

Parent & Student Handbook

2022-2023



Screven Christian Academy
603 East Ogeechee Street
Sylvania, Georgia 30467
(912) 564-0035

TABLE OF CONTENTS

I. GENERAL INFORMATION

- Introduction..... 3
- Vision..... 3
- Mission Statement..... 3
- Statement of Faith..... 3-4
- Statement of Policy..... 4
- Accreditation and Membership..... 4
- Personal Standards and Certification..... 4
- Visitors..... 4
- Daily Schedule, Early Arrivals, Afterschool care..... 4-5
- Parent -Teacher Communication..... 5
- Social Media..... 5
- FACTS and Parent Portal..... 5
- Annual Activities/Events..... 6
- Auxiliary Organizations..... 6
- Phones..... 6
- Financial Information..... 6
- Financial Aid Program..... 6-7
- Lunchroom Operation..... 7
- Fire, Tornado, and Emergency Drills..... 7

II. ADMISSIONS AND WITHDRAWAL

- Nondiscriminatory Policy Regarding Students..... 7
- Admission Policy..... 8
- Withdrawal Policy..... 8

III. ACADEMICS

- The Honor Code..... 8-9
- Grading Policies..... 9
- Honor Roll Criteria..... 9
- Participation Eligibility Requirements..... 10
- Homework..... 10
- Promotion/Retention..... 10
- Community Service..... 10
- Field Trips..... 10-11
- Testing Program..... 11
- Internet Guidelines..... 11-12

IV. ATTENDANCE

- Statement of Expectation..... 12
- Absenteeism..... 12-13
- Make-up Work..... 14
- Tardiness..... 14
- Sickness and Emergencies..... 14

V. DISCIPLINE

- Discipline Policy..... 15-17

Discipline Guidelines.....	17-19
Personal Appearance and Dress.....	19-21
Substance Abuse.....	21
Search and Seizure Policy.....	21
Care of Property.....	22

I. GENERAL INFORMATION

Introduction

Screven Christian Academy is dedicated to the preparation of its students for a life of maximum contribution to the cause of Christ, either in Christian service or in living a successful and meaningful life in the secular field.

The School has set forth, in this Handbook, guidelines it believes to be essential in order to build character, motivate good work, and set high goals. It is in the spirit of cooperation and love for those who attend Screven Christian Academy that the following standards are set forth. We believe that they are directly related to the Word of God, and that they are presented as positive aids to the spiritual, academic, and physical development of each child.

It is with great joy that we take this opportunity to welcome you to our School family. We ask for your prayers and your support in this tremendous educational undertaking. We strongly believe in Proverbs 22:6, “Train up a child in the way he should go and when he is old he will not depart from it.”

Vision

Screven Christian Academy is committed to partnering with Christian parents to serve our community by providing an affordable and accessible Christ-centered education. We are dedicated to Biblical principles, compassion, and fairness in meeting the needs of each student and parent. We are here to help families in the education of their children and to strengthen the godly traits parents are instilling in their children at home. We believe that a Christian school should provide a comprehensive academic education with high scholastic standards. In providing this, we believe Christian morals and values are to be taught and practiced in all facets of the educational process. We are committed to cultivating a biblical worldview within our students, enabling them to live effective and productive lives in service to our Lord Jesus Christ.

Mission Statement

The mission of Screven Christian Academy is to provide our students an academically excellent and Christ-centered education for the life-long service to Christ.

Faith... To build on the seed of faith that Godly parents have planted in the home: to extend that faith to the world outside the home and church; and to teach practical application of that faith in the home, school, and community.

Responsibility To teach students to demonstrate fairness, kindness, courtesy and honesty; to accept responsibility for their own actions; and to accept responsibility to share their faith through words and action.

Academic Excellence ... To teach students to accept responsibility for their own academic progress; to teach students to work both independently and cooperatively; to challenge students to achieve high levels of academic performance; and to help students develop creative skills and appreciation for the fine arts.

Statement of Faith

- We believe there is one and only one living God, eternally existent in three persons: Father, Son, and Holy Spirit. He is the Creator, Redeemer, Preserver, and Ruler of the universe.
- We believe the Bible to be the only inspired, authoritative Word of God. It is the supreme standard by which all human conduct, creeds, and religious opinions should be tried.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His death on the cross for us all, his bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- We believe that “all have sinned and come short of the glory of God” (Romans 3:23) and that all need salvation which is available only through Jesus Christ.
- We believe in the resurrection of the saved and the lost; those who are saved unto eternal life with God, those who are lost unto eternal separation from God.
- We believe in the continuing ministry of the Holy Spirit, who indwells all Christians, enabling them to live a godly life.

Statement of Policy

Screven Christian Academy reserves the right to make changes, amendments, and corrections to the rules and policies of the School, at any time, with or without prior notice. All policies in effect are accessible through the main office.

Accreditation and Membership

Screven Christian Academy is Accredited with Quality by the Georgia Accrediting Commission (GAC) for grades Kindergarten through 8th grade and is a member of the Georgia Independent School Association (GISA).

Personnel Standards and Certification

It is the intent of Screven Christian Academy for all of its employees to be dedicated Christians who serve the Lord through this School ministry. Many of our teachers have advanced degrees in areas of their specialization, and all are encouraged to work toward such advanced degrees. All classroom teachers are certified teachers or meet appropriate accreditation criteria.

Visitors

In an ongoing attempt to keep our students secure and to limit the interruptions to our learning environment, all visitors will report to the School office upon arrival. Parents are not to go directly to any classroom without signing in. The office will contact the faculty member to verify availability. Violation of this policy hinders a safe and effective teaching environment. By requesting guests and parents to follow this procedure, we are not attempting to be an inconvenience; we are only seeking to take appropriate steps in order to keep Screven Christian as safe and secure as possible.

