



Parent/Student Handbook

2020-21

www.sarasotachristian.org

941.371.6481

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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 equip students with a love for Christ, a passion to learn, the courage to lead, and a commitment to serve.

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.

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's 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 a Christian 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 Christian 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 and Cognia.
- 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.

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) and Cognia (formerly AdvancEd) affirm this evaluation. Sarasota Christian School is accepted with full accreditation by FCIS and Cognia.

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 following 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 4:00 p.m. The school does not provide supervision, nor can it be held responsible, for students arriving early or staying late when not participating in a school activity. After 7:40 a.m., all gates will be secured, and campus visitors must enter through the front door.

Our After-Care Program is designed to provide childcare for students of parents who desire after-school care. After-Care is held on campus after school is dismissed, 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. may 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, 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.

Schedules

Middle School		
1 st Period & Devotions	7:45 a.m.	8:40 a.m.
2 nd Period	8:44 a.m.	9:32 a.m.
3 rd Period	9:36 a.m.	10:24 a.m.
4 th Period	10:28 a.m.	11:16 a.m.
Lunch	11:20 a.m.	11:45 p.m.

High School		
1 st Period & Devotions	7:45 a.m.	8:40 a.m.
2 nd Period	8:44 a.m.	9:32 a.m.
3 rd Period	9:36 a.m.	10:24 a.m.
4 th Period	10:28 a.m.	11:16 a.m.
5 th Period	11:20 a.m.	12:08 p.m.

5 th Period	11:49 p.m.	12:37 p.m.
6 th Period	12:41 p.m.	1:29 p.m.
7 th Period	1:33 p.m.	2:21 p.m.
WIN	2:25 p.m.	3:05 p.m.

Lunch	12:12 p.m.	12:37 p.m.
6 th Period	12:41 p.m.	1:29 p.m.
7 th Period	1:33 p.m.	2:21 p.m.
WIN	2:25 p.m.	3:05 p.m.

WIN Period

We have a WIN (What I Need) period in grades 3-12 to support student needs and help them reach their fullest potential by providing additional time for supplemental (intervention) instruction and/or enrichment. For example, students who need supplemental instruction will receive extra help in the subject area in which they need re-teaching support and students who want to learn a new skill or further develop an area of interest will be given enrichment options to explore. The goal is to enhance our ability to support our students at all levels of learning. In middle school and high school, students will have the opportunity to choose WIN through the scheduling program called FlexiSched. Included in the scheduled options are more spiritual development opportunities such as extended chapels, small groups, and worship teams. Students will receive intervention or enrichment in specific subjects or areas of interest for a select period of time and will have an opportunity to make new choices based on progress and interest in new offerings. Teachers may override student choices based upon grades, behavior, and review of student needs. We want all students to experience various enrichment activities or, if necessary, interventions throughout the year.

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. Student financial accounts must be current in order for records to be released.

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 Commencement based upon credits, capstone requirements, service hours, and discipline reports.

Community Service Hours

Sarasota Christian’s (SCS) high school students are expected to perform 37.5 community service hours per high school year attended at SCS (i.e. 150 hours for a four-year SCS high school student). Any service program for which a high school student desires to serve must be for a pre-approved organization (see [Community Service Form](#)) or approved by the high school principal before starting the community service. At least half of the service hours must be attained through a community organization, either a non-profit organization that gives no monetary compensation to students, or through a for-profit agency which has an established volunteer program. The remaining hours may be attained through either church or SCS. A full credit will be earned for meeting the 150-hour requirement and a half credit for 75 hours.

NOTE: Any senior student not completing the required service hours by September 1 of their senior year will be ineligible for all co-curricular activities, and not be permitted to take part in senior class activities. Once all the required hours have been submitted, the student will be eligible for the above activities.

You may request additional community service plans for other organizations by clicking on this link: [Community Service Form](#).

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.

Elementary conferences will be scheduled following the end of the 1st quarter and the 3rd quarter as noted on the school calendar. Elementary teachers will schedule individual conferences with parents. Middle school and high school teachers and special area teachers will be available for drop in conferences during the report card conferences.

Middle and high school parents may schedule conferences with individual teachers as desired; requests for group conferences involving several teachers should be made through the school principal.

Parents, students, teachers, principals, or the head of school 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. Students must make up courses during the summer at an SCS approved and regionally accredited public or private school program, or through Florida Virtual School. Honors and AP classes, as well as world language classes may have additional requirements. See specific course listing for more information. Middle school students that fail a core course must work with the principal to develop a plan for making up the course in the summer.

Field Trips

Field trip attendance is a privilege and may be withdrawn if the student has difficulty following the guidelines; parents will be responsible for any expenses incurred to send a student home early. Field trips are a central part of the educational experience at SCS. Tuition rates include the cost of all educational day-trips. No separate fee will be charged for day trips. Overnight field trips will carry additional fees. Annually, a Field Trip Permission & Indemnification form will be sent home with students. The form needs to be signed and returned before the first trip. Should a compelling reason arise that would prevent a student from attending an overnight field trip, parents must make a written notification one week in advance and accordingly other homework assignments will be given.

