

ST. STEPHEN'S ACADEMY



SOUTH CAMPUS HANDBOOK

2018-19

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 guide and 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 conform to basic expectations.

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, or toys.
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 7:25am. Classes begin at 7:40am. Students must be in the classroom, ready to learn at 7:40am. The academic day ends at 2:50pm. Students must clear the building by 3:05pm.

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 gym and 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.

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

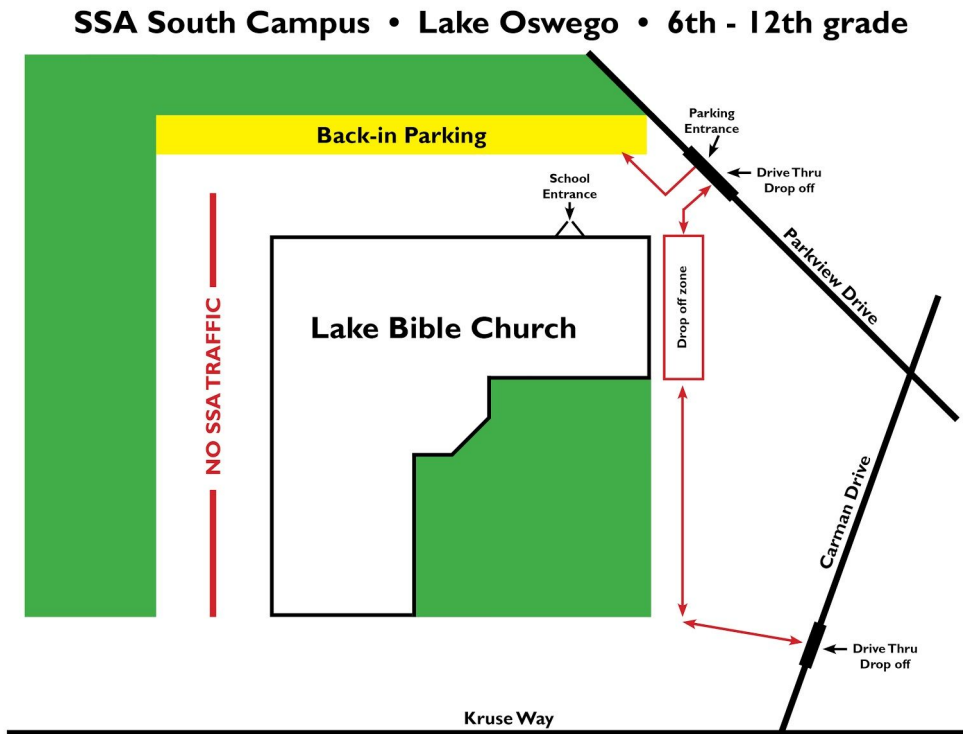
Property Boundaries

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.



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.



Dating

St. Stephen's Academy recognizes that families will hold different positions regarding a student showing preference or affection for another student. The school believes that these different family standards can exist harmoniously within the school and will not seek to sway parents to alter their standards in this important area. Students must avoid public displays of affection (PDA) on school grounds or at school sponsored events. What constitutes PDA is ultimately at the discretion of the Dean of Students, and students should work to avoid behaviors that any staff member, parent, or other students might deem inappropriate. Additionally, male and female students should let wisdom dictate when and where they spend one on one time together.

Computer Use/Printing

St. Stephen's Academy requires minimal use of computers during the school day. Passwords for internet access are made available to students at the discretion of the Upper School Principal 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. 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

Purpose

Students are required to wear simple uniforms in order to promote a disciplined, safe, and distraction-free learning environment. The dress code cultivates a sense of corporate identity and encourages students to express their individuality in ways other than external appearance. It is designed to minimize negative peer pressure, simplify decisions for parents, and cultivate modesty and decorum.

The success of the dress code requires the goodwill and active involvement of parents and students. The determination of what is and is not appropriate rests solely with St. Stephen's Academy, specifically the Dean of Students.

Enforcement

A student whose uniform does not comply with the dress code is expected to resolve the issue quickly, cheerfully, and without dissent. If at any point in the school day a student realizes he or she is out of uniform in such a way that it cannot be immediately resolved (e.g. belt left at home) the student will report to the office where the office staff will issue a Uniform Alert. Students are then asked to show the uniform alert to each teacher when entering the classroom.

All uniform infractions will be tracked by the school. A second warning about the same issue in the same trimester will result in an email to the parent or guardian. Persistent failure to comply with the uniform policy may result in a one-day suspension.

Important Days for 2018-19

- Dress Uniform is worn on Monday
- PE Uniform is worn on Tuesday
- House Shirts can be worn on Tuesday
- Students in the PE elective may change for PE at the beginning of the elective period.
- On the day of an Archers athletic event, students participating in that event may wear their warm-up jacket.

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 the remainder of the trimester. Students must maintain a minimum GPA of 3.0 in order to participate.

Beverage Policy

Students 6th-8th may only have water during class. 9th-12th follow a policy of “finish what you brought.” This means that students may bring drinks with lids and consume them during class. The heart of the policy is that students can finish their cup of tea or coffee they brought in the morning or finish the drink purchased off-campus during their next period(s). Teachers may need to restrict drinks on certain days due to class activities (labs, PE, etc.). Additionally, teachers may provide or allow non-lidded drinks as part of a class activity, party, or house lunch; however, these drinks should be consumed during the specific class period and in that teacher’s classroom.

Athletic Academic Eligibility

Student athletes are expected to demonstrate their ability to handle the demands of participating in extracurricular activities. Students who fall below 70% in any class, or who failed one or more

classes in the previous term, will be on probation and may be ineligible to participate in school sponsored athletic programs. The Principal has final say over student eligibility.

Drug/Alcohol Use

Students who consume alcohol in violation of state or federal law, use tobacco or use any other controlled substance without a prescription, including vaping, will be placed on probation for two weeks, during which they may not participate in any extra- or co-curricular activities. A second instance of use during the probation period will result in immediate expulsion. A second instance of use after the probation period has ended will result in a 12 month probation, during which the student may not participate in any extra- or co-curricular activities. A third instance of use will result in immediate expulsion.