

# *Smith Preparatory Academy*

## *Family Handbook*

### *2011-2012*



SMITH PREP

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## I. General Philosophy and Purpose of Smith Preparatory Academy

Smith Preparatory Academy was established in 1994 as a private Christian tutorial service providing a classical education for homeschooling families. Smith Preparatory Academy is an Associate Member of the Association of Classical and Christian Schools.

### Organizational Structure

Smith Preparatory Academy is not a private school but a tutorial service that aids homeschooling parents in the education of their children. However, since our day-to-day operations function like a school, our structure follows school models with a Headmaster, Administrative Staff, and Teachers/Tutors.

#### 1.1 Vision and Mission

**Vision Statement:** To advance God's Kingdom by equipping students to submit to the Lordship of Jesus Christ in all areas of life.

**Mission Statement:** Smith Preparatory Academy seeks to work with parents in their pursuit of rearing children who believe the Gospel. We instruct, encourage, and inspire students to be academically-minded, thinking Christians, who live consistently under the authority of God's word correctly interpreting the entire created order from a Biblical Worldview.

#### 1.2 Objectives and Standards of Smith Preparatory Academy

In all endeavors curricular and co-curricular, Smith Prep strives

- To emphasize the grammar (the fundamental rules and general data), dialectic (the ordered, unified relationship of particulars) and rhetoric (the persuasive communication of the grammar and dialectic) of all disciplines
- To encourage all students to develop a love of learning and to achieve their fullest academic potentials
- To teach all subjects in the curriculum as parts of an integrated whole with the Scriptures at center
- To provide virtuous models of Christian living in the members of the school's administration and faculty
- To encourage every student to cultivate a personal relationship with God the Father through Jesus Christ in the power of the Holy Spirit
- To provide an orderly and secure atmosphere conducive to the maintenance of these standards

#### 1.3 Statement of Faith

**The Scriptures**-The Scriptures of the Old and New Testaments were given by inspiration of God. Therefore, all scripture is authoritative, infallible and inerrant. The Scriptures are the only sufficient rule for faith and practice (Ps. 19:7; 2 Tim. 3:16-17; 2 Pet. 1:20-21).

**God**-There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, and being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience that springs from faith (Deut. 6:4; Ps. 145:3; John 1:3; 1 Cor. 8:4-6; 1 Tim. 1:17).

**The Trinity**-The Scriptures reveal that the one God eternally exists in three persons: the Father, Son and Holy Spirit. Each person has distinct personal attributes, but without division of nature, essence or being (Matt. 3:16-17; 28:19; 2 Cor. 13:14)

**Providence**-God from eternity, decrees or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not in any wise to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures (Isa. 46:9-11; Prov. 16:33; Col. 1:17; Heb. 1:3; Jas. 1:13-15).

**Election**-Election is God's eternal choice of some persons unto everlasting life—not because of foreseen merit in them, but of His mere mercy in Christ—in consequence of which choice they are called, justified and glorified (Rom. 8:28-30; 1 Cor. 1:27-29; Eph. 1:4, 11).

**The Fall of Man**-God originally created Man in His own image, and free from sin; but, through the temptation of Satan, Adam transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law. As a result they are under condemnation, and as soon as they are capable of moral action, become actual transgressors (Gen. 1:26-27; 3:1-7; Rom. 5:12-19; Eph. 2:1-3).

The Mediator-Since Jesus Christ, the only begotten Son of God, is fully God and fully man, He is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law; suffered and died upon the cross for the salvation of sinners as a penal substitute. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever lives to make intercession for His people. He will return again visibly and bodily. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the Universe (Isa. 53:10-12; John 1:1, 14; Acts 1:9-11; Rom. 3:21-26; 8:34; 1 Cor. 15:3-4; Gal. 3:13; 1 Tim. 2:5; Heb. 1:1-3).

The Holy Spirit-We believe that God the Holy Spirit brings glory to the Father and the Son. He applies the work of Christ to believers and distributes spiritual gifts to every believer according to His sovereign good pleasure for the purpose of building up the body of Christ. He is the Comforter, the Spirit of Adoption, the Seal of our Salvation and the Guarantor of our inheritance in Christ (John 14:16-17; 16:14; Acts 5:3; Rom. 8:14-17; Eph. 1:13-14).

