

SUNCOAST

Community School

Family Handbook

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Purpose & Mission

God has called Suncoast Community School to educate and care for our community. Our desire is to partner with YOU to challenge families to be all that God has created them to be.

SCCS believes that relationships are important to God and therefore are important to us. Many families in Flagler County do not have extended family & support, and they find themselves without local help, resources, parenting guidance, etc. We want to partner with you to bridge this gap. SCCS provides a safe, developmentally appropriate environment for all children to discover their strengths and talents in a way that honors God. We believe we can be better together.

***"This is the day the LORD has made.
We will rejoice and be glad in it."
Psalms 118:24***

What we believe:

God:

God exists equally in three persons; Father, Son and Holy Spirit. God has revealed himself both in nature and through the bible. (Isaiah 43:10, Matt. 28:19)

Humanity:

All human beings bear God's image and are therefore inherently valuable beginning at conception. (Gen. 1:27, Psalm 139:13)

Salvation:

Through sin, humanity has been separated from God. In response, God sent his only Son to make a way for us to be reconciled to him.

- Through faith: Salvation is a gift of God's grace, not something that can be earned. (Eph. 2:8)
- Through Jesus Christ only: Christians believe that Jesus' death and resurrection made salvation possible. (John 14:6)
- Through repentance: Christians believe that to be saved from sin, one must ask forgiveness, turn away from sin, and believe that Jesus died for their sins. (Romans 1:9-10)

Bible:

We believe that the bible is the inerrant, authoritative word of God. It is a sacred scripture that contains messages from God. (Romans 5:4, 2Timothy 3:16-17)

Marriage:

God made human beings male and female, equal in value but complementary in their relationship to one another. (Genesis 1:26-27)

Gender:

Gender is not a mere social construction, but part of a loving Creator's design. There are two genders, male and female and are assigned at conception. (Genesis 1:27, Genesis 2:18-25)

How do we do this:

Our agreed upon values and expectations are the foundation of every conversation, decision, and

action in the execution of creating the kind of learning environment that will accomplish our mission. We carefully use them to identify for our students the most effective learning environment, curriculum, teaching methods, and activities that motivate and inspire children to learn.

Values

Being REAL:

- Doing life together
- Getting real about the highs and lows of our lives
- Resolving conflict in a Biblical manner

Honoring God:

- Bringing attention to Jesus
- Pursuing and living by His truth as found in the Bible
- Communicating with Him regularly through prayer
- Expressing our faith in obedience to His leadership (even when it does not make sense)

Valuing People:

- Serving those we are responsible for
- Encouraging others to take next steps in their faith journey
- Intentionally welcoming and accepting families and team members of SCCS
- Acknowledging and celebrating God's involvement in our lives

Serving God and Others:

- Discovering and using the gifts & talents God gave us
- Giving Him our best efforts, abilities & resources
- Practicing true team leadership
- Modeling a Christ-like attitude

Expectations

Team Members:

- Treat others with love and respect
- Communicate regularly and effectively
- Participate, cooperate, and learn
- Adhere to Values and Expectations

Students:

- Treat others with love and respect
- Participate, cooperate, and learn
- Ask Questions
- Adhere to Values and Expectations

Families:

- Treat others with love and respect
- Bring your child to school and be on time
- Encourage your child to share his/her concerns

- Adhere to Values and Expectations
- Be actively involved in partnering with SCCS to help your child develop into who God has designed them to be

Admission Requirements

Suncoast Community School is registered with the Florida Department of Education. The following are necessary requirements that parents must comply with to enroll their child in our school.

1. Complete the Registration Form and submit the non-refundable registration fee.
2. Provide a Florida Department of Health Certificate of Medical Exam (3040) and a Certificate of Immunization (680) is required for each child. These must be signed by your family physician or the health department and should contain a statement of the child's general health including any significant medical conditions such as allergies and or physical limitations. Your physician has these forms at their office. We must have these forms on or before your child's first day of school.
3. Provide a copy of the child's birth certificate.
4. Parent/Guardians must sign acknowledgement of an agreement to comply with our family handbook policies.
5. Signed acknowledgement of an agreement to SCCS discipline and dismissal policies.

Suncoast Community School does not discriminate against children, families, or team members based on race, national origin, ethnic background, sex, religious affiliation, or disability.

School Day Procedures

School Hours

Monday-Thursday

Kindergarten – Second: 8:30 am - 2:15 pm

Third- Fifth: 8:30 am - 2:45 pm

Middle- High: 8:00 am - 2:45pm

Friday

Kindergarten - Second: 8:30 am - 12:00 pm

Third – Fifth: 8:30 am – 11:30 am

Middle - High: 8:00 am – 11:30 am

Before/Aftercare available for an additional fee for elementary students.

