

St. Johns Christian School



2023~2024 STUDENT~PARENTHANDBOOK

*"... in all these things we are more than conquerors through Him
that loved us." Romans 8:37*

"Building Futures Today!"

St. Johns Christian School
Student Handbook

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The Mission of St. Johns Christian School is to transform discouraged students into confident learners by providing individualized instruction through smaller classes, a devoted staff, and Faith Based Curriculums. (Romans 8:37)

The Vision of St. Johns Christian School is to equip every student morally, socially, and academically, with the confidence to pursue a prosperous and successful future.(Jeremiah 29:11)

The Purpose of St. Johns Christian School is to strengthen our community by partnering with families to equip their students with the academic, moral, and social values that promote a Biblical world view, as they grow and guide our community into the future. (Philippians 4:13)

Established:2015, **Accredited by:** National Association for Christian Education, **School Colors:** Royal Blue & Gold

Mascot: Soldier, **Motto:** "Building Futures Today"

Verse: "Yet in all these things we are more than conquerors through Him who loved us." Romans 8:37

SJCS is a Bible-teaching, non-denominational, co-educational school and a ministry of St. Johns Baptist Church.

St. Johns Christian School Student Handbook

Dear Parents and Students,

Thank you for choosing to be a part of St. Johns Christian School (SJCS). We want your student's experiences at SJCS to be life changing. Our desire is for them to one day leave our school prepared academically, along with knowing the purpose for which God has designed them and a passion to pursue that purpose.

As a Private Christian school, we have rules and guidelines that govern our day to day operations that we all are required to abide within. We also refer them as our **two basic authorities** in which our school operates;

1. The Bible, 2. The Student-Parent Hand Book.

All employees, students, and volunteers, are considered Ambassadors who represent St. Johns Christian School. Everyone is required to comply by these two authorities **both on and off** campus. *Those who choose to conduct themselves outside these authorities, whose life style defames the godly image we strive to project, **will not be allowed to remain affiliated with our school.***

Please take time to read this information carefully and discuss it as a family. If you have questions after reading it, please do not hesitate to address them with me. We cannot operate without effective communication. Education is most successful when both the **home and school** work together in the development of the whole child.

We welcome you to a new year at St. Johns Christian School, and look forward to partnering with you in helping your student begin "building their future, Today!"

In His Service,

Leon Edenfield
Director

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INTRODUCTION

This section of guidelines contains explanations and policies that are vital to provide a spirit and environment for learning. Although one may not agree with all of our policies and guidelines, we expect them to be respected and adhered to regardless of one's personal opinion.

The intent of our guidelines/policies are to create uniformity without bias, and maintain a positive atmosphere for our families to enjoy. Welcome to the family at St. Johns Christian School--God has great things in store for us!

NON-DISCRIMINATORY STATEMENT

It is and shall be the policy of St. Johns Christian School in the admission of students or the hiring of employees, not to discriminate based on the applicant's race, color, or ethnic origin and entitle them to all the rights, privileges, programs and activities made available to students and employees at this school.

Human Sexuality: We believe that God disapproves of and forbids any attempt to alter one's gender by medicine, surgery, or appearance; (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4). The altering of one's gender does not legitimize their alteration in God's eyes (Psalm 139:13-16). SJCS students are representatives (Ambassadors) of our school, and are required to represent themselves in accordance with the Bible and the Student Handbook. SJCS does not support, nor agree with, the "Woke Culture's" ideology of "Gender by Identification". All students will be taught a Biblical view regarding Gender, Sexuality, and Marriage. As Ambassadors of our Christian school, students of SJCS will present themselves in appearance, clothing, grooming, and conduct, by the gender listed on their Original Birth Certificate, as outlined in the Bible, and Student Handbook. Students shall conduct themselves by the same standard both on and off campus, to include on social media. SJCS is a Christian school based on God's Word (Bible), the display or promotion of homosexual/gender perversion of any type (in word, deed, dress, or gesture) is an abomination to God and will not be tolerated and could lead to dis-enrollment from our program.

AMERICANS WITH DISABILITIES ACT

St. Johns Christian School does not discriminate against qualified applicants, employees, prospective students, or enrolled students who are/or become disabled. A qualified person is someone who, with or without a reasonable accommodation, can perform the essential functions of the job or educational program in question. In accordance with the Americans with Disabilities Act, St. Johns Christian School has adopted a policy that prohibits discrimination against faculty, staff or students with disabilities. The school, however, admits only those students for which the school can provide an appropriate educational program.

OTHER LEGAL DISCLOSURES REASONABLE SUSPICION OF ABUSE

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

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DISCLAIMER

Nothing in this Student Handbook should be misconstrued as a contract. Any contractual rights are set forth in the Enrollment Agreement. St. Johns Christian School reserves the right to add, delete, or modify any policy in this Student Handbook at any time without prior notice.

EXPECTATIONS

As a Christian school, we are distinctly unique. Because of our distinctiveness, SJCS encourages each student to develop the following characteristics:

- Commit to a real and personal faith in Jesus Christ.
- Become serious about living the Christian life according to God's Word and standards.
- Desire to work diligently to educate himself/herself.
- Desire to become a well-rounded, thinking person.
- Be faithful and trustworthy in all his/her doings.
- Be patriotic to his/her country.
- Commit to positive interpersonal relationships.
- Have a positive attitude of encouragement to fellow students in upholding Christian ethics.
- Respect Staff, Faculty, and the other students.

Just as sometimes we will fail in accomplishing our goals for SJCS, we know our students will fail in some area of their commitment to these standards. We are not so concerned that they will fail, we simply expect them to be teachable, to learn from their mistakes, and to have a sincere commitment to becoming the kind of person described above.

