

# St. Johns Christian School



## PARENT~STUDENT HANDBOOK 2022~2023

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

# St. Johns Christian School

## Student Handbook

938 West River Rd, Palatka, FL 32177 • Office (386) 328-2120

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[www.sjcsfl.org](http://www.sjcsfl.org)

Dear Parents and Students,

Thank you for being a part of St. Johns Christian School. As we embark on a new school year together, we are excited to see what God has in store for us. Your children are a precious gift from God, and we are humbled to play a small part in the equipping and development of these young workers in Christ's kingdom. We want their experiences at SJCS to be life changing. Our desire is for them to one day leave our school with a knowledge of the purpose for which God has designed them and a passion to fulfill that calling.

To have an effective school year, we must all have the same understanding regarding the rules and guidelines that govern our school. This handbook is one of our most effective ways of communicating our expectations. 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 contact me. We cannot operate without effective communication. Education is most successful when home and school work together for the whole child.

We welcome you to a new year at St. Johns Christian School! We look forward to partnering with you to carry out our mission of transforming the hearts and minds of God's children for service in His world. We encourage you to pray daily for your children, your family, for St. Johns Christian School and for your children's teachers. We all will be blessed, and our jobs will be made easier as we seek our Heavenly Father's direction and guidance daily.

In His Service,

Leon Edenfield & Kelly Altman  
Director & Principal

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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

We trust our students will learn to do their best, to pursue excellence and to develop their interests and God-given abilities and gifts. We also desire that they learn to obey God's instruction, live a life as a child of the King, and learn to share His life with others.

## INTRODUCTION

This section of guidelines contains explanations and policies regarding life at all learning levels at St. Johns Christian School. SJCS is not just a set of policies. It is a spirit and environment for learning. Policies and regulations are necessary to maintain the climate we desire. Although parents may not agree with all the policies, we expect that they will respect and respond properly to the authorities even when they are not in full agreement. We trust that our guidelines will help 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.

### 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 accord 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,

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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.

### **DISCLAIMER**

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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**

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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.

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.

### **IMPORTANT FACTS**

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

Established: 2015

Accredited by: National Association for Christian Education

School Colors: Royal Blue & Gold

Mascot: Soldiers

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

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### PARENT COMMITMENT STATEMENT

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Parents who send their children to St. Johns Christian School acknowledge their commitment to the following:

1. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our children as necessary.
2. The administration has full discretion to the placement of students in the proper grade and courses.
3. 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.
4. 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. We will adhere to principles and policies of the school as stated in its current Parent/Student Handbook.
6. 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, we will contact the principal. After contacting the teacher and principal, the Director should be contacted if concerns have not been resolved.
7. 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.
8. Final grades, report cards, transcripts and diplomas will be retained by the school if and when our account becomes delinquent.
9. Our children may participate in all school-sponsored activities, including field trips away from school premises.

### STUDENTS – ENTRANCE REQUIREMENTS

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1. **Age** - Children who are five years old on or before September 1st may enroll in kindergarten in August of that year. 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.

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- a. Preschool, kindergarten, and children 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.

## **GENERAL INFORMATION**

### **HOURS OF OPERATION**

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- School hours are Monday – Friday, 8:30 am – 2:30 pm.
- Students may be dropped off as early as 8:00 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**

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- Classes begin at 8:30 am. Students will be dismissed at 2:30 pm.
- All students are dismissed at 11:30 am on school half days.
- Students should not be dropped off at school before 8:00 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.
- 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're going to be late in picking up your child after school, please call the office so we can inform your child and the teacher. Parents will be billed for the cost of supervision if a student is not picked up by 2:45 pm.

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### LUNCHES

Students will have 30-minute lunches. Students must bring their own lunch. Microwaves are not available for reheating. Please pack nutritious meals for your child. Sugary sodas and energy drinks are not allowed. On Friday's we will alternate Papa John's Pizza and Zaxby's. Pizza can be purchased for \$1.00 per slice. Zaxby's may be purchased for \$4.00 per meal (2 chicken strips, chips, & a cookie). All lunch orders must be turned in no later than Wednesday of each week. Make sure to send a water or drink and anything extra your child may want to add to their Friday lunch.

### 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 principal.*

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-lock bags 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 that their child may have. \*\***

### **SUPPLIES**

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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.

### **REPORT CARDS**

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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**

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Students in K-6<sup>th</sup> 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. 7<sup>th</sup>- 12<sup>th</sup> grade teachers will communicate by email or text.