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. Final exams will be administered on scheduled days and times will be determined by the administration and teachers. All high school students must take their final exams at the scheduled time. This also applies to middle school students taking high school exams. 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.

School Partnerships

SCS is committed to school partnerships from which the students learn to serve others, and which classes may support financially through school projects. These partnerships may be local, national or international in nature. New partnerships should be formed with the input from the school administration.

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. See **SCS Grading Guidelines** for more information. 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 complete information see the **Curriculum Guide**.

<u>Subject</u>	<u>Requirement</u>
English	4 credits
Mathematics	4 credits
Science	3 credits (2 with labs)
Social Science	3 credits
Bible	2 credits
HOPE (Health & PE)	1 credit
Performing/Fine Arts	1 credit
Community Service (VCS)	See Community Service section.
Electives (4 from core subjects)	6 credits (2 World Language credits required for college and Florida Bright Futures scholarship)
Capstone	1 credit
Capstone Presentation	0 credit

Academic Honor Roll

Scholarship is recognized and encouraged through an academic honor roll recognizing high school and middle school students who have shown significant accomplishments in the classroom.

Academic recognition is given to those secondary students who achieve the following:

- Distinguished Honor Roll: 4.0 grade point average on the report card or equivalent letter grades
- Recognized Honor Roll: at least a 3.5 grade point average on the report card or equivalent letter grades
- Honor Roll: at least a 3.0 grade point average on the report card or equivalent letter grades

Open Campus During Final Exams and/or Projects

“Open Campus” is defined as a 9th through 12th grade student privilege to leave the Sarasota Christian School campus 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 at the appropriate exit. Parental permission forms must be turned in to the high school administrative assistant at least four days prior to the first scheduled exam. 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 or 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 via FACTS SIS (formerly Renweb). Faculty will also be in communication with parents if a student is making insufficient academic progress.

Part-Time Students

A part-time student is defined as any student taking 4 or fewer SCS approved classes.

Part-time students who desire to participate in athletics or other extracurricular activities must be taking at least two courses during the semester in which their extracurricular is taking place in order to participate. If their extracurricular takes place during both first and second semester, part-time students must be in at least two courses during both semesters. All FHSAA regulations apply and appropriate paperwork must be filed before the student can participate. It is the parents' responsibility to see that all paperwork is completed before participation. Part-time students will be held to SCS academic/behavioral standards as defined in the Parent/Student Handbook.

Part-time students (excluding off campus SCF and SCT students) will not be eligible to graduate from Sarasota Christian School. SCT students must take three SCS courses per semester at the part-time rate in order to meet SCS graduation requirements and receive a diploma from the school.

Part-time students except those noted above do not participate in Commencement or receive a diploma or alumni brick. All part-time students are invited to participate in Baccalaureate, high school retreat (fee applies) and senior trip (fee applies).

Report Cards

The academic calendar is divided into four quarters as indicated on the SCS calendar. Grades are available throughout the year via FACTS SIS (formerly Renweb). Parents will receive report cards electronically at the end of each quarter.

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. As an overnight trip, fees will be assessed to all participating students.

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 morning all classes will begin with classroom prayer and Biblical devotions.
- **High School Retreat:** Each year grades 9-12 join together in a retreat for recreation and fellowship. A spiritual leader is invited to provide spiritual input and leadership for the trip. 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 *with prior principal approval* but will be marked absent.
- **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 seeks to provide a peaceful 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 appropriate 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

Freshman (Gr. 9)

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

Sophomore (Gr.10)

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

Junior (Gr. 11)

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

Senior (Gr. 12)

Attendance

Excellent attendance is highly valued at Sarasota Christian School. Because excellent student attendance is correlated to high levels of student learning, we encourage students to be in every class, on time, every day of the school year. We see it as the responsibility of each parent, teacher, administrator, and staff member to promote and stress the value of good attendance. The school will contact parents regarding student attendance problems and will work with families to develop a plan when non-attendance becomes problematic.

Excused Absences

Absences are excused by the principal for the following reasons:

- Personal illness or injury (Requests for repeated or prolonged excused absences resulting from illness or injury may require a note from a doctor). Note: Once a student goes home during the school day due to illness they are to remain home for the rest of the day and may not participate in co-curricular activities after school.
- Doctor's appointments
- Death of an immediate or extended family member
- College visits for high school students. Principal pre-approval is required.
- School event or co-curricular activities.
- Principal pre-approved student and family trips/activities for educational purposes. Depending on the educational purpose, the principal may set the expectations that demonstrate sufficient evidence of learning. Scheduling such trips during weekends and breaks is preferred.

