



St. Petersburg
CHRISTIAN SCHOOL

PARENT/STUDENT HANDBOOK

2011-2012





Parents and Students,

This school year, 2011-12, promises to be a year of innovation and change. Curricular changes, new facilities, and more student activities all point the way to our 5 year accreditation review.

Our entire SPCS family will play a vital role in the fulfillment of this phase of what God has planned for our school. With God's leadership and the dedication and hard work of each one of us, we can glorify Him and reap the benefits of His favor and provision.

This Handbook outlines the “Rules” by which we work. It is not meant to be all inclusive of everything we do. It is through God’s direction and His Word that we strive to be more like Him that makes us successful. His Word is the “lamp unto our feet and the light upon our path.” May all we do this year glorify and edify His name. When that happens all else will fall into place and we will have a year beyond anything we could ever imagine.

Please join us in becoming familiar with this Handbook and posing any questions you have to our office staff or administration. Sign the Handbook Acknowledgement page and return to your child’s homeroom teacher. Your cooperation is much appreciated.

God bless you as we partner to make this year the best ever for your child/ren and for SPCS.

In His service,

A handwritten signature in black ink that reads "Steve Knellinger". The signature is written in a cursive, flowing style.

Steve Knellinger
Lead Administrator

**ST. PETERSBURG CHRISTIAN SCHOOL
PARENT / STUDENT HANDBOOK**

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SECTION I

ORGANIZATION OF SPCS

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ADMINISTRATION

Lead Administrator
Elementary Director
Middle School Director

Mr. Steve Knellinger
Ms. Kathy Spangler
Mr. Bobby Hunter

STUDENT SUPPORT

Counselor
Counselor

Mrs. Susan Layer
Mrs. Jennifer Pace

OFFICE PERSONNEL

Office Coordinator
M.S. Administrative Assistant
Elem. Administrative Assistant
Registrar
Receptionist
Receptionist-East Wing
Receptionist/Secretary

Mrs. Suzanne Drof
Mrs. Marjorie Owens
Mrs. Sandra Hannon
Mrs. Traci Noble
Mrs. Joan Christensen
Ms. Lesley Mountain
Mrs. Cheri Suggs

BUSINESS OFFICE

Accounting Manager
Accounting Assistant
Accounting Clerk
HR Director

Pastor Gloria Fussell
Ms. Julanne Parfet
Mrs. Dawn Martin
Ms. Meshell Farmer

SPECIAL AREAS

Athletic Director
Booster Club President
Parent-Teacher Fellowship President
Volunteer Coordinator

Mr. John Larry
Mrs. Katie Chappell
Mrs. Sandy Hannon
Mrs. Lori Kurek

SCHOOL BOARD

President
Member
Member
Member
Member
Member
Member

Pastor Tim Suddreth
Mr. Jerry Kessie
Mr. Shawn McNary
Mr. Ray Rudolph
Mr. Vaughn Reed
Mrs. Trudy Taylor
Mrs. Connie White

CONTACT INFORMATION

St. Petersburg Christian School
2021 62nd Avenue North
St. Petersburg, FL 33702
(727) 522-3000
www.stpetechristian.org

Suncoast Cathedral
2300 62nd Avenue North
St. Petersburg, FL 33702
(727) 522-2171
www.suncoastcathedral.com

HISTORY

St. Petersburg Christian School (SPCS) was founded in 1971. The school embraces a Christ-centered philosophy of education with the Bible being the standard for all moral, social and ethical training and the guideline for discipline. St. Petersburg Christian School is a board-operated school with its board members being selected from the membership of Suncoast Cathedral, First Assembly of God, Inc. The board is fully charged with establishing policies and overseeing the financial, spiritual and academic progress of the school.

A tradition of academic excellence continues as St. Petersburg Christian School provides a strong foundation in basic skills, an accelerated curriculum, and an Honors Program in Grades 6 through 8.

The school was established to be an evangelical outreach to the community. It serves families representing many churches, nationalities, and creeds. While seeking to be ecumenical, the purpose of St. Petersburg Christian School is to provide educational excellence in a Christ-centered atmosphere.

PHILOSOPHY

St. Petersburg Christian School presents Christian education as its basic philosophy and the reason for its existence. This view of education holds that God is central and everything else exists in relation to Him. The "fear of God" is the beginning of both knowledge and wisdom (Proverbs 1:7 and 9:10). Meaningful education must have "reverence of God" as its starting point and the will of God as its goal. Since knowing Christ as a personal Savior, Lord and Companion is the prime essential in life, St. Petersburg Christian School seeks to present Him in the entire program. The purpose of all instruction, however, may be found in the greatest commandment, to *"love the Lord your God with all your heart and with all your soul and with all your mind and with your strength (and to) love your neighbor as yourself,"* Mark 12:30-31.

MISSION STATEMENT

The mission of St. Petersburg Christian School is to provide an excellent education in a nurturing environment, equipping students to fulfill God's plan for their lives.

CORE VALUES – We Believe:

1. That the Scripture is recognized as the inspired Word of God and is taught as truth.
2. That a rigorous process of the integration of Biblical principles, faith and learning in all academic disciplines is maintained.
3. That our Christian administration and staff model Christ in teaching and leading.
4. That the curriculum and other programs strive to be both challenging and innovative.
5. That high academic standards are maintained and that internal and external evaluation is welcome.
6. That the school community exhibits love, humility, service and justice among Board members, administration, staff, students, parents and the larger community.
7. That organizational practices are Chris-Like and without bias: business, development, marketing, personnel and government relations.
8. That the campus and facilities will be safe, well maintained, student centered and inviting.

ACCREDITATION

Commended for its outstanding instructional program, SPCS was accredited in 1989 by the Florida League of Christian Schools (FLOCS) that is now under the umbrella of the national organization, the Association of Christian Teachers and Schools (ACTS). In 1996, SPCS was distinguished as the first Christian School in Pinellas County to have all grade levels accredited by the Southern Association of Colleges and Schools (SACS).

During the 2006-2007 school year, SPCS hosted the Five Year SACS Review Committee and Ten-Year ACTS/FLOCS Review Committee to renew both of our accreditations. The school personnel, programs and facilities passed their scrutiny with many commendations. This year we will be hosting another visit from the SACS/FLOCS Review Team to renew our accreditation.

OBJECTIVES

From this philosophy stem the following aims and objectives.

1. Spiritual

- a. To teach the Bible as the inspired Word of God
- b. To encourage an acceptance of Jesus Christ as Lord and Savior
- c. To develop a desire to know and obey the will of God
- d. To develop self-discipline and responsibility based on respect for God and other authority
- e. To develop a Christian world perspective through an integration of life, studies, and the Bible

2. Academic

- a. To promote high academic standards that encourage each student to realize his or her full academic potential
- b. To provide a strong academic foundation in the fundamental areas of reading, writing, speaking, and mathematics
- c. To academically prepare each student for higher education by providing a balanced curriculum which includes Bible, language arts, mathematics, science, social studies, health and physical education, fine arts, foreign language and computer
- d. To instill habits of critical thinking, time management and intelligent decision making, while developing a worthwhile value system
- e. To stimulate intellectual curiosity and creative thinking
- f. To encourage effective study habits and self-discipline toward the goal of learning as a lifetime endeavor

3. Personal

- a. To develop respect for each other so that helpfulness, understanding, and compassion are consistent responses
- b. To encourage a positive self-concept with a realistic perception of one's worth and limitations
- c. To encourage a respect for one's body and establish good physical health practices
- d. To promote good citizenship through teaching the Christian and American heritages of responsible freedom, human dignity and acceptance of authority
- e. To instill Biblical principles which encourage each student and family to develop a lifestyle that is acceptable and pleasing to God

St. Petersburg Christian School recognizes that the achievement of these aims and objectives cannot be realized without the significant involvement of the family and a commitment to Jesus Christ.

POLICY

Any policy not included/designated by the Parent / Student Handbook may be included in the SPCS Faculty Handbook or determined by the School Board.

ADMISSIONS POLICY

St. Petersburg Christian School admits qualified students of any race, color, national and ethnic origin. Neither does it discriminate with administration of its educational policies and programs. The school extends an ecumenical outreach to children in Kindergarten through Grade 5. Middle school students need to have made a personal commitment to Jesus Christ and have one parent who is a Christian to be enrolled. A screening committee shall determine whether the student meets admission criteria. It will take into consideration the student's:

1. Academic and behavioral history
2. Achievement test performance
3. Christian commitment of those applying to Middle School.



SECTION II

PARENT
INFORMATION

SCHOOL INFORMATION

STUDENT ACHIEVEMENT

FINANCIAL INFORMATION

PARENT ORGANIZATIONS

SCHOOL INFORMATION

SCHOOL OFFICE

1. Parents and guests are welcome to visit St. Petersburg Christian School. When you desire to visit a class for any reason, you must come by the office first to sign in and get a visitor's pass. Please do not go directly to the classroom between 8:15 a.m. and dismissal.
2. Lunch, homework, books, etc. may be left in the office to be delivered, but may not be taken directly to the student by the parent.
3. The school telephone (727) 522-3000 provides a vital link with parents and the public. The office phone may be used by students with permission only.

OFFICE AND CAMPUS HOURS

The school office is open from 7:30 a.m. to 4:00 p.m. If a student or parent wishes to see a particular staff member, an appointment is advised. Kindergarten is in session from 8:30 a.m. until 2:45 p.m. Grades 1, 2, 3, and 4 are in session from 8:15 a.m. to 3:00 p.m. Middle School and 5th grade hours are 8:15 a.m. to 3:15 p.m. Students are requested not to arrive at school before 7:45 a.m. unless they are registered in Before Care. Students arriving at their homerooms after the 8:15 a.m. bell are considered tardy. Students remaining 15 minutes beyond their pick-up time will be placed in the After Care Program and billed for the time they are there.

WEBSITE

Our web address is www.stpetechristian.com. Using RenWeb you will find information about the school including email addresses, the school calendar, weekly homework, student progress reports, teacher resources, notices about future events and reports on the success of completed events.

ABBREVIATED DAY OFFICE AND CAMPUS HOURS

On abbreviated days, office hours will remain as above, but student dismissal times will be as follows: Kindergarten – 11:00 a.m., Grades 1 to 4 – 11:15 a.m., 5th grade and Middle School – 11:30 a.m.

REQUIRED FORMS

Each student is required to have a Medical Release Form and a Hold Harmless Agreement on file before the student can participate in any and all activities. An Activity Consent and Release Form is also required for every activity and field trip.

FIELD TRIPS

The various classes take field trips to interesting and educational places in the area from time to time as part of the instructional program. Parents will be notified beforehand and a signed permission slip must be on file for the student to go. Small fees may be charged to cover expenses. Safety is a primary consideration at all times. The school reserves the right to exclude a student from a field trip who has repeated behavior problems. The office must approve parents who wish to attend the field trip and/or drive their own student. Each parent is required to have a Level II Background Check. For drivers, a copy of the driver's license and insurance must be supplied to the office. Please allow 3-4 weeks for approval. School transportation will be provided for your child if you are unable to attend field trips. This is a special occasion for parent and student. Younger siblings may not accompany the parent and child.

LOST AND FOUND

All articles left in the classrooms, halls and grounds will be placed in the lost and found. On the last Thursday & Friday of each month, unclaimed articles will be displayed on tables at carline. Those that are not claimed will be donated to the Salvation Army.

BEFORE AND AFTER CARE

An extension of the school day is provided for students in all grades whose parents register for this service. All students remaining on campus outside of school hours **MUST** report to Before or After Care if they are not in another supervised activity. In Before and After Care, well-qualified personnel give caring supervision.

- Before Care begins at 7:00 a.m. Any student arriving before 7:45 a.m. must report to Before Care and will be charged accordingly. **Sign in is required.**
- After Care for Kindergarten students begins at 2:45 p.m. If your kindergartner is picked up by 3:00 p.m. no charge will result.
- After Care for Grades 1 - 4 begins at 3:00. If your child is picked up by 3:15 p.m. no charge will result.
- After Care for 5th grade and Middle School begins at 3:15 p.m. If your student is picked up by 3:30 p.m., no charge will result.

After Care ends at 6:00 p.m.; any student who remains past 6:00 p.m. will be billed \$10.00 for every fifteen minutes s/he is here. For the safety of your child, siblings will not be permitted to sign out younger siblings. **All parents must sign out their children.** A one-time registration fee must be paid before your child can use Before and After Care.