Regeneration-Regeneration is a change of heart, wrought by the Holy Spirit, who gives life to those dead in trespasses and sins, enlightening their minds spiritually and savingly to understand the word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone (Eph. 2:1-6; Tit. 3:5; 1 John 5:1).

Repentance-Repentance is an evangelical grace, wherein a person being by the Holy Spirit, made sensible of the manifold evil of his sin, humbles himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk before God so as to please Him in all things (Acts 2:37-38; 11:18; 2 Cor. 7:10-11).

Faith-Saving faith is the belief, on God's authority, of whatever is revealed in His word concerning Christ; accepting and resting upon Him alone for justification and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness (Rom. 3:27-28; 4:1-5; 4:17-25; 10:14, 17; Phil. 1:29; Eph. 2:8; Jas. 2:14-26).

Justification-Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith (Acts 13:38-39; Rom. 3:21-26; 8:34; 10:3-4; 2 Cor. 5:21; Phil. 3:9).

Sanctification-Those who have been regenerated are also sanctified by God's word and Spirit dwelling in them. All Christians have been sanctified and progress in their sanctification through the supply of Divine strength, which all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands (Jer. 31:31-34; Ezek. 36:27-27; Rom. 8:1-17; 1 Cor. 1:30; Gal. 5:13-24; 2 Pet. 1:3-11).

Perseverance of the Saints-All those whom God has regenerated will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation (John 6:37-40; 10:28-29; Rom. 8:28-39; 1 Cor. 1:8-9; Phil. 1:6).

The Church-The Lord Jesus is the head of the church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. According to His commandment, Christians are to associate themselves into particular churches; and to each of these churches He has given needful authority for administering that order, discipline and worship which He has appointed. The regular officers of a church are Elders (Pastors) and Deacons (John 10:16; Acts 20:17, 28; Eph. 1:22; 5:23; 1 Tim. 3:1-13; 5:17-18; Tit. 1:5-9; Heb. 10:25).

The Lord's Day-The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private (Acts 20:7; 1 Cor. 16:1-2; Rev. 1:10).

Liberty of Conscience-God alone is Lord of the conscience; and He has left it free from the doctrines and commandments of men, which are in anything contrary to His word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake (Matt. 15:9; Rom. 13:1-7; 14:4; Acts 5:29; Col. 2:20-23).

The Resurrection-The bodies of men after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. The bodies of all the dead, both just and unjust, will be raised (John 5:28-29; 1 Cor. 15:12-28; 2 Cor. 5:1-10; Phil. 1:23).

The Judgment-God has appointed a day, wherein He will judge the world by Jesus Christ, when every one shall receive according to his deeds; the wicked shall go into everlasting and conscious punishment; the righteous, into everlasting life (Matt. 25:46; John 5:22, 27-29; Acts 17:31; Rom. 2:6-11; 2 Cor. 5:10; 2 Thess. 1:7-10; 2 Tim. 4:8; Rev. 7:13-17; 14:9-11).

Summarily, we embrace and adopt both the essential truths of orthodox Christianity, as articulated in the ecumenical councils of Nicea, Constantinople and Chalcedon, and the system of doctrine expressed in the creeds of the Protestant Reformation, including the Belgic Confession, the Heidelberg Catechism, the Second London Confession of 1689, the Thirty-nine Articles of the Church of England and the Westminster Confession of Faith.

#### **1.4 Code of Ethics**

To maintain the Christian witness of the school, the administration and faculty (as well as all delegated representatives of the school) must conform to biblical ethical standards at all times.

## **II. Admissions and Enrollment**

### **2.1 New Student Application**

All parents wishing to enroll their children at Smith Preparatory Academy are required to submit a completed Application for Admission. Details of the application process and the fees required can be found on the school website ([www.smithprep.com](http://www.smithprep.com)).

