.

If parents wish to pick up makeup assignments at the end of the school day, they must request the work by 10:00 a.m. through the school office.

A zero will be given for work missed during an unexcused absence. Tests and quizzes may not be made up. For unexcused absences:

- The student will not be allowed to participate in activities such as field day, concerts, events, graduation ceremony, and other extracurriculars
- The student may be reported to the state for truancy

## **Truancy**

Truancy is defined as an absence without the knowledge and consent of 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. These absences will be treated as unexcused and considered to be a major infraction of discipline rules and subject to student suspension.

## **SECTION VI**

### **STANDARDS OF CONDUCT**

#### **Philosophy and Guiding Principles for Discipline**

We consider attendance at Signet Christian School a privilege. The standards of conduct are for the protection of our students, the proper operation of the school, and to ensure that a Christ-centered environment permeates the learning atmosphere of Signet Christian School. A student may be asked to leave the school if attitude, behavior, academic effort, or self-discipline fall short of these standards.

Respect is one of the most important ingredients in any relationship. All students and all school employees are expected to conduct themselves with respect for the dignity of others. Respect is needed between students and teachers, as well as, among the students themselves, as each one is made in the image of God. Students are to show courtesy to their peers and adults at all times. Adults are to be addressed as Mr., Mrs., Ms., Miss, or Pastor and last name - never by first names. Students are to respond to any teacher or adult by answering "Yes, ma'am; Yes, sir, " and by asking "Ma'am? Sir?", rather than "What?"

**If the administration is made aware of an activity on or off campus that reflects in a negative way on the school, Signet reserves the right to discipline or dismiss the student.**

The Code of Conduct stems from guiding principles of the Christian life as directed in the Scriptures (Mark 12:30 - 31, Romans 13:1 - 2) The goal of all instruction at Signet is love. We seek to teach students to love God and obey Him out of that love and to learn to love others with the selflessness of Christ.

Signet will endeavor to teach what is right and pleasing while keeping correction appropriate and minimal. We will act out of love that seeks the best for the student rather than anger, which seeks only retribution. Teaching students to conduct themselves in a loving and responsible manner is of lasting value and will be considered the highest priority at Signet (Galatians 6:1-2).

## **Biblical Guidelines for Student Conduct**

### ***Respect Authority***

“Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore whoever resists the authority resists the ordinance of God, and those who resist will bring judgment on themselves. For rulers are not a terror to good works, but to evil. Do you want to be unafraid of the authority? Do what is good, and you will have praise from the same. For he is God’s minister to you for good.” (Romans 13:1-4)

### ***Respect and Esteem***

“Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself.” (Philippians 2:3)

Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

### ***Be an Example***

“Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.” (1 Timothy 4:12)

### ***Seek Excellence***

“I can do all things through Christ who strengthens me.” (Philippians 4:13)

### ***Be Honest***

“...providing honorable things, not only in the sight of the Lord, but also in the sight of men.” (2 Corinthians 8:21)

### ***Be Truthful***

“Therefore, putting away lying, “Let each one of you speak truth with his neighbor,” for we are members of one another.” (Ephesians 4:25)

### ***Practice Clean Speech***

“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.” (Ephesians 4:29)

### ***Reflect Jesus***

“Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things.” (Philippians 4:8)

## Conduct Expectations

Obedience demonstrates proper submission to God and God-ordained parental authority extended by agreement to the school administration and staff. Students are taught to accept responsibility for their behavior by being held accountable by their teachers and administration. All students are expected to conduct themselves according to the following guidelines.

- In the classroom, the student shall speak by permission of the teacher. To obtain permission to speak, the student will raise his/her hand. Students are to listen to the teacher as a sign of respect for authority and listen to other students as a display of courtesy.
- Students may move about the room only by permission of the teacher.
- Students shall refrain from any act of disrespect such as
  - Mimicking others
  - Laughing at the mistakes of others
  - Back-talking or arguing with any others
  - Making facial or non-verbal expressions of disrespect/contempt
  - Whispering and/or passing notes in class
  - Failing to pay attention in class or sleeping
- Profane, vulgar, and/or abusive language (such as name-calling) is prohibited
- The student is not to engage in horseplay to avoid accidental injury, misunderstood intentions, or conflicts. Pushing, shoving, punching, and cutting in line are not allowed.
- Eating and drinking are permitted only in designated areas.
- Fighting will result in disciplinary action.
- The student is to treat the property of the school and others with care. Vandalism and writing on desks, chairs, or walls is not permitted. Property that requires replacement results in higher costs to parents. The offender will reimburse the school.