Care is also available on most school holidays at an hourly rate on half days and a flat fee on full days. After Care will be closed on certain holidays during the year. Be sure to check your school calendar in advance of all holidays to determine the availability of childcare.

Before Care Drop-Off: Enter west gate of campus from 63rd Avenue. Turn left immediately and head east. Drop off should occur at cafeteria canopy. A caregiver will be on duty to receive and sign-in your child. Any student (K-8) on the campus from 7:00 a.m.-7:45 a.m. will be cared for in the cafeteria.

After Care Pick-Up: After Care activities change the pick-up location of the children according to the time and their ages. Please keep an After Care schedule in your car to aid with pick-up. Middle School students will usually be found in front of the Middle School. A rainy day schedule will be given to you at the beginning of the year.

DROP-OFF/ PICK-UP PROCEDURE

Drivers: A map is provided in the back of the handbook. If another authorized person is delivering or picking up your child, the parent must give written permission to the supervising teacher. Please give the person picking-up a copy of this traffic flow information.

Drop-off/Pick-up Procedure: The safety of each child is paramount to parents and to our school.

1. The speed limit on the campus is not to exceed 5 m.p.h.
2. Refrain from using a cell phone while driving on campus.
3. Beware of dangers at the Elementary crosswalk. Children may fall, lose papers or drop books. Be prepared to stop.
4. Keep crosswalk free of parked vehicles.
5. Plan to arrive before 8:10 each morning.
6. Pull forward, as far as possible, before allowing a child to get out of or inside a vehicle.
7. Have your child ready to disembark, as soon as the vehicle stops (no signing of stenos, log books, giving money, etc.)
8. When picking up or dropping off your child please display a sign (with the student's first and last name in bold print) that will be provided by the school and place in your front window.
9. Require your child to exit on the passenger side of the vehicle!
10. Please do not exit your vehicle in carline; if you need to get out of your vehicle to help your child get something, please park first.
11. Park only in designated spaces.
12. Children **MUST** be accompanied to and from a parked car.
13. When on foot, look both ways before crossing a traffic pattern.
14. Always use the crosswalk and require your child to do the same.
15. **Use the light at the gym for left hand turns onto 62nd Avenue.**
16. Be prepared for a longer wait on a rainy day.
17. Please **"DO NOT"**:
 - Do not enter the campus, at the gym, between 7:45 and 8:15.
 - Do not park or pick up at the Elementary porch, except in rain or stormy conditions.
 - Do not leave your car running, if unattended.
 - Do not speed up if running late or if in the left lane.
18. Be patient and courteous on 63rd Avenue, 20th Street, and on the campus. Give other drivers the benefit of the doubt.

Main Campus East Parking Lot:

Please enter the campus from the north side, 63rd Avenue North, then 20th Street North. If there is a back up of traffic you will be on the side or back street, not on the main street, 62nd Avenue North.

1. Delivery and pick-up should be done in the right lane, as long as the driver remains with the vehicle. Drivers should pull forward as far as possible along the sidewalk area. The left lane is to exit or to park – not for drop-off or pick-up. If a parent wishes to take a child to the playground, the vehicle must be in a parking space. No vehicle should be left unattended in the right or left lane. Children awaiting rides will stand behind the white fence under the supervision of a teacher. Parents will pull up near the fence, quickly get their child and move on to 20th Street.
2. Do not drop off children on 20th Street. All student drop offs should be in the school parking lot.

3. No parking is allowed along the sidewalk or fence.
4. If a driver must leave the vehicle for any reason, the car must be parked in a parking area.
5. If a driver needs to speak or engage in last minute conversation with a child or a teacher, s/he must park in a parking space.
6. If parking spaces are full, short-term parking is possible on the grass, pulling up to the fence along 20th Street.
7. Unless the driver has parked and supervises, a student may NOT cross traffic lanes to get to a car in the parking areas.

To ease congestion in the East Parking Lot:

1. Plan to arrive five minutes AFTER your child's dismissal.
2. 5th grade and Middle school parents should not come until 3:20, if possible, giving young people time to go to their lockers.
3. If you arrive BEFORE your child's dismissal time, please park.
4. Do NOT turn left out of the lot or when leaving 20th Street, turning onto 62nd Avenue.
5. Please follow the supervising teacher's instructions for traffic flow and parking.

Main Campus West Parking Lot:

1. Delivery should be to the front of the Elementary School. **Please pull forward as far as possible to the front-most delivery designation before letting your child exit the vehicle.**
2. Parents need to enter through the right lane of the back gate, pull forward as far as possible, quickly get their child and move onto the 62nd Avenue exit.
3. A left turn is only permitted at the light on 62nd Avenue North.
4. During delivery and dismissal times traffic is to flow from rear to front (North to South) of the black topped area, only.
5. Parents who park outside the gate, should pull off the road and not block traffic.
6. For the safety of the children, DO NOT allow them to cross through the flow of traffic; walk them across the crosswalk.
7. During drop-off and pick-up hours, parents should NOT enter the school parking lot from 62nd Avenue.

East Wing:

1. Enter from 62nd Ave. in the east entrance.
2. Pick up your child on the east side of the building.
3. Turn left behind the building.
4. Exit to the **right** onto 20th St.

Rainy/Cold Day Procedures (Rainy or below 45 °)

If you bring your child before 7:45, the procedure stays the same with drop off being in the cafeteria for before care. If you bring your child at 7:45 or later on a rainy or cold day, you should bring him/her directly to the following:

Multipurpose room in the East Wing for Kindergarten

Designated 1st grade classroom for 1st graders

Gym for grades 2-5

Cafeteria for Middle School

If you are not sure, check with the person supervising car line in the normal drop off area. That person will be able to direct you to the right place.

STUDENT ACHIEVEMENT

CURRICULUM

At each grade level, textbooks and curricular materials are carefully selected by reviewing the top Christian and secular publications available. Some of the materials used in the elementary grades are ABeka Phonics, Reading, Math, Science, Social Studies, among others. Up-to-date texts and consumable materials are also used in Middle School.

A rigorous schedule of courses has been designed with scope and sequence written for all subject areas.

THREE & SIX WEEK ACADEMIC REPORTS

So that parents, teachers and students can work as a team, communication is fostered through the use of academic reports.

Students will have their grades in core subjects, assignments and discipline reports updated weekly on RenWeb. Resource classes, electives and the wheel will update their grades on RenWeb just after the three (3) and six (6) week periods. Parents are encouraged to review this information frequently and to contact teachers where problems exist.

After the three (3) and six (6) week periods in every quarter, teachers will send a written report to parents of students who have a “D” or “F”. Parents and teachers should coordinate to assist students in making the necessary adjustments to improve poor grades.

INCOMPLETE WORK DUE TO ABSENCE

A student has one school day to make up class or homework missed for each day's absence.

PARENT-TEACHER CONFERENCES

During the first semester there is a period of time devoted to parent-teacher conferences. A conference with a teacher may be requested at any time during the school year. Group conferences can be planned to help parents meet all of their children's teachers at one time. Sit-down conferences are strongly encouraged with each student's homeroom and/or core teachers, to promote a partnership on his or her behalf.

REPORT CARDS

Students in Kindergarten through Grade 8 receive report cards at the end of each nine-week grading period. Report cards for Grades K-8 are prepared by computer and do not need to be returned. All outstanding bills (tuition, daycare, cafeteria, library, school office) must be paid before the final report card is issued at the end of the year.

PROBATIONARY STATUS

A Probationary Contract is invoked when a student has a serious academic, attendance or behavior problem to give the student an opportunity to correct the problem. It is instituted only after consultation and counseling with the student, parent, and faculty, and lasts for nine weeks or as long as the administration deems necessary. If there is not improvement to a satisfactory

level, the student may be dismissed or asked to withdraw from SPCS. **It is imperative that parents check RenWeb for their student's progress.**

FINANCIAL INFORMATION

FINANCES

1. The annual tuition charge and combined fees may be paid in advance by July 1 (3% discount) or in eleven regular monthly payments beginning on July 1. Fees must be paid when billed.
2. Accounts are delinquent after the 5th of the month and will be assessed a late fee. A service charge will be assessed for any check returned. If more than three checks are returned, a money order or cashier's check will be required. All accounts (tuition, fees and Before and After care charges) must be kept current in order for the student to remain enrolled at SPCS. Should the account become delinquent for 30 days, the student will be suspended until the account has been paid or satisfactory arrangements are made with the finance office.
3. A registration fee, as set out by the board, must accompany all Elementary and Middle School contracts. The registration fee will not be refunded unless the application has been denied by the school. The registration fee covers the steps involved in the processing of student records.
4. The combined fees include:
 - i. The cost of lab materials, yearbook, school newspaper, supplemental accident insurance, use of lockers, art supplies, standardized testing, use of the bus (field trips and physical education), and free admission of students to all school-sponsored athletic events.
 - ii. Textbook/workbook fee provides individual workbooks in some subject areas and the use of textbooks in others. New textbooks are purchased annually in given subjects. The textbook fee is for the rental or use of the books. Lost or destroyed textbooks will be immediately paid for by the parent. (Replacement text may not be issued until payment has been made.)
 - iii. A Technology fee is used to assist in providing updated software and tools of technology for our students.
5. Numerous sports and elective opportunities, requiring miscellaneous fees, are made available to our Middle School and 5th grade students.
6. School records will not be released and re-enrollment will not be granted until all financial obligations are met.
7. A graduation fee for Kindergarten and Eighth Grade helps to cover the costs involved in making possible those events.
8. The families of students admitted on scholarships such as the Step Up For Students or the McKay Scholarship are responsible for any expenses not covered by the scholarship.

ACCIDENT INSURANCE

Supplemental accident insurance gives additional protection for your child while at school or traveling to or from school. Accident insurance is provided for all school-sponsored activities and school-sponsored travel. This policy is in effect from the child's first day of school until his/her last day. It continues through the summer for our summer camp participants.

Parents must be aware, however, that the student accident insurance policy is an excess policy, meaning that the family health and/or accident insurance policy will take effect first and that the school policy will only pick up where the family's policy leaves off. This is not "primary" insurance coverage unless a family does not have any other accident or medical insurance.

FAMILY REFERRAL

St. Petersburg Christian School offers a \$500 family discount to SPCS families who are responsible for the enrollment of a new family. Please note that the referred family must be accepted for admission and must attend the entire school year in order for you to qualify for this tuition discount. When applicable, the discount will be applied to your account in November of that school year. If the referred child enters after the school year has begun and stays until the end of the year, the tuition discount will be prorated based on the part of the year the referred child is enrolled. CCC students are not eligible for the Family Referral Program.

WITHDRAWAL FROM SCHOOL

A conference with administration may be requested before finalizing a withdrawal. All student withdrawals must be with the written request of the student's parent. A withdrawal form from the registrar must also be completed. Financial obligations and the return of all school textbooks must be completed before withdrawal.

STUDENT RECORDS

Requests for student records must be written and submitted to the Registrar's office. Please allow one (1) business day for the processing of this request.

LUNCH PROGRAM

Students may purchase hot lunches each day. Balanced meals are prepared with both the tastes of young people and nutritional content as paramount. A menu and prices will be given out at the beginning of the school year. The catering service offers a nice variety of meals on a six-week rotation program. One drink is included with each meal. Milk, juice or water may also be purchased separately to drink during lunch.

To participate in the hot lunch program:

1. Lunches are offered on a pre-pay or cash basis only. No charging of lunches will be permitted. Lunches may be paid online.
2. The student must have money on their account in order to participate in the lunch program. Money will be accepted each Monday morning before school in the cafeteria or anytime the school office is open. Cash or checks will be accepted in the cafeteria during lunchtime but having money on their account is preferred as to speed up the line during serving hours. Lunch money should not be included with your tuition payment as the computer systems are not compatible. All lunch money must be paid separately at the school. Please use the envelopes provided.
3. Some ala carte items will be offered. Prices and items will be determined.

