

St. Petersburg Christian School



Home of the Saints

Student and Parent Handbook 2022-2023

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Section I: General SPCS Information

AREAS OF RESPONSIBILITY

ADMINISTRATION

Headmaster
Lower Division Principal
Dean of Students

Mr. Bobby Hunter, M.Ed.
Ms. Kathy Spangler, M.Ed.
Mr. Pedro Coscart, M.Ed.

STUDENT SUPPORT

Counselor

Mrs. Jennifer Jones

OFFICE PERSONNEL

Office Coordinator
Receptionist
Admissions Director
Administrative Assistant
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

Mr. Ryan Hallam
Mrs. Sandra Hannon
Ms. Lori Kurek
Ms. Jill Fields

SCHOOL BOARD

President/Senior Pastor
Member
Member
Member
Member
Member

Pastor Tim Suddreth
Ms. Cindy Crawford
Mrs. Donna Huffer
Mr. Jerry Kessie
Mr. Eric Ramos
Mr. Vaughn Reed

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 and International League of Christian Schools (ILCS). SPCS is also a member of the Association of Christian Schools International (ACSI).

Cognia is a non-profit, non-governmental organization that accredits primary and secondary schools throughout the United States and Internationally. The organization conducts rigorous, on-site reviews of educational institutions to ensure all standards are being met toward school improvement. SPCS has been accredited with Cognia since 1997.

ILCS is an internationally recognized accrediting agency as well as a nonprofit voluntary membership organization with a mission focus on supporting Christian schools through accreditation, teacher certification and professional development. SPCS has been accredited with ILCS since 1989.

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

As a member of ACSI, the school is provided with additional resources toward teacher certification, professional development, and other tools that support educators and students toward their success.

During the 2021-2022 school year, SPCS hosted their five year accreditation review. The school’s accreditation was renewed by both organizations (ILCS and Cognia). SPCS has been an accredited school since 1997 and has maintained 25 years of excellence.

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 of \$55 is assessed. Insufficient funds for checks will be charged a fee of \$15. 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 \$500 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 II: 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. We ask that all families adhere to these two options and plan accordingly.

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 (ie. 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 (ie. 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 to eat together. Friends of students will not be able to join unless we have expressed permission from their parents.

CLUBS & ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

Student Government Association (SGA) is an organization of 5th-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.

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 engage 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 do not need to sign up for this program in advance. The charge for the before-school program is \$4.85 per day. Charges will be applied for any student who is dropped off at any time before 7:45.

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 quarter in order to use the after care program. The cost per academic quarter is \$550. Students enrolled will be committed to the payment plan for the duration of the quarter.

| <u>Qtr #</u> | <u>Dates</u> | <u>Signup Period</u> |
|--------------|------------------------------|-------------------------------|
| 1 | August 10-October 14, 2022 | August 1-August 10, 2022 |
| 2 | October 17-December 22, 2022 | October 3-October 14, 2022 |
| 3 | January 10-March 10, 2023 | December 12-December 22, 2022 |
| 4 | March 21-May 23, 2023 | February 27-March 10, 2023 |

Note the following regarding the after care 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 (May 23, 2023).
- For families with siblings, the older child will be charged full price with younger siblings at a 50% discounted rate.
- All students will be charged a \$15 registration and supplies fee per quarter.
- Payment plans will be available for parent convenience.
- All students can attend before care at no charge when enrolled in the after care program.

- 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 will be available from 7:30-5:00 on the following days, given enough of an interest from families:

- September 19, 2022 (Parent/Teacher Conference Day)
- October 31, 2022 (Teacher Professional Education Day)
- February 20, 2023 (Teacher Professional Education Day)
- March 13-March 17, 2023 (Spring Break)
- March 20, 2023 (Teacher Professional Education Day)

The cost for care on these days is \$45. This care will be open for any SPCS student, whether they are enrolled in the extended care program or not. 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. Parents can also view attendance information and order lunch through FACTS. For support of this, please contact the school office for assistance.

FIELD TRIPS

On occasion, classes take various field trips to interesting and educational places as part of the instructional program. Students must have parental consent via electronic form, which will be sent prior to the trip, to participate. Small fees may be charged to cover expenses. Fees are charged through FACTS.

Safety is a primary consideration at all times. The school reserves the right to exclude a student from a field trip who has repeated behavior problems. The office must approve parents who wish to attend the field trip and/or drive their own student. Each parent is required to have a Level II Background Check. For drivers, a copy of the driver's license and insurance must be supplied to the office. Please allow 3-4 weeks for approval. School transportation will be provided for your child if you are unable to attend local field trips.

Younger siblings may not accompany the parent and child.