## General Guidelines

- The administration holds the right to inspect lockers, cars, or personal belongings according to Missouri School Law.
- Students are not permitted to bring toys, electronic devices, or any other items determined by the teacher to be a distraction in the classroom.
- Students are not permitted to use alcohol, tobacco, vapes, or illegal drugs.
- Knives, guns, explosives, or fireworks are not allowed on school property or in vehicles. This includes all forms of play guns, knives, swords, or bow and arrows. Any student knowingly bringing any unpermitted item to school may result in disciplinary action.
- Students are not permitted to be involved in speaking indecent or profane language or in handing out indecent or profane writing or pictures.
- No fighting verbally, physically, or cyber-bullying through social media is allowed.
- Lying, stealing, and cheating will not be tolerated.
- Students may not participate in any form of gambling on or off campus.
- Students are not to be involved in sexual immorality.
- Involvement in witchcraft, the occult, or astrology is not allowed.
- No items may be sold or given away at school without approval of the administration.
- Horseplay, running, and loud noises are not allowed at school or while riding in school vehicles. Failure to comply while in a school vehicle may result in the loss of provided transportation privileges.
- Participation in secular music with vulgar language or suggestive lyrics is not permitted.
- NO personal electronic devices such as cell phones, iPods, tablets, or MP3 players are permitted during school hours.
- Students in grades 6 - 12 may bring laptop computers to school, provided they are used for taking notes for class only. Students may not use their personal laptops to watch movies or play games. The student assumes their own risk for bringing a laptop to school. Laptops may not be taken to the cafeteria, and the student is responsible for making sure the computer is safe and secure before being dismissed for lunch.



- No public displays of affection will be permitted on school property.
- Students may not chew gum at school.
- Soda and energy drinks are not allowed at school.
- Skateboards, scooters, and ripstiks should not be brought to school unless it provides a means of transportation for the student. Students should then store these in the school office until after school so that they are not available for play.
- Students must have permission to leave the classroom. Students are not allowed in the classroom during lunch period or after school unless a teacher is present.
- Students are expected to be on time for all classes, chapels, and assemblies.
- Scoffing or disrespectful remarks or behavior are not acceptable.
- The custodial storage area, the computer room, teacher resource room, and the kitchen are off limits to all students without a specified permission.
- Students loitering will not be permitted on Signet campus. All students must be enrolled and attending current, active classes unless specific permission has been given by administration.
- Students damaging or defacing school/church property, furniture, or equipment will be required to make restitution.
- In keeping with Signet admissions policy, the board of directors, students, faculty, and administration alike will conduct oneself in accordance within his/her God created gender as stated on the state certified birth certificate by:
  - a. Dressing in conformance with one's biological sex or
  - b. Using the restrooms, locker rooms, and changing facilities conforming with one's biological sex

Signet believes that God wonderfully and immutably creates each person male and female and these distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).

The administration reserves the right to dismiss a student who, in their judgment, does not conform either to the stated regulations of student conduct or to the expressed philosophy, mission and policies of Signet Christian School.

### **Behavioral Disciplinary Procedures**

1. The teacher will work with a student to try to resolve behavioral problems such as disobedience, nondiligence in work, and minor inter-student relations. After several attempts, if the student behavior is not improved, the teacher will send the student to the school office.
2. Once a student comes to the office, the Administration will talk to the student about the behavior they are working on with the teacher. The Administration will then call the parents to discuss the behavior and possible solutions for the student.
3. If the student does not respond to the correction from the teacher, Administration, and parent, the student will be sent to the office again. The Administration will call the parent to discuss the appropriate consequence as described below in Level 3 and Level 4 Disciplinary Scale.
4. Continual lack of student cooperation and/or parent responsiveness may result in a student being released from Signet.
5. Fighting, profanity, aggressive behavior, and overt disobedience results in an immediate visit to the Administration office and a call to the parent.
6. In cases of suspension from school, the parent will be called immediately and a letter will be sent home informing the parent of the conditions of the suspension. The suspension letter must be signed by the parent, legal guardian, or parent designee. A parent conference will be held with the Administration prior to the student's return to school. If a child is suspended from school, all work must be made up, and partial credit will be given.

