



# Student and Parent Handbook

*Office Hours*  
7:45 a.m. – 4:00 p.m.

## **Administrative Prerogative**

*The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes there will occur new situations or circumstances not covered specifically by this handbook. The Administration reserves the right to exercise its administrative prerogative in responding to these new situations.*

## **Non-Discrimination Policy**

*Skycrest Christian School has maintained and will continue to practice a racially nondiscriminatory policy for admitting students. Skycrest Christian School admits students of any national ethnic origin, race, or color to all rights, privileges, programs, and activities generally accorded or made available to students at the school.*

## **School Affiliation**

*Skycrest Christian School is incorporated as a nonprofit organization through the ministry of Skycrest Community Church. SCS is fully accredited with the Association of Christian Schools International (ACSI) and AdvancEd. SCS offers preschool through eighth grade.*

## **Mission Statement**

*Partnering with Christian families to prepare students to impact the world for Jesus Christ!*

*“Great is the LORD, and greatly to be praised; and His greatness is unsearchable. One generation shall praise Your works to another, and shall declare Your mighty acts.” Psalm 145:3-4*

Revised 07/17

## THE EDUCATIONAL PHILOSOPHY OF SKYCREST CHRISTIAN SCHOOL

Skycrest Christian School presents Christian education as its basic philosophy. This is the reason for its existence. This view of education holds that God is central and everything else exists in relation to Him. If we would learn anything correctly, we must acknowledge that God must have His rightful place. The Bible informs us that “the fear of God” is the beginning of both knowledge and wisdom (Prov. 1:7; 9:10). Therefore, any integrated, meaningful education that is truly valid must have this reverence of God as its starting point and the doing of the will of God as its goal.

Christian education teaches that the child is a spiritual being, not physical and mental only, and, therefore, must be educated as such. It is impossible to train only one part because the entire child learns all of the time. Since this is true, it is very important that we train the entire personality of the pupil. The spiritual is actually the integrating factor, because the physical and mental areas have no meaning apart from the soul. A training which includes the spiritual nature must be given, or else the personality will be warped, and the child will be frustrated never knowing the true purpose of living.

Although some things are defined as sacred and secular in our world, Christian education recognizes no such dichotomy. The Word of God teaches that in a Christian’s life everything should be done for God’s glory. “Whether therefore you eat or drink, or whatever you do, do all to the glory of God” (1 Cor. 10:31). All truth belongs to God whether it is scientific, historical, philosophical, or spiritual. Christian education seeks to teach it in that light. Only a teacher with a thoroughly God-centered outlook on life can convey the vital concept that God must not be divorced from everyday life, but rather He must be the Ruler of that life.

Since knowing Christ as personal Savior and Lord is the prime essential in life, a Christian school seeks to present Him in the entire program. The purpose of a Christian school is to provide Christian education in a framework of academic excellence. The school’s standards must be high. Training each child thoroughly and according to his ability is a major goal. Teachers should be fully qualified with college degrees and ACSI certification and be of the highest Christian character. Skills and topics covered at each grade level will reflect a biblical approach, and methods used will differ drastically from the humanistic approach so prevalent in public education. The curriculum should promote the following:

1. High academic standards and help for students to gain a thorough comprehension and command of the fundamental processes used in communicating with others.
2. Formation of good study habits.
3. Research and the use of the scientific method.
4. Creative and critical thinking and proper use of Biblical criteria for evaluation.
5. Good citizenship through developing an understanding and appreciation of our Christian and American heritage of freedom and human dignity.
6. Knowledge of the world and current affairs in all fields and the relation they have to God’s plan for men.

Bible teaching has the primary place in the curriculum of the Christian school. It is in the Bible that we find the great truths about God, our relationship, and ourselves to God and our fellow man. Certainly, it is folly to think that our children are educated when they have no knowledge of God and are not rightly related to Him.

Thus, in combining the academic and spiritual learning patterns with proper spiritual discipline, a Christian school in cooperation with the home and church helps develop the entire child. This is true Christian education. A Christian school is designed as an extension of the Christian home in order for the training to be effective. The teaching values, goals, discipline, and atmosphere of the home and school must be parallel. Therefore, both the Christian parents and the Christian teacher are essential cooperatives in this philosophy.

God has given parents the responsibility of rearing their children. The school is not a substitute for proper parental supervision. The

stated goals of Skycrest Christian School can only be reached through the home and school reinforcing the same values that are taught at home and at school. Parents are encouraged to make the Biblical values a part of home life by praying as a family, studying God's Word together, discussion daily happenings in light of scripture, and attending church regularly. If the values taught at school are to be made a part of the student's life, parents must show their children that God is important.

### **ARTICLES OF FAITH**

1. We believe that there is one God, Creator, and Supreme Ruler of heaven and earth; that in the unity of the Godhead there are three Persons revealed to us as the Father, the Son, and the Holy Spirit. (Gen. 1:1, 1 Jn. 5:7)
2. We believe the Bible to be the inspired Word of God and, therefore, the supreme standard of Christian faith and practice. (2 Tim. 3:16-17)
3. We believe that all men are lost sinners without Jesus Christ as personal Savior and, therefore, are under just condemnation to eternal punishment because of willful transgression. (John 3:17-18)
4. We believe that salvation is wholly of grace through the provisions that a loving and righteous God made for all men and that repentance for one's sin and faith in the living Christ are the means of receiving eternal life which was made possible by the shedding of His blood upon the Cross.
5. We believe in the Virgin Birth of our Lord and Savior, Jesus Christ. (Luke 1:34-35)
6. We believe that Christ is the Founder and Head of the Church, and that a local church is a congregation of baptized believers voluntarily associated in the faith and fellowship of the gospel. (Matt. 16:18)
7. We believe that Christian baptism is the immersion of a believer in water in the name of the Father, of the Son, and of the Holy Spirit, and is symbolic of our death to sin and resurrection to a new life in Jesus Christ; that the Lord's Supper is a symbolic and memorial ordinance of the Church reminding the participant that Jesus died in order to make redemption possible. We believe that these ordinances have no saving efficacy whatsoever. (Matt. 28:19, Rom. 6:1-6, 1 Cor. 11:23-26)
8. We believe that the evangelization of men in all the world is the supreme task given to the Church by Jesus Christ. (Matt. 28:16-20)
9. We believe that the first day of the week, commonly called Sunday, is the Lord's Day, and as the memorial of Jesus Christ's resurrection, it is sacred and should be joyfully observed by faithful attendance at the services of the church and by abstaining from unnecessary work and other activities contrary to the teachings of Jesus Christ. (Matt. 28:1-6)
10. We believe in the personal return of Jesus Christ, in the resurrection of all dead, in divine judgment to determine the degree of rewards for the righteous and punishments for the wicked, and in unending life beyond physical death. (Matt. 25:31-46)
11. We believe in the principle of a free church in a free state with their spheres of operation mutually exclusive.

## **SKYCREST CHRISTIAN SCHOOL EXPECTED STUDENT OUTCOMES**

### ***Academic/Thinking***

1. The students need to be adequately equipped with the proper skills in all language areas: reading, writing, comprehension, literature, and critical thinking.
2. The students must be proficient in mathematics and science.
3. The students must obtain an appreciation for the history of our nation, plus the cultures of other worlds.
4. The students will gain an appreciation of all the fine arts – music, drama, speech, languages, etc.

### ***Physical***

1. The students will be encouraged to enjoy physical exercise and sport activities.
2. The students will reflect good physical conditioning through proper calisthenics and aerobic training.
3. The students will develop and understand the concept of teamwork.
4. The students will learn the wise use of the physical body as the temple of God.

### ***Spiritual***

1. The students will develop strong Christian character.
2. The students should understand that God loves them and has a plan for their lives. His plan includes the importance of experiencing a salvation relationship with Jesus Christ.
3. The students will develop maturity as Christians through the development of Christian character and Christ-likeness.
4. The students will view authority as mandated by God, resulting in respect for self, others, and God.

### ***Worldview***

1. The students will proclaim creation, not as a theory, but as truth, and study all other scientific theories from a godly perspective.
2. The students will understand and appreciate the value of human life as God's special creation.
3. The students will attain a Christian worldview resulting in a compassion for others and a heart for Christian service and ministry.
4. The students will develop the discipline of academic excellence and commitment to lifelong learning.

