

# 2025-2026 Parent & Student Handbook



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.....	4
	Statement of Policy.....	4
	Accreditation and Membership.....	4
	Personal Standards and Certification.....	4
	Visitors.....	5
	Daily Schedule, Early Arrivals, Afterschool care.....	5
	Parent -Teacher Communication.....	5
	FACTS and Parent Portal.....	6
	Annual Activities/Events.....	6
	Auxiliary Organizations.....	6
	Phones.....;	7
	Financial Information.....	8
	Financial Aid Program.....	9
	Lunchroom Operation.....	9
	Fire, Tornado, and Emergency Drills.....	10
II.	ADMISSIONS AND WITHDRAWAL	
	Nondiscriminatory Policy Regarding Students.....	10
	Admission Policy.....	9-10
	Student Placement.....	10
	Withdrawal Policy.....	11
III.	ACADEMICS	
	The Honor Code.....	12
	Grading .....	12
	Final Exams.....	12-13
	Honor Roll Criteria.....	13
	Participation Eligibility Requirements.....	13
	Homework.....	14
	Promotion/Retention.....	14
	Community Service.....	15
	Field Trips.....	15
	Testing Program.....	15
	Internet Guidelines.....	16
IV.	ATTENDANCE	
	Statement of Expectation.....	17
	Tardiness.....	18

Absenteeism.....	18-19
Make-up Work.....	19
Sickness and Emergencies.....	20

## V. DISCIPLINE

Discipline Policy.....	20-23
Discipline Guidelines.....	23-25
Personal Appearance and Dress.....	25-26
Substance Abuse.....	27
Search and Seizure Policy.....	27
Care of Property.....	27

## I. GENERAL INFORMATION

### Introduction

Screven Christian Academy is dedicated to the preparation of 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.

Screven Christian Academy has set forth, in this Handbook, guidelines 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

To provide students with an opportunity to develop Christian character and achieve academic excellence, preparing them to serve with integrity, wisdom, and compassion in every area of life.

### Mission Statement

To nurture students in a Christ centered environment where they grow in Christian character, pursue academic excellence, and are equipped to lead and serve others with integrity, wisdom, and compassion. At SCA, we prepare students to lead with purpose and impact today's world - grounded in faith, strengthened by knowledge, and guided by strong moral character.

### 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.
- We believe that the one living and eternal God created all things outside of Himself. He created the heavens and the earth and all things therein.
- We believe that a person’s gender is determined as their biological sex at the time of birth being either male or female.

### 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) and is a member of 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 our students and staff as safe and secure as possible.

## Daily Schedule, Early Arrivals, and After School Care

Daily schedule is as follows:

	School day begins	School day ends
Preschool 3	7:55 AM	12:00PM
Preschool 4	7:55 AM	2:30 PM
Lower School	7:55 AM	2:30 PM
Upper School	7:55 AM	2:45 PM

Students should not be on school property more than 15 (fifteen) minutes before or after school, unless involved in a school activity or with special permission from the administration. Any student not involved in extracurricular activities must leave the campus 15 (fifteen) 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.

\*Preschool 3 Extended After School Program is available and will be contracted separately.

## Parent-Teacher Communication

Communication between the school and the parents is essential to ensure the appropriate levels of success for 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 email address is the first initial of their first name and their last name @screvenchristianacademy.com. For example, [tsmith@screvenchristianacademy.com](mailto: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.

### 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 Screven Christian Academy 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, SCA is implementing an Annual Fund in an effort to raise the remaining 10% of funds needed. The goal is to receive enough funds to cover all of the school's expenses; however, if there is a deficit, it will be split equally among each student and must be paid in full by May 31, 2026. SCA will update the student body periodically throughout the year of the status of the Annual Fund Drive so that families can prepare for any financial obligation that may be necessary.

SCA's 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.

### 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 bi-monthly for the months of August through May. Officers are elected once a year, usually at the May meeting,

with the new officers assuming office at the August meeting. Any parents or friends interested in Screven Christian Academy 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 Screven Christian Academy and its athletic program.

### Cell Phone Policy

To support an environment focused on learning, respect, and spiritual growth, Screven Christian School requires that all middle and high school students turn in their personal electronic devices at the beginning of each school day.

Phones in the main 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.

#### Devices Covered:

- Cell phones
- Smart watches (Apple Watch, FitBit with messaging features, etc.)
- Tablets
- Any other personal communication or internet-capable devices

#### Daily Procedure:

- All devices must be turned off and turned in to the designated homeroom teacher each morning.
- Devices will be securely stored during the school day and returned at dismissal.