Car Rider

- Your child's safety and security are our top priority.
- A SCCS team member will come to your car, and escort them to class.
- Anyone picking up a student must present a car rider tag or pick up in the front office.
- Always make sure you are dropping off your child with a team member.
- Please follow all car rider procedures.

Release of Children

- Children will be released ONLY to the parent, or other persons designated on the Enrollment Application, or the Release Form signed by the parents. It is important that this information be kept current. Your child's teacher and the school office should be kept informed of any changes.
- The SCCS office and/or teacher must be informed if anyone other than the child's parents will be picking up the child. Photo I.D. will be required of anyone picking up your child to verify identity. Please inform all people on your release regarding this procedure.
- An email from the parent will be required to release the child to anyone not on your child's release form. This may be emailed to SCCS, and parent/guardian must be contacted for verification. We cannot do this by phone. This process is at the director's discretion.
- If you need to pick your child up early for an appointment, go to the front office located in Building 1. Students must be picked up before 2:00 pm.

Emergency off-site-location: In the event of an emergency if we must move students to a secondary location, we will meet and release them in the Sassy Paws parking lot, located at 109 S. Forsythe Street. All dismissal protocol will be followed.

School Closing Procedure

SCCS follows Flagler County Schools direction for initial closure due to inclement weather or other situations that may involve schools closing. After evaluating our building for safety and electricity, SCCS Leadership Team will determine when it is safe to resume classes.

Communication

We use a variety of ways to communicate with our families. Upon enrolling your child, you will be given access to Gradelink, this will allow you to send emails back and forth to your child's teacher and check your child's grades. All tuition questions should be sent to finance@suncoastcommunityschool.com. We also have a SCCS Family Facebook page (www.facebook.com/groups/suncoastfamily/) & Instagram ([@suncoastcommunityschool](https://www.instagram.com/suncoastcommunityschool)) where we will post pictures and upcoming information. All elementary/middle/high classes will have a class page where weekly updates can be found. We are also available via email or phone.

Families will be required to have at least one conference per year via phone or in person. All

families can request and schedule a conference with their child's teacher at any time.

We also encourage open communication between our parents and teachers. If you would like to talk with your child's teacher, send a message to them via email or call the school office 386-246-1660. If you have an issue that needs immediate attention, please call the school office or email the office.

Curriculum

SCCS uses a variety of curriculums to meet the needs of our students.

Elementary-High School

- Houghton Mifflin Harcourt
- SAVVAS
- Wilson's Language
- Project-based learning: students learn by actively engaging in real-world and personally meaningful projects.
- Inquiry based learning: moving students beyond general curiosity into the realms of critical thinking and understanding.
- Cooperative learning: breaking a classroom of students into small groups so they can discover a new concept together and help each other learn.
- Daily devotional and Bible curriculum. Weekly stories will be incorporated into their daily schedules.
- Electives change by semester and include Art, Music, Keyboarding, Computer Technology, PE, and Health.

Assessments

Assessments are used as a progress monitoring tool for our Elementary-High School students.

- Elementary/Middle/High – STAR Reading & Math 3 times per year

Security

SCCS's priority is to keep our families, students, and team members safe. We have a security and emergency plan that our team has knowledge and practice in.

- Our doors always remain locked.
- Video cameras are located at both entrances and throughout our campus including our playground and are registered with the Flagler County Police Department and monitored by administration.
- Ring Door Cameras at all entrances.

Personal Belongings

We ask that students not bring toys/electronics from home unless requested by the teacher. SCCS will provide activity options and necessary electronic devices for your child to use during the school day as needed.

Health and Safety Policy and Procedures (Parent Copy)

When your child exhibits symptoms of illness during the day, he/she will be isolated, and you will be called to come as quickly as possible. **Your child must be picked up within one hour.**

If you are unable to come, please call a person on your child's authorized pick-up list to come in your place. Please call the school and advise us as to the person coming to pick up your child.

Most Common Reasons for Being Sent Home:

- Diarrhea (more than twice)
- Vomiting
- Fever over 100.4 degrees
- Impetigo
- Open sores on/or around mouth
- Head Lice
- Pink Eye
- Croup (barking cough)
- Any symptoms of a possible communicable disease

Reasons to Keep Your Child Home:

- Any of the conditions listed for being sent home.
- Has fever or has had a fever within the last 24 hours.
- Has a cold with cloudy or green nasal discharge.
- Has a constant, croupy cough.
- Is fussy, cranky, generally not themselves.
- Has signs of a communicable disease.
- Has lice or nits.
- Have impetigo or pink eye.
- Diagnosed w/Covid/Flu.
- Someone in household diagnosed with Covid/Flu.