## ACADEMICS

### **Examinations and Tests**

Oral and written tests may be given when teachers feel they will assist in the learning process. Semester exams will be scheduled at the end of each semester in grades 6-8 in four (4) subjects: history, math, language arts and science. Any student with no more than five (5) absences for the semester and an average of 90% or above may exempt two (2) exams. The same exam may not be exempted twice in one academic year. Additionally, the student must not have excessive disciplinary issues. If a student has more than three (3) detentions per nine weeks, he/she will not be eligible for exemption. Administration has the final say in all exemption matters. There are no excused absences for semester exam days. Credit will not be given and the student's grade will be deducted by 10%, the point value of the exam. Serious illnesses and emergencies are exceptions.

### **Plagiarism Statement**

Plagiarism is offering the words or ideas of another person as one's own. Major violations, which can bring failure in an assignment or course, or suspension or expulsion from school, include, but are not limited to the following:

- Use of another student's work
- Use of a parent's work
- Purchase of a "canned" research paper
- Copying whole passages into a paper without proper documentation
- Copying key, well-worded phrases into a paper or essay without proper documentation
- Putting specific ideas of others into your own words without proper documentation
- Copying a paragraph and changing certain words in order to make it look like your own work

These instances reflect a deliberate attempt on the part of the student to deceive and will carry the discipline outlined in the parent/student handbook regarding academic dishonesty.

### **Attendance**

All Grades: According to Florida law, students in K5-12 may not miss more than ten (10) days per semester, twenty (20) days for the entire school year. Therefore, if a student misses more than ten days in a given semester or twenty days for the year, he or she will be dismissed from Skycrest Christian School. Exceptions to this will be life-threatening illnesses (documentation from physicians must be submitted) or other possible family-related emergencies.

Middle school attendance will be taken by period rather than just simply day attendance. This is to more accurately reflect true attendance in regard to semester and final exams. Therefore, a student may not miss more than five class periods in a given subject in order to be eligible to exempt that exam. This applies both to tardies and early check-outs. Also, the fifth tardy to a class will be counted as an absence. This, too, will impact the eligibility for semester and final exams.

Additionally, 8<sup>th</sup> graders enrolled in Spanish 1 must be careful to watch their tardies and absences. Students who are habitually tardy might be ineligible to receive credit for Spanish 1. The state of Florida mandates that a student attend at least 120 hours in order to receive the credit.

### **Grading**

Report cards are issued as a means of evaluation at the end of nine weeks (each semester for K4 and K5). Grade equivalents are as follows:

100	A+	81 – 88	B	70	C–	59 and below	F
91 – 99	A	80	B–	69	D+		
90	A–	79	C+	61 – 68	D		
89	B+	71 – 78	C	60	D–		

All middle school subjects, including all electives, will count toward the student’s GPA. Notice is given at the mid-quarter point in each subject where the average is below a “C”.

### **Salutatorian/Valedictorian**

The salutatorian and valedictorian for 8<sup>th</sup> grade will be determined using the following guidelines:

- All courses will be averaged (academic and electives) for all three middle school years.
- Only students who have completed at least 7<sup>th</sup> and 8<sup>th</sup> grades at Skycrest Christian School will be eligible (students who have only attended Skycrest for 7<sup>th</sup> and 8<sup>th</sup> will have their 6<sup>th</sup> grade year from another school averaged).
- All high school honors credits will be weighted.

### **Homework**

Homework is an essential part of the school program, and teachers are at liberty to give homework to encourage each student to advance in his/her studies. It is designed to meet individual student needs and is assigned for drill, practice, remedial purposes and special projects.

Homework at Skycrest Christian School comprises three target areas: reading, language, and math. With homework assignments, teachers strive to review the lessons of the day and reinforce the tools of learning (reading, language, math). Additionally, a premium is placed on making sure that homework assignments do not require an undue burden of time, energy, or resources on the part of the students and parents.

While parents may assist in seeing that the work is done and explaining work when necessary, each student must take responsibility for the work. Since the school desires to encourage a family’s attendance at Wednesday night prayer meeting, no homework is assigned on Wednesdays. No tests will be given on Thursdays; however, pop quizzes may be given any day. Additionally, no projects may be due on Thursdays. Late homework, in middle school, merits deductions of 20% for one day late and 50% for any day after. Homework assignments may be checked through RenWeb.

In middle school, all homework must be turned in no later than one week before the start of semester exams. This includes AR points and late work. Exceptions are those assignments with specific due dates that may be less than one week before exams.

### **Elementary (3<sup>rd</sup> – 5<sup>th</sup> Grades) Late Homework Policy:**

- 1 Day Late – 10 point deduction
- 2 Days Late – 20 point deduction
- 3 Days or More – 50 point deduction

If a student fails to hand in a homework assignment on the due date, he or she will have one week to complete the assignment (with the stated grade reduction) or the grade will be recorded as a zero. Assignments submitted after the one-week deadline will not be accepted. This policy applies to tests and quizzes as well. Test and quizzes must be completed in the one week time frame.

Refer to the **Attendance** section for homework make-up procedures due to absences.

### **Honor Roll**

A certificate of scholarship will be given at the end-of-the-year assembly for students with all A's and A/B averages for the year.

### **Music**

Music instruction is received at every grade level with a weekly music class from grades K4 through 5. This includes singing, theory, and music appreciation. Fourth grade students receive instructions on the recorder. Special choral group opportunities are offered to upper grade students.

Beginning Band starts in grade 5. Intermediate Band is for grade 6. Advanced Band begins in grade 7 and continues through grade 8. **All band students are expected to support the band policy, which is issued to all parents and students.**

**Any student in grade 5-8 who misses a required concert without prior authorization and chooses to attend either the Universal Studios Skyhawk Band/Chorus trip, the Disney choral trip or the Adventure Island end-of-year trip in violation of the music department agreement will be dismissed from Skycrest Christian School at the end of the school year.**

### **Physical Education**

A physical education program is provided for students at all grade levels. P.E. uniforms are required in grades 6-8. The required P.E. shirts and shorts are sold through the Skyhawk Wearhouse. Each piece of the uniform must have the student's name printed on it, (inside the waist band for the shorts and on the outside of the shirt). In order to be excused from a P.E. class, the student must bring in a written note from a parent stating the specific reason for the excuse. This procedure may be followed only two times consecutively for the same illness. If the student is still not able to participate, he must bring in a doctor's note in order to be excused beyond those two classes. If a person is excused from P.E. class, he will not be allowed to participate in activities at recess. Students who are on sports teams or cheerleading teams may not participate in any after-school game or practice if they have not participated in P.E.

### **Probation – Academic**

A student is placed on academic probation if his cumulative average in the academic subjects is below 2.0 or 69% at the end of a nine-week grading period. The following process is followed:

1. A notification letter is sent to parents when a student is placed on academic probation.
2. Special help/tutoring is required for students during the probation period.
3. A 4 ½ week review, for early release, will take place to determine how the student is doing.
4. If an academic probation is extended into the next nine-weeks, a mandatory meeting for parents, teachers, and the administration will be held to determine whether or not the student should continue at SCS.
5. Academic probation in relation to sports is the same as conduct probation.

### **Promotion**

A student will not be promoted to the next grade level with an excess of two failing marks (“F’s”) in the academic subjects. (Two “D’s would equal an “F.”) **Failing averages in both math and reading for grades 1 – 5 and both math and language arts in grades 6 – 8 would be grounds for retention.**

Provisional promotion is contingent on written verification of satisfactory completion of a summer school program or private tutoring. A student may have more than one provisional promotion, but they may not occur in consecutive years.

### **Report Cards**

The purpose of the reporting system is to give parents and students indication of the progress (or lack of progress) being made. Academics, attitude and conduct are carefully evaluated. The grading system is explained on the report card as well as in the handbook section on grading.

### **Special Programs**

AEP – Academic Enrichment Program: This is for students in grades 6 – 8 who qualify through academic achievement and have teacher recommendations.

APEX Math – For students who hold a stanine of 8 or 9 in the math portion of the TerraNova test. They have the option of moving to the advanced APEX math class. An additional fee is charged for the class.

ESE – For students who qualify for classroom accommodations. Must have documentation.

### **Standardized Testing**

Achievement Tests are given in the spring each year as an overall evaluation of learning. The results of the testing are sent home at the end of the school year.

### **Teacher Qualifications**

All the teachers and staff at Skycrest Christian School shall be born-again Christians and be active in an evangelical Christian church. Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science degree from an accredited four-year college or university. Preschool teachers must also meet Pinellas County Licensing Board requirements. Teachers must be certified or be seeking certification with ACSI. Teachers are encouraged to be certified by the State of Florida.

