



# Parent/Student Handbook 2016-2017

[www.sarasotachristian.org](http://www.sarasotachristian.org)  
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# Introduction to the School

Sarasota Christian School was established in 1958 by a group of Mennonite parents interested in having their children educated in a truly Christian atmosphere. The school aims to serve this need for all who are interested in a distinctively Christian education regardless of denomination, race, color, or national origin.

Sarasota Christian School has shown steady growth from its beginning of only 15 students on the first day. It is located on an inviting 25 acres and offers quality educational programs on the elementary, middle, and high school levels. Its students come from a wide variety of backgrounds and represent many denominations and congregations. Sarasota Christian School provides a peaceful environment in which students can grow and thrive. We are a community of learners called to a lifetime of service through Christ.

## Mission

The mission of Sarasota Christian School is to honor God by developing academic abilities and broadening educational experiences while deepening Christian faith through partnership with the home, the church, and the community.

## Statement of Faith

- We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe in the present ministry of the Holy Spirit and His indwelling in the Christian.
- We believe the Bible to be the inspired and only infallible, authoritative Word of God.
- We believe that for salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of the saved unto life and the resurrection of the lost unto damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## Core Beliefs

### Preamble

- God is love, and Christ is God's gift of love to us. God has called us to love one another and to follow Christ in life. Sarasota Christian School is a Christ-based educational institution rooted in Christian beliefs as viewed from an Anabaptist-Mennonite perspective.

### Christ-Centeredness

- We recognize that Christ died for all. We also recognize the call for each individual to personally believe and accept Christ as Savior and Lord.
- We recognize and promote Christ's emphasis on the preciousness of all humanity. The recognition of cultural uniqueness and racial diversity are equally important to Christ and this institution.
- We recognize that Christ is central to the interpretation of all scripture. All of scripture is viewed in the context of the teachings and life of Christ.
- We recognize that to follow Christ means to aspire to develop His nature and moral character. We also recognize the call for each of us to give up our life for others.
- We recognize Christ's call to be in the world but not of the world. We are citizens of the Kingdom of Christ with all the privileges and responsibilities that come from this citizenship. Such citizenship is the foundation for our call to mission and service to the world.

### Excellence in Teaching and Learning

- We value developing students' minds, bodies, and spirits rather than simply focusing on academics alone.
- We believe developing each student's individual academic abilities to the fullest is the primary goal in the academic sector of a student's education.
- We believe a safe, nurturing environment within the community is conducive to learning.
- We believe all members of the school community, students, faculty, and staff have God-given talents, and all members of the school community are charged with being good stewards of their talents.

### Community

- We strive to nurture the relationships among students and families, teachers, staff, church, and the local and global community.
- We cherish our students and their families.
- We desire to create an atmosphere in which all members of the community experience and share Christ's love.

- We appreciate and value the support of our local churches and strive to foster interaction among denominations.
- We are a denominationally diverse community, and we encourage all to follow in Christ's footsteps.

### **Service**

- We believe God has richly blessed our school community with an abundance of varied gifts and talents, and we strive to share these gifts and talents with local and global communities and churches.
- We desire to follow Christ's teachings to reach out to people in need and to share His love even with those who disagree with us.
- We recognize that energy, enthusiasm, and creativity encourage students to gain life skills for service in the mission of the church.

## **Statement of Educational Philosophy**

- We believe education is not an end itself, but that it relates to a larger purpose of transmitting "the grace and knowledge of our Lord and Savior Jesus Christ." (II Peter 3:18)
- We work in partnership with the home, the church, and the community to achieve our mission to honor God by providing academic excellence for our students while developing their faith.
- Our commitment is to develop a school in which our community identifies us as: Christ-centered, educationally excellent, a welcoming community, a place of peacemaking and serving, and a place that provides opportunities.

### **Christ-Centered**

- We believe Jesus is central in all aspects of daily life. We call our students to acknowledge Jesus' presence in their lives and to be followers of Christ.
- We believe teaching is not just a job; it is a ministry. Our faculty, coaches, administrators, and staff members are called to model Christ's love to students and incorporate His teachings into all aspects of our community. We provide a teaching faculty that is professional, accountable to the faith community, and committed to faith-infused educational practices.
- We encourage students to become actively involved in the life and witness of their local congregations, both in our community and around the world.
- We strive to integrate faith and knowledge while keeping Christ as the focus of learning.

### **Educational Excellence**

- We advocate academic excellence at all grade levels and we provide a challenging curriculum for our students.
- We employ teachers who are deeply concerned with the preciousness of humanity and who treat students as works in progress, not finished products, understanding that student points of view serve as an instructional entry point. We require that our teachers and students treat each other with dignity and respect.
- As an Anabaptist educational institution, we strive to address the needs of the whole person--the intellectual, physical, social, emotional and spiritual dimensions. To this end, we provide a variety of curricular and co-curricular programs and activities that help students to become well-rounded individuals. We strive to prepare students to be successful at SCS, to be successful in their communities, and to be successful in their Christian walk throughout their lives.
- We expect students to exercise their rights and responsibilities as Godly citizens and to possess the knowledge and skills needed to live in a global world.
- We expect students to be under the Lordship of Jesus Christ, to live as children of great worth in the eyes of the Savior, and to live as a people who respect their own heritage as well as the heritage of others.

### **Community**

- We are committed to working in partnership with local churches and the home to nurture our youth in their Christian faith.
- As an institution founded by the Mennonite Church, we strive to be a place of hope and peace. We strive to provide students with an appreciation for our local community as well as for the global community.
- We commit to making our school free of drugs, alcohol, weapons, and abusive behavior.
- We seek to resolve conflict and restore relationships according to Biblical principles. We believe in open dialogue that encourages growth by working through problems rather than ignoring them.

### **Peacemaking & Service**

- As is characteristic of Mennonite schools, we recognize that peace is first nurtured by a personal relationship with Jesus Christ. From this perspective, students learn that God calls all people to be agents of reconciliation, whether in school or as members of the global community.
- We provide opportunities for students to interact with service workers who are involved both locally and internationally.
- We provide opportunities for all students to volunteer their time regularly at both churches and at local social service agencies.

### **Opportunities**

- We strive to provide opportunities for students so that they develop their gifts and interests within a place of grace, peace and joy.

- We build our curriculum around both core courses and electives and our co-curricular program around student interests.
- We connect students with churches and church leaders, with Christian and community social service agencies, with Christian artists, both local and national, as well as with counseling and tutoring opportunities.
- We expect students to gain knowledge and develop skills that open up for them a range of career choices.
- We expect students to graduate and to focus their lives on mission, peacemaking, and service within both the local and global communities.

## Educational Goals

- Sarasota Christian School focuses on a personal relationship with Jesus Christ, preciousness of humanity, integrity and honesty.
- Students who graduate from SCS uphold high spiritual, academic and behavioral standards that openly integrate a Biblical lifestyle of discipleship and education. The SCS community defines discipleship as lives being transformed to the teaching and example of Jesus. Sarasota Christian School offers an educational standard that is judged as acceptable by the highest level of educational accountability. SCS is an accredited institution within the Florida Council of Independent Schools, the Florida Kindergarten Council, the Mennonite Education Agency, and the Southern Association of Colleges and Schools.
- Sarasota Christian School students successfully compete at the highest levels nationally and internationally. They are prepared to make well-reasoned, thoughtful and healthy lifelong decisions that reflect high spiritual and academic standards that openly integrate education with a Biblical lifestyle of discipleship.
- Sarasota Christian School provides opportunities for learning and developing personal and behavioral skills to enhance students' roles as disciples of Jesus Christ.
- Sarasota Christian School students adhere to the lordship of Jesus Christ. They possess a sense of worth and respect for their own heritage and the heritage of others. They reflect on and respond to the cultural diversity of our community and nation. SCS students exercise their rights and responsibilities as godly citizens and possess the knowledge and skills needed to live in a global world.
- Sarasota Christian School students, as disciples of Jesus Christ, learn and develop foundational skills for a range of career choices.
- Sarasota Christian School staff and faculty collaborate with families, churches, and community agencies to prepare students for success at SCS.
- Sarasota Christian School students graduate and are prepared to enter the work force and postsecondary education with personal faith in Jesus Christ. Students graduate with lives focused on Christian service and peacemaking.
- Sarasota Christian School provides a quality environment conducive to teaching and learning. Teachers at SCS are deeply concerned with the preciousness of humanity. They treat each student and his or her endeavors as works in progress, not finished products, understanding that each student's point of view serves as an instructional entry point. Peers and teachers treat students with dignity and respect.
- Sarasota Christian School, in partnership with SCS families, local churches, and community service, provides an environment that is drug free and protects students' health, safety, and civil rights.
- Sarasota Christian School provides faculty and staff who are professional and model the integration of education with a biblical lifestyle of discipleship. SCS teachers are innovative and use diverse instructional methodologies. SCS faculty and staff form a community of accountability.

## Parameters

The parameters of SCS are defined by its being a school of the local corporate Mennonite churches: Abundant Life Church, Bahia Vista Mennonite Church, Bay Shore Mennonite Church, and Bethel Mennonite Church. The theology of the school is defined by the *Confession of Faith in a Mennonite Perspective* and supported by the corporate church representatives on the Board of Directors.