LIBRARY

The SPCS Library serves the entire student body. Kindergarten through 4th grade students have a scheduled weekly visit where they learn library skills, are introduced to literature, and may check out books. 5th grade students have scheduled visits once a month. 6th-8th grade students are encouraged to use the library for research as well as for their reading pleasure.

BORROWING POLICY

| GRADE | # OF BOOKS |
|--------------------------------------|---------------------|
| Kindergarten & 1 st Grade | One book at a time |
| 2 nd Grade | Two books at a time |

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 art classes. Students in grades 6-8 may choose to participate in concert band, art or musical theater as an elective. Teacher discretion may apply.

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, placing them in the locker room. All other areas on campus are considered off limits after 3:30 p.m. unless the student has special permission from a teacher or coach.
3. Students are expected to remain seated in the bleachers and display excellent sportsmanship while in attendance.
4. Students attending a game must stay in the gym throughout the entire match.
5. Students who are unsupervised may face disciplinary action.

SAINTS MENTORING PROGRAM

This is a monthly after school program that pairs older students with younger students to build relationships. The guidance office can offer more details on this popular program.

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 parental or doctor's request. A student will be excused no more than three times in a semester without a doctor's written verification. In Grades 6-8, all students are required to have a locker, which should be locked at all times. Locks must be purchased at the main office and may not be brought from home unless they were purchased through SPCS.

SUMMER CAMPS

Saints Summer Camp: This all-day program provides fun for children from 7:30a.m. to 5:00p.m. throughout the summer. Activities and field trips are provided. This camp is available for students who completed Kindergarten through grade 5.

Enrichment Summer Opportunities: Students may have the opportunity to participate in a variety of camps throughout the summer which seek to strengthen skills in academics and athletics.

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

Each grade level utilizes textbooks and curricular materials that are carefully selected by a panel of teachers and administration. We use a variety of curricula from top Christian and secular publications. Publishers that we utilize 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. Parents are encouraged to review this information frequently and to contact teachers when problems exist. Progress reports are sent to parents on a weekly basis via email.

INCOMPLETE WORK DUE TO ABSENCE

A student has one school day to make up missed assignments for each day absent.

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 and does not need to be returned. All outstanding bills (tuition, Extended Care, cafeteria, library, school office) must be paid before the final report card is mailed.

PROBATIONARY STATUS

Students with serious academic, attendance or behavioral problems will be placed on a Probationary Contract in an effort to provide the student an opportunity to correct the problem. Probationary Contracts are instituted only after consultation and counseling with the student, parent, faculty, and administration. These contracts remain in effect for a minimum of nine weeks or as long as administration deems necessary. Students who do not improve to a satisfactory level may be dismissed or asked to withdraw from SPCS. **It is imperative that parents check FACTS for their student's academic progress.**

Section III: SPCS Operations

GENERAL POLICY STATEMENT

Given the school’s commitment to provide an excellent education in a safe and nurturing environment, it is important to conduct business in an organized, structured manner. The policies outlined in this handbook provide a framework to the “way of work” for St. Petersburg Christian School. All parties, (which include the student, family, and school) should consult and adhere to the policies written within. In some circumstances, administration may choose to make exceptions for various reasons, however; exceptions do not change policy as it is written in this handbook.

APPEARANCE/DRESS CODE

Uniforms must be purchased from approved vendors or store uniform departments. Approved vendors are **Big T Printing and Embroidery** 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  | <ul style="list-style-type: none"> • Purchased through Big T, Lands’ End, or our own used uniform store. • Must have the SPCS embroidered logo. • They should fit properly and be modest and clean. • Shirts must be long enough that if both arms are extended above the head, no midriff skin can be seen. • If undershirts are worn, they must be solid in red, white, blue or gray, and be fully tucked in. • Peter Pan blouses may be worn under jumpers for girls in K through grade 3. |
| Uniform Pants and Shorts | Khaki or Navy Blue  | <ul style="list-style-type: none"> • 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, joggers, skirts, skorts, and capris. Additionally, jumpers may be worn by girls in K through grade three. • Please note bottoms may be no higher than 3 inches above the knee. • Sweatpants are not permitted. |