### **2.2 Re-Enrollment**

Current families may re-enroll current students beginning in January during express re-enrollment. Details of procedures, dates, fees, and tuition rates for the next academic year are posted to the school website in January.

### **2.3 Withdrawal of a Student**

#### **SPA Initiated Withdrawal of a Student**

Smith Preparatory Academy seeks to build a strong sense of community with families who are like-minded in its goals and objectives, and to maintain a student base that follows both its academic and behavioral standards. In order to accomplish this, the school reserves the right to rescind an invitation to return to the school for the upcoming academic year. In the event that the school decides to rescind an invitation to return after the re-enrollment process has been completed, previously paid fees for the upcoming year will be refunded accordingly.

#### **Parent Initiated Withdrawal of a Student**

The procedure for the withdrawal of a student by a parent requires that the parent:

1. Notify the administration of their intent in writing
2. Set up an exit interview with the Headmaster
3. Sign a *Request for Withdrawal Form*, acknowledging their understanding of their financial obligations to pay the remaining semester's tuition
4. Turn in all textbooks and any other items belonging to SPA

A student's grades will be released only when all financial obligations are met and books/supplies are returned.

#### **Financial Obligations Following Withdrawal**

If a family notifies the administration of their intent to withdraw a student at any time, the family is liable to pay the full semester's tuition except in the following circumstances:

1. The student's family is required by a third-party employer to move beyond a 30-mile radius from the school
2. The student's primary financially responsible parent becomes unemployed by a third-party employer
3. Other exceptions may be made at the discretion of the Headmaster

### III. Assignments and Grades

#### 3.1 Homework

Smith Preparatory Academy is a home-school based program and is not intended to replace the parents' role as the main source of education in the child's academic development. As a general guideline we strive to assign between 3 and 4 hours of homework daily. However, the time a student needs to complete the homework varies from day to day, from grade to grade, and from student to student. Each student, with the help of parents, should plan his/her daily schooling and extra-curricular activities wisely so that adequate time is provided for homework. Wise planning allows for timely completion of homework as well as the development of personal responsibility.

#### 3.2 Grades

Your students' instructors at SPA provide you with weekly and/or quarterly homework sheets. Assignments are graded and returned on a weekly basis. These assignment sheets and graded papers should be utilized by parents in evaluating their student(s) grades for reporting (either monthly or quarterly) required by their private school covering.

#### 3.3 Grading Scale

<u>LETTER GRADE</u>	<u>PERCENT</u>
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	BELOW 65

#### 3.4 Semester Evaluations

Because Smith Prep is a tutoring service as opposed to a school, we do not issue report cards. Instead, Semester Evaluations are mailed home at the end of each semester to inform parents of their child's progress. During the grading period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern. Parents are also encouraged to contact the school if they see a significant issue.

#### 3.5 Academic Probation

A student may be placed on academic probation for the following quarter if 1) the student carries a Semester GPA (the numerical average of grades from all classes being taken) below 2.0 during a quarter, or 2) the student fails a class during a quarter regardless of GPA. Additionally, the Headmaster will schedule a parent conference to discuss the situation.

If after placement on academic probation, a student's quarterly GPA does not rise to at least 2.0 collectively for all classes over the quarter or he/she does not earn at least a C- in a class failed during the previous quarter, the headmaster and the student's teachers may determine whether the student ought to be dismissed from the school on academic grounds.

### IV. Attendance and Tardy Policy

Regular attendance is required and prompt arrival to classes is important for a successful education at SPA. Multiple unexcused absences and consistent tardiness may result in the dismissal of a student. This policy is written with both the individual and the school community in mind. SPA's attendance and tardy policy is motivated by the need for order and accountability.

#### 4.1 Excused/Unexcused Absence and Tardiness

- Excused absences include illness, death of a family member, or injury. If a student will be absent for the day, the parent is expected to CALL ON THAT DAY to notify of the absence, its reason, and the expected return date. All work must be made up as listed below.
- Unexcused absences are those not listed above.
- Parents who wish to pre-arrange an absence must contact the Administration at least two weeks prior to the expected absence for approval and to obtain make-up work.
- If a student will be more than 5 minutes tardy, the parent must walk the student to class and then sign in at the office.