## Disciplinary Scale

**Level 1** - handled by teacher within the framework of the classroom. Teachers will implement appropriate class consequences including moving the student, verbally correcting the student, parent communication, etc. Repeated violations of these offenses will be referred to administration as Level 2 offenses. Infractions include but are not limited to:

- Disrupting class
- Dress code violations
- Failure to follow instructions
- Littering
- Candy, gum, drinks, etc.

**Level 2** - handled by teacher. Consequences may include those listed in Level 1 and lunch detention or one day of in-school suspension. Infractions include but are not limited to:

- Repeated violations of Level 1 offenses
- Minor disrespect (negative body language, saying inappropriate things, etc.)
- Inappropriate behavior
- Disobedience
- Horseplay, etc.

Lunch detention will include eating alone at a table in the cafeteria and will remain in the cafeteria under the supervision of school staff if time is allotted for recess following lunch.

If a student receives one day of in-school suspension

- The student will be given assignments to complete while spending the day in the office of administration
- The student may not attend or participate in any school activities while under suspension
- All daily work and assignments completed will receive a 10% reduction in credit

**Level 3** - handled by Administration. Consequences may include those listed in Level 2 and two days of in-school suspension. Infractions include but are not limited to:

- Repeated violations of Level 2 offenses
- Cheating
- Disrespect (negative attitude, throwing/dropping items, saying unkind/demeaning remarks, etc.)
- Inappropriate use of phone and/or electronic devices
- Foul language
- Leaving class without permission
- Cutting class
- Leaving school without permission
- Pulling or tampering with a fire alarm
- Pushing/shoving/kicking/hitting
- Lying
- Stealing
- Vandalism, etc.

**Level 4** - handled by Administration. Consequences include those listed in Level 3 and 3-5 days of out-of-school suspension and possible expulsion. Infractions include but are not limited to:

- Repeated violations of Level 3 offenses
- Gross disrespect (making perverse or racial remarks, defiance, responding by physical touch, damage to property, etc.)
- Perversion
- Profanity or taking the Lord's name in vain
- Sexual innuendos
- Use possession, or sale of tobacco, alcohol, e-cigarettes, vaping devices

- Use, possession, or sale of drugs (prescription and non-prescription)
- Any form of threats made to cause harm, acts of violence to school staff, students or property of Signet
- Vandalism
- Stealing
- Arrest
- Fighting (throwing a punch), starting or responding in kind
- Sexual immorality
- \*gross misconduct
- \*\*harassment/bullying
- \*\*\*use or possession of weapons (gun, bullet, knife), fireworks, explosive devices, etc.

If a student receives out-of-school suspension (OSS)

- the student will be given assignments to complete during the OSS days so as not to fall behind the class
- the student is not allowed on campus
- the student may not attend any school activities
- a grade of zero will be given for all work missed except for major projects due, or tests given during the suspension. Major projects must be submitted on time for credit.
- tests will be made up before returning to class
- a parent/student conference with the Administration is required upon returning from suspension

Expulsion is recommended only after all other discipline consequences have been exhausted or when a single act permits a situation which the school finds indefensible or presents a threat to the safety of the school, faculty, staff, or students. If a student receives expulsion

- The student will be placed on immediate out-of-school suspension until the offense can be thoroughly investigated
- The student may not be on campus or at school-sponsored activity, on or off campus
- The student is dismissed from Signet

Expulsions may be appealed in writing. Any behavior that is grossly in conflict with the purpose and spirit of Signet Christian School may result in expulsion, even on the first offense.

#### **\*Gross Misconduct**

Gross misconduct is behavior on or off campus that is in conflict with the purpose and spirit of Signet. This would include, but is not limited to the inappropriate use of technology including inappropriate internet use (pornography, sexting, chat rooms, student disrespect, etc.) We do not monitor the use of the internet off campus on personal devices. However, if a matter comes to the attention of the administration that is inconsistent with the testimony of the student, the administration reserves the right to address the issue using Level 4 consequences.

