

SAINT PAUL'S CLASSICAL SCHOOL

2025-2026 Family Handbook

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I. MISSION & VISION

Saint Paul's Classical School Mission Statement

Saint Paul's Classical School serves families by guiding students to obtain Christian virtue and wisdom through love of God and neighbor by studying the Western Tradition.

This mission statement for the school is an application of the mission of Saint Paul's Anglican Church, to "make lifelong Christians who embrace the apostolic faith and practice of the Church and faithfully pass it to the next generation." Saint Paul's Anglican Church is a parish of the Anglican Province of America.

Saint Paul's Classical School Vision Statement

The Faculty and Students of Saint Paul's Classical School work, study, and worship that we may obtain, understand, and receive Christ and His Kingdom. We accomplish this by achieving proficiency in our knowledge of this Good world given to us by God, by embracing and discerning Truth, and by speaking with Beauty on behalf of our God and King, Jesus Christ.

Saint Paul's Classical School works with the end in mind: the man "fully alive"[1]. The fully alive man or woman graduating from Saint Paul's Classical School will have heart, mind, and soul formed to know and love God as He is revealed in the the created order and Holy Scripture.

Saint Paul's Classical School Philosophy on Education

Education at Saint Paul's Classical School is not designed merely to make graduates employable, as this would only produce servile individuals reliant on others for thought and trapped in meaningless distractions. Instead, our education aims to cultivate free individuals who trust one another, build civilizations, and engage in worthy pursuits. We believe the Seven Liberal Arts—the Trivium (Grammar, Dialectic, Rhetoric) and Quadrivium (Number, Geometry, Music, Astronomy)—liberate the human person to live well in God's world.

[1] St. Iranaeus of Lyon

A graduate from SPCS may pursue further study at university or vocational training, choosing paths that reflect their unique callings. Whether attending university, mastering a trade, or entering the workforce directly, they build upon the strong foundation of their education at SPCS. While this Handbook cannot fully detail every aspect the curriculum, it outlines the principles and practices that shape the free men and women who graduate from Saint Paul's Classical School.

Religious Foundations

Saint Paul's Classical School is a ministry of Saint Paul's Anglican Church. We recognize the truth that God the Father has revealed Himself to the world finally and completely in His Son Jesus Christ. His death upon the Cross and His resurrection from the grave have won us the forgiveness of sins and the hope of everlasting life.

Saint Paul's Anglican Church and the Anglican Province of America is a living branch of the One, Holy, Catholic, and Apostolic Church of Our Lord Jesus Christ. We profess the orthodox Christian Faith as received in the canonical Holy Scriptures, the three ancient Creeds, the Seven Ecumenical Councils, the consensus of the Church Fathers, and the Holy Tradition of the ancient and Undivided Church of the first millennium. We celebrate the seven Holy Sacraments of the historic Church. We joyfully proclaim the timeless Gospel of our Savior to all the world. All of our clergy, faculty, and staff wholeheartedly and unreservedly affirm the timeless Doctrine and Morals of Christ's One, Holy, Catholic, and Apostolic Church and we teach our students in accordance with the same.

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

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

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

Moral Beliefs

Here follows a short summary of certain moral beliefs concerning issues that are prevalent in our culture today. Saint Paul's Anglican Church and Classical School always believes in and teaches in accordance with Holy Scripture and the moral witness of the undivided Church.

Marriage — Saint Paul's Anglican Church and Saint Paul's Classical School unswervingly affirm God's design for human sexuality and marriage. Holy Matrimony is a sacrament that constitutes a lifelong covenant between one man and one woman that can only be dissolved by death. Human sexuality is for the procreation and rearing of families which leads to human flourishing and well-ordered societies which honor God. Any sexual activity outside of Holy Matrimony is a grievous sin which requires repentance, confession, and absolution. Such sins include lasciviousness, lewdness, sodomy, fornication, adultery, use of pornography, etc.

Male & Female — God created all human beings in His image and after His likeness at the beginning. He only created male and female. We affirm that an individual person can only be male or female since his or her conception. We deny the existence of any other so-called "genders", that an individual may change his or her gender, and that an individual's body may not match his or her true gender.

Life — Saint Paul's Church and Classical School affirms the sanctity of life from conception to natural death. From the moment of conception, each person is created in the image and after the likeness of God and points us to God's sovereign rule in this world. All human life is of inestimable worth and significance in all its dimensions, including the unborn, the aged, the widowed, the mentally handicapped, the unattractive, the physically challenged and every other condition in which our common humanity is expressed from conception to the grave regardless of circumstance of birth (Genesis 1:26, 27, 5:1, 2; Exodus 20:13; Psalm 127:3, 139:13-16).

II. Code of Conduct

Introduction

At Saint Paul's Classical School, we consider the Christian Life the best life. Each stage of our life requires us to obey Christ in particular ways, but above all, the Christian life is a life of love. Love is not a feeling but an action. Love, a virtue unique to Christianity, tells us that we ought to will the "good of the other". God wills our good by creating us and then in re-creating us in the redemptive blood of Jesus Christ, the Savior of the world. The law of God, given first to Moses and clarified by Jesus, tells us that we are to practice three things: love for God, love for each other, and love for ourselves. These are then the three headings of our student and faculty Code of Conduct. The code provides the setting in which we live our lives together as a school striving towards virtue and knowledge of God. This Code is the primary standard for student and teacher behavior in the school. School Rules and Guidelines are an extension of how we love our Lord, our Neighbor, and ourselves.

Summary of the Law

"THOU shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it; Thou shalt love thy neighbor as thyself. On these two commandments hang all the Law and the Prophets."— Matthew 22:37-40[2]

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[2] Our Lord's Summary of the Law is recited every Tuesday and Thursday at Mattins. On Mondays, Wednesdays, and Fridays, we recite the Ten Commandments (Exodus 20).

> GOD spake these words, and said:
>
> I. I am the LORD thy God; Thou shalt have none other gods but me.
>
> II. Thou shalt not make to thyself any graven image, nor the likeness of any thing that is in heaven above, or in the earth beneath, or in the water under the earth; thou shalt not bow down to them, nor worship them:
>
> III. Thou shalt not take the Name of the Lord thy God in vain;
>
> IV. Remember that thou keep holy the Sabbath-day.
>
> V. Honour thy father and thy mother;
>
> VI. Thou shalt do no murder.
>
> VII. Thou shalt not commit adultery.
>
> VIII. Thou shalt not steal.
>
> IX. Thou shalt not bear false witness against thy neighbor.
>
> X. Thou shalt not covet

Saint Paul's Classical School understands this handbook with its Codes, Rules, Guidelines, and Policies to be an application of the Word of God in education.

The Code

I. ***Love the Lord thy God***

- We conduct all of our schoolwork as an act of worship to God.
- We treat all sacred spaces with dignity and honor by using them for their intended purpose.
- We participate earnestly and pray reverently during Mattins and Evensong.

II. ***Love thy Neighbor***

- We speak to one another with kindness and grace as well as address all faculty, staff, and classmates with appropriate honor and obedience.
- We leave our common spaces in a better state than how we found them.
- We strive to make one another's lives easier.

III. ***Love Thyself***

- We present our best work before our teachers and classmates.
- We maintain our own personal spaces and materials with tidiness.
- We always present ourselves as dignified and civilized in our appearance.

III. Role of School

God's design for the growth of humanity is that husbands and wives should rear children in the "nurture and admonition of the Lord"[3]. A school exists to assist parents in this holy calling, supporting their desire for their children to grow in virtue and wisdom. At its best, a school is the place where one generation passes on its wisdom, knowledge, and customs to the next. Saint Paul's Classical School embraces this calling by faithfully transmitting the wisdom of Western Civilization to her students.

