

Shorecrest | MIDDLE SCHOOL

Middle School Family Handbook 2022-2023

The Shorecrest Middle School Family Handbook provides information regarding day-to-day student life and expectations for behavior. Revisions of the Handbook are made yearly to keep it as accurate, complete, and up to date as possible, and we encourage students and parents/guardians to contact us for further clarification if necessary. Students and families must read this entire handbook carefully, **and electronically sign the Handbook Acknowledgement Form by August 5, 2022**, located in [SFO](#).

Revisions to the policies contained in this handbook may be made by the Administration during the year. The Administration has the final say in all decisions regarding school policies.

We are looking forward to a wonderful year of cooperation and support among students, families, and faculty.

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Middle School Administration

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Arrival and Dismissal

- The Middle School is in session Monday-Friday, from 8am-3:15pm.
- For safety reasons, students may not be dropped off before 7:30am.
- All Middle School students must be picked up before 3:45pm unless enrolled in an after school activity.

Absences

- Call the school office at 727-456-7525 before 9am to notify us of a student's absence or e-mail msattendance@shorecrest.org. Please also email the student's Adviser.
- A doctor's note is accepted as a legitimate excuse for tardiness and absence.
- Middle School classes are interactive and important each and every day. Since the school calendar is published well in advance, families should not plan trips or vacations while school is in session.

Middle School Specific Policies

Academic Policies

Grading System

The grading scale reads as follows:

A+ =	97-100	C+ =	77-79
A =	93-96	C =	73-76
A- =	90-92	C- =	70-72
B+ =	87-89	D+ =	67-69
B =	83-86	D =	63-66
B- =	80-82	D- =	60-62
		F =	Below 60

Grade Requirements

A final grade of 60 or above is considered passing for all subjects. Any student must earn an end of year passing grade for both English and Math in order to move onto the next level at Shorecrest. A student failing to achieve a passing grade will need to perform corrective action, approved by the school, prior to proceeding to the next course level. The grade earned in a summer review course will not replace a grade earned during the regular term but will appear in the student's Middle School cumulative folder. The school recommends remedial summer work for students scoring 60 to 69 in Math, English, and World Language courses due to the specific sequential nature of those disciplines.

Honors Math Guidelines: Grades 6-8

The Honors Math Program is designed to serve those middle school students that display the following characteristics:

- Persistence and an inquisitive attitude – willingness to work toward a solution and share ideas with others, even when a problem has no clear solution or procedure.
- A strong foundation of mathematical knowledge and recall ability that includes precision and fluency in arithmetic skills.
- Awareness of multiple approaches to problem solving.
- Ability to apply a given algorithm to a new situation.
- Intuitiveness and the ability to recognize patterns and relationships.
- Use of mathematical language and reasoning to clearly communicate in verbal and written formats.

- The ability to reason, judge and defend their ideas using inductive and/or deductive reasoning.

For a current honors student to remain in honors the next year, the student must:

- Earn an average of 85% or higher for the year, with each trimester average above an 80%. Any trimester average below 80% may result in a change in class placement.
- Earn a score of 80% or higher on the final exam or end-of-year cumulative assessment.
- Earn a total score of at least 13 in the two categories of the math section of the ERB tests.
- Receive a favorable recommendation from the teacher.
- Final decisions made by the Honors Mathematics Committee.

For a student to move up to an honors class for the upcoming year, the student must:

- Earn an average of 94% or higher on all assessments.
- Earn a score of 90% or higher on the final exam or end-of-year cumulative assessment.
- Earn a total score of at least 13 in the two categories of the math section of the ERB tests.
- Receive a favorable recommendation from the current teacher, based on the criteria above and displays behavior consistent with Shorecrest Core Values.
- Final decisions made by the Honors Mathematics Committee.

(Adapted from, and expanded upon the NCUSD Honors Mathematics Observation Inventory 2003 www.naperville203.org)

Academic Updates

In order to keep parents and students informed of academic progress, parents will be notified bi-weekly if a student's average falls below a C (73%) in any course or a B (83%) in an honors course. **If a student is on Academic Update, participation in after, or extracurricular school activities may be restricted based on a performance review by the grade level and Middle School Head.**

Final Exam Schedule: Grades 7 and 8

Wednesday 5/24

World Language 8:15-9:30 AM

Social Studies 10:15-11:30 AM

Dismissal of 7th and 8th graders 11:30 AM

There is no after school study hall for 7th and 8th grade students

Thursday 5/26

Science 8:15-9:30 AM

English 10:15-11:30 AM

Dismissal of 7th and 8th graders 11:30 AM

There is no after school study hall for 7th and 8th grade students

Friday 5/28 (last day of school)

Math 8:15-9:30 AM

Dismissal of 7th and 8th grade students after the exam.

All students (5-6 grades) depart at 12:00 PM

*Make-up examinations will be scheduled for the following week.

There is no after school study hall for any student grades 5-8

Exam and End of Year Test Review Policy

Final Exams and End of Year Tests (Finals) are available after the end of the school year to be reviewed by the students and parents. In the event you would like to review the Finals, please contact the Middle School office to set an appointment to review the exams on campus. As required official school records, exams are not permitted to be copied or removed from the office.

Family Conferences

Family-school communication is of the utmost importance. As part of the Parent/Student/Advisor partnership in Middle School, we have two conference days in MS - one in the fall and one in spring. Additionally, parents or teachers may request conferences at other times as a perceived need arises. Parents are asked to contact the child's advisor if a conference is desired during the school year.

Extra Help

Students are responsible for scheduling help sessions with their teachers unless the sessions are specifically requested by a teacher or administrator

Report Cards and Transcripts

Report card(s), transcript(s), and diploma(s) are released AFTER financial obligations are paid in full.

The Learning Center (TLC)

The Learning Center (TLC) offers individual and small group interventions to students who may need support in one or more of the following areas:

- Academic tutoring
- Executive functioning skills
- Occupational therapy, Speech/language therapy

Others who use The Learning Center:

- Students who have questions or want a place to study with the opportunity to ask questions from a specialist.

- Students who want to enhance their academic skills and/or improve their grades.
- Students who want to learn time management and organizational skills.
- Students who want to have a deeper understanding of how they learn, their strengths, and more to reach their potential.
- Students who want to meet regularly with a coach or specialist to increase their confidence.

TLC provides enrichment in areas of strength and assistance in areas of particular needs. Classroom teachers identify students for whom these services might be appropriate and notify parents/guardians of their concerns. Teachers meet individually with the student, and if there is no improvement after three sessions, the teacher may refer the parents to TLC for further assistance. The referral process begins with the classroom teacher, who confers with the Director of the Learning Center to determine the appropriate educational plan.

Learn more on the [TLC page of shorecrest.org](https://www.shorecrest.org/tlc) or contact the Director of The Learning Center, Tracie Belt, at 727-456-7528 or tbelt@shorecrest.org for further information.

See: [Academic Accommodations Policy](#)

Advisory Program

Faculty and staff are committed to working with students and parents during their middle school years. All MS teachers and administrators are advisors and trained to work with our students following the tenets of respect and shared communication that are established in Developmental Designs, the basis of the Middle School advisory program. The practices in the Developmental Designs approach are designed to help teachers meet middle level student needs, use developmentally appropriate practices and content, build social-emotional skills, rigorously respond to rule-breaking, motivate students to achieve academically, intervene with struggling students, create inclusive learning communities and build a strong, healthy, respectful adult community.

The cornerstone of Developmental Designs is the “Circle of Power and Respect” (CPR) a daily advisory morning meeting program that begins each day with a culture of student/adult respect and caring. It is during the daily CPR morning meeting where advisors and advisees come together to craft a social contract that will outline our behavior and responsibilities to each other and beyond for the school year.

Bicycles/Walking to School

Please review the following procedures with your students(s):

- All students in grades ES-8 walking, riding bicycles, scooters or one wheelers to and/or from school must have a permission slip signed by a parent/guardian on file in their

School office. A permission slip must be on file even for an occasional time that a student walks or rides a bicycle to and/or from school. Permission slips are available in the school offices and [here](#).

