

# SHREWSBURY CHRISTIAN ACADEMY

CONSECTATIO COGNITIO DEUS



## Parent & Student Handbook 2013-14

701 Windy Hill Road  
Shrewsbury, PA 17349  
717-235-5763  
717-235-5357 Fax  
scaonline.org

Revised 04/05/2012

Dear Parents & Students,

Welcome to Shrewsbury Christian Academy. Our goal is to assist parents in educating their children with a biblical worldview, provide a foundation of Christ-like character, and discover God's plan for their lives. As the new school year begins, we trust that the transition is smooth and easy.

This handbook is created and presented to your family in an effort to inform you and to make your entrance into SCA as pleasant and smooth as possible. Just as your family has rules to follow, so must our SCA family have guidelines that enable us to work together. The handbook is not intended to be memorized; however, a good working knowledge is advisable. Nevertheless, should you need direction regarding an issue of importance; the index is categorized in such a way that quick reference can be made. **Boxed items** represent updated or new information.

It is our intention that this handbook be a living document to communicate efficiently, to give academic direction, and to review routinely and assert revision when necessary. Our desire is to evaluate our curriculum constantly through a cyclical manner, be diligent to achieve the expected competency and thorough educational outcomes at each completed grade level, preserve the building and grounds that we possess, maintain accountability of our annual school budget, and be frugal with our resources.

Students, we're compelled to be firm, fair, and consistent. We commit our unconditional love to each child, which at times, may be seen as tough love. Instruction and the development of a lifelong passion for learning will be our ultimate objective.

Parents, we pledge to provide the most effective, biblio-centric education directed toward giving your child our best every day. Our desire is to maintain confidentiality at all times. We want to be available by phone, email, or at school after class instruction for questions or concerns that may arise throughout the school year.

Our teachers lead devotions, provide Christian instruction, and serve as role models for our students. The God honoring virtues of integrity, honesty, and loyalty will enhance our ability to communicate effectively, teach thoroughly, maintain responsibility, and be respectful in and outside of the academic setting.

Remember to follow the proper chain of command when dealing with situations that occur. Always begin with the teacher, then the Head of School. The final stage, if needed, is the School Board. Please avoid talking over problems with other students, parents, or faculty. This only serves to needlessly involve and upset those who cannot remedy the situation.

The degree of our success will be found in our innate desire to edify God's children, to spiritually and academically satisfy all people involved, the credibility we construct in establishing relationships, the model of reliability we emulate, and the magnitude of our serving. We consider it a privilege and honor to be called to work in Christian education; ministering God's truth to your family in the courses and activities here at Shrewsbury Christian Academy.

May God bless our year together!

As Unto Him,

W. Randall Reddinger  
Head of School

### ***DISCLAIMER STATEMENT***

The following policies, though not all inclusive, represent the most recent expression of the administration of Shrewsbury Christian Academy in order to provide for equitable and consistent educational treatment of students. To assure that Shrewsbury Christian Academy achieves and maintains the purpose of this Handbook, and assure the school's ability to meet the needs of its students under changing conditions, Shrewsbury Christian Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time.



## Parent & Student Handbook

### Table of Contents

Letter to Parents, Disclaimer Statement .....	1
Table of Contents .....	2
Foreword, Vision Statement, Mission Statement, Statement of Faith .....	3
Goals and Objectives .....	3
Philosophy .....	4
Bible Version, Holiday Policy, Non-Discrimination Policy, Pledges, Admissions .....	5
Academic Policy.....	6
Grade Scale .....	6
Homework, Make-up Quizzes and Exams .....	7
Honor Roll & Academic Probation .....	8
Late Paperwork/Unpreparedness, Physical Education, Progress Reports .....	8
IEP, Parent/Teacher Conference, Report Cards, Academic Record Procedure, Probation Policy .....	9
Attendance Policy .....	10
Excused .....	10
Unexcused, Classification of Absences, Early Dismissal.....	11
Defacing School Property .....	11
Discipline .....	11
Bullying.....	13
Dress Code.....	13
Field Trips .....	17
Fire Drills.....	17
Financial Policy .....	18
General .....	18
Birthdays, Calendar, Chapel Services, Electronics, Gum Chewing .....	18
Hall Pass, Hand Sanitizer, Lockers, Lost & Found, Personal Belongings, Snacks, Show & Tell, Telephone / Cell Use.....	19
Health .....	19
Medical Guidelines .....	20
Library .....	21
Lunch .....	21
Gym / Cafeteria .....	21
Redress of Grievances .....	21
Student Care.....	22
Sycamore Education Software .....	22
Transportation by School District.....	22
Bus Conduct .....	22
Visitors.....	23
Weather Related Closings .....	23
Parent & Student Handbook Agreement .....	24

## **Foreword**

This *Parent & Student Handbook* is prepared to answer most questions about Shrewsbury Christian Academy. We suggest that this handbook be kept easily accessible throughout the school year for ready reference. Changes to the handbook may occur as the needs arise throughout the school year. You will be notified as these changes occur so that you can make notations in your handbook to keep it current.

Shrewsbury Christian Academy is registered with the Pennsylvania Department of Education as an approved, non-public school. Although not classified as a daycare center, the school is authorized to offer extended hourly care to registered students of SCA. We refer to this service as "Student Care."

Shrewsbury Christian Academy is a member of the Association of Christian Schools International (ACSI) and the Mid-Atlantic Christian Schools Association (MACSA).

Shrewsbury Christian Academy is governed by a self-perpetuating Board of Trustees that is vested with the management of the business affairs of the school.

## **Vision Statement**

Achieving excellence in knowledge and faith

## **Mission Statement**

Educating students in a Christian environment that reveals God's ultimate purpose for their lives

## **Statement of Faith**

- We believe in the divine inspiration, infallibility, and the final authority of the Bible as the Word of God.
  - II Timothy 3:16-17; II Peter 1:19-21
- We believe in the Triune God, eternally existent as Father, Son and Holy Spirit.
  - Matthew 28:19-20; II Corinthians 13:14; I John 5:4-7
- We believe in the uniqueness of man, by virtue of his special creation in God's image.
  - Genesis 1:27; Psalm 139:13-16
- We believe in Jesus Christ as true man and true God; in His unique Deity as the incarnate, virgin-born Son of God.
  - Isaiah 7:14; Matthew 1:22-23; John 1:1-3; 1:14; I Peter 2:21-24
- We believe in the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
  - Romans 3:21-30; Galatians 4:4-7
- We believe in the Holy Spirit, through Whom we come to faith in Christ and Who enables us daily to grow in grace.
  - Luke 7:50; 18:42; John 3:15; Ephesians 2:8-9
- We believe in the resurrection of the crucified body of our Lord, and that blessed hope, His personal return.
  - Matthew 16:21; 17:9; John 11:25; Philippians 1:10
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
  - Acts 24:15; II Corinthians 5:10; Matthew 25:41-46

## **Goals and Objectives**

Shrewsbury Christian Academy partners with the home and church to provide an atmosphere in which the whole child may grow toward full God-given potential and assist them in developing his or her personal philosophy in each of the following areas:

**Spiritual Growth:** 2 Tim. 3:16-17; Rom. 3:23; Rom. 6:23; John 3:3; Acts 17:31

1. The student will understand that the Bible is the inerrant Word of God, the source of doctrine, and the guide for daily living.
2. The student will know the basic tenets of the Christian faith as listed in our school "Statement of Faith."
3. The student will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God.
4. The student will formulate a personal Christian world/life view, which will be integrated into every area of life.