Requests for any other reason must be approved in advance by the principal or his/her appointee.

Procedures to Request an Excuse for an Absence:

When possible, it is best to communicate excused absences to the Front Office prior to the absence or the day of the absence. The absence will remain unexcused if the request for "excused" status is not received within three (3) days of the absence. Every absence, both excused and unexcused, will be recorded in the permanent records. Any absence that does not receive preapproval from the principal will be considered unexcused until a timely (three (3) days following absence) and acceptable explanation is received. Absences not described in the "Excused Absences" section above will be considered unexcused.

1. For student safety, it is imperative that parent(s) provide proper notification regarding student absences to the Front Office of the school through one of the following:
 - Leave a message on the Front Office voicemail at 941-371-6481
 - Email the Front Office at frontdesk@sarasotachristian.org

2. Paper or email notes clarifying the reason for an absence must be delivered to the Front Office within three (3) days of the absence.
3. Arrangements for missed work are the responsibility of the student and/or parent. See “Missed Work” section for details.

Early Dismissal Procedures:

1. Any student leaving early or going off campus for any reason must have parent permission containing the following information:
 - a. parent/guardian’s name and signature
 - b. the name of the student
 - c. the dates(s) of the early dismissal(s)
 - d. the reason for the absence(s)
2. This note must be received by the office before 8:30 am. For students that have an adjusted school schedule that starts after 7:45 a.m. this note must be received at the beginning of the student’s school day.
3. Students who have been given permission to leave early are to sign out in the office. Students who leave campus without permission or without following proper procedure are considered truant and are subject to disciplinary action.
4. A student needing to leave the campus with a parent will be notified by the front office to meet the parent in the reception area. Parents may not go directly to the classroom to deliver or pick up a student.

Absence Calculation for Elementary

A student is counted absent for a full day if the student misses more than three and one-half (3.5) hours of the school day. A student is counted absent for a half day if the student misses between two (2) to three and one-half (3.5) hours of the school day.

Absence Calculation for Middle School and High School

A student is counted absent for a full day if the student misses six or more (6+) periods of the school day including chapel and lunch. A student is counted absent for a half day if the student misses three (3) to five (5) periods of the school day. Absences for a student scheduled for less than a full day will be counted proportional to the amount of time he/she is scheduled.

Excessive Absences

Students may not accumulate more than ten (10) absences per school year. Principals will be notified when a student has accumulated ten (10) or absences over the course of the school year. At that time, the principal may determine that a parent conference is necessary in order to develop a plan for eliminating the absenteeism. Consequences for excessive absenteeism may include detentions, suspensions, or even expulsion depending upon the severity of the situation. Exceptions can be granted for acute or chronic illnesses or injuries or other such extreme scenarios. Habitual unexcused absences may be subject to Florida Law (Section 1003.21, Florida Statutes).

Skipping

An absence without prior school and parental knowledge where a student leaves campus for any reason or stays on campus and misses a class, is defined as “skipping.” Due to the serious safety concerns this behavior raises, any student found skipping will face appropriate disciplinary consequences. Parents will be notified if their student is found skipping.

Tardy to School - Homeroom or Period 1 Tardiness

Students who are not present in the classroom at the start of the school day (8:00 am for Elementary and 7:45 for Middle and High School) are considered tardy to school. Tardies will be considered excused for personal illness or a doctor’s visit when a parent or doctor’s note is provided upon arrival. An excessive number of excused or unexcused tardies to homeroom or first period may result in an administrative review and/or the development of a plan for improvement.

Tardy to School Procedures:

1. Students arriving late to school must sign in at the front office.

2. Students are responsible for obtaining a late pass if they are going to be late or miss any part of a class.
3. Arrangements for missed work are the responsibility of the student and/or parent. See “Missed Work” section for details.

Class Period Tardiness

Students are tardy to a class if they are 10 minutes late or less to a period. Students arriving more than 10 minutes late to class will be marked “Absent.” Students are responsible for obtaining a late pass if they are going to be late or miss any part of a class. Students who are tardy to class will be marked either Tardy Excused (teacher is presented with an acceptable pass) or Tardy Unexcused by the classroom teacher. An accumulation of tardies throughout the year will result in the following:

Tardy # Result (High School)

1-5 Student notified of tardiness. Grace period.
 6 Detention issued.
 7+ Detentions will continue to be issued. The principal
 The principal may decide to hold a parent conference to
 Implement a plan for eliminating the tardiness.

Result (Middle School)

Student notified of tardiness. Grace period.
 Community service during WIN.
 Community service will continue to be issued.
 The principal may decide to hold a parent
 Conference to implement a plan for eliminating
 the tardiness.

Behavioral Guidance

Taken from the same root word for *disciple*, discipline is established and maintained at SCS with the intent to *train* or *build into* the lives of students (Matthew 28:19; Proverbs 22:6). Our goal is for students (and adults) to grow in self-discipline according to God’s Word so that external discipline measures become less needed.