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| <p>Skirts, Skorts, and Jumpers</p> | <p>Skirts and Skorts- Khaki or Navy Blue</p> <p>Jumpers- Khaki or Navy Blue or a Plaid in Red, White, and Navy Blue</p>   | <ul style="list-style-type: none"> • Jumpers may be worn by girls in K through grade three. • All skirts, skorts and jumpers worn by girls 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. |
| <p>Socks</p> | <p>Preferred colors include red, white, navy blue, black or gray</p> | <ul style="list-style-type: none"> • The dominant color of socks should include the preferred colors. It is acceptable for socks to have other colors as accents or trims. • Both socks should match. |
| <p>Shoes</p> | <p>Any color</p> | <ul style="list-style-type: none"> • Clean shoes must be worn and properly laced, if applicable. • Appropriate shoes include athletic shoes, deck shoes, boots, flats or dress shoes. • Inappropriate shoes include, but are not limited to flip flops, sandals, Crocs, five-toed shoes, high heels. • Note that boots may not extend higher than mid-calf, and may not contain a heel higher than one inch. |
| <p>Outerwear (Jackets, Hoodies, Sweatshirts)</p> | <p>Hoodies- SPCS Branded</p>  <p>Heavier Jackets- Only in Red, White, Navy Blue, Black or Gray.</p> | <p>Students may only wear an SPCS branded hoodie, which can be purchased through Boosters or Big T.</p> <p>If a hoodie is not sufficient due to cold temperatures and a heavier jacket is necessary, it must meet the color requirements, contain no logos or wording, and can only be worn in outdoor locations.</p> <p>Students may not wear hoods over their heads.</p> <p>Students who are wearing hoodies outside on warm days will be instructed to take them off.</p> |

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| 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 | Black, Brown, Red, White, Navy Blue | Belts are encouraged for boys. May not be metal or studded. |
| 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. |
| 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. |

Face Coverings/Masks: Students may wear any style of face covering (whether it be a homemade cloth mask, a surgical mask, a neck gaiter, etc) and it may be in any color or with any pattern. Please ensure that coverings are free of wording and remain neutral in messaging

Hairstyles: All students should avoid extreme, non-traditional styles (i.e. shaved designs, unnatural colors, colored hair braids, etc.). Additionally, it is not appropriate for boys to change the coloring of their natural hair color. Administration reserves the right for final say of compliance to this policy. Upon issuance of a dress code violation for hairstyles, students will have five days to meet the guidelines.

Makeup: Upper Division females may wear make-up in moderation and in an inconspicuous manner. Makeup deemed inappropriate must be removed immediately. Male students may not wear makeup during school hours or at school events, activities or functions.

The dress code does not permit headwear (unless specified by an athletic coach), fake nails, tattoos or skin art (i.e. henna), or the use of glitter or paint. Girls may wear simple headbands in school colors, but are asked to leave decorative headbands at home.

PE UNIFORM GUIDELINES

Grades K-5: Students wear their school uniform, socks, and tennis shoes.

Grades 6-8:

Shirts: Students may wear any SPCS branded T-Shirt (Friday shirts are acceptable). Shirts from previous years are acceptable. New Friday shirts will be on sale at Orientation.

Shorts: Students may wear any comfortable gym shorts in the colors of red, navy blue, black, or grey. A small logo is acceptable. The shorts should be of solid color, free of design.

Shoes: Students should wear tennis shoes to PE.

In cold weather, students may wear long jogging pants or sweatpants in solid red, white, gray or navy blue. This is only applicable to days when PE takes place outside.

JEANS DAY (Fridays) AND DRESS DOWN DAYS

Students may wish to participate in Friday Jeans Days or random Dress Down Days throughout the year for a minimal cost. Funds raised through participation are used for missions or school projects chosen by classes and groups within SPCS. The fee to participate in Jeans Day is \$1.00 per Friday – equating to \$35.00 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. Dress down days are several times a year and will be communicated via email. The cost of the Dress Down Days is a minimum of a dollar and is collected during homeroom. Requirements for these days are as follows:

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.

DRESS DOWN DAYS

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 dress down days are just that; casual dress down days. These days are different than dress up days for spirit week. A themed shirt or jersey and jean/shorts are sufficient.
- Athletic shorts, face paint, fake tattoos, wigs and headware, and other accessories are not permitted.

Dress code violations will be issued for non-compliance. Excessive offenses may result in the loss of privilege and participation of Jeans Day. Refunds will not be issued.

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.

DRESS UP DAYS GUIDELINES

On occasion, students (primarily Upper Division) are asked to dress up for certain ceremonies or field trips. The following are the guidelines to such occasions:

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| Females | Dresses and blouses may not have a low cut neckline – no v necks in either front or back. Dress slacks (non-form fitting); dress/skirt and blouse – slits in skirts may not go above the knee. Thin and/or see through fabric is unacceptable. |
| Males | Dress shirt with or without a tie or collared sports shirt, and dress slacks or neatly pressed pants. |

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

SPORTS BANQUET DRESS

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

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|---------|---|
| 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 and 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.

| | 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 2:40pm-2:52pm. | In front of Gym- Students will go into Gym | Main Car Line between 2:40pm-2:52pm. |

| | | | | |
|-----------------------|---|---|---|--|
| 1 st Grade | Resource car line- Students go to K/1 playground | Main Car Line between 2:40pm-2:52pm. | In front of Gym- Students will go into Gym | Main Car Line between 2:40pm-2:52pm. |
| 2 nd 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 |
| 3 rd 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 |
| 4 th 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 |
| 5 th 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 |
| 6 th 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 |
| 7 th 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. |
| 8 th 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.