#### Expectations:

- Devices may not be used during the school day, including in classrooms, restrooms, hallways, or lunchrooms.
- Emergency contact during school hours should be directed through the school office.
- Students may not access devices during breaks or lunch without staff permission.

#### Consequences for Violation:

- First Offense: Device held in the office until the end of the day; verbal warning.
- Second Offense: Device held until a parent/guardian picks it up; written notice sent home.
- Third Offense: Meeting with parents and possible disciplinary action.

This policy helps students stay focused, reduces distractions, and encourages healthy interpersonal communication throughout the school day. It also protects the learning environment from inappropriate use of technology and ensures academic integrity.

- **STUDENTS ARE NOT ALLOWED TO POST PICTURES, VIDEOS, OR OTHER MATERIAL TO SOCIAL MEDIA WEBSITES DURING SCHOOL HOURS. DISCIPLINARY ACTION WILL BE TAKEN IF SCHOOL OFFICIALS FIND POSTINGS.**
- Any severe violations, such as inappropriate content on device, repeated use of device without teacher approval, etc. shall include but not be limited to the Penalties for Violation of Disciplinary Policy or School Rules.

### 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 main office. All incidentals billed through FACTS (Sports and Uniform Fee, After School, etc.) must be paid at the appropriate time. A \$25 late fee will be added to outstanding accounts each month until the account is paid. Also, lunch is a prepaid 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, Screven Christian Academy has a financial aid program which includes the ALYN Scholarship Fund (GA Education Tax Credit program). 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 SCA office.

### Lunchroom Operation

- Student lunches are available for purchase. A dining area is provided for those students purchasing lunch and for students who bring their own lunches.
- **STUDENTS SHOULD BRING LUNCH WITH THEM IN THE MORNINGS OR TURN IN THEIR ORDER TO THEIR TEACHER ON MONDAY MORNING.** 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.



- After an account is \$30 past due, your child will no longer be able to order lunches until it is paid.
- Students in grades 1-12 have access to microwaves; however, please exercise wisdom in what is packed and be sure that your Lower School student has practiced using a microwave at home. Do not send items that need to be prepared by the teacher, such as macaroni and cheese bowls or frozen microwavable lunches.
- Please remember to include plastic utensils and napkins when packing lunches from home. We strongly encourage students in grades 3–12 to be given the responsibility to pack his or her healthy lunch daily.
- To maximize classroom instruction, lunch is not served on Early Release days.
- Students should come to school with a prepared lunch or have ordered lunch for that day. Parents are asked not to order special lunches for students (i.e. Pizza Hut delivery for your child's lunch one day). Drinks may be brought from home or milk and juice can be purchased at school. Students who choose not to purchase a drink at lunch will need to bring his or her water bottle every day.
- Birthday celebrations for Lower School students are coordinated with each student's teacher and celebrated in the classroom.

### 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 designated 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 doors 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, Screven Christian Academy 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 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.
- Complete a scheduled parent/student interview.
- 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, Immunization and Eye, Ear, Dental record if applicable.
- 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 1<sup>st</sup> of the current year to enroll in kindergarten and six (6) by September 1<sup>st</sup> of the current year to enroll in the 1<sup>st</sup> 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 retentions. 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. The Head of School 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 Screven Christian Academy

### Withdrawal Policy

Withdrawal from Screven Christian Academy must be processed in the office. 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. Withdrawal from Screven Christian Academy does not end the parents' financial obligation to the school. Tuition is considered due in full at the time of enrollment and must be paid in full before any records are released.

## **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.
- 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

Elementary students receive weekly folders that include grades for the week.

Report cards will be printed and sent home with each student at the end of 1st and 3rd nine weeks and at the end of each semester. Access to the FACTS Parent Portal program allows students and parents to view grades, homework, etc. 24 hours a day.

The following is the grading system for grades K-12.

- A - 90-100
- B - 80-89
- C - 70-79
- F - Below 70

### Final Exams

Students in grades 6 and up will take a Midterm exam for Semester 1. A final exam will be given at the end of the school year for Semester 2.

The following guidelines apply to 6<sup>th</sup> grade and up. The grades given at the end of the semester are final and are recorded on the student's permanent record.

Students in 6th and up are eligible to exempt Semester 2 exams if they meet both the grade and attendance requirements.

- Semester exams are given at the end of the Semester 1. 6th grade and up semester exams will count as 10% of the semester grade.
- A student may exempt the Semester 2 exam for any class in which he/she has maintained an 85 or above.
- In order to be eligible to exempt exams a student must meet the following:
  1. Not exceed six (6) tardies during the school year.
  2. Not exceed six (6) absences during the school year. **No exceptions and no appeals.**

Standardized tests may be administered in grades 3 – 8.