- Helmets are required of bicyclists on campus.
- Bicycle riders must adhere to one-way traffic.
- At dismissal, students are to leave the campus immediately and are not to travel on the property of surrounding residences.
- All bicycles, scooters and one-wheelers are to be locked to the campus BICYCLE RACK. The racks are located by the Lower School playground and by the Upper School Science Cottage.
- When dismissal arrangements change, the parent must notify the school in writing or call the school.

Arrival for Lower School Students:

Proceed onto campus via Charger Boulevard (north road). WALK bicycle, scooter or up the south (blocked off) lane of Charger Boulevard and through the gate of the Lower School drop-off area. Continue to the bicycle rack on the Lower School playground.

Arrival for Middle & Upper School Students:

Proceed onto campus via Pratt Boulevard (south road). Follow Pratt to the MS/US bike rack located by the Science Cottage.

RideShare Policy

While Shorecrest acknowledges that RideShare (Uber, Lyft, Bounce, etc.) options may offer convenience and/or resolve an immediate, unanticipated transportation need, it is imperative that Shorecrest parents and students recognize that the school cannot ensure the fitness or safety of RideShare drivers, including whether the drivers possess a valid driver's license, maintain proper automobile insurance, have passed a background check, or have been appropriately trained to transport and/or interact with minors/students.

Families that wish to allow their children to use a RideShare must send a letter of consent and a completed RideShare Waiver Form to the appropriate School Administrative Office.

Acknowledgement

I fully understand that that Shorecrest Preparatory School does not condone or authorize the use of third-party RideShare companies to transport my student to or from Shorecrest Preparatory School or to or from any school-related events, such as athletic practice or games, art program practice, or performances, etc.

I understand that using RideShare services is done solely at my own risk and discretion.

Shorecrest cannot participate in arranging RideShare transportation meeting times or places, inspecting/evaluating RideShare vehicles or drivers, or verifying the safety and security of students who accept transportation through a RideShare provider. I further recognize that RideShares will take place via the private vehicles of drivers that are unknown to the School and that no Shorecrest vehicles, equipment, facilities or staff will be used in relation to RideShare services. I also understand that Shorecrest cannot participate in the retrieval of any items lost or left in a RideShare vehicle and that any such loss is my sole responsibility. As such, I fully understand that it is my responsibility to verify any relevant licensure and insurance coverage and the driver fitness and safety of any individual/RideShare provider with whom I allow my student to accept transportation.

Consent

If Shorecrest parents/guardians wish to accept the responsibilities and obligations related to RideShare services, parents/guardians must submit a letter to the school's administrative office providing permission for his/her/their student to accept transportation from a RideShare service. Shorecrest will not release any student to a RideShare driver without a consent letter and the [RideShare release on file](#), which must be renewed each school year.

Cell Phones

Unless necessitated by circumstances, Middle School students should not bring a cell phone to school. Student cell phones are not to be used while on campus without teacher approval. Although students may wear smart watches, the use of cell phones includes the use of smart watches that are cell phone enabled. Students may not use their watch to communicate with anyone during the school day. Cell phones out during the day will be confiscated and a parent may pick up the phone in the office at the end of the day. If a student needs to call home prior to carline, the student can use any classroom phone with teacher permission. We provide locks for lockers and lockers should be locked at all times. If brought to school, cell phones should be safely in lockers until the student leaves campus.

Character and Integrity

The goal of the Middle School is to develop students who have high levels of integrity and a strong foundation in their character. The Middle School is not a "zero tolerance" school, as even the best students struggle with behavior issues at times during the Middle School years, and the school is focused on helping students take responsibility for their mistakes and learning responsible and appropriate choices.

Expectations

At Shorecrest we care deeply about academic integrity, respect, and kindness. We consider these fundamental to the establishment of a warm, supportive academic community. The physical safety of each member of the community is paramount, as is the ability for each

student to learn without fear of harassment or intimidation by others. When students violate community rules, they will be subject to a range of disciplinary responses. However, we recognize that adolescents are prone to making mistakes at times and believe that learning from mistakes is an important part of their growth. Therefore, whenever possible, students are given an opportunity to learn from a mistake. Adjudicating disciplinary responses is done by the Deans of the grade level and the Middle School Head. Although consistency is a desired outcome, it is not the sole consideration when adjudicating a violation. Each case is considered independently.

Disciplinary Action

Below are some examples of the types of disciplinary action that can be taken. The Shorecrest Middle School administration and faculty recognize that not all violations are the same. We also recognize that there is a range of developmental differences among our students in grades 5-8. Some violations of the Honor Code may result in greater consequences than those listed below. Each case will be reviewed independently as needed.

Academic Violations

The witnessing teacher emails advisor, parents, grade level Dean, and the Middle School Head. The student may lose a percentage off the grade or receive a zero on the work. The team will meet to discuss whether further consequences or corrective action are required.

Behavioral Violations

The witnessing teacher emails advisor, parents, and meets with the student. The grade level Dean will be informed. In some situations, the Dean and Middle School Head will meet with the student and or parents to review the situation and develop an improvement plan with specific goals.

The Middle School discipline policy will take into consideration all of the discipline issues a student has faced. A student with numerous behavioral or honor code violations may be asked to separate from the community for a period of time.

Honor Code

The Honor Code guides student behavior at Shorecrest. It addresses both academic and personal behavior, in the classroom and outside of it.

Honor Code at Shorecrest

The Honor Pledge: "I agree to be personally and academically honest and to treat others with respect and courtesy."

Students sign the Book of Honor at the beginning of each year in the presence of their fellow classmates. In doing so, each member of the community agrees to abide by our school's Honor Code. Students agree not to lie, cheat, or steal while at Shorecrest.

Honor Code Violation Policy

In Middle School our Discipline Policy is tied to our Honor Code and Core Values. The Honor Code Violation Policy is implemented to reinforce good citizenship, to keep our students safe and secure, and to redirect students who may need help managing their conduct in the classrooms, in the fields, in unsupervised areas, and all around our school community. Advisors and teachers will discuss the Honor Code Violation Policy with students to assure they understand honor and behavioral expectations.

Lying is a deliberate choice to misrepresent the facts of a given situation. It may take the form of providing false information, or of omitting relevant information in an effort to mislead. It can occur verbally or in written form. An example of the latter would be forging a signature on a school-related document. Lying in either form to a faculty member, administrator, school employee or adult in authority is considered to be a major honor offense.

Cheating can also occur in various ways. It is also a deliberate choice designed to improve or enhance the content of an assignment, essay, paper, project, quiz, or test. It can take a number of forms, but, essentially, it consists of any deviation from doing one's own work and citing any and all other resources appropriately. Cheating in any form is considered to be an honor offense.

Some specific forms of cheating include but are not limited to the following:

- plagiarism – whether major or minor as defined in this Handbook
- the use of study guides (“cheat sheets”) or any type of unauthorized assistance on assignments of any sort, quizzes, or tests.
- sharing information about a quiz, test, or other graded work from an individual in one section of a class to others in another section of that class.
- providing other students with originals or copies of their own assessments
- possessing or use of another student's assessment for any purpose
 - exception: Students who have taken an assessment but lost it may ask for a peer's assessment to help prepare for a midterm or final exam.
- storing information on a calculator without specific permission from the teacher.
- using translation sites for World Language assignments, tests, etc.
- unauthorized collaboration on an assignment, quiz, or test.

Cheating also occurs when a student knowingly helps another student to engage in any of these actions, for example, sharing a paper to help someone else write their paper.

We understand and appreciate the value of appropriate collaboration as a way to enhance student learning. What constitutes “appropriate collaboration” is the teacher's decision to make, and it is the teacher's responsibility to communicate this in terms of general classroom policies

and in terms of specific assignments, projects, or other types of assessment, ideally in written form.

Respect for one's self and each other: Bullying* and not behaving respectfully and kindly toward one's self and others are violations of respect.