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/pick ups 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, limiting pedestrians in the parking lots, thus lowering potential hazards and accidents. 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.

Parents may not enter buildings during drop off, unless they have a business need in the front office or a previously scheduled parent conference. ALL students (Kindergarten-8th grade) will be responsible to walk to class on their own.

Please note that our playgrounds are also parent-free zones.

Parents who have a pre-arranged conference with a teacher before school may go directly to the classroom however, any parents who are on campus after the 8:05 bell must report to the office to sign in and receive a visitor's badge.

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 be required to go to their designated car line. At the 3:30 bell, the student will then be allowed to leave campus. After leaving campus, students are no longer in the care or responsibility of the school. All bikes should be locked up at the bike rack behind the resource building. SPCS is not responsible for lost or damaged bicycles.

ATTENDANCE AND TARDINESS

Florida state law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." St. Petersburg Christian School 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 at the beginning of homeroom every 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

Each absence from school must be verified and explained in writing by the parent of the student. When a student is unable to attend school, the parent must notify the school office via phone call or email before 8:45am of that school day. The school phone number is **727-522-3000** and email address is absent@stpetechristian.org.

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 Division Principal to discuss.

DEFINITIONS

Absence: An absence is defined as not attending class. Field trips and approved temporary duty elsewhere (TDE) does not count toward the student's absences.

Temporary Duty Elsewhere (TDE): Students may be marked "TDE" in cases that require them to do schoolwork at an off-site location. A TDE is only issued by the approval of an administrator.

Tardy: A tardy is defined as a student not being in their classroom when the tardy bell rings. Therefore, if a student is in the hallway but not in the classroom when the bell rings, they will be considered tardy.

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. Any student missing 5 or more consecutive days of school should provide a doctor's note for readmission.

PRE-PLANNED ABSENCES

Pre-planned absences will apply toward the student's absence count. Pre-planned absences should be approved by the appropriate Division Principal. While efforts may be made for your convenience, it is

not the responsibility of the school to provide course work before the pre-planned absence. Any work provided before the absence will be due on the day the student returns to school. Any work provided after the absence will be due upon the discretion of the teacher. Makeup tests are administered only during non-instructional time. Parents and students assume responsibility for all missed assignments.

MAKEUP WORK POLICY

Students who are absent from school for any reason are required to make up work missed. This policy relates to parent-initiated/approved absences, as well as school initiated/approved absences for an activity or event.

- 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.
- Students who are absent from school for any reason are required to make up work missed. This policy relates to parent-initiated/approved absences, as well as school initiated/approved absences for an activity or event.
- A student will be given a total number of days to turn in work equal to the number of days absent. It is the student's responsibility to make sure the work is done before the deadline expires.
- 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. Teachers have been instructed by school administration to not permit students to class after the bell has rung. 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. Lower Division students will miss recess for the 5th-7th tardies. Upper Division 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 students out in the front office. The office staff will call for the student to meet the parent in the office. No parent should visit the classroom. 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.

PARKING ON CAMPUS

When visiting the campus, please be sure to park in a designated parking spot. Please refrain from parking in grass areas, in front of the main office, and in the car line.

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. Refusal to comply with any search may lead to immediate suspension.

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. The student will serve a consequence if they contact their parents without the permission of the school staff.

SURVEILLANCE CAMERAS

SPCS is under 24 hour video 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. This software seeks potential matches to the national sex offender registry. After the screening is complete, a visitor badge will be printed and must be worn for the duration of the visit. Visitors will repeat this

process each time they come onto campus. After the first screening, a quick badge can be issued, which will allow visitors to use their mobile device to sign into the school.

Parents are not to go directly to the classroom during school hours. Materials, such as lunch, homework, books, etc. may be dropped off in the office to be delivered.

SCHOOL CLOSING

In the event of significant cause affecting student safety on campus, such as severe weather, threat to public health, or other crises 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

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 will need to 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 the 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, chapstick, 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.

TECHNOLOGY POLICIES

MOBILE DEVICE POLICY

SPCS recognizes mobile device as a resource to enhance students' educational efforts, further engaging them into their studies. Therefore, students are permitted to bring mobile devices with them to class. Note that students are not permitted to use mobile devices (including but not limited to cell phones, tablets, etc.) at their leisure while on school property. Students who bring their devices to class must

have permission from their teacher to use it during class time. When the mobile devices are not in use, students will be required to place their device in the safe, designated spot in the classroom, as directed by the classroom teacher. Any student not following the procedures outlined by their teacher will lose the privilege of having their device on campus.

After school, students are required to obtain permission from a staff member to use their device.

