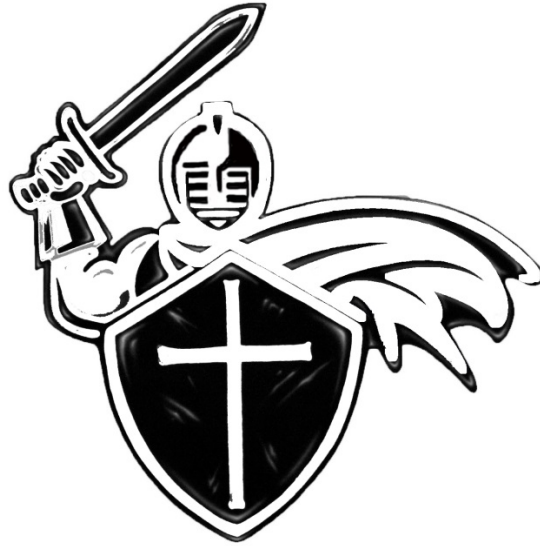


St. Petersburg Christian School



Home of the Saints

Student and Parent Handbook 2025-2026

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St. Petersburg, FL 33702
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Section 1: General SPCS Information

AREAS OF RESPONSIBILITY

ADMINISTRATION

Headmaster
Elementary Director
Middle School Director

Mr. Bobby Hunter
Mrs. Cindy Hullett
Mr. Pedro Coscarart

OFFICE PERSONNEL

Office Coordinator
Receptionist
Admissions Director
Accreditation Coordinator
Middle School Administrative Assistant

Ms. Suzanne Drof
Mrs. Kristy Rudolph
Mrs. Julia Schriver
Mrs. Sandra Hannon
Mrs. Cheri Suggs

BUSINESS OFFICE

Business Administrator
Accounting Manager
Accounting Specialist
HR Director

Mr. Paul Sheridan
Ms. Tracy Tolson
Ms. Beth Pettey
Ms. Melissa Mcleod

SPECIAL AREAS

Athletic Director
Parent-Teacher Fellowship
Volunteer Coordinator & IT Director
Extended Care Director

Ms. Alaina Greco
Mrs. Sandra Hannon
Ms. Lori Kurek
Ms. Jill Fields

SCHOOL BOARD

President/Senior Pastor
Member
Member
Member

Pastor Tim Suddreth
Ms. Cindy Crawford
Mr. Russell Jayne
Mr. Eric Ramos

HISTORY

St. Petersburg Christian School 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. SPCS is a board-operated school with its board members being selected from the membership of Suncoast Cathedral. 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 SPCS 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. The purpose of SPCS is to provide educational excellence in a Christ-centered atmosphere.

MISSION STATEMENT

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

VISION STATEMENT

St. Petersburg Christian School will serve as a lighthouse to St. Petersburg and beyond, teaching the Bible as God's infallible Word and providing academic excellence in a caring environment for the children it serves.

PHILOSOPHY

SPCS 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, SPCS seeks to present Him in the entire program. The purpose of all instruction, however, may be found in the greatest commandment, to *"You must love the Lord your God with all your heart, all your soul, and all your mind."* This is the first and greatest commandment. The second is equally important: *"Love your neighbor as yourself."* Matthew 22:37-39 (NLT)

OBJECTIVES

From this philosophy stem the following aims and objectives.

Spiritual

- Teach the Bible as the inspired Word of God.
- Encourage an acceptance of Jesus Christ as Lord and Savior.
- Develop a desire to know and obey the will of God.
- Develop self-discipline and responsibility based on respect for God and other authority.
- Develop a Christian world perspective through an integration of life, studies, and the Bible.

Academic

- Promote high academic standards to encourage each student to realize their full academic potential.
- Provide a strong academic foundation in the fundamental areas of reading, writing, speaking, and mathematics.
- 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.

- Instill habits of critical thinking, time management and intelligent decision making, while developing a worthwhile value system.
- Stimulate intellectual curiosity and creative thinking.
- Encourage effective study habits and self-discipline toward the goal of learning as a lifetime endeavor.

Personal

- Develop respect for each other so that helpfulness, understanding, and compassion are consistent responses.
- Encourage a positive self-concept with a realistic perception of one's worth and limitations.
- Encourage a respect for one's body and establish good physical health practices.
- Promote good citizenship through teaching the Christian and American heritages of responsible freedom, human dignity and acceptance of authority.
- 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.

FUNDAMENTAL BELIEFS

We Believe:

1. Scripture is recognized as the inspired Word of God and is taught as truth (2 Timothy 3:15-17).
2. The one true God reveals Himself as the eternally self-existent "I AM" and embodies Himself in the Godhead Trinity- the Father, Son and Holy Spirit (Deuteronomy 6:4 & Matthew 28:19).
3. The Deity of the Lord Jesus Christ (Colossians 1:15-20).
4. The fall of man (Romans 5:12).
5. The salvation of man through faith in Jesus Christ (Romans 10:13 & John 3:16).
6. The two ordinances that Christ gave the Church- Holy Communion (1 Corinthians 11:26) and water baptism (Matthew 28:19).
7. All believers make up the body of Christ which is the church (Ephesians 1:22-23).
8. The ministry of the church is to evangelize the world (Mark 16:15), worship God (John 4:23-24), and equip and build the body of Christ into the image of the Son (Ephesians 4:11-16).
9. Divine healing for the sick is provided for through the blood of Christ and it is the privilege of all believers (James 5:15).
10. The second coming of Christ for those who have accepted Him (1 Thessalonians 4:16-17).

CORE VALUES

We Believe:

1. A rigorous process of the integration of Biblical principles, faith and learning in all academic disciplines is maintained.
2. Our Christian administration and staff model Christ in teaching and leading.
3. Our curriculum and other programs strive to be both challenging and innovative.
4. High academic standards are maintained and internal and external evaluation is welcome.
5. Our school community exhibits love, humility, service and justice among Board members, administration, staff, students, parents and the community at-large.
6. Organizational practices such as business, development, marketing, personnel and government relations are Christ-like and without bias.
7. The campus and facilities will be safe, well maintained, student-centered and inviting.

STATEMENT ON CHRISTIAN LIVING & BIBLICAL WORLDVIEW

As a Christian school, SPCS upholds and supports biblical instruction in the area of Christian living. SPCS staff and families believe the Bible as God's spoken word. His word states "all scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness" (2 Timothy 3:16 ESV). The SPCS biblical worldview is directly taken from our written fundamental beliefs and core values; equipping students to grow and fulfill God's plan for their lives. SPCS seeks to provide students with a strong spiritual foundation by integrating the Word of God as it is written through daily lessons and activities. As such, SPCS recognizes that the development of a Christian lifestyle is most effective in partnership of shared values between the school and its families.

ACCREDITATION

St. Petersburg Christian School is dually accredited with two organizations: Cognia since 1997 and International League of Christian Schools (ILCS) since 1989. SPCS is also a member of the Association of Christian Schools International (ACSI).

Both organizations are dedicated to students' success and provide resources, support, and professional development toward school improvement.

HANDBOOK POLICY

Any policy not included in the Parent/Student Handbook may be included in the SPCS Faculty Handbook or determined by the School Board. The School Board and/or school administrative staff reserve the right to implement or revise policy as needed for the safety and well-being of all students, families, and staff at any time.

ADMISSIONS

SPCS admits qualified students of any race, color, national and ethnic origin, and it does not discriminate with administration of its educational policies and programs. The school seeks to extend an ecumenical outreach to each of its enrolled students, teaching the Bible as the infallible word of God. Therefore, all enrolled families must agree to and support the biblical teachings of the curriculum.

A screening committee will consider the following for admission:

1. Academic and behavioral history
2. Achievement test performance
3. Personal and familial commitment and/or support of all biblical teachings

FINANCES, TUITION AND FEES

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 or July 15. Fees must be paid when billed.
2. FACTS will withdraw amounts due on either the 1st or the 15th of the month. If the payment is returned as non-sufficient funds, a fee is assessed. Insufficient funds for checks will be charged a fee. All accounts (tuition, fees and Extended 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 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 included in Tuition Plus are as follows:
 - i. The cost of lab materials, yearbook, 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. All financial obligations should be met before the student is able to re-enroll or receive school records.
- 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

Accident insurance provides additional protection for your child during all school-sponsored activities and travel. This policy is in effect from the child's first day of school until their 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 PROGRAM

SPCS offers a discount to enrolled families who recruit new families. Please note that qualifications for the tuition discount include that the referred family be accepted for admission and must attend the entire school year. 100% of the discount will be applied to your account in May 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. St. Petersburg Christian Preschool students are not eligible for the Family Referral Program.

WITHDRAWAL FROM SCHOOL

Parents who wish to withdraw their children from SPCS must complete a Withdrawal Form, which can be obtained through the admissions office. Before finalizing a withdrawal, administration may set up a conference with the parents. Before withdrawal, all financial obligations should be met and all textbooks and materials must be returned.

STUDENT RECORDS

Requests for student records must be submitted in writing to the admissions office. Please allow two (2) business days for the processing of this request.

Section 2: SPCS Offerings

CAFETERIA AND LUNCH PROCEDURES

OPTIONS FOR STUDENT LUNCH

All parents should ensure that their child's lunch plans are made prior to the start of the school day. Students have two options for their lunch choices.

Option 1: Students may bring a packed lunch from home.

- It is requested that students do not drink sodas for lunch, even if brought from home.
- Students in grades K-4 do not have microwaves available for their use. Students in grades 5-8 may use microwaves to heat (not cook) their lunch. Note that if lunch is relocated to another area due to inclement weather, access to microwaves *may* not be available.

Option 2: Students may take advantage of our on-site caterer by preordering meals online.

SPCS utilizes SaltWater Catering to provide tasty, nutritious, and affordable lunches for students each day. Hot and cold lunch options are provided, all which include a main entrée with sides and a drink choice. The monthly menu will be posted available for parents via the school's website, as well as the online ordering portal at www.saltwatercateringco.com.

To participate in the lunch program:

1. Lunch orders are placed and paid online at the convenience of parents. Parents can order daily, weekly or monthly.
2. Lunches are offered on a pre-pay basis only. It is important to ensure that all account balances are paid in full, as charging of lunches against a negative account will not be permitted. All orders will be processed as they are placed. If a child is absent from school, the lunch order needs to be canceled by 9:00am by emailing info@saltwatercateringco.com or texting 727-418-1288 to avoid being charged for the meal.

FOOD DELIVERIES

Please refrain from sending food delivery to the school in the middle of the day (i.e. UberEats, DoorDash, etc.). SPCS will not accept food deliveries for students. Further, parents should limit lunch drop offs from restaurants in the middle of the school day to special celebrations (i.e. birthday) only.