## Accreditation

To ensure that the highest quality of education is maintained, faculty and administration regularly evaluate the total program from Pre-Kindergarten through 12th grade. The Florida Council of Independent Schools (FCIS), Florida Kindergarten Council (FKC), Mennonite Education Agency (MEA) and Southern Association of Colleges and Schools (SACS) affirm this evaluation. Sarasota Christian School is accepted with full accreditation by FCIS, FKC, MEA and SACS.

SCS derives standards for living from Christ's example and the Bible, and we expect the SCS community to support and practice these standards. This section provides a common understanding of what is needed to live and work together as a school. SCS communicates these conduct standards through written expectations for modeling, teaching, practice, and the curriculum.

*This handbook is not a comprehensive listing of school rules and policies, but rather a summary of some of the rules and policies for your convenience. SCS reserves the right to interpret, apply, modify and/or adopt, with or without notice, its rules and policies at its discretion. Any action that disrupts the educational process is unacceptable.*

## General Information

### School Hours

	Earliest Arrival Time Permitted	Classes Begin	Dismissal
High School	7:30 a.m.	7:45 a.m.	3:05 p.m.
Middle School	7:30 a.m.	7:45 a.m.	3:05 p.m.
Elementary School	7:30 a.m.	8:00 a.m.	2:45 p.m.

Please observe the above times. Upon arrival, students must remain on campus until school is dismissed, unless prior parent approval is given. Students are expected to leave campus immediately following dismissal unless they are involved in an extra-curricular activity and under the supervision of a faculty or staff member. Teachers are available to meet with students after school, by appointment, until 3:30 p.m. The school does not provide supervision, nor can it be held responsible, for high school students arriving early or staying late not participating in a school activity.

Our After Care Program is designed to provide child care for students of parents who desire after-school care. After-care is held on campus, Monday through Friday, from 3:00 p.m. - 6:00 p.m. Elementary school students not picked up by 3:00 p.m. will be taken to the elementary school after-care program and middle school students not picked up by 3:20 p.m. will be taken to middle school after-care. A fee will be charged for their supervision.

### Closure of School

When weather conditions necessitate a change in our schedule SCS follows Sarasota County Schools closures plans. School schedule changes will also be left on the message system of the main phone line (941-371-6481), posted at [www.sarasotachristian.org](http://www.sarasotachristian.org), and communicated via social media and/or by text alert system.

In the event of an actual emergency requiring school closure when students are on campus, the emergency notification system will be activated to notify families of the emergency. In order to keep all of our telephone lines open for incoming calls, students will not be permitted to call out during these times.

### Schedules

Middle School		
1 <sup>st</sup> Period	7:45 a.m.	8:37 a.m.
2 <sup>nd</sup> Period	8:41 a.m.	9:33 a.m.
3 <sup>rd</sup> Period	9:37 a.m.	10:29 a.m.
4 <sup>th</sup> Period	10:33 a.m.	11:25 a.m.
Lunch	11:27 a.m.	11:53 a.m.
Chapel	11:55 a.m.	12:18 p.m.
5 <sup>th</sup> Period	12:21 p.m.	1:13 p.m.
6 <sup>th</sup> Period	1:17 p.m.	2:09 p.m.
7 <sup>th</sup> Period	2:13 p.m.	3:05 p.m.

High School		
1 <sup>st</sup> Period	7:45 a.m.	8:37 a.m.
2 <sup>nd</sup> Period	8:41 a.m.	9:33 a.m.
3 <sup>rd</sup> Period	9:37 a.m.	10:29 a.m.
4 <sup>th</sup> Period	10:33 a.m.	11:25 a.m.
Chapel	11:27 a.m.	11:53 a.m.
Lunch	11:55 a.m.	12:18 p.m.
5 <sup>th</sup> Period	12:21 p.m.	1:13 p.m.
6 <sup>th</sup> Period	1:17 p.m.	2:09 p.m.
7 <sup>th</sup> Period	2:13 p.m.	3:05 p.m.

# Academic Life

Sarasota Christian School prepares students for success in post-secondary education and employment through high academic standards that openly integrate Biblical teachings. Our curriculum fosters intellectual development by teaching students to think critically and creatively and to value the importance of their studies. It fosters spiritual development by expanding Biblical understandings and applications, encouraging commitment to the church, exploring evangelism and missions, and teaching the practice of the Christian disciplines.

## Access to Records

In accordance to Florida Statute 61.13 and the Family Educational Rights and Privacy Act (FERPA), either parent may have access to their child's records unless a court order specifically revokes or restricts these rights. Individuals who are not a parent/guardian, are not permitted access to student records without parent/guardian consent.

## Baccalaureate and Commencement

Students must be full-time (i.e. a minimum of five out seven periods attended through SCS approved programs) in order to participate in Commencement and to receive a SCS diploma. Part-time students are not eligible for a SCS diploma. Additionally, the principal reserves the right to make the final decision on including seniors in baccalaureate and graduation based upon credits, capstone requirements, service hours, and discipline reports.

## Community Service Hours

High school students are required to complete one credit, equal to 150 hours of volunteer community service (VCS), by September 1 of their senior year. Any service program a student desires to participate in must be pre-approved by the principal before starting the community service. Seventy-five hours must be attained through a community organization, and 75 hours may be through either a church or SCS. It is recommended that students volunteer 50 hours a year to meet this requirement. The hours must be served with non-profit organizations that give no monetary compensation to students, or with a for-profit agency which has an established volunteer program.

Any senior student not completing the VCS requirement by the deadline will receive an incomplete and be ineligible for all co-curricular activities, and not be permitted to take part in senior class activities. Once all hours have been turned in, the incomplete will be replaced and the student will be eligible for the above activities.

All middle and high school students are expected to plan for and participate in Annual Auction activities. Middle school students are expected to volunteer a minimum of 1 hour and high school students are expected to volunteer 2 hours during the Annual Auction. Should the student have a scheduling conflict, he/she must check with the principal for their alternative service assignment. Failure to meet these requirements will result in a Saturday Detention.

## Conferences with Teachers

Communication concerning a student's spiritual, academic, physical, and behavioral growth is encouraged. Parent-teacher conferences provide a time for parents and teachers to gain a better understanding of each student's strengths, interests, and challenges. School-wide conferences will be scheduled following the end of 1st quarter and the 3rd quarter as noted on the school calendar. In grades K-5, it is expected that parents of every student participate in at least one conference during the year. Parents, students, teachers, counselors, principals, or the superintendent may initiate conferences as needed. Parents with concerns about a student's performance in a specific course should first talk with the teacher. If the parent still has concerns, a conference may be scheduled that includes the parents, teacher, principal, and student (if appropriate).

## Failing Grades

Students must have a D- or above in order to receive credit for a course. If a high school student fails a core course, he/she must make up the course. It is recommended that students make up courses during the summer at an accredited public or private school program, or through Florida Virtual School. It is not recommended that courses are made up during a following school year. Certain higher level math and foreign language classes as well as honors and dual enrollment classes have additional requirements. See specific course listing for more information. Middle school students that fail a core course must work with the guidance office to develop a plan for making up the course in the summer.

## Field Trips

Field trips are a central part of the educational experience at SCS. Tuition rates now include the cost of all educational day-trips. No separate fee will be charged for day trips. Overnight field trips will carry additional fees which will vary by trip, including the 5<sup>th</sup> Grade Marine Lab Trip, and Middle School trips to places such as St. Augustine and Miami. Permission slips will be sent home with students



and are to be signed and returned before the trip. Should a compelling reason arise that would prevent a student from attending, they will be given other homework assignments. Field trip attendance a privilege and can be withdrawn if the student has difficulty following the guidelines.

## Final Exams and Student Portfolios

Teachers may elect to give final exams, require portfolios, projects, or a combination thereof, to demonstrate student mastery of the course objectives. All teachers who are giving final exams will give them on scheduled days and times that are determined by the administration and teachers. All high school students must take their final exams at the scheduled time. In the event of absence or the student is late in excess of 15 minutes, a fee of \$50.00 will be charged for each exam taken out of the scheduled time period. This helps to cover the cost of time taken to write and administer a separate exam. It is the student's responsibility to make arrangements to make up the exams with the teachers.

## Global Family International School Partnerships

Each class at SCS is committed to one international school partnership from which the students learn from peers around the world, and which each grade level supports financially through school projects. Curricular connections for each grade level's school and culture are regular components of each student's SCS learning experience.

## Grading System

Evaluation of the progress of students is conducted with appropriate assessments. Kindergarten through second grade students receive a report at the end of each quarter summarizing academic and developmental progress. The following grading scale is in place for *third through twelfth grades*:

A+	=	100	C	=	71-78
A	=	91-99	C-	=	70
A-	=	90	D+	=	69
B+	=	89	D	=	61-68
B	=	81-88	D-	=	60
B-	=	80	F	=	59-0
C+	=	79			

## Graduation Requirements

Students must have a minimum of 26 credits and a 2.0 cumulative G.P.A to graduate as outlined below. Transcripts show un-weighted G.P.A.s based on a 4.0 scale and weighted G.P.A.s on a 5.0 scale For more detailed information please see the Curriculum Guide.