Daily Schedule, Early Arrivals, and After School Care

Due to positive elements including enrollment increase and the fine arts electives being incorporated into the school day, the daily schedule is as follows:

	School day begins	School day ends
Preschool	8:00 AM	2:30 PM
Lower School (K-2 nd)	8:00 AM	2:30 PM
Upper School (3 rd – 8 th)	8:00 AM	2:45 PM

Students should not be on School property more than thirty (30) minutes before or after school, unless involved in a school activity or with special permission from the Administration. Any student not involved in extra-curricular activities must leave the campus thirty (30) minutes from the end of the school day. All students who remain on campus after this time will be sent to the after-school program and parents will be assessed a fee. If it is necessary for a student to arrive early or stay late, arrangements must be made at the main office, and the student must go to a designated area. PreK-(2-3) students who participate in the half-day program are to be picked up at 11:30am each day. PreK-(2-3) students whose parents arrive after 12:00pm will be assessed a minimum of a \$10.00 per hour child care charge. These students may also incur lunch charges as a result of not being picked up before the Kindergarten lunch time begins.

Parent-Teacher Communication

Communication between the School and the parents is essential to insure the appropriate levels of success of each student. Believing that the School is in partnership with the parents, Screven Christian Academy recognizes the importance of encouraging the parents and the School to work together in the best interest of the child. The following methods of communication are encouraged:

- a. FACTS Parents Portal – An internet based school database that contains grade reports and homework assignments.
- b. Electronic mail – Each teacher is afforded access to e-mail and can usually be reached quickly through this method of communication. A teacher's e-mail address is the first initial of their first name and their last name @screvenchristianacademy.com. For example, tsmith@screvenchristianacademy.com.
- c. Phone call – This method of communication is difficult during the school day because of teaching schedules but is available for all teachers.
- d. Conferences – Occasionally, it will be necessary for a teacher or parent to initiate a conference concerning a child's academic or disciplinary progress. In the event that a parent would like to schedule a conference we ask that they call the School office to set up that conference.

A parent who has a concern about a situation involving their child should first contact and meet with the appropriate teacher about the situation. If the issue cannot be resolved at that level, a meeting with the parent, the teacher, and a member of the Administration should be arranged. By following this chain of command, problems can be handled promptly with respect to all parties concerned.

Social Media

Screven Christian Academy is built on Christianity and we care about every student's needs and we value every parent's suggestions. We strive to work together to make this the very best experience for all students. Please understand that it is important to voice your concerns, both suggestions as well as complaints, with your child's teacher and the head of school in order for us to grow and improve daily.

Social media serves many purposes. However, it has not proven to serve any of us very well when it comes to making decisions about the education, safety and the general wellbeing of our students. This is best done one on one with the teacher or staff member responsible for serving your child. You are not being asked to refrain from using social media, but we are asking that you discuss your concerns with SCA head of school prior to making broad, critical or judgmental statements on social media. It is our hope and belief that open communication between students, parents and staff will only lead to a stronger and better SCA.

FACTS and Parent Portal

Screven Christian Academy utilizes a school database management software known as FACTS to track all student records. The implementation of this has been a vital part of the ongoing technological improvements made campus wide. This software also gives the SCA families the opportunity to track

student progress via the internet through FACTS Parent Portal. This tool allows parents to monitor homework assignments for their children as well as academic progress.

Annual Activities/Events

In order to supplement tuition income, the School sponsors occasional fund-raisers. The primary annual fund-raiser is the Wildcat GALA. Income generated by this event is deposited directly into the general fund of the School. Other opportunities, such as Wildcat Fun Run and Big Money raffle ticket sales are in place to help generate funds to offset a family's annual Sustaining Fee. These are coordinated through the Main Office.

Auxiliary Organizations

The Screven Christian Academy Board of Directors has approved the operation of two auxiliary organizations, the Parent-Teacher Organization (PTO) and the Athletic Booster Club. Parents are strongly encouraged to participate in these two auxiliary organizations endorsed by Screven Christian Academy.

Screven Christian Academy has a very active parent-teacher organization. With their hard work and dedication, this organization supports the various extracurricular activities of the school and serves as a body to support the total school program and to provide opportunities for parents and patrons to be active in their support of the school. They also serve to provide social opportunities and fellowship among our students, teachers, and parents. The organization meets monthly for the months of August through May. Officers are elected once a year, usually at the August meeting, with the new officers assuming office at the August meeting. Any parents or friends interested in SCA may join.

The Athletic Booster Club is responsible to operate in cooperation with the Athletic Director. The Director will serve as the facilitator of all booster club activities. The booster club is a vital fundraising arm of our athletic program. The officers of the club are selected by the membership and serve two-year terms. The members actively participate in the operation of the concession stand, revenue generating projects, and other activities for the enhancement of SCA and its athletic program.

Phones

Phones in the School office will be used for emergencies only (sickness, etc.). Parents who must reach their child during school hours should do so by contacting the school office.

Lower School (Kindergarten – 2nd grade): Cell phones/smart watches are NOT allowed for students.
Upper School (3rd – 8th): Cell phones/smart watches are to be turned off and turned in to the homeroom teacher each morning. To reiterate: phones/smart watches are not to be visible or used during the day, unless approved by the teacher. Violation of this policy will result in disciplinary action.

Financial Information

Screven Christian's primary source of revenue is derived from tuition payments. Payments can be made by check, cash, money order, or check debit card (through the FACTS system) utilizing one of the payment plans listed on the current Schedule of Fees. This schedule and a summary of payment policies are available in the School office. All incidental bill through FACTS (Sports and Uniform Fee, After School, Science/STEAM Fee, etc.) must be paid in the appropriate time. A \$25 late fee will be added to outstanding accounts each month until the account is paid. Also, Lunch is a Pre-Paid account. Please make sure to keep this account up to date. After an account is \$30 past due, your child will no longer be able to order lunches until it is paid.