4. Monthly statements will be emailed or sent to the parent.
5. Low Balance Notices will be sent to the parent through email when the student's account goes below \$10.00.
6. The menu for the month will be posted on RenWeb, www.stpetechristian.org, and included with each newsletter. It will also be announced each morning on WSPC. There is no need to pre-order lunches. Each homeroom teacher will take a lunch count daily as part of the attendance process. Students need to let their teachers know each morning if they will be eating a lunch from the cafeteria that day.
7. Special class lunches (pizza, treats, etc.) must be arranged through the homeroom teacher one day in advance so arrangements may be made for supervision. Students may not order food and have it delivered without prior approval by their teacher and his/her supervision of the event.

PARENT ORGANIZATIONS

PARENT TEACHER FELLOWSHIP

The Parent Teacher Fellowship (PTF) is a vital supportive arm to St. Petersburg Christian School. It provides:

- The opportunity for parents, students and staff to get to know each other by sponsoring major events at the beginning of the school year.
- The opportunity to raise funds that are used for equipment, services and materials otherwise not available to our children and staff. To support these projects, the PTF provides a back-to-school fundraiser and a mid-year fundraiser.
- An annual School Board/Parent Forum where parents can interact with Board Members and gain a sense of their vision for the school.
- A monthly PTF meeting held on the second Tuesday of each month to discuss current plans and future projects.

Parents of SPCS students are automatically members of the PTF. Parents are strongly encouraged to participate in the School Board Forum and other parent support meetings.

ATHLETIC BOOSTER CLUB

The Booster Club is a vitally important support to the Athletic Department. Their efforts culminate in the planning and oversight of the annual Sports Banquet, providing letters, pins and trophies for our athletes. This group of dedicated parents provides concession refreshments for home games and great support during the tournament competitions raising money to help defray the cost of new uniforms and provide additional athletic equipment.

Funds for these projects are provided by various fundraisers. Any parent may participate in the Booster Club. Meetings are held on the third Thursday of each month.

SCHOOL ADVISORY TEAM

The School Advisory Team (SAT) provides support to the total school program. It provides:

- A forum for broader school needs
- Researching options for school improvement
- An opportunity to make recommendations to school administrators

The SAT is composed of a parent representative from each grade level as well as faculty and staff representatives. The SACS Accreditation Leadership Team selects members. Parent suggestions or ideas may be given to their grade level representative for SAT consideration. The group meets on the fourth Tuesday of each month. If you are interested in serving on this committee, please contact the office.

AMBASSADORS

Our Ambassador program is open to parents who will “adopt” a new family to SPCS and provide valuable information and friendly assistance when needed. Ambassadors are also provided with opportunities to examine school needs and make recommendations for solutions.

VOLUNTEERS

Parent volunteers are a great blessing in the classroom and the school. Volunteers are expected to dress appropriately at school functions and display a lifestyle consistent with Christian tenets. Volunteers should not use or consume tobacco or alcohol while participating in a school activity. Parents interested in volunteering should contact the office and complete a Volunteer Application Packet. Volunteers are required to have a Level II background check that requires a fingerprint card to be completed. Upon approval, the application will be valid for a five year period. The Volunteer Coordinator will assist with bringing together the availability of approved volunteers with current needs.



SECTION III

**THE
SPCS
ENVIRONMENT**

DRESS CODE

HOMEWORK / STUDY TIME

LIBRARY POLICY

STUDENT ACTIVITIES

ATHLETICS

SAFETY AND SECURITY

DRESS CODE

Students are expected to edify the Lord by their modest appearance as well as in character and behavior whenever they are on the school campus or involved in school-sponsored activities. The school uniform promotes an atmosphere of unity rather than one of competition, giving students a sense of identity with their school and with one another. Student conformity to the dress code is a responsibility of the parent. The school becomes involved only as necessary. Students not adhering to dress code standards may not be permitted at school functions. To promote greater uniformity of color and style, uniform **shirts** must be purchased through Risse Brothers at www.rissebrothers.com. In addition to Risse Brothers, uniform **bottoms** such as capris, shorts, skirts, pants and skorts may be purchased at other retail stores as long as they fit within the dress code guidelines listed below.

UNIFORM REQUIREMENTS:

KINDERGARTEN, ELEMENTARY AND MIDDLE SCHOOL GENERAL GUIDELINES

1. **Please have student's name printed inside all clothing.**
2. Clothing worn indoors or outdoors during the instructional day must be in school colors and may have a small logo or design. Sweaters, sweatshirts (crew neck or zippered) and unlined jackets may be worn and may be any combination of red, white, navy blue, or gray.
3. Shorts, pants, skirts, capris and skorts must be worn above the hips. Low-riding pants are not permitted.
4. If the shorts or pants have belt loops, a belt must be worn. (Kindergarten and First grade students are not required to wear a belt).
5. Uniform shirts are to be SOLID red, white or navy blue color and must have the "St. Petersburg Christian" logo. Kindergarten thru grade 3 may also wear Peter Pan blouses.
6. Uniform shirts must be appropriate length. If undershirts are worn, they must be solid red, white, blue, or gray and be fully tucked in until the dismissal bell.
7. Students in Grades 4-8 are required to wear uniform T-shirt and navy shorts for Physical Education. These are available at Risse Brothers.
8. Hairstyles for boys and girls should avoid extreme, non-traditional fads (i.e. spiked, disheveled, etc.). Only natural coloring is allowed. Colored hair braids and hair extensions are not permissible.
9. Hats, caps, visors and bandanas are prohibited on the school campus except for especially approved days and, when appropriate by SPCS sports teams.
10. Shoes and hose or socks must be worn. Sandals, flip-flops or dirty tennis shoes are not allowed. Socks should be solid colors of black, gray, red, navy or white. Crocs or other similar footwear are not acceptable footwear.
11. The wearing of metal belts, leather studded belts or bracelets, wristbands, sweatbands, fad items and the like will not be permitted during the school day. Additionally, students are limited to two (2) bracelets or one bracelet and a watch. Silicone bracelets with acceptable messages are permitted. Long necklaces should be worn under the shirt.
12. Students are to be in dress code upon arriving on campus and remain in dress code after school until they leave campus.
13. No form fitting shirts, skirts, capris, pants or shorts are to be worn.

14. Use of glitter, bleach or paint on hair or face is deemed inappropriate to the school environment.

BOYS' DRESS

1. Navy blue or khaki uniform shorts or pants may be worn by boys in all grades. Shorts and pants need to be of appropriate size, not oversized, sloppy or tattered.
2. Earrings and finger nail polish are prohibited.
3. Boys should have neat, traditional haircuts. When the hair is combed straight down, the hair length should fall above the eyebrows, be **above** the collar and the lower portion of the **ear must be visible**. Tails and braids are not permitted. Students issued a dress code violation for hair needs to meet the guidelines within five days.

GIRLS' DRESS

1. **Kindergarten – Grade 3:** Girls may wear the plaid school jumper. They may also wear navy blue or khaki uniform shorts, skorts, skirts, capris or pants. Jumpers, skirts, shorts or skorts should be no shorter than two inches above the knee.
2. **Grades 4-5:** Girls may wear plaid, navy blue or khaki uniform skirts, or skorts that are no shorter than two inches above the knee. Girls must wear shorts under their skirts. They may also wear navy blue or khaki uniform shorts, skorts, Capris or pants.
3. **Grades 6-8:** Young ladies may wear navy blue or khaki uniform skirts or skorts that are no shorter than two inches above the knee. Girls must wear shorts under their skirts. They may also wear navy blue or khaki uniform shorts, skorts, Capris or pants.
4. Tights, leggings, or hose in red, white or blue may be worn under the skirts or skorts. Plain leggings only (not laced) must be Capri length or longer when worn under a skirt, jumper, or skorts.
5. Make up:
 - a. Girls in Grades 6-8 may wear make-up discretely and with good taste.
 - b. Girls in elementary grades are not to wear makeup, fake fingernails or perfume to school.

JEANS AND T-SHIRT DAY

Classes and groups may sponsor a Jeans/T-shirt Day to raise funds for a missions or school project. The students who wish to participate will use the following guidelines and pay \$.50 to participate in each special day. Failure to pay \$.50 will result in a dress code violation. (The cost is the same whether a child chooses to wear a t-shirt or jeans or both.) They must also follow the general guidelines in previous sections.

1. Jeans, shorts or skirts worn must be blue denim or khaki only.
2. Jeans need to be of appropriate size, not oversized, sloppy or tattered.
3. No form fitting jeans, shorts or skirts are to be worn. "Skinny" or other type of form fitting jeans are not permitted.
4. Low-riding jeans are not permitted.
5. Jeans that have bleached areas are not appropriate school attire.
6. Belts are required for all groups but Kindergarten and 1st Grade.
7. Shorts' length must follow these guidelines:
 - a. K-5, mid-thigh or longer
 - b. Grades 6-8, no shorter than 2 inches above the knee
 - c. Any boys' long-length shorts will be at the discretion of administration.

8. If a denim skirt is worn, it must be no shorter than two inches above the knee. Slits may go no higher than one inch above the knee. (Shorts must be worn underneath as with a uniform skirt.)
9. SPCS T-shirts or uniform shirts may be worn and follow dress code guidelines.
10. Shoes and socks/hose must be worn and follow dress code guidelines.

DRESS-UP DAY GUIDELINES / DRESS AT SCHOOL EVENTS

1. Dress-up days will be allowed (not required) for those participating in the following ceremonies: NJHS Induction, and 8th Grade Graduation. Those not dressing up will wear the school uniform.
2. **Boys:** Dress slacks or neatly pressed khakis, dress shirt with tie or sports shirt. Shoes: loafers or dress (no sneakers with dress-up clothes).
3. **Girls:** Dress slacks (non-form fitting); dress/skirt – no shorter than two inches above the knee; slits in skirts may not go above the knee. Skirts/ dresses/ blouses are not to be form fitting. Dresses and blouses are to have a neckline that is not low cut in front or back. Thin or see through fabric is not acceptable. Shoes should be dressy, not sneakers.
4. Any student in violation of this dress code may be given disciplinary consequences and, in extreme cases, may not be allowed to participate in the ceremony or function.

SPORTS BANQUET DRESS

The school realizes that some of our students like to dress more formally for this event. This is acceptable but not required. The following guidelines must be followed.

1. Boys: Buttoned sports shirt, dress shirt with or without a tie, slacks, dress pants or suit pants. Sports coat or suit coat may be worn. Tee shirts, polo style shirts, shorts or jeans **MUST NOT** be worn.
2. Girls: Slacks, dress pants, skirts or dresses may be worn. For skirts and dresses the shortest part of the slit or hemline may be no shorter than one inch above the knee. Dresses that are low-cut in the front or back are **NOT** permitted.

Attire must be modest and appropriate. Any student in violation of this dress code may be given disciplinary consequences and, in extreme cases, not be allowed to participate in the function.

PE UNIFORM REQUIREMENTS

1. **K - Grade 3:** Students must wear tennis shoes with non-marking soles. Girls, remember to wear shorts under the jumper each day. If the girl wears the uniform culottes, the culottes may be worn for PE class. (Biking shorts and cut-offs are not to be worn.)
2. **Grades 4-8:** Attire is the SPCS white or red PE shirt and navy blue gym shorts of modest length. Shirt sleeves may not be cut off. School-colored socks and non-marking tennis shoes are required. In cold weather, students are encouraged to wear long pants (preferably jogging or warm-up pants) and a red, white, blue, or gray sweatshirt. PE uniforms must be worn for sports elective (6-8) classes. **All shorts and shirts must have the student's name printed on the waistband or tag.**

HOMWORK POLICY

Homework is any educational exercise assigned to a student that prepares him/her for class activities or meeting course requirements. The purpose of homework is to reinforce concepts presented during class.

The student will need to read the class text or related readings with comprehension. Reading is an active form of homework and should not be taken lightly by the student.

1. Out of school assignments are given beginning in kindergarten.
 - Homework for students in Kindergarten through Grade 2 should take less than 30 minutes per night.
 - Students in Grades 3 through 5 should work less than one hour.
 - Middle School: Middle School students 1 to 2 hours per night; students may also be given assignments over weekends.

These are average times since students work at different rates. If your child is consistently taking much more time than the stated guidelines, contact your child's teachers.

2. Term papers or projects that are assigned in advance are due on the date assigned, regardless of absence. It is the student's responsibility to have the work submitted on time.
3. Homework is typically not assigned for Wednesday evening. Students are encouraged to participate in church functions on that night. Homework is considered due when the student's class meets on the day it is due. Elementary teachers will accept late homework up to 4 days after due date. When late work is submitted a 10% reduction for each day will be assessed up to 4 days. Exceptions to this rule will be made for excused absences.

