

Santa Rosa Christian School
Parent-Student Handbook

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Introduction

Santa Rosa Christian School was established in August, 1962 and is a ministry of Grace Bible Church. We are a private, nonprofit Christian School with high academic and spiritual standards.

We are located in Milton, Florida and we have earned and try to maintain an excellent reputation in our community for quality Christian education. The aim of our school is to train Christian young people to meet their fullest potential spiritually, mentally, and physically. Our faculty members are dedicated to teaching and training young people and have a desire to be of service to both the parents and students.

Santa Rosa Christian School admits students of any race, color, national and ethnic origin. All students enjoy the rights, privileges, programs, and activities made available at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, athletic programs, and other school-administered programs.

Santa Rosa Christian School consists of preschool, kindergarten, elementary, middle and senior high school levels and is concerned with the spiritual as well as the intellectual growth of its students.

History of Santa Rosa Christian School

Santa Rosa Christian School was founded in 1962, by Dayton and Carolyn Hobbs. Dayton Hobbs, a native of Bagdad, Florida was founder and pastor of the Gospel Tabernacle located in the renovated Odd Fellows Hall on Forsyth Street. In addition, the Hobbs were well known as teachers and administrators in the public schools of Santa Rosa County.

The year 1962 brought the landmark Supreme Court Ruling that prayer in public schools was unconstitutional. A year later, the Supreme Court would rule that public Bible reading in the public schools was unconstitutional. Over the years, the Hobbs had witnessed the increasing hostility to Bible reading and evangelism in the public schools. They knew that they could no longer stay within the school system and be active witnesses for Christ. After much prayer and seeking after the Lord's guidance, the Hobbs stepped out in faith and pioneered a brand new work.

In the fall of 1962, in the tiny hamlet of Bagdad, Florida, the first Christian private school in Santa Rosa County opened its doors. Using the upstairs Sunday school classrooms of the Gospel Tabernacle, Pastor Hobbs, his wife Carolyn, and two ladies, Alice Ann Smith and Joyce Steadham served as the first faculty of a student body of forty children.

Santa Rosa Christian School began to grow. The first year had forty students, the second year doubled to nearly eighty. In 1964 the school had grown to 120 students and by the following fall term, the enrollment reached 240. Portable classrooms had been added to the church to accommodate the children but soon there was no room to expand.

In the fall of 1965, property was purchased at the present location of the school on Chestnut Street in Milton. At that time, the land was nothing but forest. However, after a year of clearing land and building, students filed into the main educational facility for opening day of school in the fall of 1967. One by one, buildings began to rise from the sandy soil and by 1974 all of the structures that are in use today were completed. Ninety acres of land with baseball and soccer fields, a junior-Olympic size swimming pool, a gymnasium and bathhouse facility, and three playgrounds are available to the students who attend.

The campus, the facilities, and the faculty and staff of Santa Rosa Christian School are a testament to the providence and provision of God. To God Be the Glory! Great Things He Hath Done!

Philosophy of Christian Education

The Philosophy of Education of Santa Rosa Christian School is taken from the Word of God. We believe that the Bible sets forth a very definite philosophy of education, and we attempt to follow this philosophy as set forth in part in the following verses:

Deuteronomy 6:4-7a "Hear, O Israel: The Lord our God is one Lord: And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children."

Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it.”

I Corinthians 14:40 “Let all things be done decently and in order.”

We attempt to lead every student to a saving knowledge of our Lord Jesus Christ and to teach the fear of the Lord as “The fear of the Lord is the beginning of knowledge” (Prov 1:7a).

The aim for our youth is that they might “love the Lord thy God with all thine heart, and with all thy might,” and this must be accomplished by teaching “diligently” the precepts of the Word. We are dedicated to the goal of training Christian leaders.

The instruction to “train up a child in the way he should go” requires vision on the part of the administration and the teacher with “the way he should go” kept firmly in mind at all times.

The “let all things be done decently and in order” of I Corinthians 14:40 sets the tone for every activity of the school day. These Scriptural precepts form the framework of our philosophy.

All other things being equal, we believe that a Christian should do a better job in anything he undertakes than a non-Christian. Our goal in academics is not mediocrity but academic excellence. We believe that “it is good for a man that he bear the yoke in his youth” (Lamentations 3:27); therefore, every child must be challenged to achieve at the top of his ability.

We believe that all authority comes from God, and in the school the authority of the parent is delegated to the school and in turn to the teacher. This authoritarian philosophy permeates every area of school life. We believe strict discipline has as its aim self-discipline.

We do not agree with the humanistic “child-centered” approach in education nor the Godless “content-centered” approach, but hold firmly to the “Christ-centered” philosophy which attempts to relate every subject and activity to the Lord Jesus Christ.

We are first and foremost a Christian school, and secondly, an academic institution. We see no conflict in the two; however, we will not sacrifice truth for knowledge as the world defines **knowledge**.

In order to develop young people with genuine Christian character, we attempt to weave discipline, self-control, and individual responsibility into every phase of the program.

Our Mission Statement and Commitment

Santa Rosa Christian School is dedicated to the spiritual, moral, mental, and social development of youth through Bible based education.

We strive to provide precise, prompt, and courteous services to students, to parents, to one another, and to the community.

Church Affiliation

Santa Rosa Christian School is an integral part of the Grace Bible Church of Milton, Florida. The school is a ministry of this local body of believers. It is an educational outreach to the community. The School Board and the pastor reserve the right to set and maintain standards for student conduct, morality, dress, and scholarship.

Professional Affiliation and Accreditation

Santa Rosa Christian School is a member of the following organizations:

SSACS – Sunshine State Association of Christian Schools

AACS – American Association of Christian Schools

Accreditation – Santa Rosa Christian School is currently a member of the Sunshine State Association of Christian Schools and the American Association of Christian Schools, and is a ministry with sincerely held religious convictions against government control and oversight over the academic aspects of our institution. While the State of Florida does not require Santa Rosa Christian School to obtain any state or regional accreditation in order to operate or grant diplomas, individual public school districts, colleges, and universities establish their own

admissions policies. What this means is that, although state law does not require that a private Christian school student or graduate come from an accredited Christian school in order to be eligible for admission into a public school, college, or university, those individual schools do have the authority to impose such a requirement. While most of the schools gladly accept students from unaccredited Christian schools, some do not, requiring the student to forgo additional testing or retake core subject courses. Because we have no control over the policies adopted by public high schools, colleges and universities, we cannot make any guarantee for graduates of Santa Rosa Christian School with regard to admission into college or transfer of our credits back into the public school system. Parents are encouraged to check personally with their local school districts or colleges in which their children are interested to find out what their particular policies are regarding admissions and transferring of academic credits. So far, our students have been accepted into both public and private colleges in a variety of states.

School Board

The Board of Gospel Projects serves as the governing body of the school. The board meetings are closed to the public, and the minutes are kept in the school safe. The Board of Gospel Projects is responsible for the development of policies and procedures for SRCS for the glory of God. In addition to the overall maintenance of the physical plant, the Board controls policies and procedures including the financial, administrative, and academic operation of SRCS.

Administrator

The administrator is responsible for the day-to-day operations of the school. It is his/her responsibility to supervise instructional and non-instructional staff, see to the maintenance of the facilities, provide the proper spiritual and academic environment for students, work as the liaison between the school board and the community, develop the curricular program, provide spiritual guidance, and act as the final authority in disciplinary matters. The administrator, in conjunction with the pastor of Grace Bible Church of Milton, Florida reserves the right to deny admission to the school, remove or expel students, and enforce or change any of the policies contained or not contained in this handbook.

GENERAL ADMISSIONS POLICIES

A placement test is given to all in-coming students in grades 1 – 12. Placement in SRCS is dependent upon the test results as well as previous academic records. Both a parent interview and a student interview with the administrator are held before students in middle/high school are permitted to register. A student who does not willingly cooperate or agree with our purpose and program will not be admitted or allowed to remain in school. In order to prevent spiritual confusion in the minds of students, SRCS reserves the right to refuse admission to any student who is not in harmony with the rules and regulations of our school. Applications usually require one to two weeks for students in middle/high school, and one to two days for elementary students.

Admission Procedures:

- A) Fill in the formal application and bring or mail to the school office
- B) Schedule an appointment – (with student if he/she is in 6th – 12th grade)
- C) Placement test – grades 2 - 12
- D) Middle/High School students' parents submit a completely filled in questionnaire
- E) Application finalized upon evaluation of application, questionnaire, past school records, and student interview.
- F) Parents are notified.

