

# **STUDENT AND PARENT HANDBOOK**

## **SPANISH RIVER CHRISTIAN SCHOOL**

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**Accredited by: Christian Schools of Florida;  
Middle States Association Commissions on Elementary and Secondary Schools  
Member of National Council for Private School Accreditation**

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# **INTRODUCTION**

Dear Parents,

The intent of this handbook is to inform you and your child of the general rules and policies of Spanish River Christian School so you will have a more complete understanding of our total program. From time to time new situations or circumstances, not specifically covered by this handbook, will occur. The Administration reserves the right to exercise its administrative prerogative in responding to such situations.

The thrust of the educational program focuses on the areas of spiritual, academic, emotional, social, and physical development. To accomplish these goals, a close relationship must be established between the teachers and the parents. Clear lines of communication are a good beginning.

Please take some time to read this handbook with your child and take an active role in educating your child. This handbook is updated annually and supersedes all previous policies and procedures. Requests for additional information, or questions about the handbook or any of its policies can be answered by contacting the school office.

The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents.

Providing a quality Christian education for your child is a challenging responsibility. With God's help and guidance, the path of learning can be traveled. We pray that, with the combined effort of students, parents, and teachers, every Spanish River Christian School student may be assured Christian growth and development to the fullest potential.

God bless,



Cheryl Burdin  
Headmaster

## **STATEMENT OF PURPOSE AND BELIEF**

The primary purpose of Spanish River Christian School shall be to provide opportunity for students to study in a Christ-centered academic environment.

Spanish River Christian School has been established as a ministry of Spanish River Church for the purpose of providing Christian education to the children of members, and other children, according to the desires and direction of the Session of Spanish River Church.

We believe:

1. The Scriptures of the Old and New Testaments, as originally given, are the inerrant Word of God; the only infallible rule of faith and practice.
2. That parents are responsible unto God for the Christian nurture and education of children.
3. That Spanish River Christian School is called by the grace of God to assist the parents in the Christian nurture and education of children.
4. That parents and the Christian school are called by God to prepare children to successfully meet the challenges of the world and truly be the "salt of the earth" which Jesus Christ called His followers to be.
5. That we and our children can only be saved by grace through faith -- and not of ourselves, it is the gift of God -- not by works, that no one should boast. For we are God's workmanship, created in Christ Jesus for good works, which our God prepared beforehand, that we should walk in them.

# PHILOSOPHY OF EDUCATION

The Session is dedicated by the grace of God, to the proper and thorough education of covenant children.

The very foundation of this education is God's revelation of Himself to us as found in the Bible and as systematically set forth in the Reformed Creeds of the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms.

The Christian school should have quality leadership provided by a mature Christian administrator. Furthermore, the school should have dedicated Christian educators capable of integrating Christian truth into all disciplines of study. God's written word should be the starting point for the study of every subject.

Our ultimate purpose is to instill in every student a Christian world-life perspective. Each child should come to know and understand God's truth. The goal of Christian education is to enable the child to integrate and apply God's truth to all areas of study and life.

Each teacher should endeavor to weave the wisdom and truth of God's word into the classroom experience in such a way that the child sees the relevance of Scripture, applying it to every area of his or her life.

CITIZENSHIP derives its meaning from the essential fact that God has ordained all of the authorities which govern us.

GEOGRAPHY AND SCIENCE take on greater significance when Jesus Christ, by whom all things came into being, is perceived as their author.

MATHEMATICS reflects the immutability of God who established its unchanging relationships and provides rich opportunities to apply the ethical principles revealed by God concerning honesty and accuracy in the use of numbers for counting and measurement.

HISTORY AND LITERATURE show the different ways that man reacts to the events of life which are ordained by our sovereign God. The student should be able to evaluate whether these actions glorify God or whether they are sinful, and be able to evaluate his or her own actions in the same way.

ENGLISH COMPOSITION, ART, MUSIC, and other creative subjects are gifts from God which enable every student to glorify God from the depths of the soul.

God created man to live a life of faith. We are not only called to live this life of faith in the Christian community, but also in a secular society. This means we must understand this society, its history, its values, its goals, and its allegiances all viewed in the light of God's truth and eternal plan.

The Christian school, therefore, seeks to prepare each student to live the Christian life in a contemporary society and to bring not only education, but every area of life under the Lordship of Jesus Christ.



# APPROACH TO CHRISTIAN EDUCATION

It is necessary for Christian schools to be different, that is, truly Christian. But being different requires more than a Biblical statement of belief and purpose, a faculty composed of Christians, or studies in Bible and religion. It requires that every subject is presented and understood from a Biblical perspective in the light of God's word. A Christian school can change ordinary knowledge into real knowledge with Jesus, the Light of the world, which will be seen in a person's life.

Spanish River Christian School approaches Christian education from a Reformed perspective, believing in the sovereignty of God in all things. We do recognize the many non-Christian elements in our culture and the evil influences which attack traditional family values. Rather than retreat from these realities, we regard them as opportunities to present the Christian view (II Corinthians 5,6). There is value in knowing and acquainting students with the positions taken by the world and confronting the challenging world views.

Our goal is to train young people who possess skills, understanding, and their unique gifts to become a vital part of the Body of Christ as it seeks to redeem and reconcile (II Corinthians 5:18-20) God's creation for God's glory. Our children must see Christ as the focal point in all areas of life. A Christian education enables them to view the world more clearly from a Christian perspective. We must equip them with a Biblical framework of reference, a Christian world and life view, so they can relate the challenges and questions they will face to a set of principles and truths which are Godly, eternal and absolute. A Christian school can provide the basic tools necessary to think with the mind of Christ so that children develop a Biblically-based philosophy of life.

Each subject, each lesson, is viewed within this Biblical framework of reference. When a secular textbook is used, the first days or weeks of class will be spent developing the Christian framework within which to evaluate and utilize the concepts and skills to be learned. The secular world has much that can and should be used by Christians, but the what, why, how, where, and when questions require God's direction.

Children must grow in intellectual insight and knowledge which includes thinking, reasoning, and analyzing. They need to be confronted with the issues of today and learn how to deal with them from Biblical and Christian perspectives. A Christian school must provide an atmosphere where secular material is studied, evaluated, and critiqued. A Christian education provides the child with the discernment necessary to select the holy and reject the unholy aspects of culture.

We believe that through this approach, children will come to see and know the world with its variety and complexity, to understand themselves, other people and institutions, and forces and movements at work in the world. They will view life from a Christian perspective developing a moral, intellectual and creative character. Christian children can then responsibly take their places in a country, in communities, and in families in a covenant relationship with God and with man.

# MISSION STATEMENT

Spanish River Christian School (SRCS) was established in 1982 as a ministry of Spanish River Church for the purpose of providing Christian education. Our ultimate purpose is to instill in every student a Christian world perspective.

Located in the heart of Boca Raton, Florida, SRCS offers an academic program in preschool through eighth grade for children who are capable of succeeding at grade level in a traditional classroom setting. Our Christian school prepares students to live a Christian life in a contemporary society. We develop a desire in children to study God's word and apply the Scriptures to their daily lives. *Our mission is to educate the whole child spiritually, socially, and academically under the Lordship of Jesus Christ.*

Vision Statement: *Enriching minds, engaging hearts, empowering leaders to impact the world for Christ.*

## EDUCATIONAL GOALS

- To continue a tradition of high academic standards where the love of Jesus shows through the teachers and staff
- To develop student enthusiasm for learning
- To build future leaders, grounded in Christian principles, who will make a positive difference in the world
- To respect, enjoy, and encourage the God-given abilities of each and every student in order to build a positive self concept

## COMMUNITY GOALS

- To equip students with the ability to think critically and develop life application skills necessary to *succeed* and *serve* in the classroom, the community, and the world in which they live
- To make our educational program available to multi-cultural students from various socio-economic backgrounds

## LEADERSHIP GOALS AND OBJECTIVES

- To perform within the bounds of fiscal responsibility as set forth by an annual budget
- To foster the academic development of all students by providing a variety of educational strategies
- To encourage staff to achieve standards of scholarly and spiritual excellence by providing continuing educational courses, special in-service training, and incentives
- To increase student achievement as measured by nationally-normed tests, established performance objectives, and/or alternative assessments

# **SRC MINISTRIES**

Spanish River Christian School (SRCS) is a ministry of Spanish River Presbyterian Church (SRC). As such, we invite our school families to participate in contemporary weekend worship services – Sunday at 9:00 and 10:45 a.m.; Sunday school classes for children and adults; Middle School Discipleship (6-8<sup>th</sup> grade) Sunday at 9:00; and other weekly events or special activities sponsored by SRC. Contact the church office at 994-5000 for further information regarding the following ministries: Women’s, Men’s, Singles, Small Groups, Counseling Center, or other programs at SRC.

## **STUDENT MINISTRIES**

We encourage our students to participate in weekly fellowship opportunities at SRC. During the school year, **RAP** for boys and girls in grades K-5 meets weekly. In RAP, children enjoy songs, games, projects, and surprises with a biblical focus. **Middle School – M.S. 2:42**, for 6–8<sup>th</sup> grades, gives students the opportunity to interact on a social and spiritual level through small groups and activities. At the conclusion of their eighth grade year, students are invited to join **High School – H.S. 2:42** (Senior High Ministry) which offers a multidimensional ministry designed to challenge high school students to a deeper spiritual commitment. Due to supervision concerns, students may not leave school, after-school activities, or after-school care and go directly to youth groups. To learn more about these student ministries and when they meet, contact the church office at 994-5000.