**Bullying is defined as a conscious, willful, and deliberate hostile activity. Bullying's key elements are an imbalance of power, intent to harm without remorse, and the threat of further aggression. "The Bully, The Bullied and The Bystander," Barbara Coloroso.*

Respect for other's property: Vandalism and not respecting the belongings of others are violations of respect for other's property.

Respect for technology and its use: See [Responsible Use Policy](#) and [iPad Contract](#)

Respect for our school and its environment: disrespecting buildings, animals and plants on our campus are violations of respect for our school and its environment. Remember that "Every Day is Earth Day": recycling, reusing, and up-cycling are a part of what we do at Shorecrest Middle School.

Major School Rules

Violations of the Major School Rules are considered the most serious transgressions of community values and result in a range of disciplinary responses, from Disciplinary Censure to Dismissal.

Major School Rule Violations

- Violation of Shorecrest's Bullying and Harassment Policy.
- Failure to adhere to the Honor Code, including lying, cheating, stealing, or violating the Plagiarism Policy.
- Violation of Shorecrest's Drug and Alcohol Policy.
- Violations of Safety Standards, such as tampering with a fire alarm or bringing a weapon to school.
- Violation of Shorecrest's [Responsible Use Policy for Educational Technology](#).
- Leaving campus without proper authorization.
- Vandalism.

- Serious and/or recurring violations of Shorecrest’s Core Values (Responsibility, Respect, Integrity, Knowledge, Compassion).

Student Actions Outside of School

The school reserves the right to discipline any student who is found to be involved, at any time or place, in activity that reflects negatively on the school and its students, violates school policies, or otherwise negatively impacts the school community. Students are reminded that our expectations for citizenship and behavior are the same online as they are in the real world. Online posts in “private forums” can easily be made public. Thus inappropriate posts that run counter to our values and expectations can be subject to disciplinary response. Any criminal charges brought by law enforcement authorities against a student, including but not limited to any drug or alcohol-related offense, would likely result in disciplinary action, including the possibility of suspension or expulsion.

Dress Code/Uniforms

Guiding Principles for Student Attire and Spirit of the Dress Code:

Daily attire will reflect an academic persona and engagement in an educational environment, understanding that society’s fashions and trends are not always appropriate for school.

Uniforms are purchased from Lands’ End. Ordering information is available on the [Parent page of shorecrest.org](#). Discounted uniform items may be available at SCA’s Uniform Sales.

Required Uniform Items

- Short-sleeve knit or active poly polo shirts: evergreen, maize or gray with school logo OR Long-sleeve knit shirts: evergreen, maize or gray with school logo
- Khaki or Navy Blue flat-front slacks, capris, walking shorts, or skorts
- Khaki or Navy Blue relaxed fit trousers or walking shorts
- **Any Khaki or Navy Blue shorts, skorts, pants, capris that are not Lands’ End are acceptable.**

NOTE: Cargo shorts, jeans/denim, joggers and yoga / workout pants are not permitted for the daily dress code

Optional Uniform Items

- White Oxford dress shirt (button-down collar) with school logo
- Evergreen V-neck, crew or cardigan sweater with school logo
- Evergreen, maize or gray turtleneck

- Lands' End joggers can be worn when permitted by the Head of Middle School on cold weather days

Please note: We will ask students to change if clothing length is not appropriate or goes against the Spirit of the Dress Code.

Outerwear

- Evergreen, zip-up, fleece jacket with school logo
- Evergreen sweatshirt with school logo
- Shorecrest hoodie available from Spirit Wear or Shorecrest team sweatshirts or jackets
- Outerwear may be Shorecrest team gear with the Shorecrest logo, Spirit Wear sold by SCA, or the fleece jacket with the school logo available from the uniform providers. These are the only heavier items that students can wear inside school buildings. Non-dress code sweatshirts **may not** be worn at school between 7:30-3:45.
- Students may wear a heavier jacket/coat to school and outside of the classroom buildings during breaks, lunches, etc. These jackets should be appropriate and may not have holes, tears, rips or inappropriate designs or distracting writing. Non-dress code jackets **may not** be worn inside the classroom buildings.
- Students can wear long sleeved shirts under their uniform shirts on cold days. Those shirts must be a solid color with no writing on the sleeves. Students can wear leggings under their uniform bottoms on cool days. Leggings must be a solid color.

Footwear

Footwear needs to be comfortable, rubber-soled, closed-toe and closed-back shoes that may also be worn for P.E.

P.E. Uniforms

Students in grades 5-8 are required to wear a P.E. uniform and athletic shoes appropriate for physical education. For P.E. please purchase a T-shirt of your choice through the [Shorecrest Sideline Store](#) and wear any green or black shorts. Returning students may wear uniforms from prior years. Discounted P.E. uniforms may be available at SCA's Uniform Sales.

Additional Dress Code Guidelines

- Only clothing that meets the Shorecrest Dress Code Guidelines may be worn inside school buildings.
- Face masks (if worn) should be clean, unaltered and without holes. They should not contain alcohol or drug references, sexual references or words associated with anything deemed by the Administration to be inappropriate for school. The language or design on the mask must not cause any disruption to the learning environment or the school day.
- No hats other than those worn during PE or outside for sun protection.
- Clothes should not be excessively tight fitting and should not expose undergarments.
- No facial hair permitted for Middle School students.

- Piercings must be removed for sports and PE for safety reasons.

The school reserves the right to tell students when their clothing does not adhere to the spirit and/or to the letter of the Dress Code. Students who do not conform to the Dress Code will be asked to change and parents will be contacted. We will attempt to provide alternative dress for those students who are in violation of Dress Code if necessary.

Spirit Fridays

Every Friday is Spirit Friday and Spirit Wear may be worn. Spirit Wear includes team shirts, intramural shirts, drama production shirts, club shirts and grade level class shirts. A selection of appropriate Spirit Wear may also be available for purchase. On Fridays students may also wear non-uniform shorts, skirts, or appropriate jeans. For safety reasons, footwear must meet dress code requirements. No clothing on Spirit Fridays may have excessive holes, tears, rips. It may not have inappropriate designs or inappropriate or distracting writing. Athletic shorts, joggers and yoga pants may be worn on Spirit Days; however, they may not be excessively short or tight and may not expose undergarments. Students will lose the opportunity to participate in Spirit Fridays if they do not follow the dress code rules during the week.

Field Experiences

Students in Grades 5-8 participate with their classroom teachers in extensions of classroom learning through overnight field experiences. These programs are at the heart of best educational practice providing real world opportunities through integrated learning. It is anticipated that all students will participate in our field experiences at these grade levels. There is no school coverage for students not participating in field experiences. Families must make alternative arrangements for their children during these time periods for non-attendees.

Food, Beverages and Gum

During normal school days, food is prohibited in the classroom. Students may bring water bottles to class but may not have other drinks with them. Gum is prohibited on the school campus.

Food service information, for purchasing lunch and snack items from SAGE, is on our website under [Student Life > Food Service](#).

Health

Annual Physical and Immunization Requirement

All students at every grade level must provide proof of an annual physical examination to the school. We are required by the Health Department to keep this form in the student's cumulative file in the division offices. The state law requires that all new students and those students entering seventh grade must have an updated FL HD 680 immunization form or a certificate of exemption from immunizations on file at school prior to attending the first day. In addition, at the start of the school year, The immunization record must be on a specific Florida form (HD 680)

which is provided to parents by the pediatrician office or can be obtained at the Pinellas County Health Department.

Per Florida state law all sixth grade Middle School students will be screened by the nurse for scoliosis unless the nurse receives in writing from the parent to opt out student.

