

SPCS

PARENT & STUDENT HANDBOOK



“Whatever you do, do it all for the glory of God.”

1 Corinthians 10:31

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PLEASE DO NOT DEFACE OR TEAR OUT ANY PAGES IN THIS
HANDBOOK. SUCH ACTIONS CONSTITUTE DESTRUCTION OF PROPERTY
AND RESULT IN DETENTION.**

**CHECK GRADES AND ATTENDANCE ONLINE USING THE RENWEB
PARENT PORTAL**

Via the following website:

<https://www.renweb.com/Logins/ParentsWeb-Login.aspx>

Students and Parents can access individual teacher's Grade Books, lesson plans, grades,
and attendance on this site.

**SAINT PAUL CHRISTIAN SCHOOL
STUDENT HANDBOOK**



HOME OF THE WARRIORS

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**WELCOME TO
Saint Paul Christian School
Established 1997**

SAINT PAUL CHRISTIAN SCHOOL MISSION STATEMENT

Saint Paul Christian School, centered in Christ, develops scholars and champions for life.

SCHOOL PHILOSOPHY

The goal of Saint Paul Christian School, in line with our mission statement, is to develop scholars and champions for life, with Christ at the center of it all. Today, we constantly seek out the plan God has in store for us in reaching out to our community in light of the Great Commission.

SCHOOL MOTTO

“Whatsoever you do, do it all for the glory of God.” – *1 Corinthians 10:31*

ACCREDITATION

Saint Paul Christian School is accredited by Western Association of School and Colleges (WASC) and the Association of Christian Schools International (ACSI)

EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLRs)

World-view Christian influencers
Academic achievers
Resourceful
Responsible citizens
Individuals who are confident & creative
Outstanding communicators
Reflective &
Skilled decision makers

SCHOOL GUIDING PRINCIPLES

Guiding Principle I

Students will have an understanding of the Christian faith, both through a study of the Bible and consideration of historical and contemporary understanding of Christianity.

Guiding Principles II

Students will be prepared for admission to colleges and universities appropriate to their ability as well as become career conscious in terms of occupations and higher education.

Guiding Principles III

Students will develop basic knowledge, reasoning powers, communication skills and capacity for reflection and evaluation.

Guiding Principles IV

Students will learn the balance of competition and cooperation with the motivation and resources that will enable them to engage in creative and meaningful activities.

Guiding Principles V

Students will have opportunities for physical activities designed to facilitate growth and health.

Guiding Principles VI

Students will grow in emotional maturity and stability, building self-esteem and confidence as well as develop a positive outlook.

Guiding Principles VII

Students will have opportunities to develop responsible world citizenship through their interaction with each other and other visiting students as well as exercise their civic duties to their community.

DAILY PLEDGES AND ANTHEMS

PLEGDE 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.

THE STAR SPANGLED BANNER

*Oh! Say can you see,
By the dawn's early light,
What so proudly we hailed,
At the twilight's last gleaming,
Whose broad stripes and bight stars,
Thru the perilous fight,
O'er the ramparts we watched,
Were so gallantly streaming
And the rockets red glare,
The bombs bursting in air,
Gave proof to the night,
That our flag was still there,
Oh, say, does that
Star spangled banner yet wave
O'er the land of the free
And the home of the brave*

GUAM HYMN

*Fanoge Chamoru, Pot I tano'ta
Kanta I matuna-na gi todu I lugat
Para I onra, para I Gloria
Abiba I isla sin parat*

*Todu I tempo I pas para hita
Yan ginen I langet na bendison*

*Contra I peligro, na fansafu ham
Yu'os protehi I islan Guam*

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 for all who believes.

JESUS LOVES ME

Jesus loves me this I know, for the Bible tells me so. Little ones to Him belong, they are weak but He is strong

*Yes, Jesus loves me. Yes, Jesus loves me
Yes, Jesus loves me. The Bible tells me so*

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's holy word, I will make it a lamp unto my feet, and a light unto my path, I will hide its words in my heart that I might not sin against God.

*The B-I-B-L-E, Yes that's the book for me I stand alone on the word of God
The B-I-B-L-E*