## **STUDENT CODE OF BEHAVIOR**

Christian living includes learning to work and play together, to share in class and at play, to appreciate the feelings of classmates, and to respect the rules of God and man. Because of the partnership which exists between the school and SRC, students who participate in school and SRC activities and events shall exhibit behavior in keeping with the guidelines of student conduct. Students who participate in these activities are viewed as representing the school and therefore are expected to display Christian leadership qualities through their behavior.

## **CHAPEL SERVICES**

Once a week, all students participate in a morning Chapel service. These worship services illustrate and reinforce what is being taught in the classroom and should be attended by all students. The great principles of the Christian faith are taught on the basis of Holy Scripture, usually in the form of an object lesson. Expression of faith in worship and prayer is practiced. The application of this faith to daily life is the heart of the program. Middle school students must wear “Chapel dress” (see DRESS CODE).

Parents are always welcome and encouraged to attend our weekly Chapel services. However, students are expected to remain with their class during Chapel. Family members who attend Chapel should remain in the area designated for guests and visitors.

# **GENERAL INFORMATION**

## **SELECTION OF TEXTBOOKS AND LITERATURE**

A Christian education in a Christian school must complement the efforts of the Christian home and the church in nurturing Christian children. Parents are encouraged to become familiar with the textbooks and literature used in the classroom.

It is not the aim of Spanish River Christian School to isolate our students from materialism, violence, racial intolerance, war, and hatred, but rather to confront these issues within the structure of the Christian school. Textbooks and literature are selected to support and enhance our approach to Christian education and to make our children sensitive to both good and evil in the world. Teaching techniques educate our children in the truth and in the areas that confront their faith.

## **CURRICULUM EXPERIENCES - Preschool**

Our curriculum includes all the experiences of a young child while he or she is in the preschool environment. The objectives of the curriculum are planned to promote spiritual, intellectual, social, emotional, and physical growth. All teachers seek to grow in the knowledge of each child's learning style, so that all children will have the love and nurturing that enriches the learning process. Parents of preschoolers should refer to the Preschool Handbook for specific information. (*Children must be fully potty trained before entering preschool.*)

## **ACADEMIC OVERVIEW - Kindergarten - 8th**

Bible curriculum is taught throughout our school program by introducing and reinforcing God's plan for our lives as found in the Scriptures.

The academic curriculum is designed with an emphasis placed on a traditional approach to the various subject areas. A strong phonics program, including oral reading and comprehension, is taught throughout the elementary grades. Study skills are taught in the upper grades, particularly in the areas of science and social studies. Computational skills in math, including the memorization of tables, are drilled. Communication skills, emphasizing speaking and writing, are stressed. Penmanship is important, with neatness in all work a must. A fine arts program, to include music, band, foreign language and art, is part of the regular curriculum. A physical education teacher works with all classes. Technology is interspersed throughout the curriculum. Grades are based on homework, class work, tests, quizzes, projects, and reports. Students are required to perform at or above grade level.

## **ADMISSIONS**

Spanish River Christian School invites all Bible-believing Christians with regular church attendance to make application for admission of their children. Families who embrace our mission statement and philosophy of education may apply. It must be understood that attendance at SRCS is a privilege and not a right. This privilege will be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our academic expectations and environment.

All students must want to attend SRCS and agree to apply themselves honestly and wholeheartedly. They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates. SRCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with school Administration and to abide by our policies.

All students new to SRCS are admitted on a conditional basis for one grading period. Toward the end of the grading period, an evaluation is made to determine whether the student is benefiting from our school program and is making satisfactory progress.

## **NON-DISCRIMINATION POLICY**

The school admits students regardless of any race, color, creed, ethnic or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, creed, ethnic or national origin in administration of its educational policies, admissions policies, scholarship program, and athletic and other school-administered programs.

## **WAITING LIST POLICY**

Students applying after a class has been filled will be placed on a waiting list for a \$25.00 fee (to be applied to the registration fee). Should a vacancy occur, the family would be notified so that the remaining steps in the enrollment procedure can be completed. If a family does not meet the deadline for first tuition payment, their registered student(s) will be placed on a waiting list until space is available and tuition is up to date. It is understood that the Administration chooses whom it will admit from the waiting list and that Spanish River Church member families will take precedence over all other applicants.

## **RE-ENROLLMENT PROCEDURES**

Re-enrollment for the fall term begins in January. Readmission is on a first-come, first-served basis by written application only. ***Students are not automatically re-enrolled from one school year to the next.*** Therefore, it is important that re-enrolling students submit their applications during in-house registration if they want to be assured of priority consideration. In order to be considered for readmission, family tuition payments must be up to date and registration fee(s) paid.

Students on academic or conduct probation may be prohibited from re-enrolling. In such cases, re-enrollment is at the discretion of the Administration.

## **PLACEMENT**

The Headmaster, in consultation with the faculty, makes all room assignments. The Administration cannot honor parental requests for classroom assignments or specific teachers. Schedule and/or teacher changes will be initiated by the school when operational needs require or when the Administration

believes the change will be in the best interests of the student and/or institution. The school will not entertain requests for changes based on a parent or student's dislike of a particular teacher or other staff member, or to accommodate friendships. Please understand that the school and Administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

## **TUITION AND FEES**

The Spanish River Christian School Board of Education plans the school budget for the entire year and makes commitments to staff and supply expenditures on this basis. A student is accepted with the understanding that registration is full-time for one year. We further assume this commitment on the part of the parents at the time of registration. If a student enrolls after the school year has begun, then tuition is prorated according to the number of days enrolled. No deductions will be made for tuition for absence during the school year, regardless of the cause of such absence. Therefore, no tuition refunds will be made for illness or family vacations. The school does not accept part-time enrollments. There is an annual registration fee for all students; it is not refundable.

Parents receive and are required to sign an annual Enrollment Agreement that must be returned by June 1. The Enrollment Agreement provides tuition payment options, either monthly payments in ten equal installments, or a one payment option. In addition, SRCS has partnered with FACTS Management Company to manage our tuition payment program.

All school families are required to enroll in the FACTS system, an electronic payment system which allows families flexible payment options to manage their tuition and fees. For monthly payment option, a non-refundable \$50 surcharge will be added, and \$20 will be assessed for one payment option to cover administrative and related costs. The first payment (or one payment option) is due June 1, and each subsequent payment is due on the 20<sup>th</sup> of each month thereafter. Any charges for early bird, preschool enrichment and after-school care, however, are billed monthly for the preceding 30-day period as incidental billing on your FACTS account. With FACTS, the school continues to maintain decision-making control in areas of financial and tuition accountability.

A late charge of \$25.00 is automatically added to accounts not paid by the 27<sup>th</sup> of each month. When an account is more than 30 days past due, it is considered delinquent, and the child will NOT be allowed to return to school until the delinquent balance is paid. Delinquent accounts will be reported monthly to the School Board. There is a \$30.00 returned payment fee.

An annual technology fee is assessed and payable in August. An annual security fee is assessed and payable in September. The technology fee and security fee are non-refundable.

When a student withdraws from the school for any reason, tuition is pro-rated based on the number of days the student was enrolled, **and an early withdrawal fee of 2/10<sup>th</sup> of the annual tuition is charged.** The early withdrawal fee applies to all registered students withdrawn after June 10.

## **FINANCIAL AID**

A limited amount of financial aid is made available for registered students in K-8 by the School Board of SRCS. Applications for financial aid must be submitted to the Scholarship Committee by April 1.

## WITHDRAWAL

All withdrawals (including expulsion), whether before the school year begins or during the year, must be made in writing and conducted through the main school office, not through the classroom teacher or an administrator. The following must be received:

1. A signed, formal statement of withdrawal from the parents.
2. All outstanding tuition, fees, and other charges due. When a student withdraws from the school for any reason, tuition is pro-rated based on the number of days the student was enrolled, **and an early withdrawal fee of 2/10<sup>th</sup> of the annual tuition is charged.**
3. All school property (textbooks, library books, etc.).

As soon as a parent (or student) communicates the intent to withdraw the student from SRCS, the Administration reserves the right to regard the student ineligible to attend classes, participate in extracurricular activities, or other privileges available to students in the school. Requests for student records and transcripts must be directed in writing to the school office. SRCS reserves the right to withhold student records for non-payment of tuition or fees.

## YEAR-END PROCEDURE

At the conclusion of the school year, it is necessary for all families to “check out” with the school office. On the last day of classes, parents must settle any remaining balances. Upon payment in full of any outstanding balance, the final report cards will be issued. Student records will not be released if accounts are not settled.

## SCHOOL HOURS

Morning preschool classes are in session from 8:30 a.m. to noon, and afternoon preschool enrichment class is in session from noon to 3:15 p.m. Children must not be dropped off before 8:15 a.m. and must be picked up no later than 12:15 p.m., or 3:30 p.m. for afternoon enrichment, unless arrangements have been made with the school office.