#### 4.2 Make-Up Work

Students with absences are expected to make up missed work. All make-up work will be due the week following the absence. Any exceptions are at the discretion of each teacher or the Headmaster. IT IS THE PARENT'S RESPONSIBILITY TO ARRANGE TO EITHER PICK UP ANY ASSIGNMENTS OR HAVE A FELLOW STUDENT BRING THE ASSIGNMENTS TO THEIR STUDENT.

### V. Campus Policies

#### 5.1 Campus Visits

- All visitors to the SPA campus must sign in (and out) at the office.
- With the exception of parents and guardians, students will not be permitted to receive visitors on the campus during school hours without prior approval by the teachers and headmaster.
- Visits from parents who wish to sit in and observe a class are encouraged. However, all visits must be pre-arranged with the Administration.
- Students are not permitted to leave campus for any reason during the school day unless a parent arranges to pick them up.

#### 5.2 Pets on Campus

- Pets are not permitted on campus at any time.

#### 5.3 Lost and Found

The school has a lost and found bin located at each campus. Periodically this bin will be emptied. Labeled items will be returned to students and the remaining items will be either thrown out or recycled.

### VI. Communication

#### 6.1 SPA Communication Channels

SPA partners with parents in their pursuit to properly educate their children. Communication is essential if this pursuit is to be successful. Therefore, many different methods are used to communicate with parents. The following is a summary of the variety of communication channels utilized by SPA. In addition, the school uses email extensively to communicate with parents. Parents should check their email regularly and inform the school if their email address changes.

- **Website** ([www.smithprep.com](http://www.smithprep.com)): As well as serving as a strong recruitment tool for prospective parents and students, the SPA website includes valuable information for current families. This includes the contact information for the school and all staff, class syllabus, school calendar, upcoming events, and much more. Each week parents should review the contents of their child(ren)'s online syllabus for weekly homework and future assignments.
- **Monthly E-Newsletters**: Each month the administration will send out an e-letter conveying school-wide information. This e-letter is sent to all currently enrolled SPA families.
- **School-Wide Mailings** (USPS): SPA tries to consolidate mailings to parents whenever possible. On some occasions, mail will be used school-wide to assure simultaneous delivery to all families.
- **Semester Evaluations**: At the end of each semester (December and May) SPA will mail a Semester Evaluation to the parents of each SPA student.

**Please Note:** SPA does not endorse or permit publicity for non-SPA groups or events. Parents and non-SPA groups may not use SPA's various communication vehicles to publicize or promote anything other than a SPA-sanctioned club, group, or event.

## **6.2 Parent/Teacher and Parent/Headmaster Conferences**

- Parents at SPA are encouraged to stay in close communication with their child's teachers.
- A parent can schedule a conference with a teacher or the headmaster at any time during the school year by contacting them directly (preferably via e-mail).

## **6.3 School Calendar**

The school calendar can be found on the SPA website ([www.smithprep.com](http://www.smithprep.com)) and contains the academic calendar and all school events.

## **6.4 Computer Usage Policy**

- At no time will students be allowed to use the school's computers unless they have received direct permission by a teacher or administrator.
- Students are not permitted to use their own computers without explicit permission from both their classroom teacher and the Headmaster. Non-school computers will not be granted access to the school network.

## **6.5 Communication with Divorced and Separated Families**

The following policy is intended to clarify a number of issues that are sometimes confusing to both staff at the school and parents in a divorce or separation situation.

**Registration Forms:** Unless one parent has sole custody of a student enrolling at SPA, both parents must sign the registration forms.