Financial Aid Program

In a continuing effort to make Screven Christian Academy affordable to local families that desire a Christian education for their children, SCA has a financial aid program which includes the ALYN Scholarship Fund (GA state tax credit program) and Tuition Assistance (coming in the near future). Financial aid offers the opportunity for a partial reduction in tuition expenses for qualifying students based on family need, class space available, and the existence of funds. Qualification is not based on any academic, athletic, or fine arts abilities or performances. Students receiving financial aid must uphold, in an exemplary manner, the attendance and behavior guidelines of the School and maintain passing grades in all classes in order to continue receiving aid. As is expected of all families, financial accounts must remain current in order to continue receiving aid. In addition, in order to register or apply for aid for the following school year, financial accounts must be current. Applying for the program does not guarantee financial aid to a family, and qualification is evaluated each academic year. Please be assured that Screven Christian Academy will respect the confidentiality of a family's financial information. For more information on this program please contact the Admissions Office.

Lunchroom Operation

The school makes or provides a hot lunch available to students in the school lunchroom. A dining area is provided for those students purchasing lunch and for students who bring their own lunches. Students who bring lunch may purchase milk or other beverages and any items available through the lunchroom. **STUDENTS SHOULD BRING A LUNCH WITH THEM IN THE MORNINGS OR BUY FROM THE LUNCHROOM.**

The cafeteria is operated for your convenience. Each student is expected to practice the general rules of good manners, observe good dining room standards at the table, leave the surrounding area clean and orderly, and put trash in the proper containers.

The lunchroom report is prepared first thing Monday morning so the school will know who will be eating in the lunchroom each day and place the orders accordingly.

Fire, Tornado, and Emergency Drills

Fire, tornado, and other emergency drills will be conducted throughout the year in accordance with city, county and state regulations.

Fire Drills: Exit the classroom in an orderly quiet manner. Line up outside at the designated area for the teacher to check attendance.

Tornado Drills: No talking. Students are to sit along an inside wall with heads in laps. Do this as soon as possible after the warning is given. This activity is to be done in a serious, orderly, and quiet manner.

Tornado Watch – Conditions are favorable; Tornado Warning – A tornado has been spotted.

Other Emergency Drills: Students will go to the back corner of the classroom that is not visible by looking through the door window. Students will do this in an orderly and quiet manner. The teacher will keep door locked throughout the day, until an “all clear” is given.

II. ADMISSION AND WITHDRAWAL

Nondiscriminatory Policy Regarding Students

Pursuant to the mission and philosophy of our school, SCA welcomes qualified students of either gender and of any race, color, religion, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate based on gender,

race, color, religion, or national/ethnic origin in administration of its educational policies, financial aid programs, or athletic programs, and other School-administered programs.

As an independent school which does not provide comprehensive educational services such as special education or vocational training, the school reserves the right to deny admission or dismiss any student at any time when it determines that it cannot adequately serve the child.

Admission Policy

The following steps are required to complete the admissions process for all new students, including siblings of those currently enrolled:

- Contact the Main Office to receive information for student enrollment.
- Submit a completed application and submit a non-refundable registration fee.
- Complete an admission or readiness test for placement, if applicable.
- Records from previous school must be submitted. (a transcript that reflects average or above average academic performance, attendance records, conduct records, and other requested information.)
- Submit Birth Certificate, Copy of Social Security Card and Eye and Ear record
- Complete a scheduled parent/student interview.
- Confirm that space is available in the appropriate grade.

The Administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

Students must turn five (5) by September 1st of the current year to enroll in kindergarten and six (6) by September 1st of the current year to enroll in the 1st grade. Students will not be considered for enrollment if they are more than two years behind their grade level based on age or more than one year based on failure. All home-schooled students must provide listings of courses completed, attendance records, and/or a portfolio of work completed.

Screven Christian Academy evaluates the applicant based on multiple criteria including but not limited to academic and assessment records, teacher recommendations, good character, maturity, and motivation. Admission is contingent on the student's academic and behavioral record and the school's ability to meet the child's needs. The number of students and other characteristics of a particular class are also considered in making admission decisions. Student records and/or testing may be used to determine grade placement for students above Kindergarten. The Head of School may request tests by private consultants.

Screven Christian Academy reserves the right to deny admission to any student who has been suspended or expelled from any school system. The Head of School, after reviewing discipline records, will make a recommendation to the Board regarding the request for student admission. Administration has the authority to accept students on a probationary status (decided on a case-by-case basis) for a specific length of time (nine weeks, semester, and year) and setting stipulations of the probationary status due to academic performance or behavior. The school reserves the right to refuse admission, or to dismiss any student who has an academic or conduct record which is not in keeping with the standards set forth by SCA.

Withdrawal Policy

Withdrawal from SCA must be processed in the office. Parents are responsible for paying tuition prorated to include the entire month in which the child withdraws. Parents must complete a withdrawal form before a child is considered officially withdrawn. No grades or cumulative reports will be forwarded to another school if there is an outstanding balance, or an official withdrawal form has not been recorded.

III. ACADEMICS

The Honor Code

Every student is expected to abide by the HONOR CODE of Screven Christian Academy.

- A. Every student should exhibit honorable qualities throughout his/her duration of enrollment at Screven Christian Academy.
- B. Every student is honor-bound to refrain from lying, cheating, and stealing. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression, or the breaking of a pledge. Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork. It is also the representation of another's work as one's own, including plagiarism. Cheating will result in the grade of "0." Stealing is the taking of anything without the consent of the owner.
- C. Students are compelled to notify School officials immediately of any violation of the honor code or disciplinary rules, or the destruction of property.

Violation of the honor code will result in disciplinary action as deemed appropriate by the Administration.