PARENTS VISITING FOR LUNCH

SPCS allows parents to eat lunch with their child during their scheduled lunchtime. Parents and students may use the picnic tables behind the resource building, The Porch, or The Spot to eat together. Lunch will be limited to the parent and student; Friends of students will not be able to join.

EXTENDED CARE

SPCS offers quality care for students before and after school for a nominal fee. Students will be cared for by a caring team of coaches while engaging in activities and being with their friends.

BEFORE SCHOOL PROGRAM

The before school program is available for students who are dropped off at school between 7:00-7:45. Students will be dropped off in the main carline and will stay in the cafeteria until they are released at the 7:45 bell. At 7:45, students

will report to their designated, supervised areas until it is time for them to go to homeroom at 8:05. Note that younger students will be escorted to their areas.

Students who are enrolled in the aftercare program may enjoy before care at no charge. Students not enrolled in after care are charged for before care.

For security and accountability purposes, all students must report to before-care before 7:45 unless they have a prearranged purpose to be on campus under supervision of another staff member.

AFTER SCHOOL PROGRAM

The after school program is available until 6:00pm daily. All students must be pre-registered per month in order to use the program.

Note the following regarding the aftercare program:

- After Care will be available beginning the first day of school and every school day after with the exception of the last day of school.
- Note that a late pickup fee of a dollar per minute will be assessed for any student not picked up by 6:00pm.

CARE FOR DAYS OFF

Throughout the school year, SPCS has a few days off for students. Extended Care offers activities on some of these days 7:30-5:00. This care will be open for any SPCS student in grades K-5, whether they are enrolled in the extended care program or not, but is first come first served. More info will be provided and signups will occur several weeks before we approach those days.

FACTS

FACTS is an interactive online communication tool that includes information about the school. After setting up an account, you'll find the school calendar, homework, progress reports, teacher resources, notices about future events and reports on the success of completed events. Parents will use this tool to keep updated with student grades and progress.

FIELD TRIPS

Field trips are offered to students in every grade level. Students must have parental consent via electronic form, which will be sent prior to the trip, to participate. Fees, charged through FACTS, may be applied to cover expenses.

Safety is a primary consideration at all times. The school reserves the right to exclude a student from a field trip due to their conduct or attendance. 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 current 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 local field trips.

Siblings may not accompany the parent and child on the field trip.

LIBRARY

The SPCS Library serves the entire student body. Kindergarten through 4th grade students have regularly scheduled visits. 5th-8th grade students are encouraged to use the library for research as well as for their reading pleasure.

SCHOOL-WIDE STUDENT ACTIVITIES

CHAPEL

Chapels are held weekly to give opportunities to strengthen spiritual character and Christian living practices.

FINE ARTS

Students in grades K-5 participate in weekly music and/or art classes. Students in grades 6-8 may choose to participate in fine arts as an elective.

ON-CAMPUS ATHLETIC EVENTS

Athletic competition at SPCS encourages school spirit, leadership, and Christian character development. 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 bring their backpacks and homework materials with them to the game. All other areas on campus are considered off limits after 3:30 p.m. unless the student has special permission from a staff member.
3. Students are expected to display excellent sportsmanship while in attendance.
4. Students attending a game must stay in the spectators area throughout the entire game.
5. Students who are unsupervised may face disciplinary action.

PHYSICAL EDUCATION

Physical education classes are taken by all students. Students are expected to participate in class. Students will not be excused from participation in physical education class without a written doctor's request. Middle school students should refer to the class syllabus for more information on missed classes.

YEARBOOK

The yearbook is created by middle school students under the sponsorship of a teacher. Selection into the class is at the discretion of the teacher.

STUDENT ACHIEVEMENT

CURRICULUM

SPCS utilizes curricular materials that are carefully selected by teachers and administration. Publishers include, but are not limited to: ABeka, Glencoe/McGraw-Hill, Pearson, Zaner Bloser, TCI, and more.

ACADEMIC PROGRESS REPORTS

Students will have their grades and assignments updated weekly in FACTS. Progress reports are sent to parents on a weekly basis via email.

INCOMPLETE WORK DUE TO ABSENCE

Students have one school day to make up assignments for each day absent, up to a total of 5 days.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are strongly encouraged with each student's teacher(s). The first quarter of each school year has a designated parent-teacher conference day. Additionally, parents may request a conference with a teacher at any time during the school year. Group conferences are encouraged for those who desire to meet with more than one teacher at a time.

REPORT CARDS

All students receive report cards at the end of each nine-week grading period. 1st, 2nd, and 3rd quarter report cards are prepared electronically. The final report card will be mailed. All outstanding bills must be paid before the final report card is mailed.

PROBATIONARY STATUS

Students who are not meeting academic, attendance or behavioral expectations will be placed on a probationary contract in an effort to provide the student an opportunity to correct the problem. Students who do not improve to a satisfactory level may be dismissed from SPCS.

Section 3: SPCS Operations

APPEARANCE/DRESS CODE

Uniforms must be purchased from approved vendors or store uniform departments. Approved vendors are **Big Fish Company** and **Lands' End**. Students are expected to be in dress code upon arriving to campus, and must remain in dress code after school until they leave campus. On occasion, students may participate in activities that will allow for exceptions in the dress code (i.e. spirit week, certain field trips, etc.). Such exceptions will be communicated via email.

Clothing	Color	Regulation/Clarification
Shirts and Tops	Red, White, or Navy Blue 	- Purchased through Big Fish, Lands' End, or our own used uniform store. - Must have the SPCS embroidered logo. - They should fit properly and be modest, clean, and free of holes, rips and tears. - Shirts must be long enough that if both arms are extended above the head, no midriff skin can be seen. - Peter Pan blouses may be worn under jumpers for K through grade 3.
Uniform Pants and Shorts	Khaki or Navy Blue 	- Purchased from the school uniform department at any local department stores or Lands' End. - Must be docker-style, made of cotton twill or similar material. They may not be corduroy, jersey knit, sweatshirt-type material, denim, black jeans, or be of an elastane or spandex material. - Low riding and skin tight bottoms are not permitted. - Bottoms may include pants, shorts, khaki joggers, skirts, skorts, and capris. Additionally, jumpers may be worn by girls in K through grade three. Note that jumpers must be purchased through Lands End and contain the embroidered school logo. - Please note bottoms may be no higher than 3 inches above the knee. - The length of boys shorts may rest just above the knee, but no shorter. All undergarments must be fully covered. - Sweatpants are not permitted.
Skirts, Skorts, and Jumpers	Skirts and Skorts- Khaki or Navy Blue Jumpers- Khaki or Navy Blue or a Plaid in Red, White, and Navy Blue	- Jumpers, purchased through Lands End, may be worn by girls in K through grade three and must be embroidered with the school logo. - All skirts, skorts and jumpers must have either built in bloomers or shorts underneath. - Please note that skirts, skorts, shorts and jumpers may be no higher than 3 inches above the knee.

		
Socks	Any color	- Both socks should match. - Socks should not be a distraction to the learning environment.
Shoes	Any color	- Clean tennis shoes must be worn and properly secured (ie. with applicable laces, Velcro, etc.) - Tennis shoes must match and not be a distraction to the learning environment. - All other forms of footwear are not permitted.
Outerwear (Jackets, Sweatshirts)	Sweatshirts- SPCS Branded t-Tek LST241_166561	Students may only wear an SPCS branded sweatshirt or jacket, which can be purchased through Boosters or Big Fish Company. On cold days, students may heavier jackets of their choosing but will be required to take them off indoors. SPCS no longer allows hoodies. Hoodies purchased from prior years are no longer permitted. Students are not permitted to wear sweatshirts for PE or outside on hot days.
Tights, Leggings, and Hose	Solid Red, White, Navy Blue, Black, Gray, or Nude	Girls may choose to wear these items under skirts or skorts. All garments must be free of lace.
Belts	Solid neutral color	Belts are encouraged for boys.
Wrist wear	N/A	Students are limited to a total of two forms of wrist wear. This may allow for two bracelets, or one bracelet and one watch.
Necklaces	N/A	No more than one necklace may be worn. The necklace should fit appropriately and not hang below the student's chest. Large necklaces/chains are not permitted.

Earrings	N/A	Only female students are permitted to wear earrings. No more than two earrings in each ear. Earrings must be at a reasonable length. Dangling earrings are not permitted.
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Hairstyles: Students should avoid extreme, non-traditional styles (i.e. shaved designs, unnatural colors, colored hair braids, etc.). Boys hair length should not cover the eyes and rest above the shoulders. It is not appropriate for boys to change the coloring of their natural hair color. Upon issuance of a dress code violation for minor hairstyle changes, students will have five calendar days to meet the guidelines. If hairstyle changes are extreme, students may not be permitted to class until expectations are met. Administration reserves the right to determine major vs. minor changes.

Makeup: Females in grades 6-8 may wear make-up in moderation and in an inconspicuous manner. Makeup deemed inappropriate must be removed immediately. Male students may not wear makeup (including painted nails) during school hours or at school events, activities or functions. Students may not wear fake nails, have tattoos, skin art (ie. henna), or use glitter or paint.

Headwear: The dress code does not permit headwear. Girls may wear simple headbands, but are asked to leave decorative headbands at home.

PE UNIFORM GUIDELINES

Grades K-5: Students in grades K-5 do not change into PE clothes. They may wear their school uniform, socks, and tennis shoes.

Grades 6-8:

Shirts: Students may wear any SPCS branded T-Shirt (Friday shirts are acceptable) or any solid color shirt. A small athletic-branded logo is acceptable (ie. nike swoosh).

Shorts: Students may wear any comfortable gym shorts in the colors of red, navy blue, black, or grey. A small athletic-branded logo is acceptable (ie. nike swoosh). The shorts should be of solid color, free of design. Shorts should fit properly and adhere to standards of modesty with regards to length and fill.

Shoes: Students should wear tennis shoes to PE.

In cold weather, students may wear long sleeve athletic shirts and athletic pants in solid red, navy blue, black, or grey.

JEANS DAYS

Students may wish to participate in Jeans Day each Friday. The fee to participate in Jeans Day is \$1.00 per Friday – equating to \$34.00 for the school year. Please note that the cost is \$1.00 whether the child chooses to wear jeans, an SPCS T-Shirt, or both.

T-Shirts: Students may choose to wear any SPCS branded T-Shirt. The shirt should fit appropriately and be free of holes, rips, or tears.

Jeans: Please consider the following guidelines:

- Must be five pocket plain denim blue jeans.
- Jeans must be blue, or any shade thereof, and may be in pant or short fashion. Any other color is not permitted.
- Jeans must be of appropriate size, not oversized, sloppy or tattered.
- No form fitting jeans are to be worn. Additionally, low-riding jeans are not acceptable.
- Jeans may not contain holes or bleached areas.