**Primary Parent:** SPA will send all correspondence to the parent living at the student's primary residence.

# **VII. Conduct**

## **7.1 Discipline**

- The purpose of discipline is to cultivate an orderly environment with high behavioral standards that makes the training up of virtuous scholars possible.
- Teachers are expected to deal with the majority of disciplinary matters at the classroom level. Teachers, and if necessary, the administration, will determine the method and severity of punishment of misbehavior. Respect for the individual and for the larger student body, equity, and love must motivate all discipline at SPA.
- Biblical principles regarding sin and punishment should guide all disciplinary actions, which may include private and public apologies, damage restitution, and the restoration of broken fellowship. Repentance and reconciliation are integral to the discipline of students.
- If a student commits an act of such seriousness that the Headmaster considers swift and decisive action necessary, the Headmaster may suspend a student immediately. Examples of actions or behavior that may lead to an immediate suspension include: leaving campus without permission from a SPA official, fighting, and plagiarism or other forms of cheating.
- SPA may discipline students for serious misconduct occurring outside the school's purview (off campus). In cases where a SPA student is guilty of serious moral turpitude and unrepentant sin, such as rebellion against God-given authorities (parents, guardians, teachers, administrators, officers of the law, etc.), criminal activity, sexual sin, etc., it is the primary responsibility of the student's church to exercise appropriate church discipline according to the dictates of Scripture (e.g. Matthew 18:15-18). SPA may choose to suspend or expel a student guilty of any serious sin, whether or not the student is a member of a biblical church and whether or not a church chooses to carry out its disciplinary responsibilities.

## **7.2 Student Dress Code**

SPA believes that instead of students expressing themselves through fleeting youth fashion, the students are expected to express themselves through their good attitudes and behavior, keen minds, and willing hearts. Like most working professionals, the students at SPA wear uniforms. Every student is to come to school modestly dressed wearing their SPA shirt. Shorts are permitted but must not be shorter than one inch above the knees. All clothing must be clean, without holes, and modest. Students not appropriately dressed will be given the opportunity to call home to have the parent bring the proper attire. Suspension will result from multiple infractions.

### **7.3 Cell Phones and Electronic Devices**

- Students who bring cell phones to school are not allowed to use them during school hours, including lunch time. Cell phones must be turned off and stowed during the school day.
- Students may not have electronic devices on campus (electronic games, MP3 players, etc.)

### **7.4 Public Displays of Affection**

Inappropriate displays of affection between students including hand-holding, lengthy hugging, kissing, etc. are not allowed on campus or at any school-sponsored event. Infractions may be subject to immediate disciplinary actions. (See "Discipline" above.)

### **7.5 Defacing School/Church Property**

Students will be subject to immediate disciplinary action if they are found defacing any school or church property including books, walls, furniture, etc.

### **7.6 Drug Dealing**

Selling, supplying, or distributing any controlled substances, regardless of where the infraction occurs, will result in immediate suspension and will typically result in a recommendation for expulsion and notification of the police.

### **7.7 Drug Usage**

Any student who, regardless of time or location, possesses, uses, or is under the influence of illegal drugs, controlled substances (including alcoholic beverages), or who possesses associated paraphernalia, is subject to disciplinary action, which may include suspension, probation, mandatory counseling, or expulsion.

### **7.8 Tobacco**

The use and/or possession of tobacco and tobacco products is prohibited at SPA or SPA sponsored events. For the first offense, students maybe suspended, put on probation, or expelled from SPA.

### **7.9 Weapons**

- The possession of any explosive device or weapon, including but not limited to guns and knives, is not allowed on school property or at any school function.
- Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon.
- Violations of these rules will result in suspension and could be grounds for expulsion.

## **VIII. Curriculum & Controversial Subjects**

Controversial issues are those issues that Christian families and churches commonly consider divisive and concerning which the school has taken no official position. This policy applies whether a teacher or a student introduces such an issues. Controversial issues include, but are not limited to, courting and dating, environmentalism, the Civil War/War Between the States, old-earth/young-earth theories and partisan politics.

The guidelines given here will be upheld by the faculty of SPA, which does its utmost to respect the convictions of parents and teachers regarding controversial issues, while maintaining the school's goal of understanding all things in light of the Christian worldview.