Grading Policies

Report cards will be available via FACTS at the end of each quarter and will be printed and sent home with each student.

The following guidelines apply to 9th grade. The grades given at the end of the semester are final and are recorded on the student's permanent record.

Access to the FACTS Parent Portal program allows students and parents to view grades, homework, etc. 24 hours a day. Any parents wishing to receive a printed progress report for their child may request one from the school office at any time.

- Nine weeks tests are given at the end of first and third nine weeks. Nine weeks exams will count as two test grades.
- Semester exams are given at the end of the first and second semester. Ninth grade student's semester exams will count as 10% of their semester grade.
- A student may exempt the Second Semester exam for any class in which he/she has achieved a cumulative yearly average of 93 or above and maintained an 85 or above in all classes.
- In order to be eligible to exempt exams a student must meet the following:
 1. Not exceed eighteen (18) tardies during the school year.
 2. Not exceed fifteen (15) absences during the school year. **No exceptions and no appeals.**

Fifth through Eighth grade students will not take any 9 weeks tests OR Semester Exams this year. They will be given a standardized test in the Spring.

Honor Roll Criteria

In an effort to acknowledge student achievement, the school recognizes students who have earned Distinguished Head of School list, Head of School List and Honor Roll status determined by grades in the Core Academic Courses which include Bible, English (Phonics, Reading, Spelling), Math, Science, and Social Studies. Scholastic honors certificates are awarded to students in 1st – 8th grade who have remained on the Distinguished President's List, President's List and Honor Roll for **3 consecutive nine weeks.**

Distinguished Head of School's List – to be eligible, a student must maintain a 95 average or higher in EACH subject on his/her report card.

Head of School's List – to be eligible, a student must maintain a 90 average or higher in each subject on his/her report card.

Honor Roll – to be eligible, a student must maintain an 85 average or higher in each subject on his/her report card.

Students who fail any subject for a nine-week period will be ineligible to be named to any of the Honor Rolls or receive honors on Honors Day.

Participation Eligibility Requirements

- A. According to GISA regulations, any student who participates in or who represents the School in interscholastic competition (athletics and literary events) must have passed five (5) academic whole unit subjects during the preceding semester. Of the five (5) unit subjects, three (3) units must be in the following subject areas: Language, Social Sciences, Science, Religion, Mathematics, and Computer. (Credits received at the end of the current year determine eligibility for the first semester of the next year; credit at the end of the first semester determines eligibility for the second semester.) Additionally, only Seniors who have not attained their 19th birthday prior to May 1st preceding the school year of participation meet the GISA age requirements. Eligibility for all offices and extracurricular activities is the same. In addition to meeting GISA standards, Screven Christian Academy requires students to maintain at least an overall academic average of 70. If a student fails to meet this requirement, the student's eligibility will be reviewed by Administration.
- B. Club officers must meet qualifications as specific to each organization. A student may hold no more than two offices at one time (i.e. a student may be a class officer and an officer of Beta Club, but may not hold any more offices).
- C. Students must be in school for at least four class periods in order to participate in School practices or events (i.e. athletic, literary, etc.). (See Attendance Policies)
- D. All student leaders and athletes representing Screven Christian Academy are expected to exhibit a positive Christian attitude at all times, on and off campus.

Homework

Homework is an important a part of Screven Christian Academy's academic emphasis and should always be done neatly, accurately, and on time. Classroom teachers will give homework for specific purposes, and each student will be expected to complete the assigned homework.

Promotion/Retention

Students in Grades 1st -9th may be retained if they fail two or more academic subjects or have an overall average that is below 70. No student will be allowed to take a course during the summer for advanced grade placement. Students in 1st -4th grade must pass Math and Reading in order to be promoted to the next grade level. Students in 5th -8th grade must pass Math and English in order to be promoted to the next grade level. Students completing 5th -8th grade who fail one or both classes are required to successfully complete a summer school course in order to receive credit for the failed class(es) and be promoted to the next grade level. The cost is the sole responsibility of the parent.

Community Service

Screven Christian Academy believes in and encourages the idea of service in the community. We believe that Scripture teaches us the importance and value of serving others and we recognize the significance of this attitude of service in the lives of our students. For this reason, Screven Christian Academy strongly encourages students to participate in community service programs offered throughout Sylvania and Screven County.

Field Trips

Field trips to places of educational interest are taken at various times during the school year. These trips will be well planned and will be closely supervised and adequately chaperoned by teachers and parent chaperones, based on the grade level and number of students. Field trips may require a standardized dress code. Parents will always be provided information concerning field trips. Parents will also be asked to assist on a voluntary basis.

Only those students involved in the particular class planning the field trip may attend the trip. Siblings of students are not allowed to go along on field trips.

In order to participate in a field trip, a student must have on file a signed permission slip from the parents/guardians and must earn the right to go. To earn this right, the student must demonstrate that he has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of an administrator, may choose not to take any student who has demonstrated a lack of self-control and who may be a disruptive influence on the trip.

Students who do not attend the class field trip will be counted absent.

Testing Program

Screven Christian Academy will administer a standardized test to students for the purpose of collecting applicable data in addition to preparing our students for future standardized testing as they prepare for college. By administering these tests, we will be able to gather information about the achievements of our students in comparison to national and state norms. We will also be able to address educational concerns that are revealed through the testing results to better insure the best possible education for all SCA students.

All students in grades 1-8 will take a standardized test in the spring of each school year in order to measure their achievement as compared to national and state norms. A student may receive accommodations on these tests provided the accommodations requested are specific in a current psychological/psychometric evaluation.

Students in grade 8-9 may choose to take the PSAT, which is given at Screven Christian Academy.