**Intellectual Development:** I Cor. 11:7; 2 Tim. 2:15; Luke 2:52; Deut. 6:4-9

1. The student will learn the skills for effective critical thinking, comprehension, communication, and computation.
2. The student will develop creative thinking and appreciation of the arts and sciences.
3. The student will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian work/life view.

**Physical Improvement:** I Cor. 6:19; I Tim. 4:8; Prov. 4:20-22; John 9:1-3

1. The student will understand that the body is the temple of God; the importance of a balanced diet, exercise, rest and abstinence from harmful substances.
2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors.
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor.
4. The student will develop physical coordination and skillful use of the body.

**Emotional Stability:** Col. 4:5; Gal. 5:22-23

1. The student will learn to apply Biblical principles in handling failure, success, stress, and emotions.
2. The student will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
3. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

**Social Maturity:** Matt. 5:13-16; Psalm 133:1-3; I John 1:7

1. The student will develop proper attitudes, and exhibit respect for authority and for the rights and feelings of others.
2. The student will develop self-discipline and responsibility based on submission to God and those in authority.
3. The student will develop a Biblical understanding of family, good citizenship, and patriotism, and will assume responsibilities to home, church, community, and country.

## **Philosophy**

*What is a Christian School?*

It is a non-public, privately funded school which gives instruction in all subjects normally taught in private and public schools, and which seeks at all times to give a central place to the Bible and Christian truth.

*Why have a Christian School?*

The Word of God provides our answer:

- "And these words which I command you this day shall be upon your hearts and you shall teach them diligently to your children." Deuteronomy 6:6,7
- "Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6

A Christian school exists so that a child may be led into a close relationship with God through a sound educational program. Education must do more than prepare us for life on this earth; it must begin to develop in us a Biblical worldview by which we see God's handiwork in all things.

### *Why is a Christian School unique?*

The power of God in the Holy Spirit through the Word is the force which enables it to accomplish its purpose. A special student-teacher relationship exists. The Christian educator sees each child as someone for whom Christ died.

All phases of learning are directed toward a single goal: Life in Christ.

#### **Bible Version**

The SCA School Board has agreed and chosen to receive the NASB version of Holy Scripture as the official version for the school use and Bible memorization. This decision is for clarity and uniformity.

#### **Holiday Policy**

Shrewsbury Christian Academy endorses Christmas and Easter as holidays that have their roots in the Judeo-Christian belief system. Christmas is a day in which we celebrate the birth of our beloved Savior and Lord Jesus Christ. Easter is the completion of the work He accomplished having rode triumphantly into Jerusalem, was crucified and buried, on the third day rose from the dead, and then ascended into heaven to take His rightful place on the throne at the right hand of God. Shrewsbury Christian Academy does not endorse Halloween nor any of the practices which accompany that day. We do, however, attempt to offer an alternative such as a harvest celebration, knowing that “all-saints day” traditionally follows.

Having stated this, we do not promote or endorse the figures that the “world” associates to those days. Therefore, the fictional characters of Santa Claus and/or the Easter Bunny have no place in SCA’s institution or holiday celebrations.

Please assist SCA in this endeavor by making sure that all holiday celebrations and associated decorations are in accordance with the above stated policy. Any parties or ornaments are to be Christ-centered and appropriate to the Shrewsbury Christian Academy environment. Thank you for your help!

#### **Non-Discriminatory Policy**

Shrewsbury Christian Academy welcomes all interested students who desire a strong academic program from a Christian perspective. Shrewsbury Christian Academy admits students of any race, color, gender, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in the admission policies and school-administered programs.

#### **Pledges**

**American Flag:** I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**Christian Flag:** I pledge allegiance to the Christian Flag and to the Savior, for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe.

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

#### **Admissions**

Shrewsbury Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in the admission policies and school-administered programs.

Applications will be accepted for children from the age of three (3) years through the 8th grade. A pre-placement screening will be administered prior to enrollment for all children (including transfers) entering grades K5 through 8<sup>th</sup>. A copy of the child’s birth certificate is required for children entering Pre-Kindergarten

3 through first grade. Students applying for other grades will need to submit the most recent report card from their current school.

A personal interview will be requested with both parents and the student in 3<sup>rd</sup> grade or older by a member of the Administration, and a parent agreement must be signed before enrollment is final.

A child must be three (3) years of age on or before September 30<sup>th</sup> to be eligible for the Pre-Kindergarten 3 class. Likewise a child must be four (4) years of age on or before September 30<sup>th</sup> to be eligible for the Pre-Kindergarten 4 class and five (5) years of age on or before September 30<sup>th</sup> to be eligible for the Kindergarten 5 class. Any child entering the Pre K program must be potty trained. The age determination date is considered flexible only in special circumstances to be decided by the Head of School in cooperation with the grade teacher.

Applications may not be accepted due to lack of space, or if we are unable to provide the necessary special education and facilities for special needs children. Also, applications may not be accepted based on prior academic or disciplinary history. All new students will be on a probationary period for the 1<sup>st</sup> marking period.

### **Academic Policy**

We believe every student ought to excel in all areas of life. It is our desire that consistent and reasonable progress be evident in each student. We hope that each child will do his/her best and be content with that accomplishment.

Academic Prerequisites: Since foundational knowledge is necessary to be able to successfully proceed to a higher level in each subject, students are required to pass their grade level in a subject prior to attempting the next level. Failed subjects must be repeated in order to proceed. If the option is available, in the case where a student has failed a subject at the end of the school year, the completion of a summer school program may meet the requirements necessary to permit the student to move onto the next grade level.

**The school year consists of two semesters. Each semester consists of two 9-week marking periods.**

Our writing and research documentation format follows the Modern Language Association (MLA) standards for all subjects and grades.

### **Grade Scale**

Grades in elementary are designated as follows:

- Grades 1 through 8
- Specials Classes Grades 3 through 8 (Spanish, Music, Art, Phys Ed, Computer)

A+	98 –100	C	77 –79
A	95 –97	C-	74 –76
A-	92 -94	D+	71 –73
B+	89 –91	D	68 –70
B	86 –88	D-	65 -67
B-	83 -85	F	0 – 64
C+	80 -82	I	Incomplete

### **O, S, N, U Grading Scale**

- Specials Classes Grades 1<sup>st</sup> and 2<sup>nd</sup> (Spanish, Music, Art, Phys Ed, Computer) and 3<sup>rd</sup> grade Penmanship
- |         |     |                          |
|---------|-----|--------------------------|
| 92 -100 | O   | Outstanding Development  |
| 83 – 91 | S + | Satisfactory Development |
| 77 – 82 | S   |                          |
| 74 – 76 | S - |                          |

65 – 73

N Needs Improvement

0 – 64

U Unsatisfactory Development

\*Any incomplete grades will have to be completed within two weeks or grades accumulated without the made up work will be averaged and posted for that marking period.

### Homework

Homework is assigned to students for the following reasons:

1. Drill – most students require solid drill to master material
2. Practice – “Practice makes permanent”
3. Remedial Activity – As instruction progresses, various weak points become evident. Homework helps strengthen and helps overcome difficulties.
4. Special Projects – book reports, compositions, and research can be carried through homework to assure deeper understanding of a subject or related area.

Homework is an important part of our curriculum and is assigned in accordance with the curriculum guidelines. Parents are expected to cooperate with the teacher in seeing that assignments are completed and returned on time. Students must have homework ready when the class begins. If a student is unprepared for class (i.e. does not have textbook or workbook, or does not return homework assignments when required) the classroom procedures will be followed. Homework will be posted by the teachers in the Sycamore Education Software.

