

2026-2027 Parent & Student Handbook



Screven Christian Academy
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I. GENERAL INFORMATION

Welcome to Screven Christian Academy! It is our privilege to partner with you in providing an education that is grounded in academic excellence, biblical truth, and Christ-centered character. We are grateful that you have chosen to be part of the SCA family.

At Screven Christian Academy, we believe that education is more than the pursuit of knowledge—it is the development of the whole child. Our desire is to equip students spiritually, academically, socially, and physically so they are prepared to fulfill God's purpose for their lives. Every classroom, activity, and opportunity is designed to encourage students to grow in wisdom, integrity, compassion, and a heart for serving others.

Our theme for the 2026–2027 school year, **"Called to Serve,"** reminds us that each of us has been gifted by God to make a difference in the lives of others. As Colossians 3:23–24 teaches us, *"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."* We pray that our students will embrace this calling by serving Christ faithfully in their homes, school, church, and community.

This handbook has been prepared to provide students and parents with the policies, procedures, and expectations that help our school operate effectively and create a safe, respectful, and Christ-honoring environment. While every situation cannot be addressed within these pages, the administration reserves the right to make decisions that are in the best interest of our students and the mission of the school.

The partnership between home and school is one of the greatest strengths of Screven Christian Academy. We encourage open communication, mutual respect, and a shared commitment to nurturing each child in both faith and learning. Together, we can help our students develop into confident learners, faithful disciples, and servant leaders who will impact the world for Christ.

Thank you for entrusting your child to us. We look forward to a wonderful year of learning, growing, and serving together. May God richly bless our school family as we seek to honor Him in all that we do.

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."
Colossians 3:23–24

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.
- 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 an effort to keep tuition low, SCA has fundraising events in place to supplement tuition revenue. Named events include '14 Days for SCA', Wildcat Gala, and Fun Run. It is possible that additional or new fundraising events will be determined in the future. Collectively, these events are necessary to continue school operations and participation is expected.

Mandatory contribution to the '14 Days for SCA' by all families is imperative to replenish the school's Annual Fund. The Annual Fund is crucial to bridge the gap between tuition revenue and the full cost of education, ensuring that SCA can provide a comprehensive and enriching Christian and scholastic educational experience. The Annual Fund supports a wide range of activities, including: technology improvements, facility upgrades, educational and Christian programs.

When announced, the '14 Days for SCA' event has a current obligation for each child's family to fundraise at least \$1500 for contribution to the Annual Fund. Each family that does not provide the full obligation amount will be charged the remaining balance to fulfill the \$1500 commitment through FACTS.

The SCA Board and Administrators recognize the need for early and often communication regarding any fundraising and/or payments to the school.

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. **Please send lunches that are ready to heat and serve. To allow teachers to focus on supervising students rather than preparing meals, we ask that you do not send items that require cooking or additional preparation, such as macaroni and cheese cups or bowls, frozen microwavable meals, or similar items.** Please remember to include plastic utensils and napkins when packing lunches from home.
- 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 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 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. Access to the FACTS Parent Portal program allows students and parents to view grades, homework, etc. 24 hours a day.

Report cards will be printed and sent home with each student at the end of each nine weeks and/or at the end of each semester. At the end of the school year, Final report cards will not be printed and may be accessed through FACTS Parent Portal. 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 6th 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.**

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 fall, winter, and spring of each school year in order to measure their progress and 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.

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 1st – 12th 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.

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

Dual Enrollment

Screven Christian Academy supports qualified students who wish to participate in Dual Enrollment opportunities. Dual Enrollment allows eligible high school students to earn both high school and college credit by enrolling in approved college courses while completing their high school education.

Participation in Dual Enrollment is a privilege and requires students to demonstrate academic readiness, responsibility, and maturity. Students and parents are encouraged to carefully consider the increased academic expectations and time commitments associated with college coursework.

Students interested in Dual Enrollment must meet all admission requirements established by the partnering college or university and comply with all applicable state regulations. In addition, students must receive approval from the Head of School prior to enrollment to ensure that selected courses align with Screven Christian Academy's graduation requirements and academic plan.