### Honor Roll Criteria

In an effort to acknowledge student achievement, the school recognizes students who have earned Head of School List and Honor Roll status determined by grades in the academic courses which include English (Phonics, Reading, Spelling), Math, Science, and History. Scholastic honors certificates are awarded to students in 1<sup>st</sup> – 12<sup>th</sup> grade who have remained on the Head of School's List and Honor Roll for **3 consecutive nine weeks**.

- Head of School's List – to be eligible, a student must maintain a 95 average or higher in Academic Courses on his/her report card.
- Honor Roll – to be eligible, a student must maintain a 90 average or higher in Academic Courses on his/her report card.

### 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).
- 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 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 will be retained using the following guidelines:

#### Kindergarten - 5th Grade

- Teacher recommendation
- A student fails reading and math for the year
- A student fails reading or math and another academic subject for the year
- Excessive absences

#### 6th - 8th Grades

- Students who fail two academic classes in grades 6-8 must make up one of the courses during summer school. The cost is the sole responsibility of the parent.
- Students who fail three or more will be retained.

#### 9th - 12th Grades

Grade level in high school is based on credits earned. Students must have:

- 5 or more credits to be considered a 10th grader,
- 10 or more credits to be considered an 11th grader,
- 15 or more credits to be considered a senior.
- 21 Carnegie Units of credit in grades 9 through 12 are required for graduation.

English	4 Units
Mathematics	3 Units
American History Government	1 Unit
Other Social Sciences	2 Units
Physical and Natural Sciences	4 Units
Health	½ Unit
Physical Education	½ Unit
Career/Foreign Language/Fine Arts	3 Units
Electives	4 Units
TOTAL	23 Units

### Community Service

Screven Christian Academy believes in and encourages 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. Field trip transportation must be provided or arranged by parents.

Only those students involved in the particular class planning the field trip may attend the trip. Permission must be given by SCA staff before siblings of students are allowed to participate in the field trip. Siblings who are allowed may not be granted the same fieldtrip pricing as an SCA student.

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.

## Testing Program

Screven Christian Academy may 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 Screven Christian Academy students.

All students in grades 1-8 may 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 if determined necessary.

All students in grades 9 and above will take the PSAT or a practice PSAT, which will be 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 comes 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.
- Accessing, uploading, downloading, transmitting, displaying, or distributing any inappropriate apps, videos, websites, or other such electronic media involving gambling, substance abuse, lewd behavior, or any other inappropriate behavior, actions, or materials.
- 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 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 Screven Christian Academy. The student’s network account provides for personal storage space on Screven Christian Academy 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. Screven Christian Academy 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:

Screven Christian Academy 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 Screven Christian Academy resources, or for personal property used to access Screven Christian Academy resources; for the accuracy, nature or quality of information stored on Screven Christian Academy resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through Screven Christian Academy-provided access. Further, even though Screven Christian Academy 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 Screven Christian Academy 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 academic success. 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 allowed. Every effort should be made by parents to have their children in regular attendance at the appointed time. Students who arrive after 8:00am must sign in at the front office.

##### 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 7:55am. Students who arrive after 8:00am will be considered tardy. All students arriving after 8:00am should report to the school office to receive a pass to class.

1. After three (3) tardies a written warning will be presented to the parents and/or guardians.
2. After five (5) tardies parents will be contacted to discuss a plan of improvement.
3. 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.
4. The discretion of excused or unexcused tardies will be decided by the Head of School at the time of the tardy and not any time thereafter.

##### MIDDLE & HIGH SCHOOL STUDENTS UNEXCUSED TARDY POLICY:

- **Unexcused tardies will be checked daily.** Discipline will be assigned as follows:
  - Each day a student in middle or high school is tardy, they will be assigned lunchroom/morning break clean up for that day.
- Driving privileges may be revoked at any time due to excessive tardiness.

## Absenteeism

Students are expected to attend school everyday. Attendance is vital for the success of the student. However, if the student has a medical appointment an excuse will need to be provided to the school within 3 days of returning to school.

Students must attend school until 11:30 or half a day to be counted present for the day. Students must attend at least half a day to participate in any extracurricular activity that day, including practice.

Recognizing that it is sometimes necessary for students to be absent, the following absences shall be considered excused.

- Illness of student
- Medical appointments that cannot be made after school
- Death of immediate family member
- School sponsored activities
- Absences with prior approval of the Head of School

Following an absence, regardless of the reason, the student's parent or guardian should submit in writing 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.