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BELL SCHEDULES

ELEMENTARY

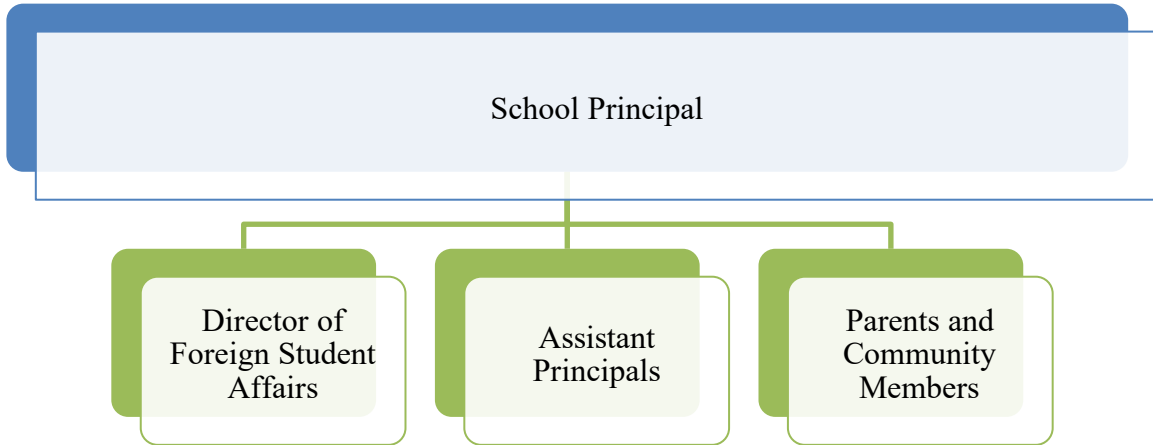
TIME	EVENT
7:15am – 7:50 am	Student drop off
7:50am	First bell rings
8:00am	Instruction begins
2:30pm	Dismissal

MIDDLE SCHOOL & HIGH SCHOOL – MONDAY TO THURSDAY

CLASS	TIME
HR/1 st	7:50am – 8:55am
2 nd	9:00am – 9:55am
BREAK	9:55am – 10:10am
3 rd	10:15am – 11:10am
4 th	11:15am – 12:10pm
MS LUNCH	12:10pm – 1:00pm
HS 5 th	12:15pm – 1:10pm
MS 5 th	1:15pm – 2:05pm
HS LUNCH	1:10pm – 2:00pm
6 TH	2:05pm – 3:00pm

CHAIN OF COMMAND

For addressing and resolving school-level issues, or if you have questions or concerns about your student at Saint Paul Christian School, please contact the local official before proceeding to the higher authorities.



CONTINUOUS SCHOOL IMPROVEMENT (CSI)



The strategic planning for ongoing improvements is a collaboration of the administrative staff and faculty. The administrative staff collects observations and communications from parent stakeholders when collaborating and implementing the improvement plan. Communication of these plans and progress are done through our RenWeb system.

The current CSI goals for Saint Paul Christian School are:

GOAL 1

To strengthen and unify curriculum across the board and to utilize the latest technological resources available.

GOAL 2

To improve student reading, writing, spelling, and math comprehension across the curriculum.

TUITION

Enrollment fees and August tuition is due no later than August 10th. Payment arrangements are available. Monthly tuition is always due on the 1st of the month.

There is a ten-day grace period before the **late fee of \$50** per student is charged to the account.

Monthly statements are distributed via email and paper copies. Please ensure that a valid email address is listed in RenWeb. Printed statements will be distributed in late August to include September charges.

Balance that is 60 days overdue will constitute a breach of the financial agreement and conditions of enrollment. In such a situation, notice will be provided to the parent/guardian via electronic communication or phone call that student will be under **administrative suspension (p.26)** unless payments are made in full or satisfactory payment arrangements are made with the SPCS Financial Business Office.

CAMPUS

Saint Paul Christian School is a drug-free and weapon-free campus. Saint Paul Christian School reserves the right to search, or in the alternative, to have any person removed from campus.

To ensure the safety and well being of our faculty, staff, and students, during school hours, Saint Paul Christian School is a **closed-campus**. All visitors must report to the main office to sign in and obtain a Visitor's Pass.

Once a student is on campus, he or she will not be allowed to leave the school grounds. Parents and Guardians may take their child off-campus during school hours by **showing proper form of ID, verification of enlisted name on our RenWeb system, and signing the student out from the main office.**

ACADEMIC GUIDANCE

GUIDANCE COUNSELING

The counseling office assists students with academic and career goals. Counselors are also available to assist in non-educational matters. Parents are encouraged to visit the counselor to share their concerns regarding their child's performance or mental/emotional well-being.

Students can schedule an appointment to see a counselor at the front office.

HOMEWORK

Saint Paul Christian School assigns homework for the following reasons:

1. Reinforce what the child is being taught by:
 - a. Providing practice of a learned skill
 - b. Providing practice in a weak area
 - c. Providing practice in researching information
 - d. Extending interest
 - e. Extending knowledge
2. Developing a positive attitude toward school
3. Developing good work and study habits
4. Encouraging creative activities

Following are the responsibilities regarding homework for both Parent and Student:

1. Check RenWeb regularly
2. Check homework daily
3. Confer with teacher if child is unclear about assignments
4. Show interest
5. Assist in planning time
6. Provide proper atmosphere
7. Provide necessary supplies
8. Listen to your child

LATE WORK

Late work is generally not accepted although exceptions may be considered. Please confer with each teacher.