Internet Guidelines

Screven Christian Academy attempts to make computer access available to students on a daily or weekly basis. Access, if issued, shall remain in effect through the remainder of this school year, unless suspended or terminated by the student, the school, or the parent/guardian. Signing the Cooperative Statement accompanying this Handbook acknowledges agreement with the conditions stated below.

Students violating this agreement will be denied usage of the school's technology program. Parents/guardians have the right to request alternative activities which do not require access to networked information resources. This request must be received in writing within two weeks of the start of school.

Responsibilities:

With access to the information available on the internet come responsibilities. Screven Christian Academy will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents and guardians are responsible for agreements their children make or actions they take when using any media, information, or service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the students and the family.

Communication on networked information resources is often public. Students will not be allowed to access email or instant messenger while at school. Students shall avoid the sharing, transmission, or distribution of personal information that they would not want any stranger to have—such as, but not limited to, addresses, telephone and/or social security numbers.

Restrictions:

The following activities are not permitted on Screven Christian Academy electronic resources:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers, systems, or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer “viruses” through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation; using another person’s passwords; trespassing in another person’s folders, work, or files.
- Violating local, state, or federal statutes.
- Accessing electronic mail, instant messenger, etc. or downloading any software, games, music, etc.
- Scanning, probing, vulnerability testing, hacking of TCS computers, servers, or other network devices.

Rights and Privileges:

The student user has full rights (within the limits of these guidelines, responsibilities, and prohibitions) to the instructional networked resources provided by SCA. The student’s network account provides for personal storage space on SCA resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files will always be private. SCA network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Disclaimers:

SCA makes no warranties of any kind, either expressed or implied, for the provided access. The staff and school are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on SCA resources, or for personal property used to access SCA resources; for the accuracy, nature or quality of information stored on SCA resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through SCA-provided access. Further, even though SCA may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statutes.

Sanctions:

Violations of SCA networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the school and/or classroom level in line with existing practice regarding language and behavior. When appropriate, law enforcement agencies may be involved.

IV. ATTENDANCE

Statement of Expectation

Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at Screven Christian Academy is expected and required. Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. This practice will not be acceptable. Every effort should be made by parents to have their children in regular attendance at the appointed time.

Absenteeism

ONLY ILLNESS WITH A DOCTOR'S VISIT, DOCTOR'S APPOINTMENTS AND DEATHS IN THE IMMEDIATELY FAMILY ARE EXCUSED ABSENCES. All other absences are UNEXCUSED. Doctors' visits/appointments will require a signed "Return to School permit for the absence to be excused.

Parents wishing to have an absence excused that does not fall into the above category. MAY SUBMIT A WRITTEN REQUEST ONE WEEK IN ADVANCE TO THE HEAD OF SCHOOL. The Head of School will determine if the activity justifies granting an excused absence.

Parental permission does not automatically constitute an excused absence or tardiness.

A student cannot miss over a total of 15 school days or class periods and receive credit for the course. Students who miss ten (10) days, whether excused or unexcused will be required, along with parents, to meet with the Head of School in order to be allowed to return to school.

To be counted present, a student must be at school by 11:00 a.m. Any student who misses more than half of a class period will be counted as absent for that class period.

Following an absence, regardless of the reason, every student should bring a note by the student's parent or guardian and should include the dates absent and the reason for the absence. If a test has been assigned two or more days before the absence, the student will be required to take the test upon returning to school. The STUDENT WILL ALSO BE RESPONSIBLE FOR ANY BOOKS OR CLASS NOTES NEEDED TO STUDY FOR THE TEST.

After 15 days, a Doctor's excuse will be required for the absence to be excused. During 9-week test/semester exam, no absences will be excused without doctor's form. No trips will be excused during semester test.

Teachers will cooperate in sending home material that the students have missed. Teachers must be given 4 hours advance notice to prepare make-up assignments for the parent or sibling to pick up in the front office. NO assignment will be faxed to parents or students. However, the student is responsible for obtaining class notes from a classmate.

An example of a note from a parent is:

Date: _____

Dear Sir:

Please excuse my son/daughter _____ for absences on _____ (date(s) absent).

Reason: _____

(Signature of parent or guardian)

There will be absentee forms that each student will be responsible for picking up from the office. These forms are to be filled out ahead of time when a student knows they will be missing class. Each teacher will fill out their portion of the form, informing the student what they will be missing in their absence. Each teacher will either sign or initial the form.

Make-up Work

A student who is absent is responsible for any announced or regularly scheduled (3 days prior to absence) tests, quizzes, reports, assignments, etc., on the day of his/her return to school or as scheduled by the teacher. Extenuating circumstances will be handled on an individual basis, such as too sick to study for an assignment while out for an illness. A grade of "0" will be given for all work that is not completed within two days for each day missed. Students are encouraged to contact classmates or teachers to obtain information regarding missed assignments. A class session should not be interrupted by a parent or student to obtain assignment information from a teacher.

Students missing classes for a school event (athletic team, literary competition, etc.) or for a planned (pre-arranged) absence (doctor's appointment) will be required to make up their work on the next day of class.

Tardiness

Promptness is an indicator of good character. Students are expected to be on time to classes, chapel, and all School functions. Students will report to homeroom by 8:00am. Students who arrive after the 8:00am bell will be considered tardy. All students arriving after 8:00am should report to the school office to receive a pass to class.

1. Student are allowed eight (8) unexcused tardies per semester. After six unexcused tardies the parent will be notified.
2. Each student that is tardy must sign in at the front office so that he or she may be marked present on the attendance register.
3. The discretion of excused or unexcused tardies will be decided by the Head of School or Assistant Head of School at the time of the tardy and not any time thereafter.
4. Students who have more than eighteen (18) tardies during the school year will be ineligible to exempt final 9-weeks test/semester exam.
5. Eight (8) tardies in one quarter will count as one absence and will disqualify students for the perfect attendance award.