### Homework Requests – Family Trips/Absences

The following procedures will be observed when requesting homework:

- Absences – If a student is sick and homework is requested, please contact the school office by 10:00 a.m. The teacher will be notified, work prepared and made available for pick up in the school office by the end of the school day. If no request is made, the teacher will send home missed assignments upon the student’s return. It is the student’s responsibility to make up work. Sometimes missed work can be accomplished at school upon the discretion of the teacher. Students have two class days for every day absent after an excused absence from school to make up any work. The day of the student’s return is counted as the first day.
- Family Trips – A note of caution: excessive days are not conducive to the educational process. If an extended family trip must be planned during the school year, submit a completed *School Absence Request*. If you want to take class work for your child, please request work one week in advance of planned absences or family vacations. The amount of work given will be at the discretion of the teacher and additional assignments will be given following the student’s return to school. No more than 5 days of work will be given at any one time. The student is responsible to make up the work after returning to school. Students have two class days for every day absent after an excused absence from school to make up any work. The day of the student’s return is counted as the first day.

### Make-up Quizzes and Exams

Students have two class days for every day absent after an excused absence from school to make up any work. The day of the student’s return is counted as the first day.

Should a student miss the day of a scheduled test/quiz, it must be made up in the class or under teacher designated supervision on the day of return. Nevertheless, if a student misses a day or days prior to a scheduled test/quiz, then the above applies. However, if the student has been notified of an upcoming test/quiz while in school and no new material has been covered, then he/she must make up the test/quiz upon return, unless communication with the class/subject teacher has been predetermined differently.

If an absence is planned ahead of time, students should be prepared to make up any work within one week.



It is the student's responsibility to make arrangements with the teacher to make up any quizzes and exams. If a student does not make up the work during this allowable time period, he/she will receive a 0.

### **Honor Roll & Academic Probation**

The Honor Roll system is designed to give those students recognition and reward for their outstanding achievement. The grading system is used to determine which students are eligible for the honor roll in grades 1-8. Two honor roll systems have been adopted.

#### *Honor Roll:*

- *Distinguished Honor Roll* will be granted to all students having all "A" grades.
- *Honor Roll* will be granted to all students achieving "B" grades or higher.
- 1<sup>st</sup> or 2<sup>nd</sup> grade students in any specials subject (Spanish, Music, Art, Phys Ed, Computer) or students in 3<sup>rd</sup> grade Penmanship class receiving lower than an "O" does not qualify for *Distinguished Honor Roll* status or an "S+" does not qualify for *Honor Roll* status.

#### *Academic Probation:*

A student receiving two "D's" or one "F" in a major subject, including Bible, will be placed on *Academic Probation* for the marking period. Such students will be evaluated every two weeks. A record of their progress will be reported to Administration. If positive progress is not made, a parent conference will be requested to determine further action.

Students on *Academic Probation* will not be eligible to participate in extra-curricular activities until grades are at an acceptable level. At the two-week evaluation, if the grade(s) in each subject(s) in question are acceptable, *Academic Probation* will be lifted. If the probation takes effect at the time report cards are issued, the same two-week evaluation period will be in effect.

### **Late Paperwork/Unpreparedness**

Tests, quizzes, notes, and office correspondence requiring a parent signature will be allowed only **one** day grace before it is considered late. Late paperwork for Middle School students may result in a *Disciplinary Referral*.

Students **must** come prepared for class each day. This includes all of the items a teacher requires for class including pens, pencils, books, paper, etc. A Middle School student who is unprepared for class may receive a *Disciplinary Referral* and a request for going back to their locker may be denied.

### **Physical Education**

See PE Uniform in the Dress Code section.

### **Progress Reports**

Report cards are issued every ten weeks, and deficiencies only will be sent home at each mid-quarter if grades fall below C-. An *Academic Progress Report* may be sent home by the teacher anytime throughout the school year if there is concern. Parent-teacher conferences are scheduled at the end of the first quarter, at which time school will be closed. You are encouraged to request a conference with your child's teacher at any time that you may have questions or concerns.

*Grades 1 - 5* Elementary is held in self-contained, individually graded classrooms. Qualified Christian teachers teach these classes. The curricula in these grades contain Bible, Reading, Spelling, English, Penmanship/Phonics (grades 1&2), Math, Science, History, Art, Music, Spanish, and Physical Education. We place a very strong emphasis on the development of reading skills and the mastery of mathematics. Students are placed in reading groups at their corresponding level. Reading provides the foundation upon which all other learning skills are built, and mathematics is the building blocks for other core curriculum. Therefore, students are given regular assignments in reading and mathematics in class and as homework.

### **Individual Education Program (IEP)**

We neither develop nor follow the practice of IEP's, but we will endeavor to assist in that process. We will work with a family to the best of our ability, but we are not required nor are we staffed to do so. Should modifications be made to assist learning, it will be noted on the student's report card.

### **Parent/Teacher Conferences**

Student's progress is also monitored through Parent/Teacher Conferences scheduled in the fall of the year. However, you may schedule a meeting to speak with your child's teacher concerning the academic progress of your child at any time throughout the year. SCA offers Student Care on conference days only for the duration of any Parent/Teacher Conferences, however, regular rates apply (see *Tuition and Fees Schedule*).

### **Report Cards**

Excellency shall be the key word for every class activity. The Christian is admonished to "do with all his might" that which is given him to do. Therefore, the Christian student must strive to excel in all subjects, and thus to offer the Lord his/her best, even as the Lord gave for us.

Report cards will be issued 4 times per year every ten weeks for elementary and middle school classes. Report cards will not be issued if an account isn't current, and Sycamore Education access to grades will also be locked. This means a parent or student will not have access to the student's grades (see Parent Agreement).

### **Procedure for Access to Academic/Educational Records**

- I. The custodial parent, eligible student, guardian, or designated representative shall have access to the student's academic/educational record in accordance with the following procedures:
  - A. A written response to inspect and/or review an academic/educational record shall be submitted to the Head of School.
  - B. The custodial parent shall have the right to inspect or review records.
- II. Access shall be provided:
  - A. Within three (3) school business days of receipt of request;
  - B. Prior to a conference regarding a student's academic/educational program;
  - C. Prior to a meeting relating to identification, evaluation, or placement of a student.
- III. For the purposes of security, assistance in explaining or interpreting information, the inspection/review shall be in the presence of the Head of School or designee(s).
- IV. Custodial parents shall have the right to inspect and review summary data records which include information about more than one child; however, they shall only be allowed to inspect and review individual data relating to their child(ren).
- V. Records kept by Shrewsbury Christian Academy are as follows: all academic records including report cards, Lincoln Intermediate Unit #12 academic, cumulative remediation, or psychological information, teacher remedial reports, etc., attendance, name, address, and parent information, court documents (if any), discipline records, achievement and aptitude scored reports, and state required health records.
- VI. Shrewsbury Christian Academy shall provide custodial parents a copy of their child's academic record upon written request at no charge. A custodial parent, eligible student, legal guardian, or designated representative who believes that information in the student's academic/educational record is inaccurate, misleading, or violates the privacy or other rights of the student, has the right to request that the school amend the inaccurate, misleading, or violating information. This request must be made in writing.

### **Probation Policy**

**NEW STUDENT:** All new students are admitted tentatively for a nine-week academic and disciplinary probationary period. During this time, the student must meet the school's spiritual, academic, physical, and social standards. New parents are required to have a teacher conference in the month of October. At the close of this period, the Head of School will review each new student's progress and report card as to whether that student is placed on a second probation period, asked to withdraw, or removed because of failure to meet

forementioned standards. The Head of School will notify parents in writing as to the status of the student, if a probation period continues, is asked to withdraw, or is removed.