### **STUDENT RECORDS**

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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 that SJCS should close its doors, records will be sent to PCSD for retention and disposition.

### **PHYSICAL EDUCATION**

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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.

### **CLASS PARTIES/INVITATIONS**

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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.

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### TELEPHONE/CELL PHONE/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 devices are not allowed to be used during the school day unless specifically noted in the planner that permission has been granted for certain class work situations. Cell phones and devices are not allowed to be used while on the bus. When they arrive at school, students should turn their phones and devices into the 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.

### 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

The MAP (Measures of Academic Progress) Assessment is 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 and that they have sufficient rest 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.

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.

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C. 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.

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 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. 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.

G. 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.

H. Head lice are a highly contagious parasite. Parents are asked to notify SJCS if their children have head lice so that we can check to ensure that other students in the class or grade are not infected. This will help ensure that students do not get re-infected from another child after their initial treatment. 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.

### VISITS TO SCHOOL

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Parents or visitors are welcome to visit students during lunch if they have office and classroom teacher permission. All visitors, other than those listed on the enrollment forms, must have written parent permission.

Any parent or other adult coming on campus must sign in at the front office. If you are dropping off a student who is late, or coming from an appointment, he/she must also be signed in at the office by the responsible adult. If a student is picked up early from school for an appointment or any other reason, he/she must be signed out from the office by the responsible adult.

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### COMPLAINTS CONCERNING PERSONNEL

Complaints from students, parents, or members of the family association regarding an individual employee should be discussed first with that teacher or staff member, then with the principal of the employee concerned. 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. The total effectiveness of the parent/teacher conference will be contingent largely by you and your active role in your child's education. Conferences are scheduled any time the teacher or parent believes it is necessary to do so. Scheduled conferences occur after the completion of the first grading period. All parents are required and expected to participate in this process. During the school year, teachers are available by appointment at the end of the school day and would welcome the opportunity to get to know you to better educate your child.

### 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.

Conflict provides opportunities to glorify God, serve other people and grow to be like Christ (1 Cor. 10:21-11:1; Romans 8:28,29, James 1:2-4). Matthew 18:15-18 makes it clear that conflicts within the body of Christ should be handled on an individual basis. As Christians, we are expected to make "every effort to keep the unity of the Spirit in the bond of peace" by being completely humble, gentle, patient and forbearing (Eph. 4:2-3). The Peacemaker's Pledge should be used to resolve conflict in any relationship:

- GLORIFY GOD – Instead of focusing on selfish desires or dwelling on what others may do, we will seek to please and honor God by depending on His wisdom, power and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful and forgiving attitude (1 Cor. 10:31; James 4:13; Psalm 37:1-6; Phil. 4:2-9; Col 3:1-4; 1 Peter 2:12; John 14:15; James 3:17-18; Rom. 12:17-21, Mark 11:25).
- GET THE LOG OUT OF YOUR OWN EYE – Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts by confessing our sins, asking God to help us change any attitudes and habits that lead to conflict and by seeking to repair any harm we have caused (Matt. 7:3-5; 1 John 1:8-9; Prov. 28:13; Col. 3:5-14; Luke 19:8)
- GO AND SHOW YOUR BROTHER HIS FAULT – Instead of pretending that conflict does not exist or talking to others behind their backs, we will choose to overlook minor offenses and/or will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a Biblical manner (Matt. 18:15-20; James 5:9; Prov. 19:11; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; 1 Cor. 6:18).
- GO AND BE RECONCILED – Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation by forgiving others as God, for Christ's sake, has forgiven us, and by seeking just and mutually beneficial solutions to our differences (Matt. 5:23,24; Eph. 4:1-3, 32; Matt. 7:12; Phil. 2:3-4).

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By God's grace we apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results but of faithful, dependent obedience. And we pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love (Matt 25:14-21; 1 Peter 2:19; Rom. 12:18; John 13:34-35). 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. Remember that 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.

Jesus prayed for us to be in perfect unity even as He and His father are One. The goal of this unity is that the world will see us and believe that Jesus is the Son of God. How we deal with conflict speaks volumes to the world about the difference Christ has made in us. (Adapted from Southside Christian School, Greenville, SC)

### **STUDENTS AND GUIDANCE ISSUES**

There are times when students require guidance for a particular instance or event. Initial guidance is given by the classroom teacher to help resolve a particular issue.

If the issue is not, or cannot be resolved by the classroom teacher, it will be brought to the principal or guidance counselor who will work with the student and/or parents to help come to a resolution to the situation. The Abuse Hotline is used for cases where abuse or neglect may be an issue. Educators are required by law to report any suspected abuse or neglect using the Abuse Hotline.

