



2018-2019

**Parent and Student Handbook
K – 8th**



STETSON BAPTIST
CHRISTIAN SCHOOL

Dear Parent/Guardians:

We are pleased to present this Student Handbook for the 2018-2019 school year. This handbook has been prepared to acquaint you with the policies of Stetson Baptist Christian School and the responsibilities of students and their parents/guardians. It is our goal to work together with you to help your child grow academically, spiritually and emotionally.

It has been shown that a child excels in learning when they are serious about their education, the parents/guardians and teachers have high expectations and the school environment is safe and orderly. The School Board adopted the policies and procedures in the handbook to allow the school to uphold its responsibilities toward your child's education.

Please review the handbook carefully and if you have any questions, please feel free to talk with the School Administrator, Mr. Kevin Lowry. The handbook cannot cover every situation and there will be issues that come up during the year which are not covered and they will be addressed individually. Stetson Baptist Christian School reserves the right to change any information, policies, rules or procedures set forth in this handbook. The changes will be communicated with those affected in the most appropriate manner.

Stetson Baptist Christian School is built upon Jesus Christ as the foundation with guidelines taken from His Word. We the faculty, staff and School Board need your prayerful support to fulfill these goals. Thank you for the opportunity to share in your child's education and spiritual growth.

Sincerely,

Sue Wilson,
School Board Chairperson

Deane Booth
Vice-Chairperson

Carole Hanna, Secretary

Gloria Barker
Donna Braswell
Pete Dimuro
Kathryn Goble
Susan Walker
Margie Wood

Table of Contents

HANDBOOK PURPOSE	5
MISSION STATEMENT	5
EDUCATIONAL PHILOSOPHY	5
FOUNDATIONAL CHARACTER QUALITIES	6
STATEMENT OF FAITH	8
1. Office/ Day Care Address, Phone, Hours and Report Card Dates	11
1.1. Office Address and Phone	11
1.2. Hours of Operation	11
1.3. Report Card Dates	12
2. Admission Policies, Registration, Fees and Other Costs	12
2.1. Entrance Ages	15
2.3. Fees, Tuition and Other Costs	15
2.4. Day Care Fees	18
2.5. Re-Enrollment Procedures	18
3. Attendance	18
3.1. Excused Absences	19
3.2. Excessive Absences	19
3.3. Morning Drop Off	19
3.4. Afternoon Pick Up	20
3.5. Tardy Policy	21
3.6. Excessive Tardies	22
3.7. Perfect Attendance Award	22
3.8. Make Up Work	22
4. Communication	23
4.1. Communication From Teachers	23
4.2. Communication to Teachers from Parents/Guardians	23
4.3. Parent/Guardian Teacher Conferences	24
4.4. Communication between School Office and Home	24
5. Code of Conduct/Discipline	25
5.1. Levels of Discipline	26
5.2. Additional Consequences	31

5.3.	Code of Conduct	33
5.4.	Dress Code	35
6.	Health and Safety	39
6.1.	Immunization Policy	39
6.2.	Health and Illness	40
6.3.	Communicable Diseases Outbreaks	42
6.4.	Medicine Policy	42
6.5.	Safety	43
7.	Curriculum and Grading	44
7.1.	Planners/Daily Folders	44
7.2.	Textbooks	44
7.3.	Grading Scale – K through 8th	45
7.4.	Final Exams	46
7.5.	Promotion Standards	46
7.6.	Graduation/Award Standards	47
7.7.	Homework Policy	48
7.8.	Chapel	49
8.	Field Trips	50
9.	Day Care	51
9.1.	Morning Sign In	53
9.2.	Afternoon Sign Out	53
9.3.	Days of Operation: See school calendar	53
9.4.	Day Care Dress Code	53
9.5.	Summer Day Care Camp	53
10.	Conflict Resolution	53
11.	Miscellaneous	56
11.1.	Fund Raisers	56
11.2.	Extra-Curricular Activities	56
11.3.	Lunch	56
11.4.	Celebration of Holidays	57
11.5.	Birthdays	59
11.6.	Party Invitations	59

11.7.	Electronics Devices and Toys	59
11.8.	Lost and Found.....	59
11.9.	Giving of Personal Information	59
11.10.	Parent/Guardian Check In Policy	60
11.11.	Cell Phone/Communication Devices	60
11.12.	Custody Issues	61
11.13.	Electronic Communication Acceptable Use Policy.....	61
11.13.1.	Social Networking Sites	61
11.13.2.	Website Postings	62
11.13.3.	Computer Use on Campus	62
11.13.4.	Internet and Electronic Data	62
11.14.	Teacher Qualifications.....	62
11.15.	Disposition of Records	64
11.16.	Search and Seizure Policy	64
11.17.	Prohibited Items	65
11.18.	Bible, Christian Flag, Flag Salute and Pledge of Allegiance.....	65
11.19.	Food and Drinks in the Classroom	65
12.	Athletes (5th – 8th Grades)	65
12.1.	Eligibilities	65
12.2.	Owed Balances.....	66

HANDBOOK PURPOSE

The purpose of this handbook is to explain to the parents and students of Stetson Baptist Christian School (SBCS) our basic philosophy of education and to state the policies which will direct our relationship throughout the year. If any problems or situations arise which are not discussed in the Handbook, the administration and faculty will determine the course of action necessary to address the situation. We trust that this Handbook will provide you with the information you need for a successful school year.

SBCS has the right and duty to make regulations as it deems necessary for the wellbeing of each student and the common good of all. The school reserves the right to amend the contents of this Handbook at any time.

MISSION STATEMENT

The mission of SBCS, a ministry arm of Stetson Baptist Church, is to provide a spiritually nourishing environment where the individual student may develop academically, spiritually, physically, emotionally and socially to their full potential.

EDUCATIONAL PHILOSOPHY

The educational philosophy of SBCS is based on the understanding that Jesus Christ, as Creator God, is the source of all knowledge. Therefore, all areas of knowledge are based on Jesus Christ. Language is the oral and written expression of all knowledge imparted by our Lord. The physical sciences provide the knowledge of His creation. Christ's order is recognized in mathematics. The social sciences are evidence of His handiwork and orderliness. The arts are evidence of God's beauty and serve as the instruments of worship. Physical Education makes us aware of our responsibility to care for His temple. The Word of God is the foundation of absolute truth. Thus, the Holy Bible integrates the unifying principles of all the areas of knowledge.

SBCS assists parents/guardians, who are ultimately responsible, in training their children according to biblical standards, as well as educating children according to standards set by the State of Florida. We believe that there is objective truth that can be discovered through careful and thoughtful examination of the world in which we live. Our faculty of dedicated and FACCS certified Christian men and women seeks to provide a comprehensive preparatory education through

mentoring and modeling life from a Christian worldview for students 2 years old through 8th grade. We strive to educate, equip, and enrich our students' lives with truth, understanding, and discernment that will lead them to a life-changing transformation through Jesus Christ. SBCS seeks to implement rigorous curriculums in a nurturing environment utilizing research-based methodology that integrates best practices in traditional and innovative instruction in the core areas of The Holy Bible, mathematics, physical science, social science and language arts. We believe in educating the whole child by including instruction in the arts, technology, language acquisition and physical education. Students are encouraged to become involved in athletics and extra-curricular activities including church sponsored youth activities. As students complete their education at SBCS, we trust they have been given the spiritual, academic, and emotional preparation needed to face the challenges of life and their high school career. It is our prayer that they will use the knowledge they have gained to become servant leaders and strive to make a difference in eternity for the lives of others.

FOUNDATIONAL CHARACTER QUALITIES

The following list of characteristics is representative of the qualities that the students of SBCS should be demonstrating a desire in which to grow and improve.

1. **Acceptance:** Realizing and treating all people as made in God's image (James 2:1).
2. **Attentiveness:** Listening with my ears, eyes, and heart (Proverbs 4:20-21).
3. **Carefulness:** Taking one step at a time to do a job right (Ephesians 5:15).
4. **Contentment:** Satisfied with what the Lord has given me and where He has placed me (1 Timothy 6:6).
5. **Courage:** Meeting opposition with confidence (Joshua 1:7a).
6. **Creativity:** Doing something in a new way (Genesis 1:31a).
7. **Dependability:** Doing what I said I would do (Ecclesiastes 9:10).
8. **Diligence:** Working hard to accomplish a task (Proverbs 22:29).
9. **Discernment:** Seeing things as they really are (Hebrews 5:14).
10. **Faith:** Believing and acting on what God says He will do (Hebrews 11:1).
11. **Forgiveness:** Treating someone as though he/she never hurt me (Colossians 3:13).

12. **Friendliness:** Eager to share myself with others (Proverbs 18:24).
13. **Generosity:** Sharing what I have with a cheerful spirit (2 Corinthians 9:7).
14. **Helpfulness:** Being ready to serve at any time (Isaiah 41:6).
15. **Honesty:** Having truthful words and ways (Ephesians 4:25).
16. **Honor:** Showing deep respect for God and others (Hebrews 12:9).
17. **Humility:** Giving credit to God and others for the achievements in my life (Proverbs 16:19).
18. **Initiative:** Making the first move without being asked (Proverbs 6:6-8).
19. **Integrity:** Doing the right thing even when only God knows (James 4:17).
20. **Kindness:** Having tender and gentle words and ways (Ephesians 4:32).
21. **Love:** Meeting another's needs sacrificially (John 15:12).
22. **Meekness:** Being peaceable and gentle even when I don't get my own way (Titus 3:2).
23. **Morality (Purity):** Living a holy life (1 Thessalonians 4:3).
24. **Obedience:** Doing what I am told without challenge, excuse, or delay (Hebrews 13:17).
25. **Orderliness:** Having everything in its place (1 Corinthians 14:40).
26. **Patience:** Waiting with a joyful spirit (James 5:8).
27. **Perseverance:** Doing a job when it gets tougher than expected (1 Corinthians 16:13).
28. **Promptness:** Being on time (Galatians 4:4).
29. **Respect:** Esteeming and honoring those God puts over me (1 Thessalonians 5:13).
30. **Responsibility:** Doing what I know I ought to do (1 Corinthians 4:2).
31. **Self-control:** Doing something even when I don't feel like it (1 Corinthians 9:25a).
32. **Tactfulness:** Being able to do or say the right thing at the right time in the right way (Ecclesiastes 8:5).
33. **Tenderheartedness:** Feeling the joys and hurts of others (Ephesians 4:32a).
34. **Thankfulness:** Being grateful and saying so (1 Thessalonians 5:18).

