



# **SHREWSBURY CHRISTIAN ACADEMY**

## **Parent & Student Handbook**

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## 1 Introduction

This *Parent & Student Handbook* is provided to answer most questions relating to policies and procedures at Shrewsbury Christian Academy (SCA). Please keep it handy for reference throughout the school year.

SCA policies support equitable and consistent treatment of all students. To insure that the needs of students are consistently met, SCA may need to modify a policy, procedure, or practice during the school year. If this should occur, parents shall be notified accordingly.

Please note:

- Wherever the term “Teacher” is used in this handbook it shall also include the Librarian and the After Care Administrator.
- Wherever the term “parent” is used in this handbook “legal guardian” may be substituted. Only individuals who are authorized by the parent or legal guardian as recorded in *Sycamore* may have access to student information.

## 2 Governance

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

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 Board of Trustees.

## 3 Non-Discriminatory Policy

SCA welcomes all students who desire a strong academic program with a Christian worldview and 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. SCA does not discriminate on the basis of race, sex, color, national and ethnic origin in the admission policies and school-administered programs.

## 4 Sycamore Education Software

*Sycamore Education* is the software used by SCA to maintain student records and facilitate communication with parents. Parents of enrolled students shall receive an invitation to *Sycamore* that includes their login credentials. The software enables parents to access a variety of SCA resources such as the school calendar, documents, forms, events, news, billing, lunch information, student schedules, homework, and grades.

## 5 One Call Now

*One Call Now* is a feature that allows the Teachers and staff to call all registered phone numbers with a recorded message. Parents must provide all phone numbers to be included in a *One Call Now* message.

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## 6 Religious Policy

SCA is a religious institution providing an education in a Christian environment, with emphasis on a Biblical world view. SCA partners with the home and church to provide an atmosphere in which the whole child may grow toward full God-given potential and assists them in developing their personal philosophy in spiritual growth, intellectual development, emotional stability, and social maturity.

If it is determined that the parent's or student's conduct is in opposition to SCA's *Vision Statement, Mission Statement, or Statement of Faith*, SCA reserves the right to determine appropriate action or consequences.

## 7 Financial Policy

SCA operates on a fiscal year from July 1 to June 30, with income and expenditures budgeted on an annual basis.

The Registration Fee is due every year and is not refundable.

Tuition is payable in one of the following ways:

- 1 Payment – Due July 1st
- 2 Payments – Due July 1st and January 1st
- 10 Payments – Beginning in August and due on the 10th of each month
- 12 Payments – Beginning in July and due on the 10th of each month
- If payment is not received by the first of the month following the due date, a late fee of \$25.00 shall be charged the following month and the account shall have a “past due” balance.

If an account becomes more than one month past due, the student may be excluded from SCA until the balance is paid or payment arrangements have been made.

SCA shall not release report cards or records for an account that is not current.

Student Care fees, lunch charges, and any other miscellaneous charges added to the account are due the following month.

Parents must sign the *SCA Parent Agreement* that includes a financial contract so that there is no misunderstanding regarding the financial arrangements.

## 8 Service Hours

SCA requires school families with full-time students to contribute twenty hours in service to the school in the fiscal year in which the school year falls (July 1 through June 30). Hours can be accumulated for activities such as participating in a scheduled work day or serving as room parent. Parents may consult with the Principal to determine if an activity qualifies as service.

Parents must record their service hours in Sycamore.

Families who receive financial aid are required to contribute an additional twenty hours, for a total of forty per fiscal year.

## 9 School Office Hours

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

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## 10 School Hours

Full-day Kindergarten, Elementary, and Middle School are in session from 8:50 a.m. to 3:35 p.m. Pre-school and half-day Kindergarten are in session from 8:50 to noon. Students are allowed to enter their classroom at 8:40 a.m. and must be in their seats ready for the school day by 8:50 a.m.