The following policy will be administered for students who are tardy to each class during a quarter:

Sickness and Emergencies

If a student becomes ill at School (including elevated temperature) or shows evidence of a communicable health problem (including head lice or nits), a parent will be called to come and pick up their child as soon as possible. Students will not be allowed to leave School with anyone other than their parents or someone designated by their parents. Students who show evidence of a communicable health problem will not be admitted to class. In the case of head lice, upon return to school a student will need to provide a statement from a doctor or the Health Department indicating the student is lice and nit free.

All parents are required to complete a Student Information Form which requests emergency information, including all available locations where parents may be reached, other persons to be contacted if parents cannot be reached, names of family physicians, and permission for the School to take the student, if necessary, to the emergency room at the hospital. The School must also have on record parental

instructions regarding a student's need to take prescription medications and permission for providing over the counter medications.

Extended time without active participation in physical education classes requires a written note from a physician.

V. DISCIPLINE

Discipline Policy

The Bible teaches that a Christian should be set apart from the world in appearance and action (I Thessalonians 5:22 and II Corinthians 6:17).

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in the classroom unless control and good order are maintained. Therefore, each teacher is given the responsibility of enforcing classroom regulations in a manner which supports the philosophy of Screven Christian Academy. The Board of Directors and the Administration expect full cooperation from both students and parents. The Bible admonishes, "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. Expectations of Students and Parents

Screven Christian Academy has a commitment to its school families to maintain high standards and requirements for all students. Because attendance at Screven Christian Academy is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the School. Disrespect of the school, including (but not limited to) via social media, may be grounds for further action. The school may request withdrawal of any student at any time if the guidelines are not met. This guideline is shared with a spirit of love. There is, at Screven Christian, a great sense of commitment and love for the students and families we serve.

Therefore, Screven Christian Academy reserves the right to suspend or expel any student if the attitude or actions of the student and/or parent/guardian do not conform to the spirit and standards of the school. The Administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

B. General Discipline Policies

The teachers and administrators of Screven Christian Academy will use a variety of disciplinary methods to maintain a positive and safe school environment. Each incident of misconduct will be considered on an individual basis. Moreover, the student has the responsibility of facing the disciplinary consequences of his or her actions. A student will always be given the opportunity to explain his or her view of the problem. Any child who cannot conform to the classroom environment and procedures will be asked to withdraw from the school.

Discipline procedures used at Screven Christian Academy include, but are not necessarily limited to counseling, warnings, detention, probation, suspensions and expulsion. It may be necessary to use a combination of these in a given situation. Any student that is expelled or asked to withdraw may reapply for admission at the beginning of the next academic year.

C. Acceptable Student Behavior

The parent and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight the expectations

for acceptable student behavior at Screven Christian Academy. Our standards regarding behavior are based upon the framework of Christian character, mutual respect and common courtesy.

1. Christian Character

Screven Christian Academy has as its foundation the goal of presenting a Christian educational program to our students and a Christ-like model to the community. In light of this goal, lifestyle is an important consideration. Along with the scriptural guidelines of liberty found in 1 Corinthians 8-10 and Romans 14, we uphold the policy that immorality, the use of alcohol, tobacco, vulgar language or drug related substances on school property are unacceptable.

2. Mutual Respect

- Respect for authority – Any person of authority must be shown respect. Any form of disrespect will result in disciplinary action. Understanding expectations in this area is foundational to a student’s success at Screven Christian Academy. All school office staff, paraprofessionals, lunchroom personnel, and substitute teachers are to be accorded the same respect required as shown to school administrators and teachers.
- School Personnel Respect for Students – All school personnel accept responsibility in treating students with the utmost respect and fairness. Should a student feel that any employee has been disrespectful, the parents or student are encouraged to speak to that person first. If that is unsuccessful, the student or parents should appeal to the appropriate administrator.
- Student Respect for Fellow Students – **Verbal abuse, bullying, or harassment of another student is totally unacceptable.** This behavior goes directly against our Christian ethics and is in direct opposition to the purpose of Screven Christian Academy. Each student should practice the Golden Rule - “Treat others as you would have them treat you.”

3. Common Courtesy

- Classroom Courtesy
 - a. Be Punctual: All students must be in class ready to receive instruction by the designated starting time and be punctual to classes during the day.
 - b. Be Prepared: Students are expected to come to class prepared each day with required material.
 - c. Participate: Students are expected to take notes, involve themselves in discussion and respond when called upon in class activities.
- Hallway Courtesy
Students are expected to change classes in an orderly manner. Playing during the rotation of classes will not be tolerated. There should be no yelling, running, or screaming while rotating classes.
- Lunchroom Courtesy
 - a. Food must be eaten at the lunch tables only. Food is not allowed in any other part of the halls or classrooms except by permission of the administration.
 - b. Students must clean up their own food area.
 - c. Designated classes will be assigned for lunchroom clean up.
 - d. Students must obtain permission to leave the lunchroom area during the lunch period.
- Chapel Courtesy
Chapel is a time set for worship and praise. Students help set the tone for genuine worship by observing the following:

- a. Paying full attention to the program; no interruptions with talking or other distracting behavior.
- b. Practicing proper posture and etiquette in Chapel
- c. Entering and leaving Chapel in an orderly manner

D. Lines of Authority

1. Classroom Teacher: The teacher is the first line of discipline in any classroom setting. Extension of classroom discipline may range from parental contact to detention. A teacher may require a form of discipline given in the handbook or other discipline approved by administration. They may also refer the student to the appropriate supervisor for discipline.
2. Head of School/Assistant Head of School: The Head of School is the final line of discipline in all classroom settings. He/She has the authority to utilize suspension and other appropriate measures of discipline.