For students in PreK-4 and grades K – 8, the school day begins at 8:30 a.m. and ends at 3:00 p.m. To avoid fees, students should arrive no earlier than 8:15 a.m. and be picked up by 3:15 p.m.

No child will be allowed to leave school without a parent or his regular carpool, unless arrangements have been made with the administration. If parents carpool, a written list of drivers must be included on the Student Emergency Form. If a change in plans occurs, please provide a note to this effect.

## ARRIVAL AND DISMISSAL

**ARRIVAL:** School doors are unlocked at 8:15 a.m. Students arriving early will be placed in early bird care for a nominal fee. School begins promptly at 8:30 a.m. Students must be seated in their classrooms by 8:30 to avoid being marked tardy (see TARDINESS). Students in grades K - 2 and Middle School students are dropped off at the north side of the building. *Middle school students participating in after-school sports are required to drop off their equipment in the locker rooms by entering the gym via the main gymnasium doors on the north side (see Athletics).* Students in grades 3 - 5 are dropped off on the south side of the building. **If you are walking children to class, you must park your car in the north**

**parking lot next to Yamato Road.** Please drop them off and leave quickly. Children adjust easier if departures are not prolonged.

**PRESCHOOL:** Preschool students are always dropped off in their classrooms. Parents of preschoolers must park in the parking lot and walk their child to class. Vehicles may not be left unattended and/or parked in the fire lane. Each preschool class has its designated dismissal area.

**DISMISSAL:** When picking up your child (K - 8th), *please stay in your car* and pull all the way to the front of the line. Always follow the directions of the Safety Patrol supervisor. The Safety Patrol will bring your child to your car. To ensure your child's safety, please make sure he or she is seated and firmly buckled in a seatbelt before pulling away.

For the safety of our students, we request parents **refrain from the use of cell phones in the arrival and dismissal lines.** If you have a dog in the car with you, please keep your windows shut (See ANIMAL POLICY). Vehicles may not be left unattended and/or with the engine running in the arrival and dismissal lines. If you must leave your vehicle, please park in the north parking lot adjacent to Yamato Road. Never leave children or valuables unattended in your car. Do not park your car in fire lanes, handicap spaces, or any unauthorized areas. In order for students to either walk or ride a bicycle to and from school, they must have a permission slip signed by their respective parent or legal guardian and abide by the school's safety rules. Remember to use the crosswalks at all arrival and dismissal times.

Conferences with teachers must wait until 3:15 p.m. If you need to talk to a teacher, first pick up your child, park your car, and then meet with the teacher *after 3:15*. Teachers are required to supervise all children during dismissal time, so please schedule your meetings after 3:15 p.m.

Students not picked up by 3:15 p.m. will be sent to after-school care for which a charge will be assessed. A grace period of four (4) times late between 3:15 and 3:30 will be allowed in a school year before charges are assessed. After-school care ends promptly at 5:30. Parents who are repeatedly late picking up their children will have their privilege of using the after-school care program revoked.

## **TARDINESS**

SRCS recognizes lateness, unavoidable or not, may happen from time to time. However, tardiness is disruptive to the learning environment and has a negative impact on student achievement. We believe tardiness to be harmful for several reasons:

1. It is poor training.
2. The student's day begins with an embarrassing situation.
3. The student misses important announcements, lunch count, special prayer time, and Christian fellowship which begins each day. (See SNACKS AND LUNCH)
4. It distracts the class.

**Students in preschool – 5<sup>th</sup> grade** who arrive at school after 8:30 a.m. are considered tardy and must report to the main office upon arrival. Their parents must sign them in, giving a reason for lateness. Students will be escorted to class by a staff member to avoid further disruption of the class in progress.

**Middle school students** who are tardy to school must sign in at the middle school office (second floor of Building E). Middle school students who are tardy are responsible for all work due/assigned during that school day. An important aspect of student responsibility in middle school involves learning to respect and use time wisely. Students are allotted three minutes between each class. Students are considered tardy to class if they are not in class when the tardy bell rings.



Any student who is signed in at the office will be issued an admission pass, which must be presented to his/her classroom teacher. Tardiness is reflected on report cards.

After eight (8) times tardy to school during the course of the school year, the following will apply:

- 9th tardy - warning letter issued (to allow the student time to change)
- 10th tardy - If the student continues to be tardy to school, Administrative Disciplinary Action will be taken.

Lateness is considered excused for doctor or dental appointments provided that the student brings a physician's note so indicating.

## ATTENDANCE

Students must attend every school day of the school year. Florida Statute 1003.24 establishes that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. School staff, parents, students, and appropriate state agencies are expected to work together to ensure that all applicable school attendance laws are obeyed. Parents are required to enforce this law.

Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. When students are absent, it is impossible to make up class time. The loss of instruction time is vital to the understanding of new concepts, and concepts build on one another.

Spanish River Christian School requires that a student may not be absent more than ten (10) days in each semester in order to receive a passing grade. This policy may be waived for an extended illness validated by a physician's signature. All excuses accompanied by a physician's signature must be on his or her letterhead and submitted within five (5) school days of the absence. School staff members have a legal right to ask for a written medical excuse. Also, for the sake of safety, a parent/guardian is required to contact the school whenever a child will be absent.

All absences fall into one of the following two categories:

### 1. EXCUSED ABSENCES:

**A. Student illness or death in the immediate family** is considered an excused absence when the student brings a *written excuse, signed by a parent, on the day he returns to school*. Please telephone the school nurse if the child's illness is prolonged (see HEALTH AND SAFETY). Teachers require 24 hours notice to prepare assignments for students who are absent due to illness (see MAKE-UP WORK).

**B. Requests for pre-arranged absences, such as family vacations** must be submitted on the "Pre-arranged Absence Form" at least three (3) school days prior to the planned absence and must be approved by an Administrator. When these conditions are not met, the absence will be considered unexcused, and the student *will not* receive credit for work that is missed due to the absence.

It is not possible for teachers to prepare assignments in advance; however, daily homework assignments are posted on RenWeb. Generally, upon return to school, students with an excused absence will be allotted one day for each day missed in order to make up work. (See MAKE-UP WORK.)

2. UNEXCUSED ABSENCES: **Unacceptable reason for being absent or failure to bring a written excuse** upon returning to school for an absence that would otherwise be excused.

## **SIGN-OUT PROCEDURES**

A parent must be present when a student signs in or out of school. Students who find it necessary to leave campus during the school day must notify the School Office. A student's parent must sign out when leaving, and sign in upon returning to the school campus. The school will not allow a student to leave school early with another person unless authorized by the parent to do so. (See EARLY DISMISSAL)

## **EARLY DISMISSAL**

No teacher or other employee may excuse a child to any adult before the regular dismissal time. If a situation arises which necessitates taking a child out of school early, the parent/guardian should notify the teacher in advance and arrange to pick up the child prior to 2:30 p.m. **Students will not be released for Early Dismissal after 2:30 p.m.**

Parents who pick up their child early are required to come to the office and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the school grounds, except for an authorized school trip, or under the conditions described above. Students who remain after school for sports or other activities will not be allowed to leave the school grounds and then return for pick-up.

# ACADEMIC MATTERS

## GRADING SYSTEM

The following three grading systems are used:

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Grades 6-8</u>
E=Excellent	A=90-100	E=Excellent
S=Satisfactory	B=80-89	S=Satisfactory
N=Needs Improvement	C=70-79	N=Needs Improvement
N/A=Does Not Apply	D=60-69	D=60-69
	F= 0-59	F= 0-59

## HONOR ROLL

An Honor Roll will be kept for 4th – 8th grade students for each grading period as follows:

### 1. Fourth and Fifth Grades

*Headmaster's List:* Students earning all "A's."

*Honor Roll:* Students earning at least four (4) "A's" and the remaining grades all "B's."

In addition, students who earn an "N" in any special classes are not eligible for Honor Roll.

### 2. Middle School -- Sixth through Eighth Grades

*Headmaster's List:* Students who have "A's" in every subject (includes graded electives and high school credit courses).

*Honor Roll:* Students who have at least a 3.5 grade point average for the current marking period with no grade lower than "B" (includes graded electives and high school credit courses).

## HOMEWORK

Homework is a necessary part of each child's education. Homework assignments are a constructive supplement to classroom work. Homework provides preparation and reinforcement, along with remedial work when needed. In addition, homework builds self-discipline and proper study habits.

At SRCS, the teachers have adopted the following allotments by grade level. (Please keep in mind this time allotment does not include unfinished classroom work.)

<u>Grades</u>	<u>Daily Homework</u>
K-1	0-15 minutes
2-3	20-35 minutes
4	40 min.– 1 hour
5	1 – 1¼ hours
6-8	1½ – 2 hours

Students learn personal responsibility when they recognize that completion of homework is primarily their responsibility. Encourage your child to complete the assignments to the teacher's specifications. Remember, the teacher must look at the entire class - one exception may result in twenty. Repeated late, careless, and/or incomplete homework will result in lower grades.