Financial responsibility

SRCS does not solicit or accept government funds of any nature. It is important that fees and tuition payments be paid when due. Tuition may be paid by the year, semester or on a ten payment plan. Parents who let their accounts become past due for any length of time should contact the office to discuss the matter and make alternative arrangements for payment. An account past due thirty days or more without satisfactory arrangements for payment may result in refusal to allow a student to attend class until the account is paid in full. All records and

report cards are withheld until all tuition costs, library fines, book fees, lunch room charges, and other official school fees are paid.

Admissions Policy for Students Previously Homeschooled

When a student transfers from a home-education program to Santa Rosa Christian School, the administration will make the final determination of grade placement. Placement in the same grade as that recommended by the home school is not automatic. Parents must make available to the school office a portfolio, which includes (but is not limited to) a log of educational activities which was made contemporaneously with the instruction and which designates by title the reading material used. Samples of any writings, worksheets, workbooks, or creative material used or developed by the student must also be submitted. Parents must also provide the school office with a copy of the three most recent annual evaluations. All progress reports, report cards, achievement test results, or other standardized testing should be submitted for enrollment.

NONDISCRIMINATION POLICY

Santa Rosa Christian School admits students of any race, color, and ethnicity to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, or ethnicity in the administration of its educational policies, admission policies, scholarships, or athletic and other school-administered programs.

RE-ENROLLMENT APPLICATION

Our present students may apply for re-enrollment beginning the month of February. Places will not be held for current students until the registration fee is paid. Places cannot be held for new students without a registration fee. If a current student applies after the early application time, he will go on the waiting list along with all other students if the class is full.

PHYSICAL EXAMINATIONS

Students entering Santa Rosa Christian School (first-time enrollment) must have an up-to-date physical examination health form (form DH 3040-doctor's original) on file before they can be admitted to class.

A student transferring from another school within the state of Florida during the current year may be admitted by transferring a physical examination health form (form DH 3040-doctor's original) with the required immunization record and copy of his/her birth certificate to Santa Rosa Christian School. A student transferring from another state must have a physical examination in the state of Florida. A grace period of 30 school days is given to out-of-state transfer students to meet the physical examination requirements.

IMMUNIZATIONS

Florida law requires that, prior to entry, attendance, or transfer to any Florida preschool or school (K-12), each child shall have on file an original Florida Certificate of Immunization (form DH 680). Students transferring to Florida school from other states or who are transferring to different schools between Florida counties shall be allowed up to a maximum of 30 school days to present proof of their immunization status. Except for transfer students, no grace period can be granted.

WITHDRAWAL/DISMISSAL

Withdrawal from school must be made in person by a parent in the school office. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges will continue until the bookkeeper has received this form. Records will not be released until all accounts are paid in full and all materials

returned.

A student may be dismissed from school when he is found to be out of harmony with the rules and policies of the school or is failing in academic areas. Lack of parental support of the ministry or administration is also grounds for dismissal.

Students who are dismissed from Santa Rosa Christian School will not be considered for re-enrollment during the current school year. If this student requests re-admission to SRCS in any following year, both the student and his/her parents must meet with the Administrator, or in the absence of the Administrator, the Pastor, for approval to be granted before re-enrollment will be considered for any following year. Unless the situation that caused the student to leave (such as financial problems or military transfer) has changed, they will not be readmitted as students.

A student who has been dismissed or asked to withdraw from enrollment will not be allowed to attend school-sponsored activities without prior approval from the Administrator, or in the absence of the Administrator, the Pastor.

Kindergarten and elementary students who leave Santa Rosa Christian School may be re-enrolled the following year or years.

FINANCIAL POLICIES

Registration Fee

The registration fee is to be paid when the application form is submitted. This fee is non-refundable for those who choose not to attend Santa Rosa Christian School.

Student Supply Fee

The student supply fee is to be paid no later than July 1. This fee covers the cost of most test booklets and supplies, lab fees, testing materials and scoring, and the school yearbook. This fee is non-refundable after the beginning of the school year.

Tuition Payments

All tuition payments are due on the 1st of the month – beginning August 1st. Payments made after the 5th of the month are considered late. Tuition can be paid in full or in a ten month payment plan. For current prices, consult this year's tuition rate sheet.

Delinquent Accounts

Payments are due on the first day of each month. Account payments not received in our office by the 5th of the month will be subject to a 10% late fee. The minimum late fee will be \$1.00. Accounts are expected to be paid on time. A student may not be admitted to class if payments are in arrears. It is the policy of the school to withhold Grade Report Cards and other records when accounts are in arrears. No school records will be released for any student when there is a balance owed on the student's account. Furthermore, if the account is past due over 90 days, SRCS turns the account over to a collection agency.

Returned Check Fee

It is our policy to charge \$25.00 for all checks returned to us by your bank for any reason. If two checks are returned, the account will be on a cash basis. We are unable to accept postdated checks.

Refund Policy

If for any reason your student is not accepted by Santa Rosa Christian School, all fees will be refunded, with the exception of a testing fee of \$50.00. Once a student is accepted, the fees are non-refundable. Since all payments are due on a monthly basis, no refund is given if a disenrolled student finished the month. If the disenrollment occurred in a partial month situation, the tuition for that month will be figured at \$25.00 per day.

SRCS Financial Scholarship Opportunity

The opportunity for worthy students of merit and need to attend Santa Rosa Christian School is provided in the **ORVILLE AND ANNA MCVAY SCHOLARSHIP PROGRAM**. This program is designed to aid a student in his school expenses by providing a scholarship grant on a non-discriminatory basis. The grant will be determined by the scholarship committee considering individual student need; however, the grant shall not exceed 50% of the cost of tuition. The family is responsible for all fees and costs associated with enrollment and school participation.

Scholarship participants must re-apply through the application process each school year. Interested applicants may ask for scholarship applications after registration.

Financial responsibility

SRCS does not solicit or accept government funds of any nature. It is important that fees and tuition payments be paid when due. Tuition may be paid by the year, semester or on a ten payment plan. Parents who let their accounts become past due for any length of time should contact the office to discuss the matter and make alternative arrangements for payment. An account past due thirty days or more without satisfactory arrangements for payment may result in refusal to allow a student to attend class until the account is paid in full. All records and report cards are withheld until all tuition costs, library fines, book fees, lunch room charges, and other official school fees are paid.

GENERAL POLICIES

Dress Code

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement. Some general scriptural guidelines for dress are as follows:

Modesty (I Tim. 2:9; II Tim. 2:22)

Distinction (Deut. 22:5; I Cor. 11:14 - 15)

Identification with the Lord and not with the world (I Tim. 4:12; Romans 12:1-2; I John 2:15 - 16)

Appropriate dress for the occasion (I. Cor. 14:40)

School Uniforms will be worn daily to classes. Students not fully in compliance will be issued a Uniform Notice to be signed by parents and returned to school. EAGLE Day dress for elementary students consist of: EAGLE Day Team Shirt, loose fitting knee length shorts or long slacks, tennis shoes. (On Pool-Olympics Day, all girls must wear a modest, one-piece swimsuit.) To all school functions, middle school and high school students must be dressed modestly. EAGLE Day dress for middle school and high school students consists of: EAGLE Day Team

Shirt, PE shorts or long pants, and tennis shoes.

Attendance

Absences are excused for the following reasons: student illness, death in the family, and medical or dental appointments. For any other reason, send a note at least 3 days prior to the absence to be considered by the administrator (no more than 5 days per semester). All other absences are considered unexcused and the student may be given a zero as a daily grade.

When a student is absent for any reason, he must bring a written excuse signed by a parent/guardian stating the cause of the absence. No absence will be excused at any time without this written parental statement.

Students who miss more than one tenth of a school year (18 days) may be retained at the same grade level or may not receive credit for the course or courses. Exceptions can be made only if the absenteeism can be confirmed by a physician, or if, in the opinion of the administration, there are justifiable circumstances. Unless specific administrative permission is granted otherwise, students who are absent from school will not be allowed to attend or participate in extra-curricular activities (athletic events, parties, etc.) that same day or evening.

Tardy Arrival

Students are expected to be on time. Class begins promptly at 8:15 A.M. Any student who comes to school late should go directly to the school office. Parents must accompany the student to sign in. Only medical/dental appointments and emergencies will be excused.