PARENT COMMITMENT STATEMENT

1. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our children as necessary.
2. We will adhere to principles and policies of the school as stated in its current Student/Parent Handbook.
3. As parents, we agree, in accordance with the principle of Matthew 18: 15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, you may contact the Director.
4. The administration has full discretion to the placement of students in the proper grade and courses. The school has the authority to investigate the background of any child to determine his/her compatibility for entrance into SJCS. This information will also be helpful in proper placement for the student.
5. St. Johns Christian School reserves the right of dismissal of any student who persistently and willfully neglects his/her academic work, exercises poor citizenship, is not in regular attendance, reflects adversely on the Christian principles of the school, or is engaged in behavior or a lifestyle inconsistent with the Biblical guidelines. This policy applies to behavior on and off campus and throughout the calendar year.
6. If we voluntarily withdraw our children from school, we are responsible for any outstanding balances and curriculum material. Transcript and records cannot be released until all is settled.

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7. Final grades, report cards, transcripts and diplomas will be retained by the school if and when our account becomes delinquent.

8. Our children may participate in all school-sponsored activities, including field trips away from school premises.

ENTRANCE REQUIREMENTS

1. **Age** - Children who are **five years** old on or before **September 1st** may enroll in kindergarten. Students entering 1st grade must be **six years old** by **September 1st** of that year.

2. **Physical Examination** – The school requires that each student have a physical examination prior to school enrollment with a written report, signed by the physician, to be kept on file at the school.

a. All students entering a Florida school for the first time: Florida Laws (statutes 232.0315 and 232.032) require that students have the following documentation on file in their school health records:

1. Physical exam (HRS-H 3040 March 91) completed and signed by a licensed physician. The exam must be within the 12 months prior to the child (ren) enrolling in a Florida school. A parent signature is required.
2. Certificate of Immunization with all of the immunization dates (month, day and year) on HRS forms 680 or 681.
3. **In lieu of #2** Immunization Exemptions for Religious Beliefs from the Health Depart.

GENERAL INFORMATION

HOURS OF OPERATION

- School hours are Monday – Friday, 8:30am – 2:30pm.
- Students may be dropped off as early as 8:15 am.
- Students Must be picked up by 2:45pm without incurring a cost.
- We do not offer before/after care.

Severe Weather and School Closings

SJCS will not necessarily follow school closings of the public schools. SJCS will use Facebook, text messaging, and email to inform you of any school closings. It is imperative to have up to date parent contact information on file.

DAILY SCHEDULES

- Classes begin at 8:30 am. Students will be dismissed at 2:30 pm. (NO student check outs after 2:15)
- All students are dismissed at 11:30 am on school half days.
- Students should not be dropped off at school before 8:15 am.
- Students go directly to their homeroom class. Parents may drive through and drop off their children.
- SJCS teachers are available to talk to you at their earliest convenience. Texting and emailing are the most convenient as it allows them to take the message when they are not supervising students. They will get back to you in a timely manner.

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- If your child needs to be checked out of school early for an appointment, please check him or her out **before 2:15 pm. Students will not be dismissed** between 2:15 pm and 2:30 pm except for emergencies. This allows teachers to conclude their day with no disruptions and to supervise all students as they get ready to pack up to go home.
- If you anticipate being late to pick up your child after school, please call the office so we can inform your child and teacher. Parents will incur the cost for supervision if a student is not picked up by 2:45 p.m.

LUNCHES

Students have 30-minute lunches, and must bring their own lunch. Department of Health does not allow the use of microwaves for reheating. Please pack nutritious meals for your child. Energy related drinks are **NOT** allowed.

LOST AND FOUND

Please label your child's backpack, lunchbox, jacket, etc. Most lost articles are turned in at the front office. Please check with the school administrative assistant or your child's classroom teacher regarding lost items. The owners of labeled articles will be notified to collect their item(s). All unlabeled and unclaimed items may be given away or donated to someone in need if not claimed.

SCHOOL PICTURES

Individual pictures are taken of students each school year and are available for purchase. Pictures are generally taken in the fall and the spring. The specific dates will be given when they are scheduled and information packets will be sent home.

HEALTH RELATED POLICIES AND PROCEDURES

*Students must be free of all fever (100.4 or higher) and vomiting for 24 hours, **without the use of medication such as Tylenol or Motrin**, before attending school. Do not send your child to school if he or she has a fever or vomiting before the school day starts. Do not send your child to school if he or she had a fever or vomited the previous afternoon or evening.*

Medication Policy

*Prescription medication may only be dispensed from its original container with the student's name prescribed on the container and accompanied by a physician's prescription and written parental permission. **If your child needs an over-the-counter medication, the student MUST have written parental permission as well as be supplied in its original, unopened, container.** All medication must be delivered to the front office by the student's parent, legal guardian or a previously designated adult. It is against school policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the front office. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the Director.*

For your child's safety please remember:

- Absolutely no medication will be given without written parental permission.
- School office personnel may not administer the first dose of any new medication. (Student should be monitored by parent for possible side effects following initial dose).
- School Office personnel are legally required to administer only medications with FDA approval.
- All PRESCRIPTION medication must be administered as labeled and OTC medications may not exceed package directions.
- ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER. No medication will be given from zip-lockbags or envelopes.

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Contacting Parents

If your child comes to the office and needs to go home, we will contact a parent or legal guardian. We cannot send a student home until a parent has been reached and notified. Therefore, it is very important that we have current information about how to always contact you. If your child has an emergency or needs immediate care that cannot be provided at school, those contacts you list on the enrollment forms will be called, if we cannot reach a parent first. If this information should change, please notify the school office immediately.

**** Parents must notify the school of any serious physical handicap and/or medical alert their child may have. ****

SUPPLIES

The first set of textbooks, workbooks, and learning aides for all students are included in the price of tuition. Supply lists for each grade level will be sent to parents and posted online. Any lost or damaged textbooks must be replaced at the current cost.

UNIFORMS & CURRICULUM

SJCS purchases your student's uniforms (aprox \$200) and curriculum (aprox \$300) in advance for your convenience. If your student is on Scholarship, SJCS is reimbursed in part, by each of the 4 quarter's scholarship payment (aprox \$125 per Qtr). SJCS does not get fully reimbursed until the 4th Qtr Scholarship payment is released. If your student is dis-enrolled from our program (voluntarily or involuntarily) prior to 4th Qtr Scholarship payment is released, you are obligated to reimburse SJCS the remaining balance. Report cards, records, or any student information will not be released until the balance has been paid in full.