General Health

The school clinic is located on the east side of Charger Commons. A registered nurse is available during school hours each day. At the start of the school year, the school nurse should be made aware of any allergies, physical conditions, or other health-related information which may be important in an emergency or cause problems in your child's daily activities by updating the electronic health record. During the school year, any child that has been newly diagnosed with a significant disease or major condition that will require treatment at school may not return to school until all medications and supplies have been provided, and a care plan has been formulated by the school nurse and approved by the student's physician. The family may be required to meet with the school nurse, teachers and administration in order for the care plan to be formed. If at any time a change to this plan is made, including any change to the medication orders, this change must be communicated to the school nurse from the physician's office. Parents may not make changes to the orders. Any faculty and staff training that will be required must take place prior to the student's re-entry to school. The student may return to school once the school nurse has determined that all measures are in place to provide for the safety and well being of the student. During the school day, the nurse will assist students who become ill or injured. In case of an emergency, 911 will be called and the parents will be notified immediately.

The entire Shorecrest campus is non-smoking, non-vaping for the health of our entire community.

Medication

No medication, including Tylenol, can be given to students without parental permission. If medicine must be administered during school hours, parents must complete a medication administration form available on the school website under the student life tab, the student health tab, then the link titled "as needed health forms". All medications must be in the appropriate prescription bottle, clearly marked with the label from the pharmacy showing the student's name, the name of the medication, and the directions. Medications will be administered according to the written order of the physician. Any change to the prescription order must come directly from the physician's office. All OTC medications, other than those supplied in the clinic, must be brought to the clinic in their original, unopened container along with an authorization to administer form.

If your child has asthma or allergies that require the use of an inhaler or an epinephrine auto injector, they must be provided to the school nurse prior to the start of school. Children will not be allowed to start school unless the nurse has been provided with any emergency medication ordered.

Any medication that must be administered to a student while away from school campus, (on field trips for example) must be administered by a parent or a designated caregiver. Teachers

will not dispense medication on field trips, other than emergency medications prescribed to a specific student such as an epinephrine auto injector and/or glucagon.

In the event that the school nurse is not on campus, the parents will be responsible to come to school to administer any prescribed medication to their child.

Illness

All students are expected to follow the sick policy and stay home if they are exhibiting any signs or symptoms of illness. If symptoms arise during the school day, the expectation is that parents will pick up the student within one hour of being notified by the nurse or office staff. The signs and symptoms of illness include:

- Active vomiting or diarrhea in the last 24 hours
- Chills/generalized body aches
- Fever > 100.3 in the past 24 hours without fever reducing medication
- Exhibiting any signs and symptoms of a respiratory illness (cough, runny nose, respiratory secretions) with or without fever
- Undiagnosed rash, new and or untreated rash or skin condition (i.e. hives, wound with purulent drainage)
- If diagnosed with pink eye or strep throat must be on antibiotic treatment for 24 hours.
- If experiencing **COVID-19 symptoms** other than fever (cough, respiratory difficulty, muscle aches, loss of taste or smell, sore throat, headache with other symptoms) - **MUST** seek advice from physician regarding symptoms and need for testing

Return to School after Illness

- By sending students to school, parents are attesting that the student is fever- and illness-free
- Must be fever-free without the use of fever reducing medication for 24 hours for non-COVID illness
- If experiencing any signs of illness a student may return to school with a physician's note (parents who are physicians may not write their own child's note) with an alternate diagnosis on it OR a negative COVID test. They must be submitted to the Nurse before the student returns to class.
- If a student tests positive for COVID-19, they may return to school after submitting a negative COVID test to the Nurse that is done on or after day 5 of the positive test if asymptomatic, or day 5 after symptoms started. If they test negative on or after day 5 they will be required to wear a mask through day 10 and will be required to eat by themselves.
- Must be on antibiotics for 24 hours if diagnosed with a bacterial infection such as strep throat or pink eye before returning to school.

Communication

Parents are asked to notify the school immediately upon learning that their child has been diagnosed with a communicable disease, such as measles, mumps, chicken pox, hepatitis, strep throat, Influenza A of novel or pandemic strain or Fifth Disease.

Physical Education Excuses

If a student is to be excused from P.E., they must bring a note from a parent. After three successive days of parental excuse, or repeated or extended illness, the student must bring a doctor's note. If a student has had a head injury, they may not attend P.E. without a doctor's note.

Food Allergies

Middle School administration works in collaboration with the school nurse, and the teachers and parents of children with severe peanut or other food allergies to ensure a safe environment for all students while not imposing limitations on the curriculum or on students who do not require dietary restrictions. Continued input from members of the community is always welcomed. All families/guardians will update the condition/history tab of electronic medical records yearly prior to the first day of school and with any changes during the year.

School's Responsibility

- The school nurse and Head of Middle School will review the health records of each student.
- She will notify classroom teachers, specialists, and others who are in contact with students if there are children in the classroom with a food allergy or an allergy to nuts/peanuts. If the child is new to the school, a meeting will be held and an individual plan developed.
- All classroom teachers, staff, specialists, and the administration team have been instructed in how to use an epinephrine auto injector. (epinephrine auto injectors are kept with the nurse and/or division office.. They are always taken on class field trips.)
- The school nurse and Head of Middle School will be informed of what medications to give a child in case of an emergency (i.e. Benadryl).
- Staff members who interact with the child will be instructed on how to recognize symptoms and what to do if the child is having a reaction.
- We will notify all the parents in a given grade with a general information letter if there is a student in the classroom with a severe food allergy to elicit their support. (It will be up to the parents of the child with the food allergy whether or not they want their child's name mentioned.)
- Substitute teachers will be informed about student(s) with food allergies, the location of the EpiPen, classroom procedures for students with allergies to peanuts or nuts, and the nurse's number.
- Snacks provided by the school to students will be peanut and nut free (in class and on field trips).
- It will be left up to the teacher/parent if students with allergies are separated from children who are eating foods with peanuts. This will depend on the severity of the needs of the student with the allergy to peanuts or nuts.
- If there are children in the building with nut allergies, foods used in the curriculum for teaching will be free of nut and peanut residue according to the manufacturer's label.

- Alternative snacks or treats should be provided by the child's parent and available in the classroom for the child on special occasions such as birthday celebrations.
- After eating any snack or food that may have peanuts/nuts or traces of peanuts/nuts, children will be expected to wash their hands and tables will be sanitized.
- Food brought in from home needs to be unopened prior to coming to the school.
- SAGE staff will be notified of all students with severe food allergies requiring the use of an epinephrine auto injector.
- SAGE staff will be notified of all students for whom we have a physician's note requiring dietary restrictions for medical necessity.

Family's Responsibility

- Make the school aware of the child's allergies in verbal and written form by filling out the allergy forms and yearly updating the condition/history tab of the electronic health record.
- Collaborate with the school to develop plans for the child, including special precautions that must be taken.
- Provide medical documentation/instructions each year and require up-to-date medication, i.e., epinephrine auto-injector and Benadryl (must be labeled). They will fill out a consent form relaying specific symptoms from which to use medication for and list correct emergency contact numbers.
- Teach their child, as age appropriate, self-management skills relating to their food allergy such as what foods are safe and unsafe for them to eat.
- Teach their child, as age appropriate, how to recognize symptoms when they are having an allergic reaction and to communicate with an adult that they are not feeling well or need help.
- If the parents are agreeable, they can allow the teacher/school nurse to inform the other parents of the name of the affected child so that there are more adults who are aware of the child's needs.
- Provide their children with appropriate snacks. They should also give the teacher extra snacks to be available in the classroom to the child on special occasions such as birthday celebrations.

Student's Responsibility

- Students with peanut/ nut allergies or other food allergies are responsible for knowing not to trade food with other students or to eat food with unknown ingredients.
- Students with peanut / nut allergies are responsible for sitting at the nut-free lunch table.
- Students are responsible for telling an adult if they are not feeling well or if they ate something to which they might have an allergic reaction.

Head Lice

The American Academic Association (AAP), the National Association of School Nurses (NASN) and the Center for Disease control (CDC) advise against performing mass head lice checks

because those practices “increase community anxiety, increase social stigma causing embarrassment of affected students and put students’ rights to confidentiality at risk.”