A student is considered late if he is not in class and seated at the appointed time. It is important to establish the good habit of promptness at an early age. It is very difficult for the other students and the teacher when class must be disturbed from a student arriving late to class. Parents should not accompany late students to class. Parents should not go to the classroom to talk with teachers before or during school hours. A note or telephone call to the school office is the best way to communicate during this time. Teachers will return the communication as soon as possible.

Leaving School During School Hours

All parents coming during class time to pick up students for medical reasons or other excused absences must report to the office and sign their child out. If a student must leave school early, the student must have a written note signed by a parent stating the reason for early dismissal. At no time should a parent go directly to the classroom for the student. Parents should wait in the office.

Full-day students leaving school before 11:00 a.m. will be counted absent for the day. Upon dismissal students must be either with a parent, in the supervised Extended School Day Care Program, or awaiting pick up in the appropriate designated parent pick up area. Student-drivers must handle their after-school needs in a timely manner and leave campus without delay. There is to be no loitering by teens around cars after school.

Parent Pick Up Line

The Parent Pick Up Line begins at 2:55 p.m. We ask that parents do not pass each other on Chestnut Drive or on the school campus. We try to keep the line moving quickly and will make every effort to keep you

from waiting too long. For safety purposes, students that must cross the parent line are supervised. Unless a student is enrolled in Extended PM Care or a member of a sports team going to practice, he/she must leave campus with a parent or duly authorized person. There is to be no loitering on campus.

Restrictions on Student Pick Up

Once school begins, parents are required to list the names and phone numbers of the people authorized to pick up their student from school as well as noting any emergency contact information. This information is kept on file in the school office. If someone other than those listed on file are to pick up the student, a note signed by the parent giving permission must be submitted. The note must specify the name of the person who will pick up the student, the make of the car he will be driving, and the time and day(s) he will be picking up the student. The driver's license may be checked for identification. This note is not blanket permission to pick up a student. A new note must be sent for subsequent requests, or the name must be added to the authorized pick-up list on file.

If parents are divorced or separated and one parent is not allowed to see or pick up the student, the school must have on file at the office a certified copy of the court order of Final Judgment. All student files are kept confidential.

Weather Related School Closure

If the Santa Rosa County School Board cancels school county-wide due to impending weather, SRCS will be closed as well. Listen for news outlets to announce those closures. Local television and radio stations carry county-by-county school closures as well as several websites. In addition, we will update our school website concerning any closures(www.santarosachristianschool.com).

EMERGENCY PROCEDURES

In accordance with local and state fire codes, Santa Rosa Christian School conducts regular **fire drills**. Fire evacuation charts are posted at the door of each classroom and teachers review these regularly with students. Students are to walk silently out the designated building exit and report to their respective teacher for attendance at a safe distance away from the building. Upon the completion of the fire drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified and students will be evacuated to a safe location.

In accordance with local and state emergency codes, Santa Rosa Christian School conducts regular **tornado drills**. Tornado shelter location charts are posted at the door of each classroom and teachers review these regularly with students. Students are to walk silently to the designated shelter area with their teacher and remain there until the 'all clear' is announced. Upon the completion of the tornado drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified with pertinent information.

In addition to meeting the above mandated emergency codes, Santa Rosa Christian School educates in the area of and conducts routine **lock down drills**. Training the students in emergency areas that could be of a non-fire or non-weather related event, we provide a level of safety beyond what is required by statute. Our ministry plans, trains, and prepares for a variety of potential local, state, and national crisis events. Details of our Crisis Response Plan are available in the school office.

Child Abuse

Florida law requires that all teachers and administrators report child abuse or suspected child abuse to the proper authorities.

Communicable Diseases

Santa Rosa Christian School desires 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 to someone either directly or indirectly by a susceptible host or an infected person”. A teacher or administrative official who reasonably suspects that a student or staff member has a communicable disease shall immediately notify the school administrator. The reportable diseases include but are not limited to the following:

Acquired Immune Deficiency Syndrome (AIDS), Hepatitis, AIDS Related Complex (ARC), Herpes Simplex, Amebiasis, Histoplasmosis, animal bite by a potentially rabid animal, Human Immunodeficiency Virus (HIV), Anthrax, Legionnaire's Disease, Botulism, Lepto Spirosis, Brucellosis, Lymphogranuloma Venerreum, Campylobacteriosis, Malaria, Chancroid, Measles (rubella), Chicken Pox, Meningitis, Conjunctivitis, Meningococcal Disease, Dengue, Mumps, Diphtheria, Paralytic Shellfish Poisoning, Encephalitis, Pertussis, Giardiasis, Gonorrhea, Plague, Granuloma Inguinal, Poliomyelitis, Hansen's Disease, Psittacosis, Hemorrhagic Fevers, Rabies, Relapsing Fever, Tetanus, Toxoplasmosis, Rocky Mountain Spotted Fever, Trichinosis, Rubella (inc. congenital), Tuberculosis, Salmonellas, Tularemia, Shigellosis, Typhoid Fever, Schistosomiasis, Typhus, Smallpox, Vibrio Cholera, Syphilis, and Yellow Fever.

Any student or staff member 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 periods of communicability. Students and staff members with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Santa Rosa Christian School may require an independent physician's examination of the student or staff member (at the student's/staff member's expense) to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school community.

Head Lice

In accordance with Santa Rosa County policy, students must be free of lice and nits to attend school. Students will be individually checked periodically for head lice. If the student is found to have head lice, he will be isolated, and the parent(s) will be notified to pick up the student. Before the student returns to school, the parent must verify treatment, and then the student will be checked. No student will be allowed in school with active lice or their remaining nits.

Illness

For the welfare of a sick student and others in the school, all students who are sick must be kept at home. If the office calls to notify the parents that their student has become ill, they are responsible to see that their student is picked up within forty-five minutes.

Students should stay at home if they have any of the following symptoms:

Fever: Any student with a temperature of 100 degrees or higher should not attend school. Please be aware that artificially lowering a fever via medication does not change the fact that the student is still contagious to others and should not attend school. Medical professionals recommend waiting 24 hours after the first normal temperature reading in order to determine the illness has passed (again, without fever reducing medication).

Diarrhea/Stomach Flu/Rotavirus: Any student with these conditions should stay at home. A student is deemed over the illness once 24 hours have passed since the last episode. This 24-hour period includes eating normal meals without having any ill effects.

Runny nose/coughs/sneezes/colds: A runny nose is a concern when the discharge is thick or discolored. If the discharge is thin and clear, it could be allergies, which are not contagious. A cough/sneeze is more difficult to determine—usually other symptoms will appear when the cough/sneeze is of concern (fever, thick discharge of the nose, lethargy). Of course, it is always a good thing to teach your student to cover his mouth with a tissue when he coughs or sneezes.

Any illness requiring antibiotics (strep throat, pink eye, etc.): According to medical professionals, a student who is given antibiotics must wait at least 24 hours from the first dose of the prescription medication prior to returning to school. Many doctors are now recommending up to 48 hours before allowing a student to return to school. This allows the antibiotic sufficient time to ensure the student is not contagious and will allow the immune system time to contain the infection.

Medication

A student may have an illness that does not prevent his attending school but which requires medication for relief or cure. If possible, such medication should be given by the parent at home. The medicine may be taken at school only if failure to take it could jeopardize the student's health. The following rules must be adhered to:

Permission: The parent or guardian must provide written permission on the form supplied by the school for the school office to assist in the administration of each prescribed medication. An explanation of the necessity for the prescribed medication to be provided during the school day must be included. School personnel should be informed of any side-effects or complications which may result from the medication.

Over-the-Counter Medications: If the physician or dentist orders a non-prescription medication such as aspirin or cough medicine, it will be necessary for the physician or dentist to provide a written note to be brought to the school. The container of non-prescription medication must be labeled with the student's name and directions concerning dosage. No over-the-counter (non-prescription) medication will be given without a written statement from the physician or dentist.

Containers: The medication must be received in school and stored in its original container, labeled with the student's name, name of the drug, directions concerning dosage, time of day to be taken, physician's name, and date of prescription. The parent may ask the pharmacist for an extra labeled container when buying the drug. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in the school office.

Medication Administration: The student should be responsible for coming to the office at the appropriate time for the medication. When the student needs to take medication, a secretary documents the necessary information on a log sheet.