### **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.

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6. Students may not communicate with people outside the bus by gesture or voice.
7. Absolute silence is required at all railroad crossings.
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 the principal. The school principal 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 for any serious incident.

### **STEP BY STEP ATTENDANCE PROCEDURES**

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Procedure to follow when a student must be absent:

1. Parents are to contact the school office if their child is sick and will be absent.
2. Parents are asked to notify SJCS by 8:15 am.
3. Either a phone call or email must be made each missed day stating the reason for the absence. Email [frontoffice@sjcsfl.org](mailto:frontoffice@sjcsfl.org)

### **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.

### **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. That means if a student checks out before 11:30 am it 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.

### **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. Lost class time can be a detriment if material given during the absence is not made up quickly. Should school day appointments be necessary, prior notification should be given to the school office and teacher, and the student is responsible to make up any missed work. Family issue or emergencies are also considered excused. Please notify the school at your earliest convenience. We will work out a schedule for making up class work depending on the situation.

# St. Johns Christian School

## Student Handbook

### UN-EXCUSED ABSENCES

Absences not described in the “excused absence” section above are “unexcused”.

### TARDINESS

It is very important for students to arrive at school on time each day. This allows students to begin their day promptly and prevents disruptions when they arrive late. It is very disruptive to students and teachers when students come late to school. It is imperative that parents get 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 8:30 am must be signed in by a parent through the front office. The office will issue the student a tardy pass marked excused or unexcused according to the following:

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

**Three unexcused tardies in a nine-week period will result in 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 principal. Records will not be viewed outside of Administration’s sight.

### 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.

# St. Johns Christian School

## Student Handbook

### GRADING SCALE

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The following grading scale is for kindergarten students:

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

The following grading scale is for students in 1<sup>st</sup> – 12<sup>th</sup> grade:

A 90 – 100%

B 80 – 89%

C 70 – 79%

D 60 – 69%

F 59% and below

I = INCOMPLETE

### TUITION & PAYMENTS

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SJCS tuition is \$7,100 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. Scholarships may be available.

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:

- Catered Lunches
- 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 the school for more information.

#### -Monthly Payments

Self-Pay Tuition payments are due by the 5<sup>th</sup> of every month. ***If payment is not received by the 10<sup>th</sup>, 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.

Scholarship payments are sent via State of Florida Checks to SJCS by Fed Ex 4 times a year. The school is required to stamp “for deposit only” and include our deposit account number. After the checks have been stamped, you will receive confirmation that your tuition payment has arrived, and you need to come to the school to endorse the check over to SJCS. If you do not endorse the check within the time frame given, ***your student will not be allowed on campus until the check has been signed.*** The school is required to return the unsigned check to the DOE. The parent/guardian will then be responsible for the tuition payments.

# St. Johns Christian School

## Student Handbook

### DISCIPLINE PHILOSOPHY

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Discipline at St. Johns Christian School is based upon and guided by the principles of the Bible.

The philosophy of St. Johns Christian School dictates that there is a relationship of trust between the home and school in all matters including the discipline of students. Scripture clearly indicates that parents are held responsible by God to have authority over their children and that parents may delegate this authority to people in positions of responsibility in the child's life.

St. Johns Christian School is one of the authorities in the child's life. It, 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. The aim of all discipline is to have students understand what authority is and that all authority comes from God. In doing this, St. Johns Christian School stands ready to assist parents in bringing up their children to be God-fearing young people. We will support the discipline of your home and will expect the same support from you, as parents of children at St. Johns Christian School. It is our desire that parent's partner with us in their child's education and transformation to reflect a Godly life.

### DISCIPLINE GUIDELINES

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The home, church, and school partnership in teaching and training children can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight St. Johns Christian School's basic expectations in student behavior. Our standards are based on the pillars of Christian character - mutual respect and common courtesy. Disruptive and disrespectful behavior in or out of the classroom is unacceptable. As students grow into young adults, their decision-making process is molded by the education of "choice meets consequence". 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 counsel with students in class, one on one. However, to deal with such 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

#### Level 2 Infractions

- 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 tobacco product, drugs, alcohol, or weapons on school grounds

## St. Johns Christian School Student Handbook

### Level 2 Consequences

1. Referral to see the Dean or Principal which could result in immediate suspension for the remainder of the day and parent notified.
2. **Automatic 3-day 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 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/Principal is the final authority in all disciplinary situations.**

Examples:

1. 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.
2. Students who are excessively or repeatedly disruptive will be sent to the school office at the discretion of the teacher.
3. Students who cause intentional physical harm to another student will be sent to the principal's office. Parents will be notified by phone and will be asked to pick up their child. The incident will be documented in the student's file.
4. Students who are extremely disruptive or cause persistent disruption will be sent to the principal's office. Parent will be notified by phone call, text, or email that a conference has taken place with the principal. The incident will be documented in the student's file.
5. Further discipline may involve detention or being sent home from school.