Your Child May Return to School when:

- they are fever free for 24 hours without medication and with no other symptoms.
- have no nasal discharge.
- the incubation period for any communicable disease has passed.
- they have been on antibiotics for at least 24 hours.
- no nits or lice are in hair or scalp.
- they have no sores that are open.
- 72 hours symptom free if household member diagnosed with Flu/Covid.

Medication

- SCCS requires that medications given must be accompanied by a doctor's written authorization. The medication must be in its original container with the child's name, date, and dosage.
- All over-the-counter medications must have the child's name on the bottle. The office team can only administer the dosage allowed on the bottle. Any variation in dosage can only be given with a doctor's written authorization.
- We will not administer any medication that is not in the original container. Please do not send medicine in Ziploc bags or any other container.
- Before administering any medication, the teacher must have a completed and signed medicine form filled out by the parent.
- Please alert your child's teacher to any medicine that you have already given to your child before arrival at school.
- All medication must be given to a team member; no student should have medication on them or in their belongings.

****Fever reducing/pain relieving medications will only be administered for pain (not for fevers) and must be accompanied by a doctor's written order. The child will be tested for fever in between doses.***

Family Educational Rights & Privacy Act (FERA)

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. SCCS will follow the guidelines established for the protection of parents' and students' records. You can access more information here:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

ATTENTION PARENTS: Please review the following pages, sign and return to the office.

SCCS Tuition & Withdraw Policy

SCCS's tuition is based on scheduled days and not days attended, and there will be no reduction of fees for absences, holidays, or closings due to conditions beyond our control, including but not limited to natural disasters.

- SCCS uses an invoicing system through Quickbooks. All families must utilize this system.
- We collect payments weekly, monthly, or yearly. Weekly payments are billed on Mondays for the week prior to attendance.
- All families will receive a tuition agreement.
- There will be a \$35 fee assessed for any declined payment.

Requirements for Scholarship Parents

All Scholarship payments must be made to the school in a timely manner. Failure to do so can result in one or more of the following penalties: a late fee of \$25, suspension, dismissal, loss of scholarship, and future eligibility.

Withdraw Policy

All withdrawals require two weeks' notice or a \$500.00 fee will be charged. All scholarship students must be in attendance for 10 days during the quarter for SCCS to receive tuition payments. You may not withdraw your child during these times:

- August 11-30
- October 10-31
- December 18 – January 23
- March 12 – April 6

If you withdraw during these times quarterly tuition will be due to SCCS before records are released.

I understand Suncoast Community School Tuition & Withdrawal Policy.

Parent/Guardian Signature: _____ Date: _____

Elementary- High School Code of Conduct

Love and respect are the values that guide SCCS for team members and students. All offenses listed or defined in this agreement that include removal from a class will involve parent contact. Discipline is something done **FOR** a student, not **TO** him/her!

SCCS standards for discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used.

- Students will not be subjected to discipline, which is severe, humiliating, or frightening.
- Discipline will not be associated with food, rest, or bathroom breaks.
- Any form of physical punishment is prohibited.
- Children will not be denied active play because of misbehavior.

***Consequences are at the team and director's discretion and may include in-school suspension, out of school suspension, loss of field trip privileges, or dismissal from Suncoast Community School.**

Code of Conduct

Level 1

These offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, or any activity that SCCS is sponsoring. Violation of these offenses will be managed by classroom teachers. Repeated offenses will be equivalent of a level 2 offense. Level 1 offenses are listed below:

- Inappropriate computer use (camera, games or websites without permission)
- Disrespect or defiant behavior
- Refusal to complete classwork or make-up work
- Disruption/interruption
- Failure to participate in class by not working or actively engaging without valid justification
- Dress Code violation
- Use of electronic devices without permission
- Failure to return school issued computer for daily use.
- Inappropriate location
- Inappropriate use of language or derogatory speech that is not respectful towards team members or students.
- Tardy: Late arrival to school or class
- Running in hallway or classroom

Responses and Consequences: After several attempts to correct the level 1 violation, the student will be issued a reflection sheet. After repeated violations parent/guardian will be contacted via phone call and an appropriate consequence will be discussed.