1. If a potentially controversial issue arises in the course of a day's instruction, and discussion on that issue will likely not assist teachers in achieving specific curricular goals, then teachers must table further dialogue on the issue until an appropriate time outside of class.
2. If a potentially controversial issue arises in the course of a day's instruction, and discussion of that issue will likely assist teachers in achieving specific curricular goals, then teachers will do the following:
  - a) If necessary, teachers will instruct the class on the Christian's obligation to be charitable in debate.
  - b) Teachers will remind the students of their responsibility to honor any issue-related instruction they have received from their parents.
  - c) If appropriate and pertinent to the curriculum, teachers will direct the students' attention to informed sources expressing opposing viewpoints, encouraging students to familiarize themselves with the most widely-held views on the issue. The academic inquiry may take a variety of forms, including research papers, guest speakers, faculty debates, etc.

- d) Teachers must refrain from pursuing tangents that may lead to the mishandling or poor teaching of controversial issues.
- 3. Teachers must remember that they are to serve as role models of mature Christian character to the students; hence, teachers must never engage in adversarial debates with student(s) over controversial issues. Although teachers may hold deep personal convictions regarding various controversial issues, they must endeavor to instill a gracious, scholarly attitude in the students.
- 4. Teachers may express their view on controversial issues; however, when expressing their beliefs, they must strive to present opposing views accurately, fairly, and without judgment.

## IX. Emergency Procedures

### 9.1 Classroom Procedures

Each classroom contains a copy of the Emergency Manual, which includes emergency procedures, policies, and protocol.

### 9.2 Storm Days

SPA will normally follow Orange/Seminole County Public Schools' decisions about suspending school on storm days. However, for specific details, please check the school website ([www.smithprep.com](http://www.smithprep.com)), major media outlets (radio and TV), and be alert to administrative emails. Attempts will be made to contact staff members by phone.

## X. School-Sponsored Events

### 10.1 Definition of School-Sponsored Events

School-sponsored events are those events that:

- o Are organized by a member of the administration or faculty in his or her official capacity
- o Are approved by the administration but organized by an agent of the school
- o Are published on the school's yearly calendar
- o Receive the school's financial support

### 10.2 Guidelines for School-Sponsored Events

- o Must comport with the school's stated educational goals
- o Require the attendance of at least one member of the administration or faculty
- o Non-SPA students may not participate, except with the explicit permission of the Headmaster
- o The school must provide parents with timely information
- o The Headmaster must approve all written communication to parents concerning such activities
- o The school will advertise only school-sponsored activities in its official communications
- o Only school-sponsored activities will receive financial support from the school
- o The administration must approve all proposed activities and their dates and determine the number of chaperones necessary

## XI. Financial Policy

### 11.1 Tuition Payment Options

Payment options are listed on the SPA website with detailed information on the application form.

**Payments:** Tuition is paid annually before August 1; or in ten monthly payments beginning in August and commencing with the final payment in May. Tuition is due on the first day of each month.

**Late Fees:** A \$20 late fee (per student) is charged if payment is not received by the 10th of the month.

**Insufficient Funds:** If any check is returned for Insufficient Funds the account will be assessed a \$35 fee. If two checks are returned, the account will be placed on a cash-only status.

**Post-dated checks:** It is the policy of SPA and a standard business practice not to accept post-dated checks. If a post-dated check is received in our office, it will be returned for a replacement check.

### 11.2 Financial Definitions

**Overdue Accounts:** An account of any family whose tuition or fees due to SPA have not been received by the tenth day after they are due.

**Late Fees:** A \$20 penalty assessed to all overdue accounts. An additional \$50 will be added to all who are on financial probation.

**Financial Probation:** The status of an account which is more than 30 days past due. These accounts will be assessed a \$50 penalty and given 30 days to bring the account current.

- Any family who becomes concerned about their ability to meet their financial obligation to SPA should immediately contact the Administrator before their account becomes past due.
- In the event tuition is not paid by the tenth of the month, SPA will send a notification of delinquency by e-mail.
- If at any time a family's account with the school becomes more than 30 days past due, they will immediately be placed on Financial Probation. (see above)
- If at any time during the school year a family's account with the school becomes more than 60 days past due, the Administrator will be responsible to see that the family is advised in writing and by phone call that their child is subject to immediate suspension. Continued failure to pay past due accounts will result in the withholding of a student's Semester Evaluation and/or permanent dismissal of a student.
- If at the end of any semester a family's account is not paid in full, including any incurred late fees or penalties, the child's final semester evaluation will be withheld until the account is current.