Volunteers

An open-door policy is practiced toward Santa Rosa Christian School parents. After filling out the volunteer disclosure form, parents can participate in promoting and staffing many activities. Additionally, individual teachers may give opportunities to parents to serve in their student's classroom.

School volunteers are in a position of direct assistance within a classroom or with a teacher. We support respect for the position of volunteer and request your help in this emphasis by implementing 'professional' attire. Parents who assist with students or help in the classroom (including helping with parties) are respectfully requested to follow the dress code guidelines listed below.

Ladies:

- No part of the outfit should be revealing, sheer, or too form-fitting.
- Dresses or skirts must be at least as long as the bottom of the knee. All slits and openings must be sewn at least to the middle of the knee.
- Tops must have a neckline no lower than four fingers below the collarbone in front and no lower than a hand's width from the prominent bone of the neck in back.

Gentlemen: 'Docker'-style dress pants (non-denim) and a collared shirt (either button-front or polo-style) are suitable for most events.

Visitors

School **visitors** are those who are at SRCS briefly to see their student or observe student participation in an event (day-time program, assembly, presentation, etc.) Parents or other authorized visitors (i.e., grandparents or other family members, graduates of SRCS, pastors, and youth pastors) are always welcome to observe our school provided that prior arrangements have been made with the teacher and the administrator. Authorized visitors must first report to the office to sign in, and they will be issued a visitor badge to be worn for the duration of the stay. Friends (non-SRCS students) are not allowed to come on campus for lunch or to loiter in parking areas, etc.

All visitors, especially parents, are asked to respect the standards of the school when on campus, even if only for a brief stop. Visitors are requested to wear modest apparel whenever appearing on campus for any reason. Specific guidelines include the following:

- Clothing should not be revealing or too form-fitting
- No sheer or tight clothing
- No low necklines

No styles that expose the top of the shoulders, the midriff, or undergarments.

A student may bring a visitor only if the visitor is considering enrollment in Santa Rosa Christian School and the following steps have been completed: (1) A written request and consent from both the student's parents and the visitor's parents. (2) The written approval of the administrator and teacher at least one day in advance. Note: The parents of the SRCS student will be totally responsible for the actions of all authorized student visitor(s).

Visitors are never to go directly to the classroom. The secretary can arrange a time and place for a parent-teacher conference if desired. Parents should not meet the teacher before or after school as this detains the teacher from other responsibilities. Consideration should be shown, and a conference should be pre-arranged.

School Office

The school office opens at 7:45 A.M. (8:00 A.M. in the summer) and closes at 4:00 P.M., Monday through Friday. Please help us maintain a professional environment by not congregating in the school office. Lunches, homework, books, messages and other items may be left in the office to be delivered to the student.

Telephone Use

Students are not to use the telephone in the school office except for emergencies. Emergencies do not include student's forgetting PE clothes, books, homework, signed papers, lunches, etc. Students are permitted to use a personal cell phone or texting only when given expressed permission from a staff member and in the school office; otherwise all personal cell phones and pagers are to be turned off and kept in the student's locker.

Lunch Program

Lunches are the responsibility of the parents. Lunch containers are to be marked with the student's name and kept in the classroom or locker until lunchtime. Items available in our cafeteria-style lunch program are available online and on the first day of school.

Property Damage to Church or School

Any damage to church or school property as a result of student action will be repaired or replaced at the student's expense. We must be good stewards of that which God has given.

ACADEMIC POLICIES

Standardized Testing

Stanford, Tenth Edition Achievement Test: Santa Rosa Christian School administers the Stanford, Tenth Edition Achievement Test yearly in the spring. Test results are available with the student's final report card. Test scores will reveal your student's placement within the nation among those taking the Stanford 10.

Otis Lenin Ability Test (IQ): This test measures the ability and potential of each student. This test is given every year in the spring to grades 2, 6, and 10.

Report Cards

Our reporting system is designed to give parents an indication of the progress of their student in all areas of study. Report cards are issued every nine (9) weeks, and the dates of distribution are listed on the school calendar. Report cards must be signed by the parent/guardian and returned to the teacher the following school day.

Grading Scale

Santa Rosa Christian School uses the State Unified Grading Scale in all grades. The academic grade is based upon the actual work done on homework, quizzes, tests, projects, participation, etc. The grading scale is as follows:

A	90-100	D	60-69
B	80-89	F	59 and below
C	70-79		

Conduct Grading Key The Christian character or conduct code is indicated by an alphabetical letter used to reflect attitude, effort, and conduct. This is an important part of the student's report card.

E	Excellent	Indicates that the student always does what is required (sometimes going above and beyond), has an exceptionally cooperative attitude, and behaves in accordance with the rules of the classroom.
S	Satisfactory	Indicates that the student has a positive attitude and is no particular discipline problem in the classroom.
N	Needs Improvement	Indicates that the student is not working up to his ability and/or is inconsistent in attitude or conduct.
U	Unacceptable	Indicates the student's effort, attitude, and behavior are unacceptable. Students given a grade of U in two or more classes will jeopardize their privilege to attend Santa Rosa Christian School.

Progress Reports

Progress Reports are available from Headmaster. Parents will be issued a password and they may access their child's grades at any time. This will give parents and students an insight to the student's progress or lack thereof, so that appropriate measures may be taken.

Probation – Academic

A student with a 'D' or 'F' average in any subject may be issued probationary status (approximately the fifth week of each grading period). This probationary status may also be issued to students who are not working up to their ability. Most new students to SRCS are routinely placed on academic probation to assure a smooth transition into our learning environment. This is designed to create a heightened awareness of academic status on the part of the teacher, the student, and the parent.

Probation - Behavioral

Behavioral probationary status may be issued to students who, by reason of continued poor choices, display poor character in areas described as punishable by demerit and detention. This status is conferred upon students solely at the discretion of the Administrator and the school board with proper notice being given to parents. Continued improper choices may result in suspension or expulsion.

Homework

Purpose

Believing 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 studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

Reinforcement: Most students require adequate review to master material essential for their education.

Practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.

Preparation: Reading assignments may be given to prepare students for upcoming instruction.

Remedial Activity: As instruction progresses, various weak points in the student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

Special Projects: Book reports, compositions, research assignments and projects enable the student to apply the material learned. Independent study is a skill students do well to master early in the educational process.

Policies

Each student is expected to complete the assigned homework and return the assignment the following school day. There is a difference between assigned homework and unfinished class work. Be sure to follow up with the teacher if your student routinely is unable to complete their daily class assignments. The older the students get, the more homework they will have. The following is a suggested guideline (for average students).

Grade	Time (minutes)
Kindergarten (K-4 and K-5)	0-10
First Grade	15-20
Second Grade	20-30
Third and Fourth Grades	30-40
Fifth and Sixth Grades	45-60
Seventh and Eighth Grades	60-80
High School	80-120

Standards of Conduct

Santa Rosa Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. Spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18), begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and His high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated to God and separated from the world.

Santa Rosa Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical commands is necessary to provide such an environment. All of a Christian's activities must be subordinated to the goal of bringing glory to God, Who indwells us (I Corinthians 8:9; 13:13; 10:32). The Christian should endeavor to avoid practices which decrease his sensitivity to the spiritual needs of the world and endanger his physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Santa Rosa Christian School to adopt the following standards which it believes are conducive to the environment that will best promote the spiritual welfare of the student.

The school, therefore, asks each student maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire. While SRCS cannot control off campus activities, we request that students abide by these standards throughout their enrollment. Students found to be out of harmony with the school's ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for the development of strong Christian character. Additionally, we request your support of the following school procedures for each student:

- No criticism of any teacher or school policies by students will be tolerated.
- Disrespect and disobedience to an authority will not be tolerated.
- A proper response to a yes-or-no question is “Yes, Sir/Ma’am” or “No, Sir/Ma’am.”
- Talking in class without permission is not allowed.
- Getting out of a seat without permission is not allowed.
- No writing, passing, or reading of notes is allowed during the school day.
- Students participating in social activities which contribute to low moral standards will be subject to disciplinary measures.
- Students are not to have any articles that distract from academics. Trading cards, baseball cards, radios, tape or CD players, iPods, MP3 players, electronic hand-held games and electronic devices, etc., will be confiscated by the teacher. The parents will be required to take these items home.
- No mutilation or destruction of any property will be tolerated. Parents will be billed for any damages caused by a student.
- Horseplay of any sort is considered out of order.
- Gum is not allowed on school property during the school day.
- No songbooks, tapes, CD’s, or iPods are allowed at school except those being used for music class or special school programs at a teacher’s request.