ACADEMIC INTEGRITY

Cheating on an assignment, test, project, or term paper is unacceptable. Plagiarism is cheating and will not be tolerated. The student will receive an automatic zero for the assignment, test, project, or term paper and will be unable to make-up that grade. Further disciplinary action may be carried out by the Administration.

Should cheating occur again, the student will fail the course for the semester and the student's disciplinary documentation will be noted in the student's academic profile folder.

DROPPING/ADDING COURSES

Any schedule change request to add or drop a class must be submitted during the **first five school days of the semester** and will be considered for these valid and legitimate reasons only:

- The student is a senior and the class is needed to meet graduation requirements.
 - The student is in a class for which he or she has already earned credit.
 - The student has been advised by a teacher to be in an alternate class.

Under unique and unusual circumstances, schedule changes **AFTER** the first five days of the semester. However, the change must be administrator, counselor, or teacher initiated.

Students with a failing grade will not be allowed to drop classes after the official drop/add period ends. Consideration will be given to each student based on availability, class space, and minimal change in the current schedule. Dropping any course requires a meeting with the counselor, teacher, student, parent, and then, requires approval from an administrator.

Note: A signed change request does not guarantee that a change will occur. No schedule change is official until all textbooks are accounted for and your counselor has issued a new printed schedule.

GRADE LEVEL CLASSIFICATION (HIGH SCHOOL)

Grade 9 (Freshman) – Student who has completed grade 8 and has been promoted into grade 9; or has enrolled in grade 9, but has not earned 6 credits.

Grade 10 (Sophomore) – Student who has earned at least 6 credits.

Grade 11 (Junior) – Student who has earned at least 12 credits. It is required that the student be able to meet all graduation conditions and requirements with normal scheduling for junior and senior years.

Grade 12 (Senior) – Student who has at least 18 credits. Students are to comply with all the graduation conditions and requirements, with optimum scheduling, by the conclusion of the school year.

TESTING

3 rd – 10 th	ACT ASPIRE
11 th	PSAT
11 th - 12 th	SAT I – College Board
12 th	SAT I (College Board), ACT, ASVAB

GRADE POINT AVERAGE (GPA)

Elementary

Grades K – 5th utilize the following grading scale:

A	92- 100	Excellent
B	83- 91	Good
C	71- 82	Average
D	65- 70	Below Average
U	0- 64	Unsatisfactory

Middle and High School

For regular or non-honors courses, grade point average is figured on a 4-point scale using the following system:

A	96-100
A-	92- 95
B+	89-91
B	86-88
B-	83-85
C+	79-82
C	75-78
C-	71-74
D	67-70
D-	65-66
F	0-64

For honors courses, weighted grades using a 5-point scale are awarded using the following system:

A	106-110
A-	102-105
B+	99-101
B	96-98
B-	93-95
C+	89-92
C	85-88
C-	81-84
D+	77-80
D	74-76
D-	70-73
F	0-69

GRADUATION REQUIREMENTS

Secondary High School students will need of **24** units of credit to graduate from Saint Paul Christian School. A minimum of **18** consecutive units (three years) of credits are required to be taken with Saint Paul Christian School to establish residency.

Meaning that the student must have attended SPCS at the start of their 9th or 10th grade year, unless otherwise approved by the administration.

Furthermore, in order for a student to be eligible for the **University of Guam Merit Award**, the student would need to establish the five-year residency requirement.

REQUIRED COURSES	CREDITS
English Language Arts 9, 10, 11, 12 (ESL may be substitute for two years of English Language Arts)	4
Social Studies One credit of Social Studies 9, One credit of World History, One credit of US History, and One credit of American Government are required (ESL may be substitute for two years of Social Studies)	4
Mathematics One credit of Algebra I, One credit of Geometry, and One credit of Algebra II are required	3
Science One credit of Biology, one credit of Chemistry, one credit of Human Anatomy are required	3
Foreign Language One credit of foreign language are required	1
Fine Arts Courses used to meet this criteria must relate to visual arts, music, theater, and/or dance	1
Physical Education	1
Health Education	1
Bible One credit of Bible is required for each student that is enrolled at Saint Paul Christian School	1
Elective – Robotics, Medical Career Path, Music, Digital Computer, Office Aide (Seniors Only)	5
Total Credits	24

MS/HS PHYSICAL EDUCATION CREDIT

Students have an option to earn their 1 credit of Physical Education by joining any sport of their interest in the IIAAG league. The student will have to follow the criteria and standards for the sport. If the student does not want to join a sport, then he/she will have the opportunity to fulfill the Physical Education credit during the school year.