35. **Thriftiness:** Wisely using the resources God has given me (Luke 16:10).
36. **Wisdom:** Thinking and doing things God's way (Proverbs 4:7).

STATEMENT OF FAITH

- **THE SCRIPTURES:** We believe that the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
- **GOD:** We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, and obedience (Deuteronomy 6:4-5; Genesis 1:31).
- **JESUS CHRIST:** We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3, 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; I Corinthians 15:1-8; Acts 1:11).
- **HOLY SPIRIT:** We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin and the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a

godly life (John 14:16-19; 16:7-15; I Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).

- **MANKIND:** We believe that in the beginning God created mankind in His image and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27, 31).
- **SIN:** We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21: 5:23).
- **SALVATION:** We believe the salvation of lost and sinful mankind is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21).
- **THE CHURCH:** We believe that the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together on the Lord's Day for worship, fellowship, and ministry (Matthew 16:18; II Corinthians 12:12-14; Hebrews 10:25).
- **EVANGELISM:** We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1:8).
- **THE HOME:** In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture

and admonition of the Lord (Ephesians 6:4; Proverbs 22:6). We believe that a consistent and whole education will occur when the home, church, and school work closely together and are in agreement on the basic concepts of life.

1. Office/ Day Care Address, Phone, Hours and Report Card Dates

1.1. Office Address and Phone

Stetson Baptist Christian School
1025 W Minnesota Ave
DeLand, FL 32720

Phone: (386) 734-7791

Fax: (386) 734-7109

School Board E-Mail: schoolboard@sbcscd.org

Website: www.sbcscd.org

1.2. Hours of Operation

Office Hours:

7:30 a.m. School Office Opens

3:30 p.m. School Office Closes

School Hours:

8:00 a.m. K – 8th grade classes begin

3:00 p.m. K – 8th grade classes dismiss

Extended Care Hours:

6:30 – 7:50 a.m. Morning Care

3:00 – 6:00 p.m. Afternoon Care

During inclement weather conditions (hurricanes, tropical storms, etc.), we follow the Volusia County School Boards procedures. SBCS may reopen before Volusia County Schools provided that the physical plant is completely operational. Updates and information will be posted on social media and the school website.

1.3. Report Card Dates

Report cards will be sent home via email through the electronic information system and in hard-copy form.
Report card distribution dates:

1st quarter: October 17, 2018

2nd quarter: January 7, 2019

3rd quarter: March 25, 2019

4th quarter: May 23, 2019

2. Admission Policies, Registration, Fees and Other Costs

Admissions

SBCS admits students who, along with their parents/guardians, desire an excellent Christian education and who support the programs, faculty, and administration of SBCS. A student is admitted to SBCS on the basis of the information provided in the requirements listed below.

- Tour the school, schedule family (both parents/guardians, if applicable and applying student) interview with Administrator
- Schedule admissions test (Grades K-8)
- Application
- Pay application and enrollment fees
- Submit all report cards
- Standardized test scores
- Health records, Florida Form DH -680
- Physical, Florida form DH-3040
- Birth certificate
- Behavioral records
- IEP (including copies of student testing, either from a county psychologist or a private psychologist)
- Certified Copy of Court Orders or Final Judgments Regarding Custody of Student (if applicable)
- Teacher recommendation form(s)

Admissions Policies

Students will be notified by email or telephone advising them of the admissions decision..

Acceptance into any grade level does not automatically mean acceptance into the next grade level the following year. That decision is made by administration based on review of student records. Re-enrollment is conditional based on acceptable progress, behavior and attendance. Students performing below expectations at any time during the year may be placed on academic probation. Continued under-performance at the end of the probationary period may result in dismissal from SBCS. Any student who has had behavioral or discipline issues is also subject to a probation period. Students with attendance issues, excessive tardies and/or excessive absences, may not be accepted for re-enrollment.

Students entering grades K - 8th will be evaluated prior to acceptance. Students coming to SBCS from a homeschool environment and do not possess an official transcript from an umbrella school or official institution will be validated for grades through performance during the first grading period. Applicants must provide standardized testing documentation indicating whether or not the requirement of performance at or above grade level has been met. The applicant will pay for and take a SBCS provided entrance examination to determine if the student meets the entrance requirement.

Enrollment at SBCS is a privilege, not a right. Parents/guardians must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its faculty/staff, and its policies.

Stetson Baptist Christian School reserves the right to deny admission or dismiss any student whose family chooses a lifestyle that is openly inconsistent with the teachings and beliefs of the Holy Bible as interpreted by Stetson Baptist Church. For example, a student may be denied enrollment (or dismissed) if the atmosphere, support or conduct within a particular home is counter to - or in opposition to- the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, persistent criminal behaviors, drug or alcohol abuse, sexual immorality, homosexual orientation, cohabitating

without marriage, or any other inability or unwillingness to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Stetson Baptist Christian School reserves the right to deny admission or dismiss any student who does not meet the established academic and/or behavioral requirements. A willingness to cooperate with SBCS administration, and to abide by the policies as set up by the School Board of the school, are a predicate to all admissions to-and retention by-SBCS.

SBCS serves children on all academic levels. However, our program is not specialized for students diagnosed with academic, social, emotional, or some spiritual challenges. Children with such challenges may be better-served by attending a school specially equipped to handle such challenges.

Non-discrimination Policy

Stetson Baptist Christian School is committed to welcoming students of all races, colors, and national ethnic origins. SBCS faculty/staff and students shall conduct themselves in keeping with this policy. No faculty/staff or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of race, color, or national or ethnic origin. Students violating this policy shall be subject to appropriate discipline, and repetitious violations of such policy shall be grounds for dismissal from SBCS without refund of fees.

2.1 Entrance Ages

2.1.1. Kindergarten students must be 5 on or before September 1st

2.1.2. If more than one class is available at a grade level (K-5), the School Administrator will designate the class in which a student is placed.

2.2. Fees, Tuition and Other Costs

2.2.1. Enrollment Fee:

An annual charge to be collected at enrollment. This is non-refundable and not pro-rated.

2.2.2. Tuition:

Tuition is due in full by June 1st to receive a 5% discount. The SBCS School Office will set up ACH contracts for 10 monthly installments (June-March) for all accounts not paid in full by June 1. ACH payments will start in June. Tuition payments will be due on either the 5th or 20th of the month. Each ACH transaction returned for insufficient funds will be assessed an additional \$30 fee. Fees are also assessed for late payments and returned checks.

2.2.3. Late Tuition Payments:

Tuition payments are late after seven (7) days. After fifteen (15) days the Finance Office will request a credit card number to satisfy the account. Child/children may not return to school after thirty (30) days. If payment resolution fails, the school board reserves the right to turn account over to collections.

2.2.4. Withdrawal Prior to End of School Year:

Parents/Guardians are required to pay one additional month of tuition if they withdraw their student(s) prior to the end of the school year.

2.2.4.1. Withdrawals from school must be made through the school office. Students attending any day of the month will owe the full month's tuition.

- 2.2.4.2.** A written notice must be signed in order to initiate the withdrawal form.
- 2.2.4.3.** Records are not given to be hand-carried to the next school. You may receive a copy of your health and immunization records, last report card, and last standardized test. Official transcripts can be sent by email, mail, or fax.
- 2.2.4.4.** Records will be released when the student's account is paid and there is no outstanding balance.
- 2.2.4.5.** All schools need cooperation from both students and parents/guardians in the education process. If at any time the school feels this cooperation is lacking, the student may be asked to withdraw. In addition, if the student's and/or parent/guardian's behavior or attitude indicate an uncooperative spirit, or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, the student may be requested to withdraw.
- 2.2.5.** School reserves the right to withdraw any registered student whose initial tuition installment is not paid by the 1st day of school.
- 2.2.6.** Student will be suspended if tuition is thirty (30) days late from the parent/guardian selected due date.
- 2.2.7.** All fees, expenses and tuition, are paid in the School Office. Do not co-mingle fees. Please write separate checks and place in labeled envelopes for the different charges. Accounts that have unpaid balances will result in held report cards, restricted field trips, extra-curricular activities, and locked Gradelink accounts.
- 2.2.8.** Parents/guardians of scholarship students will receive a phone call and/or email that their scholarship check needs

to be signed. Parents/guardians will need to sign their scholarship check within five (5) days.

2.2.9. Students with any outstanding school and/or day care account balance will not be able to attend any special activities, field trips, participate in graduation/award programs or play in any sports.

2.2.10. Other expenses that can be expected during the year:

- Lunch (see section 11.3)
- Field Trips: Notices will be sent home. Field Trip monies paid are *non-refundable* unless the field trip is cancelled. All school/day care accounts must be current before a student can attend any field trip.
- School Pictures: Individual and group pictures will be taken in the fall and spring.
- Classroom Snacks and Parties: A sign-up sheet for preschool and elementary classroom snacks may be posted outside the class for your participation.

2.2.11. Volunteer Work: SBCS expects that parents/guardians will actively take part in the lives of their child at school. Each family is required to serve five (5) hours of volunteer work to be completed by May 1. Parents should report and record their volunteer hours when they check out at the School Office. Hours completed outside of School Office hours should be submitted the next business day. Families that do not meet this requirement will be assessed \$10/hour for incomplete volunteer hours.