Level 2

- Inappropriate sharing of communications, pictures, or videos
- Conduct or behavior, which demeans, shames, irritates, humiliates, or embarrasses a person or group of persons
- Deceitful behavior (false accusations, forgery, plagiarism, lying, cheating, etc.)
- Obscene behavior, language/profanity, or gestures
- Leaving class without permission
- Excessive threatening, harassing, or extorting behavior

- Excessive absences, tardiness, or skipping class
- Minor theft
- Vandalism

Responses and consequences: Reflection sheet is issued to student. Parent/guardian will be contacted via phone call and an appropriate consequence will be discussed.

Level 3

Level three offenses are major acts of misconduct, which constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order, and threats to the health, safety, and property of others. Student will be suspended and parent/guardian will be contacted to discuss appropriate consequence.

- Possession of a weapon or ammunition
- Assault by word or action on Employee/Student
- Computer/Technology (malicious intent):
- Defiance/Insubordination
- Drug Paraphernalia (in possession of or use of)
- Fighting/Battery
- Leaving School Without Permission
- Possession of a stolen item
- Possession of pornographic materials
- Slur (Federally Protected Groups): Use of inappropriate words with negative connotations, including verbal and written, words directed at a certain individual or group of individuals. Examples include, but are not limited to comments based on race, gender, religion, ethnic background, sexual orientation, etc.
- Theft
- Unauthorized Photograph/Recording
- Vulgarity: Engaging in inappropriate physical actions or words usually of a sexual nature, but without meeting criteria for sexual harassment.
- False alarms
- Bomb threats

Responses and Consequences

If a student commits a Level III offense, the SCCS Leadership team will determine the consequences as deemed appropriate in the exercise of its judgment and discretion. If/when necessary proper authorities will be notified, and legal action may be taken.

Elementary- High School Suspension and Dismissal Policy

To provide a safe, supportive, and developmentally appropriate learning environment for our students, there are reasons SCCS may suspend or dismiss a student from school. Dismissal is only used as a last resort, and we will make every effort to work with the student and/or their family before dismissal from our program. It is important that parents/guardians communicate regularly with team members to ensure consistency in guidance between home and school. Unfortunately, when behavior plans and consequences prove to no longer be effective, and misbehaviors continue then a student may be suspended or dismissed. If a student is suspended during the quarter in which a field trip is scheduled, then the student may be ineligible to participate in the field trip with their class. It will be the responsibility of the family to arrange alternate care on the day of the trip.

Other circumstances that may result in dismissal include:

- Mistreatment of any person on SCCS grounds.
- Non-payment or excessive past due fees.
- Failure to release scholarship payments in a timely manner.
- Failure to provide medical records or other documentation required by law for attendance to school.
- The student has developed or revealed needs which our program or school resources cannot meet.
- Other circumstances-at the discretion of the Director.

I understand the SCCS Code of Conduct & Suspension & Dismissal Policy.

Student Signature: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Health and Safety Policy and Procedures (School Copy)

When your child exhibits symptoms of illness during the day, he/she will be isolated, and you will be called to come as quickly as possible. **Your child must be picked up within one hour.** If you are unable to come, please call the person on your child's authorized pick-up list to come in your place. Please call the school and advise us as to the person coming to pick up your child.

Most Common Reasons for Being Sent Home:

- Diarrhea (more than twice)
- Vomiting
- Fever over 100.4 degrees
- Impetigo
- Open sores on/or around mouth
- Head Lice
- Pink Eye
- Croup (barking cough)
- Any symptoms of a possible communicable disease

Reasons to Keep Your Child Home:

- Any of the conditions listed for being sent home.
- Has fever or has had a fever within the last 24 hours.
- Has a cold with cloudy or green nasal discharge.
- Has a constant, croupy cough.
- Is fussy, cranky, generally not themselves.
- Has signs of a communicable disease.
- Has lice or nits.
- Have impetigo or pink eye.
- Diagnosed w/Covid/Flu.
- Someone in household diagnosed with Covid/Flu.

Your Child May Return to School when:

- they are fever free for 24 hours without medication and with no other symptoms.
- have no nasal discharge.
- the incubation period for any communicable disease has passed.
- they have been on antibiotics for at least 24 hours.
- no nits or lice are in hair or scalp.
- they have no sores that are open.
- 72 hours symptom free if household member diagnosed with Flu/Covid.

