



## WELCOME

Greetings in the Name of our Lord and Savior Jesus Christ,

Welcome to Year Three of Saint Paul's Classical School. Our vision is to endow your children with the tools of learning and to nourish their souls with Truth, Beauty, and Goodness. In articulating how we accomplish these goals, we remember what was said as many were introduced to the school for the first time. At Saint Paul's Classical School, we begin with the conviction that education is an "Introduction to the Real". In this school, we recognize that repetition is the key to reception. Within this community, we believe that flourishing requires a foundation.

The Family Handbook is a portion of that reality in education. Contrary to the cliché, school is indeed real life. Real life has expectations, responsibilities, and privileges. Likewise, student choices in behavior and accomplishment are assessed according to real standards presented by the faculty and administration of this school. Practicing expectations in the school community allows us to participate in the reality of broader human community known as civilization.

The Family Handbook will be repeated over and again. This Handbook is the authority under which we, the teachers and administrators, guide the students towards practicing the good. If students or families have questions in understanding how this community is to be understood, please direct them to myself or the Rector, Fr. Oldfield.

The Family Handbook as presented here touches on many points of human flourishing. At Saint Paul's Classical School, we learn to live according to virtue, in harmony with what it means to be a man or a woman created in the image of God. Fulfilling expectations at one level admits a person into greater privileges and greater responsibility at the next.

This school is called according to a particular vision and mission, namely, to form students into mature human beings, men and women, who live their life pursuing friendship with God. As we cultivate their love for God the Father, God the Son, and God the Holy Ghost, we also cultivate their love for Truth, Goodness, and Beauty, so that all students of Saint Paul's Classical School may love what the Holy Blessed and Undivided Trinity has given us in the Creation of the World, our

Restoration to grace in the cross of Jesus Christ, and the blessed hope of the coming resurrection.

Magistri Discipulique Sancti Pauli (MDSP),

A handwritten signature in black ink, appearing to read "Raymond Davison". The signature is written in a cursive, flowing style with a prominent initial 'R' and a long, sweeping tail.

Fr. Raymond Davison  
Fourth Grade Teacher 2023-2024  
Headmaster, Saint Paul's Classical School

## RELIGIOUS FOUNDATIONS

Saint Paul's Classical School is a ministry of Saint Paul's Anglican Church. We recognize the truth that God has revealed Himself to the world finally and completely in His Son Jesus Christ. At Saint Paul's Classical School, we see the Christian faith fully integrated into every aspect of our common life at school. A full and complete education necessitates cultivating love for one's Creator and Redeemer. Christ's story informs and directs our own stories, thereby creating "culture". This "culture" is passed on by telling and retelling our common stories and singing our common songs. Culture binds people together by giving us a shared vision for the future. Christian Culture is founded on Christ. His birth, death, and resurrection have restored creation and freed us to love and serve Him here until He returns. We serve Him by cultivating virtue in our own lives and the life of our families, as well as working for the common good of where we live.

All of our school days begin and end in the chapel with the ancient services of Mattins and Evensong. Here we read Holy Scripture, recite Psalms, sing hymns, and pray prayers that the Church has prayed for millennia. Our common worship and common prayer is foundational to our education here at Saint Paul's Classical School.

Our central mission is to develop spiritual and moral character within all of our students. As this moral character grows and matures, our students learn how to recognize and discern what is good and right. Developing virtue in our students is the bedrock of our program and arises out of an acknowledgment that Christ is the Truth.

Saint Paul's Christian beliefs can be summed in the Apostles' and Nicene Creeds found in the 1928 American Book of Common Prayer, as well as the historic Athanasian Creed. All of our clergy, faculty, and staff wholeheartedly and unreservedly affirm the timeless Doctrine and Morals of Christ's One, Holy, Catholic, and Apostolic Church and we teach our students in accordance with it.