## 11 Student Care

- SCA offers before school and after school care for currently-enrolled students.
- Before school Student Care begins at 7:00 a.m. and ends at 8:40 a.m., at which time students shall be ushered to their classrooms.
- After school Student Care begins at 3:50 p.m. and ends at 5:30 p.m.
- Fees for Student Care are published with the *Tuition & Fees Schedule* each year. The fee for late pick-up accrue at the rate of a \$1.00 per minute, per family after 5:30 p.m.
- Student Care may be offered during Parent/Teacher Conferences for the duration of the conference and regular rates apply.

## 12 Withdrawals

If a child is to be withdrawn from SCA, the parent must provide written notice of the date and reason for the withdrawal at least two weeks prior to the last day the child is expected to attend school. Withdrawing from the school does not void outstanding financial obligations, and academic records shall not be released until the account is paid in full. No portion of tuition shall be returned for the month in which the student is withdrawn and, if yet unpaid, tuition for the entire month is due.

## 13 Health

### 13.1 Admission

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 students must have the proof of required immunizations before being admitted or allowed to remain in school. Parents must provide immunization records for students entering Pre-school. Inoculations required by the State Department of Health are: Diphtheria (three doses), Tetanus (three doses), Sabin Oral Polio (three doses), Measles, Mumps, and Rubella (two doses), and Hepatitis B (three doses).

Parents must insure that medical information is completed and up to date in *Sycamore* and on the *Emergency Form*.

### 13.2 Periodic Screening

The public school system provides vision screening, hearing screening, and a registered nurse who weighs and measures SCA students periodically. SCA maintains health records in accordance with the Pennsylvania Department of Health Regulations.

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### 13.3 Injury or Illness During the School Day

A first aid kit is maintained in the office for use by Teachers and staff to treat minor injuries or illnesses. Several Teachers and staff have been instructed in basic first aid and are trained in CPR. SCA shall notify parents immediately if an injury or illness appears serious. SCA shall call for an ambulance if emergency treatment is indicated.

SCA may take the temperature of a student who is sent to the school office not feeling well. If the temperature is 100.0 degrees or above or warranted by other symptoms, such as coughing, runny nose, lethargy, or sore throat, SCA shall call the parent to pick the student up. Otherwise, based on the student's medical information in *Sycamore* and on the *Emergency Form*, SCA may administer Tylenol or Motrin prior to sending the student back to class.

### 13.4 Attendance Restrictions

Students may not come to school with any of the following and must be symptom free, without medication, for 24 hours before returning to school:

- An abnormal temperature
- Skin rash or sores
- Vomiting or diarrhea

### 13.5 Medical Guidelines

The length of time that a child must be kept home after an illness 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
- Pediculosis Capitis (head lice) – Until no sign of infestation (lice or nits)

### 13.6 Medication

All medicines must be kept and administered in the office. Students are not permitted to have or take medication themselves. SCA shall administer medication only if the parent has provided written permission. The parent must complete the *Medication Administration Form* for all medications not included on the *Emergency Form*.

Prescription medications must be sent into the office in the original prescription bottle, with the name of the medication, instructions, and student's name clearly visible. By law, SCA cannot accept prescription medications in bags or non-prescription containers.

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The *Medication Administration Form* is available in *Sycamore* and also in the school office.

## **14 Dress Code**

SCA requires standardized attire for students. A Dress Code Violation shall be issued to students who come to school out of dress code. Following repeated occurrences of a dress code violation, a Disciplinary Referral shall be issued. Clothes must always be properly sized, clean, not faded, and free of tears, patches, and frayed edges.

When an out-of-dress-code day is in effect, girls may wear dresses, skirts, shorts, slacks or jeans and boys may wear shorts, slacks or jeans. Students are not permitted to wear bare midribs, halter-tops, spaghetti-strap tops, sheer blouses, mini-skirts, or shirts with offensive decals or messages. Shoe laces must be tied or fastened. If the attire is offensive, The Principal shall call the parents for a change of clothes.

Attire is acceptable at the discretion of the Teacher and The Principal, who may prohibit clothing of any style or fad as the need arises.