The following statements provide some perspective on the school’s discipline philosophy:

- Discipline may be at first perceived as unpleasant and involve a difficult process of sorrow and repentance; however, the end result is to produce righteousness, peace and strength. (Hebrews 12:11-13; II Corinthians 7:8-10; Proverbs 23:13-14)
- While discipline may result in short-term or long-term consequences, this does not stop full forgiveness from being extended. (II Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11)
- Discipline is directed at the behavior or attitude, not the individual person.

This handbook is not intended to be and cannot be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified. Students are reminded that any faculty or staff member in the school has the authority to correct students at any place and at any time.

Discipline

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person’s needs. It is the school’s responsibility to provide the proper learning environment for students. It is the student’s responsibility to make a commitment to live within the rules and regulations that are necessary for us to trust each other and function together each school day in a God-honoring manner.

To contribute to a good social and educational environment, acceptable standards of behavior will be expected at all times. Discipline will be administered when any student’s actions interfere with the right of the teachers to teach and the students to learn. When an offense is committed, repentance and reconciliation will be sought in a biblical manner. (Matthew 18:21)

Levels of Offense and Consequences

The offenses listed below are to be considered examples of the various classes or levels of offenses; no claim is made that these constitute an all-inclusive list. The disciplinary consequences listed as appropriate for each level of offenses are not listed in the order in which they may be employed by school personnel. Rather, the consequences listed merely constitute a range of potential responses, within each level, from which school authorities may choose. The choice to administer a particular consequence will be based on the administration’s

judgment of the seriousness of the offense and what consequence may be most useful to remedy the situation. Any offense not specified below will be categorized by the appropriate SCS administrator.

Level I Behavior

These are primarily at the classroom level and will be addressed by the classroom teacher but may involve the principal, head of school, or other members of the administration.

Level I Offenses

- Hall pass violation
- Drinking or eating in undesignated areas
- Behavior that disrupts teaching and learning
- Scuffling and/or horseplay
- Running and/or making excessive noise where or when prohibited
- Failure to bring required materials and/or assigned work to class
- Failure to appropriately participate in classroom activities
- Disrespect to school personnel and others
- Throwing or projecting objects
- Dress code violations
- Automobile or parking violations

Level I Consequences

- Verbal reprimand
- Conference with student
- Change in seat assignment
- Separation in the classroom (temporary)
- Written communication to parent
- Community service assignment
- Detentions – may be assigned before school, after school or during lunch time
- Other disciplinary measures approved by the principal

Level II Behavior

Level II Offenses

- Level I Offenses not corrected by Level 1 Consequences
- Leaving the classroom without permission
- Cheating (can also be Level III)
- Plagiarism (can also be Level III)
- Lying (can also be Level III)
- Personal displays of affection
- Forgery
- Vehicle misconduct
- Profanity, inappropriate language or hand gestures (profanity, suggestive sexual overtones)
- A pattern of disrespect, rudeness, and insubordination to school authorities and others
- Unexcused absence from class; truancy (leaving class group or campus without permission)
- Destruction of school or personal property
- Defacing school property, graffiti
- Any persistent behavior that disrupts classroom teaching or school procedures
- Stealing and theft
- Activities that threaten the safety of the student, classmates, staff, or any others
- Inappropriate literature or pictures
- Inappropriate use of electronic devices (phones, smart watches, iPods, cameras, etc.)
- Computer Offenses – damage to computers, adding software to computers without permissions (includes running software from personal devices; accessing unapproved or inappropriate websites or materials)
- Frequent and repeated violations of Level I rules

Level II Consequences

- Any consequences listed in lower levels
- Conference with student

- Written communication to parent
- Conference with parent
- Detention
- Removal from class
- Community service assignment
- Exclusion from co-curricular activities
- In-School Detention (ISD)
- Probation status
- Saturday Detention
- Out-of-School Suspension (OSS)
- Other disciplinary measures approved by the principal

Level III Behavior

Level III Offenses

- Level II Offenses not corrected by Level II Consequences
- Excessive detentions
- Truancy or leaving campus without approval
- Fighting
- Cheating (can also be Level II)
- Plagiarism (can also be Level II)
- Lying
- Possession or use of any tobacco products, vaping materials or any other non-prescription inhalants
- Gambling
- Hazing
- Activities that seriously threaten the safety of the student or classmates (including reckless driving)
- Deliberately accessing or creating any obscene or objectionable information, language or images. This includes information on web pages, blogs, social media platforms or other internet based sights or software applications.
- Bullying, cyber bullying, intimidation, harassment, threats, verbal abuse (i.e. name-calling, ethnic or racial slurs, teasing, derogatory statements). This may also be considered a Level IV offense, depending on the severity of the incident.
- Possession or distribution of media that is immoral, vulgar, pornographic, or indecent (this includes written media or electronic material on laptops, cell phones, cameras, etc.). This may also be considered a Level IV offense, depending on the severity of the incident.
- Extortion. This may also be considered a Level IV offense, depending on the severity of the incident.
- A threat or attempt to do harm, on or off campus (online), directed at a SCS student, faculty or staff member, administrator, school facilities, or property. This may also be considered a Level IV offense, depending on the severity of the incident.
- Cursing, abusive language, or obscene gestures directed toward a SCS student, faculty or staff member, administrator, visitor, classmate or school representative directly or indirectly including online. This may also be considered a Level IV offense, depending on the severity of the incident.
- Hacking (illegal, unauthorized or attempted entry into computer files or network). This may also be considered a Level IV offense, depending on the severity of the incident.