Late Homework Policy for Middle School

Up to one day late	89% of grade received for work
Two days late	79% of grade received for work
Three days late	69% of grade received for work
Four days late	59% of grade received for work
Five or more days late	49% of grade received for work

Abuse of this Homework Policy may result in increased grade reduction at teacher's discretion.

4. In Grades 3-8, a planner is given to each young person during the first week of school. Each Friday, teachers will post the next weeks assignments and test dates in the classroom and on RenWeb. The student has the responsibility of writing down the assignments. **Parents are encouraged to check the planner each Friday to help the student plan the week's events.**
In K-5, a weekly activity sheet is sent home and posted on RenWeb each Friday with all assignments, tests, quizzes and announcements.
5. Most homework assignments may be found in RenWeb.
6. Here are some suggestions in which you can help your child with his studies:
 - a. Parents should see that the student has an organized and complete record of assignments. The best method is the planner.
 - b. Be sure the student is provided with a quiet, secluded study place.
 - c. Parents may need to check from time to time to see how much and what kind of work is being done.

- d. While parents or fellow students may “shed light” on homework concepts, direct answers should not be sought nor given.

LIBRARY POLICY

1. The library of St. Petersburg Christian School serves the entire student body. Elementary students have a scheduled weekly visit where they are taught library skills, introduced to excellent literature, and may check out books. Middle school students are encouraged to use the library for research as well as for enjoyment. All students are encouraged to come during or after school hours to check out books.
2. Kindergarteners may borrow one book at a time. During the first semester, First Graders have a two book limit. All other grades may have three books checked out at one time. Should a book be damaged or lost, a replacement fee will be assessed.
3. Books are to be returned or renewed within **one week** (7 days).

STUDENT ACTIVITIES

CHAPEL

Chapels are held weekly to give opportunities to worship, sing and fellowship together. These are unifying times for the school. All Middle School students are to bring Bibles with them to chapel.

FINE ARTS

All performing students are required to attend the final dress rehearsal programs in which they are to perform. Non-attendance will affect their grades. See the school calendar for the dates of the band and choral concerts in the winter and spring. Should special circumstances arise contact the music or band teacher **two weeks** prior to the date of the concert. Selection into the Middle School classes is at the discretion of the teacher.

PHYSICAL EDUCATION

Physical Education is offered to all children to encourage sound physical development. Students are expected to participate in class. No student will be excused from participation in physical education class without a written parental or doctor's request. A student will be excused no more than three times in a semester without a doctor's written verification. In grade 6-8, all students are required to have a SPCS PE lock on their locker and locked at all times. Locks must be purchased at the main office. **Locks cannot be brought from home.** Students can use locks from previous years if purchased at SPCS.

YEARBOOK AND NEWSPAPER

These publications are created by students in the Middle School under the sponsorship of a teacher. Selection into the class is at the discretion of the teacher. All students receive a copy of each as part of their activity fee.

NATIONAL JUNIOR HONOR SOCIETY

NJHS is an honor society that fosters high standards of leadership, scholarship, service and citizenship on the part of students in **grades seven and eight.**

The following procedures are used to determine membership in the St. Petersburg Christian School National Junior Society.

1. Students' academic grade point average (GPA) is obtained from administration. Those students with a quarterly cumulative GPA of 3.5 and above since 6th grade are identified as being eligible for membership in the local NJHS.
2. Students who are eligible will be provided a Student Activity Information Form, with a cover letter, to be completed by the student and signed by a parent. The return of this form indicates a desire to be considered for membership in the local NJHS.
3. All middle school faculty members will be provided an evaluation form to be used as an aid in the selection of new members. The evaluation form asks the faculty to rate prospective members on leadership, character, and citizenship using a scale of one to five, five being the highest.
4. A Faculty Council of five teachers will review the student activity form and the faculty evaluations. The council will vote on each eligible student with selection based on a majority vote.

STUDENT GOVERNMENT

The SG is an organization of 5th-8th grade students chosen by their peers to represent them in planning events, reviewing student concerns and suggesting changes.

MUSIC LESSONS

Parents of students interested in private music instruction should contact the music department for assistance.

PEACE KEEPER MENTORING PROGRAM

This is an after school program that pairs older students with younger students to build relationships and provide SPCS Counselor.

SONNY DAYS CAMP

This all-day program provides fun for children from 7:00 a.m. to 6:00 p.m. throughout the summer. A wealth of activities and daily field trips are provided: roller-skating, ice-skating, swimming, bowling, museums, picnics in local parks and much more!

ON-CAMPUS ATHLETIC EVENTS

Athletic competition at SPCS encourages school spirit, leadership opportunities, and developing Christian character. With our desire to ensure student safety, the following guidelines have been established.

1. Students whose parents attend a game become the responsibility of their parents.
2. Athletes must take their backpacks and homework materials with them to the game, placing them in the locker room. The Middle School hallway will be off limits after 3:30 p.m. unless the student has permission from a teacher or coach to be there.
3. Students are expected to remain seated in the bleachers and display excellent sportsmanship while in attendance.
4. Students attending a game must stay in the gym throughout the entire match.
5. Students who stay on the campus between dismissal (3:15) and game time (for the purpose of attending a game) must report to the aftercare teacher and go to the game under his/her supervision. There is no charge for this service under these circumstances.

ATHLETICS AND ATHLETIC ELIGIBILITY

1. A student must have a current physical BEFORE trying out for any sport. No performance enhancing substances are permitted. Violation will result in dismissal from all athletic teams and possible expulsion.
2. The athlete must have earned a GPA of 2.0 or higher and have no more than one "F" for the fourth quarter of the previous year in order to participate in Fall Sports.
3. The athlete must have earned a GPA of 2.0 or higher and have no more than one "F" for the previous quarter to participate the following quarter. Failure to achieve the minimum academic requirements will result in a full nine-week grading period suspension from athletic participation.
4. An incomplete on a report card makes the athlete ineligible until the incomplete is made up and reported to the office.
5. The Athletic Director will review the Academic Reports for the 3 & 6-week periods. Any student earning a GPA below 2.0 or having more than one "F" will be ineligible to practice or play until he/she meets the minimum academic requirements.
6. The athlete must be in school one half day to attend practice or to play in a game that day. The half-day must be an excused absence. A half-day is between 8:15 a.m. to 11:30 a.m. or 11:30 a.m. to 3:15 p.m.
7. For an unexcused absence from practice, the athlete may not start in the next game. Athletes who miss practice due to illness will start at the coach's discretion.
8. Disciplinary action for unsportsmanlike conduct at practice, on the way to, during, or after the game, will be dealt with first by the coach, second by the athletic director, and third by an administrator
 - a. **First offense** - sit out one game
 - b. **Second offense** - sit out three games and conference with parent
 - c. **Third offense** - team dismissal
 - d. **Last game misbehavior** - Administrative consequence
9. For the violation of school rules during a season, the athlete will have an additional consequence on the following schedule:
 - 1 Detention:** No game suspension (grace)
 - 2 Detentions:** Cannot start game plus 1/2 game suspension
 - 3 Detentions:** One full game suspension plus conference with the athletic director and coach
 - 4 Detentions:** Team dismissal

School suspensions of any kind: At least equivalent of two detentions
10. Athletes and Cheerleaders may attend After Care (at no charge) before each practice/game or wait with the coach. After Care charges will apply for those not picked up within 15 minutes after the practice/game unless other arrangements are made with the coach.
11. Eligible athletes are to be dismissed from class at the designated time. Students are responsible for scheduling make up tests and quizzes missed due to attending school events.
12. Student athletes who participate in SPCS sponsored events are expected to conduct themselves in a Christ-like manner.



SAFETY AND SECURITY

EMERGENCY SITUATIONS

School closing: parents should check the SPCS website and monitor major network channels to receive information regarding school closing or delay due to perilous weather conditions. Typically, SPCS mirrors the decision made by Pinellas County Schools in these matters.

INJURY/ILLNESS AT SCHOOL

When a child is injured or evidences illness, the parent will be notified. This includes any face or head injury. The parent will be responsible for quickly coming for the child. Parents must sign out students before they are allowed to leave the campus.

MEDICATIONS

For safety reasons, all medications must be personally handed to an adult at the beginning of the day. Elementary teachers will receive and dispense medicines for their students. The office receptionist will do so for Middle School students and for refrigerated medicine for elementary students. **The medicine, including over the counter medications, needs to state the child's name, the dosage, and the hour at which the medicine is to be given.** Over the counter medications including cough drops, chapstick, and nasal sprays will not be given unless the above conditions are met. No student may share any medicine with another student including those mentioned here.

HEAD LICE

If a student is found to have head lice, the student will be sent home after parental notification. The child is not to return until the infestation has been removed and the student has been treated according to Pinellas County Health Department standards. A copy of these requirements is available in the school office.

CLOSED CAMPUS

No student is allowed to leave the school campus after arrival or during the school day unless s/he is under faculty supervision or special permission has been obtained from the office. A parent must sign out a student when permission is granted to leave campus.

STUDENT VISITORS

If a student wishes to have a guest attend class, a written request must be submitted at least 2 days in advance to the appropriate administrator. Permission is only granted when the teachers of the classes to be visited have given their approval of the visit. Visits will be limited to one day.

MONEY

In the event a student brings money with them to school, it is recommended that the money be placed in an envelope and labeled appropriately for its purpose. (i.e. field trip, activity fee, etc.). Be certain the student's name and homeroom teacher's name is clearly labeled on the envelope. Wallets or purses should be kept with the student or placed in a locker. The school expects honesty of each student in order to avoid temptation before other people.

GYMNASIUM / UNAUTHORIZED AREAS

For safety reasons, students may not be in the gymnasium or any other area on campus without the presence of an adult. Students in the gymnasium may not go under the bleachers. Violation of these rules will be considered a serious offense.

PUBLISHED PICTURES

Pictures of students may be published in the yearbook, on the school's website, in the school newspaper, in promotional materials (including videos) or in other school related publications. There is a section in the **Application for Admission** where the parent has the opportunity to deny permission to use images of their children. Please contact the registrar if you desire to change your permission status.

CELLULAR TELEPHONES

Students are not permitted to use a cell phone or any other electronic device on school property before or during school time. For a listing of Prohibited Articles, please refer to pages 35 or 46. After school, students are required to get permission from a teacher or the aftercare personnel to use their device.

1. If a student brings a cell phone to school, it must be secured and locked in the student's locker and turned off during school hours.

2. Any unauthorized use of a cell phone during school hours by a student will result in confiscation of the phone. (Confiscated phones will be returned by the administration to parents upon request.)
3. Students whose phones have been confiscated more than once may not be able to bring a cell phone to school for the remainder of the year. (Administrative discretion) If the student continues to bring their cell phone to school, then it becomes a prohibited article and falls under the same procedures as such in a discipline plan. (See page 35 or 46)
4. Use of cell phone during a test for any reason (i.e. text messaging or photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.
5. Taking photographs or other use of cell phones (videos) is prohibited during the school day. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.

Cell phones may also function as data storage devices. Student who brings cell phones to school are subject to inspection and review by school administration pursuant to the ministry's normal search and seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Parents, who need to contact their child during the school day for emergency purposes, should use the school's normal emergency contact process and call the main school phone number. School staff will assist parent in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

SEARCH AND SEIZURE

Due to the school's responsibility to provide a safe and exemplary environment for all students, SPCS administration reserves the right to inspect any locker at its discretion. Backpacks and purses may also be searched. The general procedure for this will be to have students empty their own belongings from their backpacks/purses. Students may also be asked to empty their pockets if prohibited articles are suspected to be present. If the student is unwilling to comply, parents will be called to assist. *Refusal to comply with any search may lead to immediate suspension.

SPCS utilizes electronic camera equipment in common areas to maintain high levels of safety to persons and property.

Student Websites:

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog with the school administration. (i.e. Facebook, myspace.com, blogger.com, etc) The website must be registered immediately upon its creation. Any student who created a website or blog prior to attending SPCS must register the website/blog as he/she is accepted as a student. All website/blogs will be monitored for content on a regular basis. Any student, including home school students, found with an unregistered website/blog or

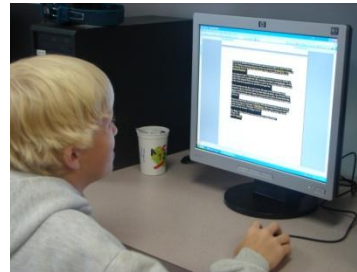
website/blog material that is deemed inappropriate to the purpose and mission SPCS will be subject to disciplinary action up to and including immediate ineligibility to attend SPCS.