### **14.1 Pants**

- Navy blue or khaki dress slacks, with inside pockets as opposed to pockets sewn on the outside
- Cotton or cotton-polyester twill fabric; no denim or corduroy
- Plain or pleated front or uniform pants; hemmed, may have cuffs
- Proportioned to fit at the waistline (no hip-huggers)
- If the pants have belt loops, a plain brown, black, or navy belt may be worn
- Girls may wear navy or white leggings under skirts in cold weather

### **14.2 Skirts, Jumpers, Dresses**

- Navy blue or khaki
- Cotton or cotton-polyester twill fabric; no denim or corduroy
- Skirts must be worn on the waist and must be no higher than mid-thigh or below fingertip length
- Slits in skirts must be no higher than mid-thigh
- Shorts and skorts must have an inseam of at least 5"

### **14.3 Shirts**

- White, navy or light blue collared polo, button-down oxfords, or turtleneck shirts
- May not have visible brand names or logos except SCA logos
- Must have sleeves
- Buttoned except the top button
- Tailed shirts must be tucked in
- Girls may wear a button-down blouse with a collar
- Girls' shirts may not have see-through fabric
- Tipped sleeves and collar in contrasting color are allowed if school attire colors

### **14.4 Socks**

- Solid color in white or navy

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- Must be of a height to be visible, crew or knee-high are acceptable
  - Girls may also wear white or navy tights

#### **14.5 Shoes**

- Black, brown, or navy soft-soled dress shoes
- Sneakers that are primarily white, gray, silver, navy, brown or black
- Laces must be tied or fastened
- No clogs, flip-flops, platform shoes, open-toed shoes, beach shoes, or sandals

#### **14.6 Sweaters, Fleece, Sweatshirts, Vests**

- Cardigan, V-neck, or crew neck
- Solid white, navy, gray, or light blue with collar of shirt or blouse visible
- May not have visible brand names or logos except SCA logos
- Sleeves cannot be longer than the fingertips
- No hoods worn inside the building

#### **14.7 Physical Education Uniform**

- K5 through fifth grade students are permitted, but not required, to wear PE clothes to school on gym day
- Sixth through eighth students are required to wear PE attire to school on gym day
- Solid Navy color, non stripe sweatpants or athletic gym shorts of minimum fingertip length and inseam of at least 5"
- A solid gray color PE t-shirt with SCA logo
- White socks with sneakers; street shoes are not permitted
- Girls may not wear dresses
- Sweatpants, wind pants, and shorts must have elastic waist band with optional drawstring
- Visible logos must be the school-approved SCA logo
- On cooler days, a gray or navy crewneck sweatshirt may be worn over the school t-shirt
- School attire may not be worn in combination with PE uniform

#### **14.8 Miscellaneous**

- Students must be well-groomed and practice good personal hygiene habits
- Outerwear may be worn outside the school building only, and must be stored in lockers or backpacks
- School attire may not be worn in combination with PE uniform
- No extreme hairstyles
- Natural hair color, with the exception on Spirit Days
- Hair must be neat, clean, and out of eyes
- Boy's hair must be no longer than mid-ear length and off the collar at all times
- Boys who are old enough must be clean shaven
- If a tie is worn, it must be solid navy blue and worn with an oxford shirt
- Jewelry must be conservative and not excessive

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- Boys may not wear earrings
  - Inappropriate pins or badges that are not consistent with SCA philosophy are not permitted
  - No chains allowed, including wallet chains
  - No body piercing
  - No makeup in the elementary grades

## **15 Transportation by School District**

Students who ride school district buses shall be governed by the rules established by the school district. If disobedience to the driver's authority is reported, The Principal shall take the following actions:

- 1<sup>st</sup> offense – Confer with the student and send a letter or call the parents
- 2<sup>nd</sup> offense – Confer with the student and send a letter to the parents, a copy of which shall be filed in the student's records; may require detention and the student must offer an apology
- 3<sup>rd</sup> offense – suspend the student from the bus and notify the parents and the bus company in writing, a copy of which shall be filed in the student's records

The Principal may deal with a major offense at her discretion.