Medication

1. SCCS requires that medications given must be accompanied by a doctor's written authorization. The medication must be in its original container with the child's name, date, and dosage.
2. All over-the-counter medications must have the child's name on the bottle. The office team can only administer the dosage allowed on the bottle. Any variation in dosage can only be given with a doctor's written authorization.
3. We will not administer any medication that is not in the original container. Please do not send medicine in Ziploc bags or any other container.
4. Before administering any medication, the teacher must have a completed and signed medicine form filled out by the parent.
5. Please alert your child's teacher to any medicine that you have already given to your child before arrival at school.
6. All medication must be given to a team member; no student should have medication on them or in their belongings.

**Fever reducing/pain relieving medications will only be administered for pain (not for fevers) and must be accompanied by a doctor's written order. The child will be tested for fever in between doses.*

Parent/Guardian Signature _____ Cell: _____

Parent/Guardian Signature _____ Cell: _____

Suncoast Community School (SCCS)

Student Release - Medical Authorization and Consent

Student Release

To ensure children's safety, Suncoast Community School, will release a student only to the parent(s)/legal guardian(s) who have signed this form and to those listed on the registration form as undersigned by the parent or guardian.

By initialing below, I understand that Suncoast Community School will not release my child to any other person unless I notify SCCS in advance, following the guidelines listed below:



INITIALS

If the person picking up my child is NOT listed here or as a Contact on the Enrollment Application, I must notify SCCS in writing. (Photo identification will be required of any person picking up my child)

Name	Address	Work#	Home#	Relationship to child
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Medical Authorization and Consent

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child, _____. If I cannot be reached, I understand that the emergency contacts listed on the Enrollment Form will be contacted. However, I hereby authorize Suncoast Community School to call an ambulance to transport my child to a hospital or medical facility and to secure for my child the necessary medical treatment. **I understand that team members of SCCS are trained in the basics of first aid and CPR, and I authorize them to give assigned responsibility for the care and education of my child, may view my child's health information, as well as state licensors to ensure compliance.**

Child's Health Insurance Provider: _____

Name of Insured: _____ Policy Number: _____

Primary Doctor: _____ Dr Phone: _____

Medications and Known Allergies: _____

Parent/Guardian Signature _____ Cell: _____

Parent/Guardian Signature _____ Cell: _____

Dress Code Policy

In alignment with our values of love, respect, and modesty, we ask that all students dress in a way that reflects these principles. Girls should wear clothing that is modest, age-appropriate, and aligns with traditional girls' attire, while boys are expected to wear clothing that reflects traditional standards for boys. We also ask that girls do not wear clothing that is designed for boys and that boys do not wear clothing designed for girls. In addition, boys may not have painted nails or wear makeup. We appreciate your support in helping uphold these values through thoughtful choices in attire.

(K-5th grade)

1. Clothing should be size appropriate – not too loose, not too tight. Clothing should be appropriate for indoor and outdoor activities. Children's attire may be in the style of the day, but clothing should be modest and must include appropriate undergarments. We also ask that you refrain from dressing your child in any clothing with political logos, pictures or phrases that are offensive to the Christian faith, graphics with violence, profanity, discriminatory messages, suggestive phrases or graphics, advertisements, phrases or symbols of alcohol or tobacco.
2. Students should wear closed-toed rubber-sole shoes appropriate for indoor and outdoor activities. Your child will be active, and appropriate shoes are an important part of their safety. Crocs, sandals, flip flops, cowboy boots, boots with heels, or slippers are not acceptable footwear.
3. Girls must wear shorts or leggings beneath all skirts and dresses. Skirt, dress, and shorts length must be at or below where the child's fingertips fall when arms are down on each side. Leggings may be worn with a shirt that covers to the top of the thigh and is not tucked in. Girl's tops should be modest, avoiding spaghetti/tank, low-cut necklines, exposed shoulders, open backs, and not be too tight or too loose. Girl's tops should be modest, avoiding spaghetti/tank, low-cut necklines, exposed shoulders, open backs, and not be too tight or too loose. Tops should not expose the midriff or undergarments.
4. Boys are required to wear belts for loose fitting pants or shorts. Boys may wear tee shirts or button-down shirts but may not wear tank or muscle shirts.
5. Students will have outside activities each day as the weather permits. Please be sure to dress your child appropriately for the weather. If your child is on medication and does not need to be outside, please send a note, email, or phone the SCCS office and let us know and we can plan to keep your child inside during outside activities.
6. Parents will be contacted when students arrive at school out of dress code. The first parent contact will be done as a courtesy, after the first offense a parent/guardian will be required to bring additional clothing.

Repeat dress code infractions will result in disciplinary action at the discretion of a school director.