2.2.12. There is a 2.6%* fee (\$3.00 minimum) for all credit card and debit card transactions. *The 2.6% will be used on all charges \$116.00 and up. Please note that service fees are charged per transaction by a third party vendor.

2.3. Day Care Fees

- 2.3.1 Day care (school year): Weekly charges are to be pre-paid Friday of each week for the following week. There is an annual \$25.00 registration fee per student for students enrolled in SBCS. A \$50.00 registration fee per student for students not enrolled at SBCS. Registration fee must be paid by the first day of school.

- 2.3.2 Day care (summer camp): Weekly charges are to be pre-paid Friday of each week for the following week. Daycare bills will not be prorated.

2.4. Re-Enrollment Procedures

- 2.4.1. Students re-enrolling in K through 8th grades must submit an application of re-enrollment signed and dated by parents/guardians and students, registration fee, and update all records. SBCS reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, do not meet academic criteria, or have outstanding financial obligations.

- 2.4.2. Re-enrollment is opened to current SBCS students prior to being opened to the general public.

3. Attendance

God holds each of us accountable for our thoughts, words, and actions (2 Corinthians 5:10). SBCS believes that *God is worthy of our finest efforts* (Colossians 3:17, 23). Therefore, students should be faithful to attend school. It is expected students will be in school and on time every school day. Being absent or late from school/class causes the student to miss an educational opportunity that can never be completely made-up.

3.1. Excused Absences

- Illness requires a note from parent/guardian providing explanation, prolonged illness (three days or more) requires a doctor's note.
- Death in the immediate family.
- Medical or dental appointment – every effort should be made to schedule appointments to not interfere with school hours. An excuse from the doctor or parent/guardian is required.
- When Volusia County Schools are closed due to a severe weather conditions.
- Other valid situations – determined at the discretion of administrator with prior approval.

3.2. Excessive Absences

3.2.1. Students with more than 15 absences (excused or unexcused) may not attend any special activities, field trips, participate in athletics, and may not be promoted.

3.2.2. Students accumulating 20 absences (excused or unexcused) may be considered for withdrawal from SBCS.

3.3. Morning Drop Off

3.3.1. Students will be admitted into the classroom no earlier than 10 minutes prior to school beginning. See section 1.2 for start times.

3.3.2. Students arriving prior to the “10 minute rule” must report to the morning care room with their parent/guardian. Students are not to be left unattended by their parent/guardian. Unattended students will be directed by a faculty/staff member to the morning care room and day care fees will be charged.

3.4. Afternoon Pick Up

3.4.1. Pick up will be located in the rear of the school (see your map for pick up locations). If for any reason you need to leave your vehicle, you must park in a designated space. Students will not be allowed to “wander off” in search of their ride. They must remain with their teacher until an adult has picked them up.

3.4.2. Each student is to leave with a parent/guardian or designated adult only. If a parent/guardian is not allowed to remove a student from campus, the school office, day care director, and classroom teacher must have a copy of the court order. The student will not be released to anyone else unless written permission is sent to the teacher or their appointee prior to pick up.

3.4.3. Students will be escorted to day care if they have not been picked up 15 minutes after their dismissal time or if appropriate arrangements have not been made through the front office prior to the end of the school day. See section 1.2 for dismissal times. In the event students need to report to day care, parents/guardians will be responsible for all applicable registration fees and attendance package rates. These monies will be invoiced to the parent/guardian through the school office.

3.4.4. For students attending day care, parent/guardian picking up student after 6:00 p.m. will be required to pay an additional fee of \$5.00 for the first minute, and \$1.00 each minute thereafter.

3.4.5. No student is to “wait on the bench” or at any other unsupervised area.

3.4.6. Students will not be permitted to check out early after 2:30 p.m. without administrative approval. Students who are checked out early, other than for illness, are recorded as unexcused. The status will be changed to excused if a

written note from a doctor is presented to administration immediately upon returning to school following the appointment or illness. Reminder: no credit is given for work for an unexcused absence.

3.5. Tardy Policy

3.5.1. Tardy to school

Students are expected to be in their class or homeroom by 8 a.m. A warning bell will ring at 7:58 a.m. Penalty fees will be assessed for tardies beginning the second week of school. Three tardies per quarter will be allowed without a financial penalty. Excessive tardies are noted in a student's permanent school records. Tardies due to dental or medical appointments are considered excused with no penalties. Beginning with the fourth (4th) unexcused tardy in each quarter, and then for all subsequent tardies, a \$5 fine will be assessed.

3.5.2. After 8 a.m. a tardy student must report to the school office to sign in.

3.5.3. The student will enter the classroom quietly, put the pass on the teacher's desk and join the class with as little disturbance as possible.

3.5.4. Tardy to Class

A middle school student in the halls during class time without a valid pass or in the wrong hall is considered tardy for class. Students must go to the main office for a tardy pass. 1 discipline point per occurrence will be recorded by the school office.

3.5.5. All students arriving late are responsible for making sure their lunch is ordered in a timely manner. The front office should ask late students if they are ordering a hot lunch or

have brought their lunch from home. No lunches can be ordered after 9:00am without the consent of the lunch room manager.

3.6. Excessive Tardies

Students exceeding 12 tardies to school at any point in the school year are subject to dismissal.

Middle School students who have excessive tardies to class are subject to further discipline.

3.7. Perfect Attendance Award

In order for a student to qualify for perfect attendance, they must be present each day for a minimum of four hours and no unexcused tardies.

3.8. Make Up Work

3.8.1. Students must make up work following an excused absence. It is the student's responsibility to collect their make-up work the day they return from an absence. Teachers will have twenty-four hours' notice to put work together. The student has the same numbers of days absent to make-up assignments. (Ex: Student is absent on a Monday and returns on a Tuesday, all work is due on Wednesday). This does not apply to long term projects or assignments which are to be turned in on the due date, even if the student is absent on that day. Parents/guardians may drop off such projects or assignments at the front office.

3.8.2. A student who has a prearranged absence that has been approved by the School Administrator has the responsibility to make the proper arrangements ahead of time with the teacher(s) regarding work to be missed. Teachers have the

right to grade the work according to the agreement at the time the absence is arranged.

4. Communication

The school will use an electronic information system as the standard method of school-wide communication. School-wide news and information for each month is accessible through that system including running calendar of events. Parents/guardians should daily check their child's grades, assignments and discipline using the electronic information system.

Administrative information or alerts will be sent home through the electronic information system and/or memos. Memos will be included in the student's daily work folder.

Parents/guardians are advised to check emails and these folders daily. Some memos may require parent/guardian action or signature.

4.1. Communication from Teachers

Teachers will establish a classroom communication protocol which will address activities, projects, parties, field trips, etc. Communications containing vital information may require a response from the parent/guardian.

4.2. Communication to Teachers from Parents/Guardians

4.2.1. Parents/guardians should send any communication to the teacher in the student's homework folder or in a sealed envelope. Parents are also encouraged to communicate via email.

4.2.2. Parents/guardians may call the school and leave a verbal message with the office staff. Messages will be placed in the teacher's mailbox. Parents/guardians are not encouraged to use phone calls except for extremely urgent or delicate matters. Please do not call the teacher at home unless requested.

4.2.3. Allow 24 hours for all responses from the teacher.

4.2.4. From time to time, issues may occur in which a parent/guardian may feel the need to speak to the administrator about a teacher's actions or behaviors. Parents/guardians are required to follow the biblical principle taught in Matthew 18:15 (see page 55 addressing concerns). Therefore, parents should make every effort to resolve an issue directly with the teacher by conferring with the teacher, before involving the administrator.

4.3. Parent/Guardian Teacher Conferences

4.3.1. Parent/Guardian-Teacher conferences are encouraged and, at times, required to improve the communication between parents/guardians and teachers. Personal meetings are often the best way to communicate more complex issues in a student's education.

4.3.2. Parents/guardians needing a conference with the teacher should request it in writing. Arrangements will be made within 24 hours for a scheduled conference.

4.3.3. Please do not pick up your child from the classroom in an effort to hold an "informal" conference. Teachers often have meetings, conferences or other obligations and are not available without notice.

4.3.4. Notes may be taken at the conference by the teacher to document the meeting and for later review. Copies shall be provided to the parents/guardians upon request.

4.4. Communication between School Office and Home

4.4.1. School office will contact the individual parent/guardian for, but not limited to, the following reasons:

- A child having a medical emergency
- An accident/incident occurs involving your child

- Any child showing symptoms of a communicable disease
- A child's behavior pattern seems different from what is normally observed

4.4.2 Parents/guardians must advise the school office when:

- A child will be absent
- A child will be picked up early or late
- A child will be picked up by a person other than the parent/guardian. A written note is required to release the child to someone unknown to the faculty/staff.
- There is a change of address or phone number
- There is a change of medical or insurance provider
- There is a change of legal custody; certified legal papers are required
- Any other situation that may affect the school's ability to properly maintain the child's safety and well-being

5. Code of Conduct/Discipline

Discipline is a process where the student progressively learns to develop habits of self-control and to recognize his/her own accountability to others and to God. The main objective of discipline in a Christian School is to help students learn to make wise choices, to face poor choices honestly, and to see a pattern of consequences for the choices they do make.

It is the desire of SBCS that all correction, discipline or punishment be fair, consistent, and in accordance with God's word. "For the LORD reproves him whom he loves, as a father the son in whom he delights." (Proverbs 3:12 ESV)

In the event a student should not abide by SBCS Code of Conduct, correction and/or consequences will be administered for the good of the student and the school as a whole. A supportive, cooperative attitude on the part of the parents/guardians usually transfers to the children. Remember that your response is for your student to

emulate. Please support the teacher in attitude and action. Students should understand that discipline is an act of love, and SBCS teachers and administrators love students enough to discipline them. Infractions of the rules of the school or classroom are dealt with by the classroom teacher. If the problem is serious or becomes repetitive, the school administrator will become involved.