Students should show respect for God, country, family, faculty, and fellow students.

Note: Parents are asked to keep in mind that their student’s behavior off campus has a bearing on the image and testimony of Santa Rosa Christian School. Anything that the administration or School Board feels would bring reproach upon the name of the school, and thus the name of Christ, will be dealt with accordingly.

Including but not limited to the areas mentioned within this section (*Standards of Conduct*), students are expected to conduct themselves in a manner that is honoring to Christ and to live a life above reproach. If the ministry of SRCS feels there is cause for reasonable suspicion that a serious breach has occurred, the student may be suspended. Following a reasonable time to investigate the allegation and prayerfully consider the appropriate response, the administrator will communicate the final decision to the parents (full re-instatement to the student body if allegation is unfounded, and continued suspension/expulsion if allegation is discovered to be accurate). The serious breaches include but are not limited to:

- Cheating: “But let every man prove his own work, and then shall he have rejoicing in himself alone, and not in another” - Galatians 6:4. It is the policy of Santa Rosa Christian School that any student caught cheating will receive a zero on that specific project, paper, test, quiz, etc. Parents will be notified. Cheating is considered stealing and will not be tolerated.
- Use of Drugs, Alcohol, or Tobacco: Any suspected use or possession of drugs, alcohol, or tobacco (on or off campus) will result in suspension while the allegation is investigated, followed by disciplinary action up to and including possible expulsion.
- Dangerous Items: Any student who brings any item to school that would endanger lives or cause serious injury will immediately be suspended and parents notified. This includes but is not limited to firearms, knives or

other sharp implements, or explosives.

Deviant Behavior and Sexual Immorality: “Marriage is honorable in all, and the bed undefiled” - Hebrews 13:4. Any sexual contact outside of marriage will not be tolerated, on or off campus, and will result in immediate suspension from Santa Rosa Christian School while allegation is investigated. This includes but is not limited to improper touching, homosexuality, lesbianism, fornication, adultery, use of pornography, and indecency. Improper behavior, talk, or gestures between boys and girls may result in suspension or expulsion.

Students who will not cooperate spiritually, morally, or scholastically may be required to withdraw. Any student displaying an uncooperative spirit either spiritually, morally, or scholastically may not be permitted to return. If parents cannot conscientiously support the school, it would be best for those parents to have their children in a school where there will not be open dispute or major disagreement.

Lost and Found

A lost and found area is located in the school office. Students may claim articles during the school day. Items left in classrooms or in school hallways from middle school and high school students may be claimed by paying a 50 cent charge.

Office

The school office is open for business each school day between 7:45 a.m. and 4:00 p.m. Anyone who needs information concerning school policies and activities or who has questions may call or visit the school office during these hours. If a parent must bring homework, books, or other materials to his child during the school day, he should take it to the office for delivery. In emergencies the school will relay messages to students; however, the office cannot be responsible for messages that are received less than 30 minutes prior to class dismissal time. Office phones are to be used for private school business. Students will not be permitted to place a call to parents and request permission to leave early to attend any activity that should have been planned prior to coming to school. Forgetting assignments or books is not a reason to call home.

Questions

We want you to know everything we are trying to accomplish with your child, and your calls and questions are welcome. If a problem or question arises concerning an individual child, please contact the teacher promptly. If a problem needs more attention, please contact the principal.

Questionable Social Activities

We expect our students to participate only in those social activities that agree with the biblical principles taught at Santa Rosa Christian School. Students participating in questionable social activities are subject to disciplinary measures up to and including expulsion.

Internet Policy

SRCS Administration reserves the right to view any internet postings, including but not limited to websites, chat rooms, web logs, etc. Students will be accountable for content on their own sites, whether their own posting or that of another. Content should conform to the same standards to which all other forms of expression are held (see Standards of Conduct and Questionable Social Activities).

DISCIPLINE POLICY

Since the founding of SRCS, discipline has been an integral part of the education process. The founder of the school wrote books relative to discipline in the Christian school setting, and always emphasized the need for strong discipline. These founding ideals are often reiterated to the teachers each year. In 1988, SRCS discontinued the use of corporal punishment, realizing that the impetus for this form of correction should be kept in the hands of the parents. The discipline policy of the school from the Parent Student Handbook is included below.

Parental Involvement: Santa Rosa Christian School provides for classrooms which are conducive to a good learning environment and a joyful atmosphere. Effective classroom discipline is a necessary key ingredient. The teacher is responsible for maintaining appropriate classroom behavior. However, teaching discipline to the individual student is mainly the responsibility of the home, not the school. Therefore, parents should be involved in handling discipline problems and may be called if a problem continues that requires parental support. Failure to ignore the ongoing problem could result in the dismissal of the student from Santa Rosa Christian School. The teacher's discipline cannot be effective without parental cooperation.

If a problem arises, parents should feel free to discuss it with their student's teacher at a convenient time. Classroom time should not be taken up for this purpose. If it is necessary to speak with someone during the school day, the office may be contacted. Parents and teachers must cooperate fully with each other. Anything said or done which undermines respect and confidence for either one will harm the student. When there is a misunderstanding or a problem, the parent should encourage the student to take it quickly to the teacher involved and try to resolve the problem. If the problem is still not completely resolved, often a phone call, a conference, or even a note can clear up the difficulty. A minor problem should not turn into a major one because of lack of communication. If, after sufficient communication, the problem cannot be solved with the student's teacher, parents should feel free to contact the administrator.

If needed, various forms of correction may be used at school, depending upon the nature and severity of the problem. The more the parents become involved in correcting behavioral problems at home, the more the home will be strengthened and the less discipline the student will require at school. Actions resulting in the need for discipline of a more serious nature will result in suspension until adequate time has passed to investigate the situation and prayerfully consider final disciplinary action. Following consultation with the Pastor, parents will be notified of final action by the Administrator, or in the absence of the Administrator, the Pastor.

Discipline Policy: Santa Rosa Christian School defines discipline as "the control and guidance of behavior". It is the goal of Santa Rosa Christian School to guide and develop within students self-discipline rooted in recognition of Christ-like character and a godly respect for others rather than a fear of punishment.

Discipline is learned; we recognize that is taught in the home, as well as at school. This learning process should assist each student in developing a godly, biblically-based sense of responsibility toward their own behaviors, attitudes, and actions. The clearly communicated, firm, fair, and consistent application of biblically-based principles is the guiding factor in every aspect of developing a safe and harmonious school environment.

Effective classroom discipline is a necessary key ingredient for a good learning environment. Discipline at SRCS is not only to achieve this goal but also to help our students learn self-discipline and good character traits. The teacher is responsible to maintain appropriate classroom behavior. 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." Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: fighting, lying, stealing, disrespect, cursing, forging another's name, cheating, and bullying of any sort.

SRCS takes violence, fighting, or threats of any kind very seriously. This includes possession of anything that could be used as a weapon. Students may be expelled or suspended for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. SRCS expects full cooperation from both student and parent in the education of the student.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. 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 may be requested to transfer. SRCS is above all else a Christian institution in both philosophy and practice. We firmly believe that there is no place at SRCS for worldly practices so common among other institutions. SRCS has the reputation of having a student body with an excellent spirit with every student treated equally and fairly regardless of nationality, race, or background. Certain activities are contrary to the goals and objectives of SRCS. Any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans or any divisive activism is out of harmony with the standards and Christian philosophy of SRCS and may be withdrawn or refused

reenrollment at the discretion of the administration. Attendance at SRCS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Santa Rosa Christian School.

Conduct: Santa Rosa Christian School students are expected to maintain high moral standards of conduct and behavior at all times.

- SRCS does not knowingly accept students who are not honest, of good character, amenable to discipline, and respectful of authority and property.
- Students should maintain a cooperative attitude at all times. Repeated complaining, griping, or sullenness will not be tolerated. Making light of Bible classes, chapel programs, or guest speakers is always unacceptable. No student will be permitted to ridicule or mock school rules or personnel. If improper attitudes persist, probation, suspension, or expulsion may result.
- The school does not condone boy-girl relationships which display behavior of over-infatuation. There is to be no physical contact between male and female students. No couples or mixed groups may be on any part of the school grounds, inside or outside of buildings, or in cars without the “eyes on” adult supervision of a school staff member.
- No student may participate in any form of couples’ dancing, either in private or in any public place.
- No student may use any form of tobacco, narcotics, drugs, or alcoholic beverages either in private or in public. This is grounds for immediate expulsion.
- The following articles and related items are not permitted at school or at activities sponsored by the school: dice, playing cards, knives, guns, explosives of any kind, radios, tape or CD players, electronic games, and toys. Recordings, posters, literature, or clothing bearing pictures and/or emblems of rock music (secular or Christian) are prohibited. Magazines and books not related to school work are not permitted at school.