### **Textbooks and Workbooks**

Textbooks are issued to each student the first week of school and are to be used with care. All hardcover texts must be covered in grades 6-8. Periodic checks will be made to see that textbooks are being used with care with the proper covers on them. A book damaged by a student will be replaced at the student’s expense and charged to the financial account of that student. Consumable workbooks are used by all students. Book fees are to be paid in July.

### **Tutoring and Extra Help**

All teachers make every reasonable effort to assist students who fall behind or encounter academic difficulties. Sometimes the teacher establishes a period of time to give extra help. The school or teacher does not charge for this extra help and it should not be confused with outside tutoring. Faculty other than the students’ teachers may tutor for a fee.



## ADMISSIONS

### **Policy and Procedures**

Skycrest Christian School does not discriminate on the basis of race, color, or national/ethnic origin in its admission programs. It does, however, screen applicants on the basis of academic ability, deportment, and compatibility with the school's religious purpose, philosophy, and goals.

Skycrest Christian School administration reserves the right to test any incoming, prospective student, depending on test scores provided. Additionally, the administration is fully entitled to accept or not accept a prospective student because of his or her test scores. This applies to standardized test scores already in the student's possession or the tests that may be administered at Skycrest Christian School upon application.

### **Withdrawal from School**

A two-week written notice of withdrawal should be sent to the school office. Although tuition may be paid monthly, the parents(s) or guardian(s) accept(s) responsibility for the full annual tuition. If the student is transferred or withdrawn during the school year for any reason, the account must be in a current status and the parent(s) or guardian(s) will be responsible for 50% of the remaining prorated annual tuition.

## ATHLETICS

### **Extra-Curricular Sports**

An after-school sports program for boys and girls is available for students at the Junior Varsity (grades 5-6) and Varsity (grades 7-8) levels. Throughout the year, students may try out for various sports teams for competition with other schools. Team selection and continuing participation are based on skill, Christian character, general attitude, academic achievement, and P.E. evaluation. *All students trying out must sign the "Sports Code of Conduct" in order to participate.* For each sport that a student participates in, a fee will be incurred at the beginning of that particular sport season. When sport uniforms are not provided by the school, school P.E. uniforms are required for any athletic practice or participation, including cheerleading. Students who do not participate in the regularly scheduled P.E. classes of the day will not be able to participate in any of the after-school sports activities on that day. Students reporting to school later than 11:00 a.m. will need special permission from the administration to participate in after-school activities.

### **SCS Athletic Policy**

1. Once a student is placed on an athletic team at SCS, he/she is expected to carry out the commitment of being a faithful team member. It is understood that each member of a team is a valuable and integral part of a whole. Commitment is considered one of the most valuable character traits that can be learned and developed in a team setting. SCS holds to the belief that commitment is a major life skill.
2. Should a student fail to carry out the commitment and quit a team prior to the end of a season (excluding special health problems), he/she will not be permitted to try out for a team during the upcoming sports season. This guideline is in place to insure fairness and balance to all teams at SCS.

### **Cheerleading**

Students in grades 7 & 8 may try out for varsity cheerleading. They will be judged on the basis of skill, school spirit, Christian character, general attitude and academic achievement. Students in grades 5 & 6 may try out for junior varsity

cheerleading. Tryouts are in the fall. They are chosen based on the same criteria.

These students are expected to promote a Christ-like spirit, good sportsmanship, a wholesome attitude, school and team loyalty among the student body, and cooperation between the student body, faculty, and school administration. They will attend the games, lead pep rallies, and attend clinics as instructed by the cheerleading sponsors.

### **Eligibility**

No student will be eligible to represent the school in inter-school competition on any level or in any event including ball teams, cheerleaders, etc., unless that student has maintained at least a "C" average in academic subjects for the last nine-week grading period. Once a student becomes ineligible, he remains so until mid-quarter (4 ½ weeks) during which time he must meet the above requirements before participating in the extracurricular activity. Eligibility may be reinstated at the mid-quarter review if academic requirements are met. Re-instatement procedures must be requested by the student and approved by the coach and administration. Additionally, a student must have a "C" average but must not be *failing* any subject. Also, eligibility will be reviewed at the beginning of every sports season to see if students are currently able to play. **(See Academic/Probation Policy.)**

Students' behavior in class directly impacts their ability to play sports on a day-to-day basis. If a student regularly exhibits disruptive behavior in class and the teacher must consistently reprimand that student, he or she will not be eligible to play in the next scheduled athletic event. Playing for Skycrest is a privilege, and a student's behavior in the classroom must be exemplary in order to represent Skycrest Christian School in the realm of athletics.

## **CONDUCT AND DISCIPLINE**

### **K4 - 5**

All students at Skycrest Christian School are expected to practice and manifest a positive attitude that shows Christian love and consideration for others. Therefore, respect for one another and school property is required of all students. Listed below are some specific school-wide rules for your guidance:

- A. ALWAYS KEEP TO THE RIGHT
  - B. USE SOFT VOICES – DON'T YELL
  - C. CAREFULLY KEEP HANDS, FEET, and ALL OBJECTS TO YOURSELF
  - D. DO WALK – DON'T RUN
- 
1. Student behavioral policies and rules apply at all times on school property as well as off school property at school sponsored activities including the transportation times.
  2. Students should respect all school and personal property. Damaged property or textbooks will be replaced or repaired at the expense of student.
  3. Students should keep the school clean and dispose of trash in proper containers.
  4. Students may not sell goods at the school without administrative approval.
  5. Students are to be courteous to teachers and adults. Teachers must be addressed as Mr., Mrs., or Miss.
  6. Students are expected to stand when an adult enters the room.
  7. Students are not to bring radios, audio recorders, cards, dice, knives, guns, fireworks, morally offensive materials, comic books or magazines, electronic games, lasers, CD's or CD players, beepers, Mace, Mp3 players, etc. on campus or to any school function on or off campus.
  8. Students may bring cell phones to school for emergency use only, such as a weather crisis. *The phones must be kept in the student's locker or cubbie during school hours (not in pockets, purses, book bags, etc.), 8:10 a.m.-3:02 p.m., unless there is an administrative declared emergency. Violation of this privilege will result in confiscation of the cell phone. Any use of the cell phone during school hours will be treated as a major conduct offense and*

*could merit disciplinary action as well as loss of the cell phone for the school year. Parents may contact their student through the school office.*

9. Students should not bring gum or any form of candy anywhere on school campus or school transportation.
10. Students are to use polite manners and show consideration to each other.
11. Students are to obey cafeteria and playground rules.

### **Classroom Conduct**

General guidelines for classroom discipline and control are provided by the individual teachers. The following is a list of school-wide classroom management guidelines:

1. Students are to be in their seats when the tardy bell rings. Students are not to sit on desk tops, tables, or lean back in chairs or desks.
2. Students need permission from the teacher to speak.
3. Students need permission from the teacher to be out of their seat.
4. Students' lockers and cubbies should be kept neat at all times. Lockers will be kept free of all exterior and interior posters and paste-ups.
5. Students are to exercise self-discipline. Passing notes, talking without recognition, writing on desks or other school property, personal grooming, rowdiness, etc. does not reflect self-discipline.

### **Consequences for the following offenses on or off school property may include suspension or expulsion**

1. Use or possession of alcohol, tobacco, or illicit drugs on or off campus
2. Use of vulgarity or profanity in gesture, spoken word, or the written word
3. Sexual harassment or sexual misconduct in any form
4. Possession of any dangerous weapon
5. Fighting or threats of harm to any person including "bullying" Aggression that is (a) not solicited, (b) repeated, and (c) involves an imbalance of power.
6. Cyberbullying: the use of modern communication technologies (social media) to embarrass, humiliate, threaten, or intimidate individuals in an attempt to gain power or control over them.
7. Any unlawful activity as determined by state or county statutes
8. Failure to comply with reasonable requests or directions from any staff member
9. Possession or use of any prescription or non-prescription drugs outside the school clinic
10. Academic dishonesty such as copying, giving or receiving help on examinations
11. Receipt or possession of unauthorized school documents
12. Continued misconduct evidencing inability or unwillingness to conform to school standards of dress or conduct
13. Failure to comply with student/parent handbook rules, classroom rules, or parental contract

### **Conduct-Middle School 6-8**

Due to the number of teachers involved with middle school students, the individual teacher's management plans may vary. Students need to respect each teacher's management plan and not seek to compare standards or consequences. All students at SCS are expected to practice and manifest a positive attitude, which shows Christian love and consideration for others. Therefore, respect for one another and school property is required of all students.