Teachers will cooperate in sending home material that the student has 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. Parents are encouraged to check FACTS for class assignments.

There are 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 of what they will be missing in their absence. Each teacher will either sign or initial the form.

## Make-up Work Due to Absenteeism

Under no circumstances should a parent disrupt a classroom during the school day to request books or assignments directly from the teacher. Parents can access the FACTS system regarding missed assignments and/or communicate directly with teachers via email on missed work.

Students who miss tests or quizzes assigned prior to the absence will be expected to take the test/quiz on the day they return. Projects which have had extended work time are due on the date assigned.

Students are allowed to make up missed assignments for absences. In the event of an absence, it is the student's responsibility to determine what test(s), assignment(s), or other work has been missed. The student must take the initiative in making up work within the prescribed time limit. Failure to do so will result in a zero for any work missed.

A student will be allowed the number of days absent plus one additional day to make up and turn in missed work. (Example: student is absent Monday, Tuesday & Wednesday – student will have Thursday, Friday, Monday & Tuesday to complete missed work and turn it in.) Any work submitted after that time may not be accepted.

Being absent from school the day before a test does not automatically excuse a student from a test if the test has been previously assigned. If a test was assigned prior to the absence, the student will take the test/quiz on the day he/she returns.

Students missing classes for a school event or for a planned absence will be required to make up their work on the next day of class.

### **Other Consequences for Absenteeism**

Students in PreK4-5th grade who accumulate more than 10 absences in a school year may not be promoted. Extenuating circumstances will be handled on an individual basis.

Due to Compulsory Attendance laws, students who miss an excessive number of days (more than 6) in a school year may be subject to truancy proceedings by the school and local authorities and may not be assigned credit for the course/grade.

**If at any time a parent believes there are extenuating circumstances regarding excessive absences, the parent must contact SCA immediately.**

### **Sickness and Emergencies**

Students who have a fever or may have an illness that is contagious should not be sent to school. Should a student become ill during the day, he/she should request permission from the classroom teacher or staff member to go to the front office. Parents will be called when their children have a fever or become too sick to be at school.

Any student required to take prescription medicine during school hours will have the medication dispensed by a member of administration in accordance with the medications directions. All medicine must be presented in a labeled prescription bottle and the medication form completed and signed by a parent must be returned to the front office. Students MAY NOT keep medication with them during the school day.

Exception: Asthma medication and EpiPens may be kept with the student during the day. The student assumes the responsibility of the medications and its use.

Parents/guardians assume responsibility for informing the school of any change in the student's health or change in medication. The school retains the right to reject requests for the administration of medication for a sufficient cause.

The front office will administer over the counter medications in accordance with parent permission. The medications must be listed on the medication form that may be obtained from the front office. The front office will administer over the counter medications in accordance with parent permission. These medications must be listed on the medication form that may be obtained from the front office.

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 rules in a manner which supports the expectations of Screven Christian Academy. Full cooperation is expected 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 remove any student from school 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 warnings, detention, probation, removal from school including being asked to withdraw. It may be necessary to use a combination of these in a given situation. Any student that is 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 Head of School.

- 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 - “Do to others whatever you would like them to do to you. This is the essence of all that is taught in the law and the prophets.” Matthew 7:12

### 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 the 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. 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. Entering and leaving Chapel in an orderly manner

### E. Lines of Authority

1. Classroom Teacher: The teacher is the first line of authority in any classroom setting.
2. Building Administrator: He/She has the authority to utilize removal from class and/or school and other appropriate measures of discipline.

3. Head of School: The Head of School is the final line of discipline in all classroom settings.

### Discipline Guidelines

#### A. Lower School Discipline Policy

Each 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 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 may include:

- Warning from teacher
- Timeout or loss of recess
- Contact parents and loss of recess/enrichment
- Referral to Administrator

For repeated offenses the parent(s) may be called to get the child, and the child will not be allowed to return until the following school day. In such cases, additional consequences may be administered.

Our goal is to make school a safe and exciting place to learn and grow.

#### B. Middle and Upper School 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. School staff and students will be instructed in this disciplinary system each year.

