



# Student Handbook

**2017-2018**

Starke Christian School  
507 West Call Street  
Starke, FL 32091  
904-964-6100

[www.starkechristianschool.com](http://www.starkechristianschool.com)

Watch, stand fast in the faith, be brave, be strong.  
Let all that you do be done with love. **1 Corinthians 16:13-14**

## VISION

The vision of Starke Christian School is to nurture children beyond Biblical knowledge toward a mature Christian faith and character. Our goal is to prepare students to live in the world, yet not be of the world. Our Christ-Centered staff and curriculum equip students with a solid academic, social and spiritual foundation, enabling them to become competent leaders influencing the world for Christ. SCS seeks to train its students to have a servant's heart, develop a personal relationship with Jesus Christ and demonstrate Godly character and stewardship. We pray that each and every student will leave SCS knowing how to think and act Biblically. SCS aspires to be vigorous, energetic and proactive in its education of its students. We seek to maximize the God-given gifts and abilities of each student to further God's work. We are committed to forming well-educated Christians who are equipped to fulfill the Lord's call on their lives.

## VISION STATEMENT

*"Equipping students with a solid academic, social and spiritual foundation **TODAY** to become competent leaders influencing the world for Christ **TOMORROW!**"*

## MISSION

Starke Christian School provides for its students an affordable, Christ-centered education of the highest academic quality based upon a firm foundation of God's word. Starke Christian School offers a well-rounded, educational program taught by qualified Christian faculty designed to train each student academically, spiritually and socially.

## Statement of Faith

### OUR ASSOCIATION

Starke Christian School is a mission and ministry of First Christian Church Starke. FCCS is associated with a nondenominational fellowship of churches known as Independent Christian Church/Churches of Christ. What we share in common with our fellow Independent Christian Churches is a conviction that unity in the body of Christ is desirable and possible when men and women of good faith are willing to lay aside divisive creeds and rhetoric and with open arms, open Bibles, and open minds seek unity on the basis of common faith in Jesus Christ.

### OUR DISTINCTIVES

Although seeking to be the church of the New Testament, our particular fellowship traces its roots back to the Second Great Awakening that occurred in America in the late 1700s. Sharing much in common with most Christian churches, the two most distinctive practices of the Independent Christian Churches are weekly communion, and the conviction that believers baptism by immersion should occur as close to one's initial belief in Jesus as possible. While neither of these is viewed as meritorious (i.e., as having merit toward earning our salvation), because we believe these two things are taught clearly in the New Testament we practice them today.

## OUR FAITH

We trust that the blood of Jesus—and that alone—is sufficient to wash away our sins. We are saved by grace through faith and that not of ourselves it is the gift of God (Ephesians 2:8-10). As a result, we wish to ensure that the teaching at Starke Christian School is in step with, and reflective of, FCCS's statement of faith. The statement of faith is available on our website at [www.1stChristianStarke.com](http://www.1stChristianStarke.com).

## BIBLE VERSIONS

We use the Abeka Curriculum produced for Christian Schools. Because the Abeka materials use the King James, that is the version we use in class. SCS doesn't hold to the King-James-Only point of view and we use other versions for comparison.

# SCRIPTURES

## School Scripture

*“Train up a child in the way he should go: and when he is old, he will not depart from it.”*

Proverbs 22:6

## 2017-2018 School Year Scripture

*Watch, stand fast in the faith, be brave, be strong.  
Let all that you do be done with love.*

**1 Corinthians 16:13-14**

# PLEDGES

## American Flag

“I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.”

## Christian Flag

“I pledge allegiance to the Christian flag, and to the Savior for whom its Kingdom stands. One Brotherhood, uniting all Christians in service and in love.”

## Bible

“I pledge allegiance to the Bible, God’s Holy Word. A lamp unto my feet, a light unto my path, its words I hide in my heart that I might not sin against God.”

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## WHO DO I CALL...

**904-964-6100**

General Information	Office
Admissions	Ms. Thornton
Attendance	Ms. Thornton
Bookkeeping	Mrs. Dinkins
Discipline	Ms. Thornton
Dress Code	Ms. Thornton
Extended Care	Ms. Thornton/Mrs. Georgia
Field Trip Information	Mrs. Dinkins
Information Change	Mrs. Dinkins
Scholarships	Mrs. Dinkins
Tutoring	Mrs. Dinkins
Volunteering	Ms. Thornton

*Starke Christian School is a ministry of First Christian Church. To receive the most accurate information concerning SCS, please address all school related questions or concerns to SCS personnel, not the church secretary or other church staff.*

## Starke Christian School 2017-2018 Calendar

<b>DATE</b>	<b>EVENT</b>
Monday, August 7	First Day – Teachers
Thursday, August 10	Orientation @ 6:30 pm – MANDATORY FOR PARENTS
Monday, August 14	First Day – Students
Monday, September 4	Labor Day HOLIDAY
Friday, September 8	Game Night/ Open House
Friday, October 13	End of 1 <sup>st</sup> Nine Weeks/Teacher Planning/EARLY RELEASE@ 11:30
Thursday, October 19	1 <sup>st</sup> Nine Weeks Report Cards Go Home
Wednesday, October 25	1 <sup>st</sup> Nine Weeks Awards Chapel @ 8:00 am
Friday, November 10	Veterans Day Observed/ Early Release @ 11:30
Monday–Friday, November 20-24	Thanksgiving HOLIDAY
Thursday, December 14	SCS Christmas Program @ 6:30 pm
Friday, December 15	EARLY RELEASE @ 11:30 am
Friday, December 15	End of 2 <sup>nd</sup> Nine Weeks
Monday–Friday, December 18-29	Christmas HOLIDAY
Monday, January 1	New Year HOLIDAY
Tuesday, January 2	Teachers/ Students Return
Wednesday, January 10	Awards Chapel
Monday, January 15	Dr. Martin Luther King, Jr. HOLIDAY
Friday, January 26	Winter Event TBD
Monday, February 20	President’s Day HOLIDAY
Tuesday, February 27	Art & Science Fair
Friday, March 2	EARLY RELEASE @ 11:30
Monday-Friday, March 5-9	Spring Break HOLIDAY
Monday, March 19	End of 3 <sup>rd</sup> Nine Weeks
Friday, March 23	Teacher Planning/ EARLY RELEASE @ 11:30 am
Wednesday, March 28	3 <sup>rd</sup> Nine Weeks Report Cards Go Home
Friday, March 30	Good Friday HOLIDAY
Wednesday, April 4	3 <sup>rd</sup> Nine Weeks Awards Chapel @ 8:00 am
Monday-Wednesday, April 9-11	Testing – EARLY RELEASE @ Noon Each Day
Thursday, May 3	National Day of Prayer
Monday-Friday, May 7-11	Teacher Appreciation Week
Thursday, May 17	Graduation @ 6:30 pm
Tuesday, May 22	End of Year Program @ 6:30 pm
Thursday, May 24	Water Day
Friday, May 25	End of the Year Field Trip TBD/ Last Day of School/ End of the 4 <sup>th</sup> 9 weeks

Thank you for allowing us at Starke Christian School to be a part of your child's education! We look forward to the opportunity to minister alongside your family this school year. Please review the following in order to ensure a smooth school year.