INTERNET USE POLICY

St. Petersburg Christian School Network and Internet Acceptable Use Policy

St. Petersburg Christian School provides its administration, teachers, and students with access to a variety of educational and professional resources. Included in these resources is access to the Internet. Within the context of the mission statement of

SPCS, Internet access is made available to meet the spiritual and educational goals of our curriculum. Students will be able to enhance their learning through a wealth of additional reference and research opportunities by learning to conduct searches, evaluate resources, and locate relevant material from primary resources.



In an effort to educate students about efficient, ethical, and appropriate use of the Internet, the following policies and procedures are in place.

1. Students will not reveal personal information about themselves or others, including address, phone number, or personal e-mail.
2. Students will be polite and Christ-like in their communications with others.
3. Internet service is provided through Knology, with filtering of inappropriate material being provided by SonicWALL. Filtered sites are updated weekly.
4. Students will be supervised at all times while using the Internet. Students will have specific learning objectives when given access and will not be allowed to simply “surf” at their leisure.
5. Training through the Media Specialist and Technology instructors will be provided to students in the appropriate use of the Internet from a Christian perspective.
6. Students will be provided with information on how to properly cite references from the Internet, and will be expected to follow this format in research papers and reports.
7. Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The SPCS administration will have the final decision on appropriate use.
8. No students, including children of staff members, are to access the e-mail system.
9. Students will be held responsible for his or her actions when using the Internet.

Some examples of inappropriate use include, but are not limited to the following:

1. Use of Internet for illegal activities. This includes transmission of copyrighted, threatening, or obscene material.
2. Use of Internet for financial transactions, buying, selling, product advertising, or political lobbying. The student and parent will be responsible for any purchases the student may attempt to make.
3. Degrading or disrupting the equipment or system performance (i.e. changing passwords, placing viruses on the system, deleting data of others, altering workstation settings, etc.). Entering a chat group, unless specifically authorized to do so as part of an educational activity.
4. Accessing or reading e-mail without specific permission from a teacher.

5. Attempting to access vulgar or pornographic materials.
6. Downloading from sites, unless specifically authorized to do so as part of an educational activity.
7. Posting messages without specific permission.
8. Plagiarizing or using information without proper citation and credit.
9. Any other activity that violates the mission and purpose of St. Petersburg Christian School.

St. Petersburg Christian School will make every effort to ensure that students are using the Internet appropriately. However, SPCS cannot be held responsible for the following:

1. The reliability and accuracy of the content of a source received; students should evaluate and cite sources appropriately.
2. Costs that a student may incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in a lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for maintenance.
4. Inappropriate material accessed by students. Every effort, however, will be made to screen and filter negative sites.
5. Guarantee of privacy of access. The Technology staff and Administration reserve the right to monitor and investigate any and all activity that occurs on the SPCS computer network.

All users of the Internet will agree to the following code of ethics:

I will strive to act in all situations in a way that would glorify God. I will act with honesty, integrity, and respect for the rights of others, and encourage others to conduct themselves in a Christ-like fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others as I use the Internet. I agree to follow the general rules of conduct of SPCS. I will strive to apply Philippians 4:8 and Colossians 3:17 to my searches and other activities on the Internet.

Philippians 4:8 – “Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are of good report, if there be any virtue, if there be any praise, think on these things.”

Colossians 3:17 – “And whatsoever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father through Him.”

By signing the Student Handbook agreement at the back of this document, students and parents agree the student will abide by these policies, guidelines, and restrictions. Any violation of the above may end Internet privileges and receive other disciplinary consequences.

Section IV

**ELEMENTARY
STUDENT
LIFE**

ATTENDANCE

STUDENT ACHIEVEMENT

STUDENT RESPONSIBILITIES AND CONDUCT

ATTENDANCE POLICY

In order for your child to gain the most in school, he/she must be regular in attendance. Class begins promptly at 8:15 a.m. for first through eighth and 8:30 a.m. for Kindergarten. Before care as provided in the cafeteria from 7:00-7:45 each morning. Supervised care is provided on the playground, at no charge to the parent, beginning at 7:45. **No child is to be “dropped off” at a playground or any other unauthorized area before 7:45 a.m.**

ABSENCES

1. Absentee procedure
 - a. ALL absences require a note from the parent, explaining the reason for the absence. Both full and half days will be 'unexcused' if a note is not brought in.
 - b. The note is to be sent in with the student and given to the teacher on the day s/he returns.
 - c. The parent assumes responsibility for missed assignments.
2. Non-medically necessary absences
 - a. The missing of school for the purpose of vacation is not considered a necessary absence. Requests for permission to be absent for a vacation must be presented in writing at least one week before the absence and will be granted if approved by an administrator. The parent assumes responsibility for missed assignments and remedial needs of the child. All make up work is due upon the return of an approved vacation.
 - b. Any time a student must be absent from school for reasons other than illness or vacation, it is required that the parent notify the teacher one day in advance. The parent assumes responsibility for missed assignments.
3. A child should not return to school too quickly following illness. S/he should be free from vomiting, diarrhea and fever for a minimum of 12 hours.
4. If an elementary student must leave school prior to dismissal, the parent must come to the school office to sign out the child. At this time, the office personnel will call the teacher in the classroom and ask for the student to be sent to the office.
5. If the Stanford Achievement Test is missed due to absence other than for illness, there will be a fee of \$25 per day for administration of the test.

UNEXCUSED ABSENCE

All homework and daily grades for the day will be made up. Any test or exam that is missed must be made up during a time determined by the teacher.

EXCESSIVE ABSENCES

After 15 excused or unexcused absences during the school year, a physician's note will be required to excuse all future absences. This includes approved absences for vacation days.

VACATION WHILE SCHOOL IS IN SESSION

Vacations are considered unexcused absences unless permission is requested, in writing, seven days prior to the trip and is approved administration. If approved, the student may receive assignments in advance of the trip. Class work is due upon the student's return. The student may have to stay after school to make up tests, etc.

STUDENT LEAVING CAMPUS

A parent or guardian must be contacted before a student is allowed to leave campus. If a parent is unable to come pick up the student and wants the student to walk or ride their bike, there must be a note on file from the parent giving permission to do so. (See Appendix.)

TARDIES

The students may enter the classroom at 8:10 when the first bell rings. Class begins at 8:15.

1. If the student enters the classroom after 8:15, s/he will be considered tardy. When delivered between 8:15 –8:20, parents must escort their children to the classroom. If the student arrives after 8:20 a.m., the parent must go to the office and sign him/her in. At that time the child will receive a pass to go to class.
2. Tardies will be considered 'excused' for dentist or doctor appointments upon receiving a written note from the doctor.
3. Consequences for unexcused tardies:
0-3 tardies: S 4-7 tardies: N 8 or more tardies: U
4. Excessive tardies
Upon the 7th tardy a letter may be sent home for parent signature.

STUDENT ACHIEVEMENT

REPORT CARDS

The purpose of our reporting system is to give parents and students an indication of the progress that is being made. Each child's ability, attitude, application and achievement are taken into account in the grading, but the student is marked on actual achievement, not primarily on effort put forth.

Letter grade scale:

Outstanding or excellent	A =	90-100
Above average or good	B =	80-89
Acceptable or average	C =	70-79
Poor but passing	D =	60-69
Unacceptable or failing	F =	59 or below

1. Kindergarten

"O" (outstanding), "S" (satisfactory), "N" (needs improvement), and "U" (unsatisfactory) grades

"S", "N", "U" grades: Art, Computer, Music, PE, and Spanish

2. Grades 1 and 2

Letter grades: Reading, Math, Spelling, and English

"S", "N", or "U" grades: Bible, PE, Music, Art, Handwriting, Social Studies, Spanish, Computer, Science, and Progress in Character

3. Grade 3

Letter grades: Reading, Spelling, Math, Social Studies, Science, and English.

"S", "N", or "U" grades: PE, Music, Art, Bible, Spanish, Computer, Handwriting, and Progress in Character

4. Grade 4

Letter grades: Bible, English, Spelling, Math, Social Studies, Science, Band, Music, PE, and Reading

"S", "N", or "U" grades: Handwriting, Spanish, Computer, Art, and Progress in Character.

5. **Grade 5**

Letter grades: English, Spelling, Math, Social Studies, Science.

Bible, Band, Music, PE, and Reading

"S", "N", or "U" grades: Handwriting, Spanish, Computer, Art, and Progress in Character

DEAN'S LIST AND HONOR ROLL

1. **Kindergarten**

Honor Roll for grading periods 2, 3 & 4 - all "S" grades.

"N" allowed in tardies and dress code violations.

2. **Grades 1 through 5**

Dean's List - all A's, no "U"'s in all subjects with the exception of one B allowed in Accelerated Math grades 3-5

Honor Roll - all A's and B's, no "U"'s in all subjects

PROMOTION

1. **Kindergarten**

Students who receive a "U" in reading or math shall be considered for retention or promoted to the next grade level on probation depending on teacher recommendation.

2. **Grades 1-3**

Students who receive an "F" in reading or math shall be considered for retention.

Students who receive a "D" in reading or math shall be recommended to have remediation over the summer and shall be promoted to the next grade level on probation.

3. **Grades 4 and 5**

Students who receive two "F's" in core subjects will be considered for retention. Summer remediation will be recommended for two "D's" or lower, especially if received in reading or math, and the student will be placed on probation for the next grade level. *

- "Academic Probation" refers to the first marking period following the notice of failed subjects. Students who are on academic probation must maintain an average grade of "C" (G.P.A. of 2.0 or above) for that grading period.

STUDENT RESPONSIBILITIES AND CONDUCT

Enrollment at St. Petersburg Christian School is a privilege, not a right. Our Admissions Committee makes a recommendation, but the school reserves the right to admit students at its sole discretion. Each student has been allowed to enroll at SPCS only with the understanding that attendance entails student responsibility and conduct exemplifying Christian living. Christian character is to be displayed both in and out of school.

RESPECT

Students are expected to show respect to all adults and to their fellow students. They are to apply the "Golden Rule" to all situations by doing unto others, as they would have others do unto them. This prohibits the use of bad language or physical aggression. The expectation of proper decorum also precludes hand holding, improper touching and other displays of affection. The instructions of the school personnel are to be followed quickly. (Defiance or disrespect will not

be tolerated and will result in disciplinary action.) If a student faces harassment of a sexual or other nature, s/he should report it to a trusted teacher, school counselor or administrator.

BULLY SURVEY

A Bully Survey is administered twice a year to raise accountability of our students in the following “golden rule.” Answers to this survey are anonymous and confidential. Results are used to monitor bullying throughout the year. Results from the survey are reviewed and followed up by SPCS Student Support Counselor.

Bullying is defined as “when one or a group of students are name-calling, pushing, tripping, kicking, or someone using unkind words.” This also includes exclusion or other demeaning activities.

The following measures were approved by the School Board and agreed upon to change and specify outcomes for those identified in the bully survey three or more times:

First Offense: (Those identified the first time, three or more times on a survey) results in parent conference with the Elementary Director and SPCS Student Support Counselor. Group counseling on anger management and conflict resolution with the focus on Christian leadership for six 30-minute sessions will be administered by a SPCS Student Support Counselor.

Second Offense: (Those identified three or more times on a second survey) results in recommendations for individual counseling by a SPCS Student Support Counselor for 2-6 sessions as recommended by the assigned counselor. A behavior contract will address the counseling recommendation and the expectations for specific conduct changes as specified in survey.

Third offense: (Those identified three or more times on a third survey) Parents will be asked to provide professional outside counseling for at least 4-8 sessions. Upon completion, the counselor will provide a letter documenting improvement in the areas of peer relationships and anger management to SPCS. The existing behavior contract will be updated to address any new concerns as noted on the survey. The School Board will be informed of the status of the child.

Fourth offense : (Those identified three or more times on a fourth survey) The SPCS administration will consult the School Board regarding school expulsion, based on the history of a student’s conduct. A letter will be mailed to the parents documenting the behavior concerns and a date for the parents to meet regarding the school’s recommendation of expulsion.