Each 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 and as a protection for your child and

others, unacceptable behaviors at Screven Christian Academy include (but are not limited to) the following:

#### Minor Infractions

- 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 6<sup>th</sup> tardy)
- Talking or playing in chapel
- Obscene language, profanity, and gestures
- Any other infraction deemed necessary by the Head of School

#### Major Infractions

- Cheating on Tests, Exams, and/or Projects (receives zeros on offenses)
- Fighting on school grounds (or a function at which Screven Christian Academy is represented )
- Blatant disrespect to teachers, staff and other Screven Christian Academy family
- Habitual Offender of Minor Infractions
- Drugs or Alcohol (punishment at discretion of Head of School)
- Firearms on School Property (punishment at discretion of Head of School)
- Bullying / Harassment
- Tobacco / Vaping (use or possession of any paraphernalia for use – juul's, pods, cigarettes, cigars, etc.).
- Any other infraction deemed major by the Head of School

Consequences for these behaviors may include:

- Warning from teacher
- Academic Lunch
- Contact parents and loss of recess/enrichment
- Referral to Administrator



For repeated offenses the parent(s) may be called to get the child, and the child will not be allowed to return until the following school day. In such cases, additional consequences may be administered.

## 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 for 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.

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.

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

### Dress Code Grades K–12 & 6–12

<u>Category</u>	 <u>Wear This</u>	 <u>Don't Wear This</u>
<u>Tops</u> <u>(Shirts/Sweaters)</u>	<ul style="list-style-type: none"> <li>- <u>SCA/college/Christian T-shirts</u></li> <li>- <u>Tops with sleeves (at least 2")</u></li> <li>- <u>Modest sweaters</u></li> </ul>	<ul style="list-style-type: none"> <li>- <u>Spaghetti straps</u></li> <li>- <u>Sheer/low necklines</u></li> <li>- <u>Midriff-baring tops</u></li> <li>- <u>Tops showing undergarments</u></li> </ul>
<u>T-Shirts</u>	<ul style="list-style-type: none"> <li>- <u>SCA/college/Christian messages</u></li> <li>- <u>Non-offensive graphics</u></li> </ul>	<ul style="list-style-type: none"> <li>- <u>Offensive/suggestive logos or language</u></li> </ul>
<u>Shorts (All Grades)</u>	<ul style="list-style-type: none"> <li>- <u>Hemmed shorts</u></li> <li>- <u>Loose-fitting</u></li> <li>- <u>Mid-thigh or longer</u></li> <li>- <u>Biker shorts under athletic shorts</u></li> </ul>	<ul style="list-style-type: none"> <li>- <u>Cut-offs/unraveled edges</u></li> <li>- <u>Too tight or too loose (e.g., sagging or compression shorts)</u></li> </ul>

<u>Shorts (Boys, 6–12)</u>	<u>- PE/spirit day approved shorts</u> <u>- At waist, mid-thigh or longer</u>	<u>- Basketball shorts below knees</u> <u>- Visible underwear</u> <u>- Daily wear athletic shorts (unless approved)</u>
<u>Skirts/Dresses</u>	<u>- Hemmed</u> <u>- 4" above knee or longer</u> <u>- Covers chest, back, and shoulders</u>	<u>- Mini-skirts</u> <u>- Sheer/low-cut/halter/strapless</u> <u>- Tight/form-fitting</u> <u>- Shows cleavage/midriff</u>
<u>Pants</u>	<u>- Jeans, slacks, capris</u> <u>- Leggings <i>only with long tops or dresses (4" above knee max)</i></u>	<u>- Leggings with T-shirts</u> <u>- Holes above the knee</u> <u>- Pants that sag, drag, or are skin-tight</u>
<u>Shoes</u>	<u>- Casual/dress/tennis shoes</u> <u>- Flip flops/leather sandals</u> <u>- Tennis shoes (on courts)</u>	<u>- Any unsafe or inappropriate footwear</u>
<u>Jewelry</u>	<u>- Conservative earrings (girls only)</u>	<u>- Facial piercings (nose, eyebrow, tongue)</u> <u>- Earrings (boys)</u>
<u>Headwear</u>	<u>- Hats/caps only if school-approved</u>	<u>- Hats/caps/visors/hoodies inside buildings</u>
<u>General</u>	<u>- Modest, neat, and appropriate</u>	<u>- Disruptive, immodest, or unsafe clothing</u>

#### Important Notes

- Clothing must be modest when standing, sitting, raising arms, or bending.
- No visible undergarments at any time.
- No sheer, tight, or low-cut garments.
- Dress code applies during school hours and school-related events.

#### SPECIAL NOTES

- Any determination 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 Screven Christian Academy 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 2025-2026 Handbook

This form should be removed from the handbook, signed by a parent, the student, and returned to the student's homeroom teacher by the first day of school .

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

---

Student Signature

---

Date

---

Parent/Guardian Signature

---

Date