## **16 Weather Related Closings**

SCA does not follow any school district for schedule changes due to inclement weather or other emergencies. Closings, delays, or early dismissals shall be announced via *One Call Now* to all registered telephone numbers and on local radio and television stations, both Maryland and Pennsylvania. Notification shall also be posted on *Sycamore* and on the school's Facebook page.

## **17 Delayed Schedule**

When school is delayed one hour, Student Care begins at 8:00 and school begins at 9:50. The remainder of the school day schedule is unaffected.

When school is delayed two hours, Student Care begins at 9:00, school begins at 10:50, and dismissal for K3, K4, and half-day Kindergarten is moved to 1:00 p.m.

On the days that SCA has a two hour delay, normally scheduled lunches shall not be available; however, students shall be able to order pizza for lunch as they usually do.

On days with a two hour delay, pre-school and half-day Kindergarten students must either bring a lunch or order pizza for the day.

## **18 Visitors**

All visitors, including parents, must report to the school office for authorization and sign in before proceeding to any other area of the school. Visitors are required to wear a "Visitor" badge while on the school premises.

Parents may report directly to the Student Care building to retrieve students before and after school office hours.

Visitors who are not currently enrolled may not participate in recess or any classes without prior approval.

## **19 Lost & Found**

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The Lost & Found is located in the blue bench in the school lobby. Items that are not claimed may be ultimately donated.

## **20 Attendance Policy**

### **20.1 Recording Attendance**

In accordance with the laws of the Commonwealth of Pennsylvania, regular and punctual attendance is required. A parent must provide an explanation for all absences and tardies.

Students who arrive after 8:50 a.m. must sign in at the school office and receive an *Admit Slip* to present to the Teacher when entering the classroom.

Parents are discouraged from picking up a student prior to the 3:35 dismissal time.

An absence of less than 1½ hours in a day shall be recorded as a full day attended.

An absence of more 1½ hours but less than a full day shall be recorded as a half day attended.

Students who miss any part of a school day due to illness may not participate in practices, performances, or extracurricular activities that day.

### **20.2 Excused**

Absence or tardiness is excused for the following:

- Illness or injury
- Death in immediate family, near relative, or close friend
- Doctor or Dentist appointments that cannot be scheduled after school hours
- Other family emergencies at the discretion of The Principal
- Impassable roads
- Special excuses, at the discretion of The Principal, may be granted for court attendance, educational opportunities, or representation at educational, agricultural, or technological events
- Family trips are discouraged during the school year, however, may be excused at the discretion of The Principal; the student may be asked to prepare a one-page written report relating educational experiences gained while away

### **20.3 Upon Return**

Parents must provide a physician's note after a medical absence of four or more consecutive days.

Parents must provide a physician's note for each medical absence after accumulating a total of fifteen days absent.

### **20.4 Reassessment**

Students who are absent more than 20 total days in a school year, or more than 15 consecutive school days, may be required to undergo an academic evaluation. The Principal shall determine the necessary action prior to the student returning to the classroom or promoted to the next grade level. Additional work, tutoring, or summer school may be required at the expense of the parents. The parents, Teacher, and Principal shall confer and agree on the course of action. The evaluation results shall be documented in the student's school records.

### **20.5 Unexcused**

Absences and tardies other than the above are considered unexcused and shall be handled at the discretion of The Principal.

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## 20.6 Scheduled Absence

For a future scheduled absence, the parent must submit a *School Absence Request* form at least one week in advance. Permission shall be granted at the discretion of The Principal.

Parents wishing to take class work must request it from the Teacher at least one week prior to the planned absence.

## 20.7 Make-up Classroom Work

For every day of excused absence, students shall have two class days to make up missed classroom assignments and quizzes. The day of the student's return is counted as the first day. It is the student's responsibility to make arrangements with the Teacher to make up missed assignments, quizzes, and exams. Students who do not make up the work within the allowable time period may receive a zero grade. If the time allowed to submit make-up work extends past the last day of a marking period, the report card for that marking period may be delayed.

Unexcused absences may result in a zero grade for missed classroom work and daily quizzes.