Ungraded assignments which are accorded a grade of “Credit or Non-credit” will not be accepted late except in the case of an excused absence. (See MAKE-UP WORK)

Late assignments for graded homework will be penalized according to the following schedule:

- 1 day late – 1 grade lower
- 2 days late – 2 grades lower
- 3 days late – 3 grades lower
- After 3 days, a failing grade will be given.
- After 5 days, a grade of zero will be given.

## **MAKE-UP WORK**

Students who are absent for any reason are required to make up work missed in each subject. Teachers will communicate their procedures for make-up work. Normally, one day will be allowed for each day missed except in cases of prolonged absences where the teacher involved may make other provisions. However, previously assigned work is due the day of return.

It is the responsibility of the student (with parental support) to obtain all make-up work from the teacher immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. When tests are missed due to an absence, they are to be taken as directed by the teacher. The student is responsible to make necessary arrangements.

## **ACADEMIC PROBATION**

A student who is consistently unsatisfactory in achievement (below 2.0 grade point average on the report card), or in the opinion of the teacher is not making sufficient effort, is placed on Academic Probation for not fewer than nine weeks. Students are automatically placed on Academic Probation when the report card reflects the following: Grades K-2 – two or more grades of “N”; Grades 3-8 – an “F” in **any** subject during a given marking period. The student’s parents, along with the SRCS Board, are notified in writing when a student is placed on Academic Probation. Any student on Academic Probation is prohibited from participating in extracurricular activities until that student is notified in writing that he/she has been removed from Academic Probation. Students on Academic Probation are re-evaluated at the end of each nine-week period when new report cards are issued.

At the end of the school year, students whose grades place them on Academic Probation will forfeit their admission to SRCS for the following school year. Re-enrollment is at the discretion of the Administration. Any student who is placed on Academic Probation for two consecutive marking periods is subject to immediate withdrawal.

## **STANDARDIZED TESTING**

The Stanford Achievement Test is administered annually in grades kindergarten through eight. Sufficient preparation is provided throughout the year. Other than ensuring a good night’s sleep and a nutritious breakfast, special efforts at home are not necessary. This test measures what students should know and be able to do in given subject areas, as compared to other students in the same grade level nationally.

## STUDENT ACADEMIC ACCOMMODATIONS REQUESTS

We understand that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

**General Policy:** We do not have special programs to accommodate learning disabilities. Our policy is to provide minor accommodations or adjustments for a student's circumstances in which the Administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our education environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

**Assessment of Request:** Once the parent's request and/or up-to-date medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent.

**Release and Waiver:** Depending on the nature of the request and the type of accommodations, the school may require the parent to execute a release and waiver in favor of the school as a condition to providing the accommodations.

## TECHNOLOGY

All persons using SRCS computers or personal computers on school property or over the school's network are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, Blackberries, video cameras, PDA, etc.) on school property or at a school-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary action, including expulsion for serious offenses.

**PURPOSE:** The purpose of providing access to the Internet and the school's computer network is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives. Many assignments in middle school must be typed on the computer. Therefore, all incoming middle school students must be able to demonstrate proper keyboarding skills (touch-typing without looking) and should be typing at least fourteen words per minute. Remediation will be required if a student does not meet the keyboarding proficiency requirements.

**PRIVILEGE:** The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

**INTERNET ACCESS:** SRCS students, faculty, administrators and staff have the privilege of filtered access to the Internet. Although such filtering system can eliminate some access to offensive and pornographic materials, no filter is 100% effective, and it is impossible for SRCS to restrict access to all questionable materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school cannot effectively restrict 100% of the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator. Students may not download any files without express permission from a teacher. Files are not to be downloaded to the school's local or network hard drives without permission from a teacher or administrator.

**INTERNET SAFETY:** Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, social security number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parent approval. Safety is the responsibility of the parent and student. SRCS is not liable in any way for irresponsible acts on the part of the student.

**PIRATED SOFTWARE:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. Students are prohibited from bringing to school their own software.

**NETWORK ACCESS:** Accessing the accounts and files of others is prohibited. Attempting to impair the network or to bypass restrictions set by the technology administrator is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules as well as a form of theft. Taking advantage of a person who inadvertently leaves a computer without logging out is not permitted. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

**SCHOOL'S RIGHT TO INSPECT:** SRCS reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought to campus. In such case, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on the Internet or on the school's systems are private.

**E-MAIL:** E-mail, short for electronic mail, is any of the various systems that transmit some form of electronic representation of a page or message from one location to another. Electronic mail cannot be used to harass or threaten others. The school reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the school's No Harassment/No Bullying policy.

**VIRUSES:** Every effort is made by SRCS to keep our network virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. SRCS is not responsible for the transmission of any virus or for damage suffered from a virus.

**COMPUTER CARE:** Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for any reason other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline, and parents will be held responsible for replacement or repairs.

**REPORTING REQUIREMENTS/DISCIPLINE:** Any student who accesses inappropriate material on the Internet or receives harassing, threatening, or inappropriate materials while on the Internet or via e-mail, must immediately report the concern to the supervising staff member so that the situation can be investigated and addressed appropriately. Parents are responsible for enforcing age limitations for various websites such as social networking sites. Facebook restricts participation to persons 13 years of age and above. Students who violate any aspect of this computer usage policy will be subject to appropriate discipline and loss of computer or Internet privileges.

**RENWEB:** SRCS families are given free RenWeb accounts and are required to visit RenWeb on a regular basis to stay informed regarding school events, class information, assignments, etc. Private progress reports for students in kindergarten through eighth grade will be posted on RenWeb.

## **SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES**

Social media encompasses a broad array of online activity including social networks such as Facebook and MySpace, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the school's position regarding a student's use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on school property or at a school-related event. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on school property or at a school-related event, you should understand that your activities are in violation of school policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees, or school rights, that we do reserve the right to regulate. All students should ensure that they are familiar with school's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities.

Students should not be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited. Students are expected to cooperate in investigations by providing access to such sites.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities on line. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in the school's newspaper. Finally, students are not permitted to disclose any confidential information regarding the school, employees, students, parents, or activities online.

**Your Identity Online:** You are responsible for any of your online activity with a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets.

What you publish on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school.

**School's Right to Inspect:** The school reserves the right to inspect all electronic data and usage occurring over the school's network or on school property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

**Questions and Clarification:** If you have questions or need further clarification of any aspect of this policy, please contact the technology administrator.

## **TEXTBOOKS / LIBRARY BOOKS**

Students are loaned textbooks and are supplied with workbooks for most of the classes taught. Students are responsible for keeping textbooks in good condition and for returning their specific school-issued textbooks at the end of the school year. The sharing or borrowing of textbooks is not permitted. If a student determines that his/her book is missing, the student must inform the teacher immediately. Students will be assessed a fee, not to exceed the full replacement cost, of any book that is lost or returned in condition that exceeds normal wear and tear as determined by the teacher.

The library is open for a short time before and after school. Students in grades 1-8 have the opportunity to check out books during scheduled library times. Books are loaned for two weeks, and fines will be assessed for overdue books. Library privileges may be suspended until overdue books are returned. A charge, representing full replacement cost, will be levied for lost books. The library has a Birthday Book Club which enables parents to purchase a book, for donation to the library, in honor of their child.



## DROPPING A COURSE

Certain courses and electives, particularly in middle school, are scheduled for a specific duration of time. Once a student and his/her parents have committed to a course/elective, that commitment must be honored. Students are not permitted to “drop” a course unless the teacher and administration determine that this action will serve the best interests of the student and the school.

## GRADUATION REQUIREMENTS

Eighth grade students must maintain a “C” (2.0) average in order to graduate from SRCS. In addition, any student who receives an “F” for a final grade in any two given subjects will not be eligible to graduate. Students who are ineligible to graduate will receive a Certificate of Attendance in lieu of a diploma and will not be eligible to enroll in SRCS for the following school year.

## FIELD TRIPS

Field trips are scheduled for the purpose of providing educational curriculum enhancement for current SRCS students. A field trip permission and policy form is sent home prior to each field trip. This form must be signed by a parent to grant or deny permission for each trip. Under NO circumstances are siblings, friends, neighbors, etc. to attend SRCS-sponsored field trips.

Students in middle school participate in extended overnight trips in or out of state. SRCS gives these students the opportunity to help defray the cost of their trips. Fundraising credits are awarded to students who participate in certain annual fund-raisers. These credits are based on a portion of the net proceeds of the students’ individual efforts on behalf of the fund-raiser. SRCS views this as added incentive for student and parent involvement in these fundraisers, while helping parents with the cost of the trip. Therefore, fundraising credits given to students for their trips are assigned to the individual student for the purpose of the specific trip and ***are not transferable or refundable as money***. Detailed guidelines for student trip accounts are distributed to parents and students at the outset of specific trip planning. School tuition accounts must be up-to-date in order for a student to participate in any field trip. Field trip fees are non-refundable, regardless of the reason the student does not participate in the trip. Field trips are a privilege, not a right. This privilege can be denied at the discretion of the Administration.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

## BUS TRANSPORTATION

Students who are riding on bus(es) provided by SRCS (for field trips, athletic events, etc.) are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following are expected of all students:

1. Be on time at the designated loading area or stop.
2. Wait until the bus is completely stopped before moving forward to enter.
3. Refrain from crossing a roadway until the driver signals it is safe.