As a private institution, Saint Paul's Classical School is governed not by the shifting priorities of local, state, or federal bureaucracies, but by the Church, instantiated in this parish, especially its Headmaster and faculty, who are entrusted with the freedom and responsibility to form both curriculum and culture. Other independent schools and homeschool communities in our county share this independence, but what distinguishes Saint Paul's is not merely freedom from government interference—it is

[3] Ephesians 6:4

our unwavering commitment to a particular vision of education rooted in the classical and Christian tradition.

Many classical schools describe their approach with the Latin phrase *in loco parentis*—"in the place of parents." This does not imply that the school replaces parents, but rather that parents have deliberately chosen these teachers to instruct and guide their children during the school day. This partnership is especially important in an age when public institutions increasingly denigrate parental authority and diminish the meaning of fatherhood and motherhood. Saint Paul's Classical School stands in deliberate contrast, offering a clear, faithful, and ordered environment in which families are supported in the noble task of forming their children.

This *in loco parentis* partnership is also countercultural in an age of endless options but few meaningful distinctions. The academic rigor of SPCS, our careful selection of literature, our screen-free classrooms, and our commitment to beauty and order are attractive to many families. We gladly welcome all families who are eager to share in our common life—as many as we have desks to seat their children.

The aim of SPCS is not the pursuit of mere skills or the promotion of shifting "values," but the cultivation of true wisdom and virtue. These are the enduring goals of our work. We recognize, however, that not every family will share these same goals. Should a family find that their priorities are not aligned with the vision of the School, we are committed to helping them discern the best way forward—whether by embracing more fully the life and vision of SPCS, or by seeking a school that more closely reflects their own convictions.

IV. Role of Family

The Role of Families in the Life of the School

Parents are the primary educators of their children. The school serves families by providing a mission and vision, a curriculum, a Code of Conduct, and policies which allow for the education of children in a corporate sense. The School hires qualified teachers and staff in order to implement a full education with parents. Parents chose to place their children at Saint Paul's Classical School; we ask parents then to "lean in" to their choice.

The role and responsibilities of parents in the school are to fully and appropriately participate in the life of the school. There are the simple and primary practicalities of school life. Parents ensure that students are prepared to learn and grow by providing food and shelter of the best they can provide. Parents ensure that students are dressed

according to the uniform guidelines and that students are as well-groomed as possible. Parents make sure that students arrive at school on time, not only on regular school days, but on events like Christmas Concert, Easter Concert, and School Sunday. Parents read communications from the school—whether weekly emails from teachers and administrators—as well as respond to concerns about student progress in academics or morals.

Less tangible, but not less important, is to build homes where wisdom and virtue is cultivated. Different families emphasize different virtues and express different personalities; all of these are good. At school, we balance between meaningful work and meaningful rest; we hope for similar patterns in the homes of our school families. At school, we recognize that the use of electronics and other modern technology distracts from the use of our minds; we hope for responsible use of such technology in the homes of our families. At school, we rejoice in careful reading and clear thinking in our students and hope that our school families are similarly attentive.

Families become part of the life of the school by developing friendships within the school. We encourage families to greet one another at pick-up, to visit one another in their homes, to participate in classroom socials, to fellowship at movie nights and fundraising events, to linger after concerts and Recitation Days. Students and teachers spend nearly forty hours a week on campus with each other learning and growing together and we encourage parents, grandparents, pre-school siblings, and out-of-house siblings to join in—and even other friends looking for a school community to join.

The final expectation of families in the school is grace. From time to time, students will offend against one another, or otherwise come into conflict. At Saint Paul's Classical School, we expect families to approach such moments with maturity, humility, and grace. In particular, families are expected to de-escalate conflict between their children and other children, and more particularly between parents of one family and parents of another family. Parental animus toward a student of another family is entirely out of keeping with the school community. In the event of conflict between families, we encourage families to meet and politely work out their differences; the school is ready to help mediate. If a family believes that they can no longer trust the School's leadership or mission, we ask that they part ways with the School in a spirit of peace and charity. The standard for reconciliation is Matthew 18:15-17.[4]

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[4] "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican."

The rest of this section expresses as policy how these responsibilities apply to the life of families within the school. Please feel free to email the Headmaster for clarification regarding these or any other policy in the Handbook.

Family Conduct and Communications with SPCS

School families are expected to communicate with faculty and staff according to Christian charity with a spirit of mutual co-operation in the building of Saint Paul's Classical School. School families are encouraged to develop friendships among themselves, recognizing that each member family has chosen Saint Paul's Classical School for particular reasons.

A positive and constructive relationship between Saint Paul's Classical School and family members is essential to the school's educational purpose. Family members include parents, grandparents, legal guardians, and anyone in a student's close network of personal relationships. Saint Paul's Classical School's educational mission is harmed where a family member of a student engages in behavior or communications with Saint Paul's Classical School that are disruptive, intimidating, overly aggressive, reflective of a loss of confidence in Saint Paul's Classical School, display a refusal to accept Saint Paul's Classical School's methods of instruction or discipline, interfere with the functioning of Saint Paul's Classical School or its educational purpose, or are otherwise detrimental to Saint Paul's Classical School or the school community.

Likewise, Saint Paul's Classical School's educational mission is harmed where family members engage in behavior or communications in the community at large that reflect a loss of confidence in Saint Paul's Classical School, display a refusal to accept Saint Paul's Classical School's methods of instruction or discipline, strongly voice disagreement with Saint Paul's Classical School's policies, unreasonably disparage Saint Paul's Classical School, interfere with the functioning of Saint Paul's Classical School or its educational purpose, or are otherwise detrimental to Saint Paul's Classical School or the school community.

In any of the above circumstances, Saint Paul's Classical School reserves the right to place restrictions on the family member's involvement or activity at school, on school property, or at school related events. The school may also dismiss a student whose family member engages in such behavior or communications, withdraw an offer of enrollment or re-enrollment, or void an executed re-enrollment contract for such student. Any determination under this paragraph shall be in Saint Paul's Classical School's sole and reasonable discretion.

All parents and legal guardians (married, unmarried, divorced, or separated) must cooperate with one another in the best interest of students' education at the school. Failure of parents to cooperate with one another may lead to dismissal of the student or the school's decision not to offer or to withdraw an offer of enrollment already made in future academic years.

Family Moral Policy

All students, families, faculty, and staff of Saint Paul's Classical School are expected to conduct themselves in accordance with the Christian moral tradition, both within and beyond the school environment. Any serious breach of Christian morality—whether by a student or family member—occurring outside of school may constitute grounds for dismissal from the school. Such breaches include, but are not limited to: sexual immorality, public intoxication, physical violence, or other behavior or communications that are threatening, coercive, disruptive, or scandalous to the Christian witness of the school. The Rector of Saint Paul's Anglican Church, in his sole discretion and in consultation with the Headmaster, is the final and competent authority to determine whether such conduct warrants disciplinary action, up to and including dismissal.

Terms of Enrollment

By enrolling at Saint Paul's Classical School, students, parents and legal guardians acknowledge that they must abide by published or provided school rules, policies, and guidelines, including those provided in this Handbook. Failure to do so may lead to consequences up to and including dismissal. Violations of this Handbook or other published or provided school rules, policies, or guidelines will be determined in the sole and reasonable discretion of Saint Paul's Classical School.

Family Forum

Family Forum gives our families an avenue to build those ties that bind us together as a school, as well as support the classroom teachers in their mission. The leader of Family Forum is a volunteer named by the Headmaster and is called the "Tribune". Family Forum has three functions. First, Family Forum builds school community by planning informal events and activities such as Movie Nights for parents and families to fellowship. Second, Family Forum supports teachers by planning Teacher Appreciation events such as birthdays and Teacher Appreciation Week. Third, Family Forum helps the School find fundraising opportunities. The Family Forum Tribune will communicate to families primarily by email from Family.Forum@SaintPaulsMelbourne.org.