### **Campus Conduct**

1. Student behavioral policies and rules apply at all times on school property as well as off school property at school sponsored activities including the transportation times.
2. Students should respect all school and personal property. Damaged property or textbooks will be replaced or repaired at the expense of the student.

3. Students should keep the school clean and dispose of trash in the proper containers.
4. Students may not sell goods or services at the school without administrative approval.
5. Students should be courteous to teachers and adults. Teachers must be addressed as Mr., Mrs., or Miss.
6. Students are expected to stand when an adult enters the room.
7. Students are to use polite manners and show consideration to each other.
8. Students are to obey cafeteria and playground rules.
9. Student lockers should be kept neat at all times. Lockers will be kept free of all exterior and interior posters. Any kind of adhesive in a locker is prohibited.
10. Students may not open another student's locker without the permission of that student.

### **Prohibited Items**

1. Students are not to bring radios, audio recorders, cards, dice, knives, guns, Mace, alcohol, illicit drugs, fireworks, morally offensive materials, comic books or magazines, electronic games, lasers, beepers, or other electronic devices on campus or to any school function on or off campus.
2. Students should not bring gum or any form of candy anywhere on school campus or school transportation.
3. Cell phones are for emergency use only, such as a weather crisis. *They must be stored in lockers or cubbies during school hours (7:00 a.m. – 6:00 p.m.) unless there is an administrative declared emergency. Teachers will be notified when to allow students use of their cell phones in an emergency. Violation of this privilege will result in confiscation of the cell phone. Any use of the cell phone for text messaging, picture taking, internet usage, e-mailing etc. during school hours will be treated as a major offense and could merit loss of the cell phone for the school year. Parents and students should contact each other during school hours through the school office only.*

### **Classroom Conduct**

All middle school students are expected to follow the Middle School Discipline Plan Classroom Guidelines:

1. Be on time
2. Be prepared
3. Talk only with permission
4. Listen carefully, stay on task
5. Be respectful and honest
6. Follow all school and safety policies

General guidelines for classroom discipline and control are provided by the individual teachers. The following is a list of school-wide classroom management guidelines:

1. Students are to be at their seats when the tardy bell rings.
2. Students are not to sit on desks tops, tables, or lean back in chairs or desks.
3. Students need permission from the teacher to speak.
4. Students need permission from the teacher to be out of their seat.
5. Students are to exercise self-discipline. Passing notes, talking without recognition, writing on desks or other school property, personal grooming, rowdiness, etc. does not reflect self-discipline.

### **Consequences for Violations**

Demerits will reset at semester. Some offenses may be serious enough to warrant the passing of several levels in order to address the problem.

### Level 1: 1 Demerit

Include the following but are not limited to:

- Out of dress code- student will be sent to office for proper clothing to be brought
- Minor class disruption- talking without permission, off task, unprepared for class

### Level 2: 2 Demerits

Include the following but are not limited to:

- Continued classroom disruption
- Chewing gum
- Food or beverages outside of assigned area
- Cell phone out of locker without permission (phone will be turned into front office and will need to be picked up by a parent)
- Being outside of assigned area without a pass
- Going to the library without a pass

### Level 3: 10 Demerits and automatic office referral

Include the following but are not limited to:

- Disrespect to teacher or adult, or to God and the Christian faith
- Cheating/Plagiarism (additional grading penalties also apply)
- Mistreatment of another student
- Profanity or inappropriate gesture

### Administrative Discipline

- 5 Demerits = 20 minute detention
- 8 Demerits = 40 minute detention
- 10 Demerits= (1st office referral) - 5 lunch detentions and loss of extra-curricular for the week
- 14 Demerits = (2nd office referral) 1-day suspension and loss of Adventure Island trip
- 17 Demerits = (3rd office referral) 3-day suspension & loss of 8th grade D.C. trip
- 20 Demerits = (4th office referral) 5-day suspension, probation, conference with parents
- 21 or more Demerits = Dismissal from Skycrest Christian School

### Detentions

1. Detentions are held in a central location on appointed days of the week.
2. More than four (4) detentions in different individual classes per semester will result in a referral to the Vice Principal. This will be considered a major referral.
3. Five (5) tardies per quarter for classes during the school day (cumulative) will result in a silent lunch detention.

If an infraction or disruption is considered serious enough (the teacher's discretion), the student will move to a higher consequence immediately. The following violations are considered serious:

1. Evidence of disrespect to God, teachers, classmates, or other people which includes sexual harassment or misconduct - Philippians 4:8
2. Evidence of disrespect to school or personal property - Romans 12:2

3. Use of vulgarity or profanity in gesture, spoken or written word - Ephesians 6: 10-11
4. Failure to comply with student/parent handbook rules in conduct or dress or parental contract - Romans 13:1-2
5. Repetitive failure to comply with individual classroom standards – Proverbs 25: 28

\* Students who are assigned in-school suspensions will be permitted to make up their work. Students who are assigned out-of-school suspensions will not receive credit for work due during the suspension. Work must still be completed.

#### **Expulsion-per state statutes**

1. Use or possession of alcohol, tobacco, or illicit drugs on or off campus
2. Sexual harassment or sexual misconduct in any form, including pornography or the transmission/posting of sexually explicit material via cell phone, Internet, or any other electronic device.
3. Possession of any dangerous weapon.
4. Any unlawful activity as determined by state or county statutes.
5. **Possession or use of any prescription or non-prescription drugs outside the school clinic.**

#### **Discipline**

The philosophy of discipline at Skycrest Christian School is based on the scriptural teaching and is designed to be positive training in the right direction. Proverbs 22:6 states, "Train up a child in the way he should go; and when he is old, he will not depart from it." Christian love is at the heart of all discipline. It includes both direction and restriction. Fairness, firmness and consistency are recognized as key factors in the administering of discipline. The student at Skycrest is expected to be respectful and understanding in the receiving of discipline. Since the teacher stands in the parent's stead, discipline will be handled first by the teachers. The administration has full confidence in its teaching faculty; and it will give assistance when needed. Parents and teachers must cooperate fully with one another. It is detrimental to the child if either the parent or the teacher does or says anything to tear down the respect and confidence of the other.

Disciplinary measures may include counseling, a warning, a parent conference, referral to the administration, detention, suspension, probation and expulsion. Continued and deliberate disobedience may merit the employment of the more severe of the above measures.

#### **Probation-Disciplinary**

Probation gives a student an opportunity to correct a problem. If that problem is not corrected to a satisfactory level, that student will be expelled or asked to withdraw from the school.

#### **Reason for Probation**

1. Any major school-wide policy violation
2. Continued deliberate disobedience
3. A rebellious spirit which is unchanged after much effort by the teachers
4. A continued negative attitude or bad influence upon other students
5. A serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school
6. Failure of the parents to comply with the disciplinary procedures or parental contract of the school
7. Failure to do assigned work on a consistent basis

#### **Invoking Probation**

A student is placed on probation by a two-thirds majority vote of the administration and faculty who teach the student or solely by the administration.

### **Notification of Probation**

1. A conference is held including parents, student, and administration to give notification and explanation of the probation.
2. A letter explaining probation is sent to the parents or given at the conference.
3. A copy of the letter will be placed in the student's cumulative folder.
4. Parents are requested to apply disciplinary measures during the probation in cooperation with the action of the school.

### **Activities Limited**

A student on probation may not participate in extracurricular activities while on probation. He must also relinquish all positions of trust and responsibility during the probationary period. A student may tryout but not represent Skycrest on any sports teams until released from probation.

### **Length of Probation**

Probation is for nine school weeks, but the student's progress will be evaluated for early release at 4 ½ weeks. Probation begins on the date of the administration's conference with the parents and students.

### **Evaluation at the End of Probationary Period**

1. A student is removed from probation if there has been satisfactory improvement indicated by a two-thirds faculty vote or solely by the administration. This may occur after the mid-term (4 ½ weeks) and the student may participate in extracurricular activities.
2. If the student fails to get a two-thirds vote after 4 ½ weeks, the student stays on probation until the end of the nine-week period.
3. If the student fails to get a two-thirds vote at the end of nine weeks, the administration will decide if the student will be expelled or withdrawn.
4. Parents have the opportunity to share relevant information affecting the decision at any point of the procedure.