REPORT CARDS

In grades K-1, Report Cards are based on the child's academic skill progress and effort in the classroom. In grades 2-12, conventional report card grades are used to report a child's progress and assessment. Please go over the report card carefully with your child. Sign & return to the teacher. If a question arises, please communicate with the teacher through the student planner or email.

STUDENT PLANNERS

Students in K-6th grade receive a student planner on the first day of school. Should the planner become lost or damaged, a new one must be purchased for \$10. The planner is the most effective communication between the parent and the teacher; therefore, parents should check the planner daily for important information or homework assignments. For grades 7th- 12th grade teachers will communicate by email.

STUDENT RECORDS

The school maintains a cumulative file for each student. This file contains the student's academic, health, attendance, and behavior records. If a student transfers to another school, the complete file is mailed directly to the new school. Copies of records for students are maintained at SJCS for 7 years after withdrawal. In the event SJCS should close its doors, records will be sent to Putnam County School District for retention and disposition.

PHYSICAL EDUCATION

Physical education is given to all children in grades K - 8. High School students may take PE for an elective credit. Students must wear athletic shoes to participate safely. Please see the dress code for specific details. Dress code is part of the P.E. grade.

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CLASS PARTIES/INVITATIONS

Class parties at school should be inclusive of all students in the classroom. Please contact the classroom teacher if you would like to celebrate a birthday or special occasion with your child's class.

TELEPHONE/CELL PHONE/ELECTRONIC DEVICE USE

Students may use the phone located in the front office only for emergencies. They must first obtain the permission of their teacher to leave the classroom. Requests of this nature must be limited to prevent the interruption of classroom instruction. **Cell phones, and like devices, are not allowed to be used during the school day** unless permission has been granted for certain class work situations. When students arrive at school, cell phones and other electronic devices are to **be returned into their Home Room teacher**. Students who do not follow these guidelines may have their devices confiscated and held in the office until a parent or guardian retrieves it. Refusal to surrender their device upon request by Teacher or Administrators will result in suspension.

FUNDRAISERS

Periodically, our students can be involved in fundraisers for SJCS and its programs. We encourage families to participate to help the growth of our school.

HOMEWORK

Homework is not assigned daily; however, there may be times where homework is required. If you have questions regarding the amount or type of homework given, please contact your child's teacher. The school does expect all homework assigned to be completed to the best of the student's ability. An unfinished assignment due to lack of understanding differs from choosing not to do the work. There will be no homework assigned on Wednesday's or Friday's unless a special project is due for class.

STANDARDIZED TESTING

Annual Assessment tests are administered to all students during the spring of the school year. Results of these tests will be sent home to the parents following the test sessions. Parents are reminded to make sure students are present these days, have sufficient rest, and a healthy balance breakfast during test week.

STUDENT INJURY AND INSURANCE

In case of injury to a student or an unexpected illness, the student will be monitored in the school office. If the parents are not available, we will try to reach the designated emergency contact. *It is the responsibility of the parent to provide health and accident insurance for their children.* Please be sure that your child is covered. If parents are leaving their children in the care of other family members or other adults, please leave a notarized statement giving them permission to sign for any emergency treatment that may be necessary.

PLEASE NOTIFY THE OFFICE TO LET US KNOW WHO IS RESPONSIBLE FOR YOUR CHILDREN WHILE YOU ARE AWAY. THIS IS VERY IMPORTANT IN CASE OF SERIOUS ACCIDENT OR ILLNESS.

****NO ACCIDENTS OR INJURIES ARE COVERED BY THE SCHOOL'S INSURANCE****

COMMUNICABLE DISEASE POLICY

A. St. Johns Christian School will work cooperatively with local county and state agencies to enforce and adhere to the **state health codes** for prevention, control and containment of communicable diseases in their schools. The Director may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual or those to whom he will come in contact. All reportable communicable diseases will be referred to the superintendent by the Principal/Staff. After such report, the superintendent will convene the communicable disease panel outlined in (G) if needed.

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- B. The Director will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers and exclusions including the necessary immunization assessment program forms to provide for preventable communicable disease control.
- C. Communicable disease is a serious concern in the community. The afflicted individual may be asked to submit information to appropriate consultants, including the communicable disease review panel.
- D. Any students who have been diagnosed by a qualified, licensed physician (M.D. or D.O) as having a communicable disease may be required to submit a written statement from a doctor (Doctor's Note) stating they are not contagious and/or a threat to other students, prior to being allowed to attend class(es) at SJCS. The administration has the authority to determine acceptable length of time between the date of the doctor's statement and attendance of class.
- E. The decision to close school due to communicable disease outbreaks is at the discretion of the Director and Principal.
- F. Diseases which may be communicable and may call for application of this procedure include, but are not limited to:
- AIDS - Acquired Immune Deficiency Syndrome
 - ARC - Aids Related Complex
 - HIV
 - HEPATITIS B
 - SOME INFLUENZA STRAINS
 - MRSA
 - Covid
 - Other diseases that may be included by the local health department and may present health problems for those who encounter the disease and/or the disease carrier. Each communicable disease case will be judged on its individual merits and consequences.

G. **Head lice** are a highly contagious parasite. Parents are asked to check their student(s) regularly for signs of head lice. If your student has signs of head lice, please notify SJCS Front Office so that we can check other students in the class or grade for possible infection. This will help control a possible outbreak. Students who have head lice or nits are not permitted to attend classes until they have been treated and the lice and nits have been eradicated.

All nits must be removed from the students' hair prior to resuming attendance. Students who have had lice should report to the school office at the beginning of the day to have their hair checked for nits prior to returning to school. Students may not return to school until a **full 24 hours** have passed and only if they are nit and lice free.