Please take note of the following guidelines regarding mobile devices:

1. Mobile devices must be secured during school hours unless being used for expressed, supervised, educational purposes with permission.
2. Unauthorized use of the device, or use of the device for reasons other than what was expected, will result in confiscation. (Confiscated devices will only be returned by administration to parents.)
3. Should a student have their device confiscated two or more times, the student may lose the privilege of having it on campus.
4. It is never acceptable for one student to take, hide, use, damage, or steal another student's device. Such actions, even if the student is "just playing" is a serious discipline offense, and will be treated as such.
5. Mobile device use 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.
6. 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.
7. Should students bring their devices to school, SPCS does not maintain any responsibility for lost or damaged devices.

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, pursuant to SPCS's search and seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Parents who need to contact their child during the school day for any reason should call the main school phone number. **Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.**

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. Plagiarizing or using information without proper citation and credit.
9. 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.

Section IV: Code of Conduct & Discipline Policy

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

The instructions of all school personnel are to be followed immediately. Defiance or disrespect will not be tolerated and the first offense will result in disciplinary action.

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

The Student Support department administers a student survey twice a year to raise the accountability of students in the following the Standards of Conduct at SPCS. Answers to this survey are anonymous and confidential, and results are used to monitor the culture of our students to aid in improvement of the emotional, social, an spiritual environment. Follow up is conducted by the Student Support Counselor and Dean of Students at students' request.

BULLY BEHAVIOR

All reports of bully behavior will be investigated under the direction of the Dean of Students and in cooperation with the Student Support Counselor. If a pattern of bully behavior is demonstrated, and the student does not improvement once intervention strategies are provided, administrative consequences may be taken.

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 AND ASSEMBLY 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. Any misconduct during chapel will be handled in the same manner as a classroom offense, but with a greater concern for disrespect to interrupting worship. Eating, participating in conversations, distracting or disrupting chapel is considered disrespectful and

unacceptable behavior for chapel and assemblies. Students are expected to give respect to the speaker or presenter by sitting up and not leaning on other people.

HALL PASSES

Students out of class during class time must have a hall pass from the teacher granting them permission to be out of class. The student must present the hall pass, if requested, by a school employee. Students found without passes or misusing them will receive disciplinary action.

LOCKERS

Middle School students will be assigned two lockers – one in the hallway and one in the gym. Lockers are the property of SPCS. Students are expected to keep their locker clean at all times. Pictures, sayings, etc. may not be attached to the exterior of a locker. Tasteful attachments to the locker's interior may be done only with the use of magnets. No stickers or adhesive products should be used.

The student may purchase locks for their assigned lockers only from the school. 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. Students who choose to leave their lockers unlocked accept full responsibility for leaving their items unsecured. Lockers are considered personal property and should not be accessed by another student.

PROHIBITED ITEMS

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

1. Smart Watches
2. Skateboards/ roller-blades/ scooters
3. Playing cards/trading cards/Pokemon
4. Fidget spinners
5. Toys
6. Any article which could be considered a weapon
7. Laser pointers
8. Any article of clothing, jewelry, school materials, or other personal belongings that could be construed as contrary to Christian values.
9. Aerosol products (cologne, perfume, or deodorant)
10. Liquid whiteout
11. Gum
12. Lighters/matches
13. Any item that would interrupt the educational process in or outside the classroom
14. Metal Water Bottles
15. Hot sauce

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.

PLAGIARISM AND CHEATING POLICY

Plagiarism

1. Level 1 Plagiarism Offense: This category is for a first-time offender who plagiarizes less than 25% of a paper. The student must meet with school administration. The paper may be rewritten and submitted for a maximum of half credit for the assignment.

2. Level 2 Plagiarism Offense: This category is for a repeat offender or for a student who plagiarizes more than 25% of the paper. (Repeat offenders include those who plagiarize in more than one class or those who plagiarize more than once during their enrollment at SPCS.) The student will receive a 0% for the assignment.

Cheating

1. 1st time cheating- Student will receive a zero on the assignment/test.
2. 2nd time cheating- Student will receive a zero on the assignment/test and an administrative consequence will be assessed.

The cheating and plagiarism policy is not class specific- if a student cheats/plagiarizes in one class, the next time will be considered a 2nd offense, regardless of the class.

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 of this on SPCS campus will result in serious 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. All students have a responsibility to their teachers and their peers to show and share the love of Christ. 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 SPCS 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.

SPCS provides a Guidance Counselor who is available to assist with students' needs. Consultation times can be arranged by parents, teachers or by students themselves.

TEXTBOOKS

Given technological advances, SPCS is implementing electronic textbooks when able. Should a parent or student desire to check out a textbook, they will need to reach out the Office Coordinator. Textbooks that are checked out should be covered with a cloth book cover. No matter what the condition of a text, it is to be treated as if new. At the end of the school year, students may be assessed a fee for excessive wear and damage of an issued textbook. No adhesive covers are permitted.