## 21 Homework

The Teachers shall post homework assignments in *Sycamore* by the end of each school day.

Students must have homework ready when the class begins. Individual classroom procedures shall be followed for missing or incomplete homework.

If a student is sick and the parent requests material for completing homework, the parent must contact the school office by 10:00 a.m. The school office shall notify the Teacher who shall prepare the materials for pick up in the school office by the end of the school day.

If the materials are not requested, the Teacher shall send them home when the student returns.

## 22 Grading Scale

Teachers enter a numeric grade into *Sycamore* where it is converted as follows:

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

The following subjects convert to O (Outstanding), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory):

- Attributes for all grades
- Penmanship in Kindergarten through grade three
- Special subjects, Social Studies, and Science in Kindergarten through grade two

All other subjects convert to the traditional A through F grades.

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## **23 Report Cards**

For elementary and middle school students, report cards shall be issued four times per year, an average of every ten weeks.

If a student's financial account is not current, report cards shall not be issued and *Sycamore* access to grades shall be denied.

## **24 Honor Roll**

The Honor Roll system is designed to give students in first through eighth grades recognition for outstanding achievement each marking period and at the end of the year.

For each marking period *Distinguished Honor Roll* shall be granted to students who achieve letter grades of all A's and no grade lower than O in special subjects or penmanship.

For each marking period *Honor Roll* shall be granted to students who achieve letter grades of B or higher and no grade lower than S+ in special subjects penmanship.

At the end of the school year, *Distinguished Honor Roll* shall be granted to students who achieve letter grades of all A's and no grade lower than O in special subjects or penmanship for all four marking periods.

At the end of the school year, *Honor Roll* shall be granted to students who achieve letter grades of B or higher and no grade lower than S+ in special subjects penmanship for all four marking periods.

## **25 Progress Reports**

In the middle of the first marking period, a Progress Report shall be sent home for all students. In the second, third, and fourth marking periods, Progress Reports shall be issued only if the student has demonstrated remarkable improvement or has experienced a significant drop in performance.

## **26 Grade Progression**

A student must successfully pass all major courses from the current grade to progress to the next grade level.

If a student who fails one major subject attends and passes that subject in summer, SCA records shall be amended to indicate a passing grade for that subject.

Students who fail more than one major subject shall fail for the school year. At the discretion of The Principal, the student may progress to the next grade level if the student is tutored through the summer by a degreed Teacher and passes those subjects.

## **27 School Concerts**

Students in first through eighth grade are required to attend the Christmas and Spring choral concerts. Failure to do so for other than an excused absence shall result in a 1/3 letter grade deduction in music for that marking period.

## **28 Parent/Teacher Conferences**

Parent/Teacher Conferences shall be scheduled in the fall for all students. In addition, parents may request a meeting with a Teacher at any time throughout the year.

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## **29 Academic Probation**

Students receiving two D's or one F in a major subject for a marking period shall be placed on Academic Probation for the following marking period. The Teacher shall re-evaluate the student every two weeks thereafter and inform the parents and The Principal of the progress. If progress is not made, the Teacher shall request a parent conference.

Academic Probation shall be lifted the next marking period if the student achieves all passing grades.

Additionally, if a student is failing a subject during a marking period, the Teacher may confer with the parent and Principal and place the student on a temporary two week Academic Probation.

Students on Academic Probation are not eligible to participate in extra-curricular SCA activities.

## **30 Probation Policy**

New students are admitted tentatively for a nine-week academic and disciplinary probation period during which time the student must meet the school's spiritual, academic, physical, and social standards. At the discretion of The Principal, the parent may be notified in writing that the student is to continue into a second probation period or is being asked to withdraw.

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

SCA is not required or staffed to develop an IEP, however, shall endeavor to assist the parents in determining the best action for guiding the student's education. Teachers will note any modifications that are made to assist the student's learning on the student's report card.

## **32 Snacks**

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

## **33 Show & Tell**

The Teacher shall outline the classroom policy for show and tell items. Toy weapons or similar war or violence-related toys may not be brought for show and tell.