# 2023-2024 ACADEMIC YEAR

1. **Academic Calendar** - The 2023-2024 Academic Year will commence on Monday, August 14, 2023 and finish Friday, May 24, 2024. for a total of 173 school days.
2. **Weekly Schedule** - School will meet Monday through Friday from 8:15 AM - 3:15 PM. Attendance is taken at 8:10 AM. School will meet at least four days per week when in session.
3. **Days Off** - SPCS takes breaks during the academic year. These breaks mostly correspond to major feast and fast days of the Church Calendar. We also try to honor local and cultural norms where we can.
  - Labor Day (9/6)
  - Fall Break (10/9-10/13)
  - Thanksgiving Break (11/20-11/24)
  - Christmas Break (12/25-1/5)
  - Ash Wednesday (2/14)
  - Holy Week Break (3/25-3/29)
  - Easter Break (4/1-4/5)
4. **Weather Days** - Two days out of the 173 academic days are reserved as weather days for hurricane season.

# SCHOOL RULES

SPCS reserves the right to amend or add any rule or policy at any time. Any changes will be communicated by email to families.

1. **Reverence** - The most important rule — students are expected to treat all church and school property with dignity, reverence, and care. Even more, they are expected to cheerfully obey all those in authority and treat others how they would want to be treated.
2. **Gum** - Gum is never allowed on campus for any reason.
3. **Screens** - Students are not allowed personal electronic devices (or “screens”) at school. Phones, tablets, etc. distract from the classroom environment. Students who have a cell phone must turn it off at the beginning of school and place it in their backpack. Devices may not be turned on until after dismissal. Parents who need to contact their student should call the school office or communicate directly with their teachers via phone call or text message.
4. **Water** - Water is the only allowed drink on campus for students. Juices, sodas, and other sugary drinks hinder a student’s ability to focus in class. The school has a water bottle filling station available.
  - i. *Water Bottles* - Students need bring their own *reusable* water bottle for daily use.
  - ii. *High School Privilege* - High schoolers may also enjoy tea or coffee.
5. **Lunch** - All lunches should be packed and sent from home. There are no refrigerators or microwaves for students. Please use thermoses and icepacks, as well as provide your own knives, forks, spoons, and napkins. Please do not send snacks high in sugar. Candy is not allowed except on special occasions.
6. **Dress & Hygiene** - Students must maintain their uniforms carefully and come to school looking sharp and ready for the day (e.g., no wrinkled shirts, no sloppiness). All students must keep proper hygiene and cleanliness. Please see specific uniform policies below on page 14.
7. **Haircuts** - Hair must be styled neatly and not distract from the classroom environment (e.g., no mohawks). Use of unnaturally colored hair dye is not permitted (e.g., no purple hair).

## POLICIES & PROCEDURES

1. **Non-Discrimination Policy** - All SPCS faculty, staff, administration, and agents shall not harass or discriminate against any student and shall make reasonable effort to assure that each student is protected from harassment or discrimination in accordance with SPCS's *Standards of Ethical Conduct*.<sup>1</sup>
  
2. **Suspected Abuse Policy** - All employees and agents of SPCS have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>
  
3. **Documentation Policy** - SPCS only keeps the documentation required by the state of Florida for every student. Any other information needed by SPCS ensures the smooth operation of the school day.
  - i. *Student Records* - Per the State of Florida, all private schools must maintain certain pieces of personal information for every student. All information we request will be in exact accordance with this state regulation. We only share individual student records with the student's parents or legal guardian.
  - ii. *Student Pickup* - SPCS requires a list of authorized persons from the student's parent or legal guardian in writing in order for anyone else other than the parent or legal guardian to pick up students from school.
  - iii. *Student Documents* - All students must have a birth certificate, Immunization records (or legal exemptions), health examination records, health insurance information, emergency contacts, and any previous test scores from other institutions for Grades 1-12 on file with the school.
  
4. **Communication Policy** - Communications from the school will come primarily through email from [school@SaintPaulsMelbourne.org](mailto:school@SaintPaulsMelbourne.org) from the Registrar's Office. Please also expect to see a weekly Friday letter from your student's teacher that will review academic material from the week, important announcements for school life, and upcoming dates and events.

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<sup>1</sup> Available upon request to parents.