SRCS stands in opposition to any other activities considered in the Scripture to be sinful.

Classroom behavior requires three simple rules:

- Do not get out of your seat without permission.
- Do not communicate with others without permission.
- Do right.

As new policies are developed based on certain situations and cases, the policy will be updated.

Violence Prevention Policy

Santa Rosa Christian School does not tolerate violence or harassment in any form. SRCS, including staff, students, parents, and volunteers, is committed to the school’s mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every student, teacher, parent/guardian, support staff, board member, pastor or others while on school property and at school sponsored events, is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious, and respectful.

SRCS does not tolerate any intentional, unintentional, attempted or threatened use of force, threats, harassment or abuse against school personnel or students. Verbal or written taunts and threats (including sarcasm, ridicule, and humiliation), racial/ethno-cultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable. For full explanation of SRCS Violence Prevention Policy, please see the Violence Prevention Manual in the school office.

Sexual Harassment Policy

All students and school personnel are expected to conduct themselves with respect for the dignity of others. If a student has concerns about the nature of any conduct or physical contact by a school or church employee, a fellow student, or a member of the public, the student should immediately report this concern to the Administrator, supervisor, or teacher, as well as discuss this concern with his parent or guardian. The school will investigate all such reports immediately.

A student found to be in violation will be subject to disciplinary action up to and possibly including expulsion from school. An employee will be subject to disciplinary action up to and possibly including termination of employment. All such reports will be handled discreetly to maintain confidentiality, avoid embarrassment, and protect the student making the report. However, it should be understood that Santa Rosa Christian School is required by law to report child abuse to the Department of Social Services.

Kindergarten and Elementary Section

The information contained within this section pertains specifically to K5 through 5th Grade students, parent volunteers, and visitors.

Dress Code - Kindergarten and Elementary

Outerwear

Monogrammed school sweaters are available for outdoor or classroom use. Other jackets and sweaters may be worn to school but must be removed upon entering the classroom.

Uniforms

Students are required to wear the school uniform each day (unless otherwise specified for certain field trips, etc.). The standard uniform is available through Schoolbelles School Uniforms (www.schoolbelles.com).

Girls Uniforms	
Jumper/Skirt	K-5 – 2 nd : (Style 1423) Tunic Jumper – plaid #0854 3 rd – 5 th : (Style 1416) V-Neck Pleated Jumper – plaid #0854
Shirt	K-5 – 5 th : Round collar Short (1739) or Long Sleeve Blouse (1740)
Socks	Navy, red, or white knee socks or anklets; no emblems are permitted. Navy, red, or white tights are permitted on cold days. 'No-show' athletic socks are not acceptable.
Shoes	Conservative, dress or semi-dress solid black, fastened by either shoelace or Velcro closures; non-marking soles are preferred. No canvas material, platforms, slings, or open toes. Slip-ons are permitted provided the shoe remains on the foot when the student walks. Heel height at the back of the shoe must not exceed 2 inches (including sole). Black suede (Nu-buck) is permitted. Tennis shoes with non-marking soles are permitted for recess.
Jewelry	Small stud earrings only, one pair at a time. No gaudy necklaces, dangling or drop earrings, or pins.
Makeup	No makeup is permitted.
Nail Polish	Clear nail polish is permitted

Boys Uniforms	
Shirts	White button down shirts or polo style shirts – long or short sleeves
Undershirt	(if desired) Plain white T-shirt.
Pants	Navy blue twill pants, in good repair, and of such length that they touch the top of the shoes when the student is standing straight
Shoes	Conservative, dress or semi-dress, solid-color black shoes (non-marking soles, preferred) that may be fastened by either lace-up or Velcro (Slip-ons, loafer style, are permitted.) Shoes must be polished and in good repair. Tennis shoes with non-marking soles are permitted for recess.
Socks	Solid black or navy blue only. 'No-show' athletic socks are not acceptable.
Belt	Black belt or navy leather or elastic magnetic-closure belt
Additional	No earrings or other piercings, necklaces, bracelets, or tattoos.

Hair Code

Boys are to have their hair cut regularly, not allowing it to become too long. Hair should be off the eyebrows and tapered neatly off the collar and ears. It is to be combed neatly and styled in a modest fashion, without any added or altered coloration so as not to draw undue attention. Sideburns are to be no longer than the middle of the ear. Hair is not to be sculpted, stepped, or spiked. Bowl or faddish cuts are not acceptable. When hair begins to flip up on end, it is too long. Shaggy or bushy hair, even if in accordance with the above requirements, is not acceptable. The Administrator will make final decisions on all questionable haircuts.

Help Sessions

Students who need extra help will be asked to attend special sessions. Most teachers are available to meet with students before and after school. Parents and students need to check with the appropriate teachers for this special help. Occasionally students need extensive help in making up academic deficiencies. It is entirely proper to compensate the teacher for these services.

Conferences

Teachers or parents may schedule conferences during the school year to discuss the student's progress and needs. We ask that parents call or write for a conference with the teacher before coming. Teachers are willing to work with parents in scheduling conferences at mutually convenient times.

Junior & Senior High Section

The information contained within this section pertains specifically to 6th through 12th Grade students.

ADMISSIONS

Students are tentatively accepted at Santa Rosa Christian School after submission of a registration application, a questionnaire, and an interview with the Administrator. Final acceptance is contingent upon the content of former records, any available pastoral reference forms, and the result of testing and placement of the student. Each student's status will be reviewed yearly, and the student will be accepted for re-enrollment on the basis of academic progress and disciplinary records. A student who does not agree and cooperate with the overall purpose and program of the school will not be admitted or allowed to remain at Santa Rosa Christian School. This decision rests with the administration and pastor along with input from teachers. Parents are notified if the student's enrollment status is in jeopardy.

Santa Rosa Christian School reserves the privilege of setting and maintaining specific standards of conduct, dress, cleanliness, and scholarship for its students. The desire of the school is to provide a Christian atmosphere in the academic world. Santa Rosa Christian School expects full cooperation from both students and parents. The school maintains the right to refuse admission to anyone who fails to meet entrance requirements or to whom, in the opinion of the administration, the school cannot minister effectively. Furthermore, the school also maintains the rights to suspend, dismiss, or expel any student who violates the standards set down in the handbook or any other rule of conduct as defined by the school administration.

For the Junior and Senior High, the prospective student must conduct an interview with the administration, and if the family is from a church background, a pastoral reference may be requested. Certain academic requirements such as scoring in the 40th percentile in Math and Reading must also be met. In the final analysis and after consultation with the pastor and faculty, the administrator makes the final decision for admission.

Curriculum

Santa Rosa Christian School has a strong academic program and a dedicated faculty.

- In grades 7-12, a student must pass English, Math, and Bible in order to be promoted to the next grade.
- Participation in a regular chapel program is a required part of the curriculum.

Testing: American College Test (ACT)

All eleventh-grade students will be strongly encouraged to take the ACT with the option of retaking the test in twelfth grade. Students may take the test as many times as they desire, and only the highest score is maintained. There is a fee, however, every time the test is taken. Taking the ACT is a requirement for the Bright Futures Scholarship Program and application to college. No college scholarships are made available unless this test is taken.

Courses of Study				
Course	7th	8th	9th-12th	
			Course	Credits
Bible	P	P	Bible Life Management	4.0 1.0
Social Studies	World History	American History	U.S. History World History American Gov't. Economics Geography	1 1 0.5 0.5 1.0
Science	P	P	Science (2 credits must be earned with lab components)	3 or 4
English	P	P	Concentration in grammar, composition, and literature	4
Mathematics	General Math	Pre-Algebra	Algebra I, II, Geometry, Adv. Math, Calculus	4 (beginning with class of 2011)
Physical Education	P	P	Physical Education Personal Fitness	0.5 0.5
Fine Arts	P	P		
Foreign Language Spanish I and II			Same foreign language must be taken consecutively*	2
Practical Arts/Arts Career Education or Performing Fine Arts			Practical Arts/Arts Career Education or Performing Fine Arts	1 (or 0.5 credit in each)
Electives			Electives	3.5
Total			24 + credits	
*Considered elective course work				

Sports

Students participating in athletic activities are responsible for all homework assignments regardless of game or activity schedules. A physical health form must be submitted yearly (before practice begins) for those who participate in sports (see the Athletic Handbook for details).