BIBLE CREDIT

Students will complete their 1 credit of Bible as an independent online class. The structure of this online class will consist of online Zoom Conference calls and Google Classroom. The instructor will also be accessible for any questions or concerns.

HONOR ROLL

Final semester grades are used to determine the Honor Roll selection. **Students who have any D's or F's will not be considered for the Saint Paul Christian School Honor Roll.** Scholastic achievements, and other awards, are recognized within the following framework:

1. Principal's List

- Straight A's in all subjects
- No B's (91% and below)

2. A Honor Roll

- Average of 92% or higher from all subjects
- No C's (82% and below)

3. B Honor Roll

- Average of 83% or higher from all subjects
- No D's (69% and below)

Honor Roll is awarded the week before school ends and is a cumulative score based on the latest progress report.

OTHER AWARDS

Christian Character Award; Most Improved Award; Perfect Attendance; Participation Awards for Sports, Competitions, Organizations, Others; Subject Area Awards; Principal's Award. These awards are recognized at the end of each school year.

PARENT CONFERENCES

Parent-Teacher Conferences are scheduled at the middle of the first and third quarters. Please refer to the school calendar for specific dates.

PROGRESS REPORTS

Progress Reports are emailed mid-quarter for quarters 1-4. Parents may also directly access student grades and attendance in RenWeb.

REPORT CARDS

Report Cards are issued quarterly. In addition to the quarterly grades, report cards include the final semester grade at the end of the second and fourth quarters. Please refer to the school calendar for the end-of-the-quarter dates.

It is the responsibility of the parent and student to check the student's progress through RenWeb regularly. Should a parent or student see a problem with grades, they should contact their teacher immediately via email or phone. Parents and students should not wait until report card distribution to question a grade.

TRANSCRIPTS AND STUDENT RECORDS

Transcripts are available upon request and require a **24-hour notice and will be ready within 3-5 business days**. Transcripts reflect only final semester grades and the amount of course credit received.

Saint Paul Christian School maintains *student records* for six (6) years after a student graduates. Saint Paul Christian School does not keep copies of diplomas.

TRANSFER/WITHDRAWAL

Notice of withdrawal must be made to the main office. Upon completion of the withdrawal packet and requirements, the office will contact the parent when the documents are ready to be picked up.

If a student withdraws at any time prior to the end of the semester, they will receive their grades as of the time of their departure. These withdrawal grades do not include semester credit.

ATTENDANCE

ATTENDANCE POLICY

Attendance is taken each class period. Students are expected to attend all classes and parents are encouraged to contact the school if there is a concern regarding attendance. Being present in class is crucial for a student's academic progress therefore it is school policy for the student to remain in school until the end of the school day. Failure to do so may warrant **NO CREDIT** for a semester or school year in a particular subject area.

However, should a student be required by the parent for personal appointments, it is required for the student to be signed out in the main office.

Communication, before an excessive leave of absence, is crucial. Families must contact the school administrators prior to leaving to discuss any concerns regarding assignments and tests in each class the student will be missing during this time.

CREDIT

Attendance does not differentiate between excused and unexcused absences. The purpose of excused and unexcused is to identify whether or not a student qualifies for make up work and for reporting purposes only.

Elementary No Credit: In order for a student to be promoted to the next grade level, the student must not exceed **15** excused or unexcused absences in a given semester and/or **30** excused or unexcused absences in a given school year.

Middle/High School No Credit: In order for a student to receive semester credits, the student must not exceed **15** excused or unexcused absences in a given semester.

****Except under extenuating circumstances and under the discretion of administration****

EXCUSED ABSENCE POLICY

An excused absence is an acceptable absence, which is identified as critical to a student's physical, social, or emotional well-being.

Examples of an excused absence are as follows:

- Illness of a student
- Medical or Dental appointments
- Death of an immediate family member
- Required court or appearance or other legal proceedings

Absences of three (3) or more consecutive days require a doctor’s note.

Absences will also be excused if there is **prior approval** by a parent or an authorized school official. The school principal has the final authority to identify an absence as excused.

Excused absences are of such that the student will be allowed to make up any assignments that were missed during their absence. A student must submit an excuse note upon returning to class in order to receive make-up work. Students will then have the same number of days to make up work assigned during their absence. However, if an assignment is given prior to the absence, the work must be turned in upon return. (Please see example below.)

It will be **the student’s responsibility to obtain required assignments** either directly from the teacher or through RenWeb. *The teacher has the right to refuse to grant credit for make-up work if it is not completed within this time frame.*

NOTE: If a note is not provided within three (3) school days, **the absence will be considered unexcused and no assignments may be made up.**

DUE DATE EXAMPLE

WHEN STUDENTS HAVE EXCUSED ABSENCES, it is their responsibility to ask about and make-up any missed assignments and tests upon their return to school. One day per missed school day is allowed for make-up work.