#### Enrollment Policies 2017-2018 School Year

New students are automatically placed on probation during the first grading period. At the end of that period, if the probation period requires an extension, parents will receive written communication. A family conference will be held to discuss matters of concern and determine a plan of action.

Families are evaluated annually for continued enrollment. This process is in place so that a Bible-centered learning environment exists for all.

The spiritual standard of continued enrollment at SCS requires the student's family to maintain the following biblical standards:

- A personal commitment to Jesus Christ.
- A life that reflects Christ-like moral purity.

Additionally, as the primary educators of children, parents need to be committed to be effective co-laborers. This is demonstrated by parents who:

- Participate in school activities and events. (i.e. programs, work days, conferences, etc.)
- Communicate effectively with teachers.
- Abide by school rules and policies.
- Actively instruct and discipline their children.

For students to continue their enrollment at SCS, they must exhibit diligence in their academic work. In Scripture, we read in the parable of the talents that the master's response to the diligent was, "Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things." (Matthew 25:21)

Diligence is an attitude that pleases the heart of God. Ultimately, only the Lord knows the heart of each student. But the teacher, working closely with the parents, is able to discern whether a student is performing to their full potential, and will counsel them accordingly.

We ask that you will pray for Starke Christian School, the students and the staff, and know that we will be praying for your family also. We also ask that you attend parental functions and volunteer your time and support to Starke Christian School in order to help the children of SCS grow in Christ and fulfill their calling. If a difficult situation arises, please be an example to the community and SCS students by seeking to resolve it using the Matthew 18 principle, rather than spread criticism or negative attitude

# Admission Policies

## ADMISSION

Starke Christian School (SCS) is a private institution and reserves the right to set and to maintain standards for student conduct, dress, academics, and all other matters. Admission is not determined on basis of race, color, or creed. SCS maintains the right to refuse admittance or re-admittance to any student who fails to meet entrance requirements, and to suspend or expel any student who violates the standards set forth in the handbook, other verbal or written rules of conduct as defined by SCS, or who have demonstrated disharmony regarding the mission, objectives, standards, policies, rules or regulations of SCS.

SCS will not admit any student who is suspected or known to be involved in immoral behavior, practices, or activities (as determined by SCS). SCS students who are suspected to be involved in such behavior, practices or activities are subject to expulsion from SCS. Students who have been expelled can only be re-admitted with the approval of the SCS Advisory Committee. SCS reserves the right to expel students of parents who are uncooperative or non-supportive of our teachers, staff, administration, or the purpose, objectives, standards, policies, rules, or regulations of this school.

Students entering kindergarten must be at least five (5) years old prior to September 1 of the current year or have written permission from administration.

## ENROLLMENT PROCEDURES

1. Submission of a properly completed application for registration and completed enrollment packet.
2. Payment of a non-refundable Registration Fee.
3. Submission of a physical exam report, done within the last two years, if the student will be entering a Florida school or kindergarten for the first time.
4. Submission of a record of up to date immunizations is required and in the school office prior to the first week of school. Students will not be admitted to class until the documents are received as per Bradford County Health Department regulations.
5. Submission of a copy of the student's Certificate of Live Birth.
6. Submission of a certified copy of any court order of final judgment if parents are divorced or separated.

## RE-ENROLLMENT

SCS reserves the right to refuse re-enrollment to any student for any reason. Current SCS students who wish to re-enroll must:

1. Be in compliance with the SCS admissions policy.
2. Complete an Enrollment packet.
3. Pay a non-refundable Registration Fee.
4. Pay all outstanding account balances.
5. Provide updated physical exam and immunization report when applicable.

## WITHDRAWALS

All withdrawals/transfers from our school must first go through the school office. Starke Christian School will NOT release or transfer student records (including final report card) or awards if ALL tuition and extended care fees are NOT paid in full.

All tuition and fees paid under this contract are non-refundable. In the event of a family transferring by job or military, the parent must notify the school advisory committee in writing to request a refund.

Parent(s) acknowledge that the full amount of the tuition is payable whether or not the child attends the school for the entire year for whatever reason. Any cost for litigation to collect the aforementioned funds will be the sole responsibility of the parent(s) involved.

Scholarship students are also subject to these policies.



# Attendance & Tardiness

The school day for students is from 7:55 a.m. until 2:30 p.m. **Students will be marked tardy if not in their classrooms at 8:00 a.m. sharp.**

**Absence:** Not being present either in school, class, Chapel, program, event or activity. Students must be in attendance at least 3 ½ hours for the 6 ½ hour school day. If an absence has not been prearranged, the parent must notify the school office by 10:00 a.m. the day the student is absent that the child will not be attending that day.

Excused Absence: An absence may be excused only if:

- a. The student was absent because of illness and brings a written note from a parent or doctor explaining. If the student is absent for three (3) consecutive days or more a written note from a doctor is required
- b. The student was absent because of an emergency or urgency and brings in a written note explaining the nature of the emergency or urgency.
- c. Make-up work from absences is the student's responsibility. Students have 2 days after returning to school to obtain, complete and return all missed work. Any tests that are missed during an absence will be made up **afterschool** at the teacher's appointed time. Any work not made up will result in a zero.
- d. Parents arranged with the school office at least five (5) days in advance any planned absence for reasons such as religious observance, funeral, or out-of-town travel. A maximum of three (3) pre-arranged absences is permitted for the school year. It is the responsibility of the parent and student to obtain from the teacher the homework the student will be required to do while absent. All work must be turned in on the day the student returns from the pre-arranged absence.
- e. Parents must telephone as soon as possible, in the day or send a written note when it is necessary to take the child out of class early for any reason. All students leaving early must go to the school office before leaving. Parents must sign their child out at the school office. Parents are not to go to the child's classroom. The school office will retrieve the student from the classroom. Please see Appointments and Check outs on the next page for further details.