By the time lice are found, students have been infested for at least 4-6 weeks. Lice do not jump, cannot fly, but do crawl. The main way lice spread is from prolonged head to head contact, and to a lesser extent by sharing items that have been in contact with the head such as combs, brushes, hats, helmets and pillow cases. They do not cause any disease. In the past, doing class screenings did not yield more cases except those in close friends.

It is important that families inform the school when their child has lice. [Please email the school nurse. She will need to check the student prior to re entry to school to make sure there are no live lice remaining.](#)

Our procedure is as follows when lice have been reported:

- Check the affected student in the nurse’s office.
- Call the student’s family to notify them that their child has lice. The family will have to pick up the child and provide treatment.
- Provide info to parents regarding lice, recommended home treatments and professional treatment resources, cleaning and prevention measures.
- Check close friends and any student a teacher observes itching.
- Check affected student’s hair after treatment and weekly for 4 weeks. (The school nurse will determine if a child returning to school after treatment should be able to remain at school, or to be sent home for further treatment.)
- Send home alert letters to students in the same grade about reports of lice.
- Inquire about close friends (car rides, sleepovers, sports activities that may require sharing helmets).
- Remind students not to share anything that goes on their heads.
- Send notice to housekeeping to clean classrooms.

We recommend that students are frequently checked at home for head lice.

Sun Safety

Sun safety is important at Shorecrest. Hats, sunglasses and sunscreen may be worn and are encouraged for outdoor play. They may be sent in at the beginning of the year and left at school. Please label them with your student’s name.

Homework and Makeup Work Following Absences

When a student is absent for one day, they should log into Schoology, contact a classmate for assignments, or request missing assignments and notes from each teacher upon return.

Upon returning to school it is the responsibility of the student to contact teachers immediately to schedule make-up dates for assigned quizzes, tests, papers and projects. Students will be given one day to make up assigned daily homework, quizzes or tests for each day of excused absence, up to one week, unless the teacher and administrators approve extenuating circumstances. Ongoing or long-term assignments are still expected on their due date; physical work should be handed in upon return to school. **A student who misses a testing period will be expected to make up the test at another time during that day.** Membean and IXL

assignments have specific restrictions due to the nature of the activity. Please see the individual guidelines set by the grade levels and departments.

Students may request advanced work for an upcoming absence, but teachers will determine to what extent such work is appropriate. In the event a student's extended illness lasts longer than a week, the family should consult the School Head and the child's advisor to develop an appropriate educational plan and schedule for academic assignments.

Medical and Dental Appointments, Leaving Campus

Appointments should be scheduled outside school hours if possible. If an appointment has to be scheduled during school hours, a parent must sign the student out at the office. Students are to sign out in the office when they leave and sign in when they return. Middle School students may not leave campus with Upper School students who are not their siblings. If a Middle School student wishes to do so, their parent must notify the Middle School office.

Parties

No party invitations or gifts may be distributed on campus. Parents may not pick up specific groups of children from school to attend parties that do not include all students in a grade level. For on-campus celebrations, please contact your child's advisor.

Restricted Areas During and After School

Students should not be in classrooms, the gym, locker rooms or the weight room unless they are participating in a class or an activity supervised by a faculty member or an administrator. Students should not be in the Upper School or Lower School areas. These restrictions are in effect during and after school hours. Students found in these or other inappropriate areas (loitering in bathrooms, on the Lower School playground, etc.) unsupervised will face disciplinary consequences.

Shorecrest libraries are not open to Middle School students after school unless they are accompanied by a teacher, tutor, or parent. Students remaining on campus after 3:45pm should be either involved with a sports team, after school club, or at Middle School After Hours.

Middle School After Hours

An after-school program is available for all Middle School students from 3:15-5:30pm Monday through Friday. This service is paid for by the families and includes homework help and enrichment activities. More information is on the [After School page of shorecrest.org](https://www.shorecrest.org/after-school).

Extracurricular Activities

While extracurricular activities are an integral part of our program, academics remain the first priority. In order to be eligible to participate in an extracurricular activity (Shorecrest Athletics,

theater productions, etc.), **a student must be present by 10am that school day or be in attendance for five hours of the school day**, and meet academic requirements.

- All rules stated in the Shorecrest Student/Parent Handbook regarding conduct apply for curricular, co-curricular and extracurricular activities.
- Students should go directly to the activity once dropped off on campus; once students have left a school-sponsored dance or other social activity, they may not return.
- Guests of Shorecrest students at extracurricular activities must be hosted by a current Shorecrest student and are subject to administrative approval and Shorecrest rules.

Athletic Program

Each Middle School student in sixth, seventh and eighth grade is encouraged to participate in Shorecrest Chargers Athletics. A wide variety of sports are available to students at every level of experience and competence. Middle School students will be placed on teams based upon their ability. Some programs require that teams cut, even at the Middle School level, based on league rules or space limitations.

Classification and Affiliations

The Shorecrest Chargers Athletic Program is governed by the Florida High School Athletics Association (FHSAA); and the Varsity Football team is a member of the Sunshine State Athletic Conference (SSAC). The FHSAA sets the guidelines, policies, procedures and regulations for high school athletics in the State of Florida. As mandated by the FHSAA, ALL athletes must complete athletic eligibility forms on the FHSAA Athletic Clearance website to be eligible to participate in athletics - including participating in tryouts, practices, games, meets or matches. Learn more on the [Athletics Forms page of shorecrest.org](https://www.shorecrest.org/athletics/forms).

Visitors on Campus

All visitors during the regular school day, from 7:30am-3:30pm, are required to check in at a school office or at the main reception desk in the Raymund Center. (See [Safety, Security & Protection](#))

Students wishing to bring guests to school must gain permission at least one week in advance from the School Head so that teachers can be notified. Guests are welcome to join us for lunch after permission is given. Please do not bring visitors unless prior permission has been granted. Upon arrival, students must register their guests in the office and obtain a visitor's pass.

All School Policies and Information

About Shorecrest

Founded in 1923, Shorecrest is a coed, nonsectarian, PK-12 independent school in St. Petersburg, FL. In a safe, student-centered environment, Shorecrest educates a diverse community of students to become lifelong learners in the pursuit of personal and academic excellence, physical well-being, creative achievement and the development of a commitment to social responsibility. Shorecrest graduates empathetic, independent thinkers who succeed at the university level, pursue their passions, and lead purposeful lives.

Mission

Shorecrest is a college preparatory school that educates a diverse community of students to become lifelong learners in the pursuit of personal and academic excellence, physical well-being, creative achievement and the development of a commitment to social responsibility.

Vision

Create a legacy of inclusive, innovative and transformational education that ignites the potential of all learners.

Diversity and Inclusion Mission Statement

Shorecrest Preparatory School's Board, administration, faculty, staff and school community are committed to the process of creating and sustaining an equitable and just community. At Shorecrest, all individuals are compelled to engage in the process of creating an environment where Shorecrest feels like home to all. The School embraces the wide variety of cultures, religions, languages, backgrounds, identities and perspectives that encompass the richness of humanity. Moved by our guiding Core Values, Shorecrest is a place where complex individual and group differences are met with respect and compassion. The Shorecrest community believes that our diverse culture enhances the school's environment and prepares our students to become the next generation of global leaders.

Non-Discrimination Policy

Shorecrest acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Kristine Grant, Head of Middle School, 5101 First Street Northeast, St. Petersburg, Florida 33703, (727)-522-2111, kgrant@shorecrest.org or to the U.S. Department of Education's Office for Civil Rights (OCR). Please refer to the School's

Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR.

Accreditation

Shorecrest is accredited by the Florida Council of Independent Schools and Cognia. Shorecrest is a member of the National Association of Independent Schools and The College Board.

Honor Pledge

The Shorecrest Honor Pledge: I agree to be personally and academically honest and to treat others with respect and courtesy.

Drug & Alcohol Policy

The use or possession of illegal substances, tobacco and non-tobacco products **including the full range of options for vaping and electronic cigarettes** are not permitted on the Shorecrest campus. The Pinellas County Licensing Board requires child care providers to notify parents, guardians, and family members that e-cigarettes and all vaping devices are prohibited on campus.