Monday	Tuesday	Wednesday	Thursday	Friday
Student is present in class and receives assignments and homework	Student is absent	Student is absent	Student returns – Any assignments that should have been turned in on Tuesday are due , and assignments missed from being absent should be picked up.	
Monday	Tuesday	Wednesday	Thursday	Friday

	Assignments picked up on Thursday are due.			
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UNEXCUSED ABSENCE POLICY

An unexcused absence is an absence from school without verification by a parent or an authorized school official. All absences are considered unexcused until formal verification by a parent or an authorized school official is provided to the school. The principal has the final authority to identify an absence as excused.

Examples of unexcused absences and tardies:

- Missing the bus
- Oversleeping
- Non-school sponsored functions; senior skip day
- Missing an assigned class to complete work for another class

TARDY POLICY

Students are expected to report to school each day on time and to report to all classes on time. Unless the school receives formal verification from a parent or an authorized school official consistent with the reasons for an excused absence, late arrivals will be considered unexcused. Students are responsible for making up all missed work when arriving late to class. The tracking of tardiness, and subsequent disciplinary actions will start over each quarter for all classes.

Three marks for unexcused tardiness is equivalent to one unexcused absence.

PLEASE BE ADVISED, a note does NOT automatically excuse a student's absence or tardy (refer to guidelines).

TRUANCY POLICY

Truancy is not being where you are supposed to be, also known as skipping or ditching. If a Saint Paul Christian School student is found to not be in school when he or she should be, their attendance record is verified, parents are notified, and appropriate disciplinary consequences will be issued. (Please see Discipline.)

A student may be declared truant if:

- They are not in assigned classroom
- Their absence from school has not been verified by a parent
- They left campus without permission or failing to return after lunch

EXTENDED ABSENCE

Students who know in advance that they are going to be absent (this includes extended family trips) should inform the office as soon as possible prior to the absence. After the principal has approved the extended absence, all of the student's teachers should also be notified and sign a form prior to the student's extended absence.

****Notification at least one week before the scheduled date of absence is required***

DISCIPLINE PROCEDURES

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

All Saint Paul Christian School students are expected to behave in a manner that will enhance the welfare and safety of the entire Saint Paul Christian School community. Appropriate behavior enhances learning in the classroom and promotes positive relationships between classmates and teachers.

Minor Behavior Code Violation:

- Unexcused and frequent tardiness
- Associating with or promoting disruptive behavior
- Failure to follow classroom SPCS rules
- Public display of affection (PDA)
- Violation of electronic usage

Consequences:

1st Violation: May include but not limited to the range of consequences

- Parent notification
- Conference with Discipline officer
- Community service
- Any other discipline measures deemed necessary by the administrator

2nd Violation: May include but not limited to the range of consequences

- Parent Conference with Principal
- Conference with Discipline Officer
- Counseling
- Detention
- Any other discipline measures deemed necessary by the administrator

3rd Violation:

- Referral to Discipline Committee (advisers/coaches of the school organization in which a referred student is part of)
- Move to Major Behavior Code
- Any other discipline measures deemed necessary by the administrator

Major Behavior Code Violations:

- Skipping school
- Being disrespectful, abusive, or insubordinate toward school personnel or other students
- Cheating on exam, homework, research paper, copying work from electronic devices, sending answer sheets through electronic apps, etc.
- Theft, vandalizing, defacing, littering, or destroying either school or personal property
- Fighting or instigating a fight/ bullying
- Violation of electronic usage (repetitive)
- Use of, or possession of illicit or nonprescription drugs, including, but not limited to, alcohol or tobacco, or any form of illegal substance.

Consequences:**1st Violation: May include but not limited to the range of consequences**

- Parent notification
- Conference with the Discipline Officer
- Loss of classroom privileges
- Detention
- Community Service
- Referral to Discipline Committee
 - Game suspension which will be determined by the Discipline Committee (athletes)
 - Probation on the position held by a class/organization officer
- Any other discipline measures deemed necessary by the administrator

2nd Violation: May include but not limited to the range of consequences

- Parent conference with Principal
- Suspension
- Referral to Discipline Committee
 - Recommendation from the Discipline Committee for removal from the team
 - Recommendation from the Discipline Committee for removal from the said position held by a class/organization officer
- Any other discipline measures deemed necessary by the administrator

Extreme Behavior Code Violation:

- Possession or use of paraphernalia
- Possession or use of weapon
- Possession or use of alcohol, tobacco, or tobacco substitutes
- Assaulting someone (verbal or physical)
- Vandalizing school building or property

Violation: *May include but not limited to the range of consequences*

- Immediate suspension for up to 10 days
- Parent conference with Discipline Committee/Administrator
 - Recommendation from the School Board for expulsion
 - Removal from the team
 - Removal from the position held by a class/organization officer
- Any other discipline measures deemed necessary by the administrator

NOTE: Activities listed in the Major Behavior Code Violation section are those that seriously threaten the safety of other student and show a gross lack of respect for Guam law, authority, and property. These activities also violate moral codes and conduct. Activities in the Major Behavior Code Violation section may warrant an automatic suspension or expulsion.