5. **Social Media Policy** - To complete the online enrollment in TADS, every family was required to opt in to allow the school to use their student's image to promote the school to our wider community. SPCS will never use personal identifying information or tag parents or students on public posts.
6. **Family Moral Policy** - All of our students, families, faculty, and staff are expected to govern themselves according to the Christian moral tradition wherever they may be. If there is any severe breach of Christian morality by students or parents outside of school, this may be used as grounds for dismissal from SPCS. Examples include but are not limited to sexual immorality and violence.
7. **Parent-Teacher Conferences** - Each year there are two mandatory parent-teacher conferences in order to keep parents informed on student progress. One will meet at the end of the 1st quarter and the other at the end of the 3rd quarter. At least one parent must be present at both conferences.
8. **Standardized Testing** - In compliance with the State of Florida, we administer standardized tests to students near the end of the year. SPCS currently uses the IOWA-E test. Tests will be administered on Monday, April 29 through Wednesday, May 1.
9. **Attendance** - Attendance is mandatory for all students at SPCS. Students are considered tardy if they arrive later than 8:10 AM. Drop-off begins at 8:00 AM.
  - i. *Tardies* - If students are more than 15 minutes late to a class, then they are counted absent for the class.
  - ii. *Check In/Check Out* - Students must check in at the Registrar's office before going to class if they are any later than 8:10 AM. A parent or guardian may check a student out of class, but all classes missed after check out time will be counted as absences.
  - iii. *Absences* - SPCS allows 16 absences per class per school year and no more than 8 absences per semester without administrative action. Excused absences are only granted for sickness (with a doctor's note) or for a family emergency. Parents should notify their student's teacher when they know a student will be absent and coordinate with teachers for make-up work.

- iv. *Make-Up Work* - It is the responsibility of the student and parent to find out what work was missed during an absence and to arrange for make-up work with the teacher. There is no expectation for teachers to move assessments based on a student's absence. All make-up work (including assessments) is fully at the discretion of the teacher.

10. **Grades & Progress Reporting** - Grades are an important part of assessing a student's academic progress. SPCS uses grades to help students develop proficiency and mastery of new material.

- i. *Grading Scale* - There are two grading scales we use at SPCS which correspond to our students' growth and development
- K-2nd - E (Excellent), S (Satisfactory), N (Needs Improvement)
  - 3-12th - A (90-100; Mastery), B (80-89.99; Proficiency), C (70-79.99; Approaching Proficiency), D (60-69.99; Emerging Proficiency), F (<60; No Evidence of Proficiency)
- ii. *Academic Terms* - There are four academic terms at the end of which report cards will be issued: Michaelmas (ends Oct. 20), Christmas (ends Jan. 12), Lent (ends Mar. 15), and Easter (ends May 24).
- iii. *Homework* - SPCS limits daily homework. Any classwork that is not completed should be completed as homework. Projects, papers, outside reading, studying, etc. that require time outside of class should be expected as students grow and mature. Any and all homework will be given at the teacher's discretion and is expected to be completed on time and with due diligence.
- iv. *Assessments* - Tests, quizzes, exams, papers, and other projects are given to students to help them practice what they have learned and help assess mastery of ideas and concepts. Any kind of assessment is given strictly at the teacher's discretion.
- v. *Academic Probation* - Academic probation is defined as any student who, in any academic term, receives a C or below in any class. If a student is placed on academic probation, teachers will call a meeting with parents and Headmaster to discuss an academic plan for the student to get back on track. If the grade is not pulled up by the end of the probationary period, this may be used as grounds for dismissal from SPCS.



11. **Discipline Policy** - SPCS takes behavior and discipline seriously as our school strives to cultivate virtue within all students. If a student continually demonstrates that he does not want to be at school through poor behavior or continuous lack of effort, then he will be sent home. SPCS favors using physical activity or labor as a disciplinary tool (running laps, push-ups, weeding, etc.) If a student damages school property, the student will be expected to restore it to its former state in a timely manner. Behavior that does not accord with Christian moral standards can be grounds for dismissal from SPCS. Definitions for matters of discipline are as follows:

- *Expulsion* - An expelled student will not be allowed to attend classes at SPCS.
- *Suspension* - Suspension results from conduct warranting the student being sent home for a period of time determined by SPCS.
- *Withdrawal* - Withdrawal occurs when a parent voluntarily withdraws their student out of SPCS.
- *Bullying* - Maliciousness or cruelty from students in any form or on any platform (e.g., physical, verbal, cyber, etc.) will not be tolerated. Students who engage in bullying in any form will be expelled.
- *Incident Report* - If a student is implicated or involved in any altercation involving violence or danger towards himself or other students, faculty, or staff, an Incident Report will be written and kept in a student's record. A copy will be provided to parents. Accumulation of Incident Reports and their severity can be considered grounds for dismissal.
- *Rector's Discretion* - All discipline and school policy falls under the Rector's discretion and authority.