SPECIAL JEANS DAYS

In addition to jeans day each Friday, special themed jeans days are sponsored throughout the school year by our SGA or athletic teams. These jeans days are communicated via email. Some are for fun while others collect a small charge to donate toward special causes. Please ensure that your attire meets the following criteria:

- Dress code standards must be met in terms of modesty and appropriateness.
- Keep in mind that special jeans days are different than dress up days for spirit week. A themed shirt or jersey and jeans/shorts are sufficient.
- Athletic shorts, face paint, fake tattoos, wigs and headwear, and other accessories are not permitted.

FIELD TRIP DRESS CODE

Students will wear khaki bottoms and a navy blue SPCS logo uniform shirt on field trips, unless otherwise specified by the sponsoring teacher.

SPORTS BANQUET DRESS

Participation in the annual Sports Banquet requires the following guidelines to be followed:

Females	Slacks, dress pants, skirts or dresses may be worn. Low cut front, backless, or formfitting dresses are unacceptable. For dresses and skirts the shortest part of the slit or hemline must be no shorter than the fingertips of the students hand when arm is at side. Girls are required to get their dress approved prior to the event.
Males	Buttoned sports shirt, dress shirt with or without a tie, slacks, dress pants or suit pants may be worn. Sports coat or suit may be worn. T-shirts, polo style shirts, shorts and jeans are not permitted.

Any violation of the above guidelines may result in loss of participation in the event.

DRESS CODE VIOLATIONS AND CONSEQUENCES

SPCS Administration reserves the right to make the final decision on any questionable dress code violations. Students may be pulled from, or not admitted to, class until their appearance and dress meets the standards outlined above. Students who consistently violate the dress code will be issued consequences.

ARRIVAL AND DISMISSAL PROCEDURES

The school campus contains two main parking areas, and each is used for morning and afternoon carlines.

- The west lot is located behind the Main Building, accessed by 63rd Ave. N.
- The resource lot is located in front of the Resource Building. It is accessed from 20th St. N.

PLEASE CONSIDER THE FOLLOWING:

- Students may not cross traffic or be in parking lots.
- The speed limit on campus is not to exceed 5 MPH.
- Beware of dangers at all crosswalks and curbsides.
- Park only in designated parking spaces.
- Follow all directional signs and instructions from staff members.

ARRIVAL & DISMISSAL TIMES AND LOCATIONS

Students may arrive as early as 7:00am. Carlines begin at 7:45. Any student arriving on campus before 7:45 must be signed into Extended Care in the main cafeteria unless they have permission from a staff member to be somewhere else.

Note that students may not be dropped off in the front office prior to 8:15, in which case, they would be counted tardy.

	Daily		Indoor Drop Off (Due to inclement weather or safety reasons)	
	Drop Off	Pick Up	Drop Off	Pick Up
Kindergarten	Resource car line- Students go to K/1 playground	Main Car Line between 2:45pm-2:52pm.	In front of Gym- Students will go into Gym	Main Car Line between 2:45pm-2:52pm.
1st Grade	Resource car line- Students go to K/1 playground	Main Car Line between 2:45pm-2:52pm.	In front of Gym- Students will go into Gym	Main Car Line between 2:45pm-2:52pm.
2nd Grade	Main Car line- Students will go to 2 nd -5 th grade playground	Main Car Line between 3:00pm-3:12pm	Main Carline- Students will walk through main building to the Gym	Main Car Line between 3:00pm-3:12pm
3rd Grade	Main Car line- Students will go to 2 nd -5 th grade playground	Main Car Line between 3:00pm-3:12pm	Main Carline- Students will walk through main building to the Gym	Main Car Line between 3:00pm-3:12pm
4th Grade	Main Car line- Students will go to picnic tables	Main Car Line between 3:00pm-3:12pm	Main Car line- Students will go to main café	Main Car Line between 3:00pm-3:12pm
5th Grade	Main Car line- Students will go to picnic tables	Main Car Line between 3:15pm-3:30pm	Main Car line- Students will go to main café	Main Car Line between 3:15pm-3:30pm
6th Grade	Resource Car line- Students will go to oak tree	Main Car Line between 3:15pm-3:30pm	In front of Gym- Students will go to the 3 rd floor of the Main Building.	Main Car Line between 3:15pm-3:30pm
7th Grade	Resource Car line- Students will go to oak tree	Resource Car line between 3:15pm-3:30pm	In front of Gym- Students will go to the 3 rd floor of the Main Building.	Gym between 3:15pm-3:30pm.
8th Grade	Resource Car line- Students will go to oak tree	Resource Car line between 3:15pm-3:30pm	In front of Gym- Students will go to the 3 rd floor of the Main Building.	Gym between 3:15pm-3:30pm.

To alleviate the need for parents to make multiple trips through the car line, students with siblings may be picked up at the same time. Older siblings should always go to the younger sibling's dismissal location. The younger sibling will be waiting there for the older. Parents should plan to pick up all of their children at the oldest sibling's dismissal time.

All students must be picked up by 3:30 each day unless they are enrolled in after care or another activity that is sponsored by a staff member. Students not picked up by 3:30 will be charged a late pickup fee of a dollar per minute.

Consider the following guidelines to ensure a smooth carline:

- Plan to arrive **before** 8:10 each morning. Students not **IN CLASS** by the 8:15 bell will be marked tardy.
- Plan to arrive during your child's timeframe window for pickup.
- Pull forward, as far as possible.
- Pay special attention to any staff who may be directing you, as children will also be listening to their instructions.
- All drop off/pickups should happen in designated car lines, and not on the surrounding streets. It is not safe for pedestrian foot traffic to enter and exit the gate onto 63rd Ave.
- Please do not exit your vehicle in carline. If you need to exit your car, please park.

SHORTENED DAY DISMISSAL PROCEDURES

On days when students get out of school early, all dismissal procedures will be followed as they are for normal school days. The only change includes the times of dismissal:

- Kindergarten & Grade 1: 11:00
- Grades 2-4: 11:15
- Grades 5-8: 11:30

PARENT-FREE AREAS DURING ARRIVAL/DISMISSAL TIMES

ALL students should make use of the car lines. Should parents have a specific reason to walk their child up to the school building, they should park in a spot and closely escort their child to the building. Students may not be in parking lots or cross traffic unattended.

Please note that playgrounds and student gathering areas are parent-free zones.

WALKERS AND BIKE RIDERS

Students who have a Walkers and Bike Riders Form on file through FACTS will be permitted to leave campus on foot or bike. For dismissal, the student will go to their designated car line. At the 3:30 bell, a staff member will escort them, ensuring that they leave campus safely. After leaving campus, students are no longer in the care or responsibility of the school. SPCS is not responsible for lost or damaged bicycles, scooters, skateboards, or other equipment and modes of transportation.

ATTENDANCE AND TARDINESS

SPCS recognizes that consistent attendance is essential to the success of every student. Therefore, it is requested that students be present and punctual each school day. Attendance will be taken just after the 8:15 bell each morning for all students. Additionally, attendance will be taken at the beginning of each class for grades 6-8.

There are no excused or unexcused absences. Any class missed counts as an absence and will accumulate over the semester. This includes: illness or injury, medical appointments, private family situations, recreational time, non-school sanctioned athletic events, and absences requested by a parent with prior notification to administration.

SCHOOL DAY

Kindergarten & Grade 1	8:15am to 2:45pm
Grades 2, 3 and 4	8:15am to 3:00pm
Grades 5-8	8:15am to 3:15pm

SUPERVISION

Extended Care is provided in the Main Cafeteria from 7:00am to 7:45am each morning for a fee. Supervised care on the playgrounds, at no charge to the parent, begins at 7:45am. No child is to be dropped off at a playground or any unauthorized area before 7:45am.

ABSENCE PROCEDURE

When a student is unable to attend school, the parent should notify the school office by emailing absent@stpetechristian.org before 8:45am of that school day.

ATTENDANCE POLICY

Students are allowed 8 absences per semester. More than 8 absences per semester is considered excessive. Any absence after the 8th day must be accompanied by a physician's note or legal documentation. If the absences reach a total of 16 days, the school may evaluate the student's eligibility for promotion to the next grade level and/or reenrollment.

Families facing extenuating circumstances will be worked with on a case by case basis. Should an unexpected situation arise, please contact the appropriate school director to discuss.

ABSENCE DUE TO ILLNESS

To avoid the spread of sickness, students should not attend school when they are ill. Additionally, students should not return to school too quickly following illness. A student should be free from vomiting, diarrhea and fever for a minimum of 24 hours.

PRE-PLANNED ABSENCES

Pre-planned absences will apply toward the student's absence count. Pre-planned absences should be communicated to the appropriate school director. It is not the responsibility of the school to provide course work before the pre-planned absence. See the makeup work policy below. Makeup tests are administered only during non-instructional time.

MAKEUP WORK POLICY

Students who are absent from school for any reason will be required to make up work missed.

- A student in class the day before an assessment is scheduled and is absent on the day of the assessment must be prepared to take the assessment upon return to school.
- Assessments must be made up within a one week time period upon return.
- Make up assessments are administered only during non-instructional time.
- A student will be given a total number of days to turn in work equal to the number of days absent, up to 5 days.
- Any assignment given before the student was absent and coming due during the absence will be due the day the student returns (with the exception of extended absences as determined by school administration).
- Any exception to this policy requires school administration approval.

TARDY POLICY

A student is tardy if they are not in their classroom when the late bell rings. Being in the hallway does not constitute as being on time. If a student is tardy, they are to go to the office to sign in and receive a tardy pass. Parents must accompany their child and sign them in.

4 TARDIES: Students will receive four excused tardies to use at their convenience per semester. A documented medical note serves as an excused tardy and does not count toward the four excused tardies. All other reasons

of tardiness (including oversleeping, unexpected traffic, returned home for forgotten items, etc.) will be included in the tardy count.

5-7 TARDIES: Upon the 5th tardy of the semester, all tardies thereafter are considered unexcused without a medical note. Students in grades K-4 will miss recess for the 5th-7th tardies. 6th-8th grade students will be issued a lunch detention for the 5th-7th tardies.

8-9 TARDIES: Upon the 8th tardy of the semester, students will be issued a before school detention for the 8th and 9th tardy. SPCS administration may also request a parent conference.

10+ TARDIES: Upon the 10th tardy of the semester, the student's eligibility for the next field trip or special event will be affected. The student will continue to serve a before school detention for each tardy thereafter.

Tardy counts do not roll over from one semester to the next.

EARLY PICKUP POLICY

SPCS recognizes that students may have other appointments to attend throughout the day. It is requested that appointments be made before or after school hours. However, should a student need to leave school early, the parent should sign their student(s) out in the front office. The office staff will call for the student to meet the parent in the office. Additionally, the school office will not call for students until the parent is present.