Discipline Guidelines

A. Lower School (Kindergarten – 2nd Grades) Discipline Policy

Each Kindergarten through 2nd grade teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish guidelines for major student discipline at Screven Christian Academy in the Kindergarten and Elementary School and as a protection for your child and others, unacceptable behaviors at Screven Christian Academy include (but are not limited to) the following:

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or halls
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing, etc.)
- Any distraction that causes a teacher not be able to teach or a student not be able to learn

Consequences for these behaviors are as follows:

- 1st Offense – Warning from teacher
- 2nd Offense – Timeout or writing during recess
- 3rd Offense – Note to parents and writing during recess
- 4th Offense – Conference with parents and Administration
- 5th Offense – In school suspension
- 6th Offense – Out of school suspension

* Timeout or writing during recess may be used for any offense.

In extreme circumstances, the parent(s) will be called to get the child, and the child will not be allowed to return until the following school day.

Our goal is to make School a fun, safe place to learn and grow.

B. Upper School (3rd – 9th Grades) Discipline Policy

Screven Christian Academy believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, the guidelines below were developed to ensure that consistent discipline is implemented and administered. Middle School staff and students will be instructed in this disciplinary system each year.

For clarification these guidelines are in effect during the following times and at the following places:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group (Saturday practices, holidays, etc.).
- Off the school grounds at a school activity, function or event.
- On a school van or other school vehicle.
- At any time or in any place where student conduct will have a direct effect on the school's ability to maintain an orderly and safe learning environment.

C. Overall Guidelines on Discipline (Any Combination of Offenses)

1. Six (5) Detentions in a semester will result in a 1 day suspension and a 2nd parent/administrative conference.
2. Ten (9) Detentions in a semester will result in a 3 day suspension, a 3rd parent/administrative conference, and a possible withdrawal from school or expulsion.
3. Twelve (12) Detentions in a semester will result in a probable expulsion from Screven Christian Academy.

D. Break Detention

In certain discipline situations, a student may be required to serve a detention during his/her break. This detention would be assigned generally on the day following the offense.

E. After School Stays

Students may be assigned a 30 minute after school stays to be served with a teacher on occasion. Students may be asked to do class work or other duties as assigned by the teacher during this time. The after school stays is generally served within two days following the offense.

F. Detention

If necessary, detention times will be held each Wednesday before (7:15am -7:45am) and after school (3:00pm-3:45pm). Students will be notified each Thursday, Friday, and Monday for the next scheduled Wednesday Detention. Detention will be scheduled enough in advance so that only a doctor's appointment or extenuating circumstances will be excusable. On the specific day a student is scheduled to serve a detention, they will not be allowed to participate in any extracurricular practices or club-related activities until detention has been served. In the event that a student fails to attend detention, a second detention will be added.

Students must obey the following rules for detention:

1. Sign in upon arriving at detention.
2. Study and/or work is required during detention. It is recommended to bring a minimum of two textbooks from which to study/work during detention.
3. No talking or misconduct will be tolerated.
4. Do not bring food or drinks.

5. No sleeping.

Failure to comply with the above rules will result in further disciplinary action.

The following section lists the levels of behaviors and the possible actions to be taken.

Minor Infractions

These behaviors will be subject to Break Detention, After School Stays, Loss of Device, and Detention. Repeated offenses will cause a student to be subject to more severe disciplinary action.

- *Being out of class without permission
- *Eating in class or chewing gum
- *Disrespectful behavior/Defiant/Disruptive during class
- *Dress code violation (haircut, color, etc.)
- *Inappropriate behavior/Failure to respect others
- *Inappropriate comments/Talking without permission
- *Not returning signed documents (test, report card, etc.)
- *Picking on or aggravating or not keeping hands to self/Reckless play or behavior
- *Throwing food or careless behavior in lunchroom area
- *Inappropriate use of Cell Phone
- *Cheating on quizzes, homework or class work (will also receive a zero grade.)
- *Damaging/defacing school property
- *Possession of a knife, ammunition, or weapon (intent will be considered)
- *Taking someone's property without permission
- *Tardies (starting with 6th tardy)
- *Talking or playing in chapel
- *Obscene language, profanity, and gestures
- *Any other infraction deemed necessary by the Head of School and Assistant Head of School

Major Infractions

These behaviors, upon administrative review, will be subject to In School Suspension, Out of School Suspension or expulsion.

1. Cheating on Tests, Exams, and/or Projects (receives zeros on offenses)
2. Fighting on School grounds (or a function SCA is represented at)
3. Blatant Disrespect to teachers, staff and other SCA family
4. Habitual Offender of Minor Infractions
5. Drugs or Alcohol (punishment at discretion of Head of School)
6. Firearms on School Property (punishment at discretion of Head of School)
7. Bullying / Harassment
8. Tobacco / Vaping (use or possession of any paraphernalia for use – juul's, pods, cigarettes, cigars, etc.).
9. Any other infraction deemed necessary by the Head of School and Assistant Head of School

Personal Appearance and Dress

Dress Code

It is Screven Christian Academy's belief that developing Christian character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on,

and relationship to, his/her attitude and conduct. A Christ-like spirit of appropriateness and modesty must reflect the highest standards of our school environment. If necessary, a parent will be required to bring appropriate clothing to the student. Parental support of these standards is expected both at school and at school-related events. Students should be in appropriate dress code upon their arrival at school. Clothing, hairstyles and accessories should not be disruptive, immodest or compromise student safety.