Unexcused Absence: If the parent or doctor does not provide the required written note, the absence is considered unexcused. If a note is provided without a reason for the absence/tardy, or if the reason is unacceptable, the absence/tardy will be unexcused. Furthermore, any school work missed during this time period will result in a zero.

Attendance is the key to a successful student! All classes offered at SCS are important to your child's development. Attendance in each class is a requirement. If a student is checked out during the day to avoid class, they will earn a grade of 50% or less depending on the amount of time missed. A student who shows up 2 hours after school has started (after 10:00 AM) will be counted absent for the entire school day, even though they have obtained the 3 ½ hours required.

**Excessive Absences:** Students will not be permitted more than twenty (20) absences during a school year. If a student accumulates five (5) absences, a letter will be sent home to the parent(s). If a student accumulates ten (10) absences, a letter will be sent home to the parent(s) and an appointment for a conference will be scheduled with the parent(s) to discuss the matter. Students who miss twenty (20) or more days (**excused or unexcused**) in a year or ten (10) days in a semester may be subject to failure based on their non-attendance. If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's explanation of the illness/condition and how it may affect attendance is required to be provided by the parent to the school administrator.

**Tardiness:** Tardiness means being late to school, class, Chapel, program, activity or event. When a student is late it is both distracting and disturbing to the class. First bell rings at 7:55 a.m. This is the initial start of the school day. The tardy bell will ring at 8:00 a.m. sharp. Your child will be considered tardy if they are not in their classroom, in their seat, and ready to begin work at 8:00 a.m. Tardies have an adverse affect on your child's educational progress. Any student arriving after 8:00 a.m. must come through the **office with a parent** and be signed in before going to the classroom. **Students who are tardy to school will be assigned to the tardy table during lunch where they will observe silent lunch throughout the lunch period. After 3 tardies in a 9 week period, a student is no longer eligible for perfect attendance that quarter.** Please make every effort to have your child to school on time. Our classroom day BEGINS at 8:00 a.m., so please do not just drop them off at this time. You will need to come into the building with them in order to sign them in and they will be considered tardy. Parents are not permitted to accompany the student to their classroom. Office staff will give the tardy slip to the student. Your child can be dropped off as early as 7:45 a.m. with no charge. **Tardies not only affect your student, they also affect the atmosphere of the classroom. If your child has an unexcused tardy, they will spend their lunch hour at a separate table in silence during the lunch hour.** Excessive tardies will be dealt with on an individual basis with the parent by the Administrator to try to resolve the situation.

Excused Tardy: A tardy may be excused only if:

- a. Another teacher, office staff, or the Principal detained the student (for other than disciplinary reasons).
- b. The student was detained by circumstances beyond his/her control, except as outlined herein.

Unexcused Tardy: A tardy will not be excused for oversleeping, "running late", and traffic congestions (unless there was an accident or other unexpected delay beyond your control). Students are to be in their seats or designated areas at 8:00 a.m. Parents are not to be in the classroom during morning drop off. If you need to speak to the teacher, please follow the communication guidelines under the "Communication" Section of this handbook.

**Administration Discretion:** The Principal and/or Advisory Committee have the right to extend grace and/or mercy to excuse any absence or tardy based upon the circumstance.

**Appointments and Check outs** – Schedule appointments and such during a time that will NOT require your child to miss any part of the school day. **Your child will take school as responsibly as you do.** Students may not be checked out between 2:00 p.m. and 2:30 p.m. If an emergency occurs and you need to check your child out during this time, please call the school office before arriving. Students are dismissed at 2:30 and will be brought to the car line out front. If a class is running behind, please see the teacher on duty during pickup and refrain from entering the building.

## Bullying Procedures/Regulations

SCS recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. SCS believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students and parents take a stand against all bullying behaviors.

Bullying is defined as a deliberately hurtful behavior that is repeated over a period of time and results in those being bullied not being able to defend themselves. The three main types of bullying are physical, verbal (direct and indirect), and relational.

**Students who become involved in bullying will be subject to the following process:**

- A student who is bullied (victim) by another student should contact an adult (parent, teacher, coach, moderator, counselor, advisor, or administrator). Likewise a bystander should also contact an adult.
- The victim should confront the bully and clearly inform him/her that the actions/words have been harmful and should be stopped.
- The alleged bully will be subject to appropriate discipline actions from the office.
- A student who continues to display a bully pattern will be subject to dismissal.

## Chapel

Students will attend weekly Chapel services every Wednesday. Speakers will include staff members, FCC pastor and other Christian speakers from our local community. Students will lead in the praise and worship time and then listen to a brief motivational message. We encourage parents to participate with us when their schedules permit.

**Attire:** Students are required to wear khaki pants (boy or girl) or a skirt or jumper (girls only and of appropriate length) with their SCS logo, “polo” style shirt tucked in, with a belt and dress shoes, (no heels or backless shoes).

## Code of Conduct

1. All SCS rules and policies are applicable while the student is on the SCS campus or involved in any SCS sponsored activity.
2. Chewing gum is not allowed on Starke Christian School property.
3. Food and drink will not be consumed in the hallways, church area or other areas designated as such by the administration. Lunch will only be eaten inside the classroom under special circumstances.
4. Students will not use profanity or off-color slang words at any time on the school campus, at school events, or at school sponsored events.
5. Students will not engage in public displays of affection. This includes holding hands, kissing, sitting on laps, hugging, etc.
6. Students will respect school property and will always be careful in its use. Vandalism will be dealt with severely and restitution will be made.
7. Students will be in class on time and will not be out of class without permission.
8. Students will respect the person and rights of other students and will refrain from behavior that endangers or threatens other people. This includes name calling, negative statements, ethnic slurs, pushing, shoving and bullying.
9. Fighting is not tolerated at Starke Christian School. Disputes will be settled in a way other than using violence.
10. Students will respect the authority of teachers and administration at Starke Christian School, and are expected to follow instructions when they are given.
11. Weapons of any nature, including pocket knives, are prohibited at Starke Christian School. Violation will result in expulsion from the school.
12. Students will not use alcohol, tobacco, or illegal drugs in any form, whether at school or away from school. Violation will result in expulsion.
13. Students will abide by the dress code as outlined in the Student Handbook.
14. Students will not possess pornography, unsuitable reading materials, or other material judged by the administration to be in conflict with SCS standards. In cases of dispute, the decision of the principal will be final.
15. Students will not bring radios, MP3 players, Ipods, toys, video games, cameras and other such items to school unless the principal grants exception.
16. Students will not apply hair spray, cosmetics, perfume, etc. in the classroom or assembly areas.
17. Earrings will not be permitted for male students. Any body piercing other than the ears of female students will not be permitted.
18. Students are not to write on their bodies (including their hands and arms) or clothing and may NOT have visible tattoos.