### **Readmission**

A student who has withdrawn or been expelled may be reconsidered for admission after a minimum of one year from the date of expulsion or withdrawal.

### **Repeated Probation**

Faculty or administrative action placing a student on disciplinary probation for a second time in two consecutive semesters, which may carry into a new school year, constitutes that the student be expelled or withdrawn from school.

## **DRESS CODE**

Skycrest Christian School has mandatory, uniformed clothing for students in all grades. A variety is available to give flexibility to the students.

Skycrest reserves the right to require students to comply with the dress code. If students fail to meet these set standards (i.e. non-uniform clothing, etc.) the school will require them to call home for different clothes. The decision of the administration is final, and time spent out of class will be considered unexcused. If a student wears an article of clothing

after being told that the article is not permitted, it will result in an automatic Administrative referral and will be subject to the discipline of the referral. The parents will be required to bring the student appropriate clothing.

The intent of the dress code is to give general overall guidelines to students and parents. Sometimes new situations or circumstances will occur that are not covered specifically by the dress code. The administration always has the final word in all dress code matters. Administration reserves the right to make modifications to the school apparel code in response to new situations or circumstances that may arise. Teachers have the right to ask any student to make adjustments to his/her present dress in order to conform to Skycrest's standards. The dress code is in effect while students are on campus.

Jewelry should be kept to a minimum. Tattoos or body piercings are not permitted. All shirts must be long enough to wear past the waist of uniform clothing. Undergarments are not to be visible.

No extremes in hairstyles, jewelry, or makeup will be permitted. No extreme bleaching or coloring of the hair is permitted. Extremes will be defined by the administration. For boys, hair needs to be neatly trimmed, combed, off the collar, no longer than the bottom of the ear (ear lobe must be visible), and above the eyebrows. Facial hair is not permitted.

**Jumpers**            **K4-2<sup>nd</sup> grade only**  
Navy or khaki  
No shorter than four inches above floor when kneeling  
Shorts may be worn underneath  
Leggings may be worn under jumpers.

**Pants/Shorts**    **All grades**  
Navy or khaki  
Must be "uniform-style"  
No cargo style or denim  
No tight-fitting or skinny pants  
No low-rise pants  
Suggested retailers: Land's End, JCPenney, Children's Place, Gap, Old Navy, Beall's, Sears

**Skorts**            **All grades**  
**(No skirts)**      Navy or khaki  
No shorter than 4 inches above the floor when kneeling.  
Suggested retailers: Land's End, JCPenney, Children's Place, Gap, Old Navy, Beall's, Sears

**Shirts**            **All grades**  
Must have school logo and must be purchased through Skyhawk Wear House  
Navy, red, light blue, slate gray  
Dri-fit or knit polos may be worn by all grades

**P.E. Uniforms**   **6<sup>th</sup>-8<sup>th</sup> grades**  
Required for all 6<sup>th</sup>-8<sup>th</sup> grades  
Must be ordered through Skyhawk Wear House  
Navy athletic shorts and gray t-shirt with school logo



## **Sweatshirts/Coats/Jackets**

### **All grades**

Non-Skycrest sweatshirts may be worn, but must not have offensive images or language.  
Sweatshirts/jackets with school logo may be ordered through Skyhawk Wear House.

### **School T-Shirts All grades**

Friday shirt may be purchased through Skyhawk Wear House  
Any Skycrest event t-shirt may be worn on Fridays

### **Dress-Down Days**

Students must wear tops with modest necklines and sleeves. No tight-fitting clothing, including yoga or workout pants will be allowed. Shorts are to be mid-thigh length. No cheerleader-style (Soffe) or volleyball-style shorts. No skirts will be allowed. Dresses are to be no shorter than 4" above the floor when kneeling. Clothing must not have any holes. **K4-2<sup>nd</sup> grade ONLY may wear leggings under a skirt or dress that is no shorter than 4" above the floor when kneeling. Leggings may not be worn as pants.**

## **FINANCE**

A Financial Information Sheet is published annually and is available in the school office. Financial policies regarding individual accounts are explained in the annual school contract.

### **Payments**

All payments are due by the 1<sup>st</sup> of the month. On the 11<sup>th</sup> of the month, a \$40 late fee will be assessed. On the 30<sup>th</sup> of the month, access to RenWeb will be removed. After 45 days, a student will be placed on financial suspension unless the parent contacts the principal or business manager for specific financial emergency exceptions. Statements are a courtesy. If you do not receive your statement, you are still responsible for ensuring timely payments. Please include account numbers on checks, especially if paying by a company check or if another family member pays on the account.

### **Lunch Charges**

Any student who forgets to order for the month or who forgets his/her lunch and needs to charge for the day will be given a peanut butter and jelly sandwich, a drink, and a snack. His/her account will be charged \$6.00. The student will not be given the menu item for the day.

\*Lunch credits- We will not issue credit for any lunches ordered.

### **Gifts**

Tuition does not cover all the expenses in the education of your child. Gifts to the school are appreciated and help improve the quality of our program. Being a nonprofit corporation, the school is tax exempt and a receipt for gifts will be sent for income tax purposes.

## **GENERAL**

### **Appointments**

Appointments with the teachers and the administration will be handled through the school office, during office hours.

### **Appeal Procedures**

Knowing that due to our human nature misunderstandings may result, the following procedure is outlined based upon Matthew 18: 15-17.

If a student or parent is offended by the words or actions of a teacher, as a Christian, he should go first to the teacher through whom the offense came and endeavor to solve the problem immediately. Forgiveness and restoration are often achieved in such a meeting. If not, they should agree to go together to review the matter with the administration. If the problem is still without resolution, the principal will take the matter to the chairman of the SCS Board. If necessary, the matter will be presented to the entire Board. In every case, the following should be the goal of every individual:

1. A clear understanding of the problem
2. Method(s) of solving the problem
3. Reproof and/or correction, if necessary
4. Forgiveness and restoration of all parties

In summary, a Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done in Christ's way. Any other way is inappropriate. The Matthew 18 principle requires that parents talk to teachers about student-related problems before going to the administrator. If unresolved, the matter is prayerfully moved through the school's organizational structure in an orderly fashion.

### **Birthday Treats**

All birthday treats brought in must adhere to the following guidelines:

- o All birthday treats must be store bought
- o Cakes or cookie cakes must be pre-cut
- o Small paper plates must be provided for cakes; napkins for cookies or doughnuts
- o Please label with your child's name and homeroom teacher
- o No candles allowed
- o Students with allergies will be required to have a signed Allergy Release Form on file to be served birthday treats. This form can be found on RenWeb under Resource Documents.

Parents are encouraged to pass out birthday treats during lunch times.

### **Chapel**

There will be separate chapels each week for grades 1-4 and grades 5-8. A combined chapel will be scheduled for special programs. Kindergarten will have chapel beginning second semester. Students will be assigned seats by the homeroom teachers. Each student should bring a Bible but no books. Please enter quietly and with a worshipful attitude. A love offering will be collected each week for missionary work.

### **Computer**

All computers at Skycrest Christian School have controlled internet access. Students are closely monitored by the teacher and may only use internet sites accessed by the teacher and networked out to the student computers. Students are not able to directly access the internet unsupervised, and surfing on the internet is not allowed. No outside cd's or disks are permitted. All parents and students must sign a Computer Use Agreement.

### **Electronic Reading Devices (Kindle, Nook, iPad)**

Electronic reading devices are permitted in reading/language classes or when there is an opportunity to read in another class. They are for reading ONLY. At all other times, the devices must be in the student's backpack or locker.

### **Field Trips**

Classes take various trips to interesting and educational places as a vital part of the instructional program. Parents will be notified beforehand as to when the field trip will take place. Small fees may be charged to cover expenses. The school may require special dress on certain field trips. School buses are required for class trips. Private vehicles are not permitted for transportation of students.

### **Parental Involvement**

Parents play a vital role in the educational process at Skycrest Christian School. Parents are encouraged to assist in various volunteer areas that will aid both students and teacher. Parents may volunteer in various areas. A volunteer form is sent out twice a year for parents to sign up to serve in various volunteer opportunities.

#### **Parent/Teacher Conferences**

Parent Teacher Conferences are held in the first semester of school for two days. Conferences are conducted on an “as needed” basis, unless specifically requested by the parent or the teacher.

#### **Parent/Teacher Fellowship**

The PTF is a service organization to encourage parent participation in all facets of the school life. Its purpose is to be a major avenue of fellowship and communication among parents, providing volunteer services, and organizing fundraising activities.