SUSPENSION

A student may be suspended from school, only after a parent-principal disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. A readmission parent-principal conference will be necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school.

Administrative Suspension: Removal of a student from school if tuition is more than sixty (60) days in arrears. **Missing work must be completed. Students have one day per missed school day to complete any make-up work.**

Out-School Suspension: If a student is issued an out-school suspension, the student will be allowed to make up assignments, exams, and quizzes. However, if a the student has a project due on a specific date, that project is due on the due date, no exceptions.

EXPULSION

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for any Extreme Behavior Code violations, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the Board.

DRESS STANDARDS

The Saint Paul Christian School uniform is a blue dress shirt *or SPCS polo shirt*, and khaki pants or Bermuda shorts.

These articles of clothing must be SPCS issued. Any alterations made to khaki shorts must not exceed over two inches in length above the knee. Hats are not allowed at Saint Paul Christian School.

While uniform shirts do not have to be tucked in, students are still required to wear clean, ironed, and presentable uniforms at all times. **If an inner shirt is worn, it must be a white t-shirt and must be tucked in at all times.**

UNIFORM POLICY

The following dress code must be adhered to **AT ALL TIMES**:

- ✓ Students will wear neat, clean, and ironed uniforms at all times
- ✓ Pants and Bermuda shorts should fit at the waist as not to expose any undergarments
- ✓ Close-toed shoes and socks must be worn at all times
- ✓ **Uniform shirts, pants, and Bermuda shorts must fit properly and not be excessively tight. Khaki skirts are not allowed.**
- ✓ The hems of shorts should extend below the ends of the middle fingertips when arms are at rest at the side and should not be higher than two inches above the knee.
 - Note: Two inches is equivalent to placing your first four fingers (pinky-pointer) horizontally, right above your kneecap.
- ✓ Girls may wear earrings if their ears are pierced (one per ear); however, other exposed body piercings are not allowed.
- ✓ Boys must have their hair trimmed. Hair length should not exceed the shirt collar, eyebrows, and not cover the ears. Boys may not wear body piercings of any kind during the entire school year. Failure to comply will result in an automatic expulsion.
- ✓ All students must have natural colored hair.
- ✓ *Standard and style of hair will be at the discretion of administrators*

NON-UNIFORM DAYS

The following dress code must be adhered to **AT ALL TIMES** on days the Saint Paul Christian School uniform is not required:

- ✓ Students will wear neat and clean clothing
- ✓ Both shoulders and armholes should be completely covered so as not to expose any undergarments
- ✓ Pants, shorts, or skirts (*skirts are allowed on non-uniform days ONLY*) should fit at the waist as not to expose any undergarments
- ✓ Pants, shorts, or skirts (*skirts are allowed on non-uniform days ONLY*) must fit properly and not be excessively tight
 - Leggings are allowed; however, a loose-fitting blouse or sweater with a hem that covers the back end of the student **MUST** be worn with leggings at all times. Failure to comply will result in disciplinary measures.
- ✓ The hems of shorts or skirts should extend below the ends of the middle fingertips when arms are at rest at the side and should not be higher than two inches above the knee
 - Note: Two inches is equivalent to placing your first four fingers (pinky-pointer) horizontally, right above your kneecap.
- ✓ Close-toed shoes must be worn at all times

Students are not to wear the following, unless specified otherwise for a school activity (must have approval from the administrator):

- ✗ Halter tops, tank tops/muscle shirts/shirts with sleeves removed, midriff tops, tank tops that expose undergarments or any undershirt designed to be worn as an undergarment
- ✗ Sheer clothing
 - Tank tops worn under sheer garments must meet an acceptable width of two (2) inches and not expose any undergarments
- ✗ One-shouldered tops or shirts, or those that have an altered neck area that allow for one or both shoulders to be exposed
- ✗ Arm holes on all tops should not gap, extend, or open so that body parts or undergarments are exposed
- ✗ Hip-hugger pants exposing the waist or hips, or baggy pants worn excessively below the waist. **Sagging is strictly prohibited.**
- ✗ Skirts, shorts, dresses (including shirt and sweater dresses) shorter than the end of the middle fingertips with arms at the sides. Long skirts with slits above the fingertips are not acceptable.
- ✗ Leggings underneath shorts, skirts, and dresses and the shorts, skirts or dress do not meet the fingertip length requirement (leggings do not take the place of the fingertip guideline).
- ✗ Clothing with holes, rips, or tears.
- ✗ Frayed or worn garments with frays
- ✗ Clothing, jewelry, or buttons that contain offensive language or display illegal substances.