(6th-12th grade)

1. Clothing should be size appropriate – not too loose, not too tight. Clothing should be appropriate for indoor and outdoor activities. Children's attire may be in the style of the day, but clothing should be modest and must include appropriate undergarments. We also ask that you refrain from dressing your child in any clothing with political logos, pictures or phrases that are offensive to the Christian faith, graphics with violence, profanity, discriminatory messages, suggestive phrases or graphics, advertisements, phrases or symbols of alcohol or tobacco.
2. Students who have P.E., Team Sports, Woodworking or any elective where safety is a concern must wear closed-toed rubber sole sneakers for class. Slippers may not be worn at school.

3. Girls must wear shorts or leggings beneath all skirts and dresses. Skirt, dress, and shorts length must be at or below where the child's fingertips fall when arms are down on each side. Leggings may be worn with a shirt that covers to the top of the thigh and is not tucked in. Girl's tops should be modest, avoiding spaghetti/tank, low-cut necklines, exposed shoulders, open backs, and not be too tight or too loose. Tops should not expose the midriff or undergarments.
4. Boys are required to wear belts for loose fitting pants or shorts. Boys may wear tee shirts or button-down shirts but may not wear tank or muscle shirts.
5. Students will have outside activities each day as the weather permits. Please be sure to dress your child appropriately for the weather. If your child is on medication and does not need to be outside, please send a note, email, or phone the SCCS office and let us know and we can plan to keep your child inside during outside activities.
6. Parents will be contacted when students arrive at school out of dress. The first parent contact will be done as a courtesy, after the first offense a parent/guardian will be required to bring additional clothing.

Repeat dress code infractions will result in disciplinary action at the discretion of a school director.

Parent/ Guardian Signature _____ Date _____

Parent Release for Media Recordings

Dear Parents,

We often capture wonderful and special moments of your child's life during their school day with us through photos and video clips and we like to share them with you through social media and other SCCS outreach opportunities. But we do not do so without your permission. We will never sell or release your child's picture to a third party, nor will we ever use names of any students or tag photos to others.

I, the undersigned, do hereby grant or deny permission to Suncoast Community School to use the image of my child, as marked by my selection below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images like those on the Suncoast Community School website and/or Facebook page.

PARENT, **PLEASE INITIAL** IN THE APPLICABLE BOX BELOW.

☐

I give permission to use my child's image in the following ways: SCCS website, Facebook page, Video or slide show, and Print materials.

☐

I do not give permission to use my child's image at all.

Suncoast Community School (SCCS)

Permission Slip for Outdoor Class Projects and Physical Education (PE)

☐

I give permission.

☐

I do not give permission.

To allow my child, _____, to participate in outdoor class projects or PE activities in the area surrounding Suncoast Community School, weather permitting. I have indicated any of my child's known or prospective medical issues and allergies on the Medical Release Form that should be considered.

I understand that my child will not leave campus property without prior permission and will always be supervised by the team members of Suncoast Community School.

I understand that a separate Field Trip Policy and Permission Slip describing the field trip will be sent home if my child leaves the SCCS campus for an extended period.

Parent/ Guardian Signature _____

Lunch Agreement

I, _____ understand that my child, _____
Parent/Guardian Student Name

must have an ice pack in his/her lunchbox to maintain the appropriate temperature required in accordance with Health and Safety Regulations if the contents require refrigeration. I also agree to provide a healthy, well-balanced lunch including items from each group of fruits, grains, vegetables, protein, and dairy.

Parent/Guardian signature

Date

Suncoast Community School (SCCS) 2025-2026 Attendance Policy (Elementary/Middle/High)

1. **Tardiness** - A student must be in class on time to take full advantage of available educational opportunities. If a student is not in the classroom by their designated time, he/she will be classified as tardy. A tardy to school will become an absence from that class if more than 25% of the class day is missed. A parent/guardian request for early release or late arrival will be an unexcused absence unless the release is for verified reasons defined for excused absences by the Department of Education noted in the list below.

2. **Excused Absences** - Parents or guardians can excuse up to five (5) days per semester (half a year) by providing a written and signed note or email within two (2) days of the student's return to class/school. This also includes prearranged absences. For more than (5) days of parent/guardian excused absences in the same instructional timeframe, a doctor's note will be required. Extenuating circumstances may be addressed with the administration. The following absences are eligible to be excused with a note.