VISITATION

Parents and/or visitors are welcome to visit students during lunch if they have office and classroom teacher permission. Only visitors authorized on the enrollment forms will have access to a student, unless given written permission by the legal parent/guardian. **All visitors must first report and sign in at the Front Office for screening and to receive a Visitors Badge.** When dropping off, or picking up your student, he/she must be signed in/out at the office by the responsible adult.

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COMPLAINTS CONCERNING PERSONNEL

Complaints from students or parents, regarding an individual employee should be discussed first with the teacher or staff member. If the complaint cannot be satisfactorily resolved by such a conference, then the matter should be taken to the Director and, if necessary, the school board. This is the Biblical principle given in Matthew 18 and if followed, will ensure a good relationship, and prevent someone from being criticized unjustly.

PARENT/TEACHER CONFERENCES

The purpose of the parent/teacher conference is to provide a direct means for closer and improved communication between home and school, and to evaluate together a student's development. One of our Lead Staff Members makes effort to accompany all Parent/Teacher conferences. All Conferences are scheduled through the Front Office (386)328-2120.

CONFLICT RESOLUTION

As people reconciled to God by the death and resurrection of Jesus Christ, SJCS believes that everyone is called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. When a situation arises that requires further review or action, it is always wise to follow these steps to get proper resolution:

- Personal conflicts cannot be avoided in life and are to be viewed as a learning opportunity for all involved.
- When the conflict arises, first take the situation to the Lord to receive His wisdom and to gain proper perspective. The anger of man will never accomplish the righteousness of God (James 1:20).
- The two parties involved are to discuss the issue as soon as possible. Email can be used as the first line of communication, but care should be taken to not use it as an opportunity to vent.
- When resolution cannot be reached through email, the teacher or parent should request a conference in person to discuss the problem.
- A third party is to become involved only if the conflict cannot be resolved among those directly involved. In the school setting, this will likely be with the teacher/coach/staff and the principal.
- If needed, schedule additional meetings with the parties and the principal; however, if both sides feel led, arrange a time for all involved to meet with the superintendent to seek his wisdom and insight in light of the school policies and guidelines.
- Even if the conflict is never fully resolved, forgiveness must be applied because it is the Biblical example. All confrontations should have the purpose of resolution in mind. An individual's spirit should be one of restitution, not revenge.

TRANSPORTATION

This service is provided for students from Palatka and Green Cove Springs as space allows. We expect that students being transported will conduct themselves in a manner that is obedient, respectful, and does not endanger the lives of others. If a student persistently violates the rules for riding the bus, he/she may be suspended or expelled from riding the bus.

Guidelines for riding the bus are as follows:

1. The bus driver is employed by the school to have complete authority over the students riding the bus. Although the bus driver oversees bus discipline, the driver's main task is to drive safely.
2. Students must always wear seatbelts.
3. Students may not eat, drink, or chew gum on any school vehicle on routes.
4. Outside of ordinary conversation, classroom conduct is to be observed on the bus. Students may not yell, use loud boisterous talk or obscene language on the bus.
5. Students may not engage the driver in any unnecessary conversation.
6. Students may not communicate with people outside the bus by gesture or voice.
7. Absolute silence is required at all railroad crossings.

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8. Students may not have toys or any dangerous items such as, but not limited to, knives, matches or lighters on any school vehicle.
9. Students may not bring animals on any school vehicle.
10. Students may not bring large instruments on any school vehicle.
11. Students may not throw articles inside or from any school vehicle.
12. Students may not sit on the seat backs of any school vehicle.
13. Students may not recline the bus seats.
14. Students must remain in their assigned seats until arriving at their proper destination.
15. All students must keep their arms and heads inside the bus when the windows are open. Students are to close windows upon leaving the bus.
16. Students must be ready to board the bus at 8:00am. Drivers are instructed to leave promptly to keep on time with the route.
17. Any younger student (elementary age) who does not have a person to pick him or her up at the bus stop location will be brought back to the school and parents will be called. This is done for the safety of the child. Appropriate fees will be applied.
18. Student behavior problems will be reported by the bus driver to Pastor Billy Carter. He will take disciplinary action if necessary and inform the student's parents. Students may lose the privilege of riding the bus for a period or indefinitely for repeated infractions or any serious incident.

ABSENTEE / TARDY / ATTENDANCE PROCEDURES

1. Parents are to contact the school office the morning their child will be absent. Please notify the Front Office (386) 328-2120 by 8:15 am. Either a phone call or email must be made each missed day stating the reason for the absence. Email frontoffice@sjcsfl.org
2. A written note must be sent when the students returns to school (not placed in planners), with their full name and date(s) of their absence. If a student returns to school without a note from parent/legal guardian, or Dr., the absence will be deemed Unexcused. **After three consecutive days absent, students will need a Dr.'s excuse.**

STATE REQUIREMENTS

Students that maintain regular attendance will meet the minimum compulsory attendance requirements in State Board of Education Rule 6A-1.09512 of at least 170 actual school days and 540 net instructional hours for students in kindergarten, 720 net instructional hours for students in grades 1-3, and 900 net instructional hours for students in grades 4-12. Scholarship student's attendance/absences are reported to Department of Education.

ABSENCES DEFINED

A student will be counted absent from school for the entire day if they miss more than one-half of their school day. If a student checks out before 11:30 a.m. they will be documented as an absence. A conference with the administrator will be required if a student is in danger of exceeding their maximum days. If a student misses 30 days within the school year, they will not meet the required numbers of days to pass.

SCHOLARSHIP STUDENTS: All absences exceeding 18 days must be reported to STEP-UP and could jeopardize their scholarship due to excessive absences.

EXCUSED ABSENCES

Absences for medical or dental appointments and illnesses are considered excused. It is strongly recommended that medical and dental appointments be made outside of school hours; however, we realize this may not always be possible. Should school day appointments be necessary, prior notification should be given to the school office and teacher. The student is responsible for making up any missed assignments. Family issue or emergencies are also considered excused.

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UN-EXCUSED ABSENCES

Absences not described in the “excused absence” section above are “unexcused”, and work will not be made up.