Students will be permitted to leave school early 4 times per semester. Upon the 5th early release, the consequences listed in the tardy policy above will be assessed. If documentation of a medical appointment is presented at time of pickup or the following day, the early dismissal will be treated as excused and will not be counted against the student's four early releases.

SAFETY AND SECURITY

CLOSED CAMPUS POLICY

Students may not leave the school campus after arrival or during the school day. An authorized parent/guardian must sign out students out when leaving early.

SEARCH AND SEIZURE

Due to the school's responsibility to provide a safe and nurturing environment for all students, SPCS administration reserves the right to inspect any locker at its discretion. Backpacks and purses may also be searched.

Should an item need to be searched, an administrator will request the student to empty their own belongings from their backpacks, purses, pockets or locker. If the student is unwilling to comply, parents will be called to assist.

STUDENT-PARENT CONTACT

Should the need arise for a student to contact their parents while at school, they should report to the main office (with permission from their teacher) to request a phone call. The office staff will determine whether or not the request is an emergency.

Students and parents should not use student cell phones as a means of communication for any reason during the school day. A consequence will be issued if students contact their parents without the permission of the school staff.

SURVEILLANCE CAMERAS

SPCS is under video/audio surveillance for the safety of all students and staff.

VISITOR POLICY/VISITU CHECK IN

All visitors on campus are required to check in through the main office. Visitors must produce a government-issued ID, as a background check will be performed through the VisitU software. Visitor badges must be worn for the duration of the visit.

SCHOOL CLOSING

In the event of significant cause affecting student safety on campus, such as severe weather, threat to public health, or other crisis's or disasters, SPCS administration may decide to delay or close the school day. SPCS may mirror the decision made by the Pinellas County School System in these matters, but reserves the right to make the best decision for the school. Parents will be kept informed via email and text message.

STUDENT HEALTH

WATER BOTTLES

Students may bring a simple water bottle that is portable, spill-proof, and no larger than 32oz. SPCS has water bottle refill stations across the campus. Cups, tumblers, and products equipped with removable straws are not permitted. Straws inside the bottle attached to a flip mouthpiece are acceptable.

CLINIC

SPCS does not employ a school nurse. The main office contains a clinic for students to wait for their parent to pick them up. SPCS cannot provide medical care to any student. Students who are in the clinic have been deemed to be sick enough to not be with other students and should be picked up as soon as possible.

INJURY/ILLNESS AT SCHOOL

When a child becomes ill or suffers injury, especially to the head or face, a parent will be notified. If a child is vomiting, has a fever of or above 100.4°, or has an injury that requires attention outside of first-aid, the child will need to be picked up from school by a parent or person designated on the child's pickup list. All students must be signed out by an authorized adult before they are allowed to leave the campus.

MEDICATIONS

All medications must be facilitated through the office staff and stored in a locked cabinet in the clinic throughout the school day. Should a student need medication dispensed during the school day, the parent should bring the medication to the front office accompanied by written instructions for dispensing, which includes the child's name, specific dosage, and the hour in which the medicine is to be dispensed. Over the counter medications including cough drops, chap stick, and nasal sprays will be administered by the office staff via written directions submitted to the front office. Students may not share medicine with any student.

HEAD LICE

Students found with head lice will be sent home after parental notification. The child may not return until the infestation has been removed and the student has been treated according to Pinellas County Health Department standards. See the office for a copy of these standards.

Section 4: Code of Conduct & Discipline Policy

Enrollment at St. Petersburg Christian School is a privilege, not a right. The school reserves the right to admit or dismiss 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.

The instructions of all school personnel are to be followed immediately. Defiance or disrespect will not be tolerated.

Please note that if a student faces harassment of a sexual or other nature, they should report it to a trusted teacher, school counselor or administrator.

STUDENT SURVEY

A student survey that provides a snapshot of campus culture/climate is administered twice per year to raise the accountability of students in the following appropriate standards of conduct. Submissions are anonymous and confidential.

BULLY BEHAVIOR

All reports of bully behavior will be investigated. If a pattern of bully behavior is demonstrated, and the student does not improve once intervention strategies are provided, administrative consequences may be issued.

CYBERBULLYING AND SOCIAL MEDIA USE

SPCS administration reserves the right to investigate any reports of cyberbullying and/or social media use between two or more enrolled students. Whether the incident(s) took place on or off school campus, or within or outside of school hours is irrelevant. Parents of all parties will be informed, and if deemed necessary, school consequences may follow.

Further, it is the right of SPCS administration to investigate any text message or social media posts or comments that contain pictures or videos taken on school campus, posts or messages that were made or sent during the school day, or any comments that affect the general reputation and well-being of our students, parents, and/or faculty. It is expected that all students show respect to each other and to the school and its staff members at all times when online.

CHAPEL EXPECTATIONS

A regular part of student life at SPCS is a weekly chapel service. The goal of chapel is to aid student growth as a Christian, and provide students an opportunity to worship and praise God with fellow students and school staff.

PROHIBITED ITEMS

It is preferred that students only bring to school what is necessary for their day. Please refrain from bringing items that could be a distraction to the learning environment, harmful to students and/or teachers, or items of value. Though not an exhaustive list, general items that should stay at home include toys, gadgets, food (other than lunch or for scheduled snack time), any article that could be considered a weapon, etc.

Students also are not permitted to sell or purchase items from each other in school.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection, which include but are not limited to hand-holding, hugging, sitting on laps, kissing, etc. are inappropriate in our school setting. This policy extends to all school-related functions.

PLAGARISM AND CHEATING POLICY

It is expected that all students produce and submit their own work. Students must properly cite sources to give credit to the originator. Students who submit work that is not their own can expect a zero on the assignment/assessment, and an administrative consequence may be issued.

RESPECT FOR PROPERTY

Personal property and that of the school is to be valued and respected. Possession or destruction of another person's property is strictly prohibited. Entering another student's locker or book bag without expressed permission is prohibited. Vandalism of school property will result in disciplinary action.

STATEMENT ON E-CIGARETTES, VAPING, AND JUULS

SPCS does not tolerate the use or possession of any type, form, or fashion of e-cigarettes. Possession, sale, or use on campus will result in significant disciplinary action and may result in expulsion.

STUDENT ACCOUNTABILITY TO APPROPRIATE CONDUCT

Students are expected to demonstrate behavior that is Christ-like, appropriate, and respectful. Any student, K-8, who lacks self-control in words or actions, including emotional outbursts, joking, or sarcasm, may be referred to administration for disciplinary measures, and parents will be contacted. Students who create a distraction of the learning environment will be removed from the classroom and will not be permitted to return until the school administrator and student's teacher are comfortable that they will no longer be a distraction.

Further, SPCS administration considers student safety as the highest priority. Therefore, any word or phrase deemed threatening in nature, by any means, whether written, typed, drawn, or spoken, whether toward students/teachers/faculty and staff/parents, or to the school campus itself will be taken seriously. In addition to threatening comments, it is in the best interest of all students to avoid conversations that refer to topics of shooting and killing, murdering, hating, weaponry, or joking about/discussing racial or sexual issues. Further, students must refrain from engaging in bullying, harassment, sexual activities, swearing, and any illegal or immoral activities. Administration will contact parents and also reserves the right to determine the level of infraction, validity of comments, and disciplinary action, and may refer to the school board regarding these issues.

STUDENT – FAMILY – SCHOOL RELATIONSHIPS

Building positive relationships between students, family, and faculty is important in establishing our community. We value respectful, constructive communication with the goal of helping every child succeed.

Communication between the family and our school should be consistent. Email is often the best way to communicate with teachers however, time for a phone call can be arranged.

Should a parent or student have an academic concern please communicate with the teacher. If necessary, the teacher or parent may request a teacher/parent conference. In addition, teachers remain after school until 3:30 (and in some cases later) to assist students.

TEXTBOOKS

Given technological advances, SPCS is implementing electronic textbooks when able. Should a parent or student desire to check out a copy of a physical textbook, please contact your child's administrator.

DISCIPLINE POLICY

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1, and Hebrews 13:17) and requires discipline for children (Proverbs 6:23, 13:24 and 29:15, 17). Appropriate behavior is expected at all school events both on and off campus and is subject to faculty/administrative discipline.

The teacher is the primary source of discipline while your child is at school. Only after the classroom discipline plan has proven ineffective (in correcting the behavior) will a disciplinary referral be provided to school administration.

ADMINISTRATIVE CONFERENCE

If a student displays behavior that warrants being sent to the office, they will conference with an administrator. The administrator will determine what disciplinary actions may be taken.

DETENTION

Detentions occur during lunch or before school. All detentions are scheduled and supervised by the issuing teacher or administrator. If a before-school detention is issued, it must be served within the following 3 school days. If a lunch detention is issued prior to that student's lunch period, the detention will be served that day.

IN-SCHOOL SUSPENSION (ISS)

The purpose of an in-school suspension is for the student to be removed from their peers for a certain amount of time. If a student receives ISS more than 2 times in the school year, an automatic OSS will be issued, and a parent conference may be scheduled.

OUT OF SCHOOL SUSPENSION (OSS)

At times, student behavior requires the consequence of an out of school suspension. The amount of time varies from 1 to more days, depending on the severity of the behavior. If a special activity or field trip was planned for the day of their suspension, the student may not be allowed to attend and refunds will not be provided. Should an OSS be issued, parents will be contacted by a school administrator. On the second OSS of the school year, the student and their parents will be required to meet with school administration, including the Headmaster.

SEND HOME

SPCS administration reserves the right to send a student home for the day based on their behavior. This is typically used for extreme behavior that affects others in the classroom. If a child is sent home 3 or more times in a school year due to behavior, they will be referred to the Headmaster for further action.

DISMISSAL/EXPULSION

Should it be determined that it is in the best interest of SPCS to dismiss a student, the child will not be eligible to re-enroll in the future. In *most* cases, dismissal/expulsion will not be a surprise, but will be discussed transparently with parents as concern of the student's behavior progresses. When a student is asked to leave SPCS, they will not be allowed to participate in any field trips or school-sponsored activities (including athletic games) from the date of dismissal. Further, the school is not responsible to refund any funds that were paid toward upcoming trips or activities.

Section 5: SPCS Involvement

PARENT ORGANIZATIONS

PARENT TEACHER FELLOWSHIP

The Parent Teacher Fellowship (PTF) is a vital supportive arm of SPCS. PTF provides:

- Opportunities for parents, students and staff to get to know each other by sponsoring major events throughout the school year.
- Opportunities to raise funds for equipment, services and materials that may not otherwise be available to our students and staff. To support these projects, PTF sponsors special fundraisers.

ATHLETIC BOOSTER CLUB

The Athletic Booster Club provides financial and volunteer support to SPCS athletic programs. In addition, the Athletic Booster Club plans and oversees the annual Sports Banquet which provides letters, pins and trophies to our athletes. It also provides oversight of the concession stand during all home games and support for SPCS tournament competitions. Proceeds from the concession stand and tournament sales raise additional funds for athletic programs.