5.1. Levels of Discipline

The administration reserves the right to make decisions regarding dismissal at any level of offense.

5.1.1. LEVEL 1: One (1) Discipline point per infraction

The classroom teachers handle Level 1 Offenses at their discretion. Teachers may use progressive consequences such as warnings, time-outs, missing recess, and lunch detention to handle these problems. A Conduct Report Form should be filled out for each infraction.

Discipline issues may include, but are not limited to, the following:

- Gum chewing
- Drink or food in hallway
- Drink or food in classroom without permission
- Dress code violations
- Not following teacher's instructions
- Not following classroom procedures
- Minor disruption of teacher or instruction
- Name calling/teasing
- Late to class during academic day
- Inappropriate hallway behavior
- Inappropriate cafeteria behavior
- Inappropriate assembly behavior
- Excessive noise
- Distracters (games, music players, etc.)
- Not following before school procedures, (including drop-off procedures)
- Not following after-school procedures

5.1.2. LEVEL 2: 3 – 10 Discipline points per infraction, 1 -3 days suspension

A Parent/Guardian -Teacher-Student conference is required upon issuing of a Level 2 Offense. A Conduct Report Form will be issued for Level 2 offenses. The parent/guardian, student, and teacher will sign the Conduct Report Form at the end of the meeting. A copy of the completed form is sent to the Administrator.

Discipline issues may include, but are not limited to, the following:

Issue	Consequence (discipline points)
Horseplay	3
Inappropriate chapel behavior	3
Recurring dress code violations	3
Disrespect to authority or peers	5
Profanity	5
Bullying, teasing, name calling	10
Direct disobedience	10
Cheating/Plagiarism/Forgery (see 5.1.4)	10
Class disruption	10
Inappropriate assembly or lunch behavior	10
Lying	10
Property damage	10
Inappropriate gestures, language or pictures	10
Spitting on someone	10
Stealing	10
Smart Watch policy violation	10
Cell Phone policy violation	10

5.1.3. LEVEL 3: 11-25 discipline points, 1-10 days suspension, expulsion

A Conduct Report Form will be issued for Level 3 offenses. A Parent/Guardian-Principal-Teacher-Student conference is required when issuing a Level 3 Offense. The parent/guardian, student, and teacher will sign the Conduct Report Form at the end of the meeting. The number of days of suspension depends upon the nature and severity of the offense. Severe or continued Level 3 Offenses may also result in conditional status or expulsion at the discretion of the Administrator.

Discipline issues may include, but are not limited to, the following:

- Fighting/physical
- Aggression/confrontation
- Intimidation/threats/harassment
- Gross disrespect
- Insubordination
- Inappropriate Internet use
- Inappropriate use of an immoral or pornographic nature
- Four Conduct Report Forms within the same semester
- Violation of suspension
- Racial, ethnic, or gender slur or harassment
- Lighting matches/starting fires
- Sexual harassment
- Immoral behavior
- Tampering with emergency equipment
- Cheating/Plagiarism/Forgery (2nd offense, see 5.1.4)
- Theft with a value of \$25.00 or more
- Assault on a faculty/staff member or school official (verbal or physical)
- Assault/possession of a weapon (real or toy) on campus
- Death threat
- Bomb threat
- Bullying
- Possession, use, or sale of illegal drugs, alcohol, or drug paraphernalia
- Sexual, or moral indecency
- Representing a substance as an illegal drug
- Threatening the safety of other students
- Possession of a weapon, explosive, or dangerous substance
- Serious violation of any state, federal, or city ordinance
- Fornication, homosexual immorality, any other sexual immorality, indecent exposure, or improper language and/or media
- Repeated offense of any suspendible infraction
- Commission of any suspendible infraction while on disciplinary probation

- Committing a second, similar suspendible offense within the same school year
- Any other action which seriously impairs the effectiveness of SBCS' spiritual, curricular, co-curricular, or extracurricular mission of the school

5.1.4. Cheating/Plagiarism/Forgery

SBCS urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work the student has performed. Cheating/plagiarism/forgery is dishonest. It harms you and it harms the other students who do not cheat. We will not condone any student submitting work that is not produced solely by the student's own initiative. Students who knowingly allow others to copy or cheat from them, will be subject to the same consequences.

The classroom teacher is responsible for determining if Cheating/plagiarism/forgery has occurred. The below behaviors may be considered as possible acts, but are not limited to:

- Looking/copying another's quiz/test/assignment or allowing another student to look/copy your quiz/test/assignment.
- Getting up during the quiz/test unnecessarily.
- Changing your answers on your way to pass the quiz/test in.
- Any form of communication/signal between you and another student during a quiz/test (talking, passing notes, winking, finger signals, etc.).
- Possession or use of unauthorized materials obtained from any source, including notes written on body parts or clothing during a test/quiz.
- Bringing study guides, notebooks, books or other cheat sheets to class when directed not to do so.
- Retaining, copying, possessing, using, or circulating previously given examination materials, where those materials clearly indicate they are to be returned to the teacher at the conclusion of the examination for use by another student.

- Hiring someone to write your paper; buying a paper or project.
- Allowing others to do the research and writing of an assigned paper for you.
- Turning in a paper retrieved from an Internet source, whether free or for a fee.
- Altering grades in a grade book, report card or a computer-grading program.
- Changing an answer after work has been graded, then presenting it as improperly graded.
- Allowing another person, partner, or other group members to do the work/assignment, and then putting your name on the final report (homework, project, book report).
- Putting the name of a group member or partner on a final assignment when that student did not contribute to the finished product.
- Purposeful sending, receiving, or using information or any electronic device, such as a computer, cell phone, graphing calculator or programmable watch, during a quiz/test.
- Sharing answers on a take-home exam, or asking or allowing another student to take an examination for you.
- Obtaining or seeing a quiz/test or answer key before the quiz/test without the teacher's permission.
- Discussing or providing information about a quiz/test with students who have not yet completed the assessment.
- Submitting text or another's ideas from an encyclopedia, book, textbook, website, database, or any other source as your own without proper citation.
- Falsifying or inventing information, data, and/or citations.

**5.1.4.1. Levels of Discipline for Cheating / Plagiarism /
 Forgery**
First Offense

- Zero on assignment/test (no make-up will be allowed)
- Ten(10) discipline points for each occurrence
- Parent/Guardian-Teacher-Student conference
- Conduct Report Form issued
- Form to administrator for entry into student record

Second Offense

- Zero on assignment/test (no make-up will be allowed)
- 11-25 discipline points
- Parent/Guardian- Administrator-Teacher-Student conference
- Conduct Report Form issued
- Form placed into student record
- Suspended from extra-curricular activities
- 1-3 day suspension – possible expulsion

Third (or any other subsequent) Offense

- Expulsion from SBCS

5.2. Additional Consequences

5.2.1. Detention (Grades 6-8)

The accumulation of 10 discipline points will result in detention. Detentions will be served on Tuesdays after school from 3:15 -3:45 p.m. Student's assigned detention will be charged a \$10 fee. The parent/guardian will receive a conduct form informing them of the detention. Students will be escorted to the assigned room by their teacher. If students are not picked up by 3:50 p.m. they will be escorted to After School Care. Students become responsible for After Care fees.

Detentions must be served. If a student misses a detention, an additional detention will be assigned. If a student misses two detentions they will be suspended until the detention is served. Zeros will be given for missed work during this time. Detentions will be rescheduled only with prior permission from the Administrator. Students may not be excused from detention because of after-school activities. School uniforms must be worn in detention. Inappropriate

behavior during detention may result in another detention or suspension. Work detentions will be assigned, at the discretion of the Administrator and with the permission of a parent/guardian.

5.2.2. Out-of-School Suspension

The accumulation of 20 discipline points will result in Out-of-School Suspension. The Administrator will notify the parents/guardians personally, and always in writing, of the reasons for the suspension. Students subject to Out-of-School Suspensions will also be suspended from extra-curricular activities throughout the duration of their suspension.

A suspended student will be reinstated to class after consultation with both the student and parent/guardian, preferably in person, with assurance from them that such behavior and/or attitudes will be discontinued, and that the student will assume his/her place in the school community with a cooperative and willing spirit.

Students will be required to complete all missed work and turn it in on the day he/she returns to be given half credit.

Tests, quizzes, and labs must be completed within 3 school days of returning to school from the suspension. Students who do not make up this work within 3 school days will receive zeros.

5.2.3. In School Suspension (ISS)

In school suspension is a disciplinary option that the School Administrator may choose. The amount of time to be served in ISS is at the discretion of the Administrator. A fee may be charged.

5.2.4. Caught Doing Something Good

SBCS's discipline policy is redemptive in nature. Therefore, students have the opportunity to earn "Caught Doing Something Good" points. This is

accomplished when a person in a position of authority observes a student doing something beneficial or positive that is of an exceptional nature and sincere. That authority figure can then issue the student CDSG points. CDSG points will erase discipline points one-for-one or earn a positive balance.

5.3. Code of Conduct

5.3.1. Respect by students and parents/guardians is to be shown to all persons of authority. This includes the administrator, office personnel, teachers, teacher assistants, day care and substitute teachers.

5.3.2. Respect is to be shown for school and church property.

5.3.3. Students will act in a manner that is conducive to learning and maintaining a Christian atmosphere. Verbal or written threats, bullying, or harassment will not be tolerated and will be grounds for dismissal. Parents/guardians and students will sign a Bullying Pledge.

5.3.4. The School Board and/or its designees are the sole authority in defining appropriate and inappropriate behavior. The designees may include the administrator, teacher, teacher assistants, office personnel, day care, and others.

5.3.5. Parent/guardians have the ultimate responsibility for the behavior of their children. They are expected to cooperate with and assist the school in maintaining the proper attitude and behavior of the child including when chaperoning field trips.