<u>Subject</u>	<u>Requirement</u>
English	4 credits
Mathematics	4 credits
Science	3 credits (2 with labs)
Social Science	4 credits (3 for students starting HS in 2014/15 and beyond)
Bible	2 credits
HOPE (Health & PE)	1 credit
Performing/Fine Arts	1 credit
Community Service (VCS)	1 credit (150 hours)
Electives (4 from core subjects)	6 credits (2 Foreign Language credits required for college and Florida Bright Futures scholarship)
Capstone	Presentation

## Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. Students may achieve honor roll status by obtaining a grade point average of 3.5 to 3.9 (B+ average or above). Students with a 4.0 are recognized with high honors.

## Open Campus During Final Exams

"Open Campus" is defined as a 9th through 12th grade privilege to leave the Sarasota Christian School during final exam days when the student is not scheduled to take a final exam.

Students who have a signed parental permission form on file with the high school principal may sign out with the faculty member responsible for the student's class (i.e. 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade). Parental permission forms must be turned in to the academic team assistant at least two days before final exams begin. It is the student's responsibility to return to school on time for his or her scheduled exam.

Further, students transporting students without parental permission is a serious offense and may result in the loss of this privilege in subsequent years.

When the student and parent sign the Open Campus agreement, they agree to release SCS from any and all liability for a student's actions during his or her exercise of the Open Campus privilege. Furthermore, the signed agreement also releases SCS from any personal injury or loss of life while the student is exercising his or her Open Campus privilege. It is expressly understood that, once the student leaves the Sarasota Christian School campus, SCS will have no further responsibility whatsoever for that student nor his/her actions.

## Progress Reports

Elementary parents in grades 3-5, middle school and high school parents are able to view their child's progress online throughout the year. Faculty will also be in communication with parents if a student is making insufficient academic progress.

## Report Cards

The academic calendar is divided into four quarters as indicated on the SCS calendar. Grades are available throughout the year via RenWeb. Elementary parents will receive printed report cards each quarter. Middle and high school parents will receive printed report cards at the end of the second and fourth quarters.

## Senior Trip

Seniors who began the school year and maintained full-time enrollment throughout the year do not have to pay to participate in senior trip. The senior trip is a privilege. The principal reserves the right to make the final decision on senior trip attendance based upon grades, service hours, and discipline information. Surcharges will be assessed in these cases:

- \$125 for seniors who attended 75% of their 4-year matriculation and did not begin the school year or maintain full-time enrollment.
- \$250 for seniors who have not attended 75% of their 4-year matriculation and did not begin the school year or maintain full-time enrollment.

## Spiritual Development

The quality and integrity of the spiritual life of a Christian school is paramount to producing a safe environment where students and faculty can mutually encourage one another as they seek the Lord's will from day to day. Sarasota Christian School desires to equip the mind, body, and spirit of each student enrolled through the following:

- **Curriculum:** Teachers integrate faith and Biblical teachings into the written and spoken curriculum.
- **Chapel:** Chapels provide time for student leadership, guest speakers, messages from area pastors, worship, prayer and small group community and character building.
- **Bible Classes:** SCS offers students Bible study in an academic setting as a place to learn and ask questions about Christianity. The ultimate goal of our Bible curriculum is to develop followers of Jesus Christ who enjoy a personal relationship with Him.
- **Devotions:** Each elementary class gathers daily with their teacher to share prayer requests, explore Bible stories and lessons, sing, and praise God. Elementary teachers value and honor this time as nurturing for students and foundational in faith development.
- **High School Retreat:** Each year grades 9-12 join together in a two-day retreat for recreation and fellowship. A spiritual leader is invited to provide spiritual input and leadership for the weekend. The retreat gives opportunity for students and teachers to get to know each other in an informal environment, and to minister to the spiritual needs of the high school community. Attendance at the retreat is mandatory. However, if there is a compelling reason that a student cannot attend the retreat, the student is allowed to miss the retreat but still required to attend school.
- **Missions Opportunities:** Domestic mission experiences provide students with the potential to change the world while also being personally changed. The Great Commission was Jesus' last command and, therefore, should be our first concern. Using the model of Acts 1:8, we offer SCS students experiences locally, regionally, and nationally.
- **Small Groups:** These offer an intentional way for students to establish community through creating a sense of belonging, valuing differences, and working together. This process provides a peaceable environment for students to come together to hear and be heard as they cooperatively develop life-long learning and behavioral skills.
- **Student-Led Faith Groups:** One of the many exciting aspects of the spiritual life of our campus is seeing students' lives changed through student leadership.
- **Adult Prayer Groups:** Our spiritual life is also enhanced through supportive groups, such as local representatives of the national organization "Moms in Prayer." This group encourages mothers to meet and pray for the administration, faculty, staff, and students of Sarasota Christian School. SCS employees also meet together weekly to worship through faculty/staff led worship times.

## Student Promotion and Progress

For a variety of reasons a student may require somewhat less or more time to develop their educational potential. Teachers will meet with parents and the student to determine the most beneficial placement of the student. They may also meet with the guidance office and the principal.

SCS strongly encourages all high school students to complete the four-year course of study in the four-year timeframe. The curriculum is designed to provide a carefully paced and meaningful academic, spiritual, and social experience that commences in the ninth grade and concludes at the end of the twelfth grade year. Students who have accumulated 21 credit hours are considered to have attained twelfth grade status in terms of credits only, not in terms of twelfth grade student rights and privileges.

The credits high school students earn each year determine their promotion and grade classification.

Fewer than 6 credits

7 credits (including 1 credit each in English, Math, & Social Science)

14 credits (including 2 credits each in English, Math, & Social Science and 1 credit in Science)

21 credits (including 3 credits each in English, Math, & Social Science and 2 credits in Science) and 2.0 GPA

Freshman (Gr. 9)

Sophomore (Gr. 10)

Junior (Gr. 11)

Senior (Gr. 12)

## Attendance

Regular school attendance is important. Phone calls to parents are made on a regular basis so that the school and home may work together in promoting good attendance. If excessive absences occur, parents will meet with the principal to assess the problem and develop a plan for attendance improvement, withdrawal, or retention. Every absence, both excused and unexcused, will be recorded in the permanent records.

### Absence, Tardy, and Early Dismissal Procedure

Students arriving late to school must sign in at the front office. Students leaving early or going off campus for any reason must have parent permission and sign out at the front office. A student needing to leave the campus with a parent will be called to the front office via the intercom to meet the parent. Parents may not go directly to the classroom to deliver or pick up a student.

1. Notify the front office by 8:30 a.m. indicating your child's name, grade and reason for their absence, tardy, or early dismissal by:
  - a phone call or email from the parent on the morning of the absence (941-371-6481 or [frontdesk@sarasotachristian.org](mailto:frontdesk@sarasotachristian.org))
  - a parent signing the student in/out at the front office
  - an explanatory note with the parent's signature within three days following the absence/tardy  
(*Students may not sign notes on behalf of their parents, even with the parent's permission. Falsely representing as a parent/guardian in any way will result in disciplinary action.*)
2. Make arrangements for missed work. See "Missed Work" section below for details.
3. Students are responsible for obtaining a late pass if the student is going to be late or miss any part of a class.

Note: Once a student goes home during the school day due to illness they are to remain home for the rest of the day, which includes co-curricular participation.

### Absence

A middle or high school student who arrives to class more than ten (10) minutes late is considered absent.

- Absences are categorized as either "day" or "period" absences.
- Day Absences - absences are either "Full-day" or "Half-day" absences.
- Full-day Absence - being absent six or more class periods during a school day (including Chapel/Lunch).
- Half-day Absence - three to five class period absences during school day.
- Two Half-day absences are counted as a Full-day Absence.
- Period Absences – no more than two class absences after the start of the school day.

### Excused Day Absence

The following properly documented absences are excused; however regular school attendance is important and therefore excessive accumulation of excused absences may result in a parent conference with the principal.

Excused Absences from School	Code	Description
Personal illness or injury with a parent's note submitted to the front office.	AE-PN	Parent's note
Personal illness, injury or doctor appointments with physician's note submitted to the front office.	AE-DR	Doctor's note
Death in immediate or extended family – grandparents, parents, siblings, uncles, aunts, nephews, nieces, and cousins with verifying documentation	AE-FD	Family death
College visits for high school sophomores, juniors and seniors, with verifying documentation (maximum three visits per year)	AE-CV	College visit

SCS co-curricular activities (missing classes the following day is unexcused)	AE-CC	Co-curricular
Principal pre-approved student family trips/activities for educational purposes. Depending on the educational purpose, the principal may set expectations that demonstrate sufficient evidence of learning. To avoid missing academic instruction, scheduling such trips when school is not in session is preferred.	AE-ET	Educational trip
Should an athletic team qualify to participate in the State Championship series final event (e.g. game, match, meet, etc.) students may support the team by attending the “final event.” The student’s absence will be excused with a signed “Student/Parent Waiver” form and the student brings back proof of attendance (e.g. ticket stub, confirmed attendance by an attending SCS employee). The signed waiver will apply for the designated event only.	AE-SC	State championship
Other principal pre-approved activities with parent notification and supporting documentation (e.g. club athletic tournaments, dance recitals and other high level performances)	AE-PA	Principal approved

## Unexcused Day Absences

An excessive accumulation of unexcused day absences will result in measures taken to make up the time lost in school. Absences not described in the “Excused Absences from School” section are considered unexcused. Habitual unexcused absences may be subject to Florida Law (Section 1003.21, Florida Statutes) consequences. *See principal for extenuating circumstances.*

Unexcused Day Absences from School	Code	Description
An absence initially marked “Absent” (A) is considered unexcused until an explanation is received from a parent/guardian within three (3) days.	A	Absent
An unexcused absence from school where a note or phone call has been received from the parent/guardian within three days of returning to school.	AU-PN	Absent unexcused; parental notification received

## Excessive Unexcused Day Absences (Middle & High)

To make up for lost time from excessive unexcused absences, morning and afternoon detentions will be assigned. Excessive accumulation of unexcused absences may result in a parent conference with the principal.