### **Attendance Policy**

School Office Hours- The school office is open Monday through Friday from 8:30 a.m. to 4:00 p.m.

In accordance with the laws of the Commonwealth of Pennsylvania, all pupils are required for regular and punctual attendance. All absences and tardiness must be excused in writing. Full-day Kindergarten, Elementary and Middle School grades are in session from 8:50 am to 3:35 pm. School begins promptly at 8:50 am. Students are expected to arrive before the 8:50 am beginning of school time. Students will be allowed to enter their designated classroom at 8:40 am. This time allows students to prepare for the school day.

*Tardiness to school* - Punctuality is very important. Habits that a young child learns while in school will be habits for life. Being "on time" is a cherished virtue. Children who are on time have a healthy, eager outlook, which helps insure successful schoolwork. Every child must be seated in his/her room and prepared for class by 8:50 a.m. Any student who arrives in school after 8:50 a.m. must sign-in at the school office and receive an *Admit Slip* to present to the teacher upon entering the classroom. Should the tardiness take place during Homeroom (8:50 – 9:02 am), the student will not be permitted to enter until devotions/prayer time is over. Six tardies, excluding inclement weather and Doctor/Dentist appointments (Dr. note required), in one marking period will result in one Disciplinary Referral. A Detention will be given when an additional 3 tardies are accumulated during that same marking period.

If a student misses any part of the school day because of illness, he or she may not participate in any practices, performances, or extracurricular activities that day. An absence involving more than 1 ½ hours in the morning or leaving 1 ½ hours early will be recorded as a half day absence.

If a student is absent more than 20 days total in a school year, the Head of School will determine what is necessary before the student can be promoted to the next grade. Additional work, tutoring or summer school may be required, at the expense of the child's parent or legal guardian.

Written excuses signed by a parent are necessary for all absences, tardiness, medical and dental appointments, not completing assignments on time, leaving the school premises, or non-participation in outdoor recess (generally a child well enough to attend school is well enough for outdoor recess). By sending a written excuse, the parent lets the teacher know that whatever has been done has been done with their knowledge and consent.

***Excused Absence:*** A student may be considered absent with excuse for the following:

1. Medical (illness, quarantine, recovery from an accident, etc.)
2. Death in immediate family, near relative, or close friend
3. Doctor or Dentist appointments which cannot be scheduled after school hours, or other family emergencies.
4. "Special excuse" (with a one-week notice) such as family trips, which the Head of School determines to be spiritually or educationally beneficial, required court attendance, "educational" opportunities (such as "Take Your Child to Work Day," family demonstrations, representation at agricultural or technological fairs/expositions, family matters outside of personal control, etc.).

We do not encourage or condone vacations during the school year. However, we recognize that for some families vacations must be taken at different times throughout the year. If a family takes a vacation during the school year, we request that the educational experiences gained while away be included on a one-page hand written report and submitted to the teacher upon return.

5. Impassable roads.

For excused absences, work and tests must be made up. A doctor's note is required for medical absences of four (4) consecutive days or more. Any student who has a cumulative total of fifteen (15) days absent must have verification from a physician for each additional absence.

An absence will only become excused (as defined above) if a note is received by the school office within 5 days of the student's return.

**Unexcused absences** are those not approved in advance by Head of School or Office Manager, and may result in a zero for homework and quizzes, and a 20% deduction on tests. Absences that are not listed above are considered unexcused. Unexcused absences may not total more than ten (5 per semester) in any given school year.

*Approved Absences:* A *School Absence Request* should be completed when you know ahead of time that the student will be out of school. Each request is subject to approval by the Head of School and will be evaluated individually taking into consideration the student's attendance record, the number of previous requests, and the nature of the reason for the request. This request should be made at least one week in advance. If approved, all work and tests may be made up, but these absences will count towards the 20-day absence limit.

### **Classification of Absences**

**Excused legal:** Justifiable reason as explained previously. Parental approval verified in writing. Still counts toward maximum number of absences.

**Unexcused legal:** Situation where absence is normally approved (ex. Farm Show), but prior written approval was not secured from office personnel. Counts toward total number of days missed. No penalty if work is made up.

**Unexcused illegal:** No justifiable reason for absence, whether advance notification or no notice is given prior to absence. Results: zeroes in each class missed. (Example excuses: Failure to secure approval to miss for hunting, visiting, etc, "We slept in and missed the bus," "I had to go shopping," "I had to get my hair cut," "I missed the bus," or "We decided at the last minute that he/she needed a day off for ...").

### **Early Dismissal**

Our school day ends at 3:35pm. Our homeroom time (3:28 – 3:35) is vital to the student's success in school. Students go over all homework, announcements are made, and job responsibilities are completed. This allows students to take home the correct books and know what is expected of him/her the next day. Please do not pick your child up before 3:35 unless it is an appointment or emergency. Thank you for your cooperation.

### **Defacing School Property**

Any damage incurred at the school as a result of a student's misbehavior will result in a \$25.00 fine, in addition to potential repair costs (writing on walls, desks, horseplay in the classrooms or bathrooms, etc.).

### **Discipline**

#### *Introduction*

The SCA discipline policy is intended to be a complement to discipline in the home. Since the school is partnering with parents to educate their children, it is incumbent upon SCA to clearly delineate its position and code.

#### *SCA's Position*

SCA endeavors to operate within the context of a biblical worldview. It is within this context that a direct relationship between a quality education and the student body's overall conduct is linked. Ultimately, a school's success can rise or fall on these concepts alone. For example, honor and respect are cornerstones of a solid discipline system. However, these cornerstones are forged out of a bedrock of love--God's love (Revelation 3:19). If love, honor and respect break down, then the whole organization loses momentum in other pursuits, and eventually, becomes dysfunctional or worse.

The Bible presents discipline as an act of love for the purpose of instructing a child in ways that are right, wise, and helpful for life's later challenges. The faculty and staff take these responsibilities seriously. They understand that they are accountable for how they respond to their charge. When that charge seems unclear or a situation seems gray, they will endeavor to view it in comparison with characteristics as outlined in what the Apostle Paul called the "fruit of the Spirit." This fruit will be one benchmark for determining whether or not the actions of a student are appropriate.

For further information, one can turn to the following scriptures: Proverbs 6:23, 10:17, and 29:15-17; Galatians 5:22-23; Colossians 1:28 and 3:20; and Hebrews 13:17.

The Christian home and Christian school must work together to discipline children. The students are to be taught to obey, honor, and respect the teachers and staff in the same manner as they would their own parents (Exodus 20:12). However, honor and respect toward one another will be expected among all ages of children.

It is with this in mind that our standard for discipline is broadly defined at SCA. Although consistency on these cornerstones will dominate the school-wide policy, there is latitude for the teachers to establish age-appropriate standards for their classes.

#### *SCA's Discipline Code*

The Administrative staff and teachers have authority over all students. In the classroom, the teacher will set the guidelines of expected conduct and will correct unacceptable behavior. Students who choose to be insubordinate or disrespectful after being corrected will be referred to the Head of School.

***Any student who addresses a teacher or other staff member using disrespectful or insulting language will be sent to the Head of School.***

The school's discipline code is as follows:

#### *First through Fourth Grade:*

- Rules and consequences are listed in each classroom. The teacher will deal verbally with the offense. Each offense will be clearly discussed with your child; the teacher may make scriptural applications and pray with your child. Parents will be notified by the teacher of significant behavior problems.
- If the problem persists, Disciplinary Referrals, detentions or suspension may be considered.
- The child may be sent to the office and the Head of School will determine if further discipline is necessary. Repeated offenses will result in a phone call or letter home from the Head of School.