Cell Phones, Pagers, and Other Electronic Devices

Cell phones and/or pagers may be brought to school and left in the student's locker; however, they must be turned off (not on beep, ring, or vibrate) until after dismissal (3:00 P.M.) There can be no calls or texting during school hours.

Electronic devices such as portable digital music and video players (iPods, MP3's, etc.) are not permitted at school or school-sponsored activities.

Laptop computers, scientific calculators, PDA's, etc. are permitted for classroom instructional use only according to teacher's requirements.

Specific exception may be granted by a teacher or administrator. Any device used in an unauthorized manner shall be subject to confiscation and deemed 'contraband'. Electronic content contained within confiscated contraband is subject to administrative search.

Attendance

School attendance is extremely important. Regular attendance is one of the most important factors in succeeding in school. It also shows integrity and prepares one for success in the job market.

All high school students enrolled at Santa Rosa Christian School are obligated to attend classes regularly and punctually and to satisfy all course requirements. Participation in classroom activities is an important part of the credit earned in any course. Twelfth grade students with an 'A' average in any class who incur one (1) or more unexcused absences may lose final exam exemption privileges.

Excessive Absences

Students with eighteen (18) or more total absences (excused or unexcused) in any one class during a semester, even if they have a passing grade, may receive an 'F' (59% value).

All absences will be considered unexcused unless and until a legibly signed note or an email from the parent is received by the office and approved by the Administrator (or his designee). The administrator, after consultation with the pastor and faculty, has the authority to reinstate the student's passing grade by imposing additional requirements on the student if deemed necessary.

Truancy

The Florida Legislature has enacted F.S. 322.091(1) stating that minors (ages 14-17) must satisfy school attendance requirements in order to apply for and maintain their driving privileges. The Administrator is required to submit to the Department of Highway Safety and Motor Vehicles (DHSMV) the name of any student (along with date of birth, sex, and social security number) who does not satisfy attendance requirements.

If a student's name is sent to the DHSMV for lack of attendance, the student is in danger of having his driving privilege suspended. For students who are under age 16, future application for licensure may be denied. Following a license suspension by DHSMV, the driving privilege may be reinstated if the student submits written verification to DHSMV that he has completed 30 days of attendance in school without unexcused absence.

Tardiness

Punctuality is expected from all students. They are to be ready to begin class on time at each appointed hour.

Make-Up Work

All work missed because of an excused absence must be made up within a time frame equivalent to the amount of days missed unless other arrangements are made. The time period for make-up work to be completed begins immediately upon the student's return to school. It is the student's responsibility to contact his teachers and complete all make-up work.

Help Sessions

Students who need extra help will be asked to attend special sessions. Most teachers are available to meet with students before and after school. Parents and students need to check with the appropriate teachers for this special help. Occasionally students need extensive help in making up academic deficiencies. It is entirely proper to compensate the teacher for these services.

Conferences

Teachers or parents may schedule conferences during the school year to discuss the student's progress and needs. We ask that parents call or write for a conference with the teacher before coming. Teachers are normally in the classrooms until 3:30 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

Dress Policy

At all school functions, students are requested not to wear clothing imprinted with questionable messages, symbols, or pictures. Tattoos or body piercings are not permissible. We ask that students refrain from wearing current trends in fashion. The school administration reserves the right to initiate policies on new fads and changes in style during the school year.

Female students – All girls' clothing is to be of modest length and fit. Since the term modest means "unexaggerated," form-fitting garments are considered immodest. An informal way to measure modest fit is to stand up straight and pinch the loose fabric on both sides of the hips or bust line. Without stretching the fabric, there should be at least a one inch fold of fabric on both sides. Anything less is too tight. "Of modest fit" is interpreted to mean that the girls should avoid clingy, form-fitting or form-emphasizing fabric or design. Modesty is not just covering up what should not be seen. It also involves not drawing attention to one's body. Uniforms and outfits worn for school functions must come to the bottom of the knee when sitting, standing, walking, or bending. Slits in dresses/skirts, whether at the front, back or side, must be no higher than the bend in the knee when standing, walking, or bending. Wrap skirts must be pinned or fastened to the required hemline. All garments must have a sewn hem; there are to be no frayed edges. Skirts or belts which ride low on the hips are unacceptable. Blouses, tops, and sweaters must be loose fitting (inch-of-pinch) so that they do not draw attention to the bust. Necklines of dresses, blouses, tops, and sweaters must go no lower than three finger widths below the collarbone. Blouses designed with shirrtails must be tucked in unless cut with a straight hem that are to be worn out. Blouses, tops, and sweaters are to remain below the waistband when the arms are raised over the head. Only the top button/snap of blouses or tops may be unbuttoned.

Because each young lady is built differently, what is modest on one girl may not be on another. Generally, dress which reveals or hints of cleavage would be considered immodest. (Necklines which are modest when standing may gape open when a student is bent over her desk or reaching into her locker) Therefore, some necklines may not be modest wear for school activities.

Make-up should be used sparingly. Bizarre colors of make-up, nail polish, and hair are not permitted. Glitter and black make-up are unacceptable for school. Only clear or natural-colored fingernail polish is allowed. No loop or dangling earrings are allowed in the classroom.

School Uniform Dress Code - Girls

In addition to our dress code discussed under General Policies, the following specific dress code applies to the Academy girls' uniforms.

Girls Uniforms	
Skirt	The plaid skirt from Schoolbelles – Pleated (1516) or Kilt (1525) color #0854. The hemline of the skirt should come to the middle of the knee or longer.
Blouse/Vest	Girls should wear the oxford short (1770) or long (1740) sleeved blouse and the V-Neck monogrammed sweater vest (1994)
Socks	Girls are required to wear white or navy knee socks or natural color hose.
Shoes	Conservative, solid black shoes are required (non-marking sole preferred). No canvas material, platforms, slings, or open toes are allowed. Black suede is permitted. Slip-ons are permitted. The heel height at the back of the shoe must not exceed 2 inches (including the sole).

Jewelry

No gaudy necklaces, earrings, or pins are allowed. Small stud earrings without a dangle or drop are permitted for all female students in grades 7-12. Only one earring on each ear may be worn at a time and must be worn in the lobe of the ear. No other body piercing is allowed.

Make-Up

In grades 7 and 8, no make-up is permitted; non-tinted lip balm is not considered make-up and may be worn. Girls in grades 9-12 may wear natural-looking make-up that is not excessively obvious, specifically in the color and degree of application of foundation, blush, and mascara. Make-up should be worn in such a way that it enhances the face and natural features.

Hair Code

Hair color and style must be such that the hair does not draw undue attention to itself. Hair should remain a natural color. Subtle, natural-looking highlights are acceptable, but extremes in hair coloring, chunky streaking, bleaching, or styling are not allowed.

Fingernail Polish

Clear or light-colored nail polish is permitted, as is a clear-polish French manicure.

Casual Dress

It is not too early for students to be thinking about modesty and appropriateness of attire. SRCS requests that when the uniform is not being worn (for certain field trips, games, field days, programs, etc.); students adhere to the following guidelines:

- No part of the outfit should be revealing, sheer, or too form-fitting.
- Dresses or skirts must be at least as long as the bottom of the knee. All slits and openings must be sewn at least to the middle of the knee.
- Tops must have a neckline no lower than four fingers below the collarbone in front and no lower than a hand's width from the prominent bone of the neck in back.
- No styles that expose the top of the shoulders, the midriff, or undergarments.
- No pieces of attire should advertise or represent drugs or alcohol, or contain symbols or insignias that represent groups or ideals contrary to biblical standards.
- When permitted, denim garments may not be torn nor show signs of extreme fading or wear.