VOLUNTEERS

Volunteers are encouraged and welcome. Volunteers are required to have a Level II Background Screening that requires a fingerprint card to be completed. Those interested in volunteering should see the “parent” tab on our school website for more information.

ATHLETIC 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 failing grade 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 failing grade 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 academic reports frequently throughout the sports season. Any student with a failing grade in any class will be subject to a conference with the Athletic Director and may be ineligible to practice or play until grades are improved.
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. Any deviation of this should go through the Athletic Directors office.
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 or an administrator.

Offense	Action
1 st	Sit out one game
2 nd	Sit out three games and conference with parent

3 rd	Team dismissal
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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 ½ game suspension
3 detentions	One full game suspension plus conference with the Athletic Director and coach
4 detentions	Team dismissal
School suspensions (In school or out of school)	At least equivalent of two detentions

10. 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 events.

ATHLETE/PARENT PERFORMANCE CONTRACT

Athletes and their parents will be held to high expectations as representation of SPCS. Below lists the terms that all families will be required to adhere to when participating in athletics:

Conduct and Attitude: Unsportsmanlike conduct will not be tolerated. We are to glorify Christ on the court/field/course, in class and wherever we are. Playing is an honor and not a right.

Practice: All players will be on time and prepared to start practice at the appointed time. Tardiness or missing practice will affect playing time.

Grades: GPA must be maintained above 2.0, no failing grades at any time throughout the season.

Games: Players are responsible to be ready for games. This includes being prepared with uniform components and gear needed to play.

Playing Time: Playing time is earned based on skill, work ethic, attitude, ability to follow instructions and ability to impact the outcome of the game. Positions and playing time are awarded by the coaches and done so at their sole discretion. Please trust the coaches to do what is best for your child and the team.

Resolving Issues: If you or your athlete has an issue with a coach, we ask that you first encourage him/her to approach the coach with the concern. If it is not resolved, we ask that you then contact the coach directly. Finally, if it is still unresolved, please contact our Athletic Director. We also ask that everyone wait 24 hours before attempting to resolve any issue. This removes “heat of the moment conversations” directly after a game. Pray about it, think about it and remove emotions.

Volunteering: Parents agree to comply with the volunteer program. This program will be outlined in a separate volunteer document.

Section 6: Elementary Program (Grades K-5th)

Director: Mrs. Cindy Hullett

GRADING

Letter grade scale:

A	B	C	D	F
90-100	80-89	70-79	60-69	59 or below

Skill grades:

Outstanding (Kindergarten only)	Satisfactory	Needs Improvement	Unsatisfactory
O	S	N	U

KINDERGARTEN

- **Skill grades:** Given in all core subject areas, as well as Art, Computer, Music, PE. Skill grades are also given for progress in Character and behavior.

GRADES 1 & 2

- **Letter grades:** Reading, Math, Spelling, and English
- **Skill grades:** Bible, PE, Music, Art, Handwriting, Social Studies, Computer, Science and Progress in Character. 2nd Grade students will also receive a skill grade in Spanish.

GRADE 3

- **Letter grades:** Reading, Spelling, Math, Social Studies, Science and English.
- **Skill grades:** PE, Music, Art, Bible, Spanish, Computer, Handwriting and Progress in Character

Grade 4

- **Letter grades:** English, Spelling, Math, Social Studies, Science, Reading
- **Skill grades:** Bible, Handwriting, Spanish, Computer, Art, Band, Music, PE and Progress in Character.

Grade 5

- **Letter grades:** English, Spelling, Math, Social Studies, Science, Reading, Bible, Spanish, Computer, Art, and PE

PRINCIPAL'S LIST AND HONOR ROLL

Kindergarten

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

Grades 1 - 4

- Principal's List - all A's, no "U"'s in any subject
- Honor Roll - all A's and B's, no "U"'s in any subject.

PROMOTION

Kindergarten - Students who receive a "U" in Language Arts, Reading or Math shall be considered for retention or promoted to the next grade level on probation depending on teacher recommendation.

Grades 1-3 - Students who receive an "F" in Language Arts, Reading or Math will be considered for retention. Students who receive a "D" in Language Arts, Reading or Math shall be required to have 12 hours of remediation per subject by a certified teacher over the summer and shall be promoted to the next grade level on probation.

Grade 4 & 5 - Students who receive two "F's" in core subjects will be considered for retention. 12 hours of summer remediation per subject will be required by a certified teacher for a grade of "D" or "F" in any core subject. The student will be placed on academic probation for the next grade level.

Academic Probation refers to the school year following the notice of failed subjects. Students who are on academic probation must maintain an average grade of "C" (GPA of 2.0 or above) for the school year.

HOMEWORK POLICY

Homework is any educational exercise to reinforce concepts presented during class. Kindergarten through 2nd Grade can expect less than 30 minutes per night on homework assignments. Students in grades 3 and 4 will have less than one hour of homework per night.

LATE POLICY FOR ASSIGNMENTS

It is important for students to stay on top of their assignments. Should they turn something in late, they can expect a 10% deduction per day for 5 days. After the 5th day, zero credit will be given.

Students receiving accommodations based on a qualified personal learning plan or 504 plan may receive one additional day beyond the deadline for daily classwork and homework.

BIRTHDAY CELEBRATIONS FOR ELEMENTARY STUDENTS

We recognize that birthdays are special moments in a child's life and are happy to help students celebrate in a simple and inclusive way. To maintain a focus on learning and ensure all students feel included, please review the following guidelines:

- **TREATS:** Students may bring a small treat to share with the class (e.g. mini-cupcakes, cookies, or brownies). Please keep items simple and nut-free.
- **NO DECORATIONS OR EXTRAS:** Please do not send balloons, party hats, candles or decorations. Also, please refrain from sending party favors or goodie bags.
- **INVITATIONS:** Birthday invitations may be distributed at school only if the entire class is invited.
- **PARENT VISITS:** Parents are welcome to eat lunch with their child on their birthday at The Porch area.

Thank you for helping us create a fun, safe, and distraction-free environment for all students!

Section 7: Middle School Program (Grades 6-8)

Director: Mr. Pedro Coscarart

ACADEMIC PROGRAM

INSTRUCTIONAL FORMAT

The SPCS middle school program follows a traditional instructional format that requires students to follow a daily schedule. Students will transition to 8 different class periods to include:

DAILY CORE CLASSES	RESOURCE CLASSES	ELECTIVE
English	Physical Education (Monday & Friday)	Middle School Art
Math	Health (Monday & Friday- 1 st & 4 th quarter)	Musical Theater
Science	Computer Science (Tuesday, Wednesday, Thursday)	Chorus
Social Studies	Foreign Language (Tuesday, Wednesday, Thursday)	Yearbook
Bible		Wheel

BELL SCHEDULE

Students are given approximately 46 minutes per class period, a 25 minute lunch period, and 4 minute passing times. Note that in an effort to give students morning and afternoon opportunities in their classes, 1st and 2nd period swaps with 6th and 7th period on Tuesdays and Thursdays. See a copy of the bell schedule below:

MONDAY, FRIDAY			TUESDAY, THURSDAY			WEDNESDAY		
	1st Lunch	2nd Lunch		1st Lunch	2nd Lunch		1st Lunch	2nd Lunch
1	8:15-9:05	8:15-9:05	6	8:15-9:05	8:15-9:05	1	8:15-9:05	8:15-9:05
2	9:09-9:55	9:09-9:55	7	9:09-9:55	9:09-9:55	2	9:09-9:55	9:09-9:55
3	9:59-10:45	9:59-10:45	3	9:59-10:45	9:59-10:45	3	9:59-10:45	9:59-10:45
4	10:49-11:35	10:49-11:35	4	10:49-11:35	10:49-11:35	4	10:49-11:35	10:49-11:35
L	Lunch 11:35-12:00		L	Lunch 11:35-12:00		L	Lunch 11:35-12:00	
5	12:04-12:50	11:39-12:25	5	12:04-12:50	11:39-12:25	5	12:04-12:50	11:39-12:25
L		Lunch 12:25-12:50	L		Lunch 12:25-12:50	L		Lunch 12:25-12:50
6	12:54-1:40	12:54-1:40	1	12:54-1:40	12:54-1:40	6	12:54-1:40	12:54-1:40
7	1:44-2:30	1:44-2:30	2	1:44-2:30	1:44-2:30	Chapel (5th & 6th) 7 (7th & 8th)	1:44-2:27	1:44-2:27
ELECTIVE	2:34-3:15	2:34-3:15	ELECTIVE	2:34-3:15	2:34-3:15	Chapel (7th & 8th) 7 (5th & 6th)	2:31-3:15	2:31-3:15

ACADEMIC GRADING SCALE

A	B	C	D	F
90-100	80-89	70-79	60-69	59 or below

ASSESSMENTS

While students have a different teacher for every subject, the teaching team works together when scheduling assessments for their classes. Generally, we aim to ensure that students are not given more than two significant assessments on the same day, though there are occasions when this is not possible. Regardless, the teaching team is committed to ensuring that students are adequately prepared for their assessment.

EXAMS

Every middle school student is required to take exams in their core subjects of English, Math, Social Studies, and Science each year. Students will take two exams at the conclusion of their first semester, and two at the conclusion of their second semester, as scheduled:

	6th Grade	7th Grade	8th Grade
1st Semester	Science Social Studies	Math English	Math English
2nd Semester	Math English	Science Social Studies	Science Social Studies

GRADE POINT AVERAGE

Middle school grades calculate a student's grade point average (GPA). This calculation is especially important for a student's 8th grade year when they are able to apply for the National Junior Honor Society (NJHS), for high school applications, and for end of year recognitions/awards.

At graduation, SPCS recognizes the top two ranking 8th grade students (valedictorian and salutatorian) who have successfully completed all three years of middle school here at SPCS. This GPA is calculated to include math, science, English, social studies, bible, foreign language, computer science, and PE/Health.

Students who maintain a 3.90 GPA for their 6th grade year and first three quarters of the 7th grade year may be invited to apply for NJHS. This GPA is also calculated to include math, science, English, social studies, bible, foreign language, computer science, and PE/Health.

REQUIREMENTS FOR PROMOTION

In order for a student to successfully pass their grade level courses, the following criteria must be met:

- Student attendance must remain in alignment with the school's attendance policy. Note that attendance is counted by each class period.
- Student must maintain a minimum GPA of 1.75 each grading period.
- Student must earn a "D" or higher as their final grade in the subject areas of math, English, social studies, science, and foreign language.
- Students with a cumulative GPA below 2.00, or who exceed the school's attendance policy for the previous school year will be placed on academic probation for the next grade level.