The illicit use of drugs and/or alcohol by students harms both individuals and their community. It violates federal, state, and local laws; it adversely affects the individual's physical, mental, and emotional development; and it lowers the expectations of other students by setting a poor example of what it means to be a student at Shorecrest.

Shorecrest is committed to preventing the illicit use of drugs and alcohol by its students. It is the school's responsibility to consider the welfare and safety of the entire student body. However, it is the sole responsibility of each student to abstain from the improper use of drugs and alcohol.

Any student found to have used, consumed, or been in possession of drugs and/or alcoholic beverages while under the authority of Shorecrest, will be subject to a strong disciplinary response, including suspension and/or expulsion in certain cases. Any student found to have engaged in the selling or distribution of drugs, at any time or place, will be expelled.

As used herein:

- A. **"Found"** means a determination by the school, following an investigation, based upon any type of information or evidence deemed by the school to be credible and substantial. The school shall have the right to act upon information or evidence that may not be admissible in a court of law.
- B. **"In the possession of"** includes the participation in the use or consumption of, or knowingly being in the presence of drugs or alcoholic beverages.

- C. **"Drugs"** includes all that is commonly understood in the context of the drug use problem including, but not limited to, the following: tobacco products including nicotine; vaping devices, e-cigarettes, and any related or similar paraphernalia; marijuana; depressants such as barbiturates, tranquilizers, and narcotics; stimulants such as amphetamines, methylphenidate, and cocaine; hallucinogens such as PCP, LSD, and mescaline; inhalants such as solvents, aerosols, nitrates, and nitrous oxide; and so-called club or designer drugs such as Ecstasy, rohypnol, and GHB. It shall not be considered a violation of this policy for students to use a drug properly that has been prescribed for them by their physician, if such use is in accordance with the physician's instructions. Nor shall it be a violation for a student to use so-called "over-the-counter" drugs, if such use is in accordance with that drug's labeled directions and is not otherwise prohibited by the school. If a student and/or his or her parents have any doubt as to this policy's application to the use of a drug by a student, such drug use should be approved in advance by the school.
- D. **"While under the authority of Shorecrest"** means any time the student is on the school campus for any reason or is in its immediate vicinity; and whenever the student is attending, participating in, or being transported to or from a school-sponsored activity. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are also considered school-sponsored functions. Off-campus lunches on a school day, including travel to and from such lunches, shall also be included within this definition.

Any student found to have remained in the company of another student who was clearly using, consuming, distributing, selling or possessing drugs or alcoholic beverages while under the authority of Shorecrest, may also be considered in violation of the school's drug and alcohol policy, unless the student was intervening to prevent a problem, was assisting the person in difficulty, or was obtaining adult assistance.

Violations of this policy will be treated as a very serious violation not only of the school rules but also of applicable federal, state and local laws. Given this, students who violate this policy at school or at a school-sponsored event will be subject to disciplinary consequences determined by the Disciplinary Committee, or Head of the Division or School. These may include in-school suspension or expulsion.

Shorecrest supports the Florida and federal laws on the use, possession, sale or transfer of illegal drugs or alcohol. It is the responsibility of all members of the Shorecrest community to abide by these laws. A fundamental principle of the Shorecrest policy on drugs and alcohol is that students are personally responsible for conforming their behavior to the federal, state and local laws and to the school's policy.

Alcohol at Parent or Alumni Events

Alcohol may not be served at any event on the Shorecrest campus without the written consent of the Head of School.

Emergency Information

During a severe weather or other emergency situation, administrators will communicate important information via text message, phone, email, and/or through an emergency bulletin on the school website. Teachers will use Schoology for specific class information and updates in the event that students must engage in distance learning due to a campus closure. Fire drills, lockdown drills, and tests of our emergency communications systems are held periodically.

Procedures for Forecasted Storms

As is often the case during the hurricane season, the direction of a storm approaching the Tampa Bay Area is difficult to predict and advisories can change hourly. Since we cannot determine clearly one day what the weather situation will be the next, we ask that you check your email and/or the School's website in the morning if you know severe weather is forecasted.

If you live in a flood area and are experiencing significant winds and/or heavy rain, you should make a personal decision regarding bringing your child to school. **Please call or email the appropriate division office to let the School know that you are keeping your child home.** Your child will be excused.

- If weather conditions are unpredictable or develop while your child is at school, we will activate the emergency call system. Should you be concerned about getting to your home later in the day, you may pick up your child early.
- Should it become necessary to dismiss early, younger children will not be allowed to ride with Upper School students unless the parents of the younger children have notified us.
- If the National Weather Service declares a severe weather warning in our immediate area, students will not be allowed to leave campus.
- In the event of an early dismissal or school closing due to severe weather, after-school activities will be canceled.
- Please see the appropriate division's Family Handbook for details about rainy-day arrival/dismissal procedures.

Finally, please know that if we ever have to close school early, your child will always be taken care of by teachers and staff until you are able to arrive.

Shorecrest Disaster Communication Plan

In the event that the Tampa Bay Area suffers a direct hit from a major hurricane, it is likely that our server and computer network will be disabled for a period of time.

In order to ensure that we can communicate swiftly and effectively with our families, we have established a Disaster Communication Plan that includes the following:

- Our web server is located on a fault tolerant and off-site location. We will update the contents of our website in order to communicate critical information to our families in the event of a major evacuation. We will also communicate via emergency text message.
- Our off-site mail server will allow us to keep in contact by way of email during an emergency period.
- The Schoology Learning Management System will serve as the tool that teachers will use to provide assignments.

Our primary goal is to maintain a communication stream with the Shorecrest community. If you evacuate from this area and have access to the web, you will be able to remain in contact with Shorecrest's Administration and Faculty.

Relocation and Reunification Plan

In the event that students must evacuate campus, they will be moved to a GardaWorld designated reunification site. Parents will be notified via text, email, phone, and/or website regarding the process for picking up children.

Family-School Partnership

At Shorecrest we believe in the importance of a partnership between a student's parents / guardians and the school. The positive, collaborative and constructive family-school relationship enhances the school's ability to serve the students and accomplish the school's mission. All members of the community are expected to model our Five Core Values: Responsibility, Respect, Integrity, Compassion and Knowledge.

Should a situation occur in which the Head of School concludes that the actions of a parent or guardian make such a positive relationship impossible, the school reserves the right to terminate or refuse a student's enrollment contract. Similarly, if the Head of School determines that the actions or language of a parent or guardian interfere with the rights of students, other

parents, teachers or administrators, thus seriously impeding the School's ability to accomplish its mission, the school may terminate or refuse a student's enrollment contract.

Strong communication between our Shorecrest families and school is critical for building a happy, safe and strong, emotionally healthy community.

- If a concern arises, parents/guardians are encouraged to contact their child's teacher by phone or email. We try to reply within 24 hours during the week. (Please note: during school hours teachers are expected to be focused on their students, not texts, email or phone messages.)
- Meetings are preferred when the concern is serious.
- If the family is concerned regarding something that their child said happened at school, we ask that the family share what was reported and seek clarification and understanding.
- Direct communication with your child's teacher is best; however, parents/guardians should also feel comfortable contacting the appropriate School Head or in some cases, Head of School, Nancy Spencer. All School Heads and the Head of School welcome the opportunity to assist family members and to address issues or concerns.
- At times the teacher, parents/guardians and school administrators will need to come together to resolve an issue.

We also ask families to be thoughtful in how they share their concerns so as to avoid gossip and rumors. We ask our students, faculty and families to be respectful and responsible with their words and to avoid speaking unkindly about members of our community.

At no time should a parent reprimand, confront, or discipline someone else's child. If intervention appears necessary, contact a school employee immediately.

The success of an outstanding independent school relies in great measure on the quality of its parental involvement. Parents support the school by following arrival and dismissal procedures, reinforcing the school's policies with their children, turning to teachers and school administrators when they have questions and need information, ensuring student compliance with uniform and dress codes, and contributing in many other ways to support our educational mission.