Parent-Teacher Conferences

Each year there are two mandatory parent-teacher conferences in order to keep parents informed on student progress. One will meet at the end of the 1st quarter and the other at the end of the 3rd quarter. At least one parent must be present at both conferences.

Room Parents

In addition to the work of building school community, homeroom teachers may ask for a parent to volunteer as "Room Mom" or "Room Dad". This parent will assist the teacher in coordinating classroom and occasionally school-wide events.

V. Role of Student

Introduction

Saint Paul's Classical School serves families by guiding students toward Christian wisdom and virtue. This noble goal presumes two things: that each student has room to grow in both, and that each student is willing to be guided. All students are expected to make progress. While not every student will excel in every subject or activity, each is expected to grow—intellectually, morally, and spiritually—over the course of the school year, and indeed, with each passing quarter. Diligence and perseverance are of greater value than mere natural ability.

Each "school within the School"—the Grammar School, the Dialectic School, and the Rhetoric School—has its own emphasis on behavior and its own approach to the foundational studies of "Reading, 'Riting, and 'Rithmetic". These traditional categories, while simple in name, represent the deeper classical commitment to the Seven Liberal Arts as discussed in the Mission and Vision section of this Handbook.

Students are expected to grow both academically and morally according to the standards of Saint Paul's Classical School, not according to the expectations of other institutions. Younger students are measured by the standards appropriate to their age and development; older students by those suitable to theirs. In all cases, the expectation is steady movement toward Christian maturity.

This section provides only a brief overview of the curriculum in order to underscore the student's own responsibility in the learning process. The full beauty, truth, and

goodness of the curriculum are revealed in the life of the classroom itself, which reflect the harmony and order at the heart of a classical Christian education.

Primary School—Kindergarten through Second Grade

In the philosophy of Classical Education, the Primary School is increasingly referred to as *Pre-Grammar*. If education is likened to the construction of a house, the work of the Primary School is site preparation: digging deep, pouring strong foundations, erecting a sound frame, and even placing the first walls. These years establish the structure upon which all future learning will be built. There are two central aims of the Primary School—one spiritual, the other practical.

Moral and Spiritual Development

Spiritually, the child is called to cultivate *piety* and *wonder*. The phrase *"child-like wonder"* most truly belongs to children of this age. It is the duty and delight of both parents and teachers to preserve and direct this natural wonder toward God and His world. Through reverent attention to the beauty of creation and the goodness of truth, we begin to lay the groundwork for genuine Christian wisdom.

Practically, the student learns how to be at school. Particularly in Kindergarten, this means adjusting to the rhythms and expectations of the school day and learning how to interact with others outside one's immediate family. Some children are naturally outgoing and must be taught appropriate boundaries. Others are quiet and reserved and must be gently drawn out to trust their teachers and classmates. Both personalities are good; both require formation.

Primary School students study the virtues alongside their older peers and are instructed in the manners of decent society. Discipline at Saint Paul's Classical School is formative in nature. It may include such consequences as running laps, loss of recess or privileges, writing apology letters, visits to the Headmaster, and, most importantly, the giving and receiving of forgiveness. We recognize that every child is capable of wrongdoing and that misbehavior is often mutual. One student's bad action may have been a reaction to another student's misbehavior. We all have room to grow.

Intellectual Development

Academically, students in the Primary School are not merely introduced to subjects, they are formed in the foundational arts of learning. These early years focus on skill development and the joyful discovery that diligence and discipline yield lasting fruit.

In writing, reading, grammar, and arithmetic, our youngest students begin their lifelong journey toward wisdom and virtue.

Students learn to write. This begins with the fundamental act of taking an implement in hand and using it to form letters on a page which carry meaning and communicate thought. Students first learn manuscript—discrete, printed letters—and then progress to cursive—letters joined in flowing connection. In learning to write, students discover not only the mechanics of penmanship but also that the mind can bring order and meaning into the world through patient effort.

Students learn to read. This is the essential skill of recognizing phonograms and letters as symbols that convey sound and meaning. Primary students are introduced to the seventy phonograms that represent the forty sounds of the English language, along with the spelling rules that govern their use. This early precision in phonics lays a lasting foundation for confident, fluent reading.

Students study grammar. A formal study of grammar, the structure and rules of language, begins in First Grade and continues throughout the Elementary School. By learning how words relate within a sentence, students gain clarity in both thought and expression. Our goal is that students demonstrate full proficiency by the end of the Primary years.

Students encounter number. Number is the first of the four mathematical arts known as the Quadrivium. In Kindergarten, students begin with the simple act of counting. By the end of Second Grade, they have mastered addition and subtraction and developed practical fluency in applying these operations to money, time, and the world around them.

In all these subjects, the aim is not only mastery of content but the formation of intellectual habits and moral character—attention, perseverance, accuracy, and delight in discovery.

Elementary School—Third Grade through Sixth Grade

In the philosophy of Classical Education, the Elementary School is properly called the *Grammar School*. This stage builds upon the foundational work of the Primary years. Just as a house progresses from framing to finish work, the Grammar Stage installs the fixtures, cabinetry, and trim—laying in place the structures that will later be adorned and beautified in the Dialectic and Rhetoric Schools.

Students in the Grammar School are naturally inclined to absorb and retain facts. Their love of repetition, rhythm, and song is harnessed through the use of chants, poems, songs, and memory work across all subject areas. This stage is marked by joyful rigor and the steady accumulation of knowledge.

Moral and Spiritual Development

By this stage, students are assumed to have learned the basic habits of classroom life. They know how to forgive and be forgiven, how to respect personal space and boundaries, and how to care for their desks, books, uniforms, and appearance. Classroom decorum, including posture, attentiveness, and respectful speech, is held to a higher standard. Students joining Saint Paul's Classical School from other schools quickly notice both the higher expectations for discipline and the greater joy that comes from learning in a well-ordered environment.

While discipline remains consistent with earlier grades, there is a greater emphasis on personal responsibility. Students are increasingly held accountable for their interactions with peers and teachers, and for the quality of their own work and behavior.

Intellectual Development

Grammar School students build upon the foundational literacy gained in the Primary years:

- **Reading and Literature:** Students continue with phonics, including advanced phonograms and complex spelling rules. Having begun short novels in Second Grade, students now engage longer works of great literature, drawn from the canon of Western Civilization.
- **Latin:** Formal study of Latin begins in Third Grade and continues through the Rhetoric School. This instruction deepens language comprehension and connects students to the intellectual heritage of the West.

- **Writing and Composition:** Students enter Third Grade with a functional command of handwriting and are expected to produce legible written work in every subject. Handwriting is no longer a separate grade but is integrated into overall academic expectations. At this stage, students begin the art of composition: organizing ideas, expressing thoughts clearly, and choosing strong and fitting words—just as they are learning to choose virtue over vice.
- **Mathematics:** Arithmetic instruction progresses through multiplication, division, fractions, decimals, percentages, and introductory statistics and probability. Foundational geometric concepts are introduced and practiced using the arithmetic skills necessary to support them.

Dialectic School—Seventh Grade and Eighth Grade

In most modern schools, students in Seventh and Eighth Grade are labeled "Middle Schoolers"—not quite children, not yet young adults. In Classical Education, however, this essential stage is known as the *Dialectic* or *Logic Stage*. Far from being a mere transitional phase, the Dialectic years are an integral and indispensable part of a student's education.

If the Grammar School is the construction of the house—framing, finishing, and fitting—then the Dialectic School is the moment when pictures are hung, decorations are chosen, and favorite couches are moved in. The structure is sound, and now the student begins to inhabit it with greater thoughtfulness.