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 to be given to the Dean of Students.

Please refer to your child's teacher's classroom discipline plan for more specifics.

DISCIPLINARY REFERRAL

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

| | | |
|--------------------------|---------------------------|------------------------------|
| Conference with student | Clean up duty | Written Apology |
| Parent contact | Writing Assignment | Loss of Athletic Eligibility |
| Parent conference | Dismissal for the day | Probationary Contract |
| SPCS Counselor referral | In-School Suspension | School Board Action |
| Detention(s) | Out-Of –School Suspension | Work Detail |
| Revocation of privileges | Payment for damages | |

Parents will be notified when consequences are issued for students.

DETENTION

Detentions occur during lunch or before school. All detentions are scheduled and supervised by the issuing teacher or administrator. Parents are notified at least 24 hours in advance for before school detentions, and the detention 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. The amount of time varies from a class period to several days, depending on the severity of the behavior. 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. Students will not be permitted to be on campus for any reason during an OSS. Further, 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. Please note that this includes large trips, such as the 8th grade Washington DC trip, 7th grade Nature's Academy trip, and 6th grade's Ropes Course. 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 the Dean of Students and 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. Please note that this includes large trips, such as the 8th grade Washington DC trip, 7th grade Nature's Academy trip, and 6th grade's Ropes Course.

Section V: 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.

Parents and teachers of SPCS students are automatically members of the PTF. Parent involvement is strongly encouraged.

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.

Any parent may participate in the Booster Club. Meetings are held on the third Thursday of each month.

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 |

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.

Section VI: Lower Division Program

GRADING

Letter grade scale:

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

Skill grades:

| | | | |
|---|--------------|-------------------|----------------|
| Outstanding <i>(Kindergarten only)</i> | 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.

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 with the exception of one B allowed in Enrichment Math grades 3-4.
- 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 - 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

Students who submit assignments late will be penalized as follows:

- 1 day late: 50% off.
- 2 or more days late: 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.

Section VII: Upper Division Program

GRADING & PROMOTION

Letter grade scale:

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

Grade 5

Students who receive two "F's" in core subjects will be considered for retention. Summer remediation 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.

Middle School

Students must earn a minimum GPA of 1.75 and have no more than one "F" on YEAR grades. Students who earn one "F" in a core subject area will be required to complete 12 hours of tutoring by a certified teacher in order to be promoted. Students with a GPA below 2.00 for the previous year 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.

8th grade students will not receive their diplomas until all tutoring requirements are complete.

EXAM POLICY (6th-8th GRADE)

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:

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

HOMEWORK POLICY

Homework is any educational exercise to reinforce concepts presented during class. Grades 5 and 6 can expect approximately one hour per night during the first semester and an hour and a half per night during the second semester for homework assignments. Students in grades 7 and 8 will have approximately two hours of homework per night.

LATE POLICY FOR ASSIGNMENTS

Students who submit assignments late will be penalized as follows:

- 1 day late: 50% off.
- 2 or more days late: 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.

LONG-TERM ASSIGNMENTS

Assignments given over time, such as packets or projects, are due by the deadline as the time has already been accommodated for all students.

STUDENT ACCOMMODATIONS

Students receiving accommodations based on a qualified personal learning plan or 504 Plan will be addressed individually.

GRADUATION

CERMONY

Our 8th grade graduation is an opportunity to recognize those students who have successfully met all requirements for graduation.

AWARDS

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

| | | |
|------------------------|------------------------|------------------|
| Summa Cum Laude | Magna Cum Laude | Cum Laude |
| 4.0 or higher GPA | 3.8-3.94 GPA | 3.3-3.74 GPA |

VALEDICTORIAN & SALUTATORIAN- SPCS recognizes students who earn the highest and second highest weighted GPA for the first five semesters of middle school.

The GPA is based on the semester grades of all core and resource classes taken during this period. Extra points for advanced classes will be awarded. Elective classes will not be included in GPA.

If there is a tie for Valedictorian or Salutatorian, administration will use percentage grades to determine the recipient.

Note that courses taken at other institutions other than St. Pete Christian School may not be considered.

COMMUNITY SERVICE GUIDELINES FOR 8TH GRADE STUDENTS

- 8th grade students do not have to fulfill a certain amount of service hours to graduate, though students are still encouraged to find ways to serve in their community, in a church/non-profit organization, or here at SPCS if the opportunities arise.
- Any hours that are completed can be turned in if students are working to receive a special Lighthouse Service Medal award at the end of the year. This award is given to students who serve and document at least 30 hours during their 8th grade year.
 - Any hours toward the Lighthouse Service Medal must be considered sacrificial service; meaning that students sacrifice their own time to perform the service. Therefore, those hours must be completed before or after school, or on weekends. (ie. Helping a teacher during school hours will not count, but coming in before school for the purposes of serving that teacher would count.)