5.3.6. Any student who cannot control their behavior or emotions in the classroom must leave the classroom so the class education is not interrupted (this includes all areas of our school program). The following steps will be taken:

- a. If a student loses control of themselves in any manner they will go to the office with the teacher.
- b. If the student refuses to go to the office, the administrator or administrator's assignee will ask the student to leave the classroom to go to the office.
- c. If the student refuses to leave the classroom at the administrator or administrator's assignee request, teacher will call the parent/guardian for immediate parental removal of the student from the class. The parent/guardian will have an appropriate amount of time to come to the school.
- d. If the parent/guardian of the student cannot or will not come to remove the student from the class, the school reserves the right (for the well-being of the other students) to call 911 for assistance with the student.
- e. If a student cannot control themselves in the classroom or anywhere on school grounds, this could result in expulsion from Stetson Baptist Christian School.
- f. Under no circumstance will any employee of Stetson Baptist Christian School physically assist, restrain or remove a student. Our goal is the safety, well-being, and education of our students. Disruptions in the classroom will inhibit our goal from being met.

5.3.7. Any note or discipline slip which goes home must be signed by the parent/guardian and returned the next day or the student will not be admitted to class.

5.3.8. Students are not allowed to bring chewing gum on school property. Smoking or tobacco products, drugs or alcohol are not allowed by any individual, student or adult while on school property or during school sponsored events and field trips.

5.3.9. Field trips require behavioral responsibility in order to attend. Therefore, a lack of proper behavior will result in

no admittance to field trips, and all field trip money paid in advance will be forfeited.

- 5.3.10.** The rules in this handbook are meant to be a starting point and due to unforeseeable events, changes may need to be made throughout the year at the discretion of the Administrator or the School Board. These changes will be sent home in a note that will be signed by the parent/guardian and returned to the school within three (3) days.

5.4. Dress Code

The scriptures encourage us to dress modestly. In an effort to meet the goal of providing a Christian atmosphere, it is essential that we establish specific limitations and expectations for student attire.

- 5.4.1.** The School Board/Administrator has the option to refuse admittance to class of any student who does not comply with any dress, hair or jewelry code. Tuition will continue to be paid to the school during the period necessary for the student to meet the appropriate code.

- 5.4.2.** To ensure uniformity of dress at SBCS, Four Townes Embroidery has been selected as the exclusive uniform supplier. All shirts, pants, shorts, skorts, jumpers, sweaters, jackets, wind pants, and sweatshirts must be purchased at Four Townes from the school approved list. Acceptable shirt colors are white and burgundy. Pants, shorts, jumpers and skorts can be worn in the color of khaki only. Required belts, socks, and shoes can be purchased at other suppliers. Four Townes Embroidery is located across the street from the School at 502 N. Spring Garden Avenue in DeLand and can be reached at (386) 736-8585.

5.4.3 Dress/hair/jewelry code requirements are as follows:

General Requirements

- Students in grades K - 8th are to be in complete uniform at all times while on school grounds unless prior approval from the administrator has been given to be out of uniform.
- Middle School students are to wear their PE uniform to school on PE days. They will stay in their PE uniform for the entire school day.
- Uniforms must be clean and free of holes, rips, or ragged edges. Pant legs are to be neatly hemmed, not ragged or slit. Uniforms must fit properly; which means they must be the correct size and you must be able to “pinch an inch” of material.
- Clothing is to be labeled to insure against possible loss or exchange.
- Uniforms may not have any additional writing on them except for identification.
- All students must wear underwear.
- Special “No Uniform Days” may be allowed. Clothes, labeling, print and decals must be respectful and appropriate for school. No halter tops, tank tops, bare midriffs, sheer blouses/dresses, spaghetti straps or cargo pants for any school sponsored events.
- All K – 1st grade students need an extra set of clothes in a plastic bag with their name marked on the outside. Please include socks and underwear.
- Female students are expected to wear bras from the time they begin to develop.
- Clothing/jewelry that suggests or depicts evil, Satan, the devil, skull and crossbones, symbols or religions contrary to Christianity or is otherwise contrary to Christianity is not allowed.

Shirts

- Only SBCS monogrammed, collared shirts are to be worn as uniform shirts.

- On game day, students may wear their SBCS team sport shirts that are issued by the athletic director (volleyball, basketball, flag football).
- Shirts are to be tucked in at all times.
- Shirts worn underneath uniforms must be solid white, solid gray or solid black.
- School spirit t-shirts and other t-shirts purchased in support of SBCS events may be worn on Fridays, or the last school day of the week.

Belts

- **A solid black or brown belt must be worn when pants/shorts have belt loops.** If a belt is not worn, Elementary students will receive a warning and parents will be notified by the teacher. Middle school students will receive a warning and will be assessed a \$5 penalty fee for the fourth infraction and for each future infraction.

Bottoms

- Modest length of skirts, dresses, shorts and skorts are required in the proper size. (2 inches above the top of the knee cap in the front and back)
- Jeans/denim are not permitted.

Shoes

- Enclosed securely-fitting shoes only; no backless shoes, flip flops or heels are to be worn, including dress shoes.
- All shoe laces must be tied or fastened; no wrap around laces are to be worn.
- Wheels on tennis shoes are not allowed.
- Shoes with lights on them must be turned off during school.

Outerwear

- Sweatshirts and jackets worn by K - 8th grade students must have the SBCS logo and are to be worn during an appropriate season. Sweatshirts and jackets should not be worn in the classroom unless prior approval has been given by either the administrator or the classroom teacher.

- Hoods on sweatshirts/jackets may not be worn on campus, except for inclement weather or if the temperature is below 55 degrees.

Socks/Leggings

- Leggings can only be worn in the colors of solid black, solid gray or solid white.
- Socks must be solid black, solid white, or spirit socks purchased from the school store.

Jewelry/Makeup/Accessories/Tattoos

- Female students may wear up to one (1) earring in each ear lobe. For safety reasons earrings are not to exceed 1 inch in length or diameter. Earrings with logos or offensive words are not allowed to be worn.
- Male students may not wear earrings while at school or off campus for school sponsored activities.
- Body piercing is not permitted.
- Tattoos, including Henna tattoos, body art or writing on self is not permitted.
- Headbands with ears, sweatbands, and bandannas are not permitted.
- Male students may not wear hair beads.
- School Board/Administrator shall be the final judge and interpreter in determining what is acceptable clothing.

Hats

- Hats worn to school must be removed in the classroom and hallways.

Hair

- All students in grade K - 8th: Only natural hair colors and reasonable styles, that are not considered a distraction or inappropriate by SBCS administration, are acceptable. The exception to the color rule will be for preapproved Spirit Days. Natural color highlights are acceptable for both boys and girls. Hairstyles such as Mohawks, fauxhawks and other radical haircuts are not permitted. All boys in K - 8th grade, must have hair trimmed neatly above the eyebrows in the front, the sides should

not exceed the bottom of the ears and the back should not extend beyond the bottom of the collar. Students must be clean shaven. Boys who need haircuts will be given 3 days (including the day of the violation) to get their hair properly cut. **If the haircut or style is totally inappropriate to SBCS standards, it must be corrected before the student will be permitted to return to class.**

5.4.3. The scriptures specifically charge girls to dress modestly. A biblical definition of modesty applies to both sexes and must focus on the heart and therefore motivation. In an effort to meet the goal of providing a Christian atmosphere, it is essential that we establish specific limitations and expectations for student attire and personal grooming. Students who are out of uniform will be sent to the office to call their parent/guardian to bring suitable clothing. The student will remain out of class and receive zeros for work that is missed while out of class.

5.4.4. We request that all persons delivering or picking up children also dress modestly.

6. Health and Safety

Stetson Baptist Christian School keeps students' health records confidential. A minimum number of personnel will be made aware of applicants whose conditions are identified as being covered by the Health policy. No information about a student may be released publicly without prior approval of the School Board.

6.1. Immunization Policy

6.1.1. Florida law 232.032 requires that every student must provide evidence of proper immunization (must be originals) to attend school. Please see the Florida Department of Health or your child's pediatrician for information to be sure your student is in compliance. Students entering Kindergarten or a Florida school for the first time must have updated physicals.

6.2. Health and Illness

- 6.2.1.** Please see that your child is bathed before school each day.
- 6.2.2.** Students with colds, fever over 99 degrees, upset stomach or other minor illnesses should be kept at home. Any child who is or becomes ill will be sent home.
- 6.2.3.** Your child must be fever free, diarrhea free or vomiting free for twenty-four (24) hours without the use of medication before returning to school.
- 6.2.4.** Students who cannot go outside due to illness cannot be in school.
- 6.2.5.** Students with chicken pox must stay out of school until all pox are dry scabs. If there are any open, oozing scabs, the child is still contagious and may not return to school.
- 6.2.6.** Students enrolled in Stetson Baptist Christian School or who seek to enroll who are diagnosed to be carrying any communicable or potential lethal disease, will not be permitted to participate in classes or school activities until they have been medically diagnosed as no longer carrying the communicable disease. The student may not return to school without a written clearance from their doctor.
- 6.2.7.** Current medical information published by the U.S. Centers for Disease Control indicates it is generally accepted that infection with HIV causes AIDS. The policies presented herein also apply to students known to be infected with HIV or testing positive for presence of antibodies to the AIDS virus.
- 6.2.8. Head Lice** - Parents are to notify the school office if their child has lice. SBCS has a “No-nits Policy.” This policy helps us control an infestation and keeps children at home until all nits are removed. This policy ensures a

child has been treated, all lice have been killed, all of their eggs or nits have been removed, and there is no sign of a re-infestation. In the event your student has nits, SBCS will provide some basic guidelines for treating nits.