Excessive Unexcused Day Absences from School – Consequences	
3 Full-days	An email notification will be sent to the parent/guardian on record in the school information system (RenWeb) as a courtesy reminder.
5 Full-days	A second email reminder will be sent to the parent/guardian along with a phone call from the principal’s office as a courtesy. An after school detention will be assigned.
6 & 7 Full-days	Upon the 6 <sup>th</sup> occurrence two consecutive after school detentions will be served. Upon the 7 <sup>th</sup> occurrence one morning and two consecutive after school detention will be served
8 Full-days	Two consecutive morning and two consecutive after school detentions to make up for one excessive day missed.
9 or more Full-days	An administrative review to determine conditions for continued enrollment will be held.

## Period Absences (Middle & High)

Occasionally, students will stay after class for additional assistance from a teacher; ordinarily this should be scheduled before or after school. An authorized note is required to be admitted into the next class when arriving after the start of class. One or two class absences during the day (after the start of the school day) are considered period absences.

Excused Period Absences	Code	Description
A student who arrives with a note from the administrative office (principal or authorized representative) will receive an excused absence.	AE-PR	Principal’s note
A student who arrives from his/her previous class with a note from the teacher will be marked as an excused absence if more than 10 minutes late to the start of class.	AE-TN	Teacher’s note
A student who arrives with a note from the clinic will receive an excused absence.	AE-CL	Clinic note

Unexcused Period Absences	Code	Description
A student who arrives from his/her previous class more than 10 minutes late <u>without a note</u> will receive an unexcused absence and unexcused tardy	AT	Absent turns to tardy

Excessive Unexcused Period Absences – Consequences	
3 <sup>rd</sup> occurrence*	An email reminder will be sent to the parent/guardian along with a phone call from the principal’s office as a courtesy.
6 <sup>th</sup> occurrence*	Upon the 6 <sup>th</sup> unexcused class absence, the student will be assigned a morning detention.
more than 6 occurrences*	Additional morning detentions will be assigned. Parent/guardian will meet with the principal to create a plan for improvement. Continued class absences will result in further consequences.

\*Period absence occurrences can be from the same class or combined from multiple classes.

## **Skipping Class (Middle & High)**

An absence without prior school and parental knowledge where a student leaves campus for any reason or stays on campus missing a class, is defined as "skipping." Students found skipping will receive a zero for that period's class work and serve an in-school suspension (ISS) equal to twice the time of the absence period. Their absence (A) will change to skipping (SK) in RenWeb. Parents will be contacted if their student is found skipping.

## **Tardies to School**

On-time arrival to school is expected and is an important part of student academic progress. Students are tardy to school if they are 10 minutes late or less to the start of school. There are no excused tardies to school. If traffic should become a routine concern, then plans should be made to leave routinely earlier for school. Tardiness to school interferes with academics. There may be an occasion that a tardy will result because of unforeseen circumstances. It is for this reason each student is given grace for the first seven (7) tardies to school for the school year. Elementary students will be charged \$10 for each subsequent tardy after their seventh tardy. Middle and high consequences are outlined below. Note that tardiness to school is not classified as excused or unexcused. It is in the student's best interest to be on time.

## **Tardies to School (Middle & High)**

<b>Excessive Tardies to School – Consequences</b>	
3 <sup>rd</sup>	An email notification will be sent to the parent/guardian on record in the school information system (RenWeb) as a courtesy reminder.
5 <sup>th</sup>	A second email reminder will be sent to the parent/guardian along with a phone call from the principal's office as a courtesy.
8 <sup>th</sup>	The student will meet with the principal to discuss a plan for arriving on time to school. Such a plan will include the expectation that the student will arrive for five (5) consecutive days fifteen (15) minutes earlier than the start of school to aid in developing the habit of timeliness. A \$10 fine will be charged to the student's account.
9 <sup>th</sup>	The student will arrive for five (5) consecutive days thirty (30) minutes earlier than the start of school to aid in developing the habit of timeliness. A \$10 fine will be charged to the student's account. A detention will be assigned.
10 <sup>th</sup>	The student will arrive for five (5) consecutive days thirty (30) minutes earlier than the start of school. The student will be assigned a morning detention. A \$10 fine will be charged to the student's account.
11 <sup>th</sup>	The student will arrive for five (5) consecutive days thirty (30) minutes earlier than the start of school. The student will be assigned two consecutive morning detentions. A \$10 fine will be charged to the student's account.
12 or more	An administrative review to determine conditions for continued enrollment will be held.

## **Period Tardies (Middle & High)**

Occasionally, students will stay after class for additional assistance from a teacher; ordinarily, this should be scheduled before or after school. Students are tardy to a class if they are 10 minutes late or less to a period.

<b>Excused Period Tardies</b>	<b>Code</b>	<b>Description</b>
A student who arrives within 10 minutes of the start of class with a note from the administrative office (Principal or authorized representative) will receive an excused tardy.	TE-PN	Principal's note
A student who arrives from his/her previous class within 10 minutes of the start of class with a note from the teacher will be marked as an excused tardy.	TE-TN	Teacher's note

<b>Unexcused Period Tardies</b>	<b>Code</b>	<b>Description</b>
A student who arrives from his/her previous class within 10 minutes without a note from the teacher will be marked tardy unexcused.	TU	Tardy un-excused w/out a note

<b>Excessive Period Tardies – Consequences</b>	
3 <sup>rd</sup>	An email reminder will be sent to the parent/guardian along with a phone call from the principal's office as a courtesy.
6 <sup>th</sup>	Upon the 6 <sup>th</sup> unexcused class tardy, the student will be assigned a morning detention.
Greater than 6	Additional morning detentions will be assigned. Parent/guardian will meet with the principal to create a plan for improvement. Continued period tardies will result in further consequences.

## **Co-Curricular or School-Related Activity Absence**

If classes will be missed due to a co-curricular or school-related activity, students must communicate with teachers prior to the absence to make arrangements for turning in work and taking scheduled tests and quizzes.

## **Co-Curricular Attendance Eligibility**

To be eligible to participate in co-curricular school activities, high school and middle school students playing on high school teams or participating in high school plays and musicals must have no unexcused absences the entire school day. Student athletes are required to be in school at 7:45 a.m. on school days following games. A student absent on Friday may participate on Saturday. A student on any kind of suspension may not participate in that sport or activity for the day(s) of suspension. *See principal for extenuating circumstances.*

## **Missed Work**

Students and/or parents are responsible for approaching teachers to request and complete missed work assignments. Please also use RenWeb as a resource for finding missed assignments.

If the absence is due to illness, the student has the equivalent number of days of the illness to complete the work missed during their absence. However, assignments announced prior to a student's absence and due while the student is out of school must be handed in the day the student returns to class. Scheduled absences must be communicated with teachers to make prior arrangements for turning in work and taking scheduled tests and quizzes. High school students may not receive credit for work assigned, work due for submission, or tests and quizzes missed during the time of unexcused absence(s). Middle school students are expected to make up all tests and work regardless of the type of absence. Extenuating circumstances, such as extended illnesses, will be handled on a case-by-case basis. For missed exams information, see the "Final Exams" section under Academic Life.

## **Physical Education Participation**

An explanatory note must be written and signed by a parent when a student requests exemption from physical education classes/activities. A doctor's note is required if P.E. participation will be suspended for more than three (3) consecutive days. The student must present a note from parents or doctors to the clinic before the student arrives at P.E. class. The clinic will provide a pass that the student will present to the PE teacher. Presenting a pass from the clinic will be the only means by which a student will earn an excused absence from P.E. participation. See the "Uniform Policy" section for the P.E. dress requirements.

## **Passes**

Students must have a pass to be out of class (i.e. to go to clinic, parking lot, another classroom, or media center). Students are expected to go directly to the stated destination and return promptly to their original classroom; failure to do so will result in consequences.

# **Behavioral Guidance**

Sarasota Christian School recognizes that most students are exemplary in their behavior and considers it an honor to reward positive behavior. However, the school's response to deliberate disregard of school standards, requirements and expectations may include a community service assignment, conference, detention, development of a plan to change behavior, fine, suspension, paper writing, or expulsion, at the school's discretion. Restorative practices may be used in this process, and the student's pastor may be included as well. We derive standards for living from Christ's example and the Bible. The purpose of disciplinary action is to disciple and to teach the student; SCS does not use corporal punishment. This is done in an attitude of love and concern. Being a student at SCS is a privilege that is based upon meeting expectations.

The school will respond to out-of-school behavior when it could affect in-school behavior, have a negative effect on other students, interfere with the school's operations, or violate standards of conduct the school expects of its students. If a student experiences an arrest or conviction, the school will conduct a review of the situation, including whether continued enrollment is appropriate.

## **Bullying/Harassment**

The school does not discriminate on the basis of race, color, national origin, ethnic origin or gender in administration of its educational, admissions, scholarship, loan, athletic, and other school-administered programs and policies. Any discrimination or harassment based on race, color, national origin, ethnic origin, or gender is strictly forbidden and will not be tolerated. Any allegation of harassment or discrimination will be promptly investigated.