#### **Moms in Touch**

Moms in Touch is a weekly prayer group which meets on campus. Those who cannot attend can participate in a prayer chain.

### **Website**

SCS website can be accessed at [www.skycrest.us](http://www.skycrest.us). The following information is available: general information about the school, calendar of school events, academics, athletics, fine arts, forms, photos.

### **RenWeb**

SCS uses RenWeb, a school management software program. Parents and students are able to access calendars, grades, homework, and other pertinent information regarding the school.

## **OFFICE**

### **Drop-Off/Pick-Up Procedures**

School arrival time is 7:50 a.m. until 8:10 a.m. The tardy bell rings at 8:20 a.m. Supervision is not provided prior to 7:50 a.m. Morning care is available for students who require supervision before 7:50 a.m. If your child arrives prior to this, he/she will be sent to morning care. Your student, upon arrival at school, is expected to go immediately to his/her assigned area and remain there. Students are not permitted to be in any other undesignated area of the school prior to the beginning of the school day.

School departure time should be no later than 3:30 p.m. After 3:30 p.m., he or she will be sent to after care. All students are required to remain in the car pick-up area until they are picked up. Please do not leave your children here to “play” after school. On game days, students attending the games must be picked up from car line by an adult and

accompanied to the gym. Students are not allowed to go to the Clearwater Public Library or be picked up in the Public Library parking lot.

We need your careful cooperation and support in the drop-off and pick-up procedures. Please study the instructions below so that we can ensure the safe and efficient arrival and departure of our students.

### **Drop-Off**

1. All cars entering the car line must enter via the Drew Street entrance next to the public library. Belcher Entrance will be closed during school hours. From Drew Street, **turn into the second turn lane to the right**, and circle the perimeter of the parking lot in a counterclockwise direction, proceeding carefully to the covered walkway.
2. At the walkway, please pull as far forward as possible when letting out students. Aides will be on duty to help open car doors. Please have students ready to exit car. (If you need to unload items from your trunk, please park and then escort students across the walkway.)
3. Proceed around the parking lot, and exit via the Drew Street entrance.

### **Pick-Up**

1. All cars must enter via the Drew Street entrance next to the public library. Belcher entrance will be closed during school hours to curtail "through" traffic.
2. To enter the car line, **turn into the appropriate lane to the right**, following signs.
3. To park, proceed carefully down to one of the lanes in the parking area.
4. At the walkway, please pull as far forward as possible when picking up students. Teachers will be on duty to make sure the students get in your car. Please note that the students will be seated beginning with K4 nearest the school office in ascending order to 8th grade.
5. **Every car must have a car line pick-up form placed on the far right corner of the dash filled out with your family information. Parents without the form properly displayed in their vehicle must go to the office with a photo id to pick up their children.**

### **Parking**

Parents who must park need to use the parking area designated for school use and exit with caution to the Drew Street exit. **DO NOT ALLOW ANY CHILD TO CROSS THE FLOW OF TRAFFIC ALONE. ADULTS AND CHILDREN MAY CROSS CAREFULLY AT THE DESIGNATED CROSSWALKS WHEN CAR LINE IS NOT MOVING.**

***REMINDER: DO NOT PARK IN THE HANDICAPPED SPACES UNLESS YOU HAVE A PERMIT. ALSO, A LEFT TURN ONTO DREW IS NOT PERMITTED.***

### **Attendance**

Regular attendance and punctuality are essential for maximum learning. Poor attendance has a negative effect on classroom performance. Excessive absences or tardies also put added burdens on the teaching staff. Students arriving before 11:30 a.m. will be credited for a whole day. Students arriving after 11:30 a.m. will be considered absent.

Students are permitted a maximum of ten (10) absences (including "shadowing" for 8<sup>th</sup> graders which is limited to 3 per year) per semester. A warning letter will be sent after the fifth (5<sup>th</sup>) absence, after the ninth (9<sup>th</sup>) absence, and the tenth (10<sup>th</sup>) absence. Unusual circumstances attributing to excessive absences will be reviewed by the administration upon

submission of a written request by the parent. Verification of the reasons for excessive absences will be required.

8<sup>th</sup> Grade Shadow Days: Skycrest Christian School provides three (3) shadow day opportunities for 8<sup>th</sup> grade students to visit local high schools. These three days will not count as absences (provided the school was notified in advance), thus they will not affect exam standing. These shadow days must be used in November, December (except the last week of the month), and February. If a student chooses to shadow outside of these parameters, or if a student misses a fourth day, the day or days will be counted as an absence.

All Grades: According to Florida law, students in K5-12 may not miss more than ten (10) days per semester, twenty (20) days for the entire school year. Therefore, if a student misses more than ten days in a given semester or twenty days for the year, he/she will be dismissed from Skycrest Christian School. Exceptions to this will be life-threatening illnesses (documentation from physicians must be submitted) or other possible family-related emergencies.

Middle school attendance will be taken by period rather than just simply day attendance. This is to more accurately reflect true attendance in regard to semester and final exams. Therefore, a student may not miss more than 5 class periods in a given subject in order to be eligible to exempt that exam. This applies both to tardies and early check-outs. Also, the fifth tardy to a class will be counted as an absence. This, too, will impact the eligibility for semester and final exams.

Additionally, 8<sup>th</sup> graders enrolled in Spanish 1 must be careful to watch their tardies and absences. Students who are habitually tardy might be ineligible to receive credit for Spanish 1. The state of Florida mandates that a student attend at least 120 hours in order to receive the credit.

Making up missed work due to absences is the total responsibility of the student. The policy is that all make-up homework assignments due to illness or emergencies will be given on the day your child returns to school. The teachers will give adequate time for the work to be completed. In case of extended illness (three days or more), the teachers will communicate and work with the parents on an individual basis concerning the make-up work. Make-up tests will be scheduled at the discretion of the teacher. Students in all grades may check RenWeb for all work.

Advance requests for make-up work should be in the office three (3) school days prior to the date of absences due to reasons other than illness or emergencies. Teachers will prepare the assignments and give them to the students the day before their intended absence. Please do not ask for the work to be given before that day. This allows teachers to evaluate their plans and make sure the assignments are correct. If the request is made less than three days prior to a planned absence, it will be at the teacher's discretion as to whether the assignments can be provided in advance.

There are no excused absences for semester exam days in grades 6-8: credit will not be given and the student's grade will be deducted by 10%, the point value of the exam. Emergencies and serious illnesses are exceptions.

Make-up work for illnesses, emergencies, etc., should follow this guide:

1 day absent	1 school day for make-up
2 days absent	2 school days for make-up
3 days absent	3 school days for make-up
4 days absent	4 school days for make-up
5 days or more absent	5 school days for make-up

If a student fails to complete make-up work, teachers will submit written documentation to the administration and to the parent(s). Tests will be made up at the discretion of the teacher.

The following procedures must be followed for unplanned absences:

1. An email to the teacher must be sent by 10:00 a.m. on the day of the absence.
2. A note stating the student's name, the date of the absence, a specific reason for the absence, and a parent's signature must be submitted on the day of the student's return.

If a student is absent more than three (3) class periods in a day, except for shadowing (limited to 2 per year) or testing at another school, he will not be allowed to participate in extracurricular activities that day unless special permission is granted by the administration.

### **Early Dismissals**

When a student needs to leave the campus during the school day for a medical or dental appointment, etc., he must bring a note from a parent to the school office prior to the beginning of the classes for that day. Students should meet the parent in the school office and sign out when leaving. A student is not to leave campus without permission from the administration or without a legal guardian. If the student returns after the appointment, he should report to the office to sign in. A class admit slip will be necessary to re-enter the classroom. Classes missed will be considered as an excused absence.

### **Tardies**

Tardies include late arrivals to school or to class. All students arriving on campus after 8:20 a.m. will receive a tardy; five (5) tardies equal one (1) absence. When a student is tardy, he/she must check in at the office and obtain a class admit slip. \*Grades 6-8 -- Attendance will be recorded at the beginning of each class. Five (5) tardies per quarter per class during the school day will result in one (1) lunch detention. Absences will be dealt with as stated under "**Attendance**". Punctuality is a Christian virtue and should be practiced by parents, thus demonstrating this responsibility to their children.