Level III Consequences – Administrator Intervention

- Any consequences listed in lower levels
- Conference with parent at school
- Exclusion from co-curricular activities
- In-School Detention – ISD
- Out-of-School Suspension – OSS
- Disciplinary probation
- Loss of on-campus driving and parking privileges
- Referral for consideration of expulsion
- Referral to law enforcement agencies
- Other disciplinary measures approved by the principal

Level IV Behavior

Level IV Offenses

- Level III Offenses designated as potential Level IV Offenses, or Level III Offenses not corrected by Level III Consequences
- Arson or attempted arson
- Assault
- Burglary or attempted burglary of the school
- Activities outside the school which call for police intervention
- On or off-campus misconduct seriously detrimental to the reputation of SCS
- Major vandalism or criminal mischief
- Possessing, delivering, using, or being under the influence of alcohol, any dangerous drug, or any controlled abusable substance or reasonable suspicion of such
- Illegally possessing, delivering, or using any firearm, explosive, knife, or other weapon
- Sexual Harassment
- Promiscuity
- Gross insubordination or defiance
- Stealing

Level IV Consequences – Administrator Intervention

- Any consequences listed in lower levels
- Immediate recommendation of expulsion
- Exclusion from co-curricular activities
- Restitution or restoration of damage
- Out of school suspension
- Disciplinary probation
- Referral to law enforcement agencies
- Compulsory drug testing within one week of drug or alcohol-related offense
- Removal to home-based schooling
- Other disciplinary measures approved by the principal or head of school.

Before/After School Detentions (Middle and High School Students)

To discipline students who disregard established school policies or when other means do not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Before and after school detentions may be initiated by the administration and will be used to address student misconduct.

Saturday Detention (Middle and High School Students)

Students may be assigned to a four-hour (8 a.m. to 12 p.m.) session of Saturday Detention. The first assignment of such will cost \$50.

- Saturday Detention may be considered for rescheduling only upon receipt of a written request by the parent by Friday morning, 8 a.m., preceding the scheduled detention. However, if scheduling conflicts with Saturday Detention cannot be resolved, the student may be assigned to OSS and be subject to academic penalties that go with OSS.
- Re-entry to school may require a parent conference with the administration.
- Failure to attend will result in disciplinary probation for the remainder of the school year with re-enrollment held for the coming school year. Parents will still be billed for the missed Saturday Detention. The student will have to attend the next scheduled Saturday Detention and the appropriate fee will be billed to the parents.

In-School Detention (ISD)

The parent will be notified by the administration as to the following provisions:

- Students receiving ISD may practice but will not be permitted to participate in co-curricular competitions or performances on the day of the detention.
- Disciplinary probation may be initiated.

Out-of-School Suspension (OSS)

Out-of-school suspension may be assigned by the principal and the following specific provisions shall apply:

- The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent of the suspended student must meet with school personnel after a suspension period.
- Any student assigned to out-of-school suspension will have the conduct noted on the current grading period report card and may be removed from any office or leadership position for the remainder of the school year.
- OSS will initiate disciplinary probation and co-curricular ineligibility.
- A student who receives an out-of-school suspension will be immediately dismissed from the team but can petition the athletic director and principal to return to the team. The student will miss a minimum of two games if reinstated.

Disciplinary Probation

A student placed on disciplinary probation is jeopardizing the privilege of remaining at SCS. Moreover, a student's behavior which is so unsatisfactory as to merit probation will forfeit any class office or official position held in any school-related organization. A student placed on probation may not be allowed to represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on probation, the principal will notify the parents immediately.

The probationary status of a student will be reviewed by the administration on a regular basis. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend SCS.

Expulsion

If extensive attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant SCS' most drastic sanction, the principal may recommend to the head of school that a student be expelled. Depending on the surrounding circumstances, Level III and IV offenses as listed above can result in expulsion. The head of school will determine the action to be taken after consultation with other senior members of the administration.