If a student suffers any such harassment or discrimination by a student, a staff, or faculty member, or knows of such harassment or discrimination, the student or the student's parents should immediately report such conduct to a teacher, the principal, or the school's superintendent. The school will not retaliate or allow others to retaliate against a student who makes such a report.

Employees of Sarasota Christian School are state mandated reporters and will act promptly to investigate all complaints, formal or informal, verbal or written, of harassment or violence. If the school determines that harassment or discrimination has occurred, the offending student, staff, or faculty member will be subject to disciplinary action as determined by the school.

SCS is an Olweus bullying prevention trained campus and bullying behavior will be responded to by all SCS employees. Students will receive bullying recognition and response training through regular classroom meetings at all grade levels. Bullying is a form of harassment. We believe that every student has the right to feel safe at school. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying is unfair, one-sided and has an imbalance of power component. Bullying undermines and opposes our goal of creating an atmosphere conducive to learning and recognizing the value and worth of each individual and is not tolerated. Any suspected and/or witnessed incidents of

bullying should be reported to a teacher and/or administrator as outlined on the [Bullying Prevention Reporting Form](#) (BPRF). More detailed information can be found on our website or through RenWeb.

### **Detention (High School)**

Detention is time scheduled outside of school hours, and may be held before school, after school or on a Saturday depending on the infraction. Detentions will be served for 90 minutes. Before school detentions will start promptly at 6:10 a.m. and end at 7:40 a.m. Afternoon detentions will start at 3:10 p.m. and will last until 4:40 p.m. Detentions may be given to a student for several reasons, including, but not limited to:

- excessive tardies
- excessive absences
- behavior that warrants an immediate issuance of a detention
- inappropriate and disrespectful behavior
- offensive language
- repeated or flagrant dress code violations
- being in an un-designated area

Students who are given a detention will be notified by the teacher and via email. Students who are given detention(s) must serve the detention on or before the scheduled date. Parents will be notified by RenWeb email each time a detention is assigned.

Any student who fails to show up or is more than 5 minutes late for a detention will receive a second detention, and be rescheduled for the original detention. If the same student fails to attend or is more than 5 minutes late to either of the two subsequent detentions, he/she will receive a one-day In-School Suspension (ISS).

A one day ISS will result when a student has already served detentions for two separate events and receives an additional detention for a third event. Parent meetings will result after the 2nd detention.

A continued accumulation of school detentions will result in an administrative review to determine conditions for continued enrollment will be held.

### **Detention (Middle School)**

Detentions are given to a student for behaviors including repeated tardiness, repeated uniform infractions and classroom disruptions. Any student who fails to show up for a detention will receive an additional detention. Detention is time scheduled outside of school hours, and may be held before school, after school or on a Saturday depending on the infraction. Detentions will be served for 45 minutes. Before school detentions will start promptly at 6:55 a.m. and end at 7:40 a.m. Afternoon detentions will start at 3:10 and will last until 4:55 p.m.

### **Disruptive in Class**

Behaviors that are disruptive in class, including disrespect to a teacher or student, or disregarding classroom guidelines, are not permitted. Teachers will work together with students to modify disruptive behaviors, will document improvement plans, and communicate with parents. If it becomes necessary, the principal will become involved and additional consequences may occur.

### **Grievance Procedures**

SCS teachers seek to develop and maintain good working relationships with parents. When problems arise, it is imperative that they be dealt with ethically and in a spirit of cooperation. The principles in Matthew 18: 15-17 provide guidelines to follow. All concerns should be registered in the following sequence:

1. Discuss your concern together with your student and your student's teacher, making an honest effort to work through the problem at this level.
2. If the problem remains unresolved, discuss it together with the student, the teacher, and the principal.
3. If the problem still remains unresolved, contact the superintendent.
4. If the problem is still not resolved properly after much effort to solve the problem at the previous levels, contact the chairperson of the SCS Board of Directors for a formal review.

**It is extremely important that parents register their complaints individually as they arise. Under no circumstances is it appropriate to air complaints to other parents in an effort to gain support and thereby create dissension. Such practices can be damaging to the school community and thwart the overall goals and objectives of Christian education. Grievances should always be settled by following proper procedures in a spirit of Christian community.**

## **Respect**

Students are expected to exhibit respect for our Creator, our school, our teachers, for other people, and self. Communicating offensive, obscene, harassing, abusive, slanderous, libelous or inflammatory language, pictures, or materials about someone or the school, will not be tolerated and is subject to consequences. This includes, but is not limited to, social networking website or online postings, text messages, and verbal harassment.

Maintaining a well-kept and clean learning environment and campus is important to successful learning; students are expected to do their part by using designated waste or recycling receptacles when disposing of trash. Restitution must be made for any student-incurred classroom damage. Textbooks are expected to be handled with care. High school students are to keep textbooks covered at all times; replacement charges must be paid for damaged or lost books.

## **Student-to-Student Conflict**

If students are in a physical contact conflict, they will immediately be separated and then meet with the principal. A minimum of a one-day suspension usually occurs for each person involved. Our goal is to work at restoring the relationship, which may be done through mediation activities or by setting boundaries. If the conflict is relational in nature and does not involve physical harm, the student may ask the principal or a teacher for help in developing a healthy relationship. The student will receive help in moving through a difficult time in the friendship.

## **Suspension and Expulsion**

SCS reserves the right to determine the appropriate disciplinary action in any particular case at its discretion. Below are some examples of unacceptable conduct that may result in suspension (in or out of school) or expulsion.

- Fighting or actions involving injury to persons.
- Deliberate destruction or misuse of property.
- Possession of or setting off firecrackers, smoke bombs, or snappers of any kind, setting fires in the buildings, and tampering with fire alarms or fire extinguishers.
- Use, possession, or being under the influence of tobacco, alcohol, or other drugs on campus and at off-campus school functions. Use or possession of weapons and look-alike weapons including, but not limited to, any knife, cutting instrument or tool, nunchaku, firearm, shotgun, rifle, and any other tool or instrument capable of inflicting serious bodily injury. Students can expect a process of search-and-seizure when they are suspected of possessing or being under the influence of any of these items or other impermissible items, or items which are wrongfully in their possession. Areas of search include a student's vehicle, locker, personal effects, and person, including a drug test. Information may also be shared with the police.
- Repeated truancy from school or class.
- Lying, stealing, cheating, plagiarism, or immorality.
- Swimming or forcing others into the pond.
- Picking locks, forcing doors or otherwise entering locked buildings.
- Accumulation and continuation of minor offenses.
- Violation of acceptable use policies or school equipment.
- Other conduct that is disrespectful to persons or disruptive of the educational process.

A student may not participate in any school functions or activities on days they are suspended. For out of school suspensions, students must also make arrangements to obtain their assignments and return completed work.

In most cases, the student may return to class after a satisfactory conference with the appropriate personnel, but the decision of readmission may be referred to the school Board of Directors. A second or third suspension of three days or more within two consecutive semesters, or any other serious infraction, requires a decision on readmission by the school Board of Directors.

A high school student who is expelled typically loses all credits for the semester in which the expulsion occurs.

## **Co-Curricular Activities**

Co-curricular activities enrich students' lives by providing opportunities to pursue or develop new interests, skills, and friends. In many cases, these activities supplement the academic program. To be eligible to participate in co-curricular school activities, high school and middle school students playing on high school teams or participating in high school plays and musicals must have a cumulative grade point average of 2.0 or higher from the previous semester. In addition, if any student has one or more failing grades or two or more "Ds" they will be placed on a one week probation, and will not be allowed to play in games during that week. Grades will be checked every



Monday morning, and the week probation period will begin immediately for any student who has not met the academic requirements. See the Attendance Section for co-curricular eligibility with regards to school attendance.

## **Athletics**

Athletics contribute to the growth of students spiritually, physically, cognitively, and emotionally. Students compete inter-scholastically in baseball, basketball, cheerleading, cross-country, golf, soccer, softball, swimming, tennis, track, and volleyball. While winning is an important and legitimate goal, coaches aim to develop sportsmanship, team spirit, character, healthy attitudes and behavior, and the ability to deal with conflict, anger, excitement, and disappointment from a Christian perspective and practice. Students and parents are expected to behave in a way that reflects this perspective, and display exemplary behavior at all athletic events.

### **Good Sportsmanship**

Sarasota Christian School is a member of the FHSAA (Florida High School Athletic Association) and strives to promote sportsmanship throughout all of our athletic programs, whether home or away. Sportsmanship doesn't begin and end with students. It is necessary to have parents and other adult spectators set the tone for our students by displaying exemplary behavior at all athletic events. Good sportsmanship is a measure of the understanding and commitment to Christ, fair play, ethical behavior and integrity. Therefore, outlined below are some acceptable and unacceptable behaviors regarding sportsmanship and fair play.

#### Acceptable Behavior

- Accept all decisions of contest officials.
- Applause during player introductions.
- Students leading fans in positive cheers.
- Handshakes and prayer (at our home events) between participants and coaches at the end of the contest, regardless of the outcome.
- Showing concern for an injured player, regardless of team.