#### **\*\*Harassment includes**

- Making unwelcome sexual advances
- Engaging in improper physical contact
- Making improper sexual comments
- Writing a note to someone else, either electronically, by hand, through social digital or social media, with content that may be construed as sexual, or “unwholesome” as defined in Ephesians 4:29.
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment
- Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined according to disciplinary procedure (Level 4) as outlined in this Signet Handbook.
- Intimidating/bullying of any kind. “Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” ([www.stopbullying.gov](http://www.stopbullying.gov))
- Any acts violating this policy are not limited to the listed examples.

### **\*\*\*Weapons**

The use of any items that could be considered weapons, fireworks, or explosive devices is not tolerated at Signet Christian School. If a student or parent becomes aware of any such items or threats, please contact the school immediately. If a student is found with any such devices on his person or on campus, he is subject to Level 4 consequences including expulsion.

### **Reapplication for Admission as a Result of Discipline**

All students suspended (or disciplined for serious or recurring issues or placed on probation) during a school year will be required to reapply for admission to Signet if they desire to continue as a student. Students may also be asked to reapply for repeated behaviors that didn't warrant suspension but call into question a student's maturity level and desire to fit into Signet's culture. Students and parents will be asked to complete the reapplication materials. Recommendations from all current teachers and sponsors of activities in which the student has been involved will be obtained. Although those students required to reapply may participate in course selection and other pre-registration processes throughout the spring, they will not be considered accepted for the next school year until their application process is completed and readmission is formally granted. Parents will typically receive re-application information at the end of April. Evaluation of reapplications will typically be concluded no later than June 30. Students required to reapply are typically not eligible for financial aid regardless of prior awards.

## **SECTION VII**

### **DRESS CODE**

The Signet Christian School dress code is designed to help promote a neat and orderly school environment where education can flourish without distraction, competition, or affluence. It de-emphasizes outward appearance in favor of inner beauty and character. It serves as an economic measure for parents and enhances school spirit. All attire must be appropriate for Christian students in **modesty, respect for oneself and others, and refraining from worldliness.**

#### **Uniforms for Female Students**

- Monogrammed polo purchased from school sponsored vendor. Long sleeve or short sleeve polos as weather demands.
- Long-sleeved solid colored shirts in black, gray, white, or burgundy may be worn under a short-sleeved polo or Signet T-shirt on days weather warrants long-sleeves.
- Khaki pants (suitable brands in any style with the exception of *skinny* from Old Navy, Dickies, Dockers, Target, Walmart, JC Penney, or French Toast)
- On cold days, pants must be worn. Shorts are unacceptable in cold weather.
- On cold days, solid, burgundy, black or gray cardigan may be worn in the classroom. No hoodies are to be worn in the building.
- Khaki shorts - must be no shorter than 3 inches above the knee (suitable brands from Old Navy, Dickies, Dockers, Target, Walmart, JC Penney, or French Toast).
- Signet Christian School t-shirts may be worn on Thursdays.
- Jeans may be worn on Thursdays. Jeans must not have holes, must not be low-rise, or skinny fit. Jean shorts must be no shorter than 3 inches above the knee.
- Sweatpants are allowed only in physical education classes.
- Leggings are not acceptable attire at Signet
- Makeup is not allowed for grades K-6.
- Nail polish of a solid color is allowed. No patterned nail art will be allowed.
- Jewelry may be worn in moderation. Parents, please do not allow students to wear expensive jewelry.

- Necklaces, bracelets, and pendants are not allowed for girls grades K-6.
- Up to two sets of small earrings are allowed for girls only. Dangling and hoop earrings are dangerous and not allowed.
- Body piercings are not allowed - this includes the tongue.
- For grades 7 - 12, up to two small rings per hand are allowed. One small linked fine jewelry necklace and one small linked fine jewelry bracelet on each wrist are allowed.
- No fabric, plastic, rope, or heavy linked (chain links or otherwise) materials may be worn.