- 6.2.9. Conjunctivitis (pink eye)** - student may return to school 24 hours after medication has begun.
- 6.2.10. Fifth Disease** - student may return as physician directs or when fever has subsided.
- 6.2.11. Hepatitis A** - excluded from school until physician's note designates a return date.
- 6.2.12. Hepatitis B** - excluded from school until physician's note designates a return date.
- 6.2.13. Influenza** - excluded from school until symptoms are gone.
- 6.2.14. Impetigo** - may return 24 hours after treatment has begun and no drainage present.
- 6.2.15. Measles** - excluded from school until physician's note designates a return date.
- 6.2.16. Mononucleosis** - excluded from school as the physician directs.
- 6.2.17. MRSA** - excluded from school until documentation of physician's release.
- 6.2.18. Mumps** - excluded from school until physician's note designates a return date.
- 6.2.19. Pin Worms** - excluded from school, may return 24 hours after medication has begun.

- 6.2.20. Rashes** - note from parent/guardian concerning cause but student may be sent home – sometimes physician’s approval may be needed for child to return to school.
- 6.2.21. Ringworm** - excluded from school until treatment has begun and note from physician or parent/guardian.
- 6.2.22. Scabies** - excluded from school until student and household contacts have been treated and note from physician.
- 6.2.23. Strep Throat** - may return to school 24 hours after medication has begun if no fever is present.

6.3. Communicable Diseases Outbreaks

In the event of an outbreak of a disease at school such as flu or MRSA, the school administration and health services team will work closely with their local and state health departments and CDC to make decisions and strategies about protecting the health of the students, teachers, and staff.

6.4. Medicine Policy

6.4.1. The dispensing of medication is the responsibility of the parents/guardians. Please see this is attended to before or after school hours. If this is not possible, all medicines must be kept in the school office and administered there.

6.4.2. In order for the school to administer **any** medicine (prescription or over the counter) the following information is required on the label or doctor's written note:

- Name of student for whom the medication is intended
- Dosage
- Name of medication
- When medication is to be given
- Signature of physician or parent/guardian

6.4.3. It is a policy of SBCS not to use tweezers on any child attending our school or day care. When there is a need for tweezers to be used, the child's parents/guardians will be notified so they can come and take care of the situation.

6.5. Safety

6.5.1. If an accident should occur at school, parents/guardians of the student will be notified immediately. If they cannot be reached, the student's physician will be called directly.

6.5.2. Parents/guardians will be asked to sign an accident/incident form regarding any occurrence of injury while in the care of Stetson Baptist Christian School.

6.5.3. Each student is covered by a supplemental accident insurance policy. The insurance is payable only after your primary company has paid or if you are uninsured.

6.5.4. We ask that all adults coming to pick up students not be under the influence of alcohol or drugs. We reserve the right to deny any student to leave the school grounds with any person who appears to be in an intoxicated state.

6.5.5. Any person visiting the campus must first sign in at the office. Student visitors are not permitted unless permission is given by both the teacher and the administrator at least one day in advance. Visitors must supply a state issued ID or license to be submitted through the Raptor Management System and compared to an active database of offenders. Should there be any issues with the check the visitor may be denied access to campus.

6.5.6. Any person volunteering or interacting with students other than their own student will have to be background checked through the school using the Raptor Management System. This includes a person working directly with any student at any time where they may be alone with the student. There is no expense for the volunteer.

6.5.7. Fire drills, severe weather, and various emergency management drills are held monthly and are not announced. Times and dates of evacuations are documented and posted.

7. Curriculum and Grading

Please see student's teacher(s) for questions concerning the curriculum, textbooks or contents used in each subject. All textbooks and materials are the property of SBCS and must be cared for in a responsible manner.

7.1. Planners/Daily Folders

7.1.1. It is recommended that students in grades K - 8 have and use a planner daily.

- Students bring planners/folders to class to record their homework.
- Teachers sign as verification that homework is recorded correctly.
- Parent/guardian signs nightly verifying homework has been completed as required.
- Parent/guardian will be notified if the planner is not signed.
- Do not remove pages or leave any weeks blank because of holidays.

7.2. Textbooks

7.2.1. All students in grades 4 - 8 who are assigned numbered non-consumable textbooks are required to sign them out. Lost or damaged textbooks will be the financial responsibility of the parent/guardian.

7.3. Grading Scale – K through 8th

7.3.1. The following grading scales will be used in grades

K-8:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- F 69 – 0

The following Codes are also used in grades

K-8:

- **P- Proficient:** Student work is secure and meets grade level expectations for this quarter with accuracy.
- **DP- Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this quarter.
- **IP- Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level for this quarter.
- **Blank-** Not taught or Not Assessed during this quarter.

7.3.2. Academic Probation

Students are required to earn passing grades in all classes for each quarter. Students receiving grades below a “C” will be placed on academic probation. Students placed on Academic Probation will be required to enroll in Time4Learning.com at the parent’s expense for the remainder of the school year. Students on Academic Probation will be required to spend a minimum of four (4) hours/week on the subject(s) in which they are struggling. Students will provide the School Administrator weekly access to their Time4Learning reports. If the subject is not offered, an alternative plan will be developed with input from the teacher, the School Administrator, and the parent.

7.3.3. Report Cards

- Report cards are issued at the close of each nine (9) week session.

- Report cards will be sent electronically through electronic information system and in hard-copy format. All reports should be returned to the school with a parent/guardian signature verifying receipt.
- A conference may be requested by the teacher or parent/guardian at that time. We ask that all parents/guardians hold a conference after the first grading period.
- All grades can be accessed through electronic information system at any time during the grading period. It is the parents/guardian's responsibility to know where the student stands academically.
- Report cards will be held for student accounts that are not current.

7.3.4. A student's grades of A,B,C, F will be based on 60% of the total grade coming from **summative assessments** and 40% of the total grade coming from **formative assessments**.

7.3.5. Students participating in non-FACCS related competitions, regardless of the nature, are expected to have no grades below a C in any subject.

7.4. Final Exams

7.4.1. Grades 6 – 8: All students will take final exams in all classes. Final exams will not be given early under any circumstance.

7.4.1.1. No student will be required to take more than two (2) exams per day during finals week.

7.5. Promotion Standards

7.5.1. Grades 1 – 5: Students attaining a yearly average of a "C" or higher in math, reading, language, Bible, and science will be promoted to the next grade. Students who fail to pass these courses are required to attend and pass Summer School before being promoted.

7.5.2. Middle School Students (6- 8): Students attaining a yearly average of a “C” or higher in language arts, math, science, Bible, social studies, computer and Spanish, with no F’s in the fourth quarter, will be promoted to the next grade level. Students who fail to pass these courses are required to complete assigned courses per the School Administrator before being promoted. Students who are not eligible for promotion may not be eligible for re-enrollment.

7.6. Graduation/Award Standards

7.6.1. At the end of each school year kindergarten and 8th grade have a graduation ceremony. Students will wear caps and gowns (paid for in student activity fee). Grades 1 – 7 have an awards ceremony.

7.6.2. Quarterly Honor Roll

Grades 2 – 8: Honor Roll, which is based on quarterly grades, recognizes students for outstanding academic achievement and/or effort. To be eligible for the honor roll, students must have a minimum of a 3.0 GPA for the quarter, no C’s or incomplete grades and satisfactory conduct. Students with multiple Level 1 referrals, or Level 2 referral resulting in 10 points, or a Level 3 referral issued during the quarter are not eligible for the Honor Roll. Honor Roll students will be recognized and awarded an Honor Roll Certificate at a chapel presentation.

7.6.3. End of the Year Dean’s List

Grades 2 – 8: Students who were on the quarterly Honor Roll for all four quarters will receive Dean’s List recognition and a certificate at the end of year award ceremony.

7.6.4. Grades 2 – 5: Student awards are given for all A’s and all A’s/B’s in each academic subject area. Other awards

given include perfect attendance, high academic, most improved and a citizenship award.

Grades 6 – 8: Student awards are given for an “A” year-end average in core curriculum classes.

7.6.5. Grade Point Averages: All middle school course work will be tabulated each academic year on a 4.0 scale as follows:

A – 4.0 B – 3.0 C – 2.0 F – 0

7.6.6. Graduating 8th graders who have a final grade point average of 3.5 or above in all academic courses from 6th - 8th grades are graduated with Honors. All classes are included in the GPA. Rank in class is determined by numerically placing a student in order according to the grade-point average.

7.6.7. Soaring Eagle Award

A Student athlete who best exemplifies academic excellence, athletic competition, leadership, integrity, community service, Christian team spirit and encouragement.

7.6.8. Appropriate dress for awards programs is mandatory or students will wear uniforms. The middle school faculty makes this decision with the support of the Administrator and School Board.

7.6.9. Students with outstanding school and/or day care account balances will not participate in graduation/awards ceremonies.

7.7. Homework Policy

7.7.1. Homework is a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. All students are expected to

have their assignments completed and handed in on the date due.

Grades K - 5: Homework should require no more than one hour per night.

Grades 6 – 8: Homework assigned by the teacher should be within reasonable limits (1 ½ hours/night) and with an understanding the student may be assigned homework from as many as five or six other teachers. Special circumstances may dictate that more or less homework than is normal may be assigned.

Grades K – 8: Student work turned in late will receive a deduction of 10 points per day. After the fourth day, the teacher has the option of assigning a point value, based on the quality of the work provided, not to exceed 50%.

No homework, test, major papers, or projects are to be due on Thursdays. Families are encouraged to attend church together. Teachers should minimize homework on holidays and vacation. Family times are encouraged during these special times.

7.8. Chapel

Worship is at the heart of the Christian Church and is in response to God's grace being given to His people. Chapel is a vital and integral part of SBCS. This emphasis on spiritual realities of life expresses the heartbeat of SBCS. Chapel provides opportunities for our students to be challenged from God's Word regarding one's relationship with Christ and the daily walk with Him. Chapels offer our students the opportunity to be blessed and challenged by community pastors, youth leaders, lay speakers, as well as SBCS employees. Students experience a unique blend of worship, biblical literacy, and practical application through student and adult leadership. Attendance is required and active participation is expected.