19. Students will take responsibility to complete their school/homework assignments. Failure to complete assignments will result in loss of privileges.
20. SCS reserves the right to dismiss any student whose behavior and morals do not reflect the standards of the school. This decision can be made regardless of grades and other considerations.
21. Starke Christian School reserves the right to dismiss any student whose parents refuse to support the school in its policies and procedures. This action can be taken regardless of grades or other considerations.

Starke Christian School expects full cooperation from both students and parents in the education of the student. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he/she may be requested to transfer. To maintain a good learning environment, we expect students to conduct themselves appropriately. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you." (Matthew 7:12) Certain behavior is not acceptable and will not be tolerated. Starke Christian School has a "zero tolerance" policy towards any type of violence, fighting, weapons, illegal drug/alcohol possession, stealing, lying, disrespect, cursing, cheating, deliberately damaging school or another person's property, or threats (carried out or not) made towards another person. Students could be expelled for any action or statement associated with the above listed offenses.

## Communication

### THURSDAY FOLDERS

Each week on Thursday a folder will be sent home filled with your child's classroom assignments, tests, quizzes, ( for K5-2<sup>nd</sup>) field trip permission slips and any communication notes from the teacher and/or school. Parents are required to sign off on the behavior comments written each week regarding their child. If a parent needs to communicate with their child's teacher they may do so through the Thursday Folder. Money for field trips, tuition, lunch, or after care, in a small zip-lock bag or envelope, may be sent back to school on Friday in the returned Thursday Folder. Please make sure you include your child's name and what you are paying for on the envelope or zip-lock bag.

### HOMework PLANNERS

Each student at SCS in grades 1<sup>st</sup> – 8<sup>th</sup> will receive a student planner. Each night students are required to bring home their planner for the parent to see. A parent signature is required daily in the student's planner to confirm homework was completed and/or notes from the teacher were received. **Failure to sign planner for three (3) consecutive days and each time after that in a 9 week period will result in student detention.**

### PARENT TO TEACHER

If you wish to speak or meet with your child's teacher, call the school, send a written note and a contact number, or email the teacher through Jupiter Grades.

Outside Issues: Many things go on outside of school that will affect a student's behavior in school. When we are aware of matters and situations that your child may be experiencing, we are in a better position to understand and to work with your child. Please help us help your child by keeping us informed concerning matters that may affect your child's behavior.

Concerns/Questions/Problems: If, at any time, you have questions or concerns about your child's education, we expect that you will not permit a problem to grow while waiting for a teacher to contact you. We expect you to telephone the school to request to speak with the teacher or send a note to schedule a parent/teacher conference. The teacher will respond within 24 hours. Furthermore, refrain from "catching the teacher real quick" in the morning time. Teachers are responsible for student control during this time and a parent can interfere with the teacher's ability to adequately supervise.

Contacting Principal: If you have spoken to the teacher and still believe the matter to be unresolved, telephone the school to speak with the Principal or to schedule a conference with

the Principal. Please do not come on campus unannounced and expect a conference, and please do not attempt to speak with a teacher during the school day. Furthermore, please refrain from interfering with the church/school secretary's ability to work by complaining about ANY dilemma at the front desk. Simply ask to schedule a conference.

Correctional Procedures: If your child comes home complaining about a policy or discipline, please follow the outlined procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting may be emotionally biased and may not include all the details or information.
3. Realize that the school has reasons for all rules and that they are formed without partiality.
4. Support the teachers and administration and call the school for all the facts.

Please do not use social media, (Facebook, messenger, texting, ETC..) to communicate with your child's teacher about school related issues. They are not allowed to respond to this form of communication.

## Communicable Diseases

### Policy

We desire to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Administrator.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized time of communicability. The same will apply if immunization is not available. If the nature of the disease and circumstances warrant, a physical exam of the student or employee to verify the diagnosis of the disease may be required. Starke Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## Discipline

### PHILOSOPHY OF DISCIPLINE

Set Boundaries: SCS believes firmly that discipline is absolutely necessary for effective teaching and learning. Classes run more efficiently, with less time wasted, students are happier, more secure and learn better when they know what is expected of them and those around them and when they realize that there are consequences for inappropriate and undesirable behaviors and/or attitudes.

Develop Self-Discipline: SCS believes that good discipline involves self-discipline and self-control. This is best achieved when the school and parent(s) work together. SCS will attempt to instill self-discipline and self-control in our students by the use of structure in the guidelines laid out in God's Word. (Proverbs 29:15-18)

Corrective Procedures: When there are discipline problems, they will be met with a standard of correctional procedures. If these steps are not productive in correcting the student's behavior and the parent(s) cannot correct the child's behavior, the student may be expelled from school upon the recommendation of the Principal to the SCS Advisory Committee.

SCS uses a variety of different correctional methods, which include, but are not limited to:

- Time-out
- Detention
- Silent lunch break
- Lunch detention
- Loss of recess
- Physical activity (running laps, pushups, etc.)
- Revoking of Privileges
- Parent requested to administer punishment at home
- Removal of student from classroom
- In-School Suspension
- Suspension
- Extreme cases – Expulsion

#### **PROCEDURE FOR AFTER SCHOOL DETENTION**

- The assigning teacher will give a Detention Slip at least **24 hours** before the detention is due.
- Detention will be held on Friday from 2:30-3:30. The day set for detention is not negotiable.
- The Detention Slip must be signed by parent and returned to the teacher the next school day.
- Failure to show up on the required day or without the signed form will automatically result in an extra detention being given.
- In such cases where a student is assigned multiple detentions in one week. Administration will step in.
- Detention Fee: The first assigned detention is free. For EACH detention after that for the remainder of the school year the parent will be responsible for the \$5.00 Detention fee.

Any discipline that is administered is done FOR the child and not TO the child. Discipline is meant to correct a problem. We are here to work with the home, but not to take the place of the parent(s) or the home. SCS maintains high standards and expectations that provide an environment that is conducive to learning in a safe and non-threatening environment, while ultimately directing and instructing children to live the Christian character God has laid out for us in their daily actions, attitudes and behaviors. See Code of Conduct on page 9.

To ensure the safety of all SCS students, SCS reserves the right to conduct random searching of student's backpacks, cubbies or desks.