TARDINESS (Also See Daily Schedule, Pages 6-7)

It is imperative that parents get their students to class on time for the academic benefit of all students in the classroom. In such cases, parents may be asked to meet with the principal. **Any student arriving after 8:30am** must be signed in by parent/legal guardian through the front office.

- Excused Tardies are limited to student illness, doctor/dentist appointments.

Three (3) Unexcused Tardies in a nine-week period are considered one unexcused absence.

SKIPPING SCHOOL

Students who skip school or leave campus without parental and/or school permission will receive a disciplinary consequence. A student who skips a class or classes but stays on campus also will be subject to school discipline. Leaving campus without permission is subject to expulsion.

PARENTAL REQUESTS FOR STUDENT ABSENCES

For a student to be absent from school for any reason other than illness, parents must notify the school and make sure the absence will not interfere with scheduled standardized testing or important events. A request should be made at least one week prior to the absence. The request must state the dates and nature of the absence.

ATTENDANCE NOTES

A complete record of all absences is kept in Gradelink and becomes a part of the student’s permanent file. For students receiving scholarships, absences are reported to the funding agency. Excessive absences may result in scholarships being revoked. Students with failing grades due to absences may be asked to withdraw from SJCS as the school is not able to serve the student’s educational needs.

ACCESS TO SCHOOL RECORDS

The administrators of St. Johns Christian School will provide access to the educational records of children for their parents, guardians, and adult students. A verbal or written request to inspect and review educational records shall be made to the Administration. Student Records will not be surrendered. Parents/legal guardians may request an unofficial copy of records. Records will not be viewed outside of Administration’s sight.
(Also see Student Records, pg 8)

CURRICULUM

At SJCS, we use faith-based curriculum where the Bible is woven into every subject. Our teachers accommodate the students by using approved resources to compliment the lesson plans. Students meet for Chapel once each week where they will hear a gospel message, sing worship songs, and have prayer.

GRADING SCALE

Kindergarten: E = Excellent S = Satisfactory N – Needs Improvement U = Unsatisfactory

Grades 1st – 12th: A 90 – 100% B 80 – 89% C 70 – 79% D 60 – 69% F 59% and below I = INCOMPLETE

TUITION & PAYMENTS

SJCS tuition is \$7,500 per student, per year. This amount covers administrative fees, diagnostic & achievement testing, curriculum (first set), technology, and tuition and uniforms (first set). There is a non-refundable enrollment fee of \$60 (\$15 for each additional student after the first) not included in the tuition and is due at the time of enrollment or no later than Meet the Teacher night.

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TUITION & PAYMENTS CONT:

Certain items **are not included** in the tuition and are required to be paid by the parent/guardian. These items may include, but are not limited to, the following:

- Field Trips
- Club Fees
- Graduation
- Additional uniform or school t-shirts
- Replacement of lost or damaged textbooks

-SCHOLARSHIPS

We accept the John McKay Scholarship for students that have an IEP or 504 plan and the Florida Tax Credit Scholarship from Step Up for Students which is an income-based scholarship. If you do not qualify for either of these scholarships, you may apply for the St. Johns Baptist Church Scholarship. Contact our Financial Aid Office for more information.

-MONTHLY PAYMENTS

-**Scholarship** payment notice is sent each quarter, via Email, to the parent/legal guardian who registered and applied for the scholarship. The authorized parent/legal guardian is to sign into their Scholarship Account and authorize the "Release of Funds" in a timely manner. Failure to Release Funds to SJCS accordingly, will result in "self-pay" responsibilities. Report cards, records, or any student information will not be released until the balance has been paid in full.

-**Self-Pay Tuition** payments are due by the 5th of every month. ***If payment is not received by the 10th, your student will not be allowed on campus until the payment has been made or other arrangements have been made with administration.*** Report cards, records, or any student information will not be released until the balance has been paid in full.

DISCIPLINE PRINCIPLES

Discipline at SJCS is based upon and guided by the principles of the Bible and the Student-Teacher Handbook. Therefore, should be noted that defiance of authority, backtalk, use of profanity and all other actions indicating a disobedient spirit will be looked upon by the school as serious in nature, and the Guidelines for Discipline will be followed. The goal for discipline is for correction, not punishment.

DISCIPLINE GUIDELINES

The goal of this section is to outline SJCS's basic expectations in student behavior. Disruptive and disrespectful behavior in or out of the classroom is unacceptable. Therefore, it is our desire to train them to understand that the weight of the consequence matches the actions they choose. Our teachers have a deep grace bucket and will often attempt to counsel with students in class, one on one, to provide the opportunity for self correction. However, to deal with such continued behavior, the following policies will be enforced:

Level 1 Infractions

- Handbook violations or disobeying class rules
- Disrespect shown to a teacher or other adult in the building
- Destruction of school or church property (payment of damages may be required)

Level 1 Consequences

1. A note or phone call to parents.
2. Time out, physical exercise, writing essays or scripture, etc.
3. Counseling with the Dean and parent notified.
4. A parent/teacher conference.
5. After school detention.

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Level 2 Infractions

- Bullying
- Physical contact: fighting, hitting, kicking, horseplay, etc.
- Profanity, obscene language or gesturing that may be offensive to others
- **Possession of or Suspicious** use of any type of vape, tobacco product, drugs, alcohol, or weapons on grounds.

Level 2 Consequences

1. **Referral** to the Lead Administrator, or Director which could result in immediate suspension for the remainder of the day and parent notified.

2. **Up to 3-days suspension** for fighting on campus or on the bus. Student **will receive zeros** in all classes for the duration of suspension. **Mandatory parent meeting** to discuss student's return.

3. **Repeated** offenses without resolve will result in expulsion.

"A student may be sent home, at any time, for disciplinary action and **cannot return** until the parent/guardian has resolved the issue. The Director/Lead Administrator is the **final authority** in all disciplinary situations."