Off-Campus and Online Conduct

Students of SCS represent their school, their parents, and their Lord at all times. Therefore, the expectation of appropriate conduct applies beyond the school setting. Serious violations of the school standards of conduct render the student subject to disciplinary review and corrective action, including expulsion, even when such violations occur away from school. Examples of serious violations include, but are not limited to, the following:

- Stealing or shoplifting
- Use of alcoholic beverages
- Sexual immorality, vulgarity, pornography or indecency
- Smoking or possession of cigarettes, vaping materials or any other non-prescription inhalants
- Possession or use of illegal drugs
- Vandalism
- Malicious prank against a school representative (e.g. teacher, coach, administrator, etc.)
- Involvement in unlawful activity
- Inappropriate dress at school functions
- Inappropriate online behaviors identified by the administration
- Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school
- Other serious infractions deemed inappropriate by the administration

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 head of school. 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 uses research-based bullying prevention training and educational resources on our campus, along with an anonymous bullying reporting app. Bullying behavior will be responded to by all SCS employees. Students will receive recognition and response training to identify bullying 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.

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. Any high school or middle school student who has one or more failing grades or two or more "D's" will be placed on a one-week probation and will not be allowed to play in games during that week probation or suspension according to the following schedule:

- Athletes will be given a grace period for the first two weeks of any new grading period. On the third week grades will be checked every subsequent Monday morning, and the one-week probation/suspension period will begin immediately for any student who has not met the academic requirements.
- The first week an athlete is below the academic eligibility requirements on Monday he/she will be on a week of probation with no suspension from athletic events but will need to get his/her grades back up to standard.
- The second consecutive week an athlete's grades still make him/her ineligible, he/she will be on a suspension from participating in any games or meets but can still practice. This will be enforced even if the ineligible grades are in different classes from the previous week.
- The third consecutive week an athlete's grades make him/her ineligible, the suspension will continue but will also include being suspended from practices. This will be enforced even if the ineligible grades are in different classes from the previous week.
- Suspensions will not be lifted until the following Monday even if the athlete's grades improve to an eligible status before that time.
- Playoffs – Students who enter the playoff season eligible to play will remain eligible for the entire playoff season. Students who enter the playoff season ineligible to play can regain eligibility and will remain eligible once achieved.

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, 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, regardless of the outcome.
- Showing concern for an injured player, regardless of team.

Unacceptable Behavior

- Disrespectful or derogatory, chants, yells, songs or gestures.
- Booing 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 students to participate in all aspects of play production including performance, direction, design and technical support.

Junior Achievement

Fifth grade and middle school 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.

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. 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. This policy applies to all academic work completed in relation to SCS academic programming including but not limited to courses completed online or through FLVS, blended (a combination of online and

live) courses, dual enrollment courses, vocational or technical school courses, and courses taken through other institutions for either credit recovery or academic advancement. Failure to abide by these guidelines will result in disciplinary actions:

- 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.
- Users are not permitted to use the SCS network for non-academic related reasons including bandwidth intensive activities such as network games, transmission of large audio/video files, serving as a host for such activities, or any other non-educational purpose.
- Students may only access the designated student WiFi network.
- These guidelines 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 prohibited.
- Social networking sites are off-limits during class time unless students are otherwise directed by their teacher.
- Students are responsible to follow copyright laws and rules regarding software, information, and attributions of ownership in their exercise of Internet privileges.
- Students are responsible to recognize the privacy rights of others and refrain from re-posting personal communications without the original author's prior consent.
- 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 system performance by spreading computer viruses will result in disciplinary action.
- Students have the responsibility for safekeeping their own personal devices. SCS is not responsible for stolen, lost or damaged devices.
- SCS reserves the right to monitor and search all activity on school-owned devices, including tablets, computers, and other electronic devices.
- In the event of reasonable suspicion of a violation of SCS Acceptable Use Policy, school Administration or Technology staff may search students' personally owned devices such as cell phones, computers, and tablets.

Cell Phone and Electronic Devices

BYOD: A 1:1 technology environment through our "Bring Your Own Device" (BYOD) Program, for high school students, enhances curriculum by allowing every student access to digital textbooks, learning management systems, cloud-based applications, global collaboration and more. All 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. Students may only access the designated student WiFi network; this includes not using your cell phone as a WiFi hot spot. 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. Refer to the BYOD Specifications Sheet for more information. **The school is not responsible for lost, stolen, or damaged devices.**

Use of personal electronic devices are prohibited in locker rooms, bathrooms, or other locations where the presence of such devices pose an unreasonable risk to the safety, welfare or privacy of other persons.

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. Earbud/headphone use is available to students only during class with teacher permission for educational purposes. Earbud/headphone type devices should not be worn during the hours of 7:45 and 3:05 unless specific permission is given by a faculty member or administrator. Earbud/headphones in use without specific permission may be confiscated. 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 while on the SCS campus.