Moral and Spiritual Development

At Saint Paul's Classical School, Dialectic students continue their growth in wisdom and virtue. As members of the Upper School, they are expected to model good behavior, humility, and reverence on behalf of younger students. While this age may come with new questions and occasional uncertainty, we direct our students to Jesus Christ, the One who made and shaped all things, and trust Him to lead us into understanding.

Intellectual Development

The Dialectic School is where students begin to ask *how* things relate which builds upon the Grammar School asking *what* things are. Students who previously excelled at memorization are now expected to apply those facts to deeper thought. Those who once relied on simple answers are now challenged to reason, analyze, and discern.

- **Reading and Literature:** Reading becomes an act of attentive listening to a whole argument or narrative. Students are trained to recognize structure, intent, and moral meaning in texts drawn from the great tradition.
- **Writing and Composition:** Writing assignments grow in length, complexity, and independence. Students regularly compose essays in Literature, History, Natural Philosophy, and Theology, as the structured support of early composition lessons gradually gives way to more independent expression. Precision in language, strength in argument, and clarity of thought are emphasized.
- **Mathematics:** The art of Number moves from arithmetic to abstraction, as students transition into Pre-Algebra and Algebra I. The foundational skills of earlier years now support more conceptual reasoning and problem-solving.[5]
- **Logic:** Formal study of logic begins, enabling students to identify valid arguments, recognize fallacies, and think with clarity and charity. These skills prepare them for the persuasive, wisdom-seeking work of the Rhetoric School.

Rhetoric School—Ninth Grade through Twelfth Grade

The Rhetoric School is the culmination of a student's general education at Saint Paul's Classical School. In some circles today, *rhetoric* is a term of dismissal, used to suggest empty speech or clever evasion. At Saint Paul's, however, rhetoric is restored to its classical dignity—the art of speaking well. It is the crown of the Trivium, where the knowledge acquired in the Grammar years and the reasoning sharpened in the Dialectic years come together in eloquent, truthful, and persuasive expression. If the Grammar School built the house and the Dialectic School moved us in, the Rhetoric School transforms the house into a home—filled not just with lovely things, but with lovely people who know how to love well.

Moral and Intellectual Maturity

The Rhetoric student stands as a moral exemplar to the younger students, particularly those in the Primary School who are still forming their images of adulthood and virtue. These older students are looked to as heroes, not for their perfection, but for their clarity of purpose, their kindness, and their pursuit of excellence. A Rhetoric student:

- **Writes** with beauty, coherence, and purpose
- **Reads** attentively and lovingly, seeking wisdom in great works

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[5] Optimally, Saint Paul's Classical School students take Algebra I in Eighth Grade, Geometry in Ninth Grade, Algebra II in Tenth Grade, Pre-Calculus in Eleventh Grade, and Calculus in Twelfth Grade.

- **Speaks** clearly and persuasively, not to dominate, but to illuminate and inspire
- **Calculates** with precision and joy, understanding the logic of creation
- **Lives** through faith, service, humility, and love

The Portrait of a Graduate

By the time a student completes Twelfth Grade, the long labor of formation bears fruit. What began in Kindergarten finds its fulfillment:

- A child who could not read is now reciting Shakespeare and Tolkien.
- A child who struggled to hold a pencil is now crafting essays of depth and clarity.
- A child who once confused "one" and "ten" is now measuring near-infinities in mathematics.
- A child who struggled with self-control is now mastering bodily discipline in sport.
- A child who once blurted careless words is now speaking with elegance and respect.
- A child who once grabbed and grasped now opens doors and shares generously.

The work of education is not accomplished in a day or a year, but through the slow and steady maturation from childhood to adulthood. The Rhetoric School is the peak of this long ascent—a training ground not just for college or career, but for a wise, joyful, and virtuous life.

VI. General Policies

Non-Discrimination Policy

All Saint Paul's Classical School faculty, staff, administration, and agents shall not harass or discriminate against any student and shall make reasonable effort to assure that each student is protected from harassment or discrimination in accordance with Saint Paul's Classical School's Standards of Ethical Conduct.[6]

Suspected Abuse Policy

All employees and agents of Saint Paul's Classical School have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: http://www.dcf.state.fl.us/abuse/report/

[6] Available upon request.

Documentation Policy

Saint Paul's Classical School only keeps the documentation required by the state of Florida for every student. Any other information needed by Saint Paul's Classical School ensures the smooth operation of the school day.

Student Records — Per the State of Florida, all private schools must maintain certain pieces of personal information for every student. All information we request will be in exact accordance with this state regulation. We only share individual student records with the student's parents, legal guardian, or other schools upon transfer.

Student Pickup — Saint Paul's Classical School requires a list of authorized persons from the student's parent or legal guardian in writing in order for anyone else other than the parent or legal guardian to pick up students from school.

Student Documents — All students must have a birth certificate, a completed Florida Certification of Immunization (DH 680 or legal exemption), a School Entry Health Exam completed within 1 year of admission (DH 3040), health insurance information, emergency contacts, and any previous test scores, report cards, and transcripts from other institutions for Grades 1-12 on file with the school. All Certifications of Immunizations and Health Exams are required to be updated before the start of 7th Grade.

Communication Policy

Communications from the school will come from the Administration at the email School@SaintPaulsMelbourne.org. Please also expect to see a weekly communication from your student's teachers that will review academic material from the week, as well as important announcements for school life, and upcoming dates and events from the Administration. Communication regarding student clubs will come from the faculty sponsor of that club.

Social Media Policy

Social Media posts allow the school to highlight school-wide events, class field trips, and student learning. To complete enrollment, every family was required to opt in to allow the school to use their student's image to promote the school to our wider community. Saint Paul's Classical School will never use personal identifying information or tag parents or students on public posts without explicit permission.

Standardized Testing

In compliance with the State of Florida, we administer standardized tests to students Third Grade and above near the end of the year. Saint Paul's Classical School currently uses the Classical Learning Test. Testing for 2025-2026 academic year will be administered on Wednesday, April 15, 2026.

Medical Policy

Saint Paul's Classical School does not dispense prescription or daily medications. Occasional medications for common symptoms (e.g., headache, stomachache, etc.) would be available only with parent signature. Any student who has a temperature of 100.4 F or symptoms which interfere with learning will be sent home. Students may return to school when they are fever free without medication for 24 hours. Parents should notify the school about any allergies or medications a student takes. All students are required to have immunization documentation or exemptions on file with the school. The school will also need to have a copy of the student's physical and any health insurance on file for field trips or emergencies. Please do not come to school with fever or other signs of sickness (e.g., runny nose, fever, congestion, cough, etc.) Saint Paul's Classical School reserves the right to call 911 in the event it is necessary for student well-being. If students need to bring epi-pens, these will be stored in the designated area in the classroom or school office with student name clearly affixed.

Food Policy

We like to stay healthy at Saint Paul's Classical School. We avoid screens, encourage physical activity and healthy food choices. Excessive sugar consumption diminishes students' ability to exercise self control in behavior or schoolwork. Students are not permitted to bring candy, cookies, or cakes to school except on special occasions as directed by the teacher, e.g. birthday celebrations and school feasts. Any such items brought in for lunch or snack will be sent home uneaten.

School Visitations

Parents may visit the school at appropriate times and for appropriate reasons, but we ask that appointments be made rather than drop in visits as to not disrupt class time. All non-parent visitors must be approved by administration. Appointments must be made with the school office in coordination with your student's classroom teacher. All visitors must check in at the Church office and wait to be escorted to the School.

Emergency Procedures

In the case of a weather emergency, Saint Paul's Classical School will consider public school closures, but issue formal communication about school closure from the Registrar's Office. We will communicate these closures by email. In case of fire students will be guided by teachers to pre-approved fire zones.

