

# **ST. STEPHEN'S ACADEMY**



## **SOUTH CAMPUS HANDBOOK**

**2016-17**

The middle and high school years are crucial in a young person's development. As we walk alongside our students and help them become the people God calls them to be, we must give them opportunities to apply wisdom in making good decisions. A situation in which there is no opportunity to exercise discernment is a situation that stifles growth. The principles and procedures in this handbook are meant to support students who desire to conduct themselves in an orderly and reasonable manner while at St. Stephen's. Rather than outlining all the specific rules that students ought to follow, the hope is that by providing guidelines, the students will seek to act wisely and abide by the spirit of the law. At the same time, there are consequences for students who show an unwillingness to get along.

## **BASIC EXPECTATIONS AND PROCEDURES**

We expect every student to understand and adhere to the following:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. Students will comply with requests from the teacher promptly and cheerfully.
3. Students will not bring weapons, pocket-knives, chewing gum, toys, or personal music players on the school grounds. (This includes the use of earbuds to listen to music from a laptop.)
4. Logic and Rhetoric students may have cell phones on campus at the discretion of their parents. However, student phones will be turned completely off and remain out of sight during school hours. If student cell phones are seen during the day, staff will confiscate the phone and hold it in the office until a parent can retrieve it. Students who need to contact parents during school hours may use the phone at the school office.
5. Students are expected to be aware of and avoid all off-limits areas of the buildings or grounds. (see details below)
6. Students are not to be disruptive and must walk when moving through the building.
7. Students are expected to treat all materials and facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.
8. Students should be aware that their behavior reflects upon the school. They should act in such a way as to not bring the school into disrepute in the community.

## **START AND END OF DAY**

Students are allowed to enter the building at 7:45am. Classes begin at 8:00am. Students must be in the classroom, ready to learn at 8:00am. The academic day ends at 3:05pm. Students must clear the building by 3:20pm.

## CHECK IN/OUT AT OFFICE

When students arrive after school starts, they must check in at the office before going to class. When students are leaving campus during school hours, they must check out at the office. If they return during school hours, they must also check in at the office.

## LAKE BIBLE CHURCH

As guests at this facility, it is extremely important that we treat the property with respect. This includes maintaining the condition of furniture, carpets, walls, lockers, and any other element of the building. We must also respect the boundaries that the church has set. We have been granted use of the two wings of the building that house our classrooms. We may use the north field during P.E. and lunch. Students may not use the front lawn. We may use the restrooms in both wings, but we are not allowed to use the furniture in the west wing lobby area. Students may use the restrooms outside the gym on Tuesdays and Fridays.

Students are permitted to snack in between classes, but must clean up after themselves.

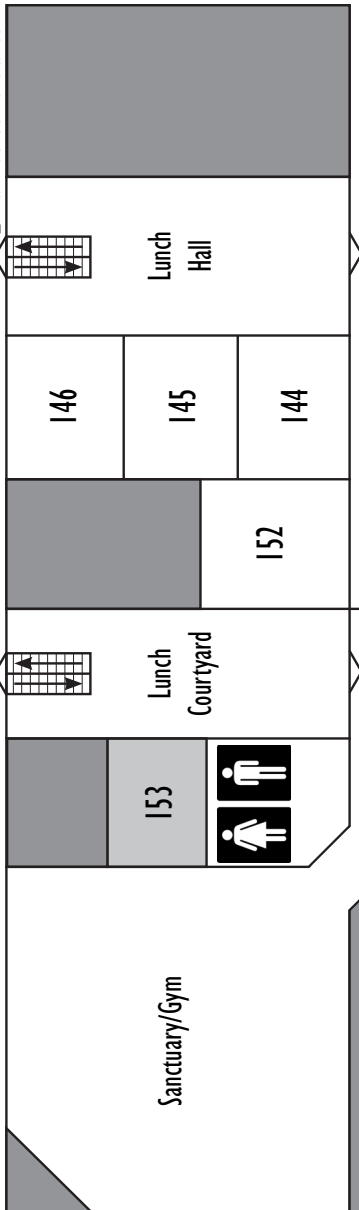
## PROPERTY BOUNDARIES

Students should remain within the fence around the North field during break times. They should refrain from leaving the parking lot and field area north of the building during break times.