Examples:

1. All Discipline will be documented in the student's record section of SJCS's Grade Link Database.
2. Students who are disruptive will be given a verbal warning or reprimand. Recess or "fun" time may be restricted at the discretion of the teacher.
3. Students who are excessively or repeatedly disruptive will be given a Referral and sent to Dean to determine appropriate Consequences.
4. Students who cause intentional physical harm to another student will be sent to the Deanto determine appropriate Consequences. Parents may be notified by phone and asked to pick up their child.
5. Students who are extremely disruptive or cause persistent disruption will be sent to the Deanto determine appropriate Consequences. Parent will be notified by phone call, text, or email that a conference has taken place.
6. Further discipline may result in detention, suspension, or even expulsion.

Bullying is not tolerated at SJCS. Bullying is defined as "willful and repeated harm" inflicted verbally, in writing, or using technology (social media). Students may not harass or bully other students. Incidents of bullying or sexual harassment must be reported to the teacher. Bullying or harassment is a Level 2 Infraction.

Student Communication Exploitation: Students are prohibited from posting, sending, texting, emailing, or disseminating messages or information that would violate school policies if they were spoken orally, written on paper, or posted on Social Media. Students may not post or text inappropriate pictures of themselves or others. In other words, the same rules of conduct for written or face-to-face communication apply equally to electronic communications. Violations of this policy may subject students to disciplinary action, including, but not limited to, probation, suspension, or expulsion.

Classroom Conduct:

1. The **teacher** is in charge, and students are **expected** to cooperate with respect.
2. Students are responsible to help promote a learning environment conducive for learning.
3. All students must have permission **before** they leave any classroom.
4. Only **one** student is allowed to be out of the classroom at any time.
5. While out of their own classroom, students are not permitted to enter other classes.

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DETENTIONS

Detentions are an alternative to suspensions, and only given to students in grades 2 – 12. Students may be given detentions for a variety of behaviors that are detrimental to a quality learning environment in the classroom. Detentions may be assigned but are not limited for the following behaviors: disrespect, defiance, excessive playground referrals (includes misconduct in hallways before and after recess), profane language, vulgar behavior, possession of nuisance items, cheating, destruction of property, lying, bullying and any behavior inappropriate in a Christian environment. Detention will result in **character building activities** such as, but not limited to:

*Washing walls, baseboards*De-weeding mulch beds*Picking up trash outside*Essay writing

OFF CAMPUS BEHAVIOR POLICY

SJCS discipline policies apply to students while they are on campus, on SJCS operated school vehicles, or at school functions or activities. Any student who is involved in a serious infraction outside of school which defames SJCS may be subject to discipline, may include suspension, or recommendation of expulsion to the school board. The administration reserves the right to determine appropriate discipline. Students involved in athletics, leadership, and other visible roles may be disciplined for infractions and receive consequences in their area of influence.

SUSPENSION

A suspension is the removal of a student from participating in the normal course of school activities. Serious violation of school rules or repeated offenses will result in a suspension. The only type of suspension at St. Johns Christian School is an out of school suspension. Students who are suspended are not allowed on school grounds, attend school events, and receive zeros as a grade during this suspension.

EXPULSION

The most severe form of disciplinary action is expulsion from SJCS. This is defined as the removal of the student as an enrolled member of St. Johns Christian School. It is imposed in those rare instances when a student shows persistent and/or seriously inappropriate behavior that threatens the academic and/or spiritual integrity of SJCS. It is also imposed on those students who continually defy the rules and guidelines established for students.

Expulsion is an action of the School Board at the recommendation of the administration. Expulsion shall be for the balance of the school year. **Admission for re-entry** will be based upon a recommendation of the administration, an interview with the Lead Administrator, Director and approval by the School Board. All parents and students should be knowledgeable of the causes for suspension and expulsion. It is our desire to never have to utilize these modes of discipline, but students who do not adhere to the rules and regulations will find themselves subject to these means.

STUDENT RESPONSIBILITY (also see Expectations pg 5)

Establishing and maintaining a positive climate at school is a two-way street. There must be a relationship of mutual respect between teachers and students. Students will respect the authority of the teacher, and Teachers must always bear in mind that each student must be treated with respect and consideration.

Students are expected to exhibit behavior that reflects an attitude of respect for the authority of the teacher.

Three basic principles should guide student behavior in St. Johns Christian School:

1. Students are to be **respectful** of people (peers, teachers, principal, administration, visitors, parents, etc....).
2. Students are to show proper **respect** to property (desks, walls, equipment, bathrooms, etc....).
3. Students are to obey and **respect** rules established for health, safety, and orderliness.

Discipline starts first in the classroom. The classroom teacher is responsible for enforcing general school rules and specific classroom rules established for his/her classroom.

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SECURITY/SAFETY/DANGEROUS ITEMS

DANGEROUS ITEMS: SJCS strives to maintain a positive learning environment on campus that is free of illegal drugs, alcohol, vapes, cigarettes, chewing tobacco, firearms, weapons, explosives, pepper spray, or other improper materials. To this end, SJCS prohibits the possession of (either on the person or in the person's belongings), transfer, sale, or use of such materials on its premises. Annoying or dangerous items, such as but not limited to chains, water pistols, matches, firecrackers, etc. are not permitted on campus. Students who bring such items to school will be subject to disciplinary action ranging from a verbal warning to expulsion as determined by the Administration. Possession of any firearm by a student will result in law enforcement being dispatched, and immediate expulsion.

SEARCH AND SEIZURE: Desks, lockers, and other storage areas are provided for the convenience of students but remain the sole property of SJCS. Accordingly, they, as well as any articles found within them, can be inspected by the Administration/Director, either with or without prior notice. There is no expectation of privacy. Administration may use electronic metal detecting devices, such as wand style, to assist with a "no touch" search of students and property.

SECURITY: SJCS has selected, and authorized, certain anonymous employees who are legal and responsible to Conceal Carry a firearm as part of the Quick Response Team. The Team's purpose is to defend and protect your student(s) in an active shooter situation. The intent of our Team is to confront and neutralize the threat of any life threatening aggressor, as quickly as possible, while law enforcement is dispatched. To improved security, we have added audio/video surveillance cameras throughout our classrooms, hallways, and outside buildings. Anyone entering our buildings is deemed to be in agreement of being recorded by audio & video cameras.

