



SOUTHPORT
PRESBYTERIAN
CHRISTIAN SCHOOL

Parent Handbook

2021-2022

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July, 2021

Dear SPCS Families,

We are so excited to start the 2021-2022 school year. We have been working all summer, planning and anticipating all that God has for us ahead! We know that there will be challenges and surprises; however, we can't wait to see you and work together this year.

We appreciate the opportunity to provide the best education for our students, both academically and spiritually. Our Christ-centeredness is the foundation of our educational philosophy as it strengthens and sustains us. **He** is our guide.

As an affirmation of your decision to be here, please know that SPCS is a state-accredited school and strives for academic excellence. We believe that a premium education is essential for our students, and it starts at the very beginning from the 2's preschool through 5th grade.

Please let this handbook serve as your guide and use it as a resource this coming year for information about the school, our policies, and our programs. This document serves as a framework for our evolving school. Feel free to discuss any questions that you may have about the handbook with our staff.

Our School Board makes available the finest staff that can be assembled. Our staff's dedication and hard work are the cornerstones of the success of our students. Our staff is led by Mrs. Shana Hoffman, Principal, and Mrs. Becky Thein, Preschool Director.

Thank you for being a part of SPCS this school year and for allowing us the honor of providing for you and your children. "They will soar on wings like eagles..." Isaiah 40:31

In Christ's Name

Shana Hoffman

SPCS Principal

SPCS Faculty

Fifth Grade	Ms Katie Dill, Teacher	kdill@southportpres.org
Fourth Grade	Mrs. Julia Schmidt, Teacher	jschmidt@southportpres.org
Third Grade	Ms. Sekeana Masih, Teacher	smasih@southportpres.org
Third Grade	Mrs. Suzy Patrick, Assistant	
Second Grade	Miss Laura Dragoo, Teacher	ldragoo@southportpres.org
Second Grade	Ms. Ashley Newton, Assistant	
First Grade	Mrs. Christi Lewis, Teacher	clewis@southportpres.org
Elementary P.E.	Ms. Taylor Drury, Teacher	tdrury@southportpres.org
Elementary Music	Mr. Christy Carrie, Teacher	ccarrie@southportpres.org
Preschool Music	Mrs. Christy Carrie, Teacher	ccarrie@southportpres.org
Art Teacher	Mrs. Sheron Arnold, Teacher	sarnold@southportpres.org
Librarian	Mrs. Lynae Danzeisen, Teacher	ldanzeisen@southportpres.org
Kindergarten	Mrs. Kim Clevenger, Teacher	kclevenger@southportpres.org
Kindergarten	Mrs. Rachael Brunet, Assistant	
Kindergarten	Mrs. Dedra Gregory, Assistant	
Five-Day Pre-Kindergarten	Ms. Maya Johnson, Teacher	mmjohnson@southportpres.org
Five-Day Pre Kindergarten	Mrs. Brenda Thompson, Assistant	
Four-Day Pre-Kindergarten	Mrs. Mary Crocker, Teacher	mcrocker@southportpres.org
Four-Day Pre-Kindergarten	Mrs. Sandee Torres, Assistant	
Three-Day Pre-Kindergarten	Mrs. Julie Kelly, Teacher	jkelly@southportpres.org
Three-Day Pre-Kindergarten	Mrs. Brenda Underwood, Assistant	
Three-Day Pre-Kindergarten	Mrs. Danielle Dowling, Teacher	ddowling@southportpres.org
Three-Day Pre-Kindergarten	Mrs. Mary Templeton, Assistant	
Three-Day Threes	Mrs. Karen Bland, Teacher	kbland@southportpres.org
Three-Day Threes	Mrs. Sara Trask, Assistant	
Twos	Mrs. Christy Carrie, Teacher	ccarrie@southportpres.org
Twos	Mrs. Karen Bland	
Preschool Plus	Mrs. Christi Champ	pcsp@southportpres.org
Preschool Plus	Mrs. Marcy Coppock	pcsp@southportpres.org
Principal	Mrs. Shana Hoffman	shoffman@southportpres.org
Preschool Director	Mrs. Becky Thein	bthein@southportpres.org
Business Manager	Mrs. Susie Cover	scover@southportpres.org
Office Manager	Miss. Sally Thompson	sthompson@southportpres.org
School Nurse	Ms. Patty Brady	pburden-brady@southportpres.org
School Nurse	Mrs. Shannon Arch	sarch@southportpres.org

SPCS Board of Directors

Ann Hunt, Chairperson
Darcy Burton, Susan Due, Jenny Hine, Judy Wilson, Carolann Wright
Karl Anderson, Session Liaison
Jolynn Badgero, Session Liaison
Shaele Massey, Trustee Liaison,
Shana Hoffman, Principal & Becky Thein, Preschool Director

SPCS Mission Statement

To provide a Christian education, teaching students to love God, love each other, and serve the world, while consistently focused on student achievement and academic excellence.

SPCS Goals

The SPCS Board of Directors and Teachers have the following goals:

- I. To help each child grow in awareness of God and His Son, Jesus.
- II. To help each child see him/herself as a child of God and as an important part of God's plan.
 - A. To grow in an understanding of what God expects.
 - B. To grow in understanding and accepting him/herself.
 - C. To grow in recognizing one's strengths/weaknesses.
- III. To help each child see other people as children of God and as an important part of God's plan.
 - A. To grow in an understanding of what God expects in a relationship with other people.
 - B. To grow in understanding and accepting other people.
 - C. To grow in accepting the strengths/weaknesses of others.
- IV. To help each child understand God's world.
 - A. To see God's order in nature.
 - B. To appreciate God's love displayed in living things.
- V. To help each parent grow in a personal relationship with God.
 - A. To develop an understanding of his or her child.
 - B. To grow in Christian ways of raising his or her child.

To accomplish these goals, SPCS will provide the following:

- A. An atmosphere in which children and teachers are living the Christian faith.
- B. A program in which a loving, caring Christian attitude helps build confidence and self-esteem.
- C. A program which uses a developmental, problem-solving approach as it offers the highest caliber of education in Two's (Preschool) through Fifth Grade.
- D.

A Brief History

In 1978, First Presbyterian Church of Southport members recognized a need for a Christian Preschool. Southport Presbyterian Nursery School was created with two classes of Four Years Olds. During the following years, as community interest heightened, the Preschool added classes for Two's, Three's, Pre-Kindergarten, and Kindergarten. SPCS parents, who were Church members, gained permission from the Church Session to establish an elementary school for 1986/1987. The name was changed to Southport Presbyterian Christian School and a first grade was formed. Second grade and a second/ third grade combination followed as enrollment dictated. A self-contained third grade became a reality in the 1992/1993 school year. Fourth grade was added for the 1996-1997 school year and fifth grade began after the "BIG MOVE" to the McFarland Boulevard site in 1997-1998. This year, 2021-2022, SPCS has preschool, preschool plus, full and half day kindergarten and one class for each grade-first through fifth.

Traditions

School Colors: Blue

School Mascot: Eagle

School Song:

“Go Eagles”

Hooray for SPCS, children of the king,
Like an eagle spread your wings.
On Christ the solid rock we stand,
And we are guided by His hand.

Love, joy, peace, patience,
Kindness, goodness, faithfulness,
Gentleness, and self-control.
Obey these with your heart and soul.

Go Eagles!

SPC/SPCS Motto: Love God, Love Each Other, Serve the World

School Verse: “But those who hope in the LORD will renew their strength. They will run and not grow weary; and they will walk and not be faint.” Isaiah 40:31

School Creed: I am a child of God. I need to be respected and I will be respectful of others. I will do my best to be the type of person God intended. I will be hardworking, honest, dependable, and responsible. I will use words of encouragement while dealing with other students. And, I will show the love of Jesus Christ to all who come in contact with SPCS.

Pledge of Allegiance: I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands; one Nation, under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty to all who believe.