Middle school attendance will be taken by period rather than just simply day attendance. This is to more accurately reflect true attendance in regard to semester and final exams. Therefore, a student may not miss more than 5 class periods in a given subject in order to be eligible to exempt that exam. This applies both to tardies and early check-outs. Also, the fifth tardy to a class will be counted as an absence. This, too, will impact the eligibility for semester and final exams.

Three (3) tardies per quarter in an elective class will result in a lunch detention.

Additionally, 8<sup>th</sup> graders enrolled in Spanish 1 must be careful to watch their tardies and absences. Students who are habitually tardy might be ineligible to receive credit for Spanish 1. The state of Florida mandates that a student attend at least 120 hours in order to receive the credit.

### **Crisis Plan**

SCS has a Crisis Plan that covers disasters such as weather emergencies, fire drills, hazardous materials, etc.

**Fire Drills** are held on a monthly basis during the school year. **Disaster Drills** are held each semester. A plan with directions for exiting or lock-down procedures for each room is required for teachers and posted in each room. Students should know the procedure for leaving each room and the building: leave the room in an orderly manner, in single file, proceeding to the proper location without any talking.

### **Illness and Medication**

Each student is required to have a medical record on file. A notarized medical emergency form must be completed each year so that specific steps can be followed in case of an emergency for which immediate treatment is necessary. Parents should not send their child to school if he/she has been vomiting, if his/her temperature is 100°F or above, if he/she has or is suspected to have a contagious condition (impetigo, ringworm, chicken pox, pink-eye, lice, flu, etc.) or if he/she has not sufficiently recovered from an illness. A student is required to stay home for at least 24 hours after they are fever-free without the use of medication.

### **Medication Policy**

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. The following medication procedure will allow school personnel to administer non-prescription and prescription medication:

1. A form, available in the office stating the child's name, medication, dosage, time to be administered, and parent signature, must be filled out.
2. The medication must come to school in the prescription bottle or manufacturer's package and stored in the school clinic. **Medication may not be kept in the student's lunch box, locker, or on his/her person. This is a violation of Florida state law.**
3. Prescription medicine must contain the following:
  - a. Child's name
  - b. Name of the drug
  - c. Dosage and frequency
  - d. Prescribing physician's name
  - e. Date the prescription was filled (antibiotics and prescribed cough syrup cannot be over 14 days old)
  - f. An accurate count of pills should be confirmed by clinic personnel

When a student is too ill to function in class he/she will be sent to the clinic. Students with a fever of 100°F or above, vomiting for any reason, or carrying a contagious disease are required to be picked up from school. Parents will be called and the student is to be picked up as soon as possible.

### **School Insurance**

Medical cost for accidents occurring at school is the parents' responsibility. However, each student is covered by a student accident insurance program that is included in the registration fee. This is a plan designed to pay medical cost NOT COVERED by any other insurance plan.

### **Student Accident**

When a student becomes injured while at school, action will be taken immediately to notify parents and procure appropriate treatment. Accident reports are kept in the school clinic. Notarized medical release forms may be used when parents cannot be reached to authorize medical treatment. If administration deems an injury serious enough, 911 will be called and the parents notified.

### **School Day**

School hours for grade levels (K4-3): **8:20 a.m. - 2:50 p.m.** School hours for grades 4-8: **8:20 a.m. – 3:02 p.m.** Those students in K-4 who have chosen the half-day option will be dismissed at 12:30 p.m.

Students will arrive no earlier than 20 minutes prior to the opening or remain later than 30 minutes after the closing of school. Special before care and after-school care is provided – see the **Arrival/Departure** section for information. After-school sports and other school-related activities will necessitate special arrangements. Students involved in those activities should be picked up promptly at the end of practice, games, or other activities. At no time are students to leave campus without an approved adult. This applies to regular dismissal time and after school activities as well.

### **School Office**

Telephone: 797-1186

Office Hours: 7:45 a.m. - 4:00 p.m.

Students who are tardy are required to check in at the office. Students who leave for appointments during the day must sign out when they leave and must sign back in upon their return.

Parents who desire to visit a classroom or meet with a student or teacher **MUST** make arrangements for such a visit through the school office. Upon arrival, parents and volunteers will need to check in with the office via the Raptor computer check-in system and obtain a name badge.

### **Telephone – Cell Phones**

Occasionally a student will be permitted to call home on an office phone. To use the phone, the student needs a permission slip from the classroom teacher. Students are not permitted to use the phone in the coach's offices during school hours, but may be used after school hours in the presence of the coach. The phones which belong to the church may not be used at any time by the students. Cell phones are to be stored in the student's locker or cubbie during school hours (7:00 a.m. – 6:00 p.m.). Any use of the cell phone during these hours would merit confiscation of the phone.

### **Visitors**

Visitors to the classroom, lunch room, or playground must make arrangements through the office. Students are not at liberty to bring a friend to school for the day. Permission must be granted by the administration. Prospective students and parents may make arrangements through the office to visit the classroom. All visitors must check in with the Raptor check-in system and obtain a name badge.

### **Weather Emergencies**

In the event of severe weather conditions, please listen to the TV and radio stations to be informed of the action taken by Pinellas County Schools. Skycrest Christian School will follow these same guidelines.

### **Health Guidelines**

Classrooms, restrooms, and water fountains are cleaned on a regular basis; lunchroom tables are cleaned between each lunch period. Teachers will daily remind students to wash their hands and use hand sanitizer. SCS will follow the Health Department standards as used by Pinellas County Schools regarding lice, communicable diseases, etc.



## STUDENT INFORMATION

### **Classroom Parties**

#### **School Sponsored Parties**

Classroom parties are planned and organized by the homeroom mothers and teachers. Individual birthdays may not be celebrated in school by planning a party. Parents may, however, arrange with the teacher a time when the student could share snacks such as cupcakes, candy, cookies, etc., with the classmates. These are usually distributed at lunch time. All treats should be individually cut and ready to pass out to students. All treats must be store-bought, not homemade. If possible, parents should be in the cafeteria to pass out the treats.

Students are not permitted to give out (in school) written invitations to special parties on or off campus unless all students or all boys or all girls in the classroom are invited. Please do not encourage special pick-ups (limousine or special cars, etc.) for parties when only select few are attending.

Class parties are permitted during the school year for Christmas, Valentine's Day, and the last week of school. These parties are to be kept small in nature and planned carefully by teachers and homeroom mothers. The time allotted should be approximately 30-60 minutes, including clean-up time. K4 and K5 may have an additional party to celebrate Easter. End-of-the-year parties that might take students off campus should not be a scheduled school event. Parents may choose to extend an invitation to such a party, but it must not be during school hours; therefore, the school is not responsible for transportation or supervision and the event would not fall under the liability of the school.

#### **Parties Not Sponsored by the School**

We would hope that any party held outside school would be consistent with biblical standards and the Christian philosophy of SCS. However, the school will not take responsibility for the conduct of students or parents at such events. The school will not put its stamp of approval on non-school sponsored events. It is up to the discretion of the parent(s) as to whether the invitation is accepted or not.

### **Lost and Found**

Any articles left at the school will be placed in "lost and found," located in the lunchroom. Unclaimed articles will be disposed of at the end of each semester.

### **Lockers: Grades 6-8 Only**

Students in grades 6-8 are assigned lockers each year. SCS combination locks are required (no other locks may be used). Student accounts will be assessed a \$5.00 fee for the use of these locks. Students may use the same lock for more than one year. A student may not trade locks or lockers. The administration reserves the right to inspect the lockers at any time in the presence of the student. Since the lockers are the property of SCS, we expect all students to respect such by refraining from defacing, kicking, writing on, etc. on said property. Refer to proper locker conduct under the Middle School Conduct section.

### **Lunch**

Lunch periods are scheduled in the cafeteria for each grade level. Advance lunch orders are provided to the parent/student on a monthly basis.

### **Supplies**

Students furnish their own Bibles (NKJ version), paper, pens, and pencils. Each grade level requires certain other supplies--some items are provided by the school and other items must be provided by the student. A list of required items for each grade level will be made available on RenWeb.

The registration fee covers the use of textbooks, one standardized test per year, yearbooks, insurance and miscellaneous services.

Textbooks must be covered at all times.

The annual band fee covers most of the sheet music that the student uses. The student is responsible for the instruction book, reeds, instrument rental and repair, and any other costs unique to his/her instrument. The student is also responsible for fees for any competition that may be entered. Additional fees may be charged as courses or projects are added.

The Skyhawk Choir and Band require special dress. Rental or purchasing fees will be assessed to the student's account.