## **Dress Code**

We believe that outward appearance is important to our Christian testimony; that is why we have an established dress code. The dress code helps the students express themselves through personality and achievement not outward appearance. All students are required to adhere to the SCS dress code. **Any student who is out of dress code will be sent home or will remain in the school office until suitable clothing can be brought.** Students are to be dressed in their proper school dress upon arrival at school. They are to remain in proper school dress until leaving school.

#### **The dress code is as follows:**

Shirt requirements for boys and girls are the same: a Polo style shirt with buttons and a collar. Any color is acceptable as long as it is a solid color with no stripes, lace, or other adornments. One SCS blue logo polo will be supplied for Chapel and special events. Undershirts are permitted; however, they are not to be visible. All polos are required to be buttoned and tucked in.

**For Girls:** Skirts, Jumpers, Pants, Shorts, Skorts, or Capri pants in solid Navy, Khaki, or Black. Khaki skirt, jumper or pants ONLY for Chapel day. No stretch pants, leggings, jeggings or work out type pants at all.

**For Boys:** Pants or Shorts in solid Navy, Khaki, or Black. Khaki pants ONLY for Chapel day.

A belt is required in any bottom with belt loops.

**Every student must follow the dress code.**

Shorts, skorts, skirts and jumpers must be appropriate in length (to the knee). Shirts must be long enough that when your child raises their arm, there are no tummies showing and pants must be pulled high enough that nothing inappropriate is revealed when student bends down. Shoes without backs and high heeled shoes are not appropriate for school activities. Gym shoes will be required on P.E. days. All shoes that are made to have shoestrings must have shoe strings. Flip-Flops of any kind are not to be worn to school except when special permission is given by the principal. Blue jeans (not jeggings or overalls) without holes may only be worn to school on Fridays.

Elastic waist pants are permitted, however, stretch pants, workout pants, leggings or jeggings are NOT.

Tattoos or body piercings are not permissible. Boys are not allowed to wear earrings. Girls are not allowed to wear more than two earrings in each ear. No black fingernail polish is permitted.

Haircuts should be a modest style. Boys' hair should be above, or right at the eyebrows, trimmed neatly on the sides and not longer than the collar in the back. Boys may not have braided hair, dreads, nor have designs cut into the hair. Girls or boys cannot color their hair such to draw attention to themselves such as: purple, pink, green etc., natural colors are acceptable.

Hats are acceptable for P.E. only. A student may not wear a hat in the building.

Jackets/coats are permitted during cold weather only.

Light Jackets – the only light jacket permitted in the school building is the SCS Logo zipper hoodie purchased at the start of school. During the winter months and extreme cold weather, larger jackets are fine. This rule applies to those students who need a lighter jacket throughout the year in the classrooms. At no time may the student have the hood covering their head while in the classroom/school building and jackets are to be kept unzipped while in the building. On PE days a jacket is only allowed to be worn on cool days.

Failure to comply with the dress code policy **during the first week of school** will result in:

- 1<sup>st</sup> Verbal warning to student. (Mark in Planner)
- 2<sup>nd</sup> Written notice to parent(s) and verbal warning to student. (Note and mark in planner)

Failure to comply with the dress code policy **after the first week of school** will result in:

- \* A note home to parents
- \* Child will receive lunch detention.
- \* After three (3) uniform offenses in a 9 week period the child will receive Friday detention. Each uniform offense after that will also result in a Friday detention.

Starke Christian School administration reserves the right to initiate policies on new fads and changes in style during the school year.

**~ Friday is Jeans Day ~**

Blue Jeans and school logo T-shirts are acceptable dress for Fridays. An SCS school spirit t-shirt may be purchased and does not have to be tucked in when worn on Friday. If the student does not wear an SCS t-shirt, a solid polo is required and must be worn tucked in with a belt. Jean shorts, pants or skirts/skorts are acceptable. Jeggings and overalls are not acceptable. Jeans may not have any holes.

All clothing length and footwear must be dress code compliant. On special occasions, we will notify parents through The Splash of special “dress downs” days. In such cases, there will not be any T-shirts worn with foul language, dragons, skulls, vampires, werewolves, witches or wizards, etc., permitted. Girls will not be allowed to wear cap sleeves or tank tops. Boys are not allowed to wear muscle shirts or tank tops.

#### ~ SCS School Shirt ~

All students receive one SCS embroidered polo style shirt. This polo is required for Chapel. The current Starke Christian School T-shirt or polo will be required for field trips and other special events. School T-shirt orders will be taken the first week of school. The SCS polo is part of your tuition fee and will be ordered upon registration. Please watch for T-shirt order forms in your child’s Thursday folder, as orders will only be taken at the beginning of the school year.

## Extended Care Program

We offer a structured Before Care Program to all enrolled students every school day starting at 7:00 a.m. The cost for Before Care is \$2.00 per day or \$10.00 per week **paid in advance at the time the student is dropped off**. If payment is not made, you will not be permitted to drop your child off early unless other arrangements are made through the school office. **Parents must come in and sign their child into before care. This is for your child’s safety.**

We offer a structured Aftercare Program to all enrolled students every school day starting at 2:40pm through 6:00 pm. For those students using aftercare on a regular basis, the monthly charge is **\$115.00** per child. The rate is \$6.00 per hour for drop in students. It is imperative you provide both your initials and the time when you sign your child out. Failure to provide a time of pickup will result in your account being charged for the full day (\$24.00). We will not assume what time you picked your child up from aftercare. Any portion of an hour used will be billed as the full hour, we do not bill by the quarter or half hour. There are no discounts for having multiple children using the aftercare program. Students that are not picked up by a parent/guardian before 2:40 p.m. will automatically be placed into aftercare and will be billed at the hourly rate. Please do not ask a staff member to watch or hold your child in their classrooms after school hours to avoid sending them into aftercare, you will be billed the hourly rate.

There will be a premium charge for students picked up after 6:00 p.m. This fee will be assessed (\$1.00 per minute) should any child not be picked up by 6:00 p.m. You will need to pay this late fee within 5 days to the school office. It is imperative to maintain your aftercare account. All aftercare balances must be paid in full **by the 1<sup>st</sup> of the month** for your child(ren) to attend aftercare the following month.

Please note that every child must be picked up by an adult who is listed on the pick-up information sheet provided to the school. It is the parent’s responsibility to keep this list updated in writing to the school office with any additions or removals from the list. Emergency contacts listed on your *Student Information Form* will be used for aftercare contacts.

## Field Trips

Each teacher will notify every parent by a written permission slip when their class will be going on field trips. Because field trips are designed to be educational and affordable, all students are expected to participate. SCS will not force any student to attend a field trip; however, failure to attend school on a field trip day will be counted as an unexcused absence as well as result in a zero (0) for the day, unless a



note is provided. Failure to attend a school wide field trip day will be counted as an unexcused absence as well as result in a zero (0) for the day, unless a note is provided.