Students in Kindergarten – 4th will follow these dress code guidelines:

1. T-Shirts/Sweatshirts/Sweaters – Students are allowed to wear SCA, college insignia, Christian emphasis, and other appropriate T-shirts. Shirts with offensive or suggestive language or logos are not permitted.
2. Shorts/Skirts – Shorts and skirts will be hemmed (not cut off or unraveled). Shorts or skirts must be an appropriate length to completely cover the student; even when bending over, arms raised, or sitting.
3. Dresses/Skirts/Tops – Dresses should cover the chest, back, and shoulders. Dresses of sheer fabric and/or low necklines should not be worn. Mini-skirts, sheer or halter tops, strapless tops, low necklines, or tops that bare any part of the midriff are not permitted. Shirts must cover chest, back, and midriff at all times, including the seated, kneeling, and arms-raised positions. Shirts of sheer fabric and/or low necklines are unacceptable.
4. Pants – Dress slacks, jeans, and capri pants may be worn. Please ensure that the pants are not too tight or revealing.
5. Hats – Students will not wear hats during the school day, unless approved by the school, such as for dress up day or special events.

Students in Grades 5-9 will follow these dress code guidelines:

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO JUDGE WHAT IS AND WHAT IS NOT APPROPRIATE.

The general rule for dress and grooming is that students should dress as young ladies and young gentlemen, and that students are expected to observe proper health habits and standards of decency concerning their physical appearance. Screven Christian Academy's goal is to set a standard of excellence in all areas of school life.

All students

Shirts – Shirts must have at least a 2 inch (tank top) sleeves and must be of a fabric and cut that covers the shoulders, back, and chest (revealing no cleavage). No spaghetti strap tank tops. Shirts must not allow undergarments to be seen and must not expose any portion of the waist, hips, or midriff when a student goes through the normal activities of a school day (i.e., bending, stretching, reaching, etc.)

Sweatshirts/Sweaters – Students are allowed to wear SCA, college insignia, Christian emphasis, and other appropriate sweatshirts. Shirts worn under sweatshirts or sweaters must be within guidelines stated for shirts.

Haircuts – Hair must not cover the eyes and must not be extreme in color or style.

Jewelry – Ring and studded jewelry of the nose, eyebrows, tongue, etc. may not be worn at school. Earrings on boys are unacceptable.

Shorts – Shorts will be hemmed (not cut off or unraveled) and will be no shorter than four (4) inches above the kneecap.

Shoes – Casual, dress, tennis shoes, flip flops and leather sandals are appropriate. ONLY tennis shoes will be allowed on the basketball court.

Dresses/Skirts – Dresses and skirts will be hemmed (not cut off or unraveled) and will be NO shorter than four inches above the knee cap. Dresses will follow the same guidelines as those for girls' shirts, and dresses/skirts will not be extremely form-fitting.

Pants – Dress slacks, jeans, or capri pants may be worn with no holes above the knee. Pants must be appropriately hemmed, must be worn at the waistline, and must not drag on the floor. Athletic style or sweatpants are not to be worn. Extremely fitted pants, leggings, jeggings or yoga pants worn as pants may be worn only if the upper garment meets approved standards for dresses/skirts-4" above the knee. No t-shirts will be worn with leggings.

Hats/Hoodies – Students will not wear hats or the hood part of their hoodies during the school day.

SPECIAL NOTES

- Any judgment regarding a conflict with the dress code will be made by the Administration. Any student who violates the dress code in such a way that it cannot be corrected may not be allowed to attend class until proper School attire has been brought to the student. Parents will be called to bring acceptable clothing to their students. Modest dress code compliance will be expected at school-related functions. Those who choose not to comply may be denied admittance, asked to leave the event, or written up as a discipline referral.
- The Administration reserves the right to rule on any "fad" during the school year.

Substance Abuse

Possession, consumption or sale of alcoholic beverages or illegal drugs or other controlled substances is prohibited on the school campus and at school activities. The possession, consumption, or sale on the school campus or at a school activity of a drug of any description, which is believed to be or represented to be illegal, is prohibited. Moreover, the sale or transfer of any drug including, but not limited to, a controlled substance, a prescription item, an over-the-counter product, or a homemade item, or the attempted sale or transfer of any such item on the school campus or at a school activity is prohibited. "Illegal drug" shall include, but not be limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, anabolic steroid, controlled substance as defined under Georgia law or intoxicant of any kind. "Possession" shall be strictly defined as having an item under one's control, for example, in one's book-bag or purse, or in one's locker.

A student shall not be present on the school campus or at school activities while under the influence of any alcoholic beverage or other controlled substance as defined by Georgia law or while the odor of alcohol is about his/her breath. Drunkenness or drunken behavior at school or at school sponsored activities, which shall include but not be limited to, being present on the school campus or at a school activity with the odor of alcohol about one's breath, is prohibited.

Search and Seizure Policy

To maintain order and discipline in the school, and to protect the safety and welfare of our students and school personnel, school authorities may search a student, or student lockers/cubbies under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered

in the search. As used in this policy, the term “unauthorized” means any item deemed dangerous by the SCA administration to the health or safety of student or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Care of Property

Respect for the appearance and care of our School is a part of our Christian testimony. Sitting on desks or tables, carving and defacing desks, eating in restricted areas, throwing objects, littering, etc. are not permitted. Students should have enough concern and respect to refrain from defacing School walls. School lockers/cubbies should be kept neat, clean, and free of any inappropriate pictures showing immodesty of any kind.

Willful damage to or destruction of School property will not be tolerated and will subject the student to disciplinary action and/or payment for such damages. All students are expected to report immediately to the School office any damaged furnishings or other School property. If any property is lost or damaged, including textbooks, the student(s) responsible for the damage will be responsible for the cost of replacement.

Documentation that the Student and Parents have read the 2022-2023 Handbook

This form should be removed from the handbook, signed by a parent, the student, and returned to the student's homeroom teacher by September 26, 2022.

We acknowledge that we have read and are committing to abide by the policies and procedures set forth in this handbook. We fully understand that the final discretion for all considerations and decisions rest with the Administration and the policies and procedures may be updated or changed as necessary.

Student Signature

Date

Parent/Guardian Signature

Date