Separated or Divorced Parents of Students

In the event the parents and/or guardians of a student are separated or divorced, they shall provide a certified copy of any temporary or final order of the court, if any, respecting legal custody of said student. Upon a request of the non-custodial parent, the School, absent a proscription contained in the court order, shall have the right to furnish or provide the non-custodial parent with copies of all status reports which are mailed home and report cards relating to such student. In these instances, the administrator shall advise the custodial parent of the request and of the fact that such reports will be so furnished or provided.

Solicitations and Donations

The Shorecrest policy states that parents/guardians, students or other representatives may not solicit money from other families for teacher gifts, school or project-related charitable causes, or any other activity not approved by the School. In an effort to minimize the number of times parents are asked to help fund the many good causes at Shorecrest, we remind all families and students that all solicitations must be cleared by either the appropriate School Head and/or the Director of Advancement. Families that receive a solicitation from individuals who are not in an official volunteer role are encouraged to notify the appropriate School Head and/or the Director of Advancement.

Parents can expect to be asked to contribute to school-wide functions, activities, and fundraisers that serve to build a stronger school. Some of these include:

- The Shorecrest Fund
- Capital Campaign
- Fall Festival (The Experiential School and Lower Schools)
- Club / Team Dues
- SCA Fundraising Gala (Donations of goods/services may also be requested)
- School Dances (Grade level, Homecoming, and Prom)
- Yearbook Ads

In addition, Shorecrest supports a variety of Service Organizations. Parents and students will be asked to contribute to:

- Food Drive (The Kind Mouse)
- Holiday Gift Drive (Guardian ad Litem)

Students may conduct activities to support their service activities. Any fundraising on campus or communicated via official school channels must be pre-approved by the Advancement Office.

Campaign and Shorecrest Fund Volunteers, Grade Level Representatives, Team Parents, SCA Activity Chairs and Booster Club Activity Chairs are often approved to collect funds for Shorecrest programs.

Use of Shorecrest Family Information, Directory, and Mailing Lists

The use of the Shorecrest family and faculty directories, and the use of any school mailing list, is intended for exclusive use by students, parents/guardians, faculty, staff, administration, and trustees of the Shorecrest community. Use of these resources for solicitation or any other commercial purpose exceeds their intention and will be considered an invasion of privacy.

Parental Expectations

Consistent with Shorecrest's value of community and concern for others, we believe that there are instances in which social gatherings beyond the school call for our attention and response. While it is not our intention to replace parental responsibility for and guidance of the actions of

students, we feel that we would not be fulfilling our school's mission if we did not act in situations that raise significant concerns.

Parents should be present at all Shorecrest-related parties. Parents are legally responsible for the health and safety of children they entertain and should feel neither guilty nor embarrassed about establishing their own house rules and insisting that they be respected. Parents should provide an environment for guest children and their own that respects the law and other families' concerns for safety and acceptable behavior. Parents and guests should not hesitate to call if they are unsure about the presence of chaperones at a party, and hosts should respect such a call as a legitimate expression of concern and support for children. Students, for their part, should understand that they are guests and behave accordingly.

If three conditions are present the school will consider becoming involved with private parties or events. Those conditions are:

1. We are notified by a number of parents or other reliable sources of a private party or event in which there is inappropriate use of alcohol or drugs, or other inappropriate conduct;
2. We determine that a significant number of persons present are Shorecrest students; and
3. We believe that the conditions surrounding the party or event could place our students in an unsafe environment or lead to unsafe consequences.

We realize that we will be making difficult judgments as to whether to become involved. It is not our desire to be intrusive factors in the private lives of Shorecrest families. But parents are reminded that they bear responsibility for student conduct in their homes whether or not the event is school-related.

If it is found that a student's parent(s) has/have failed to make a good-faith effort to comply with this policy, continued enrollment of their children may be affected.

In the explanation of the school's drug and alcohol policy, specific actions are described as consequences of certain violations. No policy can list every possible infraction or anticipate the circumstances that may be associated with every incident. Therefore, the school's Board of Trustees has authorized the Head of School to respond to those incidents that fall outside the violations specifically mentioned above in a manner that the Head of School deems to be in the best interest of the student as well as the school.

Shorecrest supports the Florida and federal laws on the use, possession, sale or transfer of illegal drugs or alcohol. It is the responsibility of all members of the Shorecrest community to abide by these laws. A fundamental principle of the Shorecrest policy on drugs and alcohol is that students are personally responsible for conforming their behavior to the federal, state and local laws and to the school's policy.

Media Consent

The ability to accurately and vibrantly portray Shorecrest's community and programs is dependent upon parent support of the School's use of Student images.

Occasionally during the school year news media, including representatives of radio, television, newspapers and magazines are permitted on Shorecrest's campus to cover school and student events and stories that show the School mission in action. Approved media may request to take still photographs, voice or video interviews, or other digital media. These items may appear or be used in print, radio, television, or online media. Only students who have a current media release on file will be allowed to be featured in the manner described above. The media release is included in the Start of School information.

Students are photographed daily for teacher Schoology pages, the Yearbook, stories for shorecrest.org, print publications and school marketing materials. Shorecrest reserves the right to use photographs and videos of students in print and online publications in perpetuity. Upper School students may be identified by full name when appropriate to celebrate student accomplishments. Students in Alpha-8th grades will be identified by only first name, last initial.

By default, all students may be featured in Shorecrest media unless a parent or guardian advises the Marketing & Communications Office, in writing, to the contrary.

School Publications & Social Media

Shorecrest publishes a weekly e-newsletter that highlights events, activities and achievements at Shorecrest that week and information on upcoming weeks. An email is sent each Friday afternoon that school is in session. News, stories, photos, and events that are highlighted are posted online at www.shorecrestbytes.com.

At the end of each school year, the Office of Marketing and Communications produces a year-end celebratory publication of current Shorecrest families and friends. An annual publication, "Shorecrest Magazine," publishes articles about people and events important to Shorecrest as well as Class Notes of alumni. At the beginning of each school year, the Advancement Office produces the Annual Report. The publication schedule is subject to change due to the changing needs of the school.

The Shorecrest Office of Marketing and Communications maintains a presence on a number of social media profiles. Parents are encouraged to engage with the school on social media and to share with friends. The social media sites are linked on each page of the Shorecrest website. Simply scroll down to the page footer and click on the appropriate icon.

Facebook: www.facebook.com/ShorecrestPrep

Announcements, photos, news items, event reminders and more.

Individual class groups on Facebook are unofficial channels created by parents and are not monitored by the school.

Twitter: @Shorecrest (main school account)
@ChargersBeMore (Athletics account)
@ChargerAlumni (Alumni Office)

Athletic updates, event reminders, fun photos, breaking news.

Flickr: <https://www.flickr.com/photos/shorecrest/sets/>

New photo albums added weekly and available for free download

YouTube: www.youtube.com/ShorecrestPrep

School performances, presentations, and other classroom and all-school events

LinkedIn: <https://www.linkedin.com/company/shorecrest-preparatory-school>

Press releases, announcements, and employment information.

Instagram: @ShorecrestPrep

Photos from around campus

Pet Policy

The School endeavors to enhance the safety and comfort of faculty, staff, students, and visitors while, at the same time, reducing the possibility of disruptions/distractions in living, learning, and working environments. It is designed, as well, to reduce the School's liability. In addition, members of the School community may have allergies to or simply be afraid of animals. In general, pets are not allowed in any School buildings or on any part of the campus (including but not limited to grassed areas near all buildings, all greens, quads, parking lots, athletic fields, roads, and walkways).

This policy does not apply to small class pets (such as birds or hamsters) as long as those pets are approved by the Head of School and have proper documentation of vet appointments, vaccines, etc. It also does not apply to certified, trained assistance dogs that are actively engaged in the service for which they were trained such as police dogs or dogs used for services to accommodate under the Americans with Disabilities Act (ADA).