#### *Third through Eighth Grade (Disciplinary Referrals and Detentions):*

- A student may receive a *Disciplinary Referral* (DR) for a variety of offenses. Generally, a *Disciplinary Referral* is given for situations involving obedience, attitude and/or respect. *Disciplinary Referral* offenses will be written on a *Disciplinary Referral* form by the faculty or staff member administering the discipline. The *Disciplinary Referral* is then to be carried home by the student, signed by a parent, and returned to the school office the following school day.
- A student will receive a *Detention* by accumulating 5 *Disciplinary Referrals*. Students can **immediately** earn a *Detention* for negative behavior. *Detention* offenses will be written on each *Detention* form. The faculty or staff member(s) administering the discipline will complete the *Detention* form. The *Detention* form is then to be carried home by the student, signed by a parent and returned to the school office the following school day. *Detention* lasts for 45 minutes and will be served on the date assigned unless other arrangements are made by the parent with the teacher. During *Detention*, the student(s) will be given a writing assignment or academic responsibilities.
- Students who have multiple *Detentions* (3 or more) may be suspended. The Head of School will determine if expulsion is necessary.

This system provides a necessary paper trail for students that continually choose poor behavior. It is designed to hold the student accountable to their teacher(s), parents and God. The Discipline record is usually requested with a student's transcripts by a transferring school.

## **Bullying**

### *The Issue of Bullying*

In recent years, the issue of bullying has received national attention. SCA also takes this issue seriously. It is addressed through this policy, teacher in-services, student education, and parent awareness. It will be dealt with as needed.

### *What is Bullying?*

Intentional actions carried out repeatedly by someone that causes either physical and/or emotional harm. Bullying is about an imbalance of power of one over another. It can be subtle methods of coercion such as manipulation. The following are all representations of bullying:

- Browbeating
- Intimidating
- Terrorizing
- Threatening
- Causing oppression continuously

### *Kinds of Bullying:*

- Direct - Physical contact through hitting, pushing and/or shoving; assault.
- Indirect - Rumors, exclusion, and/or gestures.
- Verbal - Spreading rumors, harassment (including sexual or foul language), and name-calling and/or threatening language.
- Provocative - Irritating, beguiling, irksome actions that cause others to reach a breaking point.

### *Bullying is Not Acceptable Behavior*

- SCA strives to maintain civility and good will among all within the school environment. It understands that the effects of bullying actions on a victim are not temporary, but can be life-long. SCA desires to have an experience for a child that creates lasting, good memories. This requires a proactive approach to the bullying problem.
- As with any program, bullying prevention activities are only effective if communicated and practiced consistently. Within our school, we are training faculty and staff, as well as our students. All will know that bullying will not be tolerated and is taken very seriously. All circumstances and actions surrounding an incident will be used to determine the consequences for violating this policy. Students will also be taught that they are not alone. If someone has bullied them, they will have the freedom to speak to any faculty or staff member immediately.

Bullying will be dealt with according to SCA's Discipline policy. Because of the seriousness of this issue, detentions or suspensions may be handed out quickly. Repeat offenders may face expulsion.

## **Philosophy of Dress Code**

### **Dress Code/Standardized Attire**

Shrewsbury Christian Academy believes that there is a close relationship between positive scholarship, neatness, and appropriate dress. The purpose of the dress code is to be obedient to the principles of God's Word and to provide the best possible atmosphere for learning. God's Word says that our dress should be modest and that our attention should be more on improving the inner person more than the outer person. It is the academy's conviction that parents are responsible for the modest dress standards characterizing a Christian young person. Students should also recognize their responsibility and respect for the school, by attending school in appropriate attire. Traditional styles of clothing are expected.

Shrewsbury Christian Academy has chosen to require standardized attire for its students. This attire is beneficial for the students, their families, and the school for the following reasons:

- The students are thus encouraged to express their individuality through personal and academic achievements, rather than focusing on a fashionable appearance.
- This attire can be less expensive for families, and can lessen the frustration of the morning routine.
- Standardized attire fosters a student's sense of belonging, unity and pride in his or her school, which can assist in building school and team spirit.
- It ensures that all students are safely and modestly dressed for school activities.
- It eliminates the pressure to wear more elite clothing.
- Clearly identifies Shrewsbury Christian Academy students from visitors that enter the school, and distinguishes them from other students on field trips.
- It suggests an orderly, distinctive, and unified image of the school.

Much thought and planning has gone into the design of the attire. The attire has been chosen with the following in mind:

- Items should be reasonably priced, so as not to exclude anyone.
- Items should be neat looking, and easy to take care of.
- Items should be able to be passed down, with upper grades having some of the same items as lower grades.
- Items should be readily available, at all times of the year.
- Items should be modest and honoring to the God we serve.
- Items should be a "classic" look, so as not to appear dated nor of the latest fad.
- Items should not detract from the educational experience, but should enhance it.

### **Pants**

- Navy blue or khaki dress slacks, with inside pockets as opposed to pockets sewn on the outside. No "patch" pockets.
- Cotton or cotton-polyester twill fabric. No Denim or corduroy.
- Plain or pleated front, "Dockers style" or uniform pants. Slacks should be hemmed, may have cuffs.
- Pants shall be proportioned to fit at the waistline (no hip-huggers).
- If the pants have belt loops, a plain brown, black, or navy belt must be worn.
- Slacks are permissible for all students.
- NO cargo, Capri, athletic pants, excessively baggy, or fashion/fad pants.
- Must be clean, not faded, free of tears, patched, or frayed edges, and properly sized.

### **Skirts/Jumpers/Dresses**

- Skirts shall be properly fitted (worn on the waist), and must be no higher than mid-thigh and below fingertip length.
- Any slits in skirts must also be no higher than mid-thigh.
- Girls may wear skirts or jumpers of navy or khaki colored twill fabric (length the same as skirts).
- Long or short sleeve polo dresses in solid navy or light blue may be worn (length the same as skirts).

### **Shorts/Skorts**

- Navy or khaki shorts that follow the same guidelines as the slacks.
- No cargo pockets, or "patch" pockets.
- Shorts and skorts shall be properly fitted (worn on the waist), and must have a 5" inseam.

### **Shirts**

- All students may wear white, navy or light blue collared polo, button-down oxfords, or turtleneck shirts.

- Shirts and turtlenecks may not have any visible brand names or logos (except school approved SCA logos).
- All tailed shirts must be tucked in.
- Shirts should have sleeves and be properly fitted.
- Tipped sleeves and collar in contrasting color are allowed as long as they are school attire colors.
- Shirts are to be buttoned except the top.
- Non-school attire should not be visible. (As in layering of shirts.)

### **Shirts / Blouses**

- All students may wear white, navy or light blue collared polo, button-down oxfords, or turtleneck shirts.
- Shirts and turtlenecks may not have any visible brand names or logos (except school approved SCA logos).
- Girls may wear a button-front blouse with “Peter Pan” collar.
- Shirts and blouses must not have a see-through fabric.
- All tailed shirts must be tucked in.
- Shirts and blouses should have sleeves and be properly fitted.
- Tipped sleeves and collar in contrasting color are allowed as long as they are school attire colors.
- Shirts are to be buttoned except the top.
- Non-school attire should not be visible. (As in layering of shirts.)

### **Sweaters, Fleece, and Sweatshirts**

- Solid white, navy, gray, or light blue with collar of shirt/blouse visible at all times.
- Cardigan, V-neck, or crew neck is fine.
- White, navy and light blue vests in the same solid colors are also acceptable.
- No visible brand names or logos (except school approved SCA logos).
- Sleeves should not be longer than the fingertips.