### **Uniforms for Male Students**

- Monogrammed polo purchased from school sponsored vendor. Long sleeve or short sleeve polos as weather demands.
- Khaki pants (suitable brands in any style with the exception of *skinny* from Old Navy, Dickies, Dockers, Target, Walmart, JC Penney, or French Toast)
- On cold days, pants must be worn. Shorts are unacceptable in cold weather.
- On cold days, solid burgundy, black, or gray jackets may be worn in the classroom. No hoodies are to be worn in the building.
- Khaki shorts are allowed - must be no shorter than 3 inches above the knee (suitable brands in any style with the exception of *skinny* from Old Navy, Dickies, Dockers, Target, Walmart, JC Penney, or French Toast)
- Signet Christian School t-shirts may be worn on Thursdays.
- Jeans may be worn on Thursdays. Jeans must not have holes, must not be low-rise, or skinny in fit. Jean shorts must be no shorter than 3 inches above the knee.
- Sweatpants are allowed only in physical education classes.
- Male students are not allowed to wear jewelry.

### **All Students**

- Students must wear a matching pair of shoes.
- Shoes must be closed in (no holes) with full backs, solid color of black, brown, navy, white, or gray with no pattern, no logos or ornamentation. Solid-colored tennis shoes are allowed. No heels higher than 1 inch, including platform or wedge shoes.
- Shoes that may be worn in water cannot be worn at school (ex. Crocs, beach shoes, jellies) Sandals, flip flops, heeled shoes and slides are unacceptable.
- Socks must match
- Smart watches are not allowed
- Hair should look neat and natural. Any hairstyle, hair color or head appearance which includes but is not limited to unnatural coloring, mohawks, or designs shaved into heads, that tends to call undue attention is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well groomed at all times.
- Hats and hoods are not permitted to be worn in buildings
- Jackets, coats, or sweaters may be worn only on days which are cold enough to make the clothing appropriate. Please write the student's name on the inside for identification purposes.
  - May have buttons or a full-length zipper
  - Attached hoods are permissible only to be worn outdoors.
- Physical Education class attire
  - Sweatpants are allowed only in physical education classes
  - Shorts may be worn but must be no shorter than 3 inches above the knee.

## **Tattoos and piercings**

The following policy is effective during the school day and while representing the school in any extra-curricular activities (i.e. athletics, field trips, formal, etc.)

- Visible tattoos or “body art” are not appropriate. Any student with tattoos or “body art” deemed inappropriate due to language or graphics is subject to immediate expulsion
- Piercings (including nose, lip, eyebrow, and anything other than earrings for girls) are not appropriate. Boys may not wear earrings to school or school activities. Ear gauges are not appropriate for Signet students.

The administration reserves the right to send any student home who, in their opinion, is not dressed appropriately for Signet Christian School.

## **Dress Code Violations**

Most dress code violations are a Level 1 offense with the possible exception of inappropriate tattoos or “body art” (see above). Students with a hair code violation will be allowed two days to comply. Noncompliance will be considered disobedience and a Level 2 offense and disciplined accordingly.

## **SECTION VIII**

### **GENERAL INFORMATION**

#### **Authority to Release Student**

Authority to release a student is determined by the parent/guardian. A pre-approved pick-up list is provided in the FACTS Student Information System (SIS). If parents are separated or divorced with joint custody, both parents must sign the pick-up list. If a change needs to be made on the pre-approved list, the parent will update his/her SIS and notify the school of changes made. All other changes, i.e. new work numbers, cell phone numbers, or other pertinent information, are to be made in the SIS and the school notified of changes.

#### **Books**

Necessary textbooks will be ordered by Signet Christian School through BJU Press. For students attending the full school year (August - May) the tuition amount includes the necessary book fee. Students enrolling in Signet at any time from September - February, the book expense will be charged in addition to the prorated tuition for the remainder of the school year. At the end of the school year, the books will be the sole property of the student.

#### **Cell Phones and Personal Electronic Devices (PD)**

Signet will not be held liable for any broken, lost, or stolen cell phones and PDs. Once a student arrives at school until the end of the school day, phones and PDs are to be turned off and left in the student’s locker or bookbag. Any student using his/her phone/PD without express permission by the teacher or administration will have the device confiscated. Student will be disciplined accordingly (Level 3). **Confiscated phones/PDs must be picked up from the teacher by the parent.**

#### **Child Custody**

Although Signet will not get involved in custody disputes, we will respond to subpoenas for information or for staff members to appear in court. It is the parent’s responsibility to clearly communicate with the administration regarding custodial matters (i.e. emergency contact, child pick up, etc.) and provide the school with legal paperwork concerning custodial matters. All materials must be requested by subpoena.