## **34 Office Telephone**

Students are not permitted to make or receive calls on the school office phone except in an emergency.

## **35 Cell Phones**

Parents must contact the school office to relay a message to a student and may not call a student's cell phone during the school day. If a student brings a cell phone to school, it must be turned off and stored in the student's backpack (grades one and two) or locker (all other grades). A Teacher or staff may confiscate a visible cell phone and return it at the end of the day. If there is a second offense, the Teacher shall send the phone to the school office where parents may retrieve it at the end of the school day.

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### **36 Electronics**

SCA discourages students from bringing electronic devices such as iPods and video games to school. If a student does bring an electronic device to school, it must be turned off and stored in the student's backpack (grades one and two) or locker (all other grades). A Teacher or staff may confiscate a visible device and return it at the end of the day, when the student leaves the school premises. If there is a second offense, the Teacher shall send the device to the school office where parents may retrieve it when leaving the school premises.

### **37 Hall Pass**

Students must have permission (all grades) and a hall pass (upper grades) to leave classroom for any reason.

### **38 Lockers**

Students in grades three through eight shall be issued lockers and must use them to store book bags and lunch bags. They may not be secured with a lock. Students must bring all necessary supplies for the school day to their homeroom by 8:50 a.m. Individual Teachers may modify this guideline at their discretion.

### **39 Lunch**

Students may purchase milk, chocolate milk, or orange juice for lunch. In addition, SCA shall provide special weekly lunch selections that students may pre-order. SCA shall provide a description and price list at the beginning of each school year.

Parents must clearly label lunches brought from home with the student's name.

Please note that the microwave is only available for grades six through eight.

Students must eat in the lunchroom unless special permission is granted and must ask permission to leave their seat.

### **40 Field Trips**

Field trips shall be held throughout the school year at the discretion of the classroom Teacher, usually two or three per year. Students must have a signed permission slip to participate in a field trip. Unless otherwise informed, the student must dress in accordance with SCA's Dress Code on field trips. Only parents of the scheduled class may attend a field trip unless other arrangements are made in advance. Along with parents, siblings may attend if arrangements are made in advance.

Parents with the proper clearances on file in the office may volunteer to chaperone students on field trips.

Parents who have a valid driver's license, current registration, and up-to-date automobile insurance may volunteer to drive for a field trip if arrangements are made in advance.

Transportation arrangements may not be altered at the last minute without the consent of the Teacher.

If movies are to be shown or music played in personal vehicles, they must be approved by the Teacher.

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## 41 Fire Drills

Fire drills shall be conducted periodically throughout the school year. The fire exits are clearly marked and each classroom has a designated escape route.

Students must do the following:

- Cease talking
- Leave the room and proceed in single file with the Teacher directly to assigned exit
- Follow the Teacher to the designated area
- Move in an orderly fashion, swiftly, but without running
- Return to the classroom in an orderly fashion at the direction of the Teacher

Teachers shall confirm that walkways are clear and that all exits are closed after everyone has left the room.

If the fire alarms sound during student arrival or dismissal, or at any other time that students are not under the direct supervision of a Teacher, students must leave the building through the nearest exit and report to their Teacher (or another Teacher or Staff if their Teacher isn't available).

## 42 Lockdown Drills

Lockdown drills shall be conducted periodically throughout the school year. Each classroom has a designated location in their own classroom or building.

Students must do the following:

- Cease talking
- Quickly proceed to the designated location within the room/building
- Return to the classroom in an orderly fashion at the direction of the Teacher

Teachers shall confirm that all blinds are pulled, lights are turned off, doors are secured, the window marker is in place, and the office personnel is notified.

If the lockdown alarm sounds during student arrival or dismissal, or at any other time that students are not under the direct supervision of a Teacher, students must report to the nearest classroom or office, and notify a Teacher or Staff Member of their arrival.

## 43 Bad Weather Drills

Bad Weather drills shall be conducted periodically throughout the school year. Each classroom has a designated location in the main building.