.....whatever you do, do it ALL FOR THE GLORY OF GOD. 1 Corinthians 10:31

FIRST SEMESTER

July 26	Monday	Orientation for K-5 (In-Person)
July 28	Wednesday	Orientation for 3's and 3 day PreK AM
July 28	Wednesday	First FULL DAY of school for Kindergarten and Grades 1-5
July 29	Thursday	Orientation for 3 day PreK PM, 4 Day PreK, 5 day PreK and 2's
August 2	Monday	First day of school for 2's, 4D PreK, and 5D PreK
August 4	Wednesday	First day of school for 3D3's, 3D PreK, and 3D PreK w/ PreSchool +
September 6	Monday	Labor Day - NO SCHOOL
October 4-15		Two Week Fall Break - NO SCHOOL
October 19 & 20	Tues., Wed.	School pictures
November 24-26	Wed, Thurs, Fri	Thanksgiving - NO SCHOOL
December 1	Wednesday	Picture Retakes
December 7	Tuesday	Last Day before Christmas break for 2's
December 9	Thursday	Last day before Christmas break for 4D PreK
December 10	Friday	Last day before Christmas break for 3D 3's, 3D PreK, 3D PreK w/PreSchool+, & 5D PreK
December 17	Friday	Last day before Christmas break for Kindergarten, & Grades 1-5

SECOND SEMESTER

January 3	Monday	First day - School reconvenes for 2's, 4D PreK, 5D PreK, Kindergarten, and Grades 1-5
January 5	Wednesday	First day - School reconvenes for 3D3's, 3D PreK, 3D PreK w/PreSchool+
January 17	Monday	Martin Luther King Jr. Day - NO SCHOOL
February 21	Monday	Presidents' Day - NO SCHOOL
March 21-April 1		Two week Spring Break - NO SCHOOL
April 15	Friday	Good Friday - NO SCHOOL
April 21	Thursday	K-5 Spring Program
April 28	Thursday	3's Spring Program
May 17	Tuesday	Last day for 2's
May 19	Thursday	Last day for 4D PreK
May 20	Friday	Last day for 3D3's, 3D PreK, 3D PreK w/PreSchool +, and 5D PreK
May 26	Thursday	Last day for Kindergarten & Grades 1-5

Grading Periods

Elementary

- 1st Grading Period ends: September 22, 2021 (Kindergarten does not receive a report card.)
- 2nd Grading Period ends: December 15, 2021

- 3rd Grading Period ends: March 2, 2022
- 4th Grading Period ends: May 26, 2022

2021-2022 Tuition and Payment Schedules

When enrolled at SPCS each family understands that their child is enrolled for an entire school year. Teachers are hired on the basis of enrollment. As a nonprofit organization, our monies go toward salaries, equipment, and materials/curriculum. Our expenses do not diminish when students are absent or withdrawn.

Tuition payments begin in June and are due the first day of each month. Checks are to be made payable to SPCS and should be mailed to the school office with the monthly coupon. Sibling fees may be combined in one check – include each child's coupon. If not mailed, payments should be brought to the school by an adult and deposited in the payment box in the Gathering Place. You may also pay by e-check through your FACTS Family Portal account. **A late fee of \$10.00 is charged if the tuition is received after the 10th of the month.** The postmark on the envelope or the date payment is posted to the school account determines this deadline. **A tuition payment two months in arrears is a reason for dismissal.**

All school fees (tuition, lunch, library fees, etc.) must be current at the end of the grading period in order for any school-related documents to be released.

2021-2022 Tuition Payment Schedules

M: Monday, T: Tuesday, W: Wednesday, Th: Thursday, F: Friday

Preschool Classes

TWOS (Children must be 30 months old by August 1, 2021.)

M/T 8:45 a.m. - 11:15 a.m.

Registration: \$125

Materials: \$50

Ten payments of \$164 for a total of \$1640

THREES (Children must be 3 by August 1, 2021 and toilet trained.)

Three-Day Threes: W/Th/F 8:45 a.m. - 11:15 a.m. OR 12:15 p.m. - 2:45 p.m.

Registration: \$125

Materials: \$50

Ten payments of \$189 for a total of \$1890

PRE-K (Children must be 4 by August 1, 2021.)

Three-Day Pre-K: W/Th/F 8:30 a.m. - 11:30 a.m. OR 12:30 - 3:30 p.m.

Registration: \$125

Materials: \$70

Ten payments of \$205 for a total of \$2050

Three-Day Pre-K with Preschool Plus: W/Th/F 8:30 a.m. - 3:30 p.m.

Registration: \$125
Materials: \$85
Ten payments of \$389 for a total of \$3890

Four-Day Pre-K: M/TW/Th 8:30 a.m. - 11:30 a.m. OR 12:30 - 3:30 p.m.

Registration: \$125
Materials: \$90
Ten payments of \$247 for a total of \$2470

Five-Day Pre-K: M/TW/Th/F 8:30 a.m. - 3:30 p.m.

Registration: \$125
Materials: \$125
Ten payments of \$461 for a total of \$4610

Elementary Classes

Half-Day Kindergarten: Daily 8:15-12:00 noon

Registration fee: \$225
Material fee: (due May 1): \$125
10 payments (June 1, July 1, August 1, September 1, October 1, November 1, December 1, January 1, February 1, March 1) of \$289 each
Total tuition: \$2890

Full-Day Kindergarten: Daily 8:15 a.m. - 3:15 p.m.

Registration fee: \$225
Material fee: (due May 1): \$150
10 payments (June 1, July 1, August 1, September 1, October 1, November 1, December 1, January 1, February 1, March 1) of \$497 each
Total tuition: \$4970

Elementary (Grades 1-5): Daily 8:15 a.m. - 3:15 p.m.

Registration fee: \$225
Book fee: (due May 1): \$250
10 payments (June 1, July 1, August 1, September 1, October 1, November 1, December 1, January 1, February 1, March 1) of \$517 each
Total tuition: \$5170

Expectations of Teachers: Our teachers' responsibilities are to create a caring community of learners, enhance development and learning, construct appropriate curriculum, assess a child's learning and development, and establish reciprocal relationships with families. In addition, the SPCS teachers integrate Christian beliefs throughout their daily interactions with the children. They keep abreast of new learning strategies and techniques. They remain involved in professional development by attending in-house staff meetings, reading educational journals, and participating in conferences. We combine four major components in our preschool educational equation to help support active learners: children, teachers, parents, and administration.

Philosophy of Preschool Education: Appropriate developmental learning tasks are the basis of our curriculum throughout the preschool grades. Each child is encouraged to progress at his/her own pace. At the same time, we teach individual responsibilities so children can determine that learning is fun. We strive to develop a positive self-concept, a sense of security, a feeling of independence, acceptable social skills, and an ability to meet problem-solving situations in an atmosphere of caring without pressure. We provide appropriate space and equipment, challenging hands-on materials, guidance, freedom, and CHRISTIAN LOVE as we enhance development in five areas: emotional, intellectual, physical, social, and SPIRITUAL.

We believe children learn by doing. Our goal is to provide hands-on experiences that encourage exploration. The classrooms are set-up in learning centers, designed with activities that fully develop the preschooler's skills in language, math, science, social studies, art, and music. These materials are chosen to be challenging, but age-appropriate. Housekeeping equipment, playhouses, puzzles, library books, scissors, crayons, markers, glue, paint, water, and other sensory materials are used in the daily curriculum. Numerous kinds of developmentally appropriate equipment and materials are available in each classroom. We request that individual toys remain at home. If a child's toy is brought to school accidentally (not for class show and tell), the teacher will put it up for safekeeping until the end of class. Educational items such as books, science items, etc. are welcome.

Bible: We believe the Bible is the inspired Word of God, and all lessons are centered on biblical truth. Our Bible Curriculum is based on the Westminster Shorter Catechism and loosely follows the Elementary Bible Curriculum. The curriculum was designed by the Preschool Curriculum Committee and Assistant Principal in 2016. Its goal is to introduce children to a personal relationship with Jesus Christ. The Bible lesson cards are expected to be introduced at least once a week in three-day classes and twice a week in four- and five-day classes. Five-day classes are expected to attend Chapel each week. Any other classes that meet on a Friday are welcome to attend Chapel as time permits. Prayer is a tool used daily in class. Children are encouraged to become comfortable speaking to God.

Academic goals:

Two's: Introduction to colors and shapes, begin fine motor practice, social-emotional development

Three's: Introduction to colors, shapes, numbers, letters; fine motor development; social-emotional development; PreK readiness.

PreK: Mastery of colors, shapes, counting to 20, sound articulation/letter identification for all upper and lowercase letters, social-emotional development; kindergarten readiness.