## **XII. Grievance Policy**

As Christians, we encourage and focus on positive communications – whether it is between parents, teachers, students, or school administration.

- There is an open door policy at SPA. Any time a question or issue arises, please contact us for clarification and resolution. The Administrator may be reached by phone during our posted business hours (see pg. 13) or by e-mail.
- If a conflict occurs, follow the steps outlined in Matthew 18:15-17:
  1. First, pray about the situation.
  2. Avoid gossip. Go directly to the person involved and try to resolve the conflict together.
  3. If there are still issues, contact the Administration for help.
- The Administration will work with families to resolve conflicts (arbitration) as they arise. In the unfortunate event that an individual or family refuses to resolve issues or is creating unnecessary strife amongst the members of the school, the Administration reserves the right to dismiss that student/family from the school.

## **XIII. Medical Policy**

- It is the expectation of SPA that families will keep ill children at home so that infectious conditions are not spread to classmates, faculty, and staff. This includes not sending children to SPA if they have had any of the following within the previous 24 hours:
  - Fever of 100° or higher
  - Vomiting
  - Diarrhea
  - Excessive coughing
  - Excessive nasal drainage
- A student who is experiencing any of the above symptoms at school or who, in the opinion of the Administration, is not well enough to be at school, will be asked to return home and not return until he/she has not experienced these symptoms for at least 24 hours.
- When parents are notified of the need to pick up their child, the child must be picked up within 30 minutes of the call. If this is not possible, we ask that arrangements be made to be picked up by someone other than the parent as we have no space designated to care for ill students.
- When choosing a local emergency contact, please keep the policy outlined above in mind.
- SPA teachers, staff, and administration will NOT administer medication of any kind to students.
- If a student is involved in an accident/injury at school, the administration should be notified immediately and a *Student Accident Report* completed. Witnesses to the accident will be asked to sign the report. Emergency Medical Services will be requested by the administration when appropriate.

## XIV. Privacy Policy

For the purpose of this policy, "SPA" refers to persons who are part of the administration, faculty, or staff. "The community of SPA" refers to persons who are students, other members of a student's own household, and persons who are part of "SPA."

**The Community of SPA--Personal Information:** The privacy of the students, parents, faculty, and staff is valuable, and is a matter of great importance and trust.

Personal information (including, but not limited to names, addresses, phone numbers, and email addresses) may only be distributed among persons belonging to the community of SPA, and may not be distributed to any other parties.

**Friends and Guests--Personal Information:** Personal information received by SPA belonging to persons other than the community of SPA will be treated with care. Reasonable efforts will be made to ensure that the information is distributed only as needed at SPA, and will not be distributed to other parties.

**SPA--Internal Communication:** Personal information may be distributed among SPA for purposes of school-related business only. SPA will endeavor to avoid excessive reproduction of personal information to minimize the possibility of improper distribution of personal information belonging to the community of SPA, and personal information belonging to friends and guests.

**SPA--Community Communication:** Community communication of personal information shall be governed by the principle of "one document, one recipient." Each document containing personal information will be intended only for the receipt of one person or household.

**The following statement shall appear on documents, in any form, that contain personal information belonging to anyone other than the sender or the recipient:**

In accordance with the Privacy Policy of Smith Prep, this document and any associated documents are intended only for the use of the initial recipient and may contain information that is privileged and confidential. Any use of this information for anything other than its intended purpose or by anyone other than the initial recipient constitutes a violation of the privacy policy of Smith Prep. If you have any questions about this policy, please contact the administrator.