Religious Holidays

Students absent on religious holidays will not be expected to have homework completed or take tests or quizzes until the second day they return to school. Teachers are instructed not to administer tests or conduct reviews on major religious holidays. In addition, long-term assignments should not fall on or immediately after a religious or school holiday.

Safety, Security & Protection

Shorecrest and Gardaworld initiated a partnership to develop a school-wide comprehensive safety, security and protection program that retains the open and welcoming atmosphere of the independent school campus while enhancing all levels of safety for the community.

Gardaworld has completed an audit of the Shorecrest physical plant, the emergency communication systems, the crisis and emergency plans and the professional development program that focused on emergency planning. In addition, Gardaworld identified School Protection Officers (SPO's) with unique skills, interest and training to serve as on-campus leaders for the safety, security and protection initiative.

The School Protection Officers are essential in the identification and prevention of instances before they occur. While trained and prepared for medical emergencies and physical assaults, the primary role of the officers is to know the community and support all aspects of the school safety operations without disrupting normal school activities.

Visitors on Campus

All visitors during the regular school day, from 7:30am-3:30pm, are required to check in at a school office or at the main reception desk in the Raymund Center. Visitors will be asked to present an ID, such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of photo identification and manually enter the person's name into the system. All visitors including parents/guardians and volunteers are required to check in with a school receptionist and present an ID and state their reason for visiting.

The Visitor Management System checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, visitors are issued a badge with their name and photo, the date, and the purpose of their visit. Visitor badges must be worn prominently while on campus and visitors are asked to check out at an office upon completing their visit.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. For group or community events where large numbers of visitors converge on campus - for example: project shares, theatre performances, athletic events, Poetry in the Park, etc. - guests are not required to present a photo ID.

Adults who are on campus to attend group events in classrooms should wait in the breezeway until the designated time or until the teacher invites them into the classroom.

Insurance

Shorecrest does not provide medical insurance to cover injuries to students. Instead, [we suggest this Plan](#) to provide affordable coverage options.

Policy for Anti-harassment

Shorecrest Preparatory School is committed to maintaining an inclusive and equitable community. As a result all members of the Shorecrest community agree to treat each other with respect and courtesy, and we do not tolerate bullying and harassment.

In 2011, the Florida Legislature called for an end to the harassment of students by their peers. **The Jeffrey Johnston – Stand Up for All Students Act explains that bullying “means systematically and chronically inflicting physical hurt or psychological distress on one or more students.”** *The Administration maintains the right to determine whether a single event is so egregious that it calls for serious consequences described in the Anti-Harassment and/or Sexual Harassment policies.*

Whether physical or verbal, bullying and harassment may disturb a person's protected status, such as gender, sexual orientation, ethnicity, race, religion, ancestry, national origin, age, physical handicap, medical condition, or disability.

Bullying and harassment may include but are not limited to threatening words or behavior, taunting, hazing, stalking, destruction of property, exclusion, online cruelty, physical violence, unwanted sexual advances, taking or sharing of nude photography and emotional abuse.

Whether by an individual or by a group, bullying and harassment interfere with a student, faculty or staff member's performance and security by creating an uncomfortable, intimidating or hostile environment. Therefore, this behavior will not be tolerated on campus, at any school-related function, or through the use of any school-monitored technology.

Students and adults who engage in these activities on social media are just as culpable as those who engage in these activities on campus. Even if the victim of the harassment is not connected directly to the harasser's social media, it is a reasonable and clear assumption that the victim will see the postings.

At Shorecrest, we respect, affirm and defend the dignity and identity of each member of the community. Considering this, we hope to raise awareness about bullying and harassment; to steer any troubled students, faculty or staff away from conflict and instead toward resolution and empathy; and to ensure that Shorecrest is a welcoming and emotionally rewarding environment.

Sexual Harassment

Shorecrest strives to create a respectful environment for all students, teachers and families to come and learn. Whenever someone's dignity, respect, sensitivity or privacy

is violated due to sexually explicit or implied language or actions, the school will investigate the situation and support any person who claims to have been harassed and/or assaulted. Shorecrest will comply with all state laws regarding Sexual Harassment and will report allegations to appropriate authorities.

Responding to Complaints of Harassment

Shorecrest students have the right to participate in school life without the threat of harassment, sexual or otherwise. Students and faculty are strongly encouraged to report any such behavior toward themselves or others to the Director of HR or appropriate School Head. Allegations of harassment will be investigated immediately, in a confidential manner. The investigation will be conducted by the appropriate School Head or administrator. The results of the investigation and appropriate remedial action will be presented to the Head of School. Possible remedial actions to acts of harassment may range from required counseling, to an apology to the victim and/or the student body to suspension, probation or expulsion.

Reporting Procedures related to Abuse, Neglect & Abandonment

Course of action once it is understood by the school that a student is possibly being neglected, abused or abandoned:

- The school will speak with the child in question. Depending on the type of information shared by the student to the school, parents may or may not be notified by the school.
- By law, Shorecrest follows chapter 39 of the Florida Statutes for all reporting procedures. Please see <http://www.flsenate.gov/Laws/Statutes/2010/39.201> for all guidelines.

Search and Seizure Policy

To protect the safety and welfare of students and school personnel, Shorecrest Preparatory School has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Head of School and authorized staff members may, at any time, search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles.

Sexual Offenders Public Information

The Florida Legislature enacted a requirement for nonpublic colleges, universities and schools. Effective July 1, 2014, all such institutions are required to inform families of the existence of the Florida Department of Law Enforcement sexual-predator-registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information.

Parents, students, and employees should regularly visit the public registry to review it for individuals who may have prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting

<http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332).

Reporting Procedures related to Threat of Harm to Self or Others

Course of action once a threat regarding a student's intention to harm him/herself or others is understood by the school:

- The School Protection Officers from Guarda will be informed.
- The school will investigate the situation.
- Parents/guardians will be contacted.
- A student may not return without a full psychiatric evaluation to determine both the student's safety as well as the safety of the school community. Specifically, the medical evaluator will report to the school that the child in question is not a harm to themselves or others.
- Follow up counseling for the student is required.
- The therapist must provide counseling strategies and maintain regular contact with the school.

Weapons Policy

As school safety is an important concern for the Shorecrest community, Shorecrest strictly prohibits any weapons on campus, or at any school sponsored activities. Shorecrest follows the rules as set forth in the Florida Statutes under Section 790.01.

Florida statute defines weapons under section Fl. Stat. Ann. sec. 790.001. For clarification purposes, it is also illegal to carry or use a stun gun at school at a school-sponsored event or on the property of any school, school bus, or school bus stop. Pursuant to (Fl. Stat. Ann. § § 790.01, 790.053.) Peace Officers and specified others are exempt from these rules. Violation of these rules is a third degree felony. (Fl. Stat. Ann. § 790.115.)

Any student found to have used, possessed, or been in possession of a weapon, as defined by the Statute, while under the authority of Shorecrest, will be subject to a strong disciplinary response, including suspension and/or expulsion in certain cases. Shorecrest may require counseling as it deems necessary.

As used herein:

- A. "Found" means a determination by the school, following an investigation, based upon any type of information or evidence deemed by the school to be credible and substantial. The school shall have the right to act upon information or evidence that may not be admissible in a court of law.
- B. "In the possession of" includes the participation in the use of, or knowingly being in the presence of weapons.

- C. "While under the authority of Shorecrest" means any time the student is on the school campus for any reason or is in its immediate vicinity; and whenever the student is attending, participating in, or being transported to or from a school-sponsored activity. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are also considered school-sponsored functions. Off-campus lunches on a school day, including travel to and from such lunches, shall also be included within this definition.

Any student found to have remained in the company of another student who is in possession of a weapon while under the authority of Shorecrest, may also be considered in violation of the school's weapon policy, unless the student was intervening to prevent a problem, had no knowledge of the weapon, was assisting the person in difficulty, or was obtaining adult assistance.

HANDBOOK ACKNOWLEDGEMENT FORM

After you have read this Handbook carefully, please digitally sign the acknowledgement form included online in [SFO](#) by August 5, 2022.