Children in three's and PreK classes participate in special time set aside for gym, library, and music. Teachers will assess student progress in October and January and send these assessments home to their parents.

Programs: PreK Classes participate in a Christmas Program and the 3's participate in a Spring Program.

Elementary Curriculum

The SPCS Elementary Curriculum emphasizes teachings from the Bible, the inspired Word of God. Our Bible curriculum develops Christ-centered beliefs. Students have memory verses and attend weekly Chapel which will

focus on the Westminster Shorter Catechism. All academic subjects are taught from a Christian perspective. Teachers are devoted Christians with a college degree and a teaching license.

Reading is reinforced via a phonetic approach through 3rd grade utilizing elements from the Orton-Gillingham Phonics Curriculum and other phonics-based instructional approaches. The traditional reading curriculum is integrated with a literature program. At times, the elementary students are grouped into small combinations of grade levels for hands-on activities. Classroom projects are incorporated with literature themes that give children opportunities to utilize innovative materials. Teachers plan ways to integrate the literature shared in this program with other subject matter.

Sustained silent reading occurs in each classroom. Teachers also read aloud regularly. The Meijer Accelerated Reader Program offers a host of good books on each child's reading level and fun incentives. Our children read 6000 books last year and earned close to \$1000 in incentives from our local Southport Meijer Store, Chicago's Pizza, and Redline.

Elementary classes receive weekly instruction in Art, Music, Library, and P.E. Specially trained staff members provide these classes for our students in addition to our regular academics. A nine-week grade plus an interim report is given in each area (grades 1 through 5) and will relate to participation and cooperation. Kindergarten students receive progress reports three times a year.

Elementary students (grades K-5) will have a Christmas and Spring Music Program. The Kindergarten classes reenact the Easter story in the spring.

Computers and interactive Smart Boards are available in all classrooms. They provide a significant component to keep us current with the technological curriculum. Our portable computer lab houses twenty-three Dell laptop computers in addition to a Chromebook cart of 24. **All 3rd, 4th, and 5th grade students have their own Chromebook computer** to use at school to enhance the curriculum.

Textbooks used throughout the Elementary

BIBLE – Student's own Bible, Westminster Shorter Catechism

READING, LANGUAGE, AND LITERATURE – SRA, Orton-Gillingham Phonics, Benchmark Literacy

MATH – Pearson Envision

ENGLISH – Benchmark Literacy, teacher-selected novels

WRITING – Zaner Bloser

SPELLING – Teacher-created lists, Word Study (Grades 3-5) and Benchmark Literacy

SOCIAL STUDIES – McGraw-Hill

SCIENCE – McGraw-Hill and Mystery Science

Chapel

Kindergarten through fifth-grade students will attend chapel two Fridays a week in the Toney Chapel from 9:00-9:30 a.m. Chapel services include worship through music, guest speakers, and lessons based on the Westminster Shorter Catechism. Accelerated Reader Awards will be presented weekly. **Due to COVID concerns, visitors will not be permitted to attend Chapel on Fridays until further notice.**

Library

The SPCS Library now houses over 4000 books. Elementary students visit the library weekly for story time and to check out books. Preschool students visit the library weekly for story time.

Field Trips

All field trips are pre-approved by the Principal / Preschool Director. All field trips are educational experiences, and elementary field trips are mandatory and aligned with the curriculum.

Prior to leaving school for each field trip, every student MUST have a signed permission slip. Most field trips are taken on the church bus; however, parents may also be called upon to provide transportation if the bus is unavailable. Each class takes Emergency Forms for every child along with the SPCS first aid kit. Students should wear SPCS tee shirts on field trips unless otherwise noted. Parent chaperones may not bring siblings on class field trips.

Before a parent or guardian may accompany a student/class on a field trip he/she must have an expanded criminal history background check on file at the school office. Two weeks notice is necessary for processing, so plan ahead! The fee to obtain a background check is paid for by the parent or guardian. A standard check costs \$16.95. If a person has recently resided in another state and more extensive search is necessary and will cost \$27.95.

Homework

Homework is important! It is an extension of the learning process that takes place in school. Homework provides practice and drills which reinforce classroom learning and creates opportunities for independent study and research. Homework encourages responsibility, establishes good study habits, helps with organizational skills, and keeps parents informed. Please help your child find a quiet, comfortable place to complete homework assignments.

If your child is absent, homework may be requested through the office or by emailing the teacher. It may then be picked up from the bookshelf outside of the school office after 3:15. Another option is to request a school classroom “buddy” to record missed assignments and bring home needed materials.

The following time periods are suggested for homework assignments:

First Graders ----- no more than 20 min. per evening

Second Graders-----no more than 30 min. per evening

Third Graders----- no more than 40 min. per evening

Fourth Graders----- no more than 50 min. per evening

Fifth Graders----- no more than 60 min. per evening

Grading System for Elementary Students

Each child’s educational progress is evaluated on an individual basis. The SPCS Progress Reports were created by the SPCS Staff to communicate children’s strengths in a positive way and are now compiled on the computer. Formal reporting includes mid-terms and report cards. Informal information is sent home, along with homework, on a weekly basis. Parent-Teacher Conferences are held formally once a year. This formal parent-teacher conference is scheduled during the school day. A conference with the teacher may be scheduled on an as-needed basis.

Academic Grading is as follows:

		A	93-99
A+	100	A-	90-92

B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59-0
C	73-76		
C-	70-72		

Skill Development, Christian Development, and Learning Development grading is evaluated as follows:
Exemplary, Satisfactory, Needs Improvement, and Not Evaluated

Effort Rating Grading is as follows: E=Exemplary; S= Satisfactory; I= Improving; NI= Needs Improvement

Elementary Conference Dates

All parent teacher conferences will be held virtually.

Sept. 27	Monday	Parent/Teacher Conference Day for 1 st Grade
Sept. 28	Tuesday	Parent/Teacher Conference Day for 2 nd Grade
Sept. 29	Wednesday	Parent/Teacher Conference Day for 3 rd Grade
Sept. 30	Thursday	Parent/Teacher Conference Day for 4 th Grade
Oct. 1	Friday	Parent/Teacher Conference Day for 5 th Grade
Jan. 20	Thursday	Kindergarten Parent/Teacher Conferences
Jan. 21	Friday	Kindergarten Parent/Teacher Conferences

Preschool Progress Reports

Children’s progress is evaluated throughout the year with progress reports, assessments, anecdotal notes, art, and periodic paperwork which is collected in each child’s file to be shared with preschool parents. Progress reports are sent home in October and January. Teachers will be in communication frequently with parents regarding any concerns about kindergarten readiness.

Admission

Admission Guidelines

Admission to Southport Presbyterian Christian School is contingent upon past academic and behavioral records as well as individual student needs. All past SPCS, Welcome Place, and SPC account balances must also be current to enroll.

Registration

Registration for Southport Presbyterian Church members as well as current, returning and community families are held in February. Upon completion of the registration form and the payment of a **non-refundable** registration fee, the registration process is complete. Preschool **non-refundable** material fees are also due at registration. Elementary **non-refundable** book fees are due May 1. The waiting list begins once classes fill. Parents of Kindergarten students or those enrolling for the first time to SPCS must provide a birth certificate.

Scholarship Program

SPCS elementary families (Grades K-1-2-3-4-5) may apply for SGO scholarship funding each spring to help defray tuition the following school year. Applications may be obtained in the school office during registration for the next school year. All information is confidential.

Indiana School Choice Program

SPCS participates in the state voucher program for first through fifth-grade students. Contact the school office, specifically, Mrs. Cover, for more information.

Choice Scholarship Lottery Program

In the case of extreme interest in the choice scholarship program at SPCS, the school will hold a lottery for choice scholarship awards. Families must submit their child's name by July 1 of the school year for which they are applying. Names will be drawn randomly by August 1 of the same year so that applications can be submitted by the closing of the application window, which is September 1.

Preschool Student Placement

SPCS preschool students are placed in classes according to birth date. This allows the child to interact with peers around his/her own age. Likewise, it gives teachers an opportunity to work with students within a smaller range of ages and interest levels. The SPCS curriculum has been created and developed to meet specific developmental needs within each age level.