Dress-Up Occasions – Winter Banquet/Junior-Senior Banquet

When an event calls for something other than the uniform or casual dress, girls must abide by the following standards. Dresses or skirts must be at least as long as the bottom of the knee. All slits and openings must be sewn at least to the middle of the knee. Tops must have a neckline no lower than four fingers below the collarbone in front and no lower than a hand's width from the prominent bone of the neck in back. Dresses that bare the shoulders or those with only spaghetti straps are not modest and may not be worn. However, those types of dresses, if worn with a sweater or a jacket that remains on during the entire event may be permissible. Dress checks may be scheduled before the event. The tag and the receipt should be kept just in case a dress does not pass inspection.)

Male Students

All boys' clothing is to be of modest length and fit. School uniforms must be kept neat, ironed, and in good repair. Shoes should be polished and kept neat. Wearing white socks with dress shoes is never appropriate. Young men must have conventional, close-cut haircuts. Hair must be tapered on the sides and back and must be off the ears and the collar. Sideburns should be no longer than the bottom of the opening of the ear. Hair should be at least one finger width above the eyebrows. Faddish hairstyles of a bizarre or unusual nature (e.g. bowl cuts, layered, or Mohawk) are not allowed. Hair that looks as if it has not been combed is not acceptable. A male student's hair must be neatly combed and may not look tangled or spiked. Students are to be clean-shaven. Beards and mustaches are not permitted. Male students may not wear necklaces, bracelets, or earrings. A watch and class ring are acceptable. Boys are not allowed to get tattoos, nor are they allowed to put anything on the skin which may resemble a tattoo.

School Uniform

Students are required to wear the school uniform each day (unless otherwise specified for certain field trips, etc.) The standard uniform is available through Schoolbelles Uniform Company.

Casual Dress

It is not too early for students to be thinking about modesty and appropriateness of attire. SRCS requests that when the uniform is not being worn (for certain field trips, games, field days, programs, etc.); students adhere to the following guidelines:

- Dockers-style dress pants (non-denim) and a collared shirt (either button-front or polo-style) are suitable for most events.
- No pieces of attire should advertise or represent drugs or alcohol, or contain symbols or insignias that represent groups or ideals contrary to biblical standards.
- Clothing should be in good repair, not torn or faded, and securely fastened at the natural waist without revealing any portion of an undergarment.

- Students will be permitted to wear denim pants that are not torn, that do not show signs of extreme fading and are in good repair to sporting events.
- Collared shirts (polo-style or button front) are required at sporting events and must be tucked in.

Search and Seizure of Suspicious, Illegal, or Unauthorized Materials

In some schools there are those students who not only push the limits where the rules are concerned, but also violate them when they can. This often occurs when the student brings to school items which are prohibited, such as weapons or drugs. Therefore, Santa Rosa Christian School reserves the right to search any student's person and belongings in the event the school suspects that the student possesses an unapproved item. This search may be conducted without the student's or the parents' knowledge. Electronic content contained within or on confiscated contraband is subject to administrative search. Registration and subsequent enrollment of the student constitutes parental consent to such searches. Backpacks, purses, pockets, lockers, desks, etc., are all subject to search if the school suspects the possession of any unapproved, unauthorized item.

Transportation

Santa Rosa Christian School does not provide transportation to and from school. Parents may sign up for carpools on orientation night and throughout the year. The school bus is used for field trips and sporting events only.

Student Drivers

Students with a valid Florida driver's license and parental permission may be eligible to drive to school. Any student who demonstrates careless or reckless driving habits may forfeit the privilege of driving on campus. Under no circumstances are students to transport anyone other than those assigned by parents to ride with that student driver. All students (driver and passengers) are to leave their vehicles and report to the school building upon arrival. There is to be no loitering in or around automobiles before or after school. Once a vehicle is parked in the morning, a student is not permitted to return to it until he leaves at the end of the school day. The speed limit on campus is 10 miles/hour.

WARNINGS!

Internet

We strongly advise parents to strictly prohibit SRCS students from having a web site, MySpace page, Facebook page, or any access to the internet unsupervised. These are well known sites for sexual predators. Students are together most of the day on Monday through Friday and simply do not need any more "socializing." The hours that are wasted, the subjects of "conversation" and the emotional roller-coaster such sites lead to are problematic for young people. The best "socializing" should be done in company of others at school events. These supervised activities along with Church-sponsored events can provide all the social opportunities students need. Under no circumstance may students put any information or pictures concerning Santa Rosa Christian School on any internet site! Any risqué or indecent pictures that appear on any student's "page" will be grounds for expulsion. Students are not allowed to discuss these websites at **school**.

We believe that it is vitally important for parents to be aware of what their children are viewing and typing on the computer. No matter what the age of your children, precautions must be taken to prevent anyone from viewing and participating in those things which will hinder spiritual development. We do not believe it to be unreasonable for parents to check their children's email on a regular basis. Children's passwords should be made known to parents. A child who has a password that is unknown to parents is wide open to temptation. If a parent becomes aware of inappropriate email or other internet activity that is being sent from a student other than his own at SRCS, he should report it to the administration immediately. To protect and restrict our children is the God-

given responsibility and privilege of every parent. Any personal contact information (name, address, pictures, phone number, school identification information, etc), that can be used to track the location of a student should not be given online.

Relationships

Children and young people are not mature enough to manage any sort of romantic relationship with members of the opposite sex. We desire that all of our students be friendly with one another, but not “couple” up with any other student. Childhood only lasts for 18 years and we appreciate our parents guarding that childhood as long as possible. Students in high school may attend the Winter Banquet with an escort, and our Juniors and Seniors may attend the Jr. /Sr. Banquet together. Students need to learn manners and etiquette so that they will know how to behave at social events.

Energy Drinks

The amount of caffeine in these energy drink beverages concerns Florida Health departments. The drinks have been linked to reports of nausea, abnormal heart rhythms and emergency room visits. Students who drink them are “literally drunk on a caffeine buzz or falling off a caffeine crash.” The data suggests that “students are more likely to take risks with their health and safety” if they consume these energy drinks. “High doses of caffeine may have a role in delayed conception, lower birth weight, modest increases in blood pressure and a rise in cholesterol levels. It can also contribute to cardiovascular disease.” Some beverage manufacturers are mixing these energy drinks with alcohol. These products are often packaged in cans that look like the non-alcoholic varieties. **No energy drinks are allowed to be consumed on our campus during lunch or at any school activity.**

“Advice to Parents”
by Dr. Jacquot, Christian Educator

“Do’s”

- Do be a concerned parent who is interested in your child’s spiritual, social, and intellectual development. Keep in touch with the teacher.
- Do pray for the teacher every day. The teacher is molding your most prized possession.
- Do realize that the teacher will make some mistakes just as you have made mistakes with your own child. No one is perfect. Do let your child take some of the knocks that come to him. You cannot run interference throughout his life.
- Do feel free to talk to the teacher. Remember that your child is one of many in a class. Let the teacher know you are on his/her side.
- Do be sincere, appreciative, and complimentary with the teacher.

“Don’ts”

- Don’t believe everything your child tells you about the teacher. There are two sides to every story. Parents, if you will not believe everything your child tells you about the teacher, the teacher will not believe everything the child tells about you!
- Don’t take the child’s part against the teacher. If you criticize the teacher, you will be undermining the “authority image” the child needs.
- Don’t do your youngster’s homework. Help him. Get him to think, but if you do the work, the teacher will know when he does poorly on tests.
- Don’t make excuses for your child; it will weaken his character. Let him take the consequences of his mistakes.
- Don’t go around the teacher to pull strings with the administration. Your child will come to depend on you do such in life and you will not be able to.
- Don’t butter up the teacher with gifts and flattery. A good teacher will know why you are doing those things.

Parent Cooperation Agreement

The following cooperation agreement must be read by the parents/guardians of each student.

I have read the SRCS Student/Parent Notebook in its entirety and agree to abide by the policies and regulations of SRCS.

I understand that SRCS reserves the right to expel or dismiss any child who fails to comply with the established regulations and discipline or whose financial obligations remain unpaid after the due date.

I agree to uphold and support the high academic standards of SRCS by providing a place at home for my child(ren) to study and by giving my child(ren) encouragement in the completion of homework and assignments.

I understand that the standards of Santa Rosa Christian Academy do not tolerate profanity, obscenity in word or action, dishonor to God or the Word of God, or disrespect to the personnel of SRCS.

As my student, _____, has enrolled in SRCS, I agree to show full cooperation and support for the policies and procedures outlined in the parent-student handbook.

Name of Parent/Guardian	Date
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Name of Parent/Guardian	Date
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