PLAYGROUND/HALLWAY BEHAVIOR

Students should play during recess in such a manner that all students enjoy their play time and play is conducted in a safe manner. Hallway behavior should be orderly and not disruptive to other students, teachers, or classrooms. Students who do not comply with playground rules may be asked to sit out and/or lose playground privileges for a period.

PLAYGROUND RULES

Safety is critical for all playground activity and behavior. Rules have been put in place to provide a safe environment for all students to enjoy their time on the playground. Some of the key safety notes are found listed below.

1. Always follow the directions of the playground aides and teachers on duty.
2. Play in the designated play areas and do not go into parking lots without permission from an adult on playground duty.
3. Use playground equipment in designated and safe manner:
 - a. **Swings:** Sit on swings in the appropriate manner with no jumping from swings or swinging sideways. Students are NOT to stand on swing seats. Others waiting to swing should stand outside the mulch area until a swing is open.
 - b. **Balls:** The only balls allowed on the playground are those provided by the playground supervisor or those designated for a specific game such as soccer, four-square, football, etc. Balls are not to be in the mulched playground areas.
 - c. **Playground** structures: The playground structures should be used and enjoyed as intended and limited by the warnings listed on the signs by the equipment.
4. At the end of recess, students should line up by the side door. Students may not enter the side door until it is opened by a teacher or playground supervisor. Upon entering the hallway students may use the restrooms and drinking fountains but must be always quiet.

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5. No plastic, paper, or wrappers may be brought on the playground. Keep our playground clean!
6. All playground equipment must be put away before leaving the playground. All students are expected to show kindness to each other on the playground and respect to the teachers and supervisors on duty. Students are expected to be inclusive of all students in the activities on the playground, so no one feels left out. If students have concerns or problems on the playground, they should speak to the supervisor or teachers on duty to help resolve the issue. Recess is a time to burn off some energy and enjoy God's creation outside the classroom.

DRESS CODE

SJCS has a campus wide **standardized** dress code. All clothing and personal appearance must be neat, clean, in good repair, and modest in fit and length and appropriate to a Christian educational environment. Dress, hairstyle, or makeup should not call undue attention to the individual or be distracting. This code applies during any school day from the time of arrival on campus. There will sometimes be special considerations made for certain field trips and school activities. These considerations will be communicated by the teacher in advance.

The purpose of this plan is to:

1. Maintain appropriate modesty
2. Ensure that student dress reflects pride in the school
3. Have a fair, consistent and objective dress code
4. Have a campus wide plan that works toward the goal of training our students in appropriate dress.

We need parental support to effectively maintain standards of dress for our students. These policies can only be successful and productive when the home and school work together.

Please help us with the following:

1. Do not allow your child to "push the envelope." Please help your child stay well within the established guidelines.
2. Do not take dress code infraction incidents personally. School employees try to administer the dress code as consistently and fairly as possible.
3. Help your child to understand the purpose of the dress code and the importance of learning to live within guidelines.
4. Do not allow the inconvenience or frustration of a moment to undercut the vital partnership between the home and school.

Please use the guidelines below to follow appropriate dress for your child. This list is not exhaustive, nor does it touch on all the possible combinations of acceptable dress. Administrators have the right to determine appropriateness of all student dress at school and/or school functions.

DRESS GUIDELINES:

Shirts/T-Shirts

- The "uniform" shirt is a polo style shirt with 2 or 3 top buttons and a collar (provided by school)
- **Must be worn every day** as part of the daily dress code unless otherwise allowed for special days
- Any SJCS t-shirts issued from prior years, or from SJBC, can be worn on Fridays only.

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DRESS GUIDELINES CONT:

Pants

- **Uniform** style pants (khaki, navy blue, or black) or **jeans** are allowed, but not excessively small or large.
- **Ripped style** pants are **not** allowed, regardless if rips have patches to cover skin.
- **Athletic pants** are NOT ALLOWED!
- **Tights** are NOT ALLOWED as outer garments!
- **Pajama pants** are NOT ALLOWED!

Shorts/Skortts

- **Uniform Style;** Must be knee length, in approved school uniform colors (khaki, navy blue, black, or grey) not form-fitting, or excessively small or large.
- **Athletic shorts - soccer, basketball, or loose-fitting athletic shorts are not permitted.**
- **Gym shorts, form fitting shorts, and spandex shorts are not permitted.**

Dresses/Skirts

- Sleeveless jumper style dresses (uniform style & colors) must be worn over a polo shirt with sleeves.
- Must be knee-length
- Form-fitting dress or skirts are not permitted.

Shoes

- **Tennis shoes/sneakers/athletic shoes** that lace up and tie, close with Velcro, or have fitted elastic laces are recommended.
- **Flip flops** are **not** allowed.
- **Sandals** with a back strap **may** be worn
- **Noisemaking, wheeled, wedge, or “high-heel” style sneakers are not allowed.**
- SJCS K – 6th grade students have recess daily, sandals, slip-ons, ballerinas, crocs, slippers, boat shoes, or other footwear styles that are inappropriate for active movement do not allow student safety.
- **Boots** are not to be worn on P.E. days.
- **Crocs are NOT ALLOWED!**

Sweaters/Sweatshirts/Heavy Outer Wear

- Non Uniform Garments (when allowed) must **not** have inappropriate images, characters, or wording (as deemed by Administrators).
- Heavy outer wear must be taken off once inside the building/classroom
- **Pullover hoodies are NOT ALLOWED** on campus.
- Zip up or button up outer wear only
- Sweaters, sweatshirts, heavy outerwear must be taken off while outside if the outside temperature is 85 degrees or higher. This is a safety matter for all students.