## **Closed Campus**

For the protection of our students, Signet Christian School is a closed campus. Parents are encouraged to volunteer, have lunch, or attend parties but must sign in at the office and receive a visitor's badge. Upon leaving, they must sign out at the school office. Parents or guests who wish to visit classrooms for any reason must receive permission from the office prior to arrival. Please call the office with the time and reason for your visit. Any request for a student to leave campus during the school day must be made in writing by the parent/legal guardian and be approved by an administrator.

## **Emergency Action Plan**

Signet has a comprehensive Emergency Action Plan (EAP) for the safety of your children. We conduct emergency drills on a regular basis as part of the EAP.

## **Food and Drinks**

Students are permitted snacks and drinks at designated times and areas. Drinks stored in classrooms must be in closed containers. Soda and energy drinks are not permitted. Parents should limit food items containing sugar and food dyes. Students are not permitted to eat or drink in the hallways at any time.

## **Inclement Weather**

During inclement weather, parents will be notified via text message, email, social media posts, and radio announcement of school closures. In the event of a school closure due to inclement weather, teachers will send home, email or post on the FACTS SIS assignments for students to complete and turn in when classes resume.

## **Lost and Found**

Students are responsible for any items they bring to school. Please label child's property with the student's first and last name. Unclaimed clothing and personal articles will be donated quarterly. Please check the lost and found located in the school office for missing articles.

## **Lunch Guests**

Due to the length of lunch periods, students will not be permitted to leave campus for lunch. However, they may have guests join them occasionally for lunch. Guests must sign in according to the visitor policy. See "Closed Campus" above.

## **Meal Plan**

Parents must provide lunch for the student. Soda and energy drinks are not permitted. Parents should limit food items containing sugar and food dyes. Items requiring microwave heating must also be limited.

## **Music**

Music used for school projects and/or functions is to be wholesome, uplifting in nature, and approved by the designated teacher or administration. Teachers may allow students to listen to music during travel to and from field trips or events; however, misuse of this privilege may result in confiscation of music devices and disciplinary action.

## **Prohibited Items**

Items prohibited on campus include sexually oriented and/or otherwise offensive material (books, magazines, etc.) drugs, matches, cigarettes or other tobacco products, e-cigarettes, vaping devices, lighters, knives, guns, bullets, and any other items that may be dangerous to self or others. Any item of this nature found brought in by the student will be confiscated and the student disciplined accordingly. Teachers reserve the right to ban items from their classroom that are deemed distracting. The school administration may conduct a search of any student's personal belongings at any time with an adult witness present.

## **Policy on Firearms, Ammunition, Explosives and Weapons**

Signet takes a zero-tolerance stand on firearms, ammunition, explosives, BB/pellet guns, knives, and weapons of any kind. Such materials are strictly forbidden on the campus of Signet, whether carried personally by a student or in a vehicle. Any student who brings such material onto the campus may be subject to immediate dismissal and legal actions, any student suspected of bringing such material on the campus may be subject to interrogation and search in the presence of law enforcement authorities. This policy will also be applied as appropriate to anyone else on campus including visitors and employees.

## **School Telephone Use and Telephone Messages**

In case of emergency, students may use the office phone; however, students may not use the phone during school hours to arrange transportation, except when approved by administration. For parents who need to speak with their child, a message will be taken and given to the student. If an emergency arises, we will call the student to the phone. All phone calls must be made in the office.

## **Support Services**

Minor issues are taken care of by the administration. Significant issues are referred to the Harvest Christian Centre pastoral staff.

## **Withdrawal**

Withdrawal from school must be made in writing using the "Signet Withdrawal Form", by the parent/guardian and turned into the school office. All tuition charges will be continued until the office has been notified of the withdrawal. Records will not be released until the information on the withdrawal form has been verified and all accounts are paid according to the financial agreement. (See the Financial Information section above for more details.)