Students must do the following:

- Cease talking
- Leave the room and proceed in single file with the Teacher directly to assigned exit
- Follow the Teacher to the designated area
- Move in an orderly fashion, swiftly, but without running
- Return to the classroom in an orderly fashion at the direction of the Teacher

Teachers shall confirm that walkways are clear and that all exits are closed after everyone has left the room.

If the bad weather alarm sounds during student arrival or dismissal, or at any other time that students are not under the direct supervision of a Teacher, students must report to their assigned location within the main building, and notify a Teacher of their arrival.

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## 44 Birthdays

Parents wishing to provide a special treat on their child's birthday must notify and coordinate with the Teacher in advance. The Teacher shall inform the parent of food allergies that must be considered.

## 45 Holiday Policy

SCA recognizes Christmas and Easter as holidays with roots in the Christian belief system, however, the fictional characters of Santa Claus and the Easter Bunny are not included in holiday celebrations. Holiday celebrations and decorations must be in accordance with this policy and parties and ornaments must be Christ-centered and appropriate.

SCA does not recognize or participate in Halloween or any of the accompanying practices but does offer alternatives such as a harvest celebration and a pumpkin-decorating contest.

## 46 Discipline

### 46.1 Rules

SCA maintains basic disciplinary rules, described below, but also allows the Teachers latitude to establish age-appropriate standards for their classrooms. Rules and associated consequences are posted in each classroom. Parents are encouraged to familiarized themselves with, and assist in upholding the class-specific rules.

### 46.2 Defacing School Property

A student shall be charged a \$25 fine and repair costs for misbehavior that results in damage to school property.

### 46.3 Gum

Students shall not be permitted to chew gum at any time during school or Student Care.

### 46.4 Candy

Students may not bring candy or treats except with the Teacher's permission.

### 46.5 Questionable Items

Students may not bring questionable items such as knives, matches, playing cards, Pokemon, CDs, DVDs, movies, and magazines, to school unless specifically related to authorized school work. A Teacher or Staff shall confiscate unauthorized items.

### 46.6 Disciplinary Referral

A Teacher may issue a student a *Disciplinary Referral* (DR) for disobedience, disrespect, a poor attitude, or violation of the specific rules outlined above. The student must take the *Disciplinary Referral* home to be signed by a parent. The parent shall keep the white copy and return the remaining copies to the school office the following school day.

Teachers may refer students who consistently misbehave, bully others, are insubordinate, or are disrespectful to The Principal. The Principal shall notify the parents of repeated offenses via phone call or letter.

If a problem persists, at the discretion of the Teacher or The Principal, the student may be assigned detention, suspended, or disqualified from clubs and extra-curricular activities for a designated period of time.

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## 46.7 Detention

A student shall be automatically issued a *Detention Form* after accumulating five *Disciplinary Referrals*. The Teacher or Principal shall complete the form, listing the specific offense and designating the day the detention is to be served. At the discretion of The Principal, parents may arrange a different date.

A parent must sign and return the *Detention Form* the following day.

The student shall serve detention on the designated day for 45 minutes. During Detention, the Teacher on duty may give the student a writing assignment or academic exercise.

Students can earn detention immediately for negative behavior.

Participation in after-school activities and clubs may be suspended at the discretion of The Principal.

Students who have three or more Detentions may be suspended. The Principal will determine if expulsion is necessary.

## 46.8 Bullying

Bullying is defined as intentional actions carried out repeatedly by someone that causes physical harm, emotional harm, or both. It shall be dealt with according to SCA's Discipline policy. Because of the seriousness of this issue, detentions or suspensions may be handed out quickly and repeat offenders may face expulsion.

## 47 Access to Academic Records

SCA maintains the following records for each student:

- All academic records and report cards
- Lincoln Intermediate Unit (LIU) #12 academic (if applicable)
- Cumulative remediation, or psychological information
- Teacher remedial reports
- Attendance
- Court documents (if applicable)
- Discipline records
- Achievement and aptitude scored reports
- State-required health records

Parents shall have the right to inspect the records of one or more of their children by submitting a written request. The Principal shall provide access within three school days and shall assist in reviewing the records.