8. Field Trips

- 8.1.** Each grade level (K – 8) may take a maximum of four (4) field trips each year. (1 per quarter). All field trips must be approved by the Administrator.
- 8.2.** These outings are educational and considered part of the curriculum. If a student chooses not to attend a field trip, they are expected to be present at school where they will be given an alternate assignment that addresses the learning goals of the field trip. All school accounts must be current in order for students to attend field trips.
- 8.3.** Misbehavior on campus prohibits a student from attending any off campus events.
- 8.4.** Parents/guardians may be needed to provide transportation for their child. Parents/guardians attending field trips are expected to serve as chaperones. The following guidelines have been established to help the parents/guardians understand what is expected from a chaperone.
- Parents/guardians should not expect to go on every field trip their child takes.
 - Teachers will inform the parents/guardians of the appropriate number of chaperones.
 - Siblings are not allowed on the field trip.
 - Parents/guardians may only transport their own child/children for any school sponsored events including field trips. No exceptions.
 - Parents/guardians and chaperones will abide by the rules of conduct and dress code as a representative of the school (i.e. no tobacco products, alcohol, unseemly language, behavior or dress).
 - Unless otherwise instructed by the teacher, the chaperone and students are to remain with the group at all times. Every field trip is taken as an entire class. No parents/guardians driving on the field trip may deviate from the planned destination or the arrival back at the school (i.e.

- you may not choose to go out to eat, if everyone in the class is not going).
- Students are never to be left alone.
 - Teacher may reassign the student's supervision, including those with parents/guardians as chaperones.
 - Parents/guardians are asked not to buy items for their children unless they are buying for the entire group.
 - Parents/guardians are asked to keep all conversations professional and confined to non-judgmental subjects. Criticism of school policy, personnel, individual children and families is not appropriate at this time.
 - Field trips are not an opportunity for a parent/guardian-teacher conference.
 - The teacher has the final authority in any situation that may arise from the time the students arrive at school for the field trip until they return to school afterwards. This includes students with a parent/guardian as a chaperone.
 - In case of emergency, the teacher will decide what is to be done.
 - If you are unable to attend the field trip, please notify the teacher as soon as possible.
 - All chaperones, regardless of age are to be pre-approved for participation and their ID/License must have been submitted to the Raptor Management System for comparison to the offender's database prior to the trip.

8.5. Field trip money must be paid by the specific due date or the student will not be permitted to attend. Field trip monies paid are non-refundable unless the field trip is cancelled.

9. Day Care

The day care program is a part of Stetson Baptist Christian School, and as such is governed by the same policies and procedures. Any student unable to follow procedures, unable to show respect or creates an undue disturbance will be removed from the general day

care population until a parent/guardian conference can be arranged. All parent/guardian concerns should be addressed to the Day Care Director.

9.1. Morning Sign In

9.1.1. Day care begins at 6:30 a.m.

9.1.2. Parents/guardians must personally drop their students off at the day care room.

9.2. Afternoon Sign Out

9.2.1. Afternoon day care closes promptly at 6:00 p.m. Parents/guardians picking up their children after 6:00 p.m. will be assessed an additional fee. See Section 3.4.4.

9.2.2. Afternoon day care includes recess or inside structured play.

9.2.3. All parents/guardians must sign their students out of day care.

9.2.4. Only authorized people may pick up students without written notice and verification. Day care employees may request to see identification at any time.

9.3. Days of Operation: See school calendar

9.4. Day Care Dress Code

9.4.1. Day care follows the dress code of the school. Refer to section 5.4.3 of this handbook.

9.5. Summer Day Care Camp

9.5.1. Students ages 2 years old through 7th grade that are registered in the Summer Day Camp program will automatically attend Vacation Bible School (VBS) at Stetson Baptist Church if VBS is scheduled in the morning. Day Care will resume in the afternoon after VBS.

10. Conflict Resolution

10.1. Stetson Baptist Christian School recognizes that disputes among its' constituents are inevitable. All members will use their best efforts to resolve such disputes, claims, questions, or

disagreement in a manner that befits Christians, and they shall consult and negotiate with each other in good faith; recognizing their mutual interests not to disgrace the name of Christ and seeking to reach a just and equitable solution, as referenced in I Corinthians 6:1-7.

In the event that any student or parent/guardian shall feel aggrieved on account of any policy of Stetson Baptist Christian School or actions of its faculty and staff, said student or parent/guardian should use the following methods of obtaining suitable and appropriate resolution.

- The student, parent/guardian should file a written grievance with the Administrator setting forth in detail the action or policy which is the basis of the grievance. The Administrator may initiate a conference or discussion because of this written request.
- Practice the principle which teaches we should talk to each other about our problems or concerns before talking to others. (Keep it confidential, be straight forward, be forgiving, etc.)
- Parents/guardians dissatisfied with the decision of the Administrator have the right to appeal to the School Board by contacting them first via email at schoolboard@sbcscd.org

The School Board may initiate a conference or discussion because of this written request.

10.1.1. Addressing Concerns (Matthew 18:15-17)

One of the core values at SBCS is the Matthew 18:15-17 principle in the spirit of Galatians 6:1. The principle calls for only giving a good report about another believer and not listening to someone give a bad report about a believer unless that believer is present as a witness.

▪ Matthew 18:15-17

“15 If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. 16 But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of

two or three witnesses. 17 If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”

▪ **Galatians 6:1**

“Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.”

10.2. Appropriate Definitions and Goals

10.2.1. Definition of a good report - A commitment to not give or hear something bad about another unless as a witness. “Argue your case with your neighbor himself, and do not reveal another’s secret” (Proverbs 25:9).

10.2.2. Definition of a bad report - “There are six things that the Lord hates...one who sows discord among brothers” (Proverbs 6:16-19). Slander - sharing with a design to hurt. Gossip - sharing detrimental information with those who are not part of the problem or part of the solution. Whisperer - one who secretly or privately passes on evil reports to others.

10.2.3. Goal of Matthew 18 – Restoration - the mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him. This is the process of how to address concerns when a parent/guardian has a concern that relates to a teacher, coach, or staff member. The parent/guardian would contact the teacher, coach, or staff member and request to meet on a one-to-one basis. To begin the confrontation, one would say “I always want to be able to give a good report about you, and yet something concerns me and I need to understand your position.” If the one-on-one encounter resolves the issue, then it stops and goes no further. If the issue is not resolved, then the party with the concern takes along with them a witness from within the school system. If it is a teacher involved, we strongly suggest the Administrator goes with them to meet with the teacher. If there is no resolution, it does

not give the concerned party the opportunity to talk with anyone else about the situation.

If after the second encounter, there is no resolution, then the concerned party, along with the teacher or staff member involved and the Administrator will meet with a representative of the School Board. Again, the issues are always dealt with the desire of restoration. If restoration takes place, then the issue stops. If resolution does not occur, an appeal is made to the Senior Pastor.

11. Miscellaneous

11.1. Fund Raisers

The school will have several fundraisers throughout the year to fund special projects such as the Computer Lab, Library, etc. The school will notify parents/guardians of the purpose of the fundraiser. It is not mandatory that students participate, but it is greatly appreciated. Fundraisers help keep down the cost of tuition.

11.2. Extra-Curricular Activities

5th - 8th grade students may participate in the following after school activities which may include:

- Yearbook
- Volleyball (4th – 8th Grade)
- Basketball
- Flag-football

11.3. Lunch

- Students are expected to purchase school lunches if they do not bring a lunch from home. Students who do not have a lunch from home and do not have money on their school lunch account will be fed an alternate lunch. Their school account will be assessed a \$5 lunch charge fee. Thereafter, the parent/guardian will be called by the classroom teacher or assistant for the parent/guardian to bring lunch to their child. ***There will be no charging lunches.***
- Please check the monthly calendar for lunch menu.

- No soda or sweetened drinks will be permitted at lunch for primary level students. Please have your child drink juice, milk or water.
- Please pack a nutritious lunch.
- Please limit the sweet items to one (1).
- No student below fourth grade is allowed to use the microwave. **Please do not send food that needs to be heated for students in grades K – 3.**
- Students bringing lunch from home will not be allowed to use the condiments provided in the lunchroom. They will have access to water only.
- Should your child have additional needs or allergies to foods, please be sure to advise the front office.
- Parents/guardians must purchase lunch cards in \$35 increments. When paid out daily at \$3.50 per lunch they would get a total of 10 lunches. When the lunch balance gets below \$10, an email or phone call will be made asking the parent to update the lunch account.
- In rare cases, students may need to pay for lunch for one day only. The charge for a daily lunch is \$5. The extra cost is charged to offset the extra time needed to charge lunch in a different manner than the lunch card. Payment is to be made in the school office before school begins.
- Students who order lunch and then notify kitchen staff after 9:00am that they brought lunch, except due to an emergency circumstance, will be charged for that lunch.

11.4. Celebration of Holidays

- Harvest Parties – As a Christian school, we do not commemorate Halloween. It is our policy that no witches, goblins, black cats, etc., be made or displayed by faculty or students.
- **Veteran’s Day** – All teachers are encouraged to explain the meaning of Veteran's Day and to have a special prayer emphasis for our country.
- **Thanksgiving** – This wonderful holiday of gratitude will be commemorated and celebrated in ways deemed appropriate by classroom teachers. Special chapels and programs are encouraged. Special emphasis is to be given to the place of praise and

thanksgiving in a Christian's life. A fall festival celebration or harvest celebration with pumpkins, corn stalks, food, etc. is often part of the school's Thanksgiving season.