- **Personal Illness:** A note signed by the parent/guardian must accompany the student on his/her return to school explaining the student's illness. Notes must be received within two days after the student returns. The principal may agree to waive this two-day requirement. For long term illness, a doctor's excuse will be required.
- **Death in the Family:** A note signed by the parent/guardian must accompany the student on his/her return to school.
- **Doctor/Dentist Appointment:** If possible, these appointments should be made after school hours.
- **Religious Holidays:** A student will be excused from attendance in school for observance of a religious holiday with a parent note.
- **Trips/Vacations:** Trips or vacations with parent/guardian must be pre-arranged and approved by the principal's office, except in cases of emergencies. The principal or school administrator will make final determination and have the authority to limit the number of days for such absences based on student's grades, prior attendance, and the dates of the proposed trip/vacation.
- **Court Appearance by Subpoena:** Absence due to a subpoena to appear in court is excused.
- **Pediculosis:** When a child is discovered to have lice or nits, the first three days a child is sent home are excused. A child may be excused for lice for no more than nine days in any school year.

Only students with excused absences will be permitted to complete missed work or assignments for full credit. Students are permitted one school calendar day to complete assignments for every day that they are out and that is excused. Extenuating circumstances will be evaluated on a case-by-case basis regarding makeup work.

3. **Unexcused Absences** - Unexcused absences means any absence that is not explained by a written and signed note or email from the parent/guardian citing one of the criteria for excused absence. If requested by school officials, a physician's note explaining the absence may be required. Absences without a parent/guardian note are unexcused. Absences without a Health Care Provider note (when required by the school) are unexcused. All absences will be recorded as unexcused until proper documentation is received to change the absence to an excused absence within two (2) days of returning to school. Any student who has an unexcused absence on the day an assignment is due will be subject to the late grading policy.

Below is an outline of the grading scale as well as our grading policy. A passing grade at Suncoast Community School for all subject areas is a C. Any 6th-12th grade student that does not pass a core subject (ELA, Math, Social Studies, Science) with a 70% C average or above for either first or second semester will be responsible for repeating the failed semester.

Why is a C average considered passing at Suncoast Community School?

We recognize that some schools may view a D average as passing. At Suncoast, however, we take a different approach. We focus on small group instruction, hands-on learning, dedicated student success time, and low student-to-teacher ratios to support every learner. Since we do not rely on state testing or end-of-year course exams to show subject mastery, we're confident that our personalized structure allows all students the opportunity to thrive and succeed.

Grading Scale:

- A- 90-100%**
- B- 80-89%**
- C- 70-79%**
- D- 60-69%**
- F- 0-59%**

Grade Weights:

- Projects & Tests: 45%
- Quizzes/Mini Projects: 25% (the lowest quiz grade in each subject area will be dropped per quarter)
- Classwork: 20%
- Participation: 10%

Late Work Policy (including unexcused absences)

- Lose 10 points per calendar school day past the due date (even if it is not a scheduled class day).
- After 5 school calendar days, the assignment receives a grade of zero.

Absences and Makeup Work Policy

- Students are responsible for collecting their own makeup work from each subject teacher the day they return after an absence (even if it is not a scheduled class day).
- Students will have an extension equal to the school calendar days they were absent to make up the work (Ex: absent on Monday, work should be picked up on Tuesday and turned in on Wednesday). If an absence is unexcused students will lose 10 points each calendar school day on the work up till five days in which they will receive a zero.
- Assignments tied to in-class participation or experiences that cannot be replicated—such as discussions, labs, or group activities—will receive a zero if missed due to an unexcused absence.
- After the extension, each additional school calendar day follows the late policy for grading.

Missed Quizzes and Tests:

Quizzes and tests must be taken in class on the scheduled day. If they are not taken on the scheduled day they will follow the late work policy:

- **Excused absences:** Students may make up the quiz or test the next day for full credit.
- **Unexcused absences:** 10 points will be deducted for each school day the quiz or test is not completed.

It is the student's responsibility to arrange a time to make up the quiz or test, either in student success or after school. Each day excused or unexcused after the makeup day will result in 10 points off. (example: A student is out on Friday and it is excused, the student will take the quiz/test on Monday for full credit. If it is **unexcused** and the student is out Friday they can take the quiz/test on Monday for 10 points off. Each additional day the quiz/test is not taken after the excused or unexcused absence is 10 additional points off.)

Unfinished Work/Homework:

- Misusing class time or giving less than full effort results in unfinished work needing to be completed at home.
- Refusal to complete classwork or participate during instructional time will result in a zero and parent/guardian contact.
- Students are expected to take initiative in preparing for quizzes and tests by using class time wisely, taking advantage of student success, and studying at home.
- For projects, students are expected to use class time, student success, and complete any remaining work at home.