PROHIBITED ARTICLES

The following items are not to be brought onto the campus and may be confiscated:

1. Electronic devices (Smartphones, handheld game consoles, iPods, etc.)
2. Skateboards/ roller-blades/ scooters
3. Playing cards/trading cards
4. Toys
5. Any article which could be considered a weapon
6. Laser pointers

7. Any article of clothing, jewelry, school materials, or other personal belongings that could be construed as contrary to Christian values.
8. Aerosol products (cologne, perfume, or deodorant)
9. Whiteout
10. Chewing/bubble gum
11. Lighters/matches
12. Neither magnets nor liquids may be taken to the computer laboratory or used in the proximity of any computer.
13. Any item that would interrupt the educational process in or outside the classroom

* Additional items may be added to this list.

RESPECT FOR PROPERTY

Personal property and that of others is deemed a God-given resource. It is to be valued, cared for, and respected. Possession or destruction of another's property is strictly prohibited. Entering others' lockers or book bags without expressed permission is prohibited. The student is reminded that vandalism of school property will result in disciplinary action.

RULES FOR THE ELEMENTARY PLAYGROUND STRUCTURE

GENERAL PLAYGROUND RULES:

1. Have good, safe fun!
2. Share the equipment. Take care of it.
3. No rough play or playing tag while on the equipment.
4. Treat others with respect. Never push another person.
5. Use climbing equipment for climbing:
Cliff, Wavy Web, Summit, Fish Net, Chimney and Cozy Climbers.
Do NOT climb on top of other parts of the structure.
6. No food, backpacks or toys are allowed on the structure.



CAFETERIA AND LUNCH PERIOD

Each student is to consider lunch as a class period with the cafeteria as the classroom. Food and drink are to be consumed at the lunch tables. For health reasons, food is not to be shared. Students are not allowed in school halls during lunch without adult permission. Students are expected to clean the lunch area by picking up after themselves. They are not to eat or drink anywhere other than the designated areas before, during or after school.

TEXTBOOKS

Textbooks are not to be left around campus before, during or after school. They are to be in the possession of the student or left in the classroom. All textbooks are to be covered by a book cover. Adhesive covers are prohibited. No matter what the condition of a textbook, it is to be treated as if new. At the end of the school year, students may be assessed a fine for excessive wear and damage of an issued textbook.

DISCIPLINE POLICY - ELEMENTARY

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1, and Hebrews 13:17), and it requires discipline for children (Proverbs 6:23, 13:24 and 29:15, 17). Proper and appropriate behavior is expected at all school events both on and off campus and is subject to faculty/administrative discipline. Also, a respect for the property of others is essential. Students should not handle, damage, trade, or buy the property of another student while on the campus.

1. The teacher is the primary source of discipline while your child is at school. Only after the following steps have been taken and proven ineffective (in correcting the behavior) is a referral to be given to the administration.
2. The Assertive Discipline program is used in all classrooms. Rules are posted along with positive and negative consequences.
3. **Expectations of the student may include the following:**
 - a. Show respect for others and oneself
 - b. Raise hand and wait to be called on
 - c. Keep hands, feet, and objects to oneself
 - d. Leave seat only with permission
4. **Rewards may include:**
 - a. Praise
 - b. Special privileges
 - c. Stickers
 - d. Positive notes, awards, etc.
5. **Consequences may include:**
 - a. Warning
 - b. Time out
 - c. Loss of privilege or special assignment
 - d. Parent contact
 - e. Detention
 - f. Referral to the Administration

REFERRAL

When a referral is received by the administration, the following actions may be taken, depending on the grade of the student and seriousness of the offense:

1. Student conference
2. Parent telephone conference
3. Written apology
4. Detention
5. Payment for damages
6. Revocation of specific privileges
7. Parent meeting
8. In-school suspension
9. Suspension from school (one or more days)
10. Dismissal from school

A parent will be notified anytime a student is sent to the office for discipline.

DETENTIONS

Detention is an after school period of time with staff supervision. It takes place two afternoons weekly on Tuesdays and Thursdays from 3:00 to 3:30. 5th grade will serve detention Tuesday and Thursday from 7:00 a.m. to 7:45 a.m. Parents are notified by the teacher at least 24 hours in advance so as to not create a problem with transportation.

SCHOOL BOARD REVIEW

Any student whose conduct or attitude, in or out of school, shows him/her to be in opposition to the basic principles and purpose of the school, or who maliciously destroys school property, will be referred to the School Board with the recommendation of expulsion.

CONSEQUENCES FOR NOT FOLLOWING DRESS CODE

In the event that a student does not follow the guidelines for dress, a Dress Code Violation will be sent to inform the parent of the infraction. It needs to be signed and returned the following day.

A grade will be given on the report card under "Wears proper attire."

- | | |
|-------------------|----------------------------------|
| 0 - 3 violations: | S on report card |
| 4 - 7 violations: | N on report card |
| 8 or more: | U on report card and a detention |

STUDENT - TEACHER RELATIONSHIP

1. The student is reminded that the final authority in any class is the teacher in charge. Demanding constant attention and monopolizing a teacher's time, to the exclusion of other students, is not conducive to a good student-teacher relationship. Students are to act in a respectful manner toward their teachers and peers.
2. If an academic problem arises, the following procedures will be followed.

- First, the teacher or parent requests a conference at the convenience of the teacher.
 - Second, the teacher or parent may request a teacher/parent/administration conference.
3. Teachers remain after school until 3:30 to help students. Students should seek out their teachers in the event that they need assistance.
 4. The school provides a SPCS Student Support Counselor who is available to assist with students' needs. Consultation times can be arranged by parents, teachers or by students themselves.



SECTION V

**MIDDLE SCHOOL
STUDENT
LIFE**

ATTENDANCE

STUDENT ACHIEVEMENT

STUDENT RESPONSIBILITIES AND CONDUCT

ATTENDANCE POLICY

School begins at 8:15 a.m. and is in session until 3:15 p.m. The student is expected to be on time each day of school and to be punctual to each class. Students who arrive before 7:45 a.m. must report to the cafeteria for the Before Care program. Those arriving after 7:45 are to remain in front of the Middle School, unless directed to do otherwise by the MS supervisor. Students will be allowed to use their lockers in the hallway at 8:05 or when permitted by the supervisor. At 8:10 a.m. students may enter the classroom if the teacher is present. If students are not in their classroom by 8:15, they will be marked tardy. Students leaving before 11:30 or arriving after 11:30 will be considered present for one half day.

TARDIES

Upon the second unexcused tardy there will be a teacher/parent contact. On the third unexcused tardy in a grading period, the student will receive a detention. Proof of reason why a student is late rests upon the parent and not the school office. If a student arrives late, he must go to the office to get a tardy slip before coming to class. Excessive tardies (more than five in a nine-week period) will require a parent conference with administration.

ABSENCE

Each absence from school must be verified and explained in writing by the parent of the student. A note must be presented to the office, before going to the classroom, on the day of the student's return.

1. Students with absences may make up work or assignments missed. They may have as many days as the number they have been absent in which to make up the work, not to exceed ten school days. It is the student's responsibility, not the teacher's, to make arrangements for the make-up work and tests.
2. If a student comes to school for any part of the day, that student is to turn in all work due that day to all classes attended. Make-up tests will be completed after school, at the convenience of the teacher.
3. Students who have been absent for any three days (not necessarily consecutive) in a nine-week grading period may be required to submit a certificate of illness from a licensed physician.

Excused absences will be approved by administration. Requests for religious conferences or workshops need to be submitted to the school seven days prior to the student absence.

UNEXCUSED ABSENCE

All homework and daily grades must be made up. Any test or exam that is missed must be made up during a time determined by the teacher.

EXCESSIVE ABSENCES

After 15 excused or unexcused absences during the school year, a physician's note will be required to excuse all future absences. This includes approved absences for vacation days.

TEST RESCHEDULING FEE

If the Stanford Achievement Test or a final exam is missed due to absence other than for illness, there will be a fee of \$25 per day (that was missed) for the administration of the test.

VACATION WHILE SCHOOL IS IN SESSION

Vacations are considered unexcused absences unless permission is requested, in writing, seven days prior to the trip and is approved by administration. If approved, the student may receive assignments in advance of the trip. Class work is due upon the student's return. The student may have to stay after school in order to make up tests, etc.

STUDENT LEAVING CAMPUS

A parent or guardian must be contacted before a student is allowed to leave campus. If a parent is unable to come pick up the student and wants the student to walk or ride their bike, there must be a note on file from the parent giving permission to do so. (See Appendix.)

STUDENT ACHIEVEMENT

REPORT CARDS

1. At the end of every nine-week grading period each student will receive a report card. In addition to a letter grade, the teacher in each class may provide a comment that describes student conduct. The grade scale is listed below and will be used for report card and transcripts.

Letter grade scale:

Outstanding or excellent	A =	90-100
Above average or good	B =	80-89
Acceptable or average	C =	70-79
Poor but passing	D =	60-69
Unacceptable or failing	F =	59 or below

2. At the close of two quarters, a **Semester** grade is calculated for all classes. How the grade is calculated is determined by the number of quarters the class meets and if there is a final exam.
 - A 1 quarter class: the quarter average becomes the semester average;
 - A 2 quarters class without an exam: each quarter is 50% of the semester average;
 - A 2 quarters class with an exam: each quarter is 40% and the exam is 20% of the semester average.

Example:

History			
1 st	2nd	Sem.Exam	Sem.Avg.
80	87	79	83

$$80 \times 40\% = 32.0$$

$$87 \times 40\% = 34.8 \quad 32.0 + 34.8 + 15.8 = B$$

$$79 \times 20\% = 15.8$$

- At the close of four quarters, a **Year** grade is calculated for all classes. Yearly grades are calculated using the quality point scale and are determined by the number of quarters the classes meet.

- 1 quarter class: the quarter average becomes the year average;
- 1 semester class: the semester average becomes the year average;
- Year class: Quarter grades = 20% each; Exams = 10% each.

Example:

History

1 st	2 nd	Sem 1Exam	3 rd	4 th	Sem2Exam
80	87	79	95	80	92

$80 \times 20\% = 16.0$

$87 \times 20\% = 17.4$

$79 \times 10\% = 7.9$

$16.0+17.4+7.9+19.0+16.0+9.2=85.5$ B

$95 \times 20\% = 19.0$

$80 \times 20\% = 16.0$

$92 \times 10\% = 9.2$

- Grade Point Average (GPA) is calculated after each quarter, semester and year. An additional point is awarded for Honors Spanish 2 (7th and 8th grade), Math and Physical Science class grades.
- Credits: Algebra I, Physical Science and Spanish 2 allow a student to earn credits, which may be used towards high school graduation requirements.

DEAN'S LIST AND HONOR ROLL

DEAN'S LIST - Grade of A in all subject areas with the exception of a B in Honors Math or Physical Science

HONOR ROLL-Grade no lower than B in all subject areas

Please note: Any student receiving 8 or more unexcused tardies in a quarter will not be eligible for Honor Roll or Dean's List.

PROMOTION

Students must earn a minimum GPA of 1.75 and have no more than one F on YEAR grades. If a student has one F and it is in a core subject area, then 12 hours of tutoring by a trained teacher will be required for promotion. Those students with a GPA below 2.00 for the previous year will be placed on probation for the next grade level.

Eighth grade students will not receive their diplomas until all tutoring requirements are completed.

GRADUATION

GRADUATION CEREMONY:

The graduation ceremony represents the successful completion of the middle school course of study. It is a time when those who represent the values and qualities embodied in the SPCS program are presented to the community. Those who demonstrate behaviors or attitudes

seriously in conflict with those for which SPCS stands may not be granted the privilege of participation in the ceremony.

Requirement: All 8th grade students will serve 15 hours of ministry/community service before being awarded a diploma.

AWARDS

All graduation awards are based on the first five semesters of middle school.

VALEDICTORIAN

The 8th grade student(s) who has(have) earned the highest weighted GPA for the first five semesters of middle school will be recognized as the class valedictorian. The GPA is based on the semester grades of all classes taken during this period and awards extra credit for advanced classes.

SALUTATORIAN

The 8th grade student(s) who has(have) earned the second highest weighted GPA for the first five semesters of middle school will be recognized as the class salutatorian. The GPA is based on the semester grades of all classes taken during this period and awards extra credit for advanced classes.