4. Go immediately to a seat and be seated.
5. Wear your seatbelt on the bus. Bus driver will report those who refuse to buckle up. Failure to buckle up could result in a student not being permitted to ride on the bus.
6. Remain seated while the bus is in motion.
7. Keep heads, hands, arms, and legs inside the bus at all times.
8. No littering in the bus or throwing anything from the bus.
9. No eating or drinking beverages on the bus.
10. Do not tamper with the bus or any of its equipment.
11. Remain seated until the bus is stopped.
12. Cell phones may not be used without permission from staff member in charge.

The driver will not discharge students at places other than the designated stop. A student who becomes a behavior problem on the bus will be denied the privilege of riding the bus and may be disciplined up to and including expulsion.

## **PHYSICAL EDUCATION**

On P.E.-scheduled days, students must be dressed in comfortable uniform pants/shorts, shirts, and sturdy sneakers with socks. For their own safety, students without proper shoes are required to sit out during P.E. activities for the day. Middle school students are required to dress for P.E. class in the P.E. uniform. Students may not wear their P.E. uniforms to school, after P.E., at dismissal, etc.

Occasionally, a student will have a physical condition that will require an excuse from P.E. A written excuse must be submitted to the teacher. A physician's written statement of any limitations or restrictions may be required. If a student is excused from P.E., activity at recess and after-school sports, if any, will also be restricted depending on the nature of the illness.

## **NATIONAL JUNIOR HONOR SOCIETY**

The purpose of National Junior Honor Society (NJHS) is to create enthusiasm for scholarship, stimulate the desire to render service, promote leadership, develop character, and encourage citizenship. Membership in NJHS is an honor, not a right. New members are inducted annually. In order to be considered for NJHS membership, students must be in seventh or eighth grade and meet the Chapter's academic requirements (adhering to Honor Roll protocol with an overall GPA of 3.75). The names of eligible students are submitted to the NJHS Faculty Council. The Faculty Council evaluates these candidates on the basis of the other four qualifications for membership: Leadership, Character, Citizenship, and Service. Candidates must exhibit these characteristics on a consistent basis in the classroom, at extracurricular events, youth group, etc. in order to be selected for membership. Classroom conduct and incidents resulting in Administrative Disciplinary Action are taken into consideration. Seventh graders who do not meet the requirements for membership will be reconsidered as eighth graders.

## **ATHLETICS**

SRCS offers an interscholastic sports program for middle school students. Our desire is to develop the spiritual aspect as well as the physical skills of the athlete. Due to the high number of students trying out

for each sport, students are divided into a varsity team and one or more junior varsity (JV) teams. Varsity level teams compete in the Gold Coast League. While we do play to win, our purpose is to glorify God.

Each student trying out for a sport is required to submit a Student Athletic Health Exam form, signed by a physician and containing the parent's notarized signature, along with the applicable non-refundable athletic fee. Student academic eligibility is reviewed at the end of each marking period (see section below for eligibility requirements). The *SRCS Athletic Handbook for Students and Parents* contains detailed information regarding tryouts, attendance, playing time, procedures, etc. In order to participate in any capacity in SRCS sports, each student and his/her parent or guardian must indicate via their signatures on the "Athletic Handbook Agreement Form," their support of and compliance with all rules, regulations, procedures, etc. as specified in the *SRCS Athletic Handbook for Students and Parents*.

Students participating in after-school sports are required to drop off their athletic equipment in the gymnasium locker rooms before the beginning of the school day. Since middle school students must be dropped off on the north side of campus, they must enter the gymnasium via the main gymnasium doors on the north side of campus and then proceed to the locker rooms. Locker rooms will not be open prior to 8:10 a.m. All middle school students must be seated in homeroom by 8:30 to avoid being marked tardy.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Eligibility applies to athletics, cheerleading, academic competitions, or any other voluntary activity where the student represents the school publicly. Required concerts, Chapels, etc. are not considered extracurricular. A student must attend school at least the last half of the school day (be in class no later than 12:00 noon) in order to be eligible to participate in any practices, games, rehearsals, or events after school or that evening. A student absent from school on Friday is eligible for activities on Saturday.

Student academic eligibility will be reviewed at the end of each marking period. Any middle school student who is placed on Academic Probation (see ACADEMIC PROBATION) is ineligible to participate in extracurricular activities until that student is notified in writing that he/she has been removed from Academic Probation. Students on Academic Probation are re-evaluated at the end of each marking period when new report card grades are issued. Students who are placed on Academic Probation at the end of the school year may be prohibited from participating in extracurricular activities until the end of the first marking period of the next school year, as determined by the Administration.

Any student whose conduct is unsatisfactory as determined by the Administration will not be eligible for extracurricular activities until that student demonstrates acceptable behavior on a consistent basis. In addition, any student who is placed on Conduct Probation (see page 28) forfeits all privileges to participate in extracurricular activities until the student is notified in writing that he/she has been removed from Conduct Probation. Students who are deemed ineligible for extracurricular activities will be removed from the group/team when the probation period commences. Ineligible athletes are required to return their team uniform and are not permitted to attend practices, sit with the team during games, travel with the team to games, etc.

Any student who receives a Suspension will be prohibited from participating in any capacity in SRCS extracurricular activities (including but not limited to athletic practices or games, rehearsals, dances, class trips, etc.) during the Suspension Period and for the five consecutive school days immediately following the completion of the Suspension Period.

# LIFESTYLE EXPECTATIONS

## CHRISTIAN ACCOUNTABILITY AND CONDUCT

Students are expected to conduct themselves in a manner that honors God, themselves, their parents, and the school. Our goal should always be to obey the Scriptures, “So then, whatever you do, whether in word or deed, do it all to the glory of God.” Students are expected to have a courteous, respectful, and cooperative attitude toward administrators, teachers, staff, and all students in the school. Because the expectations for student conduct are lifestyle traits, students are expected to maintain these standards at any time when student is enrolled in school (including, without limitation, during summer break). The following personal virtues are required of all students and serve as the social code regulating life at SRCS:

1. Kindness
2. Truthfulness
3. Diligence in effort and attention
4. Punctuality in attendance and work
5. Respect for and obedience to those in authority
6. Respect for and courtesy toward others and their property

In addition, the following are rules to be obeyed:

1. **Abstain both on and off campus from the use or possession of alcoholic beverages**, tobacco, drugs, and other undesirable practices which are generally recognized to be harmful to health and Christian character. Any student who violates this requirement while on campus, on a school-sponsored trip, or while attending a school-sponsored function will be subject to disciplinary action, up to and including expulsion.
2. **Abstain from profanity and vulgar or abusive speech or actions.** Such speaking and acting is harmful to others and is certainly not appropriate or conducive to moral and spiritual development. Any student using profane, vulgar language, or who is abusive verbally, physically or emotionally, will be subject to disciplinary action.
3. **Fighting, instigating a fight, or bringing a weapon (as determined by the Administration) is an offense subject to immediate suspension.**
4. **Harassment and bullying of another individual (verbal, physical, emotional, etc.) whether communicated in person, through writing, via the Internet, etc. is subject to immediate disciplinary action.** (See HARASSMENT/BULLYING)
5. **The chewing of gum is not allowed during school hours.**
6. **Prohibited items** such as toys, weapons (shock-type items, knives, guns, etc.), electronic devices (personal wireless devices, smartwatches, etc.), laser pens, water pistols, lighters, and matches are not allowed in school or at any school-sponsored activities. Radios, tape/CD/MP3 players, and CDs can only be brought to school when permission has been granted by a teacher or an administrator.
7. **Do not cheat. Do your own work.** Honesty is a Christian virtue to be displayed by all students. Students should not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Each student’s record is to reflect his or her own individual effort.
  - Cheating is a serious offense. Whether information is given or received, the offense is the same. **Cheating, copying, and/or plagiarism (including Internet sources) will result in a**

**“0” for the work. In all such instances, parents will be contacted by the teacher.**

**Additional disciplinary action may be imposed at the discretion of the Administration.**

- During a test, quiz, or exam it is the student’s responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed.
- 8. **Do not steal.** Stealing will result in Administrative Disciplinary Action.
- 9. **Students are prohibited from inappropriate displays of affection, such as kissing, hugging, or other sexual behavior. SRCS does not condone dating at any grade level.**

## **HARASSMENT/BULLYING**

SRCS is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenships, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendships, or group inclusion), emotional aggression (teasing, threatening, intimidating others). SRCS also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, MySpace, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

All concerns relating to harassment or bullying should be reported immediately to the Administration. SRCS expects that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to Administration immediately. When the Administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to Administrative Disciplinary Action.

No adverse action will be taken against any person who makes a good faith report of harassment or bullying; however, failure to disclose all pertinent information is a breach of good faith and will be regarded as a serious offense subject to disciplinary action. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for Administrative Disciplinary Action.

The term “bullying” cannot be applied to all situations where there is conflict. Many distressing behaviors are NOT examples of bullying even though they are unpleasant and often require teacher intervention and management. While SRCS does not tolerate bullying or harassment, our goal is to teach students how to resolve conflict in a manner that values the dignity of each student, consistent with biblical standards.