#### Unacceptable Behavior

- Disrespectful or derogatory, chants, yells, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way.
- Yells and taunts that antagonize individuals or opposing teams.
- Refusing to shake hands.
- Blaming the loss of a game on an official, coach or participant.
- Hand-held signs containing derogatory language.
- Use of profanity.
- Taunting or name calling to distract an opponent.

## **Drama**

This is an opportunity for high school students to participate in all aspects of play production including performance, direction, design and technical support.

## **Junior Achievement**

Fifth grade students have the opportunity to be a part of Junior Achievement which is dedicated to educating students about workforce readiness, entrepreneurship, and financial literacy through experiential, hands-on programs.

## **National Honor Society**

SCS sponsors a chapter of the National Honor Society. High school students must achieve distinction in scholarship, leadership, service, and character to be eligible for NHS. Once elected to NHS, a student is a member for life as long as they continue to meet the annual requirements.

## **Odyssey of the Mind**

Odyssey of the Mind is an international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Team members apply creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics, and then bring their solutions to competition on the local, state, and world level.

## **Olweus Bullying Prevention**

The Olweus Class Meeting program is a student/teacher resource used in bullying prevention during chapel and/or Bible class in small groups. Topics focus on building relationships in order to help all students feel a sense of belonging at SCS.

## Second Step

This prevention program designed to decrease aggression, bullying, and substance abuse and increase students' social skills and school success. Using high interest lessons, the program addresses the problematic behaviors and core competencies shown to affect school success of middle school students and provides a foundation for creating a safe, respectful learning environment.

## Student Council

Middle school and high school student councils provide an opportunity for students, elected by their classmates, to provide leadership for the student body throughout the year.

# General

## Acceptable Use Policy

The purpose of the Internet is to facilitate communications in support of research and education by providing access to online resources and an opportunity for collaborative work. Internet access is available to students at various computer lab locations. In order for a student to use the SCS Internet connection, provided for educational purposes only, he or she must read and understand these guidelines:

- Students are responsible to display exemplary behavior when using the Internet and must conduct themselves as representatives of Jesus Christ and of SCS and its standards.
- The rules are in place to protect the student.
- The use of the Internet is a privilege and may be taken away due to unwise use.
- All Internet use in school is under the supervision of a teacher or adult designee. However, SCS cannot formalize precise limits upon a student's access while on the Internet. Rather, it is the student's responsibility to follow standards set by the teacher, school, and his or her family.
- SCS cannot accept responsibility for objectionable materials which students access via the Internet. Some services available on the Internet could be considered offensive. Students must take responsibility for their own actions in navigating the Internet.
- Offensive, obscene, harassing, abusive, or inflammatory language, pictures, or materials and personal attacks are abuses and students who engage in such communications on the Internet (i.e. Facebook, Instagram, Google+, etc.) will be subject to disciplinary action. Impersonating others or representing oneself as someone else (i.e. identity theft) is also subject to disciplinary action.
- Social networking sites are off-limits during class time unless students are otherwise directed by their teacher.
- Students have the responsibility to follow copyright laws and rules regarding software, information, and attributions of ownership in their exercise of Internet privileges. A student's failure to do so will result in disciplinary action.
- Students must recognize the privacy rights of others and refrain from re-posting personal communications without the original author's prior consent. Failure to do so will result in disciplinary action.
- Students may use the Internet only for legal activities. A student who engages in illegal acts including but not limited to tampering with computer hardware, software, computer piracy, hacking unauthorized entry to computers or knowledgeable vandalism or destruction of computer files will be subject to disciplinary action.
- Students are responsible for avoiding the spread of computer viruses. Deliberate attempts to degrade or disrupt the system performance by spreading computer viruses will result in disciplinary action.
- Students have the responsibility for safe keeping their own personal devices. SCS is not responsible for stolen, lost or damaged devices.

## Cell Phone and Electronic Devices

**BYOD:** An 1:1 technology environment through our "Bring Your Own Device" (BYOD) Program, for middle and high school, enhances curriculum by allowing every student access to digital textbooks, learning management systems, cloud-based applications, global collaboration and more. All middle and high school students are required to have a device with them on a daily basis that meets a minimum set of specifications. The school commits to providing online access for students. The school is not responsible for providing printing access, updating students' devices or troubleshooting their hardware or software issues. It is the student's responsibility to take care of their device. **The school is not responsible for lost, stolen, or damaged devices.**

**High School:** The use of cell phones is limited to before school, during lunch, between classes or during class with teacher permission for educational purposes. All cell phones must be turned off and may not be used outside of designated times. Cell phones seen or heard outside of designated times will be confiscated. Confiscated electronic devices should be picked up by students at the end of the day at the front office. SCS acceptable Internet use policy guidelines apply for students using Internet on phones during the school day.

**Middle School:** Students may not use cell phones during the school day and must keep them in their backpacks in the off mode unless given permission by the teacher for educational purposes; otherwise, cell phones seen or heard between 7:45 and 3:05 will be confiscated. Confiscated electronic devices should be picked up by students at the end of the day at the front office. SCS acceptable Internet use policy guidelines apply for students using Internet on phones during the school day.

**Elementary:** Cell phones are discouraged for elementary school students. However, parents who find it necessary to supply their student with a cell phone must communicate that need to the teacher. Students may use school phones for personal calls when an emergency exists or when the school is requiring the call. Students must obtain permission from their teacher prior to using the phone.

If any student is found using an electronic device in a malicious or inappropriate manner the device will be confiscated and a parent contacted. **Lost or stolen electronic devices are not the responsibility of the school.**

## **Co-Curricular Events**

Students are to remain in the general area of the scheduled co-curricular event and are not to be loitering around other areas of the campus. Students are to leave the school campus promptly after the event. Exemplary behavior is expected at all co-curricular events. Students will be immediately removed from events if behavior is deemed inappropriate.

## **Food & Beverages**

Beverages should have a lid or be in a spill-resistant container. Glass bottles are not permitted. Students are responsible for cleaning up any spillage and disposing of all trash.

## **Harmful Substances**

SCS is committed to educating our students about healthy life choices, and maintaining a peaceful, drug and alcohol free, Christian campus. SCS enforces state and federal laws that prohibit the use of illegal drugs or controlled substances. Students may not use or be in possession of alcohol, tobacco, vaporized cigarettes or liquids, illegal drugs, or controlled substances (without a prescription) at any time. The school reserves the right to search a student and their possessions (e.g. backpack, locker, car, etc.) for substances.

## **Lockers**

High school students are issued lockers at the beginning of the year. Contact the academic assistant for locker change requests. Lockers are to be kept organized and clean at all times. Students are responsible for the contents in their assigned locker, and are encouraged to place a lock on their lockers. Middle school students do not have personal lockers; however each student is issued a P.E. locker and lock for gym clothes.

## **Lost and Found**

Lost and found areas are located in the gym and middle school office. Students should check these areas before reporting a lost item to the front office.

## **Lunch Program**

High school students may purchase a lunch in advance or a la carte each day in the lunchroom and eat in designated areas; they are not permitted to leave campus during lunch time without parental permission. School lunches for elementary and middle school students must be pre-ordered and prepaid; they are not permitted to leave campus for lunch without parental permission. Elementary school students eat lunch in their classrooms.

Parents and students may not order lunch from off-site establishments and have it delivered to campus. Parents and visitors may not provide lunches to students other than their own; requests for exceptions must be made at least three days in advance. This will help to keep lunch costs down and minimize the waste of meals that have been pre-purchased by our lunch program.

## **Media/SCS Publications**

Occasionally the school, newspapers, and television stations may photograph and video our school, teachers, and students to explain or promote our schools' programs and events. These photographs and tapes may be used in newspapers, on television stations, and in SCS publications and productions. On the *Media Release Form*, parents may either grant or deny permission for their child to participate. Interviews to outside media are only to be given by the school superintendent or appointed representative.

## **No Solicitation and Distribution**

To avoid disruption of business operations or disturbance of employees, parents, students and visitors, SCS has a No Solicitation and Distribution Policy to prohibit unauthorized solicitation of individuals and/or distribution of materials on its premises. Approval for all solicitations and material distribution must be requested to the director of communications.

## **Parent Information and Communication**

Parents are expected to provide the school with personal contact information, including: current home address, phone number, and email address. This information is used to communicate with parents about their students' progress, school happenings and in the event of an emergency.

## **Personal Property**

Students are responsible for all personal items. The school is not responsible for lost, stolen, or damaged items such as backpacks, sports equipment, musical instruments, or electronic devices.

## **Public Display of Affection and Moral Purity**

Public displays of affection, including holding hands, are not permitted at school and are subject to disciplinary action. As part of our mission to honor God, made possible through partnership with the home and church, students are encouraged to live chaste, pure, and virtuous lives, and to maintain moral purity.

# **Guidance Office Services**

Guidance services are offered for Pre-kindergarten through 12th grade students. Guidance involves course scheduling, and educational, personal, spiritual, and vocational guidance. Students are encouraged to utilize the availability of guidance services.

## **College Counseling**

The junior College Preparation class and senior year Capstone classes put emphasis on SAT/ACT prep, determining student interest areas, finding the best-suited colleges for each individual student, learning from visiting college representatives, help with college essays, and completing college applications. Sarasota Christian School also actively participates in helping students acquire scholarships through research performed in Capstone and resources provided by the director of guidance. Students and parents desiring additional information about applying for college, the scholarship programs and testing for college (SAT, SATII, and ACT) are encouraged to visit the SCS website for many helps concerning preparing for college. On-site counseling is also available from the SCS director of guidance for both student and interested family members. A credit in Senior Capstone is required for graduation; see the course syllabus for course requirements.