### HOW PARENTS CAN HELP

1. Pray for your child and his/her teacher.
2. Attend Sunday worship services regularly with your child.
3. Support school discipline of your child.
4. Register any complaints directly with the teacher or principal. **Do not discuss problems with other parents.**
5. Support your child by checking daily to see if there are any homework assignments or communications from school. Check RenWeb at least twice a week.
6. Read all school communications carefully. Be prompt in returning those requiring a response.
1. Encourage your child to work independently and take responsibility for his work.
2. Provide an adequate study center for your child. A well-lit desk away from TV and radio is recommended.
3. Be sure your child arrives at school on time and pick him up promptly after school.

### PHOTO USAGE OF STUDENTS

I authorize Skycrest Christian School and its agents to photograph, televise, videotape, or by any other means record my child's image or voice or writings for the purpose of instructional, promotional or commercial use. If you do not want your child's photograph used, you must notify the school office in writing.

## Sports Handbook and Code of Conduct

An after-school sports program for boys and girls is available for students at the Junior Varsity (grades 5-6) and Varsity (7-8) levels. Team selection and continuing participation are based on skill, Christian character, general attitude, and academic achievement. Additionally, selection and participation are dependent on family account balance and grades.

**Eligibility:** No student will be eligible to represent the school in inter-school competition on any level unless the student has maintained at least a "C" average in each class. Grades will be checked each Friday by Administration. Once a student becomes ineligible, he remains ineligible until his academic standing reverses the eligibility. During that time, the student may not participate in any team activities, including practices and games.

**Tryout Procedure:** Two weeks prior to the first tryout day, an email will be sent to all grades 5-8 parents stating a web form will be available on RenWeb for parents to register their child to participate in tryouts. The web form will remain posted until the stated tryout time. If a parent has not completed the web form and their student comes to an on-campus tryout, they will be allowed to participate in tryouts, but will not be placed on a team (if selected) until the parent has completed the web form. If a parent has not completed the web form and their child comes to try out for a team, where tryouts are held off campus, the student will not be allowed to attend tryouts. After tryouts, Administration will confirm student eligibility, as posted in the handbook, before teams are chosen. Should a student be deemed non-eligible, due to either qualifications (account balance or grades), that student will not be issued a uniform until eligibility is met. All tryouts will consist of two days (weather permitting), and tryouts are closed to parents. When completing the web form, please pay close attention after typing your child's name. The only confirmation you will receive is the phrase "Data Saved!" This will briefly appear on the screen after you click "Save."

**Roster Posting:** All teams will be posted on RenWeb after 3:00 p.m. the day after tryouts, unless tryouts are on a Friday. In that case, teams will be posted on Monday.

**Code of Conduct:** All parents and players will be required to sign the Handbook Acknowledgement form before players are issued a uniform.

**Probation:** A student on probation may not participate in extracurricular activities while on probation. A student may tryout but not represent Skycrest on any sports teams until released from probation.

**Uniforms:** All students will be issued team uniforms. Parents will be charged for parts of the uniform that are not re-issued on a yearly basis (socks, hats, visors, etc.). These charges will be communicated by the coach to the parents at the beginning of the season. At the end of the season, coaches/athletic directors will designate the return deadline for uniforms to be returned to the school (clean). Parents will be assessed a \$75 fee for any uniforms that are returned late or not returned. Additionally, students will not be allowed to try out for any other teams/sports if a uniform has not been returned.

**Play Time:** Players are not guaranteed play time. Play time is to be determined by coaches of each sport. Since sports, by nature, are competitive, all Skycrest teams play to win while glorifying God and appreciating our God-given talents.

**School Attendance:** Students who do not participate in regularly scheduled P.E. classes on a practice or game day will not be able to participate in any sports on that day. Students reporting to school later than 11:00 a.m. will need special permission from administration to participate in sports.

**Transportation:** Transportation is provided to tryouts, practices and games. Parents must pick up their child at the end of tryouts, practices or games.

**Equipment:** Players should bring all equipment needed to the locker rooms in the morning.

### **Sports Seasons:**

#### **Boys:**

Baseball	August-October
Soccer	November-December
Basketball	January-February
Golf	March -April
Lacrosse	March-April
Track	February-March
Lacrosse	February-April
Flag Football	May

#### **Girls:**

Volleyball	August-October
Basketball	November-December
Cheerleading	January-February
Soccer	January-February
Golf	March-April
Track	February-March
Flag Football	May

### **Sports Code of Conduct**

As a student or parent of Skycrest Christian School participating in the afterschool sports program, I subscribe to the principles of good sportsmanship and Christian fellowship through athletic competition. Recognizing and honoring these principles, I understand and agree to the following:

1. A student or parent ejected from a game for the use of profanity or unsportsman-like conduct, is subject to the following penalties:
  - a. 1<sup>st</sup> Offense: suspension from the next scheduled game. If a player or parent is ejected from the final game of the season, the penalty carries over to the next sport in which the player participates.
  - b. 2<sup>nd</sup> Offense: If a player receives a second offense, they are removed from the team. If a parent receives a second offense, they are not permitted to attend the remaining games for the season.
2. Parents and players will support the coach in all matters. If the parent or player feels they do not agree with the coach on a subject, they will contact the coach and set up a time to discuss the issue. Parents should not discuss matters with the coaches before or during the games.
3. Officials will have the total respect and support of the players and parents. Neither will indulge in conduct that will incite other players or spectators against the officials. Public criticism of officials or touching of the officials is unethical and grounds for suspension.

Our signature on the Handbook Acknowledgement Form not only indicates our knowledge and agreement with all of the above, but also indicates that we will strive to treat coaches, officials, and opposing teams with respect and courtesy.

**Policy for Appropriate Use of Electronic Media and Technology:  
Use of Websites, Email, Text Accounts and All Media Sites**

ALL forms of technology including, but not limited to email, Facebook, Twitter, Snapchat or any current or future social media site or system must be used in an appropriate and responsible manner by all students enrolled at Skycrest Christian School. There is not a time that allows a student enrolled at Skycrest to breach or have an exception in regards to this policy. This is a 24/7 mandate. Any posts, texts, or communication that in the determination of the school administration, reflects any of the following is a violation of this policy and discipline will begin with at least an in-school suspension. Skycrest family members are also held accountable to this policy, where applicable.

- Posting, texting or communicating negative statements regarding Skycrest faculty, staff, coaches, administration, students, the school in general, school policies, decisions made by school personnel, and any other individual deemed to be associated with the school.
- Using profane, inappropriate language, terminology, slang, abbreviations, or innuendos. This includes posting song lyrics or any other media determined inappropriate by school administration.
- Posting, texting or sending inappropriate images, pictures, graphics or other visual illustrations reflecting an offensive item, post, suggestion, gesture or any other act deemed to be inappropriate by school administration.
- Posting, texting or sending content that incites school disharmony, divides the student body or staff, creating dissention, unrest or any other communication deemed by school administration to negatively impact the school environment.
- “Liking”, reposting or sending any of the inappropriate activity described above whether the original communication was from a person affiliated with Skycrest or not.
- Any other post, text or communication deemed by school administration to reflect negatively on the school because the behavior was a violation of the Code of Conduct for a Skycrest student.

# INTERNET/COMPUTER USAGE POLICY

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*Please read the following guidelines:*

1. I understand that the computer is to be used for class projects only. If I finish my class work/project early, I will only go to sites assigned by the teacher or work on other class work quietly at my seat if given permission.
2. I will not go into the computer settings, or change backgrounds, screensavers, icons, etc. This includes rearranging icons and keyboard keys.
3. I will not search the internet for anything unrelated to my subject matter.
4. I will not bring any form of a magnet into the computer lab.
5. I will not visit any social network or participate in chat rooms.
6. I will not reveal any personal home addresses or phone numbers or post photos.
7. I understand that I am a representative of SCS and the Lord Jesus Christ and will refrain from using inappropriate language when on the computer.
8. I understand that access to SCS's computers and the internet is a privilege, not a right.
9. I understand that using the internet to transmit or receive any materials in violation of the United States or Florida laws is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
10. I will refrain from any form of vandalism which includes, but is not limited to, attempts to harm or destroy the data of another user, the uploading or creation of computer viruses, or defacing or damaging the hardware.
11. I will not use the internet to access, upload, download, create, use, or distribute pornographic, obscene, or sexually explicit material.

***Not following the above rules will result in marks and the loss of your computer class privileges for at least one day.***