12. **Medical Policy** - We like to stay healthy at SPCS. We avoid screens, encourage physical activity and healthy food choices. A school nurse is on campus to provide first aid, assess symptoms, and administer medication. Any student who has a temperature of 100.4 F or symptoms that interfere with learning will be sent home. Students may return to school when they are fever free without medication for 24 hours. Medications, unexpired prescriptions or over-the-counter, must be sent in the original bottles with a completed form (“Medicine at School”) found on the school website or at the Registrar’s office. Parents should notify the school about any allergies or medications a student takes. All students are required to have immunization documentation or exemptions on file with the school. The school will also need to have a copy of the student’s health insurance on file for field trips or emergencies. Please do not come to school with fever or other signs of sickness (e.g., runny nose, fever, congestion, cough, etc.) SPCS reserves the right to call 911 at the discretion of the School Nurse, faculty, and staff in the event it is necessary.
13. **School Visitations** - Parents may visit the school at appropriate times and for appropriate reasons, but we ask that appointments be made rather than drop in visits as to not disrupt class time. Appointments must be made with the school office in coordination with your student’s classroom teacher. All visitors must check in at the office and wait to be escorted to the school.
14. **Emergency Procedures** - In the case of a weather emergency, SPCS will follow public school closures. We will communicate these closures by email. In case of fire students will be guided by teachers to pre-approved fire zones.
15. **Severe Weather Dismissal** - During heavy rain, or when there is a severe weather is obvious using the 30-30 rule (if the time between seeing lightning and hearing thunder is thirty (30) seconds or less) or indicated according to Weather Bug Schools, a severe weather dismissal will be called. If a severe weather dismissal is called, afternoon dismissal is delayed until the severe weather alert is no longer in effect. Students will remain in the classroom during the severe weather alert. Parents are notified of severe weather dismissal conditions via email or text message. Once notified that a severe weather dismissal is in effect, parents should stay in their cars until the severe weather alert has been called off. Once the alert is called off, notification will disperse via email or text message students will be dismissed according to their usual dismissal procedures.

16. **Drop Off / Pick Up Procedure** - Drop Off begins at 8:00 AM and attendance will taken at 8:10 AM by teachers. Pick Up will be from 3:15 PM to 3:25 PM. Students may only be picked up by someone other than a parent or legal guardian with written communication to their teacher or to the Registrar. Directions concerning pick-up and drop-off line will be distributed. Please clearly display family name card in dashboard to facilitate smooth pick up.
17. **Field-Trip Guidelines** - Students leaving campus for a school function must return a signed permission form both to go on the trip and for their child to ride in another parent vehicle. SPCS behavioral standards apply to all field trips. For field trips involving a small number of students or for local events, parent drivers will be sufficient. All drivers and chaperones must have an updated copy of their automobile liability insurance and a background check on file with the Registrar at least two days prior to the trip. Chaperones may not dispense medication to any child other than their own. An absence from a field trip will be counted as an absence from school.