Non Discrimination Statement

Southport Presbyterian Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Tee-Shirts and Tote Bags

SPCS requires every preschool through 2nd grade student to have an SPCS tote bag to facilitate sending papers to and from home. Third grade through fifth grade students use backpacks. To help ensure safety on field trips, the Board requires children to wear SPCS tee-shirts or appropriate dress to concerts, etc. Tee-shirts, and tote bags are sold at orientation and in the office.

Arrival and Dismissal

NORTH ENTRANCE

Elementary and Preschool Carpool will take place at the North end of the building and utilize Door 3. **All families** must use carpool for drop off and pick up.

Elementary Classes-	Arrival- 8:15 a.m.	Dismissal- 3:15 p.m.
All Day Kindergarten-	Arrival- 8:15 a.m.	Dismissal- 3:15 p.m.
½ Day Kindergarten-	Arrival- 8:15 a.m.	Dismissal- 12:00 noon
5 Day Pre-K	Arrival- 8:30 a.m.	Dismissal- 3:30 p.m.
Preschool Plus	Arrival- 8:30 a.m.	Dismissal- 3:30 p.m.
AM 4 Day Pre-K	Arrival- 8:30 a.m.	Dismissal- 11:30 a.m.
AM 3 Day Pre-K	Arrival- 8:30 a.m.	Dismissal- 11:30 a.m.
AM 3D3's	Arrival- 8:45 a.m.	Dismissal- 11:15 a.m.
AM 2's	Arrival- 8:45 a.m.	Dismissal- 11:15 a.m.
PM 3 Day Pre-K	Arrival- 12:30 a.m.	Dismissal- 3:30 p.m.
PM 3D3's	Arrival- 12:15 p.m.	Dismissal 2:45 p.m.

Elementary Students Only

Elementary students arriving from 8:15 a.m. to 8:30 a.m. should report directly to the classroom for study. Elementary students arriving after 8:30 a.m. must be signed in at the school office by a parent/guardian.

Carpool Instructions

- Your child's safety is our first priority! Many children arrive and depart from school each day.
- **Elementary Carpool** will begin the first day of school. We will use carpool for both drop off and pick up starting on the first day. Carpool numbers will be distributed to families prior to the first day of school.
- **Preschool Carpool** for all classes will begin on the first day of school. We will use carpool for both drop off and pick up starting on the first day. Carpool numbers will be given to parents at orientation.
- The carpool procedure has been designed to facilitate movement in a safe and secure way. Carpool also enables families to move smoothly but with caution in/out of the parking lot. Every effort is made to keep carpool lines moving, but children must become familiar with the procedure. It is slower at the beginning of each school year. The end goal is to get children safely to and from the building, not speed.
- Everyone must use carpool. Please, do not walk your child into the building or pick them up from the office unless they have an appointment or an unforeseen emergency.
- Every family needs a carpool number. Every family will receive a carpool number before carpools begin. Please help your child learn his/her number. Help children understand that when their number is called someone they know is there to pick them up.
- At arrival, children are met by a staff member.
- At dismissal, parents display a carpool number for "pick-up."
- **Never allow a child to enter or exit the building alone** or drop them off if there is not a teacher on duty.
- Please arrive promptly for the beginning and ending of classes.

- Cars not displaying the school-issued carpool number card will be asked to pull forward or go to the Welcome Desk in the Gathering place and wait for a staff member to verify their identity and confirm that they should be picking up the student.

Further safety precautions include:

1. Please keep the carpool line moving by buckling up children elsewhere in the parking lot.
2. Do not allow children to hang out of windows or a sunroof while in the carpool line.
3. Please refrain from leaving a vehicle in the carpool line unattended.
4. Please refrain from leaving a vehicle with its motor running.
5. Please refrain from leaving a child unattended in a vehicle.
6. Please lock all car doors while the vehicle is parked in the parking lot.
7. **Please turn off all mobile devices (cell phones, kindles, nooks, etc. when carpool begins.)**
8. Follow all signs and be gracious to other drivers.

Changes in Pick-up

Please **notify the office** in writing of changes in pick-up. We cannot permit a child to go home with anyone other than his/her normal carpool pick-up person without written permission. If a special need arises for early pick-up, please call the school office. **Attendance at school is very important. Make every effort to be here on time and stay for the whole school day.**

Late Pick-up Policy

Classes allow approximately 10 minutes for dismissal. Prompt arrival/pick-up ensures confidence with children and assists teachers. If a family arrives after the 10 minute pick-up time, the child will be sent to the office to be picked up. If it happens on a regular basis parents will be assessed a fee and asked to enroll students in our Welcome Place After School Care program for elementary students.

Before/After School Care

After school care for Kindergarten through 5th grade will be provided by the Welcome Place Daycare located in our building. **Welcome Place does not provide before/aftercare for preschool children.** The program hours are from 6:30 A.M. to 8:15 A.M. and 3:15 PM to 5:30 PM daily. This service is not intended to be an extension of the academic day but is a time for relaxation and play. However, older students may opt to do homework. A snack should be sent with your child on a daily basis. Contact Welcome Place directly for further information. 534-2979.

Unscheduled School Delays/ Closings

The SPCS School Board voted to consider calling a 2-hour delay during inclement weather conditions. Their desire is to provide maximum educational class time while protecting our SPCS families from traveling in the morning traffic.

Please be mindful, however, that even though preschool classroom teachers take daily attendance, it is not reported to the state. The decision as to whether or not you bring your preschool child to school during inclement weather is at your discretion. In the event of severe weather (snow, ice, etc.) that occurs overnight the procedure is as follows:

- Our Board Chairman and administrators assess road conditions and make a decision.
- In the event of school closing or delayed opening, an announcement will be made via local TV stations, WRTV 6, WISH 8, and WTHR 13. The information will also be posted on the school website at www.myspcs.org, and an email will be sent out to parents.
- **If SPCS is closed, students will have a remote learning day.**
- If SPCS posts a **weather delay**, classes will meet as follows:

2’s Class	10:00 a.m.-11:15 a.m.
AM Three’s Class	10:00 a.m.-11:15 a.m.
Full-Day Kindergarten and Elementary	10:15 a.m.-3:15 p.m.
Half-Day Kindergarten	10:15 a.m.-12:00 p.m.
AM Pre-K Classes	10:15 a.m.-11:30 a.m.
5-Day Pre-K	10:30 a.m.-3:30 p.m.
PM Three’s Class	12:15 p.m.-2:45 p.m.
PM Pre-K Class	12:30 p.m.-3:30 p.m.

If a severe winter storm occurs while school is in session SPCS Office may call parents at home and at work requesting an early pick-up.

Attendance

General Guidelines

All elementary students are expected to be punctual and in attendance each school day unless personal illness occurs or a family emergency arises. As an accredited school, our attendance is reported to the state. Attending school regularly and punctually helps to develop appropriate life-long habits essential to successful educational experiences and work ethic. Parents are encouraged to schedule family vacations during school holidays and all appointments outside school hours when possible. **Habitual absence (unexcused absences in excess of 10 and excessive excused absences) will be reported to the Department of Children and Families. Extended absences due to COVID will be considered before excessive absences are reported to state authorities. Documentation of COVID test result of student or alternate diagnosis from a physician will be required.**

Reporting an absence

If a student must be absent from school, a parent or guardian is required to call the school office (534-2939) by 10:00 A.M. in order to be excused. A written note is advisable as a safeguard for the student in case any questions arise concerning the absence. **Absences will be counted as UNEXCUSED until documentation is provided to the office to verify the absence.**

Student Dismissal during School Hours

If it is necessary for a child to be away, the student must be signed out in the SPCS office before leaving the school building. Students may not be picked up from their classrooms. **Absences will be counted as UNEXCUSED until documentation is provided to the office to verify the absence.**

Excused Absences (Elementary)

Excused absences for students include personal illness (a doctor's note is required for excessive reoccurrence or long-term illness), medical and dental appointments that can't be made outside school hours, family bereavement or emergency, unusual occurrence approved ahead of time by the principal, special educational programs approved ahead of time by the principal, and religious mission opportunities approved ahead of time by the principal.

Unexcused Absences (Elementary)

Unexcused absences for students include family vacation, truancy, and other absences not covered elsewhere in the Attendance Policy.