Bullying is not tolerated at St. Johns Christian School. 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 may subject students to disciplinary action, including, but not limited to, probation, suspension, expulsion, or dismissal.

Students are prohibited from posting, sending, texting, emailing, or disseminating messages or information that would violate school policies if they were spoken orally or written on paper. 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, expulsion, or dismissal.

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

# St. Johns Christian School

## Student Handbook

### **DETENTIONS**

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Detentions are 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:

- Washing walls with a Mr. Clean Eraser
- Washing baseboards
- Picking up trash outside
- Essay writing

### **OFF CAMPUS BEHAVIOR POLICY**

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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**

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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 or at school events during this suspension.

### **EXPULSION**

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The most severe form of disciplinary action is expulsion from St. Johns Christian School. 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 St. Johns Christian School. 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 Principal, 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**

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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 should respect the authority of the teacher, since all authority is delegated by God. Teachers must always bear in mind that each student is an image bearer of God, and therefore, must be treated with respect and consideration.

## **St. Johns Christian School Student Handbook**

It is the desire of the faculty to promote a positive learning environment based upon respect for the students and his/her learning needs. To produce such a positive learning environment, we ask that students respect the rules stated in the handbook and each individual classroom. 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 will be responsible to enforce general school rules and specific classroom rules established for his/her classroom. The principal may administer discipline if needed. Parents may be contacted about misbehavior at school in some cases.

### **SECURITY/SAFETY/DANGEROUS ITEMS**

SJCS desires to maintain a positive learning environment on campus that is free of illegal drugs, alcohol, cigarettes, chewing tobacco, firearms, explosives, 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 pepper spray, knives, chains, water pistols, matches, firecrackers, firearms (guns), 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 immediate expulsion. 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 principal or the designate at any time, either with or without prior notice. There is no expectation of privacy. To offer improved security, video cameras are used throughout the campus and in the buildings.

### **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.

## St. Johns Christian School Student Handbook

- 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.
  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

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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.

SJCS has a campus wide standardized dress code. 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. Parents are encouraged to teach their children to cooperate with the guidelines within the dress code. It has been established so that matters of dress are not a distracting or divisive issue within our community. 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 fair 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.

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Please use the guidelines below to determine appropriate dress for your child. We are seeking a reasonable compromise between dress that is neat and modest but also suitable for active play. 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 from prior years or from SJBC can be worn on Fridays only.

### Pants

- Uniform style pants (khaki, navy blue, or black) or jeans (holes are allowed below the knee, if above the knee they must be covered with tights/patches behind them.) -not tight, form-fitting, or excessively small or large.
- **Athletic pants are NOT ALLOWED!**
- **Tights are NOT ALLOWED!**
- **Pajama pants are NOT ALLOWED!**

### Shorts/Skortts

- Uniform style must be knee length, in approved school uniform colors (khaki, navy blue, or black) 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 – 6<sup>th</sup> 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 PE days.
- **Crocs are NOT ALLOWED!**

## St. Johns Christian School Student Handbook

### Sweaters/Sweatshirts/Heavy Outer Wear

- Must not have inappropriate images, characters, or wording.
- 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.

### 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.
- 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 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 over the eyes, trimmed to the neckline. Boys may not wear ponytails or pigtails.
- Students may not wear any pierced body ornaments. Girls may wear pierced earrings that are not extreme. Boys' earrings must be flesh colored or diamond, gold, or silver studs.
- 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 occasions in which students will have other "dress up" or "dress down" requirements. Teachers will inform parents regarding these occasions.

**St. Johns Christian School  
Student Handbook**

**2022-2023 Parent-Student Handbook Agreement**

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 undersigned, have read and understand the Parent-Student Handbook and agree to abide by all the rules and standards set forth therein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
1. Student Signature

\_\_\_\_\_  
2. Student Signature

\_\_\_\_\_  
3. Student Signature

\_\_\_\_\_  
4. Student Signature

\_\_\_\_\_  
5. Student Signature

\_\_\_\_\_  
6. Student Signature