Students enrolled in Dual Enrollment remain responsible for meeting all Screven Christian Academy graduation requirements, school policies, and participation expectations. It is the student's responsibility to communicate schedules, deadlines, and any changes in enrollment with the school administration.

Questions regarding eligibility, course selection, or graduation requirements should be directed to the school office before registering for Dual Enrollment courses.

Field Trips

Field trips are an extension of the classroom and are planned throughout the school year to enhance and enrich the educational experience of our students. All field trips are carefully organized and supervised by faculty members, with parent chaperones as needed based on the grade level, destination, and number of students. Some field trips may require students to wear a standardized dress code or school-approved attire.

Parents will receive advance information regarding each field trip, including the purpose, date, cost (if applicable), and any specific requirements. Transportation to and from field trip locations is the responsibility of the parent unless otherwise arranged by the school.

Participation in field trips is generally limited to the students in the class or group for which the trip is planned. **Requests for siblings to attend must receive prior approval from the school administration or teacher. Approved siblings may not be eligible for the same admission rates or pricing offered to Screven Christian Academy students.**

To participate in a field trip, each student must have a signed parent or guardian permission form on file prior to the trip. Participation in field trips is considered a privilege. Students are expected to demonstrate appropriate behavior, self-control, and respect for school rules before and during the trip. The administration reserves the right to deny participation to any student whose behavior or disciplinary record indicates that he or she may present a safety concern or disrupt the educational experience for others.

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

All students should arrive in time to be in their assigned classroom by 7:55 a.m. for PK-12th grade. Students arriving in their first assigned classroom after the tardy bell should report to the office to obtain a tardy slip. Middle and Upper School students who are tardy to class, will be marked so by the individual teacher. Repeated tardies shall be reported to administration who shall take appropriate action, including, but not limited to, morning or afternoon study hall, detention, work duty or other disciplinary action.

- Accumulation of six (6) tardies equals one (1) absence.
- Each ten (10) or more minutes unexcused tardy to class will count as one (1) absence for that class.
- Students whose tardies and absences exceed the maximum number of days to receive credit for a class will be required to complete “make-up” hours as determined by the administration prior to gaining a Carnegie Unit.

Attendance

Students are expected to attend school every day and arrive on time, prepared to learn.

When a student is absent due to illness or a medical appointment, a written excuse from the parent or guardian or a medical provider must be submitted to the school office within three (3) school days of the student's return.

A student must be in attendance until 11:30 a.m. (or one-half of the instructional day) to be counted present for the day. Students must also attend at least one-half of the school day in order to participate in any extracurricular activity, athletic event, or practice scheduled for that day.

The following absences are considered excused:

- Personal illness

- Medical or dental appointments that cannot reasonably be scheduled outside of school hours
- Death in the immediate family
- School-sponsored activities
- Absences approved in advance by the Head of School

Following any absence, the parent or guardian must provide written documentation stating the dates and reason for the absence.

Students are responsible for making up all missed assignments, tests, and classroom work. If a test was announced two or more school days prior to the absence, the student should be prepared to take the test on the day he or she returns to school unless other arrangements have been made with the teacher. Students are also responsible for obtaining any notes, handouts, or materials needed to complete missed work.

Teachers will make reasonable efforts to provide missed assignments. Parents requesting assignments to be sent home should notify the school at least four (4) hours in advance to allow teachers adequate time to prepare the materials. Completed assignments may be picked up in the school office. Classroom notes are the responsibility of the student and should be obtained from a classmate. Parents are encouraged to monitor assignments and grades through FACTS.

Planned Absences

When a student is aware of an upcoming absence, an Absentee Form should be obtained from the school office before the absence occurs. The student is responsible for taking the form to each teacher, who will provide information regarding assignments, projects, tests, or other work that will be missed. Each teacher will sign or initial the form before it is returned to the office.

Excessive absences, whether excused or unexcused, may impact a student's academic progress and could require a conference with the parents and school administration.

Make-up Work

Parents should not interrupt classroom instruction to request assignments or materials. Missed assignments can be accessed through FACTS, and parents may communicate with teachers via email if needed.