Severe Weather Dismissal

During heavy rain, or when the severe weather is obvious or indicated according to Weather Bug Schools, a severe weather dismissal will be called. If a severe weather dismissal is called, afternoon dismissal is delayed until the severe weather alert is no longer in effect. Students will remain in the building during the severe weather alert. Parents are notified of severe weather dismissal conditions via email or text message. Once notified that a severe weather dismissal is in effect, parents should remain in shelter until the severe weather alert has been called off; if already on campus for dismissal, parents should remain in their cars. Once the alert is called off, notification will disperse via email or text message, and students will be dismissed according to their usual dismissal procedures. The Late Pick up penalty will not apply on such a day.

QuickSchools

Parents will receive an account to access their student(s)' grade book information, attendance records, billing details, and other personal information such as authorized pickup persons, emergency contacts, and student documents. An email will be sent from QuickSchools to the email address registered for each parent at the start of the school year.

VII. Discipline Policies

School Rules

1. Students are expected to uphold and practice basic Christian standards of behavior and conversation according to the Code of Conduct.
2. Gum is never allowed on campus for any reason.

3. Students are not allowed personal electronic devices (or "screens") at school.[7]
4. All students must be aware of and adhere to the boundaries of the school campus.
5. Student misconduct off campus or at non-school related activities may be subject to discipline, especially if the conduct has an effect on the general welfare of the school community, causes scandal, or negatively affects the reputation of the school, students, faculty, staff, families, or administration.
6. Students are expected to move through the classroom in a well-ordered fashion, e.g. quiet, straight lines.
7. Students will not wander through campus alone.
8. Students are to refrain from public displays of affection while on campus or at any school related activity or event (e.g., field trips, School Sunday, etc.) Students ought to socialize in groups and not "pair off " on campus.
9. Student drivers should always adhere to school traffic flow policies.[8]
10. Students may not leave campus for lunch.
11. Students may not be in possession of alcohol, drugs, tobacco, or weapons while on campus.

Classroom Discipline Standard

Self-mastery (or temperance or self- control) is a fruit of the Spirit and one of the four cardinal virtues of antiquity.[9] The mastery of our own desires allows us to cultivate good habits which produces love for the right things. Discipline is the way in which we help our students cultivate the virtue of self-mastery. Failure to uphold the Code of Conduct or breaking any school rules may result in discipline. All discipline may be administered by teachers or administrators in light of the student's conduct and attitude. Discipline is always intended to correct a student and help him back into the right way. Restitution, reconciliation, and forgiveness are all observed in hope of the restoration of all of our students. Saint Paul's Classical School favors using physical activity or labor as a disciplinary tool (running laps, push-ups, weeding, etc.). If a student damages school property, the student will be expected to restore it to its

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[7] Phones, tablets, smart watches, etc. distract from the classroom environment. Students who have a cell phone must turn it off at the beginning of school and place it in their backpacks. Devices may not be turned on until after dismissal. Parents who need to contact their student should call the school office or communicate directly with their teachers via email, phone call, or text message. A device may be taken up by the teacher until the end of the day if used. Repeated offenses will become a disciplinary issue. Phones are not allowed on field trips. Students' watches should not be able to connect to the internet.

[8] Once on campus, a student may not leave unless authorized by a parent for a good reason (e.g., a doctor's appointment) until the end of the school day. All parents must send in a written notice to the school office if a student is to leave campus before dismissal.

[9] Please see Gal. 5:22, 23

former state in a timely manner. Saint Paul's Classical School does not engage in corporal discipline.

Elevated Discipline Procedure:

The majority of discipline problems will be dealt with at the classroom level. Classroom discipline assumes that students are working to become better members of the society of the school and that students enjoy their freedom; therefore, being excluded from classroom activities or losing recess privileges is a negative part of a student's day. Teachers will be in regular contact with parents on student behavior, often by brief chats at dismissal. For more serious matters, the teacher will send an email to the parent. However, if a student continually and chronically demonstrates that he or she does not want to be at school through misconduct or lack of effort in the classroom, then the teacher will begin the formal disciplinary process.

1. **Parent-Teacher Conference** — The first stage of discipline beyond ordinary classroom procedures is for a teacher to meet with parents to outline and discuss the student's behavior with the expectation that parents will work to correct the student at home. This conference is a formal step in accounting for student misconduct. Continuous and chronic misconduct will be communicated to parents by teachers before entering the formal disciplinary process. The conference is to call attention to the seriousness and commonness of the offenses.
2. **Parent-Administrator Conference** — If the inappropriate actions continue, parents will meet with the Headmaster and the teacher administration to create a disciplinary plan to correct continuous and chronic misconduct. This conference may result in a suspension and is the last conference that will be held with parents concerning a student's behavior or work ethic.
3. **Dismissal from Saint Paul's Classical School** — After the parent-Headmaster meeting, if a student refuses to correct his or her continuous and chronic misconduct, he or she will be asked to withdraw or be expelled from Saint Paul's Classical School. Being asked to withdraw from the School is an act of grace; formal expulsion may result in the loss of scholarship from the State of Florida. Where dismissal occurs under this or any other provision of this Handbook or in accordance with any other published or provided school rule, policy, or guideline, there will be no refund of tuition, and any unpaid balance is payable in full.

Exceptions to Procedure

Some infractions are so serious, that they necessitate an immediate initiation of the

above formal disciplinary process. These behaviors are:[10]

1. Disrespect shown to any staff member. The staff member will judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including (but not limited to) lying, deception, cheating, stealing, and plagiarism.
3. Obscene, vulgar, profane, or blasphemous language including taking the Lord's Name in vain.
4. Rebellion, i.e., outright disobedience and defiance in response to instruction
5. Fighting, i.e., striking in anger with the intention to harm another student
6. Bullying, i.e., malicious, cruel, intentional, and chronic misconduct, harassment, or communication towards others that intends to inflict harm, embarrass, intimidate, or coerce in any form (e.g., physical, verbal, cyber, etc.)

The above behaviors are ordinarily understood with respect to students but should also govern how parents conduct themselves with other families and the faculty and staff of the school. Families who attempt to coerce staff or faculty will be dismissed.

Should a student commit an act of such serious misconduct, the disciplinary process may be bypassed and suspension or expulsion imposed immediately. Examples of such acts include: endangering the lives and welfare of others, gross violence or vandalism to church or school facilities, violations of civil law, actions that would significantly damage the reputation of Saint Paul's Classical School, or any act in clear contradiction to Scriptural commands. Any student who demonstrates disregard for the Christian life or Christian moral tradition may be subject to school discipline.

Definitions for matters of discipline are as follows:

Expulsion — An expelled student will no longer be allowed to attend or benefit from classes at Saint Paul's Classical School.

Suspension — Suspension results from conduct warranting the student being sent home for a period of time determined by Saint Paul's Classical School. This will include the expectation that students make up classwork without the advantage of teacher support.

Withdrawal — Withdrawal occurs when a parent voluntarily withdraws their student out of Saint Paul's Classical School.

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[10] Examples of misbehavior given in the Code of Conduct, School Rules, and Discipline Policy is non-exhaustive.

Incident Report — If a student is implicated or involved in any altercation involving violence or danger towards himself or other students, faculty, or staff, an Incident Report will be written and kept in a student's record. A copy will be provided to the parents of the offending student. Accumulation of Incident Reports and their severity can be considered grounds for dismissal.

Administrative Discretion — All discipline and school policy falls under the Headmaster's discretion with the Rector as the court of final appeal. Administration of the School may adjust policies at any time.