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ADDITIONAL DRESS CODE INFORMATION FOR BOTH BOYS AND GIRLS

- Polo **shirts** must be worn **everyday** unless a field trip, special program, or activity is planned, and you are notified by the teacher in advance.
- Students are required to wear items appropriate for their size. Clothes should fit well and not be tight or baggy.
- **Head Coverings:** such as hats, dew rags, beanies, stockings, hair nets, etc. are not allowed.
- **Facial Hair:** must be kept clean and neatly groomed.
- Boys' **pants** are to be worn at the natural waistline.
- Appropriate **undergarments** are to be worn and not visible.
- **Shoes** must be always worn.
- Extreme or distracting **hair styles, colorings,** and excessive hair **accessories** are not allowed unless permission is given by the teacher for a special occasion.
- **Boys' hair** must be neatly groomed, not worn to cover the eyes, trimmed to the neckline. Boys may not wear ponytails, pigtails, etc.
- Students may not wear any **pierced body ornaments.** Girls may wear pierced **earrings** that are not extreme. Boys' earrings must be conservative, flesh colored, or diamond, gold, or silver studs.
- **Forbidden** Clothing, jewelry, cosmetics, or other items that refer to, symbolize, or endorse a culture of groups, gangs, racial prejudice (i.e. – Confederate flag, BLM) drugs, alcohol, satanism, death, immorality, rude/crude/profane wording, or any other items that reference an inappropriate theme for a Christian school (as determined by the administration) are not permitted at any school function, on or off campus.
- **Standardized dress** apparel is selected for specific fit and style reasons. SJCS logo clothing items may not be altered.
- **Administrators, at their discretion,** may not allow any clothing, jewelry, cosmetics, or other items that are determined to be causing a distraction, disruption, or danger.
- From time to time there may be special occasions in which students will have **“dress up” or “dress down” requirements.** Teachers will inform parents regarding these occasions in advance.

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REVISIONS

Revision 5-4-23, Pg 19 **PANTS**: **Ripped style** pants are **not** allowed, regardless if rips have patches to cover skin.

Revision 5-11-23, Pg 17 **SECURITY**: Anyone entering our buildings is deemed to be in agreement of being recorded by audio & video cameras.

Revision 7-30-23, Pg 19 **SHORTS/SKORTS** Uniform Style:.....in approved school uniform colors (khaki, navy blue, black, or *grey*)

Revision 7-31-23 Pg 6 **DAILY SCHEDULE**: Classes begin at 8:30 am. Students will be dismissed at 2:30 pm.
(NO student check outs after 2:15)

Revision 8-18-23, Pg 12 **Absentee; 2. After three (3) consecutive days absent, students will need a Dr.'s excuse.**

SCHOLARSHIP STUDENTS: All absences exceeding 18 days must be reported to STEP-UP and could jeopardize their scholarship due to excessive absences.

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Calendar 2023-2024

August 4, 2023	Meet The Teacher	4:00pm -6:00 pm
August 9, 2023	First Day	Drop off begins @8:00am
September 4, 2023	Labor Day	No School
September 8, 2023	Half Day/Teacher Planning Day	11:30 Dismissal
September 12, 2023	Progress Reports	
October 13, 2023	End of 1 st 9 Weeks Half Day/Teacher Planning Day	11:30 Dismissal
October 17, 2023	Report Cards	
October 23-27, 2023	Spirit Week	
November 10, 2023	Veteran's Day	No School
November 17, 2023	Gobble Wobble	11:30 am Dismissal
November 20-24, 2023	Thanksgiving Break	No School
November 28, 2023	Progress Reports	
December 18, 2023-January 4, 2024	Christmas Break	No School
January 3, 2024	Teacher Planning Day	No School
January 4, 2024	Students Return	Welcome Back
January 12, 2024	End of 2 nd 9 Weeks	
January 15, 2024	Martin Luther King Day	No School
January 16, 2024	Report Cards	
January 26, 2024	100 th Day of School	Celebrate
February 16, 2024	Teacher Planning Day	11:30 am Dismissal
February 19, 2024	Presidents Day	No School
February 20, 2024	Progress Reports	
February 26-March 1, 2024	Book Fair	
March 15, 2024	End of 3 rd 9 Weeks/Half Day Teacher Planning Day	11:30 am Dismissal
March 18-22, 2024	Spring Break	No School
March 26, 2024	Report Cards	
March 29, 2024	Good Friday	No School
April 1, 2024	Easter Holiday	No School
April 8-12, 2024	Spring Testing	
May 6-10, 2024	Teacher Appreciation Week	
May 10, 2024	Half Day/Teacher Planning	11:30 am Dismissal
May 21, 2024	Class of 2024 Graduation/Kindergarten Graduation	6:00 PM
May 22, 2024	End of Year Awards	9:00 AM
May 24, 2024	Last Day of School/Half Day	11:30 am Dismissal

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REQUIRED FOR ENROLLMENT

As Student (s) and Parents/Legal Guardians,

We agree to uphold and support the academic and behavior standards of St. Johns Christian School by:

- Respecting and obeying the teachers and administrators in all rules and regulations set forth in its discipline policy.
- Acknowledging that it is a privilege, not a right, to attend St. Johns Christian School. Therefore, we recognize the school’s right to dismiss any student who does not abide by the school standards nor cooperate with the educational process.
- Understanding that if our actions do not support the ministry of the school or reflect a lack of cooperation and commitment to work together with the school for the good of all involved, the school has the right to terminate the enrollment of the undersigned student.

We, the parents, understand that photographs of my child may be taken throughout the year and used in school publications or on the school website. We will contact the Front Office in writing if permission is not granted.

We, the Student (s) and Parents/Legal Guardians, have read and understand the Student-Parent Handbook and agree to abide by all the rules and standards set forth therein.

Parent/Guardian Print Name		Parent/Guardian Signature	Date
1. Student Print Name	Grade	Student Signature	
2. Student Print Name	Grade	Student Signature	
3. Student Print Name	Grade	Student Signature	
4. Student Print Name	Grade	Student Signature	
5. Student Print Name	Grade	Student Signature	
6. Student Print Name	Grade	Student Signature	

PAGE 21: COMPLETE & TURN INTO THE OFFICE