- ✗ Body piercings, aside from the ear, of any kind
- ✗ Articles that can cause injury to other students or property (studded bracelets, studded necklaces, chains, etc.)
- ✗ Dark glasses or sunglasses inside the building, unless medically approved
- ✗ Hats of any kind inside any building during the school day
- ✗ Open toed shoes (Slippers, sliders, sandals, Crocs, etc.)
- ✗ Headphones/earphones/ear buds on person must be put away unless at authorized times

NOTE: If natural everyday movement causes garments to become out of dress code (length of skirt or dress, sagging, rising of shirt, etc.) then garments are most likely too small or tight and are not acceptable according to the above policy.

WATER DAY ACTIVITIES

DRESS CODE POLICIES

The dress code for water day activities, **ON CAMPUS**, will follow the dress code policy listed in the above section. However, following are more specific policies regarding water day:

- ✓ Close-toed shoes only
- ✓ Quick dry shorts that are no higher than two inches above the knee
- ✓ Rash guards or T-shirts

Students are **not to wear** the following:

- ✗ Open-toed shoes
- ✗ Shorts that are higher than the two inch mark above the knee and that are shorter than the fingertips when arms are at the side
- ✗ Two piece swimsuits are prohibited
- ✗ No tank tops of any kind

The dress code for water activities, OFF CAMPUS, is as follows:

- ✓ Close-toed shoes only
- ✓ Quick dry shorts
- ✓ Rash guards or T-shirts

Students are **not to wear** the following:

- ✗ Open-toed shoes
- ✗ Two piece swimsuits are prohibited
- ✗ No tank tops of any kind

ELECTRONICS

Follow the chart below regarding the usage of cell phones, iPods, PSPs, and other electronics:

TIME	ACTION
Before 7:50am	Allowable
Between 7:55am – Break (this includes passing time)	Restricted to appropriate academic use within the classroom
During Break	Allowable
After Break – Lunch (this includes passing time)	Restricted to appropriate academic use within the classroom
During Lunch	Allowable
After Lunch – Dismissal Bell (this includes passing time)	Restricted to appropriate academic use within the classroom
After Dismissal Bell	Allowable

NOTE: The use of Bluetooth speakers are not allowed during school hours, 7:50-3:00pm. If electronic items are seen being used during restricted times, they will be confiscated. Items can be retrieved from the Assistant Principal at the end of the school day.

Electronic Use Violations/Consequences:

1st Offense:

- Verbal Warning

2nd Offense:

- Item confiscated
- Student must pick-up item from Discipline Administrator at the end of the school day

3rd Offense:

- Item confiscated
- Parent must pick-up item from the Discipline Administrator at the end of the school day

4th Offense:

- Item confiscated

- Parent must pick-up item from the Discipline Administrator at the end of the school day
- Offense upgraded to **Minor Behavior Code Violation**

5th Offense or More:

- Item confiscated
- Parent must pick-up item from the Discipline Administrator at the end of the school day
- Offense upgraded to **Major Behavior Code Violation**

NOTE:

- ✓ *Laptops, netbooks, and iPads may be used on campus. However, students are not allowed to use them with a headset unless authorized by a teacher for the purpose of class assignment.*
- ✓ *Equipment brought by students is the sole responsibility of the students. They should not leave valuable items unattended at any given time. Saint Paul Christian School will not be held liable for any lost, stolen, or damaged personal electronic devices or valuables.*

GENERAL POLICIES AND OTHER INFORMATION

CURRICULUM

Saint Paul Christian School implements the curriculum developed by a panel of teachers and is approved by the Association of Christian School International and the Western Association of Schools and Colleges.

ESL & RESOURCE

In addition to the regular curriculum, special programs are offered for identified students. These students are placed on an Individualized Education Plan that best helps the student to eventually function in a mainstreamed classroom.

ESL: Students whose English proficiency is below grade level.

LUNCH/STUDENT STORE

The student store is open before school, during break, and during lunch. The student store sells hot meals, bento boxes, cold drinks, and snacks. If a student is found to be disruptive, the store has the right to refuse service.

FIELD TRIPS

Field trips are used as an extension of the class work. They offer an opportunity to expose students to various aspects of a subject matter not available through traditional classroom materials.