*In case of a tie for Valedictorian or Salutatorian, percentage grades will be used to determine recipient.

Summa cum laude 4.0 or more GPA

Magna cum laude 3.8-3.94 GPA

Cum laude 3.3-3.74 GPA

STUDENT - TEACHER RELATIONSHIP

1. The student is reminded that the authority in any class is held by the teacher in charge. Demanding constant attention and monopolizing a teacher's time, to the exclusion of other students, is not conducive to a good student-teacher relationship. Students are to act in a friendly manner toward their teachers and peers, but must never mistake a helpful and friendly teacher as an equal.
2. If an academic problem arises, the following procedures will be followed. First, the teacher will communicate to the parents any academic concerns. Second, the teacher or parent may request a teacher/parent conference.
3. Teachers remain after school until 3:30 to help students. Students should seek out their teachers in the event that they need assistance.
4. The school provides a SPCS Student Support Counselor who is available to assist with students' needs. Consultation times can be arranged by parents, teachers or by students themselves.

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Students are expected to show respect to all adults and to their fellow students. They are to apply the "Golden Rule" to all situations by doing unto others, as they would have others do unto them. This prohibits the use of bad language or physical aggression. The expectation of proper decorum also precludes hand holding, improper touching and other displays of affection. The instructions of the school personnel are to be followed quickly. (Defiance or disrespect will not be tolerated and will result in disciplinary action.) If a student faces harassment of a sexual or other nature, s/he should report it to a trusted teacher, school counselor or administrator.

BULLY SURVEY

A Bully Survey is administered twice a year to raise accountability of our students in the following "golden rule." In recent years the survey has been administered on computers so as to keep answers anonymous and confidential. It is done two times a year so that the results can be compared to see how things are going with bullying throughout the year. Results from the survey are reviewed and followed up by SPCS Counselor.

Bullying is defined as "when one or a group of students are name-calling, pushing, tripping, kicking, or someone using unkind words." This also includes exclusion or other demeaning activities.

The following measures were approved by the School Board and agreed upon to change and specify outcomes for those identified in the bully survey three or more times:

First Offense: (Those identified the first time, three or more times on a survey) results in parent conference with the Middle School Director and SPCS Counselor. Group counseling on anger management and conflict resolution with the focus on Christian leadership for six 30-minute sessions by SPCS Counselor.

Second Offense: (Those identified three or more times on a second survey) results in recommendations for individual counseling by a SPCS Counselor for 2-6 sessions as recommended by the assigned counselor. A behavior contract will address the counseling recommendation and the expectations for specific conduct changes as specified in survey.

Third offense: (Those identified three or more times on a third survey) Parents will be asked to provide professional outside counseling for at least 4-8 sessions. Upon completion, the counselor will provide a letter documenting improvement in the areas of peer relationships and anger management to SPCS. The existing behavior contract will be updated to address any new concerns as noted on the survey. The School Board will be informed of the status of the child.

Fourth offense : (Those identified three or more times on a fourth survey) The SPCS administration will consult the School Board regarding school expulsion, based on the history of a student's conduct. A letter will be mailed to the parents documenting the behavior concerns and a date for the parents to meet regarding the school's recommendation of expulsion.

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6. Laser pointers
7. Any article of clothing, jewelry, school materials, or other personal belongings that could be contrary to Christian values.
8. Aerosol products (cologne, perfume, or deodorant)
9. Whiteout
10. Chewing gum
11. Lighters/matches
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CAFETERIA AND LUNCH PERIOD

Each student is to consider lunch as a class period with the cafeteria as the classroom. Food and drink are to be consumed at the lunch tables. For health reasons, food is not to be shared. Students are not allowed in school halls during lunch without adult permission. Students are expected to clean the lunch area by picking up after themselves. They are not to eat or drink in the locker hallway or anywhere else on campus other than the designated areas before, during or after school.

LOCKERS AND CUBBIES

Each student is to be assigned hallway and gymnasium lockers that the student must clean on a regular basis. The student must purchase two locks, from the school office, for the hallway and gym lockers. Only locks dispensed from the school office will be permitted. Valuables such as

purses and money should be kept in lockers and the locker kept locked. Pictures, sayings, etc. may not be attached to the exterior of a locker. Tasteful attachments to the locker's interior may be done only with the use of magnets.

Cubbies are for the storing of backpacks, lunch containers, trapper keepers and some musical instruments. Nothing is to be stored in cubbies over night.

Lockers and assigned cubbies are considered personal and should not be accessed by another student.

TEXTBOOKS

Textbooks are not to be left lying around campus before, during or after school. They are to be in the possession of the student or placed in the student's locker. All textbooks are to be covered by a book cover to protect them for continued use. (A detention may result due to uncovered textbooks.) No matter what the condition of a text, it is to be treated as if new. At the end of the school year, students may be assessed a fine for excessive wear and damage of an issued textbook. No adhesive covers are permissible.

HALL PASSES

Students may not be out of their assigned area during a regular class period without a hall pass. Students found without passes or misusing them will receive disciplinary action.

RULES FOR HALLWAYS

Expected demeanor includes use of conversational voices, walking and keeping hands, feet and objects to oneself. Horseplay is not permitted. Drinks and food are not to be opened or consumed in the carpeted hallways.

BACKPACKS

All backpacks should have the student's name written on the bottom. Backpacks are not permitted in the classrooms. They should be emptied and stored in lockers or cubbies each morning. Rolling backpacks may be stored under lockers. Gym bags must be small enough to be stored in gym lockers.



DISCIPLINE POLICY – MIDDLE SCHOOL

GENERAL RULES

1. Follow Assertive Discipline rules (for each classroom and area of the campus). An office referral will be submitted for repeated misconduct.
2. Follow the dress code.
3. Show respect to all in authority and to peers.
4. Return each academic report or detention, signed by parent, on the following school day after student receives it.
5. Remain on campus from arrival to departure time.
6. Keep hands, feet and objects to oneself; NO horseplay.
7. Consume food only in the cafeteria or designated areas between 8:15 and 3:15. Snacks before or after school may be consumed outside if papers and cans are placed in receptacle. NO FOOD OR DRINK MAY BE OPENED OR CONSUMED IN THE MIDDLE SCHOOL HALLWAY.
8. Respect the property of others; do not handle, trade, or buy the property of another student while on the campus.
9. Keep the campus clean and in good order.
10. Gum may not be chewed while on campus.
11. Respectful, worshipful conduct is expected in chapel.
12. Students should conduct themselves with dignity in the halls, assemblies, and on field trips. Running and yelling are inappropriate.
13. Students may not be in unauthorized areas without a pass.
14. Public displays of affection, including hand holding, hugging, etc. are unacceptable. Improper touching will not be tolerated.
15. Proper and appropriate behavior is expected at all school events both on and off campus and is subject to faculty discipline.

- 16. Teasing or picking on another student's weakness is unacceptable.
- 17. Disciplinary Writing Assignments are not to be done during school time.

CONSEQUENCES

1. Referral system

The teacher will submit a referral form to the office when a student has been involved in serious misbehavior. Administration will call the student to the office and, after investigating the incident, take disciplinary action. This action will vary with the infraction or circumstances surrounding the incident. Such action may include but is not limited to:

- | | |
|--------------------------|---------------------------|
| Conference with student | Saturday detention |
| Writing Assignment | Board action |
| Parent called | In-School Suspension |
| Parent conference | Out-Of –School Suspension |
| SPCS Counselor referral | Payment for damages |
| Detention | Double detention |
| Revocation of privileges | |

2. Detention

Detention is a before school period of time in which the student will follow the instructions of the supervising teacher. It takes place on Tuesday and Thursday from 7:00 to 7:45 a.m. If a student fails to report by 7:00 a.m., he/she will not be admitted.

Students are required to bring two pencils and notebook paper with them.

Students who are issued four detentions or disciplinary writing assignments in one quarter may be placed on Disciplinary Probation as determined by the administrator.

Students and parents are given at least 24 hours notice of a detention. Failure to serve will result in a Saturday Detention.

* If a student is issued a detention it is their obligation to serve that detention. If a detention is not served prior to the end of the school year the student will still be required to serve the detention during the summer. Report cards and SAT results will be held until this obligation is fulfilled.

3. Saturday detention

Saturday detention will be scheduled once a month from 8:00 to 10:00 a.m. or 8:00 to 12:00 p.m. for a double Saturday detention. The cost is \$10.00 per two hour session. Any student who receives his/her fourth detention in any one semester will automatically receive a Saturday detention. Also, the administration reserves the right to follow this course of action any time it deems necessary. Tardiness or failure to attend when scheduled will result in an in-school suspension and another Saturday detention.

4. **In-School-Suspension**

The student will not attend regular classes during this time, but is assigned an alternate location and given assignments at administration's discretion. Assignments given prior to the day of ISS and due on the day of ISS, are to be turned in to the teachers as scheduled.

5. **Out-of-School Suspension**

The student does not attend school for the days of suspension or participate in any school activities. These days are considered unexcused absences. Students, however, are expected to make up work missed.

6. **Expulsion**

This is done by recommendation of administration and action of the School Board.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Middle School (per quarter)

In the event that a student does not follow the guidelines, a DRESS CODE VIOLATION FORM will be sent to the office. If the form is issued to the student the form needs to be signed by the parent and returned the following day to the office.

1st Violation: Written warning

2nd Violation: Detention

* The student may be required to remain in the office until his/her proper uniform arrives. Once the student changes, s/he will be allowed to return to class.

A change of skirt will be required at any time it is two or more inches above the knee. A parent contact or meeting will be required if a student receives 6 violations in a quarter.

SECTION VI

MISCELLANEOUS

SCHOOL-WIDE DISCIPLINE GUIDELINES

2011-2012 SCHOOL CALENDAR

DAILY PLEDGES

TRAFFIC FLOW MAP

COMPLIANCE FORMS

SCHOOL-WIDE DISCIPLINE GUIDELINES

SITUATION	RESULT			
	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
Disrespect to teacher/staff	Detention	In-school suspension	Disciplinary Contract and Out-of-school suspension	Recommended dismissal
Possession of prohibited articles/materials	Administration's discretion	Administration's discretion/Detention	In-school Suspension	Out-of-school suspension
Possession, distribution, of Drugs, Alcohol or Tobacco	Recommended dismissal			
Cutting class or leaving school campus w/o permission	In-school suspension	Out-of-school suspension	Disciplinary Contract and Out-of-school suspension	Recommended dismissal
Lying	Teacher/Parent Contact	Administration Discretion	Disciplinary Contract and Out-of-school suspension	
Plagiarism/ Cheating*	Zero/Detention	Zero/In-school suspension	Disciplinary Contract and Out-of-school suspension	
Stealing, Fighting and Vandalism	In-school suspension	Out-of-school suspension	Recommended dismissal	
Possession or use of weapons	Recommended dismissal			
Profanity, Obscenity, and Sexual Harrassment	Administrative discretion	In-school suspension	Disciplinary Contract and Out-of-school suspension	Recommended dismissal
Improper physical contact	Administration's discretion			
Bullying: including slander, teasing, name-calling	Detention	Suspension and SPCS Counselor Referral	Disciplinary Contract and Out-of-school suspension	
Forgery	Detention	Suspension	Disciplinary Contract and Suspension	
Being in an unauthorized location	Detention	Administration's discretion		

Gum or eating in unauthorized location	Teacher Discretion	Detention		
Destruction of property	Administration's discretion and repair or replacement	Administration's discretion and repair or replacement		
Dress code violation/per quarter	Administration's discretion			
Not following directions/horseplay/running/yelling inside	Warning	Writing Assignment	Detention	
Middle School Only: Unexcused tardies/per quarter	Warning	Teacher/Parent contact	Detention	
Failure to return discipline writing assignment	Detention	Detention	Detention	
Violation of the above, off campus	Administration's discretion			

* Cheating is the submission of another's work, including homework, for personal credit when it was intended that the individual do his/her own work. Those who gave away answers will receive the same penalty as those who submit them for personal credit.

These results do not take away the right to give alternative consequences as Administration deems appropriate.