Excessive Absences (Elementary)

If a student exceeds 5 absences (unexcused) a doctor's note will be required for any further absences to be excused. If a student exceeds 10 excused absences, a meeting with an administrator will be called to discuss interventions. If a student exceeds 10 unexcused absences a report may be made with the Department of Children Services for truancy. **Extended absences due to COVID will be considered before excessive absences are reported to state authorities. Documentation of COVID test result of student or alternate diagnosis from a physician will be required.**

Make-up Work (Elementary)

Make-up work is expected for both excused and unexcused absences. Upon returning to school, the student/parent is responsible to arrange for all make-up work due to absences. The student will be given one school day to complete work for each day of absence. If work is not completed and given to the teacher for each day missed, the student will not receive a passing grade for the missed work. Tests missed due to an unexcused tardy or an unexcused absence will be made up; however, they will result in a one letter grade deduction.

Tardiness

Elementary

Each classroom teacher keeps attendance and tardiness records. It is important for children to arrive promptly for class. Elementary students are considered tardy after **8:35 a.m.** If three unexcused tardy events occur during one semester, parents are contacted. Tardiness is noted on report cards and will affect grades because of missed instructional time. Tests missed due to unexcused tardiness will be made up; however, this will result in a one letter grade deduction.

Preschool and Elementary

Prompt arrival at school is expected. Tardiness interrupts a student's instructional time and disrupts the classroom.

If being tardy is unavoidable, a note should accompany the student to explain the reason for his/her tardiness. ALL tardy students should be walked into the education wing so an adult can sign the student in at the school

office and wait to be walked to class by one of our staff. **Never drop a student at the front doors and allow them to walk into the building unattended.**

Code of Conduct

SPCS RIGHTS AND RESPONSIBILITIES

STUDENTS

We, the members of Southport Presbyterian School Board, believe that students have the right and responsibility to:

RIGHTS

1. Be treated fairly and with respect.
2. Be provided a safe, friendly, Christian, environment.
3. Be listened to, heard, and understood by teachers and staff.
4. Be provided a useful, challenging education appropriate to each student’s ability level.
5. Be provided an environment conducive to learning with prepared teachers, up-to-date textbooks and materials.

RESPONSIBILITIES

1. Know and follow the rules and conduct myself properly.
2. Treat others with respect by practicing the Golden Rule*.
3. Maintain good physical and emotional health habits.
4. Come to class prepared, to be an active participant in my learning.
5. Respect the property of the school and others.

PARENTS

We, the members of Southport Presbyterian School Board, believe that parents have a right and responsibility to:

RIGHTS

1. Expect a safe, friendly, Christian environment for our children.
2. Be treated with respect.
3. Have open communication with child.
4. Have access to our child's personal school records.
5. Have the access and opportunity to child's educational experience.

RESPONSIBILITIES

1. Make sure our child is in school and attends school regularly (except when ill).
2. Instill values and responsibilities in our child.
3. Provide appropriate boundaries for our child's teachers, staff, and Board.
4. Provide basic life needs of food, shelter, clothing, medical care, and supplies.
5. Make a commitment to participate in our child's education.
6. Honor all commitments.
7. Avoid gossip and discuss issues directly with the people involved.

TEACHERS

We, the members of Southport Presbyterian School Board, believe that teachers have a right and responsibility to:

RIGHTS

1. Be treated with respect.
2. Have up-to-date materials and textbooks with which to teach.
3. Expect students to come prepared for class with any homework complete.
4. Receive support from the office, School Board and community/parent levels, including salary, benefits, and due process.
5. Work in a safe, friendly, Christian environment.

RESPONSIBILITIES

1. Provide a Christian atmosphere for learning and teaching.
2. Educate students by modeling behavior, setting a positive example, and being respectful of others.
3. Be knowledgeable in my field of study and grow as a professional.
4. Listen to and communicate with students, parents, and colleagues.
5. Know and enforce consistently and fairly the rules and policies of the school.
6. Help students realize that, as individuals, they are important and that, as group members, they should act in a responsible manner.

Southport Presbyterian Christian School
Code of Conduct Addendum

Help share God's love each and every day by living up to Christian expectations!

Expected behaviors at all times:

- Exhibit Christ-like attitudes and behaviors with respect to all
- Follow directions of those in charge with respect to leadership
- Remain quiet with respect to others who may be praying or learning
- Walk carefully with respect to those around you
- Keep hands and feet to one's self with respect to others' personal space and safety

Specific behaviors during:

Hallway:

- Walk silently
- Hands to yourself
- Listen to the teacher's directions.

Restroom:

- Respect the privacy of others while remaining quiet, not playing or rough-housing
- Place trash in the receptacle and leave restroom neat
- Wash hands after using the restroom

Carpool:

- Sit quietly without talking to a neighbor at designated seating area
- Listen carefully for carpool number
- Walk outside and wait until the outside duty teacher motions to walk to the car

Discipline

Good behavior arises from good character. One of our primary goals at SPCS, along with excellent academics, is to assist parents in the development of godly character in their children. This is done by focusing on good behavior and commending it. On occasion, we must also give consequences for negative behavior.

It is necessary to recognize and contend with misbehavior so as to discourage its frequency and intensity. It is also biblical to provide consequences within a community for inappropriate actions. (Matthew 18).

Minor Discipline Infractions

Minor discipline infractions may include but not be limited to the following: Tardiness to class (K/ Elem), dress code violations, classroom disruptions, dishonesty, disrespect, not following the teacher's instructions or classroom procedures, excessive noise, roughhousing, inappropriate hallway or bathroom behaviors, cafeteria infractions, not following before or after school procedures, not following school rules as written in the handbook, or conduct unbecoming a Christian.

We believe that building healthy relationships is the best way to encourage good behavior. Walking alongside students as they learn in the classroom environment, interact with peers and engage as a part of a community is essential. We strive to help students find appropriate ways to express their emotions and find coping skills that

will be helpful in the future. Each child is different and consequences will vary to help each child in their success at school.

1. Teachers will work with students to help resolve issues in a way that encourages students to understand various aspects of the behavior (what was happening that may have upset them, who it affects, what are the natural consequences, and what some alternative behaviors are) .
2. If attempts to use the previous strategy are ineffective, the teacher, parent/student, and Principal/Preschool Director will meet and create a behavior plan for the student.
3. Some violations may lead to in- or out-of-school suspension (with credit for make-up work although test or quiz grades will be reduced by one letter grade.)
4. The SPCS School Board is informed when a discipline situation continues and is not easily resolved. If the teacher and principal/administrators see continued lack of self-control, a formal conference will be called and may include a liaison Pastor and/or school board member. Recommendations could be given to parents to seek help or professional counseling (ministerial staff or outside help.)
5. If SPCS cannot meet the individual needs of a child, we reserve the right to terminate a student's placement. When a child's behavior jeopardizes the safety and welfare of other persons or is a continual disruption to students in the classroom, we reserve the right to terminate a student's enrollment or to take other appropriate actions.

Major Discipline Infractions

Major discipline infractions may not be subject to the above procedure for discipline. Major discipline infractions may include but not be limited to the following: Repeated minor infractions, cheating on tests, vandalism (parents are responsible to pay for any damage to school or church property), profanity, excessive horseplay, fighting, bullying, excessive disruptive behavior, lying, stealing, harassment, or conduct unbecoming a Christian.

Bullying

Bullying is identified as any repeated, verbal, or non-verbal action that is intended to cause physical, emotional, psychological, or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate into more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach positive social behaviors.

A student who demonstrates a bullying behavior may not be a bully. It is the goal of SPCS to reduce bullying by addressing these types of behaviors as they occur. The following is a list of behaviors that can demonstrate bullying:

Physical Behavior

1. Intentionally endangering the welfare of others. Such behaviors are not limited to, but include the following:

hitting	shoving, tripping
kicking	spitting, pushing
punching	poking
2. Other examples of physical bullying include:
 - unwanted touching
 - rude gestures

taking or damaging another's property
extortion of money or other items
making someone do something they otherwise would not do

Verbal Behavior

Verbal bullying includes but is not limited to the following:

name calling
teasing
bossing
threatening
making fun of another's appearance, physical characteristics, or
cultural background
making fun of another's actions
writing inappropriate comments or communication on social media

Indirect Behavior

Indirect bullying includes but is not limited to the following:

exclusion from activities or social groups
spreading rumors—verbally or through social media
circulating inappropriate notes or drawings
using other people to threaten, intimidate, or humiliate another
encouraging others to violate the anti-bullying policy

Bullying will not be tolerated at SPCS. If a student is the object of bullying, that student should tell the bully to stop (Matthew 18). If the bully does not stop then an adult must be informed. The adult will inform the parent and the disciplinary consequences will occur.