Parent chaperones are welcomed! SCS reserves the right to ask parents to please dress appropriately. Chaperones represent Starke Christian School and are expected to adhere to the same standards of conduct as students.

Please note that the school has a “no refund” policy. Parents are also required to send in the correct **cash** amount. If a situation arises and you find that you cannot attend the field trip please understand that you forfeit your money. The majority of field trips are paid in advance and the money is not refunded by the place of business. Please try to avoid last minute changes in who will be attending a field trip. If you want to add someone to the field trip list after the deadline, the school will not be responsible for the additional money or work it takes to add the said person. The person attending will have to pay for themselves at the gate if openings are available. If you leave early from a field trip please notify your child’s teacher before you leave the premises. The only SCS t-shirt allowed to be worn on field trips is the current 17/18 Friday shirt, no past Friday shirts may be worn. Please read all information provided and return the bottom portion to school. If the signed permission slip and money are not returned by the stated deadline, the student will not be permitted to attend the fieldtrip. **NO EXCEPTIONS.**

## Financial Aid Information

Starke Christian School also accepts John McKay and Step Up For Students (SUFS) scholarships. For more information or to see if you may qualify go to [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) and [www.sufs.org](http://www.sufs.org).

Starke Christian School is a non-denominational Christian school which operates on a non-discriminatory basis without regard to race, color, religion, or origin of ancestry.

## Homework

We believe that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the students to advance in their own studies. Each student is required to **complete** his/her homework assignments on time. Failure to complete assignments will affect daily grades given to the student. Homework is given for several different reasons:

1. Reinforcement: Most students require time to review and process material that will enhance their education.
2. Practice: Homework is given to master new concepts taught in the classroom on a daily basis.
3. Remedial Activity: Sometimes it is evident that practice does make perfect. Therefore as a concept builds, students may grasp points they may have missed lessons before, or the teacher may find weak areas and can advise the student on how to gain understanding for mastery of the problem.
4. Special Projects: Book reports, research assignments, and projects are some of the activities that are often times the subject of homework attention.

Teachers request parents’ full cooperation in completing the assigned homework. **Each student at SCS in grades 1<sup>st</sup> – 8<sup>th</sup> will receive a student planner. Each night students are required to bring home their planner for the parent to see.** A parent signature is required daily in the student’s planner to confirm homework was completed. Failure to sign a student’s planner will result in a penalty; see page 10 under the Communication Section.

Students are responsible for completing homework and turning it in on time. Three (3) missed or not completed homework assignments will result in a detention.

Please ensure that your child has all the supplies needed at home to complete homework. School supplies need to stay at the school so the child is prepared each day.

Each missing or not completed homework after that will also result in a detention. Four (4) homework detentions in a 9 week period will result in ISS and a zero in all subjects for the day ISS is served. See Page 11 for more details concerning detention.

## Hours of Operation

### School

Class begins at 7:55 a.m. and ends at 2:30 p.m. In the morning before school, each child will come directly into the fellowship hall where they will be greeted by staff members. Students may be dropped off as early as 7:45 a.m. Please note: School BEGINS at 8:00 a.m. Your child is to be in their classroom and in their seat at the 8:00 a.m. bell or they will be considered tardy. Children adjust more quickly if their parents will say their goodbyes at **car line**.

### DROP OFF AND PICK UP

Students in K-5 must be walked into the school building to their designated spots for the 1<sup>st</sup> 9 weeks. Students may be dropped off as early as 7:45 a.m. Morning care is provided starting at 7:00 a.m. The fellowship hall doors will be unlocked at 7:45 a.m. and then locked again at 8:00 a.m.

Students will be picked up through the drive-thru area. When using the drive through, please enter and exit the drive through on the gravel path – DO NOT CUT ACROSS GRASS. If you would like to park and walk up to get your child, please park in the parking areas away from the flow of traffic - DO NOT PARK under the drive-thru. **At no time should anyone park under the covered walkway or driveway and leave their car unattended.** We ask that parents please wait in the car line to pick up your child.

Parents of K-5 students are required to park and pick up their child from their teacher for the 1<sup>st</sup> 9 weeks.

Students will be released to those authorized by the parent on the Student Pick-Up Authorization form. If for some reason a student needs to be picked-up by someone that is not listed on the original authorization form, SCS must receive the request in writing before the student will be released to an unauthorized person or parent of another student. In case of an emergency, authorization must be granted from the school administrator before release is allowed.

### Office

Our school office will be opened Monday through Friday from 8:00 a.m. until 3:30 p.m. during the school year. The school office does observe all school holidays.

### Calendar

A school calendar of events is available in the front of this handbook. There will be field trips and school parties that will be added when plans have been confirmed. You will receive notice of these events from the teachers.

### Half Days

Half days are designed to help teachers with class planning. School will be dismissed at 11:30 a.m. on these days. Please note that if your child is not picked up by 11:40 a.m. he/she will automatically go into aftercare and you will be billed for that service.

## Health Form and Certificate of Immunization

Florida law requires all students attending school in Florida for the first time to have a physical examination within the 12-month period prior to entering a Florida School. SCS requires proof of an updated physical exam at the minimum of every 2 years.

Florida Law requires a physical examination form and a certificate of immunization for all students entering 5-year-old kindergarten. The health form is to be completed by your physician within the 12 month period prior to entering 5-year-old kindergarten.

If the physical examination is given outside the State of Florida, the physical examination report must be submitted to the Bradford County Health Department for verification that immunization meets Florida's requirements. If the physical examination is given in Florida, a Florida Certificate of Immunization from the Bradford County Health Department is also required. This is obtained upon presentation of an up to date shot record. Immunization can be taken care of through your physician or local health department authorities.

New students will be required to provide up to date immunization records and a physical within the past 12-month period upon entering any grade level as well as a Birth Certificate.

We cannot admit any student into class until this is completed as required by law.

## Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. Your child may return to school when he/she is well enough to participate in a normal school day. If your child is running a fever you will be called to pick your child up from the school office immediately. Only after the fever has subsided 24 hours may the child return to school.

## Information Changes

Any time an address or phone number changes, please notify the school office in writing immediately. Please note that we can only contact you in a case of an emergency with the information that is in the school records.