St. Petersburg Christian School 2011-2012 School Calendar

Wed.-Fri, August 10-12	Professional Educators' Days
Monday, August 15	Student Orientation 1:00 – 4:00 PM Uniform Sale Faculty, Staff and Volunteer ID and Group Pictures
Tuesday, August 16	Professional Educators' Day
Wednesday, August 17	First Day of School
Monday, August 29	Middle School Parent Night
Tuesday, August 30	Lifetouch Individual Picture Day Elem. School Parent Night (K-2 6:00 PM, 3-5 7:00 PM)
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Monday, September 5	Labor Day (All Student and Staff Holiday)
Wednesday, September 7	End of Three Weeks
Thursday, September 8	Chick-fil-A Night 5-8 PM
Tuesday, September 13	PTF Meeting 7:00 PM
Wednesday, September 14	NJHS Meeting 3:30-4:15 PM
Friday, September 16	Grandparents' Day (K, 2, 5, MS)
Monday, September 19	Parent Conference Day (No school for students)
Wednesday, September 21	Booster Meeting 3:30 PM
Friday, September 23	Grandparents' Day (1, 3, 4)
Tuesday, September 27	SAT Meeting 7:00 PM
Thursday, September 29	End of Six Weeks
Friday, September 30	Eighth Grade Boat Float 12:00-3:00 PM
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Tuesday, October 4	Lifetouch Retakes
Friday, October 7	Professional Educators' Day
Tuesday, October 11	PTF Meeting 7:00 PM
Tue.-Fri., October 11-14	Seventh Grade Sea Camp
Wednesday, October 12	NJHS Meeting 3:30-4:15 PM
Thursday, October 13	Chick-fil-A Night 5-8 PM
Saturday, October 15	Golf Classic
Wednesday, October 19	Booster Meeting 3:30 PM

Friday, October 21	End of Nine Weeks Abbrev. Day (K – 11:00, 1 st -4 th - 11:15, 5 th & MS – 11:30) Elementary Career Day
Mon. – Fri., October 24-28	Library Book Fair
Tuesday, October 25	SAT Meeting 7:00 PM
Thur. – Fri., October 27-28	Sixth Grade Ropes Course
Tues. – Wed., November 1-2	QAR Visit
Sunday, November 6	Daylight Savings – Move Clock Back 1 Hour at 2 AM
Tuesday, November 8	PTF Meeting 7:00 PM
Wednesday, November 9	NJHS Meeting 3:30-4:15 PM
Thursday, November 10	Chick-fil-A Night 5-8 PM
Friday, November 11	End of Three Weeks
Wednesday, November 16	Booster Meeting 3:30 PM
Friday, November 18	Thanksgiving Service 1:30 PM
Mon. – Tues., November 21-22	Professional Educators' Days (No School for Students)
Wed. – Fri., November 23-25	Thanksgiving Holidays (All Students and Staff)
Tuesday, November 29	SAT Meeting 7:00 PM
Friday, December 2	Eighth Grade Physics Fair (Busch Gardens)
Tuesday, December 6	Christmas Program (Kindergarten – 3 rd Grade)
Friday, December 9	End of Six Weeks
Tuesday, December 13	Christmas Program (4 th Grade – Middle School)
Wed –Thur., December 14-15	Middle School Science Fair
Wednesday, December 14	NJHS Meeting 3:30-4:15 PM
Friday, December 16	Abbrev. Day (K - 11:00, 1 st -4 th – 11:15, 5 th & MS – 11:30) Support Staff and Teacher Appreciation Day
Mon. – Fri., December 19-30	Christmas Holiday Celebration
Sunday, January 1	Happy New Year
Monday, January 2	New Year Holiday (All Students and Staff)
Tuesday, January 3	School Resumes
Tues. – Thur., January 10-12	Spiritual Emphasis Days for Elementary
Wednesday, January 11	NJHS Meeting 3:30-4:15
Wed. – Fri., January 11-13	Middle School Semester Exams

Thursday, January 12	Chick-fil-A Night 5-8 PM
Friday, January 13	End of First Semester Abbrev. Day (K – 11:00, 1 st -4 th – 11:15, 5 th & MS – 11:30)
Monday, January 16	Martin Luther King Day (All Students and Staff Holiday)
Tuesday, January 17	Third Nine Weeks (2 nd Semester) Begins
Wednesday, January 18	Booster Meeting 3:30 PM
Tuesday, January 24	SAT Meeting 7:00 PM
Fri. – Sat., January 27-28	Lady Saints Basketball Classic
Tuesday, January 31	One Hundredth Day
Fri. – Sat., February 3-4	Saints Basketball Classic
Tuesday, February 7	End of Three Weeks PTF Meeting 7:00 PM Lifetouch Class Pictures
Wednesday, February 8	NJHS Meeting 3:30-4:15 PM
Thursday, February 9	Chick-fil-A Night 5-8 PM
Saturday, February 11	NASP Virtual Archery Tournament 9 – 11 AM
Wednesday, February 15	Booster Meeting 3:30 PM
Friday, February 17	Professional Educators' Day (No Students)
Tuesday, February 21	SAT Meeting 7:00 PM
Wednesday, February 29	End of Six Weeks
Friday, March 3	Lifetouch Spring Pictures
Tuesday, March 6	PTF Meeting 7:00 PM Practice OLSAT – Sixth Grade
Wednesday, March 7	NJHS Induction Ceremony Practice OLSAT – Second and Fourth Grade
Thursday, March 8	Chick-fil-A Night 5-8 PM
Sunday, March 11	Daylight Savings Time – Move Clock Ahead 1 Hour
Mon. – Tues., March 12-13	Writing SAT – Third, Fourth, and Fifth Grade
Wednesday, March 14	NJHS Meeting 3:30 – 4:15 PM
Wed. – Thur., March 14-15	Writing SAT – Middle School
Tuesday, March 20	OLSAT – Sixth Grade and Second Grade (Part 1 & 2)
Wednesday, March 21	OLSAT – Second Grade (Part 3) and Fourth Grade

	End of Third Nine Weeks
Wednesday, March 21	Booster Meeting 3:30 PM
Friday, March 23	Elementary Talent Show
	Middle School Career Day
	Abbrev. Day (K – 11:00, 1 st - 4 th – 11:15, 5 th & MS – 11:30)
Mon. – Fri., March 26-30	Spring Break
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Thursday, April 5	Easter Service at Suncoast Cathedral – 1:15 PM
Friday, April 6	Good Friday (All Students and Staff Holiday)
Sunday, April 8	Easter Services at Church of Choice
Mon. – Fri., April 9-13	SAT Begins for Kindergarten and First Grade
Wednesday, April 11	NJHS Meeting 3:30-4:15 PM
Thursday, April 12	Chick-fil -A Night 5-8 PM
Mon. – Fri., April 16-20	SAT: Kindergarten through Eighth Grade
	Spiritual Emphasis Week (Fifth Grade and Middle School)
Wednesday, April 18	End of Three Weeks
	Booster Meeting 3:30 PM
Mon. – Fri., April 23-27	Volunteer Appreciation Week
	BOGO Library Book Fair
Tuesday, April 24	SAT Meeting 7:00 PM
	Lifetouch Graduation Pictures
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Tuesday, May 1	Spring Program (Fourth, Fifth, and Middle School)
Friday, May 4	Abbrev. Day (K–11:00, 1 st – 4 th –11:15, 5 th & MS–11:30)
	Sports Banquet
Tuesday, May 8	Spring Program (Kindergarten, First, Second, Third)
Wednesday, May 9	NJHS Meeting 3:30 – 4:15 PM
	End of Six Weeks
Thursday, May 10	Chick-fil-A Night 5-8 PM
Mon. – Fri., May 14-18	Eighth Grade Washington D.C. Trip
Wednesday, May 16	Booster Meeting 3:30 PM
Tuesday, May 22	SAT Meeting 7:00 PM
Wednesday, May 23	Middle School Awards
Monday, May 28	Memorial Day (All Students and Staff Holiday)

Wed. – Fri., May 30-June 1	Middle School Exams
Thursday, May 31	Kindergarten Graduation
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Friday, June 1	Last Day of School
	Elem. Awards Ceremony (1-2 - 8:45-9:45; 3-5 – 10 – 11)
	Abbrev. Day (K – 11:00, Elementary – 11:15, MS – 11:30)
	Eighth Grade Graduation 5 PM
Mon. – Tues., June 4-5	Professional Educators’ Day

DAILY PLEDGES

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

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

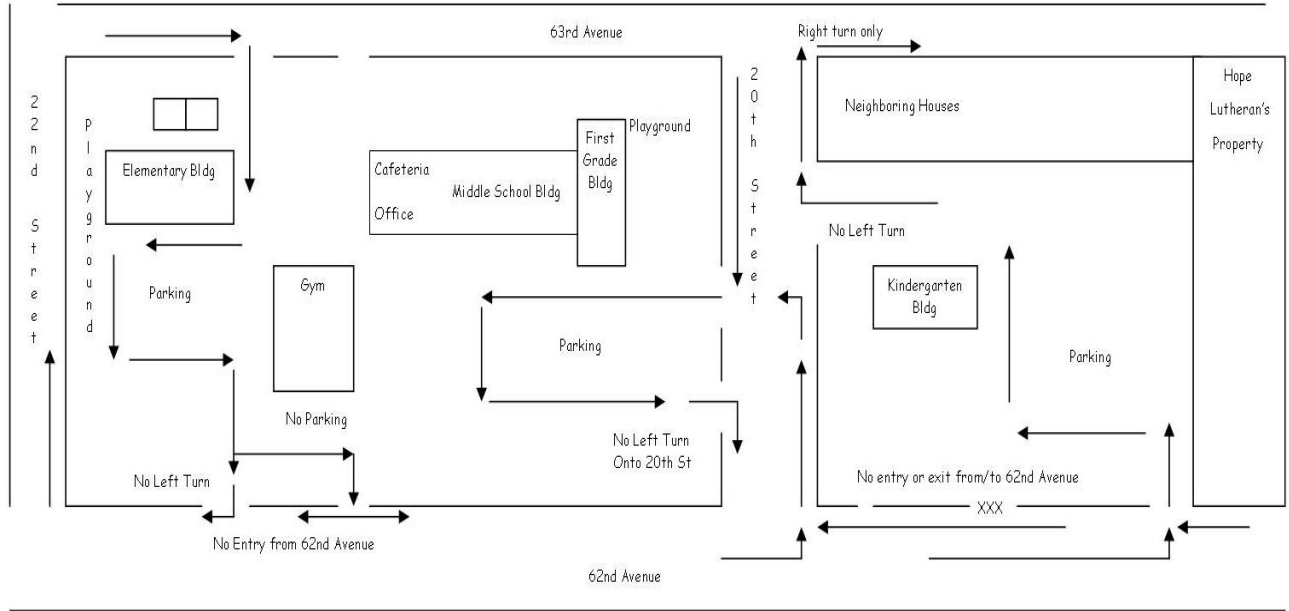
PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE OF ALLEGIANCE TO THE BIBLE

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

SPCS TRAFFIC FLOW FOR PICK UP AND DROP OFF



COMPLIANCE FORMS

AGREEMENT

We, the undersigned, parent/guardian and student

(Name of student)

enrolled in St. Petersburg Christian School, have received and read the foregoing Parent / Student Handbook. We agree to abide by the rules and regulations stated herein. We will support the corrective disciplinary action plan for the student. We understand that failure to comply may result in dismissal.

Signed _____
(Parent/guardian)

Signed _____
(Parent / guardian)

Signed _____
(Student)

Date _____

Note: After reading the handbook, if the student lives with both parents, both parents are expected to sign the above statement. If the student lives with only one parent or guardian, only the custodial parent is expected to sign. The student is also expected to sign the statement.

Print and return this form to homeroom teacher Friday , August 26th. Thank you.

We welcome suggestions for improvement and comments you may have concerning this handbook. Please submit any suggestions in writing to administration.

WALKERS AND BIKE RIDERS

Student _____ Grade: _____

Teacher _____

My child has my permission to travel to and from school ___ by bicycle and/or ___ on foot. The approximate distance s/he will be traveling each way is ___ mile(s).

The destination is _____.

* I understand that a helmet is required by law for all bicycle riding.

* I do not hold the school responsible for the safety of my child beyond the borders of the school campus.

Signed _____
(Parent/guardian)

Signed _____
(Parent / guardian)

Date _____

Print and return this form to homeroom teacher Friday, August 26th. Thank you.