Bullying Disciplinary Procedures:

1. When the problem first occurs, the teacher will ask the pupil to correct his behavior.
2. If talking to the pupil is not successful, appropriate disciplinary measures will be taken. (i.e. loss of recess, privileges, detention, etc.)
3. If the problem persists, the family of the pupil and Administrator will meet and discuss the situation to take appropriate action.
4. If the family and Administrator are not successful in correcting the behavior, the pastor and Board of SPCS will be called to help work with the child and his parents.
5. Based on the severity of the infraction, the Administrator may impose an immediate suspension at any time.
6. If suspensions and accompanying parent-child-teacher agreement are not successful, the Principal will recommend expulsion of the child from this school. If the parent feels the expulsion is unjust, they may appeal the action to the Board of SPCS.

Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources or eye witnesses.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society and indeed, the world. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. Southport Presbyterian Christian School (SPCS) is pleased to provide Internet services to its students.

SPCS's Internet system has a limited educational purpose. It has not been established as a public access service or a public forum. SPCS has the right to place restrictions on its use to assure that the use of the school's internet system is in accord with its limited educational purpose. Student use of the school's computers, network and internet services ("NETWORK") will be governed by this policy and the related administrative guidelines. The due process rights of all users will be respected in the event that there is a suspicion of inappropriate use of the network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

SPCS encourages students to utilize the Internet in order to promote educational excellence in our School by providing them with the opportunity and skills to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the SPCS policy on instructional materials.

SPCS may not be able to technologically limit access to services through the school's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. In essence, access to the Internet, because it serves as a gateway to any publicity available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by them.

SPC/SPCS has implemented the use of technology protection measures as well as active monitoring of student-used devices in order to decrease the likelihood of students or staff accessing inappropriate materials. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the School has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors ARE RESPONSIBLE for setting and conveying the standards that their child(ren) should follow when using the Internet. The SPCS School Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The School and/or Teacher shall prepare guidelines that address students' safety and security while using e-mail, "chat rooms", instant messaging and other forms of direct electronic communications and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

The Principal or designee is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The SPCS School Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet

users and their parents/guardians are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the School's computers/networks and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often "public" in nature. General School rules for behavior and communication apply. The School does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy may have their use privileges suspended or revoked and disciplinary action taken against them. Users granted access to the Internet through the School's computers, assume personal responsibility and liability, both civil and criminal, for users of the Internet not authorized by the SPCS Board policy and its accompanying guidelines.

The SPCS School Board designates the Principal as the person responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the students' use of the Network.

Internet/Computer Use

It is important to remember that the use of the Internet is a privilege, not a right. Strict adherence to the provisions of the **Student Acceptable Use Policy** will ensure that Internet transmissions are consistent with SPC/SPCS standards of ethics and conduct. SPCS will make available all Internet-related policies and procedures for review by all parents, guardians, school employees, and community members. Parents or legal guardians may request, in writing, alternative activities not requiring Internet access.

In consideration for SPCS providing access to the technology system, the user and parents or guardians will agree to accept liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and conditions. SPCS will make no warranties of any kind, whether expressed or implied for the service it is providing.

1. All school use of the Internet must be in support of education and research and consistent with the mission of SPC/SPCS.
2. Internet accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their password with anyone or let others use it.
4. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. SPC/SPCS Internet resources and accounts may not be used:
 - a. To access another person's materials, information, or files without permission
 - b. To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language, pictures or material
 - c. To violate any local, state, or federal statute
 - d. To vandalize, damage, or disable the property of another person or organization
 - e. To violate copyright or otherwise use another person's intellectual property without his or her prior approval or citation
 - f. For commercial or for-profit purposes
 - g. For extensive personal and private business
 - h. For product advertisement

- i. To access “chat rooms” and other forums or social networking sites which are devoid of any educational purpose
 - j. To subscribe to or solicit information which incurs a cost
6. Users shall not misrepresent other users on the network
 7. Electronic mail (e-mail) is not guaranteed to be private
 8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software/hardware components of a computer or computing system is prohibited.

Confidentiality

All information regarding children enrolled in our school is confidential and should not be discussed. School problems or difficulties are expected to be kept confidential. Please avoid airing grievances on social media or talking amongst parents. It is always a better idea to go straight to the teacher or administration if you have issues to discuss.

Student’s Safety

One of the highest priorities of SPCS is the safety of all children. A child is never to be left alone while at school. Accidents can happen very quickly so everyone on staff watches diligently for potential hazards.

Every class discusses classroom and playground safety rules. Safety is also discussed with regard to the restrooms, the halls, and the school bus during a field trip.

Playground Rules

It is expected that every class uses the playground every day according to the assigned schedule. Rain, sleet, and extremely cold temperatures would be the only exceptions. Weather conditions are evaluated daily. If the wind chill is 25 degrees or below or the heat exceeds the heat index guidelines, the children will use the gym for recess. An announcement will be made if we are NOT going outside. Please dress your child in appropriate attire. Playground period is a valuable time for your child to be observed in an unstructured environment. It offers the staff opportunities to watch for child relationships, encourage physical activity, and be available for one-on-one child-initiated conversations.

Playground Rules

1. Our 4th & 5th grade students may take out school sports equipment.
2. **Soccer Field:**
Kindergarten and 1st grade are not allowed on the soccer field during recess.
Players should try to work out any problems. If the students cannot settle a dispute, the teacher on duty may have to intervene.
3. **Tire Swing:**
Only three people may use the tire swing at a time.
When sitting on the tire swing, feet must be inside the tire.
The feet of those people sitting on the tire swing can only move the tire swing.
The tire swing is not allowed to be moved by someone standing outside the swing.
4. **Ten Tire Bouncer:**
Only those sitting inside the tires are allowed to move the bouncer. The bouncer is not allowed to be moved by someone standing outside the bouncer.
5. **Bars:**
The students are only allowed to do chin-ups on the bars.
The students are not allowed to flip over or hang upside down from the bars.

6. Preschool Equipment:

Kindergarten and 1st grade students are allowed to play on the preschool equipment when preschool or Welcome Place children are not on the playground.

2nd, 3rd, 4th, and 5th grade students are not allowed to play on the preschool equipment. They are allowed to use the Noah's Ark and the swings.

7. Glider:

Students must be seated when the glider is in use.

The glider can only be moved by those seated on the glider.

8. Puppet Theatre/ Stage:

Jumping from bench to bench is not allowed.

Those seated on the benches watching performances on stage are to respect those performing on stage.

9. Slides:

Students are not permitted to climb up slides. They must use the provided ladder or stairs.

The slide should be clear before the next student goes down the slide.

10. Zip Line:

The zip line should be clear before the next student uses the line.

11. Swings:

Students must sit at all times, stop swinging before getting off. No jumping out of the swings!

12. Sticks/ rocks/ and mulch- Not to be picked up or thrown.

13. Gaga Pit:

No standing on the walls of the pit.

Only hits below the knee count.

You can't hit the ball twice in a row or you are out.

If you hit the ball out of the pit then you are out.

Playground is reserved for SPCS and WELCOME PLACE students only during school hours. Families may use the playground after Welcome Place Daycare is over at 6:00 p.m.

Gymnasium Rules:

1. Acceptable activities:

- a. Jogging, fast walking, "under control" running (not into another's play space)
- b. Exercising, jumping, cheerleading, talking in small groups

2. Unacceptable behavior:

- a. Running into other students, hitting, or hurting others
- b. Taking up too much space – interfering with another's activities
- c. Getting too rowdy
- d. Excluding others from entering activity

WHISTLE SOUND means **freeze and quiet to all students.**

Lunch Room Rules

- a. Students wait quietly in the serving line.
- b. Students eat while remaining seated.
- c. Students may talk quietly to friends at their table.
- d. Students may leave their seat for second helpings after permission from the teacher on duty.
- e. Students are not to share food or drink.
- f. Soft drinks are not permitted at school lunch.
- g. Clean up: Trash is dumped as the table is dismissed, not individually. This cuts down on frequent trips to the trash can.
- h. Students will leave the lunch area quietly in line.
- i. CLAPPING PATTERN means **silence to all children**.