4. **Excessive Absences** - A student who has a pattern of non-attendance may, upon the request of administration, be required to present a certificate of illness from a licensed physician. It is the responsibility of the student and parent/guardian to be aware of all absences and to be able to verify absences. Lack of notification by the school is not an acceptable excuse for not knowing the number of, and the penalty for, excessive absences. When a school administrator determines that a student's absences are excessive, the student's parent/guardian will be contacted to determine the reasons for the absence. If this does not solve the problem, a conference will be held to determine further action which may include dismissal.

5. **Scholarship Loss for Excessive Absences** – In accordance with Florida law and scholarship program regulations, any student missing five (5) consecutive days without advanced notice to school with an excused purpose for missing school will have their scholarship revoked and will be withdrawn from SCCS.

Parent/ Guardian Signature _____ Date _____

SCCS Technology Acceptable Use Agreement (Elementary/Middle/High)

As a student at SCCS, I, _____, promise to use technology tools correctly and responsibly.

Do:

- Use all and treat all technology properly the way my teacher or parents require.
- Be responsible for your own laptop and related technology.
- Always open the laptop along the edges of the lid.
- Use technology tools and the Internet at school for teacher-approved schoolwork and apps only.
- Follow the guidelines for age-appropriate use of various websites.
- Obey copyright laws and not take credit for someone else's work, including, but not limited to, AI platforms and Grammarly.
- Be careful when inserting or removing headphones from the audio jack
- Only share my passwords with my teacher or parents.
- Be sure to line the charging cable up with the laptop when inserting and removing the cable or damage will occur.
- Tell an adult if I see, hear, or read something that is inappropriate, dangerous or makes me feel uncomfortable.
- Understand that everything I do online can be traced back to me and that my digital footprint from school, home, and into adulthood lasts forever.
- Make sure your hands are clean before using the laptop
- Only use a dry, clean, soft cloth to gently clean the laptop.
- Stop using the device If you have hardware or software problems with your laptop, and ask your school's Computer Technician or a teacher for help

Don't:

- Mark, deface, or apply decals and/or stickers to the laptop in any way.
- Insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
- Cose the laptop with a pencil, pen, marker or other object between the keyboard and the screen.
- Place a finger on the screen when opening the lid, this can damage the screen.
- Walk with your laptop in the open position
- Leave your laptop unattended in a vehicle.
- Use your laptop near bodies of water or sand like a pool, lake, river, or beach.
- Leave your laptop outside or in extreme high or low temperature environments.
- Eat or drink near the laptop.
- Use liquids or spray cleaners on the laptop.
- Download, view, send, share, post or display inappropriate pictures, videos, music, or messages.
- Use technology tools to tease, harass, frighten, or bully anyone; I will report any inappropriate incidents to a trusted adult.
- Use another student's password to access his/ her account for any reason.
- Give out personal information about me or others on the Internet.

Consequences:

Should a student violate these guidelines or use technology improperly in any way, consequences may be applied. As with all SCCS procedures, infractions will be handled on an individual basis and the application of consequences will be determined by the teacher and/ or director. Consequences may include, but are not limited to:

- Conversations with the teacher/ director
- Conferences with the parents
- Loss of technology privileges
- **Reimbursement to the school for lost/ damaged equipment - maximum amount \$500.**

Student: I have read this agreement and understand the school rules and consequences related to using technology and the internet at SCCS. I also understand that the same rules apply when I take technology home. I will do my best to be a good digital citizen. I understand that what I do while using technology is not private and that the use of any technology and internet at SCCS is a privilege, not a right.

Student Name (Print) _____
Student Signature _____
Teacher _____ Grade _____ Date _____

Parent/ Guardian: I have read and discussed the Technology Acceptable Use Agreement with my child. I give permission for my child to use technology tools at SCCS, and I understand that it is a privilege for my child to utilize any technology while at school. I will support and reinforce this agreement to help my child do his/her best to follow the rules and to abide by the consequences if any rules are broken. I will do my best to help my child become a good digital citizen.

Parent/ Guardian Name (Print) _____
Parent/ Guardian Signature _____
Date _____

Suncoast Community School (SCCS)

FAMILY HANDBOOK/ AGREEMENT

I, _____, parent/guardian of
_____,
Printed Name of Parent

Printed Name of Student

have read, understand, and agree to abide by all policies and guidelines in the Suncoast Community School Family Handbook.

Parent/Guardian Signature _____ Date _____