## Internet Usage

Please read the rules for computer and Internet use that are outlined below with your child thoroughly:

### Rules for Internet Usage

- 1) Students are not allowed on the internet at any time without the direct supervision of their teacher.
- 2) Both parent and student must execute this agreement.
- 3) Respect for computer and network equipment is a condition for its use. If the student is directly responsible for destruction of school property, the parent is responsible to replace or repair the damaged property.
- 4) Students must notify the teacher immediately of any disturbing and/or inappropriate material they may encounter on the web.
- 5) Students are not to give out personal information such as name, address, telephone number, etc., to anyone via the Internet.
- 6) **Instant messaging and accessing chat rooms or social networks is strictly prohibited.**
- 7) Our computer network is designed for education and business use only; therefore, **any non-educational games that access the Internet are not permitted.** In addition, downloading, installing or purchasing any programs from the Internet or otherwise are strictly prohibited.

Violation of any of these rules may result in forfeiture of permission to use the Internet at school.

Additional disciplinary action may be taken as well.

## Lost and Found

Starke Christian School is not responsible for lost or stolen items. Please make sure that you put your child's name on the outside of backpacks and lunchboxes. Please write on the inside tag of clothing so that if any items are left, we can return them to the children immediately. Any items not claimed within a couple of days will be given to charity. It is important to write your child's name on all jackets, sweatshirts, hats and other clothing articles that may be removed during the school day. On special occasions teachers may ask students to bring in PE equipment for their use on the PE field. Please make sure these items are clearly marked as well.

## Lunches and Snacks

Lunch schedules will be posted in every classroom, and we encourage you to come and have lunch with your child as often as you would like. The first ten (10) minutes is observed with silence. **If a parent visits during this time, we ask that you also observe this rule so as not to disturb the routine.**

**Hot lunches** will be available to purchase five (5) days a week. The cost and menu will be sent home every week in your child's Thursday Folder. The menu form must be completely filled out and returned with the correct **CASH** no later than Friday morning at 8:30 a.m. If you miss the deadline for any reason your child will not be able to order hot lunch for the following week. Refunds, if absent on the day of order, will not be given or credited. Student's who choose to purchase a hot lunch will need to supply their own drink. **Please do not send soda, other sugar filled drinks or red drinks for lunch time. Your student will not be allowed to drink them and will be given water as a replacement.**

If you choose not to order a hot lunch, please send your child with a packed lunch in a lunch box. No paper bags please, they tend to rip before the students make it to lunch time. If you are bringing your child a lunch, do not bring in soda for them to drink, if they are caught with a soda they will not be allowed to drink it and will be given water instead. Please have their lunch on campus no later than 11:30 a.m. Also, please notify the teacher in writing that you are bringing a lunch for your child. Microwaves are not available for use for elementary school students. Please send your child's food in an appropriate container to keep it warm until lunch. No refrigeration is provided for lunches.

**If a student forgets their lunch, SCS will provide crackers or noodles with water to the student and the parent will be billed a \$5.00 fee.**

Snack time will be at the discretion of the teacher. Snack time is just for that, a small snack to tie a child over until lunch time. This is not a breakfast time; children need to eat breakfast before they leave home. Please do not send puddings, apple sauces or liquid snacks for them to consume during snack time. These items are encouraged for lunch time. Good examples of snack foods are nuts, small amount of dry cereal, granola bars, raisins, or fruit. Please send food items that are quick and easy and have nutritional value.

Please send all the necessary utensils and napkins for your child's lunches and snacks as the school will not provide utensils and napkins.

Students are not allowed to rinse or wash their dishes while at school. This includes rinsing them out in the bathroom sink.

### MIDDLE SCHOOL STUDENTS

Microwaves will be available to **Middle School Students (6-8) ONLY**. Please remember that microwaves are donated and need to be treated respectfully. Otherwise use will be restricted.

# Medications

If a student is to be administered any medication on school grounds, a parent must stop by the school office and fill out a *Permission to Administer Medication Form*. This form gives the school employees permission to administer medication in the proper dosage to your child. Do not send medication with your child to school with instructions for them to administer it to themselves. Only an administrative employee or your child's teacher will administer medication. You will be called if we find a child with medication on campus without the proper form being on file in the school office. Due to limited locked space please do not send large bottles of medication for the office to keep on hand for your child to use throughout the year. A small original medication bottle is okay during peak allergy seasons. Do not send medication in baggies, it must be in the original medication container. The school employees will not dispense aspirin or like medication to students from their personal supply.

# Personal Hygiene

As students mature, it will become necessary for them to wear deodorant and shower every day. Daily hygiene practices are encouraged and we ask that parents please help and encourage your students to make the right hygiene choices.

# Playground

## Playground Rules and Consequences

In order to insure the safety of our students and protect the playground, please go over these rules with your child(ren) and make sure that they understand all the rules and consequences.

### Rules:

#### General

- No food past picnic area. Trash must be picked up and put in receptacle.
- No leaning, jumping, climbing, touching or running into the fence.
- No throwing, kicking, digging or burying in the mulch.

#### Playing Ball

- Students are not allowed to retrieve balls that go outside the fence. Students must wait until an adult can get the ball and may lose ball playing privileges for the day if this occurs too frequently.
- Ball is to be kicked low and on the ground.
- When playing tag, ball is to be thrown with both hands and tag below the waist only.

#### Swings

- Students must swing on their bottom while holding on with both hands.
- Jumping out of the swing is prohibited.
- Swings are NOT to be adjusted by students

#### Jungle Gym

- Only go **down** the slide, on your bottom and **feet** first.
- No walking up the slide.
- No running or chasing on the top level.
- No climbing on top of jungle gym, only where designed for climbing.

*\*Washing and/or disinfecting hands when finished playing and leaving the playground is mandatory.*

### **Consequences:**

- 1<sup>st</sup> Offence      Verbal warning
- 2<sup>nd</sup> Offence      2 day suspension from area of offence
- 3<sup>rd</sup> Offence      Child will be sent to Principal's office for further disciplinary action.

## **Re-enrollment**

During the month of March, presently enrolled students and their siblings may enroll for the fall term on a first come, first served basis. Open enrollment will open to the general public in April. Please watch for dates and prices in your child's communication folder in early February. You must fill out new registration packets every year. After May 1<sup>st</sup>, the price of registration will increase to cover the additional expenses incurred.

## **Report Cards**

Report cards will be sent home in the Thursday folder every nine weeks. (Please see school calendar for those dates). Every parent should be aware of their student's progress before report cards are sent home through Jupiter Grades. Jupiter Grades is updated weekly. This is a perfect way to keep up with your child's current grades. Progress reports will not be sent home. Report Cards reflect a final grade for the quarter and a signature is not required.