For our students' health and safety, the lunchroom is open to SPCS students and staff only.

Classes have approximately 30 minutes for lunch and 30 minutes for outside recess, weather permitting. If it is necessary to remain inside, the gymnasium or classrooms will be used for inside games. Our Administrators are on duty during the lunch period. They make every effort to allow children the freedom to eat in a pleasant environment and to play on a safe playground. Group rules are maintained in both areas so everyone is treated fairly and with kindness.

Medical Information

In School Student Sickness/ Injury

When a child becomes ill at school, parents or others listed as an emergency contact are notified. The child is held in the school office until an adult comes. Students will be sent home with a fever over 100 degrees, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness. If a child is exhibiting symptoms of COVID, the student will wait in a designated room away from the school and office until a parent can come to pick up the student.

In the event a child is injured at school, we follow these steps:

1. Give immediate first aid and send a note home with an explanation.
2. If injury appears serious, contact parents immediately.
3. Call paramedics if necessary and provide temporary first aid.
4. In a dire emergency, transport the child via ambulance for treatment. (The Emergency Form provides the authorization for treatment.)

Return to School After Illness

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100 degrees should not attend school. If students are called in sick in the morning they are required to be excluded from school for the entire school day. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. If a child is experiencing any COVID symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, keep them home from school and call to discuss when the student may return to school. **Any student who is suspected of having COVID will be asked to stay home for 10 days from the onset of symptoms. Students may return to school with a negative PCR COVID test or an alternate diagnosis from a Doctor as long as they are fever-free for 24 hours and symptoms have**

subsided. If a child receives a positive result, he/she may return to school after 10 days have passed from the onset of symptoms and if the child is fever free without medication for 24 hours.

OUR HEALTH POLICY IS SUBJECT TO CHANGE BASED ON EMERGING GUIDELINES OR RECOMMENDATIONS FROM THE MARION COUNTY HEALTH DEPARTMENT.

Medications Given at School

The purpose of administering medication in school is to help each student maintain an optimal state of health. Medications should be given at home whenever possible. Children cannot take medication on their own at school and medicine cannot be kept in the classrooms.

Indiana law provides that school officials may help children take medication ONLY if certain rules are followed. If these rules are not followed, school employees are not permitted to help children take medicine. The following procedures must be followed by every family:

1. Written permission (and instruction) for the student who is to receive the medication is required.
2. If the medicine requires a prescription, physician's written orders are also required along with parent's written permission.
3. All prescription medicine must be in the original container/package with pharmacy label and student's name affixed. If the prescription changes, it needs to be in a new bottle with current dosage and a new medication form completed.
4. Over-the-counter (nonprescription) medication must be in the original container with written permission (and instructions) from the student's parent/guardian each time it is to be administered at school. Over the counter medication not normally recommended for children must be accompanied by a physician's signature.
5. Tylenol is to be provided by the parents with dosage instructions and permission for administering. It may only be administered at school for pain, not for fever.
6. Only a school administrator or other employee named by the administrator may help with medications.
7. Written permission and the doctor's order will be kept on file.
8. A parent should deliver the child's medicine to the school office.
9. Due to COVID we cannot administer nebulizer treatments at school.

For preschool students, the school will not release prescription medication/asthma inhalers to children to take home. If a preschool child brings their medication daily, an adult will need to deliver and pick it up at the office. For elementary school students, medication can be sent home with a student if the parent provides written permission to do so. At the end of the school year, any leftover medication will need to be picked up. Medication not picked up will be discarded.

Health Screenings

Vision and Hearing screenings are done by the Marion County Health Department. Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Vision screening is done on students in grades 1, 3, and 5 and hearing screening is done on 1st and 4th graders and/or any students with ISP's. Parents/guardians not wanting their child screened must provide the school with written notification prior to screenings. Screening dates will be posted in the school newsletter.

Lice checks are done individually on an as-needed basis if signs of possible head louse infestation are noted, such as excessive head-scratching or bugs in the hair. Students may be excluded from school if live lice or nits are found. Students must be checked by school personnel before they may return to class.

PESTICIDE NOTIFICATION REGISTRY The office of the Indiana State Chemist and Seed Commissioner adopted a new policy effective November 20, 2010, that affects pesticide usage at schools. Southport Presbyterian Christian School is announcing an opportunity for parents/guardians of students enrolled in Southport Presbyterian Christian School to be placed on a “pesticide notification registry” so we can contact them 48 hours prior to the application of pesticides. It is the practice of Southport Presbyterian Christian School NOT to apply any pesticide during school hours, except in an emergency and/or if there is an immediate health threat. If you would like to be placed on the “pesticide notification registry” please submit a written request to the school office.

Emergency Procedures

FIRE DRILLS

Fire drills are held at least once each month in which school is in session. Teachers teach the exit/enter procedure and STOP-DROP- ROLL.

TORNADO DRILL

Tornado drills are conducted one time per semester.

SECURITY DRILL

Security drills may be conducted two times during the school year. They will occur due to a threat of harm to students or staff and to practice the procedure.

CHEMICAL SPILL, BOMB THREAT, BIOTERROR THREAT

The police and fire department will be notified immediately. Office will inform teachers of procedures to follow once the situation has been assessed. Depending on circumstances, the building may be evacuated to schools where we have reciprocal agreements.

Safety and Security Procedures

Doors are monitored by security cameras. Outside doors in the education wing are locked during the school day as well as doors to portable classrooms. The door facing the playground is locked at all times. Visitors may only enter the school after checking in at the main office. **At this time, due to COVID, no visitors will be allowed in the education hallways or classrooms.**

Program Development

Fundraisers

Fundraisers help provide SPCS with additional funds. We offer three major fundraisers per year and various other opportunities to help with collections. These events provide an opportunity for parents, families, and friends to help add materials and equipment which benefit the overall program. Parent participation is vital for success. The most popular projects are the Jump-a-Thon, Christmas Wreaths/Poinsettias sold in the fall, Spring Flowers sold each spring and an online Silent Auction scheduled in March. Other fundraising includes Box Tops for Education.

Parent Participation

We ask each SPCS family to sign up to help with fundraisers and other events throughout the year. Additional volunteer opportunities may be offered anytime during the year.

Please Note Due to COVID--Until further notice, there will not be visitors allowed in the education hallway or individual classrooms.

Parent Visitation and Volunteers

The educational wing is locked during regular school hours. No visitor will be allowed in the school hallways unless he/she has checked into the office with an ID and is wearing a printed name tag.

Classroom Visitors

Every visitor who will be in the classroom must submit a limited criminal history check to the office 24 hours in advance for processing. In order to avoid disruption to instruction time, arrangements should be made 24 hours in advance with the classroom teacher prior to visiting individual rooms. We feel it is not a good policy to discuss a child within his/her hearing and ask that you schedule a specific time with the teacher to discuss concerns. We encourage parents to enter the rooms quietly and refrain from discussing children with teachers. We feel it is not a good policy to discuss a child within his/her hearing. We ask our parents to refrain from bringing siblings into the classroom during school hours.

Field Trip Chaperones/Substitute Teachers/Long-term Volunteers

Parents who attend school field trips, who will be in charge of a group of students, are substituting or who work in classrooms regularly (have direct ongoing contact with students) should have an extended criminal history check on file in the office. They will need to fill out a form and pay \$16.95 prior to volunteering.

Birthday / "Unbirthday" Celebrations

Celebrating a birthday or un-birthday at school is fun. **Parents will not be allowed to visit for class birthdays this year due to COVID; however, treats can be sent in for a celebration. Any treats must be prepackaged in individual packages. No favors, please.**

Families may add to the festivities by donating a birthday gift to the classroom in honor of the child. Gifts may include a library book available for purchase in the school office, videos and CD's, puzzles, and playground or classroom items. All are valued!

Note: Please refrain from delivering birthday party invitations(Unless the whole class is invited) and presents at school. This can cause other children to feel left out.