### **Socks**

- Solid color in white or navy must be of a height to be visible.
- Crew or knee-highs are acceptable.
- Girls may also wear white or navy tights.
- Navy or white leggings may be worn with socks in colder weather under skirts.

### **Shoes**

- Black, brown, or navy soft-soled dress shoes are acceptable.
- Sneakers that are primarily white, grey/silver, navy, brown or black are acceptable.
- For safety, as well as neatness, laces should be tied or fastened.
- Clogs, flip-flops, platform shoes, open-toed shoes, boots, beach shoes and sandals are not allowed.

### **Outerwear**

- Hats may be worn outside the school buildings only, and should be stored in lockers/backpacks.
- Hoods may not be worn in the buildings.
- All other jackets should be stored in the locker or on the hook assigned.

### **Girls' Hair/Accessories-** Conservatively styled and well groomed

- Any hair accessories must be of school colors.
- Must be kept neat, clean, and out of the eyes.



- No extreme hairstyles are permitted.
- Natural hair color, with the exception on “Spirit Days.”

**Boys’ Hair/Accessories-** Conservatively styled and well groomed

- Must be kept neat, clean, out of the eyes, and mid ear length.
- Natural hair color only and off of the collar at all times.
- Boys that are old enough must be clean shaven.
- If a tie is worn, it should be worn with an oxford shirt, and should be a solid navy blue.

**Jewelry-** should be conservative, not excessive

- Boys are not permitted to wear earrings.
- Inappropriate pins or badges, not consistent with Shrewsbury’s philosophy, are not permitted.
- Jewelry shall be subject to the discretion of the faculty/administration.
- No chains allowed, including wallet chains.
- No body piercing.

**Neatness**

- Standardized attire that is frayed, torn, or unclean should not be worn.
- All children should be well groomed and practice good personal hygiene habits.
- School attire is not to be worn in combination with PE uniform (i.e., no t-shirt worn with school shorts).

<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Inappropriate logos, writings, and/or pictures are not permitted on hats, shorts, and T-shirts.</li> <li>• No clothing with offensive messages or pictures, questionable attitudes, lifestyles, activities, or entertainment may be worn.</li> <li>• Makeup is not permitted in the elementary grades.</li> </ul>
--



The Head of School reserves the right to prohibit or permit clothing of any style or fad as the need arises.

**PE Uniform**

**1<sup>st</sup> – 5<sup>th</sup> Grade:** Students are *permitted*, but not mandated, to wear PE clothes to school on gym day.

- Solid Navy color, non stripe sweatpants or minimum fingertip length (5” inseam) athletic gym shorts (purchased at the place of your choice)
- A solid gray color PE SCA logo TEE
- White socks with sneakers: no street shoes are permitted.
- Girls are not to wear dresses.
- Students may wear their P.E. uniforms to school in place of their school uniform on their P.E. day *only*, otherwise, they must wear school attire.
- Sweatpants, wind pants, and shorts must have elastic waist band with optional drawstring
- Any visible logo must be the school-approved SCA logo
- On cooler days, a gray or navy crewneck sweatshirt may be worn over the school TEEs
- Note: School attire is not to be worn in combination with PE uniform

**6<sup>th</sup> – 8<sup>th</sup> Grade:** Students are *required* to wear PE attire to school on gym day.

- Solid Navy color, non stripe sweatpants, wind pants, or minimum fingertip length (5” inseam) athletic gym shorts (purchased at the place of your choice)

- A solid gray color PE SCA logo TEE
- White socks with sneakers: no street shoes are permitted.
- Students must wear their P.E. uniforms to school in place of their school uniform on their PE day *only*.
- Sweatpants, wind pants, and shorts must have elastic waist band with optional drawstring
- Any visible logo must be the school-approved SCA logo
- On cooler days, a gray or navy crewneck sweatshirt may be worn over the school TEEs
- Note: School attire is not to be worn in combination with PE uniform

### **Out of Uniform Days**

- Students are expected to wear neat, clean clothing.
- Dresses, skirts, “properly fitted” shorts, slacks or jeans are considered acceptable school attire for girls.
- Boys also may wear “properly fitted” shorts, slacks or jeans (no holes or fringes).
- Students are not allowed to wear bare midriffs, halter-tops, spaghetti-strap tops, sheer blouses or mini-skirts. No shirts with offensive decals/messages are to be worn to school (offensive decals/messages will be determined at the discretion of the Teachers and will include decals of rock stars, violent or crude portrayals, etc.).
- Attire is acceptable at the discretion of the teacher. A parent may be called if clothing is not acceptable.

*Please note that the Head of School reserves the right to make modifications to the dress code. The plan is to go towards all polo shirts having the embroidered logo eventually. Please plan accordingly when you purchase for upcoming years.*

### **Field Trips**

Field trips will be held throughout the school year at the discretion of the classroom teacher. All students must have a signed permission slip in order to participate in any field trip. Standardized attire shall be worn on all field trips unless special permission is granted by the Head of School. All volunteer drivers must be insured and must abide by the child safety laws of their respective state. Please check current seatbelt regulations for Maryland and Pennsylvania.

### **Fire Drills**

Fire drills are conducted periodically and fire exits are clearly marked. The students should do the following:

- Students are to cease talking.
- All stray materials should be cleared from the aisles.
- Students should leave the room and proceed in single file with the teacher directly to assigned exit.
- Students should move swiftly, without running, and in an orderly fashion.
- All exit doors should be closed after everyone has left the room.
- Once outside, proceed in single file to the assembly area designated by the teacher. Make sure this area is a safe distance from the school.
- At a signal, students will, without talking, return to the building and room where they came from. Teachers are expected to set good examples for their students in this area.
- If a fire drill occurs during student arrival, dismissal, or at any other time that a student would not be under the direct supervision of an adult, the students should evacuate the building at the nearest exit and report to their assigned homeroom teacher. At no time should a student go through the building to get to their exit.

### **Financial Policy**

The school operates on a fiscal year from July 1 to June 30, with income and expenditures budgeted on a yearly basis. Therefore, the tuition schedule is set according to the yearly amount needed to educate each child. For the convenience of the parents, the fee is payable as an annual fee in 10 or 12 monthly installments of equal amounts. Tuition is due the 10th of each month and is payable no later than the 15<sup>th</sup> of each month. A late fee of \$25.00 will be charged when tuition is paid later than the 15<sup>th</sup> of the month. If an account becomes more than one month past due, the child may be excluded from SCA until the balance is paid or payment arrangements have been made. All accounts must be current for report cards and/or records to be released. You may also choose to pay in full by August 1<sup>st</sup> or make 2 equal payments on August 1<sup>st</sup> and January 1<sup>st</sup>.

The Registration Fee is payable annually and is not refundable or applicable to tuition. Before enrollment is considered final, parents are required to enter into a contract with the school, so that there is no misunderstanding regarding the financial arrangements. Before and after Student Care fees are determined by a different schedule and will be included on the Monthly Statement with your tuition bill, lunch charges and any other miscellaneous charges to your account.

If any child is withdrawn from the school, SCA requires written notice of the date and reason for the withdrawal before the child's last day of school. It is also further understood that withdrawing from the school will not eliminate any outstanding financial balances. Academic records will not be forwarded to the receiving school until financial agreements are complete and paid in full.

### **General**

#### **Birthdays**

Parents wishing to send in special food for a treat on their child's birthday are asked to notify the teacher in advance. *Please note:* Cupcakes, muffins or brownies are easier for the teachers than cakes. Please keep food allergies in mind during these celebrations.