### **Grading Scale**

A+	98–100	C+	77–79
A	93–97	C	73–76
A-	90–92	C-	70–72
B+	87–89	D+	67–69
B	83–86	D	60–66
B-	80–82	F	0–59

### **Conduct or Grades**

E	Excellent
S	Satisfactory
U	Unsatisfactory
N	Needs Improvement

## **School Closing**

### **Bad Weather Conditions**

If the Bradford County Public Schools close for any weather conditions (hurricane or storm related conditions) Starke Christian School will close at the same time. School closing and reopening will be announced over WEAG Starke radio station and some Jacksonville news stations. We will make every effort when the school has reopened to have a staff member taking phone calls at 7:20 a.m. regarding any questions you may have.

## **Student Responsibilities**

Students are to be responsible for ALL of their items they need for class each day. This includes all books needed to be prepared for the start of class. If a student does not bring these items to class 3 times in a row, that child will receive a homework offense.

## **Telephone**

Students are not permitted to use the school telephone except in cases of emergency. Cellular phones and pagers are not permitted for student use at school. Students will be permitted to carry a cell phone to school; **HOWEVER, it must be given to the teacher at the start of school and will be returned at the**

**end of the school day.** Any student found with a communication device on them during school hours will have it confiscated and it can be picked up from the school by the parent.

**If you need to contact your child you can leave a message with the school office and we will promptly get the message to your student. Your cooperation in not using your child's communication device to contact him or her during the school day is just as important as the student not using his or her device.**

## Textbooks

The A Beka Book curriculum and textbooks, written from a Christian perspective, are used. Each student will be provided a set of books at the beginning of the school year. Any books that are lost or misplaced, after three days, will need to be repurchased through the school office. Any copies of assignments that need to be copied for a student will be made in the office and your account will be charged \$1.00 per copy/page. Cost of the replacement book is due when the book is given to the student. A note from the teacher will be sent home notifying the parent of this extra charge. It is considered unethical for parents or students to have access to old student books, teacher guides or test/quiz booklets or answer keys. Use of these items will be considered as cheating.

School supplies are to be used at school. Please insure your child has access to pencils/pens and paper for homework each night.

## Toys

Toys and activities are provided by the school for use during school hours. Please do not allow students to bring toys, stuffed animals, etc. to school unless the teacher has requested such items for a special event or share day.

## Tuition & Fees

### Payments

1. Tuition is based on 180 days of education and may be paid annually (by July 1<sup>st</sup>) or ten equal payments due by the **first** day of each month beginning in **August** and continuing through **May**.
2. Tuition is considered late, and the account delinquent, after the 15<sup>th</sup> of the month in which it is due. A **\$40.00** returned check fee will be assessed for any returned checks. If multiple returned checks are received you will be required to pay all bills with cash or money order. A \$15.00 late fee will be assessed on all delinquent accounts.
3. Starke Christian School reserves the right to refuse admission to students with delinquent accounts.
4. Payments are due regardless of absence, illness, vacation, etc.
5. It is the policy of Starke Christian School that we do not hold checks, or accept post dated checks for any reason. If you need assistance please speak with the school administrator for your specific needs. It is our policy to try and lend assistance to those who notify the administrator before your account becomes delinquent.

### Delinquent Accounts

1. Should your account become 15 days past due, your child will not be permitted to attend school on the 1<sup>st</sup> school day of the next month. (example: If April 15<sup>th</sup> payment is not paid by May 1<sup>st</sup> your child will not be permitted to class) SCS Administration will enforce this rule. Furthermore, your child will receive a zero for any missed assignments during the days he/she is out of school.
2. Tuition and aftercare payments are due on the 1<sup>st</sup> of every month (August-May). Failure to make a payment by the close of business on the 15<sup>th</sup> will result in a \$15.00 late fee being assessed to your account. This policy will be strictly enforced.

3. If you have any questions regarding your school account, please see the school administrator for assistance.
4. Any student with an outstanding balance will not receive end of the year awards, yearbook, report card, test scores, etc. until full payment is received. Furthermore, records will not be transferred to other schools until full payment is received.

#### Other Fees

- |                  |                    |                |                   |
|------------------|--------------------|----------------|-------------------|
| 1. Registration  | 5. Lunches         | 9. Testing     | 13. Miscellaneous |
| 2. Book Fee      | 6. School Pictures | 10. Technology | 14. Uniform       |
| 3. Extended Care | 7. Graduation Fee  | 11. Supplies   |                   |
| 4. Field Trips   | 8. Late Fee        | 12. Activities |                   |

All fees are non-refundable.

## Visitors

Starke Christian School visitors are required to sign in at the school office and will be issued a visitors badge.

If a parent needs to leave something for a child, stop by the school office and staff members will make sure they receive it promptly. **Do not go directly to the classroom, as this interrupts the teacher.**

If you need to pick up your child from school early, stop in the office and a staff member will retrieve your child for you. Teachers have been advised of this policy and are instructed not to allow children to leave without prior knowledge from the school office. **We regret if this policy is inconvenient, but it is for the safety of all children.**

## Volunteers

SCS welcomes volunteers! A parent's interest in the school is vital to the school and the student's success. We offer a variety of ways in which a parent can be involved. Field trips, activities and lunch are just some ways a parent can help out. SCS requires all volunteers for field trips or any one-on-one student contact to be fingerprinted (at their own expense). We ask all volunteers to adhere to the same dress policy as our students. Clothing needs to be modest. Avoid short shorts, inappropriate graphics, tank tops, etc. Remember that you are influencing a child and it is our desire at SCS that the student's learn to model Jesus.



# SAMPLE – REMAINS IN HANDBOOK

## Starke Christian School

Acknowledgement of Discipline Policy/Handbook

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

By signing below, I am stating that I have read and understand the Starke Christian School Handbook, Discipline Policy, and **Code of Conduct** and fully **support** the contents and policies therein. I will support Starke Christian School in helping me to prepare my child mentally, emotionally, socially, physically, and most of all spiritually to be successful in life. **I take full responsibility in overseeing my child's class work and homework.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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FOR STUDENTS IN GRADES 1<sup>ST</sup> – 8<sup>TH</sup>

By signing below, I am stating that I must follow all procedures and rules of the Starke Christian School Handbook, Discipline Policy, and **Code of Conduct** as long as I am enrolled as a student. If a rule or policy is broken I understand the consequences. I also understand that I am responsible for my school work and my homework.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Copies of this form will be available at orientation. This form needs to be completed and turned into the teacher by the 1<sup>st</sup> day of school.**