- Service hours within the home or for family members will not count. Any service to a non-profit organization or church is approved. If you are unsure if what you want to do will count toward this award, please email Mr. C. or Mrs. Godfrey for clarification.
- Service hours may begin on July 1, 2022 and must be completed on or before Friday, May 5, 2023.
- All hours must be documented on a reflection report and turned into the front office.
- **NJHS Members**
 - Service opportunities will be presented to NJHS members, and participation will be a requirement. Any and all hours completed will count toward the Lighthouse Service Medal.

Section IX: 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

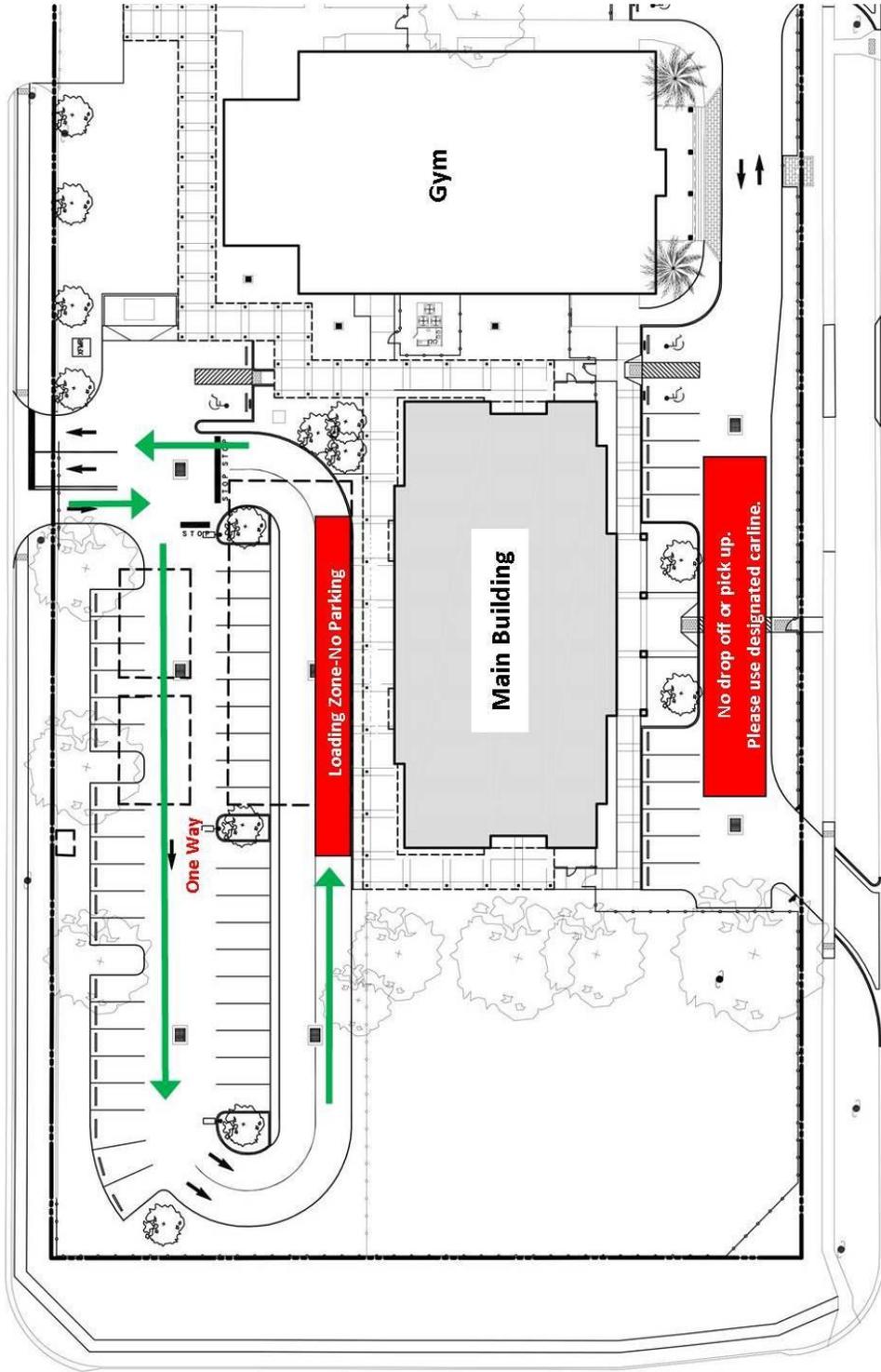
I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and will hide its words in my heart, that I might not sin against God.