Middle School: Students may not use cell phones during the school day and must keep them in their backpacks in the off mode beginning from when they arrive on campus. Specific permission for phone use during the school day may be given by the teacher for educational purposes; otherwise, cell phones seen or heard between the time a student arrives to school in the morning 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 while on the SCS campus.

Elementary: Cell phones are discouraged for elementary school students. Students who come to school with a phone must have it in the off position and put away in their backpack during school hours. Students must obtain permission from their teacher prior to using the phone.

Students in grades Pre-Kindergarten -8th need to have access to the internet and technology while at home in order to complete certain assignments throughout the school year. This may be a tablet or computer type device.

If any student is found using an electronic device in a malicious or inappropriate manner the device will be confiscated and a parent contacted.

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 inhaled liquids or vaporized 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 when reasonable suspicion for the search has been established. Additionally, the school may partner with outside agencies or law enforcement in order to conduct a larger search for material inappropriate for school or that may be illegal.

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. Lockers are a part of the SCS campus and students are allowed temporary use. As such, SCS retains the right to access the lockers at any time and for any reason.

Lost and Found

Lost and found areas are located in the gym and high 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 a parental escort. School lunches for elementary and middle school students must be pre-ordered and prepaid; they are not permitted to leave campus during lunchtime without his or her parent as an escort. 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 head of school 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 communication manager. Students are not permitted to buy or sell items from students unless a SCS sanctioned activity.

Parent Information and Communication

Parents are expected to provide SCS 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

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 pure and holy lives.

Administrative Services

Guidance services are offered by the school principals 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 Cornerstone 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, leadership training, opportunities for service and completing college applications. Sarasota Christian School also actively participates in helping students acquire scholarships through research performed in Cornerstone/Capstone and resources provided by the school administration. 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. 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 guidance student's principal. 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 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 fall and spring of each year. Results of individual student testing will be discussed with parents. Students and parents may obtain additional information

on ACT Aspire testing from the director of curriculum and instruction. 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 – students must be fever free without fever reducing medication for 72 hours before they return to school.
2. Vomiting
3. Respiratory issues such as consistent coughing or runny nose
4. Undiagnosed rash
5. Head lice
6. Contagious disease

Students suffering from a suspected head injury will be led through the steps found in the Concussion Management Protocol.

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, the fall Gala and the 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.
- **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 advancement. Distribution and/or posting of any related fundraising communications must be pre-approved by the communication manager.

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. A \$200 service fee is included in tuition and will be credited back in May upon confirmation of volunteer hours served. 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, which will count towards the service hour requirements. For information on how to volunteer, and to document your hours, please contact 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

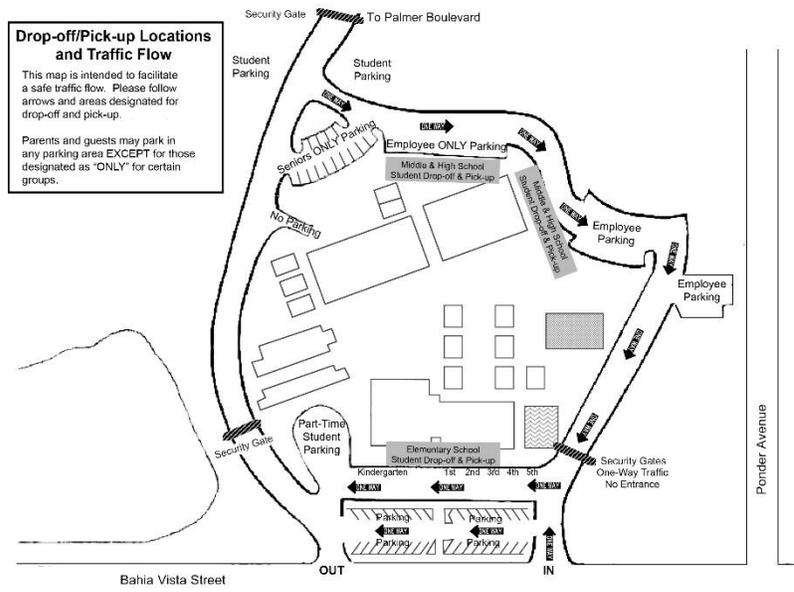
In an effort to keep our campus drug and weapon free and in accordance with state laws, a student's locker or other storage area (backpack, car, etc.) is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

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 until 3:30 p.m.

- 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.
- Use of cell phones while driving on campus is strictly prohibited to ensure student safety.
- Elementary parents are issued a pick-up card with a family pick-up code number. This card must be presented in order to pick up any elementary school student. If a parent or guardian approved to pick up the student(s) forgets this card they must report to the front office to get a temporary card for the day.



Parking and Vehicle Registration

High school students must register their vehicle each year. Parking on the grass and other non-designated areas is prohibited. Part-time students or others with permission to leave campus during the school day shall park in the west shell parking lot. All other students are to park in the wooded lot or the designated class parking area north of the weight room.