## **Scheduling**

Students receive guidance in registering for classes so that required courses are scheduled and proper electives are chosen. Once student schedules are established, very few, if any, changes are made. Requests for changes may be made by the parent of the student within the first week of school by contacting the director of guidance. Changes are only made to a student's schedule after the first week of school if both the parent and teacher/director of guidance agree that it is necessary for the student's success. Florida Virtual School is only available to students when there are unavoidable scheduling conflicts, or if the student has a diagnosed disability (psychological testing in the last three years) preventing them from being successful in the general classroom (recommended completion within Learning Support Program).

## **Standardized Testing**

Students in **3rd through 10th grade** take the ACT Aspire Test in the spring of each year. Results of individual student testing are included with the final report card. Students and parents may obtain additional information on ACT Aspire testing from the director of guidance. Due to time constraints, makeup tests cannot be offered.

# **Health**

## **Parent Responsibility**

It is the responsibility of the parent to notify the school of any health condition of their student which may require medication, treatment or monitoring at school and on school-sponsored trips/activities. It is also the responsibility of the parent to keep up-to-date contact information with the school in the event of an emergency.

## Health Requirements

In accordance to Florida Statute 1003.22, students must have a health examination/physical (*DH3040 form*), not a sports physical, performed by a licensed health care practitioner in the United States within 12 months prior to their enrollment/first day of school. Students must submit a complete immunization history (*DH680 form*) or immunization exemption (*DH681 form*) prior to their enrollment/first day of school.

All new students must submit a Health History Form. Students entering grade 1, 3, 6 and 9 as well as any returning students whose health history has changed must also submit an updated form. This form is to inform the school about any recent injuries or chronic conditions such as asthma, allergies, or diabetes.

All students must submit a *Health Emergency Information Care Parental Consent Form* upon initial entrance to the school and it is the parent's responsibility to update it as needed.

## Illness/Injury

The school maintains first aid supplies in each classroom and in the clinic for minor injuries. All SCS employees have had first aid training and some are certified by the American Heart Association in CPR/AED. Students too ill to remain in class must request permission from their teacher to report to the clinic for evaluation. In the event of a major injury or emergency, 911 will be called immediately.

Students may not remain in school if they have any of the following conditions:

1. Temperature 100° degrees or higher
2. Vomiting
3. Undiagnosed rash
4. Head lice
5. Contagious disease

Students must be fever-free for 24 hours before they return to school.

## Medications

A *Non-Prescription Medications Authorization Form* must be submitted upon initial entrance to the school; it is the parent's responsibility to update this form as needed. The school will only administer over-the-counter, non-prescription medications in accordance with consent and acceptable items declared on this form.

A [Medication Treatment Authorization Form \(MTAF\)](#) must be submitted to the school in order for any prescription medication, or non-prescription medication not identified on the *Non-Prescription Medications Authorization Form*, to be administered by clinic personnel. **Parents must deliver the signed MTAF and medication directly to the clinic;** medication should not be sent to school with students. When possible, parents are encouraged to administer needed medication to their student at home.

If the student needs to receive medication during the school day, state regulations require:

- A MTAF signed by a physician and parent.
- A completed MTAF for each prescription/medication; this includes over-the-counter medications not on the Non-Prescription Medication Authorization Form.
- Medication must be in the original prescription or unopened over-the counter container labeled with the child's name, medication name, dosage, and times to be administered.
- The MTAF is valid for the current school year only.
- Parents need to pick up medication when it is discontinued or by the close of the school year; medication not picked up by the end of the school year will be discarded.

## Screening Services

Screening for vision, hearing, scoliosis, growth and development are mandated by Florida Administrative Code 64F-6.003 for students in specific grade levels. A parent's signature on the *Health Emergency Parental Consent Form* gives permission for this non-invasive screening. Screenings do not diagnose, but are designed to identify students who have results outside the normal range. Early identification and treatment of physical problems is critical to ensure a child's health and optimum academic achievement. Parents must inform the school in writing if they do not wish their student to participate in any portion of this program.

# Parent Involvement

## Fundraising and Support

- **Annual Giving** is needed to offset the gap between what tuition covers and the actual cost of educating our students. The balance of needed income is derived from other sources, including our Annual Fund campaign, the Giving Challenge and Annual Auction. The Annual Fund includes unrestricted gifts of cash or stock annually to support the current year operating budget. The Giving Challenge is an online event in which incentives and matching funds are offered over a 24-hour period. The Annual Auction & Festival is a two-day event held each February that includes games, silent and live auctions, and delicious foods.
- **Capital Giving** donations are typically monies that fund physical plant needs over and above the operating budget for areas such as new facilities, building renovations, and major equipment purchases.
- **Endowment Giving** donations are invested and require that the principal remain intact. This allows the school to invest the interest income into additional programs and opportunities for students.
- **Requests for fundraising**, by SCS and outside organizations, whether on or off campus, must be pre-approved by the director of development. Distribution and/or posting of any related fundraising communications must be pre-approved by the director of communications.

## Parent-Teacher Association (PTA)

The PTA of Sarasota Christian School works cooperatively in the interest of students and the school. It seeks to promote the interest and involvement of parents, provide helpful and informative meetings, and raise supplemental funds for items the school would otherwise not be able to purchase through approved fundraisers. PTA meetings, activities and events such as teacher appreciation are scheduled throughout the school year.

## Service Hours

Our school community is greatly enriched by volunteers. Each family is required to volunteer **10** hours of service to SCS each year or pay the \$100 service hour fee. SCS prefers families to volunteer in our school community instead of paying the fee. It is each family's responsibility to document their hours with the front office by the end of April each year. All families are also expected to help at the annual auction the third weekend in February. Unfulfilled service hours will be added to May billing statements. For information on how to volunteer, and to document your hours, please consult the front office.

# Safety

## Accidents

For accidents occurring at school or school activities, report forms are available through the clinic to be completed for insurance purposes.

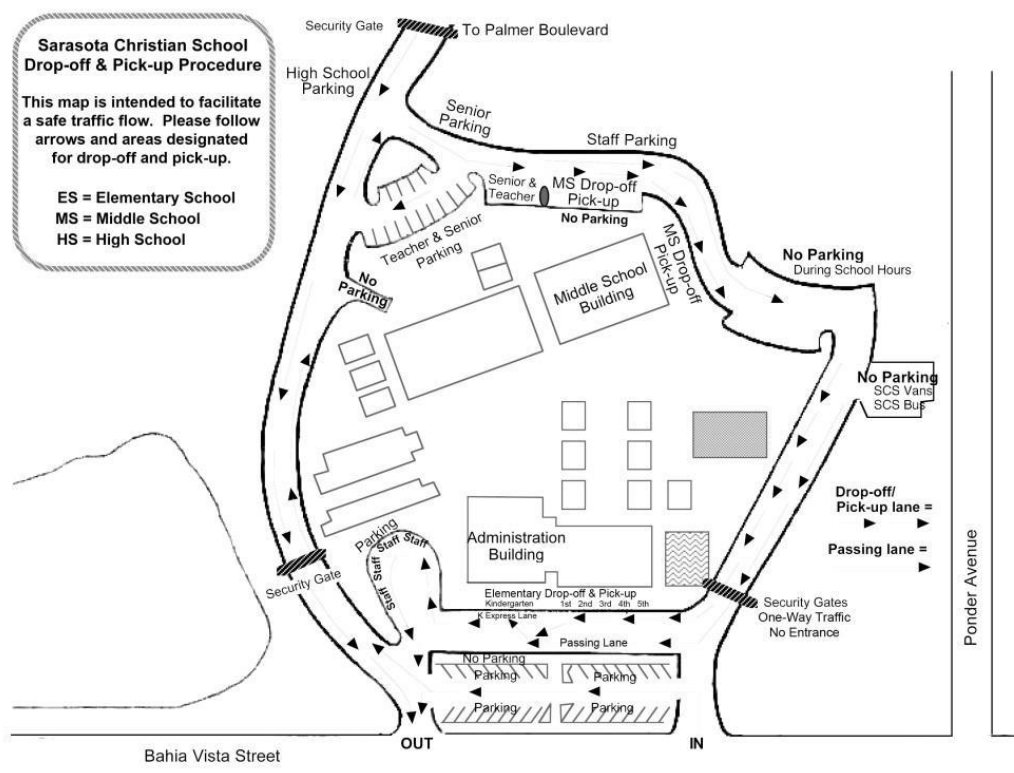
## Campus Searches

In an effort to keep our campus drug and weapon free and in accordance with state laws, a student's locker or other storage area (backpack, car, etc.) is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

## Drop-off and Pick-up Procedures

To help ensure the safety of our students please:

- Use only those areas designated for drop-off or pick-up.
- Observe one-way areas around the campus.
- Pull to the right side of the roadway or driveway and stay in line to drop-off or pick-up passengers. Do not leave your car or double-park.
- Students should enter or exit the vehicle from the right side only.
- Discuss this plan with your student to ensure understanding of drop-off and pick-up procedures.
- If a student is not waiting at the designated pick-up spot, drivers will be directed to circle the block so as not to hold up traffic.