REQUIREMENTS FOR REMEDIATION

If a student does not meet the requirements to be promoted to the next grade level, a plan for remediation will be provided. This plan includes:

- A conference with the middle school administrator, student, and parent.
- A specific amount of hours of tutoring, as established by school administration, by a certified teacher or reputable academic support company.

- If the student failed math or English, the optional summer assignment will be mandatory for students in remediation.
- Student shall be placed on academic probation for the following school year, and the terms of probation will be outlined by the middle school administrator. These terms are to be signed by the student, the parent, and the administrator.

Note that there are some circumstances that warrant a student to be ineligible to obtain a plan for remediation, and subsequently would not be able to re-enroll at SPCS for the following school year.

PROBATIONARY STATUS (ACADEMIC, BEHAVIORAL OR ATTENDANCE)

SPCS has designed an academic experience that challenges students to meet high expectations so that they are well prepared for their high school years. Support for students who struggle to meet these high expectations is provided in partnership with parents and SPCS administrators. Should students continue not to meet expectations, students may be placed on a temporary probationary status with specific terms and conditions that must be met. If students fail to meet these conditions, they may be asked to withdraw from SPCS.

504 ACCOMMODATION PLANS

Section 504 of federal law helps to ensure that students with disabilities have equal access to educational opportunities. As such, SPCS does offer section 504 accommodation plans to students who qualify. Note that as a private school, there are specific services and accommodations that SPCS is not equipped to provide. Please contact the middle school administrator for more information or to set up a 504 plan for your child.

1:1 LEARNING & EDUCATIONAL TECHNOLOGY

SPCS has adopted a 1:1 learning initiative for students in grades 6-8. As such, students utilize a Chromebook as an essential school supply each day. The chromebook is used in each class for learning activities, to work on and submit class assignments, and to collaborate with peers and teachers. See the Chromebook policies and procedures for more information.

In addition to the chromebooks, SPCS uses other forms of educational technology in the middle school classroom. Students will become familiar with Google Apps for Education (ie. Gmail, Google Drive, Google Docs, Google Slides, Google Classroom, etc.) and other platforms that are used by teachers (ie. IXL, TCI, Nearpod, etc.). Each middle school classroom is also equipped with an interactive SMART board that acts as another channel for collaboration and learning.

ACADEMIC POLICIES

ATTENDANCE, HOMEWORK, LATE & MAKEUP WORK POLICIES

Be sure to see the policies in Section 3 of the Student/Parent Handbook.

LONG-TERM ASSIGNMENTS

Projects given over an extended amount of time are due by the deadline as assigned, regardless of absences. If a student is absent on the day the project is due, they will be expected to turn it in upon their return.

MIDDLE SCHOOL OPERATIONS & CULTURE

LEARNING MANAGEMENT PLATFORMS

SPCS utilizes FACTS/RENWEB as the overall school platform to manage student data, provide mass email/text communications, and host parent & student portals to access student homework/grades, among many other functions.

In addition to FACTS, some teachers also utilize Google Classroom to enhance their digital classroom efforts. While two platforms are used by students, FACTS remains the primary mode of communication. Parents should not need to log into Google Classroom for any reason, as all information will be posted to FACTS.

SCHOOL SUPPLIES

SPCS requires some supplies to be provided by families. A list of these supplies can be found on the school's website.

LOCKERS

Middle School students will be assigned two lockers – one in the main hallway and one in the gym. Pictures, sayings, etc. may not be attached to the exterior of a locker. Attachments to the locker's interior may be done only with the use of magnets. No stickers or adhesive products should be used.

It is the responsibility of the student to keep their locker locked at all times. Any valuable items should be kept locked in the locker. Lockers are considered personal property and should not be accessed by another student.

BIRTHDAY CELEBRATIONS

At the middle school level, birthday celebrations are limited to locker decorations and/or small treats at lunch to share with all students in the grade level (ie. cookies, brownies, or cupcakes). All items should be store-bought and pre-portioned.

CLUBS & ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

Student Government Association (SGA) is an organization of 6th-8th grade students chosen by their peers to represent them in planning events, reviewing student concerns and suggesting changes.

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society (NJHS) is an honor society reserved for qualified 8th grade students that fosters high standards of leadership, scholarship, citizenship, character and service. Eligible students will receive an invitation to apply for membership at the end of their 7th grade year. Eligibility is based on strict criteria.

Middle School Shared Partnership Plan
St. Petersburg Christian School

SHARED PARTNERSHIP ON ACADEMICS

How are Parent/Teacher Conferences handled?		
Student Responsibility	Family Responsibility	SPCS Responsibility
Students are encouraged to attend conferences that are called due to academic or behavioral concerns, unless it is decided by the parents or SPCS team that the student should not attend.	Conferences are held by appointment before school. Families should email Mr. C. to request a conference. It is also important to include which specific teachers you'd like to meet with, as well as a brief summary of any concerns you have. In cases of separated families, an invitation will be provided to both parents, and it is requested that the parents agree to make reasonable accommodations to meet at the same time. Due to time constraints, duplicate conferences with individual parents will not be held. Note that extended family members are not invited to the conference unless they have legal guardianship over the student.	Mr. C. is responsible to coordinate a time for the requested teachers to meet as soon as possible. It is the responsibility of the SPCS team to ensure that conference requests are accommodated at the earliest reasonable timeframe that matches the schedules of all involved. SPCS will document the conference and will send a recap email to all involved.
How do we handle a grade that we feel is inaccurate?		
Student Responsibility	Family Responsibility	SPCS Responsibility
The student is responsible to advocate for themselves. Therefore, they should be the one to make first contact with the teacher to politely ask for clarification. This can be done through email or face to face at a time that is appropriate at school. An inappropriate time to discuss it would be in the middle of instruction or activity. However, a student may approach a teacher in the hallway or before/after class to say something like, "Mrs. Smith, when would be a good time for me to ask you about one of my grades?"	If it is the parent's opinion that the student's first effort was ineffective, or they are confused by how the situation was handled, it is appropriate for the parent to then send an email to the teacher asking for further clarification. If it is the parent's opinion that the student's first effort was ineffective, and the parent's second effort was ineffective, then the parent should email Mr. C. for further assistance.	It is the responsibility of the SPCS team to teach students to advocate for themselves. Therefore, all efforts will be made in order to accommodate a student's request to discuss their concern in the most timely manner possible. It is the responsibility of our team to provide an equitable education for all students in the class. It is also the responsibility of our team to establish clear assignment expectations, grading policies, and deadlines while applying them equally among all students, If a mistake in grading was made, it will be corrected.
What is the procedure for making up missed work from being absent?		
Student Responsibility	Family Responsibility	SPCS Responsibility
Students are responsible for their own makeup work. All teachers already have a plan for student makeup work, and have communicated the procedures. Students should follow through with those	While the responsibility of obtaining makeup work rests upon the student, parents are encouraged to provide reminders to their child and hold them accountable to their progress in making the work up. Note that missed work is not provided prior to a student's absence. All work must be made up upon a student's return.	Each member of the teaching team will have a procedure for make-up work for their classroom. For some, there is a certain place in the classroom where teachers place handouts/assignment instructions while others may upload everything to FACTS/RENWEB.

procedures and get the work completed before the deadline. Students are allotted one day for every day they are out, up to a maximum of 5 days to complete makeup work.		Teachers are responsible to apply the makeup work policy and will hold students accountable to deadlines per the makeup work policy.
Students are encouraged to check FACTS/RENWEB on a regular basis to see if there are any resources that may aid in their makeup assignments.		

What is the procedure for making up a missed assessment from being absent?

Student Responsibility	Family Responsibility	SPCS Responsibility
Students who are absent from a test should note the following: 1. If the absence is on the day of the test, students should plan to take the test the day they return. 2. If the student was present the day that the test was announced, but is absent prior to the test, the student will still be expected to take the test with the class as planned. 3. If the student was absent the day that the test was announced, but is present the days leading up to the test, the student will be expected to take the test with the class as planned as long as they have a minimum of 48 hours to study. It is the student's responsibility to communicate with their teacher about coordinating a makeup test.	While the responsibility of communicating with teachers about a makeup test rests upon the student, parents are encouraged to provide reminders to their child and hold them accountable to their progress in making the test up. Should a student need to make up their test before or after school, it is the parent's responsibility to ensure the student is dropped off or picked up on time. Note that the school's after care program is only available for students who are pre-enrolled. Therefore, going to after care after making up a test after school may not be an option.	The school is responsible to establish a makeup policy. The teaching team will follow the makeup policy as it is outlined. The teaching team will do their best to have students make up their tests ASAP, but it may require a time before or after school. In some extenuating circumstances we recognize that reasonable accommodations must be made due to teacher or student schedules. In such cases, teachers will consult with administration to determine a plan.

PARTNERSHIP ON POLICY

How are absences handled?		
Student Responsibility	Family Responsibility	SPCS Responsibility
If a planned absence, the student is encouraged to inform teachers about their absence ahead of time.	Email absent@stpetechristian.org to document the student's absence as soon as you are able. If the absence will be extended, ensure that the number of absences do not exceed what is allowed as outlined in the school's attendance policy.	SPCS is responsible to hold <u>all</u> students accountable to the school's attendance policy. It is important that students are in school regularly. If the student's absences exceed the school's policy for any reason, the middle school director will apply the consequences as outlined in the student/parent handbook.