VIII. Academic Policies

Homework Philosophy & Guidelines

Any and all kinds of homework are assigned to help a student build proficiency and, ultimately, mastery of academic material. Saint Paul's Classical School does not assign homework for its own sake. Homework is something that will naturally increase as a student grows and matures. A kindergartener is not expected to have any homework, while a student in the Dialectic or Rhetoric School should expect to write papers, study for tests, and complete assignments as part of his normal academic course. Some points about our homework philosophy at Saint Paul's Classical School:

1. Homework and other assignments are assigned or modified purely at the teacher's discretion.
2. All homework and other assignments are expected to be completed on time and with a student's best effort.
3. Homework is used by the teacher to locate gaps in knowledge and proficiency to provide feedback and further instruction to the student.
4. Brief, regular, and consistent practice is better for learning than one long study period.
5. Most assignments will be able to be completed in the allotted class time. Students who do not use their time wisely in class will be required to complete classwork as homework.
6. Homework encourages parental involvement in their student's studies.
7. Homework is not assigned as discipline, apart from the above expectations for prudent use of classroom time.
8. Early and frequent communication with teachers is the best way to clarify homework, projects, and other assignments.
9. Parents may check on attendance, all grades, due dates, and student assignments throughout the year via the "QuickSchools" portal.

Grades & Progress Reporting

Completed assignments are received by the teacher and reviewed or "graded" to measure proficiency with material. Grades measure student academic achievement. A poor grade on an individual assignment indicates that a student does not have proficiency with material and that the student will need to spend additional time with the given area of study.

Grading Scale — Our grading sale at Saint Paul's Classical School corresponds to our students' growth and development in their mastery of new academic material. Certain classes may use the Pass/Fail model and younger students may use the E/S/N model.

Percentage	Grade	Grade Point	Meaning
100-94	A	4.0	Mastery
93.9-90	A-	3.7	
89.9-87	B+	3.3	Proficiency
86.9-84	B	3.0	
83.9-80	B-	2.7	
79.9-77	C+	2.3	
76.9-74	C	2.0	Approaching Proficiency
73.9-70	C-	1.7	
<70	F	0.0	No Proficiency/Failing
Alternate Grade Assignments			
100-70	P	N/A	Passing
N/A	I	N/A	Incomplete
Primary School Grading Scale			
N/A	E	N/A	Excellent
N/A	S	N/A	Satisfactory
N/A	N	N/A	Needs Improvement

Academic Terms — There are four academic terms at the end of which report cards will be issued: Michaelmas Quarter (ends October 9th); Christmas Quarter (ends December 19th); Lent Quarter (ends March 6th); and Easter Quarter (ends May 22nd).

Assessments — Tests, quizzes, exams, papers, and other projects are given to students to help them practice what they have learned and help assess mastery of ideas and concepts. Any kind of assessment is given strictly at the teacher's discretion.

Academic Probation — Academic probation is a disciplinary term defined as any student who, in any academic term, earns below a C- in any class. Academic probation status will mean that a student will be restricted from participating in any school-sponsored extra-curricular clubs or activities. Teachers will call a meeting with parents and Headmaster to discuss an academic plan for the student to gain proficiency within the specific subject; most regularly, this will be a tutoring program, whether on-campus or off-campus, individually or in groups. If the grade is not raised by the end of the probationary period, this may be used as grounds for dismissal from SPCS.

Changing Grades — Only teachers can ordinarily change grades. Administration will not change the grade of a student except in the most extraordinary cases.

Late Assignments — All homework assignments are "due" at the beginning of the period on the assigned due date. Assignments turned in after assignments are collected are considered late. For each day an assignment is late, the grade is to be reduced by ten percent. Assignments may not be turned in five days after the due date. The only exception to this rule is for a student's unplanned absence, in which the due date may be extended by the number of days the student was absent. If a student has a planned absence, the due date may be extended by only half of the number of days that he was absent. If a student has a planned absence of less than three days, then the student will have at least one day to make up missed work.

Make-Up Work — It is the responsibility of the student and parent to find out what work was missed during an absence and to arrange for make-up work with the teacher. All make-up work (including assessments) is fully at the discretion of the teacher and some work is not able to be completed out of the classroom.

Recitation — Rhetoric School Students (Ninth Grade through Twelfth Grade) who are unable to participate in a given Schoolwide Recitation will present their portion of the Recitation after a Mattins service in the following week.

Issuance of a Failing Grade — In the event that a student earns a failing grade (i.e., <70.0% or "F") for the quarter, parents must be notified prior to the report card being issued. Parents and student must understand the reasons for the failing grade, and the student will be immediately placed on Academic Probation. The teacher must notify the headmaster prior to issuing any student a failing quarterly grade. A conference must be held between parents, teacher, and headmaster to create an academic plan for the student to develop proficiency in as many subjects as needed. This meeting is not ordinarily considered part of the disciplinary process; students who receive failing grades due to refusal to fulfill their duties are subject to the disciplinary policy.

Grading Guidelines

1. All grades will be criterion-referenced, and no grades will be assigned based on a normal curve. In other words, all students are considered eligible for an "A" grade if all work has been completed in a masterful way rather than being considered in relation to the highest-achieving student.
2. Teachers may assign different weights to assignments, homework, and class participation to calculate an overall grade.
3. No single individual assignment should be weighted more than 25% of a student's overall grade
4. Projects, depending on the scope of the assignment, may be used in lieu of tests.
5. Teachers may not use academic grades for discipline purposes, apart from the manner already set out in this Handbook

IX. School Life & Culture

Introduction

Saint Paul's Classical School serves families by guiding students to obtain Christian virtue and wisdom through love of God and neighbor by studying the Western Tradition. All of this happens in a place with other people building a life and community together. Families are encouraged to develop friendships with one another, to invite other families into their homes, to plan events together as part of their own family life and culture. School Life and Culture is directed by the School to create a community dedicated to learning and loving God's Creation, His Word, and His People. These events, parties, and activities are especially designed to support parental engagement with their children's learning.

School Sunday

As a parochial school, Saint Paul's Classical School students present the offertory anthem at Saint Paul's Anglican Church on a certain Sunday in the academic year. This will usually be the last Sunday of the academic year.

Class parties

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

Feast Days

As a parochial school, Saint Paul's Classical School observe special times in the Church year to celebrate God's grace in His Church. These days will be announced school-wide so that all will be able to participate in special events associated with those days. Examples include St. Michael & All Angels, All Saints, and Shrove Tuesday. As a school devoted to learning, certain other occasions may be celebrated by our sub-schools. Examples include, Hobbit Day (Dialectic and Rhetoric School), 100 Day (Primary School), Pi Day (Dialectic and Rhetoric School).

Clubs and Sports

School-sponsored after-school clubs allow for student fellowship as well as learning skills which are beyond the scope of the curriculum. The curriculum of the school is directed toward the Liberal Arts, but many aspects of the Liberal Arts cannot be fully covered during one given school year. SPCS welcomes parental involvement to start new clubs and teams! Any club must have a faculty sponsor and be approved by the Headmaster.

Field-Trip Guidelines

Field trips are planned in conjunction with classroom learning and are designed to give active application to students' academic and spiritual development. Field trips are required for attendance and any absence without a doctor's note is considered as an unexcused absence. Each grade will take at least one field trip per semester during the

course of the school year. Field trip costs for students are covered by tuition and fees (except for food). Chaperone costs are not covered. Students who do not attend their class field trip may not be at school during the field trip and will be counted absent unless an excuse is provided consistent with the Handbook. Students leaving campus for a field trip or school function must return a signed permission form both to go on the trip and for their child to ride in another parent vehicle. Saint Paul's Classical School behavioral standards apply to all field trips. All drivers and chaperones must have an updated copy of their automobile liability insurance and a background check on file with the Administration at least two days prior to the trip. Chaperones may not dispense medication to any child other than their own. Currently, all Field Trips are arranged by our School Life Coordinator in conjunction with classroom teachers and the Headmaster; parents may receive communication directly from the School Life Coordinator in addition to other staff.