## SCHOOL LIFE & CULTURE

1. **School Sunday** - As a parochial school, SPCS students present the offertory anthem at Saint Paul's Anglican Church on certain Sundays in the school year. School Sunday for the 2023-2024 academic year has been scheduled for Sunday, April 21, 2024 at the 10 AM Mass. Missing School Sunday counts as an unexcused absence.
2. **Family Forum** - Parents are a vital and necessary part of making SPCS a successful school, and they can help by first and foremost praying for the students, faculty, and mission of SPCS. Second, they can assist our mission by ensuring that their students study, eat well, go to bed on time, and are ready each day to cheerfully perform their duty to learn and mature. We also expect parent involvement through volunteering. Our parent organization is called "Family Forum"; Family Forum gives our families an avenue to assist the school during the year and promote the school to the wider community through fundraising and recruiting.
3. **Volunteer Hours** - SPCS is a community which thrives on the giving of time and talent of all our families. We ask each family to fulfill 20 volunteer hours. Hours can be earned during the active school year or during breaks. They are accounted for through the Registrar's Office. Notification of each family's account will be sent at the end of the first semester and in between the 3rd and 4th quarters unless otherwise requested. Hours can be earned in the following areas:
  - **Lunch duty**
  - **Weekly school trash removal and restocking of supplies**
  - **Field trip chaperone**
  - **Classroom volunteer as coordinated with specific teacher**
  - Playground maintenance
  - Pursuits and projects with prior approval of Registrar, Headmaster, or Rector

**Bolded items** requires prior scheduling agreement and background checks. Please see the Registrar to coordinate. Volunteer hours can be purchased at \$10/hour. Volunteer Hours forms are completed by the staff member/teacher in charge of that activity. Questions are directed to the Registrar's Office.

4. **Class parties** - SPCS loves to celebrate our students. Many of our teachers will have parties to celebrate certain milestones and achievements in the academic year. Many parents like to bring treats to celebrate their student's birthday. Special food and activities are welcome with prior coordination with the classroom teacher. If you plan to bring in special food please consider things like the allergies and dietary restrictions of other students. Please plan to bring enough to feed either the student's entire class or the entire school.

## UNIFORMS & DRESS

In order to maintain an atmosphere conducive to learning, students wear uniforms. These uniforms are a requirement for school attendance. SPCS reserves the right to adjust the uniform requirements. We attempt to make our uniforms simple and affordable.

1. **Shirts** - Our shirts are navy with a white logo or white with a colored logo. Other colors are forthcoming. The logo is required! Please see our Land's End store here: <https://www.landsend.com/>. Our school number is 900195389.
2. **Shorts & Skorts; Slacks & Leggings** - Khaki shorts, khaki skorts, khaki slacks, and black or navy leggings can come from any store. Shorts are for boys and skorts are for girls. Boys are not allowed to wear skorts. Girls are not allowed to wear shorts or slacks. Boys may wear khaki slacks for cooler weather. Girls may wear leggings under their skorts for cooler weather. Leggings should be solid black or navy.
3. **Belts** - Boys should wear solid colored brown or black belt with tucked in shirts.
4. **Shoes** - All students should wear a closed-toe shoe suitable for physical activity. Cleats, sandals, and flip-flops nor any distractingly bright colored shoes are not allowed. Shoes that light-up, with characters, or with wheels (e.g., "heelys") are not permitted.
5. **Socks** - Socks should be solid navy, white, gray, or black. Ankle-high or calf-high socks are permitted for boys and girls. Girls may wear knee-high socks.
6. **Outerwear** - SPCS has three permitted outerwear options on Lands End for cooler weather. No other sweatshirts, jackets, or coats are allowed to be worn.
7. **Accessories** - Girls are permitted to wear bows, headbands, headscarves, necklaces, earrings, rings, and watches as long as they are tasteful, and keeping with school colors and expectations. A good example from the past year was a navy hair bow with the school logo embroidered. Students will be asked to remove obtrusive or distracting items and such are expected to stay home in the future. Nose piercings and other atypical piercings are not allowed. Boys are permitted to wear watches. Student's watches should not be able to connect to the internet. Boys may not have any piercings.

## TUITION & FEES

**Financials** - Tuition, books, and fees is set at \$8,000 for the 2023-2024 school year payable monthly between August 2023 and May 2024. SPCS will never let cost and significant financial pressure prevent a student from attending school. Everyone ought to apply at [www.stepupforstudents.org](http://www.stepupforstudents.org) to participate in our statewide scholarship fund.

<i>Registration</i>	-	\$250
<i>Tuition</i>	-	\$7,000
<i>Books</i>	-	\$600
<i>Testing</i>	-	\$50
<i>School Fees</i>	-	\$100
<b>Total:</b>		\$8,000