#### **Calendar**

The calendar for each year will be published and sent home for your reference.

#### **Chapel Services**

Elementary and Middle School hold weekly individual chapel services throughout the school year, with exception to shortened weeks. School wide chapel services are held during certain holidays, as well as for special speakers throughout the year. Parents are invited to worship with us at anytime. All children are encouraged to attend worship service and Sunday school each week at their own churches with their parents. Parents, by example, teach their children to sanctify the Lord's Day. Attendance at a Christian School is not a substitute for Sunday worship - one complements and supplements the other.

#### **Electronics (Cell Phones, iPods, Video Games)**

During the school day, all electronic devices are to be turned off and put into the student's locker, while first and second are kept in their backpacks. These items may be turned on when the student leaves to go home at the end of the day. Parents should not consider their child's cell phone as a means of contacting them for any reason during the school day. Any messages for the students should go through the school office. Any of these devices that are on or not in the locker during the school day will be confiscated and delivered to the Head of School until the next school day. If there is a second offense, the student's parents will be responsible to pick up the device at the school office.

#### **Gum Chewing**

Students will not be permitted to chew gum at any time during school. Children should not bring candy or treats except with the teacher's permission.

#### **Hall Pass**

Students must have permission to leave class for the bathroom, school office, etc. The student will need a hall pass.

## **Hand Sanitizer Policy**

Students may not bring personal liquid hand sanitizer such as Germ X to school. The liquid forms of hand sanitizer pose a health concern for our students. Accidental ingestion can be very harmful and even fatal due to its alcohol content. Eye contact is also a danger. The use of hand sanitizer will be monitored by allowing students to use wall dispensers in the classrooms only.

## **Lockers (3<sup>rd</sup> – 8<sup>th</sup> Grade)**

Book bags and lunch bags will be stored in the lockers. Students are permitted to go to their lockers beginning at 8:40 am. They will need to bring all necessary supplies for first period to homeroom by 8:50 am. (Teacher may modify this at his or her discretion).

## **Lost & Found**

The Lost & Found is located in the blue bench in the school lobby. If items are not claimed by the end of each quarter, they will be donated.

## **Personal Belongings**

Please have sweaters, caps, coats, hats, boots, etc. clearly marked with your child's name. Should your child misplace any belongings, check with your child's teacher or the lost and found box located in the front lobby.

Knives, matches, playing cards, Pokemon, CDs, DVDs, movies, or magazines, etc. are not to be brought to school without written permission. Such items may be confiscated. If it is necessary for a child to carry money to school (other than for school needs), he or she should keep it in a safe place on his or her person. No selling, swapping, trading or buying is permitted. *Please note:* toys (i.e. Legos, matchbox cars, Pokemon, etc.) for use on the bus or during Student Care are subject to the discretion of the authorities present or responsible.

## **Snacks**

Snacks will be permitted at the discretion of each classroom teacher. The teacher will inform parents if there is a need to send a snack during the day.

## **Show & Tell**

Your child's teacher will inform you of classroom policy for show and tell items. Please do not send toy weapons or similar war or violence-related toys to school with your child.

## **Telephone/Cell Phone Use**

Students are not permitted to make or receive calls on the school office phone except in an emergency. Please see the *Electronics* section on cell phone use.

## **Health**

Vision and hearing screening are conducted each year for students four years and older. Health records are kept in accordance with the Pennsylvania Department of Health Regulations. A registered nurse visits the school periodically to weigh and measure all students. Entrance to K5, 3<sup>rd</sup>, and 6<sup>th</sup> grade requires a complete physical appraisal by a licensed, registered physician, clinic or medical center. All first year students must provide a copy of written medical history.

A first aid kit is always available to the faculty and staff members for use in cases of minor injuries or illness. Several faculty and staff members have been instructed in basic first aid and are trained in CPR. If any injury is serious, parents will be notified immediately. If emergency treatment is indicated, an ambulance will be called. It is essential that *Emergency Forms* are completed and accurately filled out and kept up-to-date. All students must have the required immunizations and proof of those immunizations before being admitted or allowed to remain in school.

Medication may be given to a student only after written permission from the parent or legal guardian. The *Medication Administration Form* is located in the school office.

No staff member will be allowed to administer any medications without parental authorization. Non-prescriptive drugs will not be given unless the parent has given permission in writing including the student name, dosage, and time of administration. Prescribed drugs must have written permission by the parent and the physician. All medicines must be kept and administered at the office. All medications must be sent into the office in the original prescription bottle, clearly marked with what it is, directions for administration, and the child's name on it. By law, we cannot accept medications that are in bags or non-prescription containers. Each parent is responsible to send in any and/or all medication.

Any student that is sent to the school office "not feeling well" may have their temperature taken. If a student registers 100.0 degrees or above, a call will be made to the student's parent to come pick up the student from the school office. If a student registers below 100.0 degrees, but has other symptoms (coughing, runny nose, lethargic, sore throat, etc...), a call may also be made to the parent. Otherwise, depending on what was marked on the Student's Emergency Form, Tylenol or Motrin may be administered, and the student will be sent back to class and monitored by the teacher to determine if further action needs to be taken.

Please keep your child home if he/she has:

- An acute cold
- Signs of an abnormal temperature
- Sore throat
- Swollen glands
- Skin rash or sores
- Vomiting or diarrhea
- Signs of illness such as headache, earache, cough

*Please note:* Your child should be symptom free (without the administration of fever reducing medications) for 24 hours before returning to school. We will enforce this in an effort to reduce the spread of illness throughout the school. We need to be conscious of the health needs of all families.

The length of time your child should be kept home from school is as follows:

- *Diphtheria* - Two weeks from onset or until negative tests results.
- *Whooping Cough* - Four weeks from onset or seven days on medication.
- *Measles* - Four days from onset of rash.
- *Mumps* - Nine days from onset or until swelling has subsided.
- *German Measles* - Four days from onset of rash.
- *Chicken Pox* - Six days from last crop of vesicles.
- *Respiratory Strep Infections* - Not less than seven days from onset, or 24 hours from institution of medication.
- *Pink Eye* - 24 hours from institution of medication.
- *Ringworm* - Until given written permission from a doctor to return.
- *Impetigo* - Until given written permission from a doctor to return.
- *Scabies* - Until given written permission from a doctor to return.
- *Tonsillitis* - Until given written permission from a doctor to return.
- *Trachoma* - Until given written permission from a doctor to return.

### **Medical Guidelines**

Any new student is required to have a physical by the family doctor before entering school in August. A physical form, provided by the school, must be filled in and submitted to the school office. A record of all inoculations must also be given to the school office. Inoculations, as required by the State, should be adhered to. The State Health Department has now ruled that children must have the mumps vaccine and Hepatitis B vaccine before starting school, in addition to the other required immunizations. The complete list of immunizations needed before a child starts school is as follows: Diphtheria-3 doses; Tetanus-3 doses; Sabin

Oral Polio-3 doses; Measles, Mumps, and Rubella-1 dose after 12 months of age and a second dose before admittance into school, and Hepatitis B - 3 doses. Parents are advised to check with the family doctor to be sure that all requirements can be satisfied so that the child may start school in August. In instances where a student needs medical attention, the office will call the parent or emergency person.

### **Library Guidelines**

The Shrewsbury Christian Academy library is established to provide books with spiritual principles and philosophies, material that offers insight and understanding into specific subject matter, reference material that will encourage research, and wholesome reading. The library will include books that model positive character traits, show conclusive results to actions, draw a line between good and bad, not contain objectionable language, and emulate wholesome values.