## **OFF CAMPUS BEHAVIORS**

As stated elsewhere in this handbook, the school does not wish to unnecessarily involve itself in a student's off-campus behaviors. However, the school reserves the right to take action to the extent that off-campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off-campus Internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

## **WEAPONS AND THREATS**

The school takes a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

## **INVESTIGATIONS**

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

## **PROPERTY**

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

# **DISCIPLINE PROCEDURE**

SRCS generally follows the discipline procedures contained herein. However, there are circumstances in which the Administration and/or Board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps and the school reserves the right to issue discipline appropriate to the circumstances. Each situation will be handled at the school's discretion in accordance with the school's rules, policies, and practices, as well as general common sense.

Students and parents are expected to familiarize themselves with the rules of the school and the classroom, and students are to adhere to them. A positive attitude toward obeying rules is essential. The mind-set of a student is primarily the responsibility of the student and his/her parents. A supportive, conforming attitude on the part of the parents transfers to the children. School rules apply at all times when a student is enrolled in the school – including, but not limited to, any time when a student is on campus, participating in or attending a school-sponsored event on or off campus, officially representing the school, traveling on behalf of the school, and on school breaks, including without limitation, summer break.

We will strive to handle each situation with firmness and respect. When parents wish to discuss their child's specific behavior or a teacher's specific disciplinary action, an appointment must be scheduled with the teacher. **If, after this meeting, the issue cannot be resolved, the parent may make an appointment with an administrator.** In the training of children, it is necessary that guidelines be set to establish the limits of acceptable behavior. At Spanish River Christian School we have a minimal number of rules, and we expect them to be followed.

## **CLASSROOM RULES**

Each teacher will establish and enforce a code of conduct. Classroom rules and consequences for breaking those rules will be communicated to students and parents at the beginning of the school year. In an effort to be proactive and to keep parents informed about their child's conduct, Communication Forms are issued to students who violate classroom or school rules and policies. The Communication Form will state the misconduct involved, the method that was used to correct the behavior, and any further comments regarding the discipline procedure. Communication Forms must be signed by the parent and returned to the teacher the next day. The parent's signature indicates only that the parent has received the form. Additional consequences may include but are not limited to: loss of privileges, time out from recess, phone call to parents, detention, parent/teacher/administrator conference, and Administrative Disciplinary Action.

## **ADMINISTRATIVE DISCIPLINARY ACTION**

Discipline means "teaching" or "training." Our goal in any type of disciplinary action is to teach the child to behave in a manner that brings glory to God, in accordance with the rules and procedures established by the teachers, administration, and School Board of Spanish River Christian School. A student whose behavior demonstrates non-compliance with classroom and/or school rules and routines is subject to Administrative Disciplinary Action, which consists of Administrative Referral, Suspension, and Conduct Probation. Within this system, the first step is generally an Administrative Referral; however, a student can be suspended from school for specific isolated acts, even if no previous Administrative Referral has

been issued to the student. If Administrative Disciplinary Action does not yield the desired results, the student will be expelled from Spanish River Christian School.

## **ADMINISTRATIVE REFERRAL**

It is not possible to provide a precise, all-encompassing list of infractions for which an Administrative Referral is issued; however, some examples include, but are not limited to: continued inappropriate behavior after classroom consequences have been issued; isolated acts of disobedience and/or disrespect; inappropriate conduct for a substitute teacher; deliberate physical contact, including “play fighting” and/or “rough housing” where no injury has occurred; lack of consideration for the welfare of others, especially in the halls, at lockers, at lunch, etc.; verified instances of verbal abuse; continued disregard for school rules, such as Dress Code and Tardiness; and any inappropriate behavior for which lesser consequences have not yielded the desired results.

Parents will be notified when their child receives an Administrative Referral. If a student receives a second Administrative Referral during the school year, parents will be required to meet with an Administrator. If a student receives a third Administrative Referral during the school year, a Suspension will also be issued.

## **SUSPENSION**

Suspension from school is the next step in the Administrative Discipline hierarchy and should be considered extremely serious by students and parents. A Suspension is automatically issued with a student’s third Administrative Referral during the school year. In addition, a student can be suspended from school for specific isolated acts, even if no previous Administrative Referral has been issued to the student.

Infractions which result in Suspension from school for one or more days include, but are not limited to: continued acts of disobedience and/or disrespect; inappropriate conduct for which an Administrative Referral has not been effective; flagrant acts of disobedience, disrespect, and/or defiance; physical contact that results in an injury, regardless of initial intent; deliberate acts of aggression; retaliation for real or perceived wrongs; vandalism; any behavior and/or pattern of behavior that jeopardizes the health and safety of others; and any behavior and/or pattern of behavior for which the Administration deems Suspension for one or more days to be the most effective means to bring about desired changes in behavior.

A grade of “F” will be recorded for all completed school work missed due to suspension. A grade of zero will be recorded for all schoolwork that is not completed. Any student who receives a Suspension will be prohibited from participating in any capacity in SRCS extracurricular activities (including but not limited to athletic practices and games, rehearsals, dances, class trips, etc.) during the Suspension Period and for the five consecutive school days immediately following the completion of the Suspension Period. Parents will be notified of the reasons for the Suspension. Before a student is eligible to return to class, the student and his/her parents must meet with an administrator. The SRCS Board is notified of students who have been suspended from school.



## **CONDUCT PROBATION**

The third and final step in the Administrative Discipline hierarchy is Conduct Probation. A student is placed on Conduct Probation if, after an initial Suspension, that student receives another Administrative Referral and/or Suspension. A student can also be placed on Conduct Probation if the Administration determines that Conduct Probation is the most effective way to bring about desired changes in the student's attitude and/or behavior, even if no previous discipline has been issued.

A student on Conduct Probation forfeits all privileges to participate in extracurricular activities as detailed above until the student is notified in writing that he/she has been removed from Conduct Probation. Parents will be notified when their child is placed on Conduct Probation. A student on Conduct Probation who does not show an immediate improvement in attitude and/or conduct, as determined by the Administration, will be asked to withdraw from SRCS. The SRCS Board is notified of students who have been placed on Conduct Probation.

## **EXPULSION**

When a student is expelled, the student and parents shall be notified as to the reasons for the Expulsion. The student and his/her parents may appeal their case to the School Board, but only for the reason that the evidence upon which the decision to expel was made, was inaccurate or insufficient. The appeal shall be in writing and shall be presented to the Headmaster within three (3) days of the expulsion. Expulsion may result from:

- Serious first offenses
- Repeated misconduct (even if not related)
- Failure to respond positively to repeated efforts at correction by the school's personnel
- Threatening or bringing harm to the person or property of a teacher, administrator or staff member
- Parent or family member causing disruption to the school or the school's educational mission
- Conduct resulting in harm, damage, or disruption to self, others, or the educational environment
- Consensual or non-consensual sexual activity
- An action or attitude that seriously harms the name of Jesus Christ and/or the school's reputation in the community; an attitude not in harmony with the goals and spirit of the school
- Any action by a parent which seriously interferes with the school's ability to accomplish its educational purposes
- Parents' failure to meet financial obligations
- Not meeting academic requirements
- Not meeting attendance requirements

The above list is not all inclusive, but simply illustrative, and other conduct not set forth above can be grounds for expulsion. Any student whose conduct (both on and off campus) displays a flagrant disregard for the standards of SRCS and the teachings of Jesus Christ will be subject to immediate expulsion. In addition, the school may report to the appropriate governmental authorities any actions that appear to violate the law.

# DRESS CODE

## UNIFORMS

The aim of the dress code is to ensure the neatness of the students and allow students to be comfortable, free from status labels, and have a choice in their daily selection of clothes. Students are to be neat, modest, and well groomed. Hairstyles (including length, color, etc.) must be neat, natural, and in keeping with SRCS standards as defined by the Administration and School Board. For boys, hair must be above the eyebrows and must be short enough so it does not touch the collar. **The following are not permitted:** unusual and/or extreme hair colors and/or styles; jewelry, makeup, shoes or socks, which are deemed distracting or inappropriate; tattoos, both permanent and temporary; bandanas, hats (excluding those for sun protection at P.E.), or other headgear; any other clothing or accessories commonly used by gangs.

Uniform items bearing the SRCS logo are worn by all students (K-8th) at school except on announced special dress-up days. **The list of Board-approved uniform attire, as well as the name of our uniform provider, is available in the school office.**

Uniforms are chosen so that students present a modest appearance in keeping with Christian standards. Selection of appropriate sizes, alterations, etc. must be consistent with these standards. **If your child is out of dress code, you may be asked to come to the school office with proper clothing so your child can return to class. We ask your cooperation in following these additional uniform guidelines:**

- T-shirt with school name and mascot is reserved for field trips and special "Spirit Days" only, and may be purchased in the school office.
- **On cooler days, uniform attire is still required.** Any non-uniform jacket may be worn to school and on the playground but must be removed while in the classroom. SRCS sweatshirts, which may be worn in the classroom, can be purchased in the office. Navy blue sweatpants that have no visible logos or markings are allowed for both boys and girls. Girls may wear navy blue tights.
- Students may not wear *visible* non-uniform clothing under their school uniform; white short-sleeved undershirts are permitted.
- Students may not wear socks, leggings, etc. that detract from the regulation school uniform.
- Shoes must fit properly, with laces tied, and must be appropriate for school. No sandals, platform shoes of any kind, open-heeled or open-toed shoes, or roller shoes.
- On optional "dress-up" days, clothing should be clean and modest. No inappropriate clothing (T-shirts, short skirts, etc.) will be permitted.