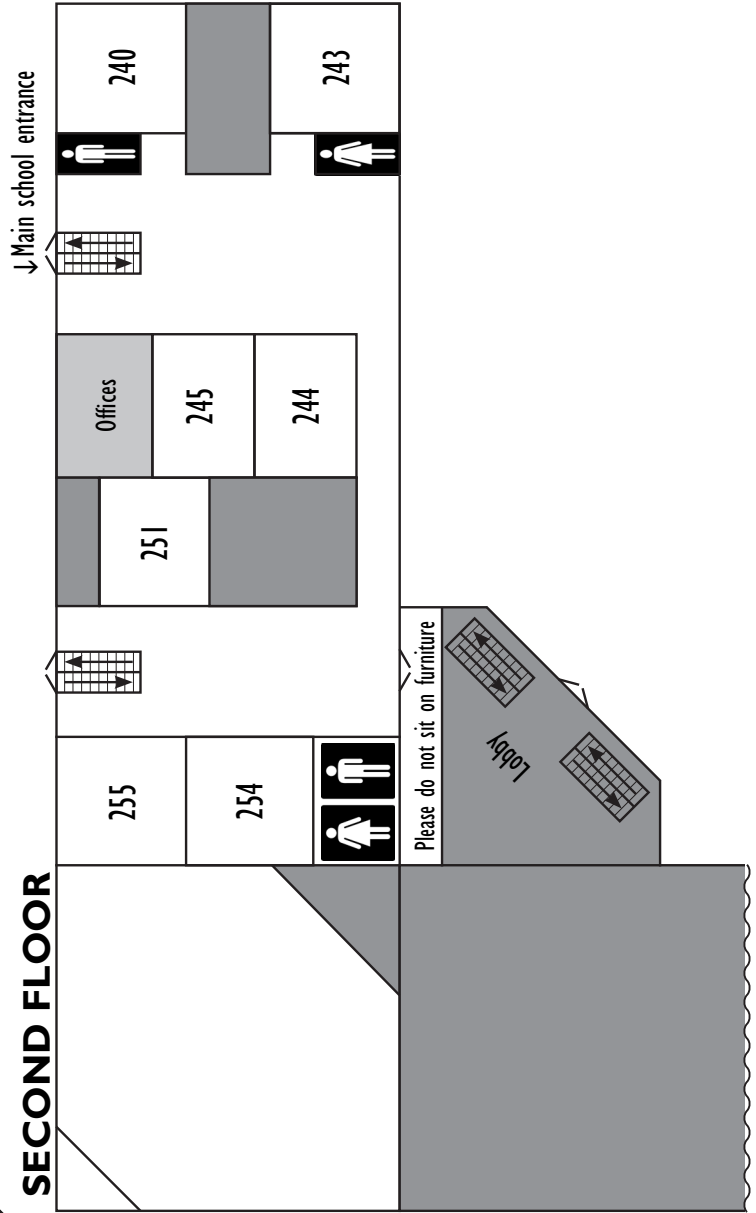


# SSA SOUTH CAMPUS AT LAKE BIBLE CHURCH

## FIRST FLOOR



## SECOND FLOOR



## **PARKING LOT**

Students should park along the field on the North side of the building. They should back into their parking space so they have a full view ahead of them when they are exiting their parking space at the end of the day.

## **PUBLIC DISPLAYS OF AFFECTION**

Students should avoid public displays of affection (PDA) on school grounds or at school sponsored events. What constitutes a PDA is ultimately at the discretion of the Dean of Students, and students should work to avoid behaviors that any staff member or parent might deem inappropriate. Additionally, students should let wisdom dictate when and where they spend one on one time with a student of the opposite gender.

## **COMPUTER USE/PRINTING**

St. Stephen's Academy requires minimal use of computers within the school day and does not generally provide internet access to students or specific instruction in computer use during regular classes. Passwords for internet access are made available to students at the discretion of the Dean of Academics or Dean of Students. Upper School students may use laptop/tablet computers as directed by their teachers, and only with the permission of their teachers, solely for purposes consistent with the school's curriculum. Computer use at lunch time is permitted under the same guidelines. Beyond this concession, no mobile electronic communication devices (cell phones, ipods, portable hotspots, etc.) may be used on school premises for any purpose during school hours. Students should print their assignments at home. Rhetoric students are allowed to print school work at St. Stephen's on a very limited basis. Students are not allowed to print anything at school that is not directly related to their class work.

## **DRESS CODE**

Students should work to abide by the spirit of the dress code. If there are any points that need to be clarified or adjudicated, talk to the Dean of Students. Students whose uniform does not comply with St. Stephen's policies will have an opportunity to remedy the issue by a set time agreed upon by the student and the Dean of Students. A second warning in the same trimester regarding a specific dress code violation will result in an email warning to the parent or guardian explaining that uniform compliance is becoming an issue, and that further action will result if there is another violation. After the third violation, the student will be sent to the office until the violation is remedied. Three office visits for the same offense within a trimester will result in a one-day suspension. All records of uniform violations will be wiped clean at the end of each trimester. The complete dress code explanation can be found at the end of this document.

Dress uniform day is the first school day of the week.

On the day of an athletic event, students participating in that event may wear their team uniform and warm-ups. Students must wear a plain, white or gray t-shirt under jersey if removing warm-up jacket at school.

## **MEDICATIONS**

According to state law, students are not allowed to have any medication in their possession (pocket, backpack, locker, etc.) at school. Any product that contains an Active Ingredient is classified as medication. Any medication a student may need to take while at school must be delivered to the office by a parent in its original container, with a parent-signed medication authorization form. Students will go to the office to receive their medications in a manner that does not disrupt classroom instruction.

One exception to this is cough drops. If a student and parent have signed the cough drop form and delivered it to the office, the student may possess and use cough drops at school, according to the instructions on the package. Students may not share cough drops with other students. Not following this policy will result in cough drop privilege being revoked.

The other exception is that a South Campus student with asthma who requires the use of an inhaler may request to self administer while on campus or at school functions. Please contact the school nurse if you wish to pursue this privilege.

## **OPEN CAMPUS LUNCH POLICY**

Open campus lunch is available to 11th and 12th grade students. In order to participate in open campus, students must submit a permission slip signed by a parent or guardian. In order to enjoy ongoing participation in open campus, students must demonstrate the ability to arrive on time to class following lunch. If a student is tardy to class after lunch three times, the student will lose the privilege for remainder of trimester. Students must maintain a minimum GPA of 3.0 in order to participate. Students are permitted to sign out and be outside the building, still on school grounds, without adult supervision.

## **ATHLETIC ACADEMIC ELIGIBILITY**

We expect student athletes to demonstrate their ability to handle the demands of participating in extracurricular activities. Students who fall below 70% in any class will be ineligible to participate in school sponsored athletic programs until their grades improve. The Dean of Students has final say over student eligibility.