Mascot

We are the SAINT PAUL'S GLADIATORS! Why "Gladiators?" Saint Paul in 1 Cor. 9 likens the Christian life to an athletic contest -- both a race and a fight to win.

"Know ye not that they which run in a race run all, but one receiveth the prize? So run, that ye may obtain. And every man that striveth for the mastery is temperate in all things. Now they do it to obtain a corruptible crown; but we an incorruptible. I therefore so run, not as uncertainly; so fight I, not as one that beateth the air: But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway." (1 Cor. 9:24-27).

The Lord Jesus Christ calls us to strive for self-mastery that ends in holiness and the incorruptible crown of everlasting life. We bring our desires in subjection to our reason and our reason in subjection to God, that we might always run in such a way that we may obtain this crown. Each generation of Christians have run this race and fought this fight against the world, the flesh, and the devil, all surrounded by the "great cloud of witnesses" of the saints who have come before and now cheer us on to victory (Heb. 12:1). All of the students, faculty, and staff at Saint Paul's Classical School recognize that all the baptized have been called to this great contest of eternal consequence, and we eagerly jump into the arena with zeal. As we strive to grow in grace and virtue, we are confident that the Lord will bless our efforts with victory.

Furthermore, Saint Paul has also always been depicted with a sword or "gladius." He exhorts all Christians to take up the "sword of the Spirit, which is the word of God:" (Eph. 6:17). As we engage in the great contest, we never forget that we possess the

"gladium Spiritus" of Holy Scripture which is capable of defeating every temptation. A "Gladiator" is one who wields the gladius. May every student always wield this great gift with the singular purpose to obtain the immortal crown of everlasting life.

Re-Enrollment Procedure

In order to assist with enrollment planning and ensure a smooth transition into the upcoming academic year, all current families are asked to follow the re-enrollment procedure outlined below. Each step is important to secure your child's place at SPCS and to allow the school to adequately plan for staffing, materials, and class placement. Please adhere to the following re-enrollment timeline:

1. **Intent to Return Form – Due February 1, 2026**
   Families must complete the "Intent to Return" Google Form, which will be emailed out at the beginning of the 2nd semester, by February 1 to indicate whether they plan to re-enroll for the upcoming school year. This form is non-binding but helps us gauge preliminary enrollment numbers and is a required first step in the re-enrollment process.
2. **Enrollment Fee – Due April 30, 2026**
   All families must submit a non-refundable $150 enrollment fee for each student by April 30. This is payable by cash, check, Zelle, or credit card via Quickschools. This fee secures your student's spot for the following academic year.
3. **SUFS Award ID – Due May 23, 2026**
   Families who are renewing a Step Up for Students scholarship must submit their student's Award ID to the school no later than May 23. Submission of the Award ID serves as a placeholder to secure your student's spot and confirms your intent to utilize the scholarship for tuition payment.
4. **Handbook Acknowledgment – Due July 1, 2026**
   All returning families must sign and return the SPCS Handbook Acknowledgment Form by July 1. This form indicates that families have read and agree to the policies and expectations outlined in the school handbook.

Timely completion of each step ensures your child's enrollment is confirmed and avoids delays in class placement. If you have any questions about this process or need assistance, please contact the school office.

Volunteering Policy

The State of Florida has issued new guidance regarding background screenings for schools. As part of this update, Florida is moving away from the VECHS (Volunteer

and Employee Criminal History System) process and transitioning to the Florida Department of Education (FLDOE) Clearinghouse.

This means all volunteers who will have direct contact with students — including classroom helpers, field trip chaperones, and those transporting children — must now complete a Level 2 background check through the FLDOE Clearinghouse.

Policy Requirements

1. **Definition of Direct Contact**:

   Direct contact includes any role in which a volunteer is responsible for supervising, guiding, transporting, or otherwise engaging directly with children. This includes, but is not limited to:

   - Assisting in classrooms or programs
   - Chaperoning field trips
   - Transporting children to and from school-sponsored events or activities
   - Supervising children during extracurricular or off-site programs

2. **Background Screening**:

   All volunteers in direct contact roles must successfully complete a Level 2 background check through the Florida Department of Education Clearinghouse. This includes fingerprinting and a review of both state and national criminal history databases, along with checks against disqualifying offenses under Florida law.

3. **Cost and Validity**:

   Volunteers are responsible for the cost of the background screening, which is currently $100. This clearance is valid for five (5) years and is transferable among participating agencies within the Florida Clearinghouse system.

4. **Pre-Approval Requirement**:

   Volunteers must receive official clearance before beginning any duties involving children. This includes attending or chaperoning field trips, and transporting children to or from any school-related function. No volunteer may participate

without documented approval.

5. **Renewal and Monitoring**:

   Screenings may require renewal in accordance with legal or programmatic changes. Volunteers are required to promptly notify SPCS if they are involved in any legal matter that may affect their eligibility to work with children.

6. **Disqualification Criteria**:

   Any offenses identified as disqualifying under Florida statutes will result in immediate ineligibility to serve in any capacity involving children.

7. **Confidentiality and Data Handling**:

   All background check information will be handled confidentially and securely, in compliance with applicable privacy regulations. Only designated personnel will have access to screening results.

X. Uniform Style Guide

Introduction

In order to maintain an atmosphere conducive to learning, students wear uniforms. These uniforms are a requirement for school attendance. Saint Paul's Classical School reserves the right to adjust the uniform requirements at any time. We attempt to make our uniforms simple and affordable. Saint Paul's Classical School now exclusively uses Land's End (Preferred School Number **900195389**). All new uniform purchases (i.e., shirts, jackets, sweaters, skorts, shorts, and pants) will need to be exclusively purchased from Land's End. Please be advised that any properly-fitting uniform items previously purchased from Sir Walter's are acceptable and this policy pertains to any new purchases going forward. That said, all uniform items must comply with one of these two vendors; no outside vendors for uniform items will be permitted for jackets, sweaters, shirts, skorts, shorts, or pants in the academic year.

Guidelines

Modesty and orderliness in our appearance is the virtue we wish to cultivate in all of our students. **When you are purchasing a skort or shorts for your student, remember that the standard for Saint Paul's Classical School is "top-of-the-knee" length**. Please remember that students grow during the year. All shorts and pants should fit comfortably and not be tight or form fitting. It is always wiser to order up a size! Administration will alert parents if an item is no longer compliant with our standard. All non-compliant items must be replaced. Families are responsible for communicating Uniform Policy to grandparents or other family members intending to give items as gifts.

Shirts

Our shirts are navy polos with a white logo. The logo is required! All shirts must be tucked in. Old shirts may be worn if they are in good repair.

Shorts, Skorts, Pants, and Leggings

All uniform bottoms must be purchased from Land's End and be "top-of-the-knee" length. Shorts are for boys and skorts are for girls. Boys are not allowed to wear skorts. Girls are not allowed to wear shorts. Boys and girls may wear khaki pants. Girls may wear leggings under their skorts for cooler weather. Leggings are not pants.

Belts

Belts must be worn with shorts and pants. Belts may be solid brown, black , or a navy fabric belt with tucked in shirts.

Shoes

All students should wear a uniform colored closed-toe shoe suitable for physical activity. Cleats, sandals, boots, and flip-flops are not allowed. Please no characters, designs, glitter, jewels, patches, rainbow, light-up, or wheeled shoes (e.g., "heelys"). It is understood that shoe logos may be contrasting colors. The Headmaster and teacher will judge what is in violation of the handbook.

Socks

Socks should be solid navy, white, gray, or black. Ankle-high or calf-high socks are permitted for boys and girls. Girls may also wear knee-high socks with skorts.

Backpacks and lunchboxes

Backpacks and bags may not have distracting designs, characters, or emblems (e.g., no sports teams or Disney). Solid colors are preferred. If a family is struggling to find suitable backpacks, please contact the Headmaster for support and clarification.