Teacher Staff Appreciation

SPCS Board Policy states: "We request all SPCS parents refrain from collecting monies to be used toward teacher gifts at any time." Families may individually choose to remember SPCS teachers any way they wish. An annual Teacher Appreciation Week offers a way to express gratitude and is sponsored by our parents and administrative staff.

Yearbook

A yearbook full of wonderful pictorial memories is compiled during the year and available in May. In the fall, please reserve with prepayment your copy of the yearbook. To help defray the cost of the yearbook and promote your business, advertising is available.

Communications

Teachers are expected to communicate with parents on a regular basis and to update weekly their classroom information in FACTS Family Portal. SPCS communication to parents is handled in the following ways:

1. FACTS Family Portal
2. Google Classroom
3. Classroom calendars, newsletters, special notices, and individual handwritten notes
4. Personal telephone calls/emails to guardians/parents
5. Conferences and/or informal conversations with guardians/parents on a regular basis
6. School office and telephone: An answering machine is available for messages before and after school hours and during summer hours for the office.
7. The teacher's voice mail will be checked every day and calls returned within 24 hours. The teachers and administration are willing to answer any questions or respond to any comments.
8. Email

Parent Trips

Please notify the teacher if an out-of-town (without the child) trip/vacation is planned during the school year. Children may react to being left at home and extra attention at school may be helpful. See the Attendance section for information on excused and unexcused absences.

Dress Code

Our expectation is that parents of the SPCS Preschool and Elementary School students will use good judgment in helping children select appropriate attire for school. All students are expected to be dressed appropriately for the weather and environment, showing modesty at all times. All students are expected to be neat and well-groomed.

Daily Dress:

- Pants/denim blue jeans/ sweatsuit type pants/ capris which are proper fitting may be worn. They cannot drag the ground or be worn below the waist.
- Dresses, skirts, and jumpers no shorter than fingertips with arms at the side. Shorts or tights must be worn underneath dresses and skirts. Bodysuits are unacceptable. Leggings are not pants and must be appropriately covered.
- Shorts, mini skirts, and "skorts" must be no shorter than fingertips with arms at the side and should only be worn when the weather is warm enough for this type of dress to be comfortable outside.
- A long sleeve or short sleeve polo, tee-shirt, or sweatshirt with an appropriate logo. Shirts and tops must be long enough to tuck in at the waist.
- Shoes with a closed toe and heel are to be worn with socks. **Gym/tennis shoes must be worn on P.E. / Preschool Gym days. Gym/tennis shoes are best suited for our playground, so they are recommended for daily wear. Students may not wear flip flops, sandals or crocs to school.**

- Dress shoes may be worn on dress-up field trips, but tennis shoes should be worn for the rest of the day and especially outdoors on our playground.
- Hats can be worn to and from school or at recess but not in the building except for special hat days.

SPCS tee shirts can be worn anytime but MUST be worn on field trips.

Clothing not allowed:

- Brief clothing such as halters, tops with spaghetti straps, strapless, or bare midriff tops.
- For safety reasons, sandals, jellies, clogs, and flip-flops may not be worn.
- Tank tops unless worn under other appropriate clothing.
- Shirts with offensive or suggestive slogans and advertisements.
- Clothing with writing that goes across a child’s bottom.

If your child arrives at school in clothing that is not dress code appropriate, you will be contacted to bring appropriate clothing to school.

Pictures

Individual and class pictures will be taken at the beginning of the school year. A schedule for each class is sent home prior to picture day. The only exception is the Two’s classes. Two’s classes do not have their pictures taken as this process has been found to be disruptive to their new school routine.

Substitute Teachers

Every class will periodically be taught by a substitute teacher. Usually, this is when a regular teacher is ill. Substitutes may also be used when a teacher has a family emergency, professional training, or personal business. Students are expected to be courteous to substitute teachers. Being disrespectful to a substitute teacher will result in behavior consequences.

Telephone

Students and teachers are not called from the classroom to the phone except in case of an emergency. The office personnel will call the classrooms only in case of an emergency. Otherwise, office personnel will take a message and leave it in the teacher’s mailbox. Please arrange for after-school functions prior to leaving home each day.

Student use of cell phones during the school day is not allowed. If a student brings a cell phone to school, the phone must remain off and in the student’s book bag or backpack. If a student’s cell phone rings or is found outside of the student’s book bag or backpack, it will be confiscated by the teacher and will only be released to the parents or legal guardians of the student at the end of the day.

Classroom Food/ Snacks

All snacks are provided by the parent for their individual child. Elementary students are encouraged to bring a water bottle to school. Preschool students will have water provided for them in the classroom

Parents are allowed to send in the ingredients for cooking in the classroom when requested by the teacher for a cooking or baking classroom project. If a food allergy/medical condition is noted on a child's emergency form, the parents are required to supply snacks for their child.

Forms

1. **Emergency Information and Agreement** – This must be completed, signed and submitted before a student can stay at school.
2. **Custody Notes and Directives**-- This must be completed if there are any extenuating circumstances regarding custody rights.
3. **Immunization Record** – Every child must have an updated immunization record on file as a requirement of the Division of Public Health. This form may be turned in on the first day of school.
4. **Field Trip Permission Form**- We must have a parent signature any time a student leaves the building for a school event.
5. **Student Questionnaire (Preschool and Kindergarten only)**- Information on this form enables the teacher to be more fully informed about each child. Please update the form each year.
6. **Home Language Survey (Kindergarten only)**
7. **Volunteer Substitute List (Preschool) and Background Check Form**
8. **SPCS Parent and Student Handbook Agreement Signature Page**
9. **Acceptable Use of the internet for K-5.**

Holidays Celebrated by SPCS

1. **Thanksgiving**- Your child's teacher will inform you of the class activity and Thanksgiving celebration.
2. **Christmas**- As we focus on the commemoration of Christ's birth, we think of giving, just as He was given for us. The Mitten Tree is an opportunity to give hats, gloves, and mittens to children who are in need. The classes will also celebrate with Christmas parties.
3. **Valentine's Day**- Students celebrate Valentine's day with a class party.
4. **Easter** – Easter is a joyous time as SPCS celebrates Christ's resurrection. Parties and Easter egg hunts (Preschool/ Kindergarten) are held in the classes.

NOTE: We do not observe Halloween.

After School Clubs and Organizations (Elementary)

It is the goal of our school to provide a well-rounded education for our students. Part of that education is to provide extra-curricular activities to enrich the educational process. We offer Drama Club and Student Council. After-school enrichment opportunities will be offered to second through fifth graders for an additional fee.

Student Council offers opportunities for leadership within SPCS for our upper elementary students. With a voice through student government, students take an active role in the activities of the school, which enhances school spirit and brings fresh ideas to consider. The students involved take ownership of their responsibilities, develop oral communication and organizational skills, and experience a sense of fulfillment.

Lunch

All students are required to either bring their lunch from home or purchase a regular tray lunch. The food is prepared and served by the SPC Food Services Ministry. Parent volunteers are needed for the cafeteria lunches to serve and help clean up. Please contact the Food Service Ministry or school office if you are interested.

A regular set lunch includes one entrée, two sides and milk. \$4.00

Extras from the lunch line:

Entrée	\$2.40
Half of Entrée	\$1.20
Vegetable/ Fruit	.80
Milk	.55
Dessert	.55
Roll/Bread	.35
Pickles	.30 each

We request that all kindergarten and elementary families deposit a minimum of \$50.00 per student in their lunch account on the first full day of school. This will provide approximately 2 weeks of a school lunch. Even if a family intends to send a lunch box from home the majority of the time, we request the first deposit in order to assure a meal is covered should a student forget his/her lunch. Families may deposit more than \$50.00. Students are monitored daily when they go through the cafeteria line. Parents need to keep track of lunch account balances on ParentsWeb, and through reminders sent by the office.

Students will not be allowed to buy a regular school lunch if they do not have money in their lunch account or if they are behind on tuition. Instead, they will need to bring a lunch from home until the debt has been satisfied and there is a positive balance in the lunch account.

Students may only go through the line for one a la cart/second (entrée, vegetable, fruit, bread, or dessert item after their initial lunch purchase or if they have brought a lunch).

Procedures are subject to change without notice.



“They shall mount up with wings as eagles...” Isaiah 40:31