## XV. School Hours/Drop-Off Procedures

### 15.1 School Hours

<b>MONDAY –</b>	<b>Longwood Campus</b>	<b>Middle School</b>	<b>9:30 AM - 2:30 PM</b>
<b>TUESDAY –</b>	<b>Longwood Campus</b>	<b>High School</b>	<b>9:30 AM - 2:30 PM</b>
<b>WEDNESDAY –</b>	<b>Ocoee Campus</b>	<b>High School</b>	<b>9:30 AM - 2:30 PM</b>
<b>THURSDAY –</b>	<b>Longwood Campus</b>	<b>Co-Curricular</b>	<b>9:00 AM - 3:45 PM</b>

### 15.2 Drop-off and Pick-up Procedures (LONGWOOD)

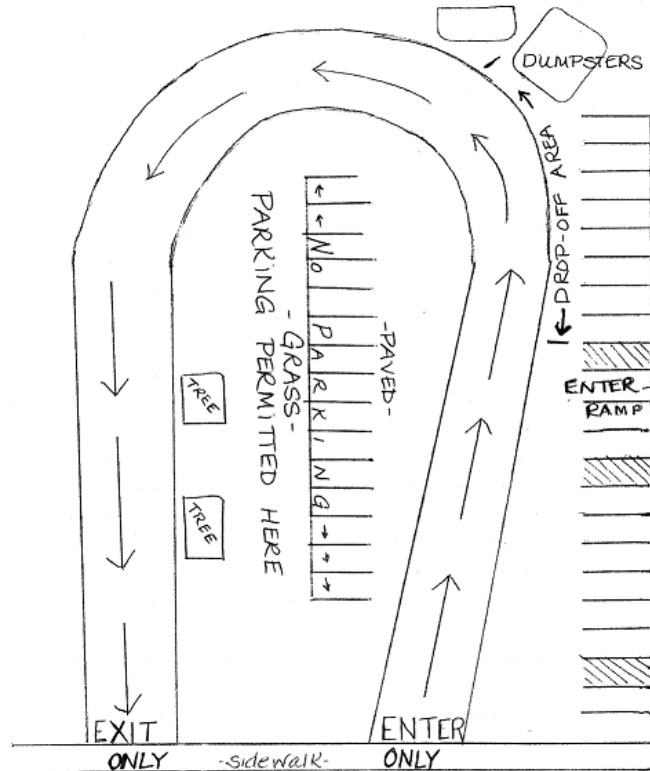
- Drop-off begins at 9 AM
- No students may be on campus prior to 9 AM

*If you are dropping students at 9:35 AM or after, please write a note to their 1st period teacher explaining the tardy and walk your student in to the office to sign them in.*

1. Parents enter the parking lot through the 'ENTER-ONLY' entrance, onto the paved parking lot, staying between the orange traffic cones.
2. Pull up as far as possible (toward the 2 dumpsters, at the far end of parking lot).
3. Students must exit the passenger side door, while vehicle has come to a stop between the dumpsters and the Handicap Ramp. No students are to exit vehicles before vehicle reaches the Handicap Ramp.
4. Parents proceed onto the grassy lot, beyond the 2 trees, to the concrete exit marked, 'EXIT-ONLY' onto Church Street

**For parents who would like to PARK & ESCORT their children onto campus:**

1. Drive through the car line, waiting for those who are dropping off students
2. Proceed onto grassy lot and park ON THE GRASS directly in line with painted parking spaces on the pavement (which are blocked off to parking).
3. Keep all students/children together in one group when crossing through vehicles moving through the car line-- proceed to sidewalk entrance, which is directly to the left of the Handicap Ramp.
4. After returning to your vehicle, please carefully back into the flow of traffic (follow arrows on diagram) to exit onto Church Street.



**15.3 Drop-off and Pick-up Procedures (OCOEE)**

- Drop-off begins at 9 AM
- No students may be on campus prior to 9 AM

*If you are dropping students at 9:35 AM or after, please write a note to their 1st period teacher explaining their tardy and walk your student to class.*

Parents may either drive around the loop to drop students at the sidewalk or they may park in the lot and escort their students into the building.

**15.4 Student Drivers**

- Student drivers must follow the same campus parking rules as parents (listed above).
- Students may NOT leave campus during the school day.
- Students are not permitted to be in or near their vehicles during the school day.