If parents believe that information in the student's file is inaccurate, misleading, or violates the privacy or other rights of the student, they may request that the school amend the inaccurate, misleading, or violating information in writing.

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## **48 Redress of Grievances**

Parents are encouraged to voice concerns with their child's Teacher first.

If the issue is such that the parent feels discussion with the Teacher is not appropriate or the parent is not satisfied with a discussion with the Teacher, the parent may address the issue with The Principal.

If the issue is such that the parent feels discussion with The Principal is not appropriate or the parent is not satisfied with a discussion with The Principal, the parent may refer the issue to the Board of Trustees by writing or e-mailing the Board Chair. As much as is possible, the Board Chair shall respond to a grievance within 48 hours.

## **49 Reference Section**

This section of the handbook contains reference information that may be useful in understanding SCA policies and procedures or assisting in student's education.

### **49.1 Vision Statement**

Achieving excellence in knowledge and faith

### **49.2 Mission Statement**

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

### **49.3 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
- We believe that marriage is sanctioned exclusively by God and joins one man and one woman as a single union in holy matrimony. Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4

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## **49.4 Admissions**

Applications are accepted for children from the age of three years through the grade eight.

### **49.4.1 Eligibility**

- A child must be three years of age and potty trained on or before August 31<sup>st</sup> to be eligible for the Pre-Kindergarten 3 class
- A child must be four years of age on or before August 31<sup>st</sup> to be eligible for the Pre-Kindergarten 4 class
- A child must be five years of age on or before August 31<sup>st</sup> to be eligible for the Kindergarten 5 class

### **49.4.2 Proof of Eligibility**

For new students entering Pre-Kindergarten 3, Pre-Kindergarten 4, Kindergarten, or first grade, parents must supply a copy of the child's birth certificate. For new students in other grades, parents must provide the most recent report card from the prior school.

### **49.4.3 Screening**

A pre-placement screening may be administered prior to enrollment for children entering kindergarten through grade eight.

For students in grade three or higher, a personal interview shall be conducted with The Principal, the parents, the student, and possibly the Teacher.

Application may be denied if the Administration feels that SCA does not have the resources or facilities to provide the necessary education for special needs children.

Application may be denied based on a student's academic or disciplinary history.

## **49.5 Bible Version**

The NASB version of Holy Scripture is the official version for the school use and Bible memorization.

## **49.6 Writing Style**

SCA writing and research documentation format must follow the Modern Language Association (MLA) standards for all subjects and grades.

## **49.7 Pledges**

### **49.7.1 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.

### **49.7.2 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.

### **49.7.3 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.

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## 49.8 Chapel

SCA holds weekly Chapel Services for elementary and middle school students throughout the school year (except possibly in shortened weeks). School-wide chapel services are held once per month, during certain holidays, and for special speakers throughout the year. Parents are invited and encouraged to attend.

## 49.9 Library

SCA's library provides books with spiritual principles and philosophies, material that offers insight and understanding into specific subject matter, reference material that encourages research, and wholesome reading. The library includes books that model positive character traits, show conclusive results to actions, draw a line between good and bad, emulates wholesome values, and does not contain objectionable language or material.

Because it is SCA's goal to teach students to critically evaluate what they read, some books are included that do not emulate Christianity. Parents are encouraged to be actively involved in assisting their children evaluate what they read.

Donations to the library shall be evaluated and accepted only if they harmonize with SCA's guidelines.

Selection criteria for the library are based on:

- Christian worldview
- Educational significance
- Artistic quality
- Literary style
- Alignment with curriculum
- Favorable reviews or recommendations
- Quality of factual content
- Age and ability appropriate

Books containing the following shall not be included:

- Inappropriate language, including profanity or obscenities
- Sex, described, or mentioned in any way
- Evil over Good, evil main characters that win over good characters
- Nudity, unacceptable unless for art or history, where it may be assigned to the Middle School collection

If a parent objects to the content of a book, the parent may confer with The Principal, who shall review the book and make a decision as to whether the book is to be removed from the library.