A student must submit a field trip form signed by parents/guardians and appropriate teachers in order to participate on the field trip. The school will provide information pertaining to the objective, location, and time of the field trip. If the form is lost, written permission from the parent will be acceptable. Parents/Guardians may accompany their child on field trips if arrangements are made with the classroom teacher.

All precautions will be taken by the classroom teacher to ensure students are safe during the field trip. Students are reminded all school and safety rules apply while on the field trip, and taking unnecessary chances may jeopardize their right to participate in another field trip. In the secondary level, middle/high school students need the permission of all his/her teachers in order to attend. Teachers may deny the child due to academics or inappropriate behavior.

If a student is unable or chooses not to attend a field trip, the teacher must provide an alternative assignment.

HEALTH CENTER

The Health Counselor is on duty to assist your child in case of illness or injury at school. The health room is open from 8:00 a.m. to 3:00 p.m. **Each teacher is provided with the proper procedures for the care of injured and/or ill students. The Health Counselor will contact parents or guardians should it be necessary to pick up injured and/or sick students.** An Emergency Card containing a listing of authorized adults is kept on file for this purpose. Parents should call the school to update the Emergency Card as phone number changes occur.

All medication must be turned into the Health Counselor who will be responsible for its distribution. Received medication must be in its original container and appropriately labeled. Medicine not in its original container will not be administered. The Health Counselor will return the medication to the student at the end of the day.

The Health Counselor or administrator can administrate internal medicine to any student if parents or guardians provide written permission. Written permission shall include doctor's verification of the type of medication, dosage, and purpose of prescription, and must be received in a container appropriately labeled.

No medication will be stored in the health center or administered by the Health Counselor without proper clearance from the parents/guardians, or physician.

Students are not allowed to carry any form medications with them for their safety and the safety of others.

ELEMENTARY AFTER SCHOOL CARE

Elementary students left after 3:30pm will be brought to after school care. Refer to your registration application.

EMERGENCY PROCEDURES

In order to ensure the proper implementation of emergency procedures, SPCS will conduct safety drills periodically.

Evacuation: The standard bell signal for an evacuation is a sequence of a short bell ring followed by a long ring and short ring repeated three (3) times.

The procedures for evacuation outlined below:

- Students should line up single file and quickly walk outside following the exit directions found in each classroom. Teachers will turn off lights and close classroom window and doors.
- File outside quietly. Talking is discouraged as announcements may be made.
- After students have safely exited the building, teachers will take attendance and notify either the Administrator or Head Teacher of missing students.
- Students in the Library are to accompany those in charge.
- Students who are in other areas of the building should leave the building through a direct route as soon as possible and join other students on the football/soccer field.
- The administrator will give the signal to re-enter the building.

Earthquake:

Since earthquakes occur without warning, it is important that students know what to do in the event one strikes. **The standard bell signal for an earthquake is a bell signal of three (3) short rings repeated three (3) times.** The procedures for an earthquake outlined below:

- If inside the school or another building, immediately get under any available desk, table, or counter. If possible, cover your head with your arms and remain under cover until the shock stops. Try to stay away from windows, hanging, or tall objects.
- If outside, remain outside and away from all structures and power lines.
- If at school, all students should remain with their teachers until instructions come from an administrator. Everyone will remain on campus unless instructed differently by the administrator. Students on their way to or from school should call their parents to let them know they are safe.

Intruder:

We will take every precaution to ensure intruders do not get on campus. The standard bell signal for an intruder is **a bell signal of three (3) short rings repeated three (3) times.** The following are the procedures for an intruder.

- Notify the office if there is a suspected intruder on campus

- If inside the school or another building, immediately get under any available desk, table, or counter. If possible, cover your head with your arms and remain under cover until signal for an all clear has been made. Try to stay away from windows.
- If outside, remain outside and find a safe place away from harm.
- If at school, students should remain with their teachers and wait for instructions from the administrator. Everyone will remain on campus unless instructed differently by the administrator.

Typhoon/ Storm:

SPCS will generally suspend classes when Guam is place in Condition of Readiness-2. School is not ordinarily canceled for a storm-watch warning. However, parents are encouraged to keep students home if they feel the weather conditions are dangerous. SPCS will utilize the media to inform students and parents of school cancellation due to impending storms. If an alarm notice goes out through the media, faculty and staff will also make all efforts to contact parents.

GENERAL INFORMATION

Birthday Parties: Parents who wish to host a class party must inform the teacher and the administration at least **one week** before the event.

Lost and Found: Lost and found items are kept in the main office. Found items may be given to any staff member. If something is lost, the student may check during break, lunch, or after school for the item.

Valuables brought to school are the sole responsibility of its bearer.