To ensure that books being selected follow SCA guidelines, criteria will be established to evaluate book selection. It is the school's desire to teach students to critically evaluate what he or she reads. There are books in the library that does not emulate Christianity. It is important for parents to know that they should be actively involved in helping their child evaluate what they read.

The purpose for the SCA library is to uphold the Word of God and remain in alignment with the goals, objectives, and philosophy of our school. We seek to encourage learning and growth, provide literature not found in public libraries, and to provide certain resources for the student to effectively fulfill assignments, supplement instruction, and mold character.

In the selection of books, SCA agrees to purchase items that harmonize with our purpose. Curriculum needs carry first priority regarding texts that support our guide for the use by faculty, students, and administration. Other reading selections will include fiction, drama, poetry, essays, etc. Selecting materials should center on sharpening moral understanding, assisting the reader to make good decisions, and serving the reader to be more like Christ. Books should engage imagination, provide an enjoyable experience, lead to greater understanding of cultures, provide strengthening of one's faith, and increase discernment of right and wrong.

### **Lunch**

Milk, chocolate milk, and orange drink may be purchased for lunch. A price list will be sent home at the beginning of each school year listing the items available throughout the week for ordering. Students may order in their classrooms daily or bring in a completed lunch card, and money sent in before hand. If the child is bringing a packed lunch, the lunch box or bag should be clearly labeled with the child's name. *Please note:* The microwave oven is not available for first through fourth grade Elementary students who wish to warm their lunch items.

Students are allowed a quick snack during locker breaks. Students must stay seated during lunch. Students should get food, drink, use the microwave and use the bathroom before they are seated. Students must ask permission to leave their seat. All students must eat in the lunchroom unless special permission is granted.

### **Gym/Cafeteria**

No students are allowed in the lunchroom during school hours (8:40 – 3:35) without a hall pass or permission from the teacher. This excludes lunch and Phys. Ed. Class.

### **Redress of Grievances**

As with any situation in school, whether it is academic, physical, emotional, or spiritual, discipline is a subject area where parents must know that they have a voice.

The appropriate way for a parent to voice concerns, whether it is about discipline or otherwise, is always through their child's teacher first. If for some reason a parent is not satisfied with the outcome of their

grievance, then they should address the Head of School. If a grievance is not satisfied at this point, then the next step is to address the Board of Trustees. A simple letter or email to the Chairman is more than adequate. A parent who petitions the Board of Trustees for a redress of grievance will be contacted within 48 hours, or as soon as practical.

This designated chain of communication will always apply, and is only proper.

### **Student Care**

SCA offers before school and after school assistance for parents. Our before school Student Care begins at 7:00 a.m. and ends at 8:40 a.m. After school Student Care begins at noon, for half-day students, and at 3:50 p.m. for all other students. After school Student Care ends at 5:30 p.m. Fees for Student Care are published with the *Tuition & Fees Schedule* each year. This service is offered only to currently enrolled SCA students and is billed in ¼ hour increments. Late fees will accrue at a \$1.00 per minute rate per minute per family after 5:30 p.m. and will be added to your Monthly Statement. .

### **Sycamore Education Software**

Sycamore Education is the school software used by SCA to help with communication regarding your child's education. Once enrolled at SCA, parents will receive an invitation email which includes their assigned user name and password. The software will enable parents to access a variety of SCA resources such as the school calendar, documents/forms, events, news, billing, lunch info, student schedules, homework and grades.

### **Transportation by School District**

When on the bus, students will be governed by the rules established by the appropriate school district. These rules will be enforced by SCA administration.

### **Bus Conduct**

The following rules apply to riding on the public school buses. Behavior and attitudes are a reflection of both home and school training.

- Students are to be at the bus stop when the bus arrives.
- Students are to abide by the driver's rules, regulations, and directions at all times.
- Students must be seated and facing the front of the bus while the bus is in motion and conversation between passengers must be kept at a low pitch. Students are to sit in assigned seats if requested by the driver.
- No food or gum chewing, loud talking, commotion, throwing objects on or from the bus.
- Windows on the bus are to be operated only at the direction of the bus driver. Students are to refrain from extending head, arms or objects out of the bus windows.
- Students are not to leave litter on the bus.
- Students are expected to respect the rights and safety of others.
- Students should exit/board the bus in an orderly manner (walking quietly).
- If there is disobedience to the driver's authority, the following steps will be taken:
  - 1<sup>st</sup> offense – The Head of School will confer with the student reported for misconduct by the bus driver or company. A letter from the Head of School or a phone call to the parents will be made.
  - 2<sup>nd</sup> offense – The Head of School will conference with the student. A letter from the Head of School will be sent to the parents and a copy will be filed in the student's cumulative records folder, and the student may receive a detention. The student must offer an apology.
  - 3<sup>rd</sup> offense – The student reported for misconduct on the bus will be suspended from the bus. Parents and the bus company will be notified of the suspension by a letter from the Head of School, and a copy will be filed in the student's cumulative records folder.

Any major offenses or repeated offenses will be dealt with by the Head of School. This could result in suspension from school or loss of bus riding privileges.

Should a parent be interested in carpooling, we will have an existing SCA parent or family in their area contact the new family.

### **Visitors**

All parents and visitors are required to report to the school office for authorization before proceeding to any other area of the building. The only exception to this regulation is for parents with children in the Student Care program, when the school office is closed. Visitors are required to wear a "Visitor" badge. This is for the safety and well being of our students.

### **Weather Related Closings**

In case of school closings, delays, or early dismissals due to inclement weather or other emergencies, please listen for an announcement regarding *Shrewsbury Christian Academy* on the local radio stations and/or television stations. All announcements will be made on both Maryland and Pennsylvania stations. We do not follow any specific school district. We will be making decisions based on all the districts represented at the school.

Student Care is available on either a two-hour or one-hour delayed schedule, and will follow our starting time schedule. Example: if we are delayed one hour, then AM Student Care begins at 8:00. If we are delayed two hours, then AM Student Care begins at 9:00.

For our K3/K4 and half-day K5 families, if we have a two-hour delay, we will operate on a Modified Kindergarten Schedule and we will have K3/K4 and half day K5 classes. If we have a one-hour delay, these classes will be open as well. The modified schedule is as follows:

1 hour delay    9:50am to 12:00 pm

2 hour delay    10:50am to 1:00pm.

On the days that SCA has a 1 or 2 hour delay, your child will be able to order pizza for lunch. Please have your child order lunch as they usually do (in the morning or with a lunch card). Half-day Kindergarten will need to come to school prepared with a lunch (or they will need to order lunch for the day).

Any delays or closings will also be posted on the SCA website, and you will receive an email regarding any changes, unless circumstances will not permit this from happening.



# Parent & Student Handbook Agreement

***Please note:* The Head of School reserves the right to make any and all necessary adjustments/changes to this handbook.**

Thank you for reading the *Parent & Student Handbook*. Open communication between teachers and parents is vital to the success of the school experience. We appreciate your support and continued prayers during the school year.

---

We have read the *Parent & Student Handbook* and agree to abide by any and all rules stated therein. Please sign and return to the school office as soon as possible. Thank you.

\_\_\_\_\_  
*Father's/Guardian's Name (Please Print)*

\_\_\_\_\_  
*Father's/Guardian's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mother's/Guardian's Name (Please Print)*

\_\_\_\_\_  
*Mother's/Guardian's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Name (Please Print)*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Name (Please Print)*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Name (Please Print)*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Name (Please Print)*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

Please complete and return the entire form – Thank you.