- **Christmas** – Our Christmas celebration needs to be as distinctively Christian as possible. There is a wide variety of opinion about Santa Claus, Christmas trees, presents, etc., within the Christian community. While we are not legislating our policy/procedures for the homes represented in the school, understanding that each family may celebrate Christmas as they deem right and good, the following guidelines will govern the school celebration:
 - a. Christmas trees, bells and decorations will be allowed in the school but fire regulations must be strictly followed.
 - b. We will seek to avoid references to Santa Claus, reindeer, and other cultural issues that may distract from Christ. However, in the spirit of Romans 14:19-22, students will not be harassed for wearing Santa Claus socks or pins.
 - c. Every faculty member is to place the strongest emphasis on the birth of Jesus Christ as one of the greatest events in salvation history.
 - d. There will be no exchange of gifts within the classroom.
- **Valentine's Day** – Cards may be exchanged if done for the whole class. Teachers may plan class parties if so desired.
- **Martin Luther King Jr. Birthday** – All teachers are encouraged to commemorate Martin Luther King's birthday and to lead a special prayer emphasis for an end to discrimination in our country.
- **Presidents' Day** – All teachers are encouraged to commemorate Presidents' Day and to lead a special prayer emphasis for our country.
- **Easter** – Easter is another spiritual opportunity for us to celebrate in a distinctively Christian manner. The death, atonement, burial, and resurrection of our Lord Jesus Christ are the reasons for our enthusiasm. Easter chicks, eggs, bunnies, etc., are not to be the

focus of our celebration of this great event, although students will not be corrected if they participate in an extra-biblical cultural expression of Easter. Great emphasis is to be placed on the reality of our risen Savior who triumphed over death for us all.

11.5. Birthdays

We encourage students to share birthdays. Gifts may not be exchanged. Parents/guardians may bring cookies and cupcakes for lunch time. These must be brought to the office or lunchroom to avoid disrupting the class. Please arrange this with the classroom teacher.

11.6. Party Invitations

Invitations to parties may be distributed at school under the following guidelines:

- Every student in the class receives an invitation.
- If the party is for girls only, then all girls in the class must be invited.
- If the party is for boys only, then all boys in the class must be invited.

11.7. Electronics Devices and Toys

Students should not bring electronic devices or toys to school. Items brought for “Show and Tell” should have the students name clearly labeled. The school is not responsible for any item brought to school

11.8. Lost and Found

Lost and Found is located in the School Office. Any item not claimed in 10 days will be donated to a charitable organization. Please label everything a student brings to school with identification.

11.9. Giving of Personal Information

Due to identity theft issues, names, addresses, and phone numbers of any student or staff member will not be released by Stetson Baptist Christian School at any time.

11.10. Parent/Guardian Check In Policy

Stetson Baptist Christian School has an open door policy to our parents/guardians. All persons on campus must check in through the school office. If visiting, all individuals must present a valid Florida identification to be submitted to an electronic background check system. The administration reserves the right to deny visiting privileges to any individual on the basis of space, availability, safety, or any concerns for the wellbeing of those on campus.

11.11. Phone/Communication Devices/Smart Watch

11.11.1. Students are not permitted to make or receive calls or texts during school hours. If contact with a student is necessary, please call the school office and we will get the message to your student. If a cell phone rings or vibrates in the classroom, or if the **Cell** student is found to be sending or receiving texts or calls during the school day, the cell phone will be collected by the teacher and given to the administration. These items will be held until the end of the school day and **the student will be required to pay a \$5 fine to retrieve the cell phone.**

11.11.2. **Upon the second offense, the parent will be required to come to the office to pick up the phone and pay the \$5 fine.**

11.11.3. Further offenses will require a parent conference and the cell phone may not be returned to the student until the conference has been completed. This includes any unauthorized use of a cell phone during school hours or for any inappropriate reason on campus. Students must leave their cell phone with the classroom teacher if they leave the room to use the restroom.

11.11.4. Smart Watch. Smart watches are not permitted on campus at any time.

11.12. Custody Issues

The primary function of the school is to educate children. It is always difficult when parents/guardian have legal issues concerning divorce and custody. The teachers and staff of the school should not be expected to take sides. If deemed appropriate by the administration, a student may be dismissed or asked to withdraw if circumstances warrant such an action. SBCS cannot deny parental contact unless proper legal paperwork is on file with the administration.

11.13. Electronic Communication Acceptable Use Policy

Students are responsible for using common sense, ethical standards, and good manners when online or texting. “Online” includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, including probation, suspension or expulsion.

Unacceptable communication is forbidden at all times and includes:

- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Statements to or about another student that may be interpreted as:
 - Harassing (persistently acting in a manner that distresses or annoys another person)
 - Sexually provocative
 - Threatening or disrespectful
- Knowingly post false or defamatory information about a person or organization.

If you are told by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent/guardian or teacher immediately.

11.13.1. Social Networking Sites

Social networking sites such as Twitter, Instagram and Facebook are not allowed at school. However, the school realizes many students have access to these sites outside of

school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited.

11.13.2. Website Postings

Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.

11.13.3. Computer Use on Campus

Because all possible uses cannot be contemplated, all persons are asked to not misuse school computers, networks, Internet access or other technology. Installing or executing any non-school approved software is prohibited. Attaching devices to school computers or the network (including wired and wireless networks) is prohibited. Copying files, programs, applications, or data from school computers or data storage is prohibited. No persons/teacher shall attempt to access systems (password protected or not) without prior permission. Making or attempting to make changes to computer or network settings is prohibited.

11.13.4. Internet and Electronic Data

Unless given specific permission, persons/teachers are prohibited from accessing, viewing, distributing, receiving, or forwarding/copying content from the network (wired or wireless), email, IM, internet, and other means including: phones, cameras, MP3 players, Blue tooth, WLAN devices, and other devices.

11.14. Teacher Qualifications

All teachers, assistants, coaches, and other staff employed by Stetson Baptist Christian School must conform to the spiritual culture of the school. All staff evidences a life and testimony that is Christian in both profession of faith and practice of faith. These characteristics are sought during the pre-employment interview process, are evidenced through both professional and personal recommendations of the applicant and are ultimately

carried into the classroom through personal testimony, age and grade appropriate Christian worldview application, and through opportunities for prayer.

SBCS seeks to employ men and women with a heart for Christian education and a love for children. Each member of our faculty and staff must demonstrate through their lifestyle and testimony a commitment to follow Christ and to serve Him daily. Through the application process, each faculty member must communicate their testimony in writing.

Personal testimony, Christian worldview integration, and Biblical application are all areas that are included in the evaluation of the faculty and staff. The administration consistently encourages the faculty and staff to integrate practical application of Scripture in everything they do. Teachers are also encouraged to communicate with all parents/guardians on a consistent and frequent basis, and not wait until a personal contact or conference is required by school policy. Many faculty and staff members are involved in the lives of SBCS students outside of school.

All employees and classroom volunteers submit to fingerprinting and background screening as mandated by the State of Florida. These records are maintained in the front school office and are reviewed on an annual basis.

All members of the faculty and staff are required to demonstrate a love and respect for children, provide a friendly, professional, and ethical relationship with them, and maintain an understanding of their educational and spiritual growth and needs. In addition to the pre-school faculty and staff, regardless of age group they will be working with, all members are required to show proper evidence of professional and academic training, or successful experience to meet the requirements of having knowledge of children, family relations, hygiene, and childhood growth and development.

11.15. Disposition of Records

Should Stetson Baptist Christian School cease to continue as a ministry of Stetson Baptist Church, all student records will be properly transferred into the custody of Volusia County District Schools as outlined and required by Florida law.

All records to be properly transferred as part of student records include both permanent and temporary information. Permanent Information: Includes verified information of clear educational importance including the student's full name, date of birth, place of birth, race, sex, last known address, names of parents/guardians, name and location of last school attended, number of days present and absent, date enrolled, date withdrawn, course taken and record of achievement, and date of graduation or program achievement. s. 1002.42(3)(a)2.a., F.S.

Temporary Information Includes verified information subject to change, containing, but not limited to: health information, standardized test scores, honors and activities, personal attributes, work experience, teacher and counselor comments, and special reports. s. 1002.42(3)(a)2.b., F.S.

11.16. Search and Seizure Policy

To maintain order and discipline in our school and to protect the safety and welfare of students and school personnel, the administration of SBCS may search a student, personal effects (purses, bags, etc.), or electronic devices under the appropriate circumstances as determined by the administration and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

Students are required to permit searches and seizures as authorized by the terms of this policy.

11.17. Prohibited Items

The following are some of the items which students are prohibited from bringing to school property or activities: Alcohol (in any form or amount), BB or Pellet Guns, Box Cutters, Bullets, CDs, Chemicals, Electronic Devices, Firearms, Fireworks, Flammables, Ice Picks , Knives (any type/size), Narcotics, Non-Prescription Prescription Medications, Pagers, Pepper Spray, Drug Paraphernalia, Sling Shots, Tobacco Products, Toy Guns, Weapons (other), Smart Watches, Walkie-Talkies, or any item that may cause disruption to the classroom or school.

11.18. Bible, Christian Flag, Flag Salute and Pledge of Allegiance

All students must stand and recite the pledge as it honors our country, our freedom, and our God. Failure to do so will result in an immediate disciplinary action and a parent/guardian meeting.

11.19. Food and Drinks in the Classroom

Food and drinks are not to be consumed in the classroom without teacher permission. Water is the only drink acceptable. Students should not bring hot beverages to school expecting to bring them in the classroom. Acceptable containers/dispensers for water must be non-breakable and when turned upside down cannot leak.

12. Athletes (5th – 8th Grades)

12.1. Eligibilities

Eligibilities will be given weekly to coaches. Students who are not eligible due to grades, behavior, or unpaid account are expected to attend all practices and games dressed in uniform sitting on the bench until eligibility returns. Students who receive a detention will sit out the next game.

12.2. Owed Balances

Students with any outstanding school and/or day care account balance will not be allowed to play in any games until their account is brought current.

Stetson Baptist Christian School

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