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 (Enhanced Lockdown, Severe Weather, and 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, footwear with wheels, 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).

Parents attending an overnight field trip must complete in advance a volunteer state and federal background check.

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. SCS graduates may 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 desires to prepare students for continued growth in their spiritual formation and to create an educational atmosphere that maximizes learning. Uniforms are worn to promote simplicity of style, professionalism, school spirit, economy, and identity. Students shall be well-groomed and demonstrate respect, modesty, neatness and cleanliness. Extremes in hairstyles, makeup and dress including clothing torn or with holes should be avoided. This policy applies to every school day and begins at the time of arrival on campus.

Shirts/Sweatshirts/Coats

- Students must wear school approved apparel.
 - Uniform shirts with an approved current school logo and school colors must be worn Monday through Friday, however approved spirit shirts and team shirts including collared shirts may be worn on Fridays as designated within *Uniform Policy Exceptions*. It is highly encouraged that each student purchase at least one royal blue school uniform polo.
 - Approved outerwear including sweatshirts, hoodies and jackets with the current school and/or athletic logo and school colors, may be worn any day of the week. Outerwear may be purchased from the school uniform order sheet, the SCS Online Spirit Store or may be issued from an SCS team or club. Hoods, hats and other types of head coverings are not to be worn during school hours.
- Undershirts with short sleeves or long sleeves 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.
- Students may wear a winter coat to school over their uniform when it is cold outside however the coats may not be worn while indoors during regular school hours. Winter coats do not need to be in approved colors or have an SCS logo. As the winter coats will not be worn while indoors it is recommended that students have other school approved outerwear available. Students may not carry blankets.
- Hats, bandanas, or sweatshirt hoods may not be worn during the school day.
- Clothing is expected to cover undergarments at all times.
- All SCS apparel must be pre-approved by the school administration.

Pants/Shorts/Skirts

- Pants, shorts and skirts must be navy or tan colored, be of an appropriate size (not too tight nor too baggy) and cover midriff and undergarments. Leggings are not permitted as pants.
- For girls, skirts must be of a length approaching the knee and not shorter than mid-thigh in length. Leggings may not be worn unless under a skirt of a length that approaches the knee.
- All permitted shorts for elementary, middle school and high school girls and boys must be loose-fitting, approaching the knee in length, and made from non-athletic fabric. Other styles of shorts will not be permitted.

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

- With the exception of earrings, body piercings 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 purchased through the PTA.

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 in writing to the principal at least two weeks in advance. Requests for any SCS spirit apparel must be pre-approved by the appropriate school administrator 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 outerwear from current or prior years instead of uniform shirts. Items purchased from the school office or online store, provided as a gift from the school or that are associated with an SCS class, club or co-curricular activity may be worn on Fridays. Spirit shirts will be available for purchase throughout the school year. Every Friday students may pay \$1.00 to wear jeans instead of uniform bottoms, which provides funds for elementary class-wide auction projects and middle and high school student council special events/projects.

Athletic Teams

Students on SCS athletic teams may wear team apparel or team uniforms on game days that differs from the normal school uniform policy. These requests must be approved by the athletic director.

Athletic Events/Activities Clothing Expectations

Students attending school-sponsored functions, including home and away activities, are to wear clothing that are appropriate for the setting and activity, and that promotes biblical standards of dignity and modesty. The wearing of inappropriate clothing could result in removal from the event on the specific day the violation occurs. We take pride in our appearance as we represent the school. The following guidelines, for non-uniform attire, are to be followed:

- Girl's shirts/tops must cover midriff when sitting or raising arms. Clothing should not be sheer, overly tight or have a low neckline. Skirt/dress length must be approximately fingertip length when arms are at the side. Rompers must comply with guidelines for shirts and length guidelines for dresses.
- Yoga pants/spandex may only be worn with a shirt that has a length all the way around that is approximately fingertip length when arms are at the side.
- Shorts should be no shorter than athletic shorts issued by the school, which means approximately fingertip length when arms are at the side. Shorts should not be overly tight and the hem of the shorts should be visible below the shirt or jacket.

- Unless a coach or faculty member gives permission for particular games or activity, boys are not permitted to wear see-through/mesh clothing and are expected to wear a shirt.
- Undergarments should not be visible at any time.
- No clothing may be worn that promotes activities/values contrary to school policies and Christian principles.
- The administration may allow or require special clothing to be worn as may be needed or appropriate for a particular field trip or special event.
- For athletic ceremonies and other special events, students must be in compliance with the dress code guidelines. Failure to do so may result in the student being sent home to change and return in appropriate attire.

Consequences for Uniform Violations

- Students out of uniform or in violation of guidelines will be required to change into a uniform provided by the parent or the school. School loaned uniforms must be returned to the school.
- SCS administration holds the right to determine whether or not a student's dress or appearance is in agreement with the uniform policy or disruptive to the educational environment.