To help speed up the elementary school car line during pick-up, kindergarteners will be outside by 2:40 p.m. and their parents should use the second outer traffic lane to bypass the car line until the crosswalk. Once past the crosswalk, parents can move to the lane closest to the curb. Please be mindful of other cars driving in that lane to avoid accidents. If kindergarten parents have children in other elementary grades, safety patrols will bring those children to the kindergarten pick-up area.

## Parking and Vehicle Registration

High school students must register their vehicle each year with the academic assistant and obtain a parking decal. Parking on the grass and other non-designated areas is prohibited. Students must park in the north lots; part-time students may park in the front shell drive.

## Pets

No pets or animals may be brought onto our campus. Teachers must obtain pre-approval from the principal prior to introducing a pet or animal into any part of the curriculum or classroom for any part of the day.

## Pond Area

Students may not enter the pond area at any time unless they are under direct supervision of a teacher and have principal permission.

## Railings

Throwing anything to or from the second-floor railing is prohibited and will result in a detention. The student will also be required to reimburse the school for any damages caused.

## Safety Patrols

To help ensure the safety and welfare of our students, fifth grade safety patrols and a teacher sponsor provide supervision before and after school. The safety patrols are responsible to aid pedestrians in safe crossing at the front of the school. The school community supports their work by following their directions and showing respect.

## Safety Drills

Safety drills are conducted on a regular basis, as required by law. SCS has adopted the countywide system of safety codes (Code Red for lockdown and Code Yellow for evacuation). This universal system provides continuity throughout Sarasota County. Each classroom has posted emergency procedure directions and evacuation maps.

## Skateboards and Scooters

Skateboards, roller blades, scooters, bicycles, etc., are not to be used on campus before, during, or after school. Students who ride bicycles to school are to push them on sidewalks before and after school.

## Visitors and Volunteers

For the safety of everyone, all campus visitors and volunteers must check-in at the front office to be screened through our RAPTOR visitor management system, a national sexual predator/offender database. They must obtain and wear a visitor's tag, and then also sign out at the front office prior to leaving campus. Individuals are considered a visitor if they are not a SCS employee or current student (i.e. parents except during drop-off or pick-up times, volunteers, tutors, pastors, employee spouses, and alumni).

Students that attend other schools are not permitted on campus to visit with current students unless they are a prospective student and arrangements have been made by the Admissions Office or are signed in with an adult referenced above. Students' friends from other schools are not allowed to visit during lunch. Visitors wanting to use our facilities must contact the school rental coordinator for approval.

## Weight Room

SCS encourages physical fitness and healthy lifestyle choices. Students may use the weight room for training purposes, as long as there is authorized adult supervision. Students choosing to use the weight room facility acknowledge they are physically able and agree that all exercise and use of the facility are undertaken at their sole risk, as SCS is not responsible for any injuries that may occur while using the equipment.

# Uniform Policy

Sarasota Christian School's uniform policy is designed to promote simplicity of style, economy, modesty, school spirit, and identity. Students are a reflection of the school itself and are required to dress neatly and modestly. All clothing and personal appearance is expected to be neat, clean, may not be torn or have holes, and modest in fit and length and appropriate to a Christian educational environment. Dress, hairstyle or makeup should not call undue attention to the individual or be distracting. This code applies during any school day from the time of arrival on campus. As the school is an extension of the home, appropriateness of dress is first of all the responsibility of the home. We need and expect parental support to effectively maintain standards of dress. Parents are encouraged to teach their child to submit to the guidelines within the dress code. It has been established so that matters of dress are not a distracting or dividing force within our community. To that end, we ask parents: Do not allow your child to push the envelope. Make every effort to stay well within the established parameters. Unless a special exception is indicated, the uniform policy is as follows:

## Shirts/Sweatshirts/Coats

- Uniform shirts and sweatshirts must be the approved apparel with the school logo and purchased through the school. Sweaters are not permitted.
- Short sleeve undershirts may be any color. Long sleeve undershirts must be navy, royal blue, or white. Undershirts must not hang below uniform shirts and may not have visible artwork or messages on the front or back.
- Elementary and middle school students may wear a winter coat only if worn over a SCS logo uniform shirt and SCS logo sweatshirt. High school students may wear a winter coat when the temperature is 45 degrees Fahrenheit or lower at 7:15 am without having a SCS sweatshirt underneath their coat. Winter coats do not need to be in uniform colors or have a SCS logo. Students may not carry blankets.
- Hats, bandanas, or sweatshirt hoods may not be worn inside during the school day and only outside during extreme cold weather.
- Clothing is expected to cover undergarments at all times.

## Pants/Shorts/Skirts

- Pants, shorts and skirts must be navy or tan colored and cover midriff and undergarments. Leggings are not permitted as pants.
- For girls, skirts must be of a modest length approaching the knee and not shorter than mid-thigh in length. Capris must be below the kneecap. Leggings may not be worn unless under a skirt of a modest length.
- Shorts are permitted for elementary school students, and for middle school and high school boys.
- Clothing is expected to cover undergarments at all times.

## Shoes

- Students are required to wear shoes on campus. Elementary and middle school students are required to wear closed-in shoes such as athletic shoes.



## **Piercings and Tattoos**

- With the exception of earrings, body piercings and/or tattoos should be covered during the school day.

## **Physical Education Requirements**

- High school students are required to wear a t-shirt with sleeves, modest athletic shorts or loose-fitting sweatpants/other exercise pants, socks and sneakers. Clothing with inappropriate slogans, pictures and/or symbols is not permitted.
- Middle school students are required to wear the approved P.E. uniform.

## **Uniform Policy Exceptions**

Throughout the year students will be permitted and/or required to wear non-uniform attire for various occasions. Specific attire for the various occasions will be communicated in advance and must meet all other expectations including being modest and covering undergarments. Requests by leadership and club groups for an out-of-uniform day for a specific cause must be made to the principal. Requests for any SCS spirit apparel must be pre-approved by the director of communications prior to ordering/purchasing. The additional guidelines below, apply in conjunction with the standard policies indicated above.

### **Spirit & Jeans Fridays**

Every Friday, students can show their school spirit by wearing approved SCS spirit shirts or sweatshirts from current or prior years instead of uniform shirts. Spirit shirts will be available for purchase at the beginning of the school year. Every Friday students may pay \$1.00 to wear jeans instead of uniform bottoms, which provides funds for elementary class auction quilts, middle and high school student council special events/projects, and high school Global Family schools.

### **Athletic Teams**

Students on SCS athletic teams that have advanced to regional finals or state playoff competitions may wear their team jersey or team shirt on playoff days with jeans.

### **Drama Cast & Crew Members**

Students in a SCS drama production may wear their drama production shirt on the day of the performance with jeans.

## **Consequences for Uniform Violations**

- Students out of uniform or in violation of guidelines will be required to change into a uniform provided by the school or a parent.
- On the third (and subsequent) dress code infraction, high school and middle school students will be required to serve a detention.
- SCS holds the right to determine if a student's dress or appearance is being disruptive to the educational environment. The final decision as to the appropriateness of attire rests with faculty and administration.





## Parent/Student Commitment

### The Parent Commitment

*As a parent, I understand that being a part of Sarasota Christian School is a privilege and a responsibility. I commit to:*

1. Plan and nurture the faith development of my student.
2. Keep in regular communication with the church and SCS concerning my student's spiritual, emotional, academic and physical development.
3. Encourage my student to participate regularly with attendance at church and youth group functions.
4. Ensure my student is in daily attendance at SCS and promptly report any absences or tardiness to the school's office.
5. Provide my student with the resources needed to complete class work including an appropriate environment for homework lessons.
6. Bring to the attention of SCS any problem or condition which could affect my student or other students.
7. Assist my student in being spiritually, physically, and emotionally healthy.
8. Participate in conferences as requested by school personnel including teacher, principal, guidance and the superintendent.
9. Discuss progress reports and work assignments with my student.
10. Maintain up-to-date home, work and emergency telephone numbers at the school including pastor, doctor, and hospital references.
11. Volunteer at least 10 hours to the SCS Family Service Hour Program or contribute a \$100 non-participation fee to the school's annual fund.
12. Seek the appropriate faculty or administrator with my questions or concerns, and refrain from speaking negatively or gossiping about the school to others.
13. Understand and support the school's standards, policies, and behavioral expectations as stated in the *Parent/Student Handbook*. (Also located on website under "Parents" → "Resources").

### The Student Commitment

*As a student, I understand that being a part of Sarasota Christian School is a privilege and a responsibility. I commit to:*

1. Be respectful to God, others, self and property.
2. Do my best academically.
3. Attend all school classes daily and be punctual in attendance.
4. Be prepared for class activities with appropriate working materials.
5. Actively work towards growth in my spiritual, physical, and emotional health and consider regular participation in church and youth activities.
6. Conduct myself in a safe and responsible manner.
7. Abide by the behavioral expectations established at SCS.
8. Abide by expectations and guidelines established by classroom teachers.
9. Seek the appropriate faculty or administrator with my questions or concerns, and refrain from speaking negatively or gossiping about the school to others.
10. Understand and support the school's *Parent/Student Handbook* (also located on website under "Parents" → "Resources").

### 2016-17 Parent/Student Commitment Signatures

We pledge to the above commitments, and support the school's values, policies and expectations as outlined in the 2016-17 SCS *Parent/Student Handbook*, and indicated by our signatures below.

Printed student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sign and return by Monday, August 22 to your first period teacher.**