### **Middle school will adhere to the following additional items:**

- Students are required to wear dress uniforms on Chapel days - kilt for the girls (no shorter than 2" above the knees as measured from the crease in the back of the knees) and striped shirt for the boys.
- Shorts, kilts, skorts and pants must fit so that they are appropriate to Christian School standards.
- Shorts and skorts must be worn at an appropriate length. Students may not "roll" shorts, kilts or skorts at the waistband.
- P.E. uniforms must be purchased in the school office. PE shorts and shirts must fit so that they are appropriate to Christian School standards. Students may not "roll" PE shorts at the waistband.
- Shorts, pants, etc. must be worn fitted firmly at the waist. Oversized shorts are not permitted.
- Parents will be notified in writing when there is a Dress Code violation. Students who do not comply with SRCS Dress Code (including hair length) will be subject to Administrative Disciplinary Action.

***Since uniforms look alike, removable items should be clearly marked with the student's name.***

## JEANS DAYS

Throughout the school year on selected Fridays, students have the opportunity to participate, for a fee, in “Jeans Days,” an annual fundraiser.

All apparel worn on Jeans Days must be consistent with a Christian school atmosphere, and only **blue denim** is acceptable. All jeans bottoms must fit properly at the waist and have no visible tears, rips, holes, fringe, etc. No overalls are permitted.

In addition the following guidelines for acceptable apparel apply:

### Elementary students

- Long pants
- Capri pants
- Jumpers, skirts, skorts and shorts, no shorter than fingertip length
- Jeans must be worn with either an SRCS school uniform shirt or SRCS Spirit t-shirt.

### Middle school students

- Long pants
- **No shorts except for SRCS uniform shorts**
- Jeans or Capri pants **below the knee in length**
- SRCS t-shirts can include SRCS sports/team t-shirts; 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade class t-shirts; or SRCS club t-shirts (i.e., band, chorus, etc.)
- Middle school students may wear other Christian t-shirts that display an **obvious** Christian message.

If a student who participates in Jeans Day is improperly dressed, that student’s parents may be called to come to the school office with proper clothing in order for the student to return to his/her classroom. Students in middle school may be required to change into appropriate uniform attire from the “Used Uniform” closet. A fee will be assessed for all used uniform clothing that is not laundered and returned in good condition by the date specified.

# **HEALTH AND SAFETY**

## **STUDENT EMERGENCY AND HEALTH FORMS**

Parents must keep the office informed of any changes in student emergency form information, such as addresses and phone numbers for home, work, cell phone, and emergency contacts. A physical exam must be completed or transferred for each student entering SRCS. Immunization or certificate of waiver from the Department of Health is required for all students. To attend school, documentation of physical exam and immunizations must be current, signed by a physician, and remain on file in the school.

## **HEALTH INFORMATION SHARING**

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Headmaster or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need, to know medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## **CLINIC, FIRST AID AND MEDICATION**

Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician.

The Clinic is open to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the Clinic. Students will be released for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency form. Students may not leave school due to illness without authorization from the Clinic.

Basic first aid is given to any student requiring it. The nurse or staff member proxy will assess the child's complaint and/or injury and provide immediate palliative care. If an injury appears minor, the child will return to the classroom after treatment. If the injury is deemed serious enough for immediate assessment/treatment, parents or the designated persons on their emergency form will be called. In an emergency requiring immediate assessment, the paramedics and the parents will be called. In the event no one can be reached, the school nurse or an administrator will provide consent for transport to the hospital for emergency care. Parents are responsible for any expenses incurred with transport and medical care.

Certain students must have medication available at school for illness and pre-existing conditions. Parents are responsible to notify the school of their child's health condition(s) that require medication, treatment, or monitoring at school or at school activities. Students are not permitted to possess medications (prescriptions or over-the-counter) at school. School staff cannot administer any medication without

explicit written parental/guardian permission. A “Physician’s Authorization to Administer Medication” form, signed by parent and physician, is required for a student to receive medicine at school. Medicine, in its original container, labeled with the student’s name, name of medicine, dose and time to be given, must be transported to the school office by an adult and given to the nurse along with the signed form.

If a student needs to be tested or have certain types of medicines administered during the day that the school or the administration believe are beyond the scope of the school’s responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of administering.

Please keep your child home if he/she shows any of the following symptoms: acute cold, sore throat or earache, discharge from eyes or nose, nausea, vomiting, diarrhea, skin rash, or fever. These symptoms must be gone for **at least twenty-four hours (or one full school day) without the aid of medications** before returning your child to school. If your child shows any of the above symptoms, you will be notified and expected to pick up your child immediately, to prevent the spread of infection. Notify the school immediately if your child contracts any communicable disease or condition. All students returning to school after a serious or contagious illness or injury must be cleared by the school nurse before being admitted to class. A physician’s written statement confirming the student’s ability to return to school and any necessary limitations or restriction may be required.

## **CHILD ABUSE**

All schools are mandated to report suspected child abuse, neglect, and abandonment. SRCS will cooperate with governmental authorities in connection with their investigations. If you have any question regarding the school’s mandatory reporting obligations, please consult with the Headmaster.

## **CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for field trips, are screened through the school’s criminal background process.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children’s friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE’s toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

# **OTHER MATTERS**

## **ANIMAL POLICY**

Due to concerns about the health, safety, and welfare of people in the school community, no animals are allowed on school property or at school-related events without the express, written permission of the Headmaster. This means that animals may not be brought onto school property for any reason (even if the animal remains in a vehicle or on a leash), including drop-off, pick-up, parties, games, and activities, and may not be brought to school-related events on or off campus.

## **SNACKS AND LUNCH**

Students (in preschool through 5th grade) are encouraged to bring a nutritious snack to be eaten during morning recess. Students will not be allowed to chew gum or eat candy during school hours. Candy may be allowed during special school parties.

All full-day students must either bring a nutritious lunch to school each day, or buy a lunch which is available for a nominal charge. Students arriving after 8:45 a.m. will not be able to order a lunch. If you know you will be arriving late and want to order lunch for your child, you must call the school office by 8:40 a.m. We discourage parents from dropping in with fast-food lunches. Parents who wish to drop off fast food lunches for their child must obtain advanced permission from either their child's elementary teacher or, if middle school, the Middle School Principal. Such permission will be granted only for special occasions, such as birthdays. Middle School students are permitted to share limited treats at lunch, but only if these items are small enough to store in the student's locker. Larger items such as cakes, bottles/cans of soda, etc. are NOT permitted. Students participating in after-school activities are encouraged to bring a nutritious snack.

All students who bring or buy their lunch must eat in the pavilion. Students are expected to conduct themselves as ladies and gentlemen and to help make the pavilion a pleasant place to eat. Adherence to all lunch procedures is to insure continued food service to the students. When students have completed their meal they are to dispose of all litter and exit the pavilion. Violations of lunch procedures will result in disciplinary action being taken. A student may be assigned isolated seating or denied admission at the discretion of an administrator or teacher when behavior causes disruption and/or interferes with the orderly operation of the pavilion.

## **HOLIDAYS / BIRTHDAYS**

During the course of the year, celebrations and parties for holidays (i.e., Thanksgiving, Christmas, etc.) are held in the elementary classrooms. The major emphasis in our observance of these days will be on the Biblical truth. For safety reasons, only students enrolled in the class may attend classroom parties. In an effort to promote good nutrition and a healthy classroom, we will refrain from offering cake, cupcakes, or other sugary treats to the students. If a preschool or elementary student has a birthday during the school year, there are certain procedures to follow to ensure a positive celebration of the event; parents should check with the classroom teacher. In addition, parents may join their child for lunch on their birthday. For celebration of a student's special week, parents may join their child for

lunch *one day* during their child's special week. They can order from the regular lunch menu, or bring a special lunch for the parents and *their child only* (*siblings may not attend*).

When planning any celebrations outside of school, be sensitive of other students who are not included in the plans. All invitations must be sent by mail. Refrain from arranging pick-up of invited students directly from school, whether by car, limousine or other "special transportation." Also, please talk with your child about not discussing the party during the school day. Send thank-you notes in the mail; the classroom/ homeroom teacher cannot place notes in folders or backpacks.

## **VOLUNTEERS / VISITORS**

There are many opportunities for parents to volunteer in the classroom in cooperation with the classroom teacher. *Volunteers are subject to background checks in compliance with Florida law.* SRCS requires all chaperones or drivers for school-sponsored events to have a Level 2 background check. All volunteers must register in the school office and wear a volunteer badge. Parent volunteers may not bring siblings or friends when volunteering in a classroom. This includes parties, field trips, etc. Please make outside arrangements for your other children when volunteering on school property.

Students may not have visitors (except parents) without the approval of the Administration. All visitors, including parents, must sign in at the school office.

## **PERSONAL BELONGINGS / LOST AND FOUND**

Personal articles of clothing, backpacks, and lunch boxes must be properly labeled with the child's name. Children learn good stewardship by taking responsibility for their things and should be encouraged to retrieve items promptly from the lost and found cart. Anything not claimed will be given to a charity.