What are the procedures for a field trip?		
Student Responsibility	Family Responsibility	SPCS Responsibility
Students are responsible to ensure that their conduct reflects positively on their family and their school. Students are also responsible to ensure that all learning activities prior, during, and following the trip are completed by the established deadlines. In some cases, if a student does not attend a field trip, they must ensure that the alternate assignment is completed by the established deadlines.	Families are responsible to ensure that registration and payment deadlines are met as outlined. Families should ensure that the following logistics are met: 1. Students are dressed appropriately. (Some field trip experiences require students to dress up while others may be more relaxed.) 2. Students are on time if the departure time is earlier than the normal school start time. 3. Students are picked up on time if the return time is later than the normal school dismissal time. 4. Students have what they need for the trip (ie. packed lunch, extra money, learning materials, etc.) If chaperoning, you may be put in charge of a group of students to assist in facilitating the activity. More information will be provided by the sponsoring teacher.	The school is responsible for designating a sponsoring staff member in charge of the trip. That staff member is responsible for the following: 1. Communicate with students and families to include the event description, location, dates, times, costs, plan for transportation, dress code, plan for lunch, plan for chaperones (if applicable) and any other interruptions to the normal arrival/drop off schedule. 2. Coordinating registration and establish a clear & timely deadline for signups and/or payment. 3. Provide necessary final logistical information or reminders prior to the trip. 4. Establish and communicate responsibilities for chaperones (if applicable). 5. Ensure that medical needs are considered (ie. bringing the red field trip backpack). 6. In collaboration with partnering teachers, ensuring the safety of all students while attending the trip and providing appropriate accountability.
What do I do if my child is going home with someone else?		
Student Responsibility	Family Responsibility	SPCS Responsibility
Students are responsible to follow the directions of school staff. Even if they know the person in the car, they will not be permitted to enter the vehicle until school staff is certain that the pickup is approved by parents.	Parents should ensure that the child's pickup list in FACTS/RENWEB is accurate and up to date. If you plan for your child to go home with another parent on a regular basis, that parent should be included on your child's pickup list. Anytime the pickup list is modified, it is helpful to also send Mr. C. an email so that it will be noted in carlines, as the system does not automatically alert us to changes. If your child is going home with someone who is not on the pickup list, please call the school office no later than 2:30 so that we can coordinate appropriately. Please ensure that the person picking up brings an ID.	SPCS is responsible to ensure that all students arrive and dismiss from the school's campus safely. SPCS admin always err on the side of caution in these matters. We apologize in advance for any inconvenience this causes however; a student's safety is our highest priority. We will ensure that all students are getting in the right cars and with the right people.
How do we handle tardiness to school?		
Student Responsibility	Family Responsibility	SPCS Responsibility
Students should recognize that their academic day begins prior to arriving to school. The preparation for the day and time in the	If your child is late to school, please be sure to bring your child into the school so that they can be signed in. Please do not have your child walk into the school by themselves. We need the parent to physically sign	SPCS is responsible to hold <u>all</u> students accountable to the school's attendance and tardy policy. If the student's tardiness exceeds the school's policy for any reason, Mr. C. is responsible to apply the

morning is especially important to set the tone for the day. Ensure that you get a good night's sleep and wake up with enough time to get ready without rushing out the door. If you are late to school, be sure to have your parent sign you in the main office. You will receive a tardy pass and should make your way to class as quickly as possible. Be sure to stop by your locker on the way so that you don't have to interrupt the class an additional time.	them in. If your child is late due to a medical appointment, please bring a note from the medical provider so that the tardy can be documented as such.	consequences as outlined in the student/parent handbook.
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My child needs to leave early for an appointment. What are the procedures?

Student Responsibility	Family Responsibility	SPCS Responsibility
Students who leave early from school for any reason are responsible to ensure that they make up any work assigned in the classes that they missed for that day. If called to the office in the middle of class, please exit the room quietly to eliminate any further interruption from the learning environment. Be sure to consider the makeup work/test policies.	If your child needs to leave early due to a medical appointment, please submit a note from the medical provider upon the student's return so that the early dismissal can be documented as such. These can be submitted to the main office or emailed to Mrs. Suggs at suggsc@stpetechristian.org. When you arrive to the school to pick up your child, the receptionist will call for your child to come to the office. In order to maximize instructional time, students will not be called to the office until the parent has arrived at the school. Please be sure to understand the school's attendance policy, as absences are counted per period. It is important that a student does not exceed more than 8 absences in any given class per semester.	When parents arrive to the school, students will be called to the office for early dismissal. The office staff, teachers, and administration will work as diligently as possible in order to honor your time. Upon a student's return, if a medical note is provided, the school's office staff will document that in the student's records.

Are cell phones and mobile devices allowed at SPCS?

Student Responsibility	Family Responsibility	SPCS Responsibility
Students are required to keep their mobile devices completely powered down and locked in their locker during the school day. Cell phones are not permitted in the classroom at all. Should a cell phone be found on a student's person (ie. in their pocket, in their backpack, etc), it will be confiscated. The only exception to this is if your elective is in the resource building. In this case, on the way to elective, you may remove your phone	Should your child's mobile device be confiscated, you will receive notification via email from administration. The device will not be returned to the student, so it is the parent's responsibility to retrieve it from the main office. Note that there are no exceptions for athletes who leave school early or students in after care. If a phone must stay at the school overnight, it will be locked in the school's safe and can be retrieved the following day. Please also note that students and parents should not communicate through a student's cell phone throughout the day. Consequences will be applied to students who use their phones, regardless who they are	SPCS is responsible for establishing a mobile device policy, which can be found in the student/parent handbook. Teachers and staff are responsible to enforce the policy. Administration will notify parents of a confiscated device within the most reasonable timeframe. Note that if a device is taken shortly before the end of the day, there may be a delay in notification.

from your locker and put it in your backpack (not your pocket.) The phone must remain powered down. If your phone is confiscated, it will not be given back to you. Instead, your parent must pick it up from the front office. There are no exceptions for athletes who leave school early or students in after care. Phones will ONLY be given back to a parent. Note that the second offense will lead to a before-school detention. A third offense will lead to an in-school suspension and the loss of privilege of having your device at school at all.	speaking to.	
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How is discipline handled and facilitated at SPCS?

Student Responsibility	Family Responsibility	SPCS Responsibility
Students are expected to follow the expectations of all school staff. Should these expectations be ignored, possible consequences may be issued. Should a student be issued a consequence (i.e. writing assignment, detention, suspension, etc.), it MUST be satisfied on the terms of the school. The student is expected to be honest and cooperate with the school staff.	It is the parent's responsibility to support corrective efforts of the school. If the parent would like further clarification to the student's behavior and consequence, they should first reach out to the supervising staff member for more information. If it is the parent's opinion that the disciplinary action should be reviewed, the parent should email Mr. C. for further assistance.	SPCS recognizes that private school culture demands a safer and more positive environment for students than other institutions. Further, given our foundation of the teachings of Jesus Christ, SPCS maintains high expectations for all students. SPCS is responsible for establishing clear policies, procedures and expectations for all students, and to communicate those on an ongoing basis. SPCS is also responsible for holding students accountable to such expectations, which includes issuing consequences as necessary.

What happens if an item is forgotten at home?

Student Responsibility	Family Responsibility	SPCS Responsibility
Students are responsible to plan ahead and have everything needed for school prior to arrival. Should an item be left at home accidentally, they should first report to class and ask the teacher for a pass to the office. Upon approval, the student will go to the office to use the phone to call home.	If parents decide to bring the item to school, it can be dropped off in the main office.	The main office will coordinate getting the item to the student at the most reasonable time possible with minimal interruption to the learning environment.

PARTNERSHIP ON STUDENT LIFE

What do we do if we have an issue with a locker?		
Student Responsibility	Family Responsibility	SPCS Responsibility
The student is responsible to talk with Mrs. Epstein who can assist in anything to do with lockers.	If it is the parent's opinion that the student's first effort was ineffective, it is appropriate for the parent to then send an email to Mrs. Epstein asking for further clarification.	The school is responsible to ensure that every student has a locker. The school is limited in the ability to make changes to locker assignments. If it is the parent's opinion that the student's first effort was ineffective, and the parent's second effort was ineffective, then the parent should email Mr. C. for further assistance.
What do we do if my child is repeatedly being treated unkindly by others?		
Student Responsibility	Family Responsibility	SPCS Responsibility
Students are responsible to ensure that they are following school expectations and treating others with kindness. We understand that conflict may arise however, students need to remember that while they cannot control what others do/say, they can control their own actions and responses. Should a student experience social conflict at school, it is important that they report it to a trusted staff member. For further confidentiality, they are welcome to email a staff member if they would feel more comfortable. Open lines of communication with school staff is the best way for these matters to be addressed.	If it is the parent's opinion that the student's first effort of reaching out to a staff person was ineffective, it is appropriate for the parent to then send an email to Mr. C. with their concerns.	Part of the mission of SPCS is to maintain a safe and nurturing learning environment for all students. We recognize that students will have peer/social conflict, and we will work to be proactive on these matters while also applying appropriate intervention methods. The SPCS team will hold students accountable to: 1. Show kindness 2. Put others first 3. Choose wisdom 4. Share Christ's love with everyone This standard is ingrained into the culture of SPCS and repeated daily on the morning announcements. When intervention strategies are necessary, SPCS will investigate any and all reports of bullying/harassment/unkindness that are made to ensure that all students feel safe at school. When necessary, disciplinary measures will be taken to reinforce our culture and expectations. It is important that SPCS staff are notified of situations, as we cannot do anything about what we don't know about.
How are early dismissals due to athletic events handled?		
Student Responsibility	Family Responsibility	SPCS Responsibility

Students who leave early from school for athletics are responsible to ensure that they make up any work assigned in the classes that they missed for that day. While athlete release is announced over the intercom, students must wait for their teacher to provide final permission before exiting the classroom. Exit the classroom as quietly as possible to eliminate further interruption to the learning environment. Be sure to consider the makeup work/test policies.		The athletic department will communicate information about early student releases at the beginning of the sport's season. Teachers will apply the makeup policy to students who miss classes. Athletes who miss a full class due to school-related athletic events will be marked "TDE" and the absence will not count toward their attendance record.
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What happens if a student does not bring their Chromebook to school, or it is not charged?

Student Responsibility	Family Responsibility	SPCS Responsibility
As with any supply, students are responsible to bring their fully charged Chromebook to school each day.		SPCS is responsible to develop policy to hold student accountable to this expectation. On the first offense of leaving the Chromebook at home, or it not being fully charged, a loaner will be provided (if able). On the second offense, the student will be issued a before-school detention. On the third offense, a before-school detention will be issued, and a \$10 loaner fee will be applied to the parent's FACTS account.

Section 8: Educational Technology

MOBILE DEVICE POLICY

Students who choose to bring a mobile device (including, but not limited to cell phones, tablets, etc.) to school must ensure the following:

1. The device is completely powered down during the school day.
2. Devices are not permitted in the classroom. Middle school students must keep devices locked in their locker. Elementary students must keep devices stored in their backpacks.
3. If a student is seen with a device on their person (including their pockets), consequences will be issued.
4. Students must have expressed permission to use their devices before and after school while on campus.
5. Students and parents should not communicate via student mobile device during the school day. Communication should all be channeled through the main office.
6. The presence of a mobile device during a test for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the administration.
7. Cameras (photo and video) are prohibited during the school day. Devices are not permitted in restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense, and will be treated as such.
8. Should students bring their devices to school, SPCS does not maintain any responsibility for lost or damaged devices.
9. Mobile devices may also function as data storage devices. Students who bring such devices to school are subject to inspection and review by school administration. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

SPCS TECHNOLOGY AND INTERNET USAGE POLICY

Internet access is made available to students to enhance their learning experience through a wealth of additional reference and research opportunities. Students will learn how to conduct searches, evaluate resources, and locate relevant material from primary resources.

GENERAL GUIDELINES

In order to use school technology appropriately, students will:

1. Obtain permission to use SPCS technology (computer or tablet) for any reason.
2. Login to school computers using their own username and password.
3. Refrain from revealing identifiable and personal information of themselves or others.
4. Refrain from communicating with others outside the school environment.
5. Use the internet for specific learning objectives when given access.
6. Recognize that use of the Internet is a privilege, not a right, which may be lost with improper use.
7. Be held responsible for their actions when using the Internet.
8. Report any suspicious activity to the supervising teacher immediately.