The stability and consistency of a child's education is paramount. The uprooting of a student to change to a different school should not be taken lightly. Therefore, students who are withdrawn from Signet Christian School may be considered for re-acceptance to Signet only once more. If a student is withdrawn from Signet a second time, the student will not be allowed to return. The transfer of a student between schools is a lengthy process, and it is a privilege for students to attend Signet. If a student or parent has shown a desire to leave the school a second time, Signet must not be the right fit for the student.



## SECTION IX

### PARENT PARTNERSHIP

#### Parent Involvement

As stated in the Signet mission statement, we partner with parents in training up children as they grow in the Lord.

- Parents are invited to volunteer as a classroom aide, lunchroom aide, field trip chaperone, room parent, hospitality, prayer, publicity, school beautification, etc.
- All volunteers in positions that includes working with students (other than his/her own child) shall complete a volunteer application and a fingerprint background check at his/her own expense prior to taking part in volunteer opportunities.
- It is the policy of Signet Christian School not to discriminate in regards to an individual's race, color, national origin, marital status, sex, disability, or age in application of any policy practice, rule of regulation. However, as Signet functions as an integral part of the church, we require volunteers to be saved by grace and have a daily, personal relationship with Jesus Christ. As a Christian, one is expected to live a lifestyle based on the truth of God's Word. Lifestyle choices made outside of this context will disqualify an individual from participation as a volunteer.

#### Parent/Teacher Communication and Conflict Resolution

In case of conflict, Signet follows the Matthew 18 principle for resolution:

- If a parent has a concern, he should address the issue directly with the other individual involved
- If the issue remains unresolved, he should speak with the administrator who directly supervises the individual involved
- If the issue remains unresolved, he may request a meeting with the Signet board.

All parent-teacher conferences should be scheduled with the school office in advance to discuss the needs of your student. The school asks that all parents cooperate in these beneficial conferences.

**Staff and teachers should not be approached concerning school matters off campus, outside of school hours, or at church. Likewise, teachers should not be approached about a student's progress during class time or drop-off and pick-up times. A parent is expected to make an appointment to discuss student concerns.**

If a request from the administration for a conference with a parent is not honored, the school reserves the right to withdraw the student from classes until the request is honored.

Each teacher has a school email address and will share it with the parent/guardian responsible for the enrollment of the students in his/her class.

Policy interpretations of the administration may be appealed in writing.

## SECTION X

### TECHNOLOGY

Technology is an integral part of preparing students for college and beyond. Signet seeks to provide opportunities throughout its academic programs in which students may interact and develop technological skills designed to prepare them for success in college and the marketplace. Although technology and internet resources allow students and teachers to access a wealth of information and knowledge, it is also possible to access information

incompatible with our core values. Therefore, the privilege of using technology at Signet comes with certain responsibilities and accountability as described in the following policies.

### **Electronic Devices**

In an effort to ensure all students and teachers have uninterrupted access to the campus Wi-Fi, students may not use their personal electronic devices such as laptops, iPads, tablets, cameras, electronic readers, cell phones and iPods during school hours unless given permission by the administration. Students using a non-school issued or unapproved device during the school day will have it confiscated and the student disciplined. The school will not be held liable for any broken, lost, or stolen electronics.

### **School Issued Laptops/Tablets/Chromebooks**

- **Elementary** - Teachers and students may have access to school-owned tablets or laptops for enrichment purposes. Students are supervised at all times when using a tablet or laptop. Students are responsible for handling school devices with care and will be held responsible for careless behavior resulting in damage.
- **Middle School** - If a student is granted express permission to bring a personal tablet or Chromebook to use during school hours, the teacher will ensure proper use for school activities and schoolwork. Students and parents will abide by the technology agreement provided by Signet administration.
- **High School** - Students and parents will abide by the technology agreement provided by Signet administration.

### **Internet Use**

The purpose for internet use at Signet is to enhance the learning process and is a privilege. Acceptable Use Policy Guidelines will be provided to students and parents at the beginning of the school year. Students will be held accountable for using the internet during school as an academic resource only. Administration and faculty may review files and monitor all student computer and internet activity at their discretion. Students found in violation of acceptable use policies will be subject to loss of privilege and subsequent consequences. Student phones and other internet capable devices are not permitted to use the campus internet unless given permission by the administration.