## **ITEMS NOT PERMITTED AT SCHOOL**

Students are not to bring toys, trinkets, candy or gum to school. Weapons, toy guns or knives, certain electronic devices, etc. are not permitted in school (see page 23).

## **INSPECTION POLICY, INCLUDING LOCKERS**

The Administration reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, lunchbox, personal electronic device, and any other possessions or property on the school premises or at a school-sanctioned event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such possessions upon request by a school administrator. Inspection of electronic devices includes phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, gmail, etc.). Further, the Administration has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of SRCS rules, Christian school standards, and/or local and state law.

## LOCKERS

Lockers are available to all students in grades 6-8 and are the property of the school. A rental fee of \$10.00 per year includes a combination lock. Students are responsible for keeping their lockers clean and locked at all times. Lockers may be inspected periodically without prior notice or consent. Violating another student's locker is considered vandalism and is subject to disciplinary action. No spray perfumes, spray deodorants, or glass containers of any kind are permitted in lockers. Pictures may be posted on the inside of the lockers with magnets; however, tape of any kind is not permitted. Pictures and other locker decorations must be appropriate to the atmosphere of a Christian school. A fine will be levied for all damaged lockers. Due to limited storage space and in order to comply with fire code regulations, middle school students may not bring to school "backpacks/suitcases on wheels" without a physician's note indicating a medical reason.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as deemed appropriate.

It is the student's responsibility to keep the locker combination secure and locker locked. The school assumes no financial responsibility for items taken from lockers. Administration reserves the right, in its discretion, to open and/or search lockers.

## TELEPHONE CALLS

Our school office phones are always busy with the normal operation and functions of school business. Students are NOT permitted to use an office phone except in case of **extreme** emergency. Please plan ahead to communicate necessary information to your child. Parents are expected to call the school athletic department (ext. 303) after 2:00 p.m. to hear current athletic cancellations, daily updates, etc.

While middle school students are permitted to have cell phones at school (see CELL PHONES AND OTHER ELECTRONICS), access is limited to after regular school hours only for the sole purpose of contacting parents if the school makes changes to a scheduled after-school activity. In such instances, students without cell phones will have access to a telephone. Before a student can use a cell phone, he/she must first be granted permission to do so by the staff member in charge. **SRCS is not responsible for students who make social plans without their parent's knowledge.**

## CELL PHONES AND OTHER ELECTRONICS

To the extent that a student brings any electronic device to school (smart/cell phones, iPads, Gameboys, etc.), the student does so at his/her own risk. The school will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding same. In addition, we strongly discourage parents from permitting their child to bring to school any electronic device that has Internet access.

During the school day, all electronic devices must be turned off and remain in the student's *locked* locker. Students who access their cell phones at their locker, between classes, in the restroom, etc., will be subject to Administrative Disciplinary Action. Whenever device use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate pictures or to videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a school rule.



Any student found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who do not comply will have the cell phone or electronics confiscated. In such case, the school reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Students will be subject to Administrative Disciplinary Action for violation of this policy. Continued non-compliance will also result in the loss of the student's cell phone privilege for the remainder of the school year. Parents will be called to retrieve confiscated electronics.

## **PLAYGROUND**

Playground usage during school hours, until 5:30 p.m., will be restricted to SRCS students with staff supervision. Families may not use the playground during school hours for recreational purposes. Play areas are assigned to students based upon size, equipment and time. This is done for safety reasons and control factors. To avoid injuries, students are required to follow set rules for playground use. Having additional children who are not familiar with the rules or who may be in the wrong areas can cause accidents to visitors or students. Student accident insurance covers students only during school hours.

In addition, the school personnel are cautioned to be very suspicious of strangers in and around our playgrounds. Many of you are not known personally by the staff and may be perceived as strangers. Any unauthorized person who is not familiar to our staff is asked to leave the premises immediately as a safety precaution. We are sensitive to risks.

## **SAFETY DRILLS**

Safety drills are held regularly to develop safety practices and better prepare us in the event of an emergency situation (i.e., fire, hurricane, tornado, lockdown, evacuation). Copies of the school evacuation and safety plans are posted in each classroom. Students are required to adhere to these procedures. Parents are expected to familiarize themselves with safety and emergency guidelines and to follow appropriate procedures.

## **SCHOOL CLOSING**

SRCS generally follows Palm Beach County Public School schedule when closing for severe weather. However, following a closure, if we are able to safely resume classes earlier than the public school system, we will make every effort to do so. It is the responsibility of parents to check RenWeb and listen to the school's phone message or local radio and television broadcasts for pertinent information.

## **CONFERENCES**

A parent/teacher conference will be scheduled once a year for all grades. Parents of elementary students are *expected* to attend this conference. Parents of middle school students are invited to use this day as an opportunity to "touch base" with core subject teachers. Additional conferences are arranged as the need arises. (See COMMUNICATION: PARENT/SCHOOL)

## **COMMUNICATION: PARENT/SCHOOL**

At SRCS, we feel that positive, effective communication between parents and teachers is essential to the educational and spiritual enrichment of the student. If a parent has a question or problem related to the classroom, the parent should call the school phone number and request the voice mailbox of the respective *teacher*. Teachers will generally return phone messages within a 24-hour period.

Conferences between parents and teachers should be scheduled after 3:15 p.m., if possible. If, after discussion with the teacher, the problem is not resolved, the parent may contact an Administrator. The Administrator and the parent will then discuss the problem in conference with the teacher.

## **ATTENDANCE AT SCHOOL EVENTS**

Students who attend school-sponsored activities held after regular school hours (athletic competitions, concerts, etc.) must be under the supervision of a parent, guardian, or designated adult. Students who leave an event early must be accompanied by a parent, guardian, or designated adult. This applies to **all** school events, held both on and off campus.

## **PARENTS' CONDUCT AND ATTIRE**

In the best interest of the school community, and because we hold students to codes of behavior and dress, we expect parents to act according to Christian standards and to dress modestly. A parent's demeanor (attire, conduct, etc.) has a significant impact on students. Therefore, we require that parents' conduct and dress be consistent with the atmosphere of a Christian school.

SRCS is an open campus. For the safety of our students, we require that any time a parent is visiting on campus, that parent must sign in at the office and obtain a visitor's badge. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children. Please note: for the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one in the main office or asked to leave campus. Students may not have visitors (except parents) on campus without the approval of the Administration.

A positive and constructive working relationship between the school and parent is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the school reserves the right to dismiss the family from the community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behaviors or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

## **POLICY CONCERNING DIVORCED AND SEPARATED PARENTS**

Divorced and separated parents are realities of contemporary life which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations involving divorced and separated parents:

1. The school makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the school must provide the school with a court order that is still in effect that specifically restricts the other parent from receiving such information. Duplicate copies of a child's daily or other work and other day-to-day classroom notices and papers cannot be made for each parent.
2. Parents should refrain from involving teachers, administrators and other staff in any court dispute. Involving teachers, administrators and other staff in court disputes by repeated discussions about a parent's court dispute, or by causing or initiating the issuance of a subpoena or request for testimony at a hearing or deposition, can be extremely costly and time consuming to the operation of the school. Accordingly, the school may, in its discretion, charge all costs and fees associated with having to respond to any subpoena or request and provide such testimony to the parent causing or initiating the subpoena or request, whether done through an attorney, the court or otherwise, and the school may require pre-payment of same in advance of the requested testimony or the like. The costs and fees which may be charged include, but are not limited to, a designated hourly rate for the involved school personnel, the hourly rate associated with obtaining appropriate professional and staff replacement personnel to cover for the involved personnel, overtime personnel charges, travel costs and expenses, the attorney's fees and costs associated with the hiring of an attorney to respond on behalf of the school. As the expenses associated with involving school personnel can be substantial, it is recommended that parents minimize any necessity to involve school personnel as much as possible.
3. Regardless of the status of any divorce or separation proceedings, or any court orders designating the parent(s) responsible for paying school tuition, school fees, school lunch expenses, field trips or class trip expenses, early bird and after-school care charges, and athletic fees or fees associated with any school activities, the school will hold both parents equally responsible for such tuition, fees, expenses and charges. Any unpaid amount from either parent of a student which is late by more than 30 days may result in dismissal of the student from the school and other adverse action by the School Board as set forth in the Tuition and Fees section of this handbook.

## KEY DEPARTMENTS

The SRCS main office is open from 8:15 a.m. to 4:00 p.m. Monday through Friday. If you require assistance with matters outside the classroom, please contact the following departments directly:

Admissions/Registration	Admissions – 220
Athletic events, daily updates/cancellations	Athletic Dept. – 303
Attendance and tuition	School Main Office
Homework concerns	Classroom Teacher’s voice mail or email
Library books	Librarian – 257
Medication and accident reports	Clinic Nurse – 273
Middle School	Middle School Office – 278
Elementary	Elementary Principal’s Office – 263
Technology/RenWeb/website	Technology Dept. – 261
Volunteers	Volunteer Office – 299

To contact After-school care after 4:00 p.m., please call directly to their cell phone at 561-212-8607.