INAPPROPRIATE USE

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

1. Use of Internet for 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.).
4. Entering a chat group.

5. Inappropriate use of school e-mail.
6. Attempting to access vulgar or pornographic materials.
7. Downloading information from websites without permission from the supervising teacher.
8. Any other activity that violates the mission and vision of SPCS.

Given the clear directions on technology usage, SPCS will not be held responsible for:

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 by requesting a product or service.
3. 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.

CHROMEBOOK POLICIES, PROCEDURES, EXPECTATIONS

SPCS uses educational technology as a tool to help student achieve their highest success. As such, students will utilize school-issued Chromebooks on a daily basis in their classes. These devices are provided to enhance learning and engagement, and it is crucial that all students and families understand their responsibilities to ensure the longevity and effectiveness of this valuable resource.

Chromebook Ownership and Responsibility

SPCS has designed a structure that allows students the opportunity to use school-issued Chromebooks. The school owns, manages, and maintains the devices while the student is enrolled. After the Chromebook fee is paid in full **AND** the student withdraws or graduates, the school will transfer ownership to the family. If these conditions are not met, the Chromebook is to be returned to the school.

- **Student Responsibility:** Students are responsible for the general daily care of the Chromebook and its charger. This includes making all efforts to protect it from damage, loss, or theft.
- **Assigned Device:** Each student will be assigned a specific Chromebook with a unique identifying number. This Chromebook is for your individual use only and not to be shared with others.
- **Return of Device:** SPCS Administration reserves the right to have the device returned at any time.

General Use Expectations

- **Educational Purpose:** Chromebooks are provided for educational, school-related purposes only. Non-educational use (e.g., gaming, social media, non-school related streaming) should be done on a student's personal device.
- **Storage:** Chromebooks should be stored in a safe place when not in use, both at school and at home. Occasionally, SPCS may choose to have students leave Chromebooks at school overnight, on weekends, or on extended school closures.
- **Privacy:** Login information is not to be shared with peers.

Student Expectations

- **Charging:** Students are responsible for bringing their Chromebook to school fully charged every day. If students fail to bring their device to school, or if it is not charged, note the following:
 - On the first offense a loaner will be provided (if able).
 - On the second offense, the student will be issued a before-school detention.
 - On the third offense and subsequent, a before-school detention will be issued, and a \$10 loaner fee will be applied to the parent's FACTS account.

- **Always use two hands:** When carrying your Chromebook.
- **Protect the screen:** Do not put pressure on the screen, place heavy objects on the Chromebook, or use pens/pencils on the screen. Close the lid gently.
- **Keep it clean:** Use a soft, dry, micro-fiber cloth to clean the screen and keyboard. Do not use harsh chemicals or sprays.
- **Avoid food and drink:** Keep food and drinks away from your Chromebook. Spills can cause permanent damage.
- **Protect from extreme temperatures:** Do not leave your Chromebook in direct sunlight or in a car where temperatures can become extreme.
- **Labeling:** Do not place stickers, write on, or deface the Chromebook.

Internet and Digital Citizenship Expectations

- **Online Safety:**
 - Never share personal information (full name, address, phone number, school name, photos) with strangers online.
 - Report any suspicious or uncomfortable online interactions to a trusted adult immediately.
 - Be aware of phishing attempts and do not click on suspicious links or download unknown files.
- **Respectful Communication:**
 - Use appropriate and respectful language in all online communications (emails, collaborative documents, discussion boards).
 - Do not engage in cyberbullying, harassment, or spreading rumors.
 - Think before you post: once something is online, it's very difficult to remove.
- **Copyright and Plagiarism:**
 - Always give credit to original sources when using information or media from the internet.
 - Do not copy and paste content without proper citation.

Software, Apps, and Downloads

- **Securly:** Student use of Chromebooks will be monitored through Securly. Securly allows SPCS to do the following:
 - Ensure appropriate student use.
 - Manage Chromebooks during class sessions (ie. lockdown, redirect, limit internet access, etc.)
 - View and save real-time activity.
 - Perform regular scans using the power of AI for questionable material to ensure student safety.
 It is important to note that SPCS has the capability to remotely access real-time activity of all Chromebooks. Therefore, it is strongly recommended that school-issued Chromebooks are not used for personal and sensitive matters.

Note that when a student graduates SPCS and keeps the Chromebook for themselves, the Securly software will be removed.

- **Google Apps for Education:** The Google Apps Suite is pre-loaded onto Chromebooks. This includes, but is not limited to Gmail, Google Drive, Google Docs, Google Slides, Google Sheets, Google Calendar, etc.
- **No Unauthorized Downloads:** Students are not permitted to download or install any software, applications, or extensions without permission from a teacher or school IT staff. This includes games, unapproved browsers, or unapproved communication apps.

Saving and Storing Work

- **Cloud Storage:** Students are expected to save all school-related work to their designated school Google Drive account. This ensures work is backed up and accessible from any device.

Technical Support and Troubleshooting

- **First Steps for Issues:**
 - Restart your Chromebook. Many issues can be resolved with a simple restart.
 - Check your Wi-Fi connection.
 - Ensure your Chromebook is charged.
- **Reporting Problems:**
 - If you experience a technical issue, report it to your teacher. If necessary, they will notify IT for further assistance.
 - Do not attempt to repair damaged Chromebooks yourself.
- **Loaner Devices:** If your Chromebook requires significant repair, a loaner device may be issued, subject to availability and the nature of the repair. Students are responsible for the care of loaner devices as well.

Loss, Damage, or Theft

- **Immediate Reporting:** Any loss, damage (accidental or intentional), or theft of a Chromebook or its charger must be reported to your teacher.
- **Damage Assessment:** The school will assess the damage.
Repair/Replacement Costs:
- **Accidental Damage:** In cases of accidental damage, the school will facilitate the repair. Included in the accidental protection package, already included, one major accident per device per year for 3 years. Subsequent accidental damages or extensive repairs may incur a repair/replacement fee for the student/family.
- **Intentional Damage:** Intentional damage to a Chromebook will result in disciplinary action and the student/family will be responsible for the full cost of repair or replacement.
- **Lost or Stolen Devices:** The student/family is responsible for the full replacement cost of a lost or stolen Chromebook or charger.

Section 9: Miscellaneous Information

DAILY PLEDGES

PLEDGE OF ALLEGIANCE TO THE FLAG OF 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

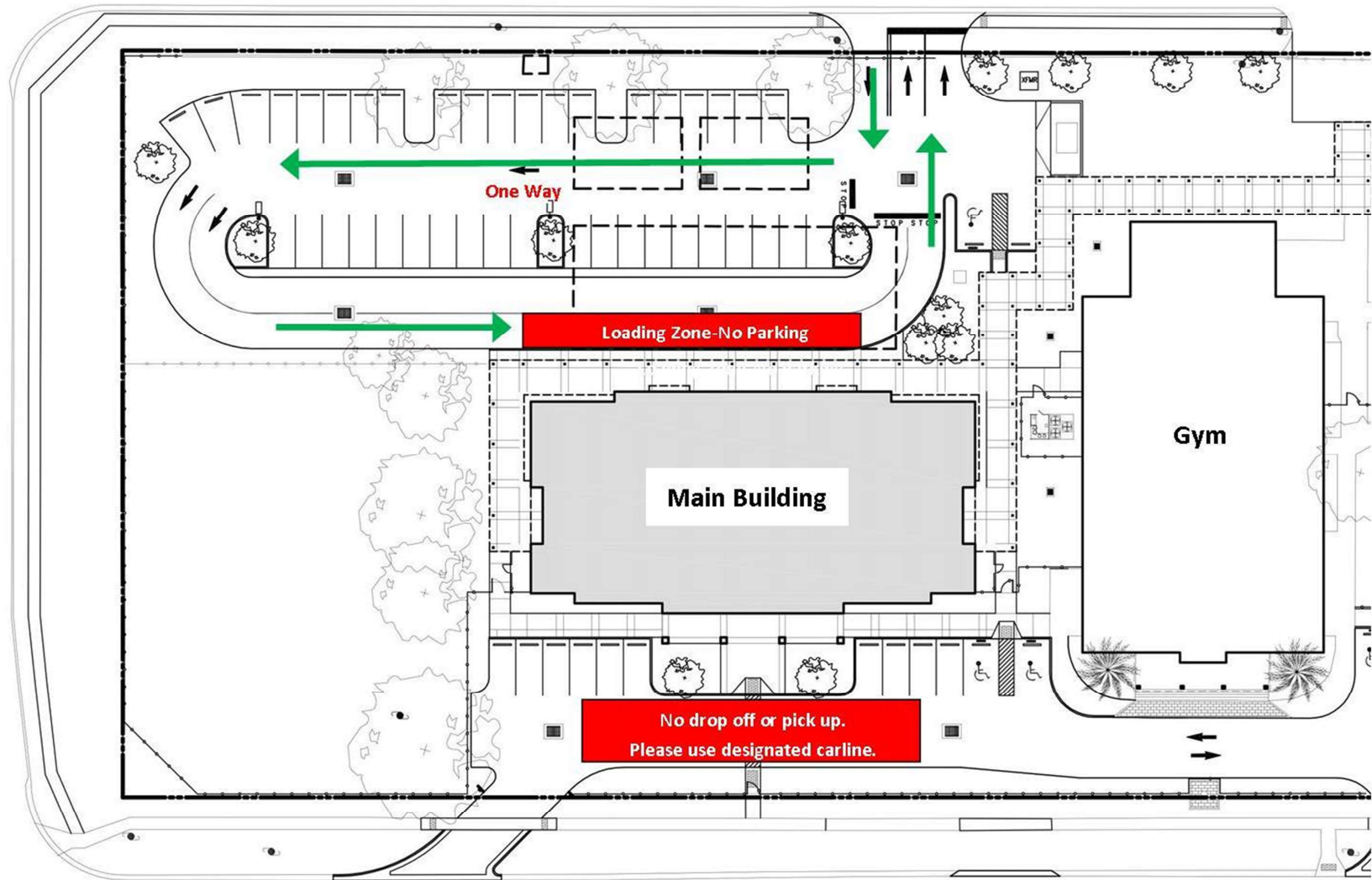
I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and will hide its words in my heart, that I might not sin against God.



SPCS TRAFFIC FLOW- MAIN CAR LINE

Drop off for grades 2, 3, 4, 5

Pick up for grades K, 1, 2, 3, 4, 5, 6





SPCS Traffic Flow– Resource Carline

Drop off for grades K, 1, 6, 7, 8

Pick up for grades 7, 8