Outerwear

Outerwear options now must be purchased exclusively from Land's End or previous pieces grandfathered in from Sir Walter's. All other outerwear items outside these two vendors (jackets, sweaters, cardigans, etc.) are not permitted and will need to be removed. All items should have the Saint Paul's Cross logo. Please remember to order outerwear items for cold weather early.

Gymnastic Uniform Policy (Grades 7–12)

Students in Grades 7–12 are permitted to wear the approved Gymnastic uniform **only on scheduled gymnastic days**. The uniform must be purchased through the official school store on the Lands' End website and must meet all SPCS uniform standards for fit and appearance.

Gymnastic Uniform Requirements

- Approved Lands' End gymnastic t-shirt
- Approved Lands' End gymnastic shorts or athletic pants
- Modest, athletic footwear appropriate for physical activity

Gymnastic uniforms are **not permitted on non-gymnastic days** and may not be substituted for regular school uniforms.

Accessories

Girls are permitted to wear bows, headbands, headscarves, necklaces, earrings, and rings, as long as they are tasteful, proportional, and keeping with school colors and expectations. A good example from past years were navy hair bows with the school logo embroidered. Students will be asked to remove obtrusive, distracting, or excessive items (e.g., multiple bracelets on the arm, wearing more than one piercing per ear, multiple rings on the hand, etc.) and such items are expected to stay home in the future. If a teacher or the Headmaster identify an item as inappropriate, it is. Nose piercings and other atypical piercings are not allowed. Students may not have any visible tattoos. Students are permitted to wear watches. Students' watches should not be able to connect to the internet. Boys may not have any piercings.

Hygiene and Grooming

Proper hygiene is required to attend classes. Please make sure that your students wash regularly! Uniforms should be clean, and hair should be neatly styled and combed. Facial hair is not permitted for students. Please have older students bring extra deodorant or uniform shirts on Gymnastic days.

Exceptions

Leggings may be purchased from any vendor, but must be solid navy, gray, or black. Families that wish to have "below-the-knee" skort length, may purchase longer skorts or skirts from outside vendors. Please remember that in order to use this exception, the garment must be "below-the-knee"! Parents will need to replace any item that does not comply with our school standard.

Non-compliance

If a student wears non-compliant shirts, shorts, pants, skirts, skorts, or shoes parents must come to the school to replace them. Students may not attend class in non-compliant uniforms. Continuous or chronic non-compliance may be subject to discipline.

XI. Academic Calendar & Attendance

2025-2026 Academic Year Calendar

- First Day of School (8/11)
- Labor Day (9/1)
- Early Release (10/9)
- Fall Break (10/10, 10/13)
- Early Release (11/21)
- Thanksgiving Break (11/24-11/28)
- Christmas Concert (12/11)
- Early Release (12/19)
- Christmas Break (12/22-1/2)
- Early Release (2/5)
- Winter Break (2/6, 2/9)
- Ash Wednesday (2/18)
- Early Release (3/13)
- Spring Break (3/16-3/20)
- Early Release (4/1)
- Easter Break (4/2-4/7)
- Standardized Testing (4/15)[11]
- Easter Concert (5/14)
- Field Day (5/15)
- School Sunday (5/17)
- Last Day of School + Early Release (5/22)

Weekly Schedule: School will meet Monday through Friday from 8:00 AM - 3:00 PM.

Early Release Days: School will dismiss at 1:45 PM on early release days.

[11] Date Subject to Change

Drop Off / Pick Up Procedure

Drop Off begins at 7:40 AM and attendance will taken at 8:00 AM by teachers. Pick Up will be from 3:00 PM to 3:15 PM. Students may only be picked up by someone other than a parent or legal guardian with written communication to their teacher or to the Administration. Directions concerning pick-up and drop-off line will be distributed. Please clearly display family name card in dashboard to facilitate smooth pick up. At 3:15 PM, children are sent to the Church Office or the playground for late pick-up. After the third late pick-up, families will be charged a late pick-up fee of $20 per pick-up. For clubs, the late pick-up policy applies ten minutes after the posted end time of the club that day (unless arrangements have been expressly made with the faculty sponsor of the club). Siblings of club participants may stay on campus only by the express permission of the Headmaster.

Attendance Policies and Definitions

Attendance is mandatory for all students at Saint Paul's Classical School. Students are considered tardy if they arrive later than 8:00 AM. Drop-off begins at 7:40 AM.

Check In/Check Out — Students must check in at the School Front office before going to class if they are any later than 8:00 AM. A parent or guardian may check a student out of class, but all classes missed after check out time will be counted as absences.

Absences — Saint Paul's Classical School allows 16 absences per class per school year and no more than 8 absences per semester without administrative action such as mandatory repeating of courses. Excused absences are only granted for sickness (with a doctor's note) or for a family emergency. Parents should notify their student's teacher when they know a student will be absent and coordinate with teachers for make-up work. All doctor's notes must be provided to the School Office in order to count as an excused absence. Extended or regular absences will impede student progress and may result in teacher-directed summer work, repetition of courses (in the Upper School), or even grade retention.

Tardies — If students are late to class they are counted as "tardy". If students are more than 15 minutes late to a class, then they are counted absent for the class. Habitual tardiness may be subject to discipline.

XII. Tuition & Fees

Saint Paul's Classical School seeks to be an excellent steward of the resources which God grants. Our competitive costs reflect the needs of our growing school to accomplish our mission to form students in knowledge, wisdom, and virtue after the likeness of the Lord Jesus Christ.

Cost of Attendance for 2025-2026

Grades Kindergarten through Sixth

Tuition: $7,800
Curricular: $500
Academic Services: $250
Testing: $50
Registration: $150
Total: $8,750

Grades Seventh through Twelfth

Tuition: $8,050
Curricular: $500
Academic Services: $250
Testing: $50
Registration: $150
Total: $9,000

Saint Paul's Classical School is a partner with Step Up for Students (SUFS), which gives Florida students awards to attend the schools of their choice. We prioritize admitting families who embrace our vision of classical and parochial education. This means that a student who is a good fit at our school will not be turned away due to financial need. If you need financial help beyond Step Up For Students, please contact Fr. Oldfield at Rector@SaintPaulsMelbourne.org.

Tuition and Fees Payment Structure

Step Up for Students Scholarship Recipients — Families receiving the Step Up for Students scholarship are responsible for any remaining tuition and fees not covered by the scholarship. This balance must be paid directly to the school by the parent or guardian. All scholarships are paid out by SUFS quarterly and each invoice is

submitted for parental approval. All approved payments are final and will not be transferred or refunded. Any remaining balances paid directly by the parent will be pro-rated monthly, except in cases of dismissal.

Payment Options for Remaining Balance — Parents may choose one of the following payment plans for any outstanding balance:

1. **Pay in Full:**
   The entire remaining balance may be paid at once prior to the start of the school year.
2. **Two Payments (Semester Plan):**
   - 50% of the balance is due August 5th
   - The remaining 50% is due January 5th
3. **10-Month Auto-Pay Plan (via QuickSchools):**
   - Payments are automatically withdrawn on the 5th of the month from August-May.
   - **This option is only available via QuickSchools**, our student information and billing platform. <u>If you elect the 10-Month Auto-Pay option, you must notify the School Administrator and set up your preferred method of payment in the Quickschools Parent Portal no later than July 20th.</u>
   - **Processing Fees for QuickSchools Payments:**
     - Credit Card Payments: 3.9% + $0.30 per transaction
     - ACH (Bank Account) Payments: 1% flat fee per transaction

<u>Important</u>: Regardless of the selected payment plan, the parent or guardian remains financially responsible for ensuring that all tuition and fees are paid in full by the end of the academic year.