SPCS TRAFFIC FLOW- MAIN CAR LINE

Drop off for grades 1, 2, 3, 4, 5

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

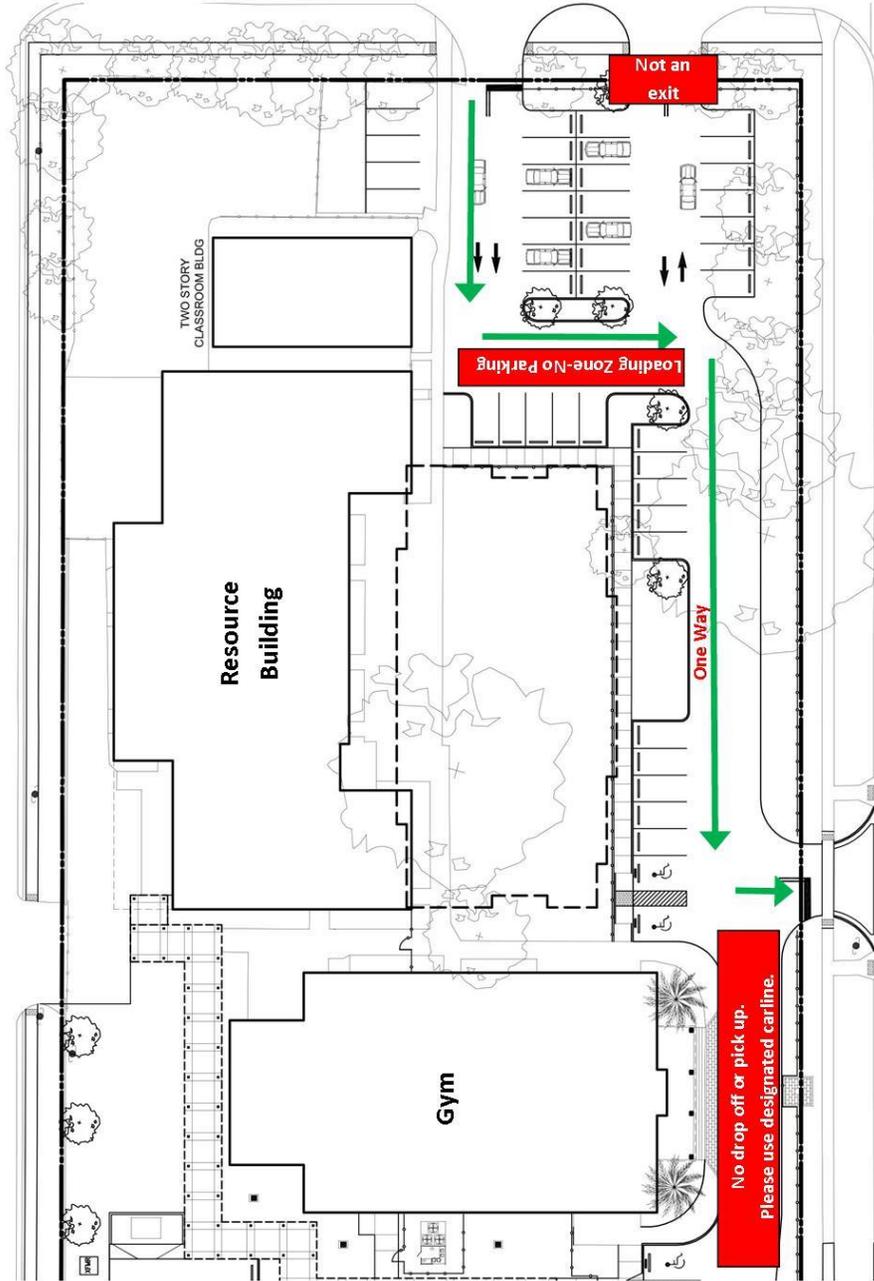




SPCS TRAFFIC FLOW- RESOURCE CAR LINE

Drop off for grades K, 6, 7, 8

Pick up for grades 7, 8



HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT

The leadership team of SPCS has carefully considered a professional and organized environment and has set forth operational policies and procedures to foster success for students. It is requested that parents and students familiarize themselves with the information outlined in the Student/Parent Handbook and confirm their agreement by submitting a signed acknowledgement and agreement form.

The handbook is posted on FACTS for parents and students to access at any time. Should families have any questions regarding the policies set forth, please contact Pedro Coscarart, Dean of Students by emailing coscarartp@stpetechristian.org.



Student Name: _____ **Grade Level:** _____

We have read and understand the Student/Parent Handbook and agree to abide by the policies and procedures outlined.

Parent #1

Printed Name: _____

Signature: _____

Parent #2

Printed Name: _____

Signature: _____

**All parents who are able to make educational decisions for their child must provide a signed form.
Forms are due Friday, August 12.**