### **Liability**

Signet makes no assurances of any kind, whether expressed or implied, regarding any internet services provided. Use of any information obtained via the internet is at the user's own risk. The school will not be responsible for any damages suffered, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided internet access.

### **Parental Responsibility/Social Networking Sites**

Ultimately, parents and guardians of students are responsible for setting and conveying the standards their children should follow when using media and information sources. We encourage parents to monitor student activity on social networking sites such as Facebook, Twitter, etc. Students are expected to uphold the Standards of Discipline in their use of social networking sites. Students are not permitted to access sites from Signet's network without permission from the administration. Signet does not actively monitor student activity on social networking sites; however, issues regarding misuse of the Standards of Conduct will be dealt with accordingly when brought to the attention of the administration.

## **Acceptable Use**

The educational value of student internet access is the joint responsibility of students, teachers, parents and employees of Signet. Taking up valuable network resources for non-educational pursuits, or activities not consistent with the mission of Signet is prohibited. All use must be lawful, non-commercial, and consistent with the educational mission and goals of the school. Students are not permitted to try to access information blocked by the school's filtering software or attempt to alter the network configuration in any way. Students must respect the privacy of others and may only access resources they are permitted to use. Students must use only their own username and password, using any other account is prohibited. Finally, students must abide by all other policies outlined in the Acceptable Use Policy Guidelines.

## **SECTION XI**

### **HEALTH & MEDICATION**

#### **Administering Medication**

A physician's written order will be required for any prescription medication to be taken for longer than 10 days or any non-prescription medication given for more than 4 times a month. Medication Administration Form is available on the website or in the school office. Medication will be administered to students by qualified staff during school hours upon the written request of a parent/guardian. All medication administered must be kept in the school office. Students will be required to sign each day when they receive their medication to ensure an accurate account. Students should not be in possession of any medication (prescription or non-prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

#### **Original Prescription**

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

- Name and address of the pharmacy
- Name of the patient (student)
- Name of the prescribing practitioner
- Generic or brand name of the drug
- Strength of the drug
- Date the prescription is dispensed
- Instructions for use
- Expiration date of the medication

Note: Please request an extra-labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

#### **Inhalers**

Students in grades K-1 will keep their inhalers in the school office in order to monitor frequency of use. Students in grades 2-12 may carry their inhalers to school or school-related events IF there is written permission from the parent on file in the office. It is recommended that an inhaler with spacer be kept at school at all times.

#### **Epipens**

It shall be the responsibility of the student's parent or legal guardian to supply Signet with an epipen for anaphylactic reactions. The epipen will be stored in the school office and administered according to the following

provision: The parent/legal guardian gives written permission for its use, releasing Signet from all responsibility involved in its use.

### **Medical Equipment**

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing, etc.) must be provided by the parent or legal guardian and will be kept in the school office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the school office.

### **Disposition of Medication at the End of the School Year**

All medication and medical equipment is kept in the school office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

**Signet Christian School, its Board of Directors, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.**

### **Illnesses**

Students are expected to be kept at home if they are ill. Signet reserves the right to refuse admittance to a student who is ill or running a fever. **All medications (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to school employees.** Please keep your child home if he/she has **any** of the following symptoms:

- Sore throat
- Runny nose with a discolored discharge
- Coughing spells
- Vomiting
- Frequent or loose bowel movements
- Conjunctivitis (pink eye)
- Fever with a temperature of 99.5 degrees or more
- Rash
- Symptoms of a contagious illness
- Head lice infestation

Your student must be fever free for at least 24 hours without the use of medication before returning to school.

### **Ringworms**

If ringworms are located in the scalp, a doctor's approval will be needed before the student may return to school. All ringworms located on the body will need to be covered at all times while the student is at school.

### **Illness at School**

If a student becomes ill or injured at school, the following guidelines must be followed:

- In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office.
- Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid if needed.
- The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

## **Communicable Disease**

Signet desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Readmission to school will be allowed only after the administration has been given a written certificate from a physician or a permit issued by the local health authority.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, Signet may require an independent physician’s examination of the student or employee to verify the diagnosis of a communicable disease. Signet reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## **Additional Health Screenings**

Students will be checked annually for scoliosis.