It is the student's responsibility to obtain and complete all missed assignments, tests, quizzes, and classwork. Students will have one day for each day absent, plus one additional day, to complete and submit make-up work unless otherwise directed by the teacher.

Tests and quizzes assigned prior to an absence must be taken on the day the student returns to school. Projects and long-term assignments are due on the original due date

unless prior arrangements have been approved by the teacher. Work not completed within the allotted time may receive a zero.

Other Consequences for Absenteeism

Regular attendance is essential for academic success. Students who accumulate **more than 10 absences** during the school year may not be promoted. Exceptions may be considered on an individual basis for extenuating circumstances.

In accordance with Georgia's compulsory attendance laws, excessive unexcused absences may result in truancy proceedings and could affect a student's ability to receive credit or be promoted.

Parents who believe extenuating circumstances exist should contact the school administration as soon as possible.

Sickness and Emergencies

Your student's health and the health of the other students are particularly important to us. In order to protect the students, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms with the past 24 hours:

- Temperature of 100.0 degrees
- Diarrhea, vomiting or an upset stomach
- Sore Throat
- Lice
- Any discharge or drainage from eyes, nose, or ears
- Persistent Cough

All sick students will be isolated from the other students until a parent arrives to pick them up. We urge parents to respond within 30 minutes to a call from the school about sickness. A sick child may return to school after being symptom free for 24 hours without aid from medicines such as Tylenol for fever or Imodium AD for diarrhea which may mask some symptoms. We hope that by following this plan, sanitizing the rooms frequently and maintaining healthy practices, students will not be exposed to unnecessary illness.

If your child is diagnosed with a contagious illness (such as chickenpox, head lice, pink eye, or similar conditions), please notify the school office or your child's teacher as soon as possible. The school may notify parents of potential exposure when necessary; however, the identity of the affected student will remain confidential.

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 inhalers and EpiPens will be stored by the student's teacher or other designated school personnel and will be readily accessible in the event of an emergency.

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

At Screven Christian Academy, we believe discipline is an important part of a student's spiritual, academic, and personal growth. God's Word teaches that believers are to live in a manner that honors Christ (1 Thessalonians 5:22; 2 Corinthians 6:17). Our goal is to guide students toward developing Christlike character, self-discipline, respect for others, and personal responsibility.

A safe, orderly, and respectful learning environment is essential for effective teaching and learning. Teachers and administrators are responsible for enforcing school and classroom expectations consistently and fairly. Students and parents are expected to fully support the school's standards and disciplinary procedures.

Attendance at Screven Christian Academy is a privilege, not a right. Students are expected to conduct themselves in a manner that reflects the values and mission of the school both on and off campus, including on social media. Conduct by a student or parent/guardian that is inconsistent with the mission, values, or standards of Screven Christian Academy may result in disciplinary action, including the possibility of withdrawal or denial of reenrollment.

The administration reviews each student's academic progress, conduct, and overall compliance with school policies when making annual reenrollment decisions. All disciplinary decisions are made prayerfully, fairly, and with the goal of helping students grow in their relationship with Christ and their responsibility to others.

General Discipline Policies

Discipline at Screven Christian Academy is intended to promote a safe, orderly, and Christ-centered learning environment. Each disciplinary situation is handled individually, and students will be given the opportunity to explain their actions before disciplinary decisions are made.

Disciplinary consequences may include, but are not limited to:

- Verbal warning
- Parent contact
- Detention
- Probation
- Suspension from school or school activities
- Withdrawal from Screven Christian Academy

The administration reserves the right to determine the appropriate consequence based on the severity or frequency of the behavior. Students who are unable or unwilling to comply with the school's standards and expectations may be required to withdraw. Students who withdraw for disciplinary reasons may apply for readmission in a future school year.

Acceptable Student Behavior

Screven Christian Academy expects every student to demonstrate Christian character, respect, responsibility, and courtesy in all school-related activities.

Students are expected to:

- Treat God, others, and themselves with respect.
- Show courtesy and obedience to all faculty, staff, volunteers, and fellow students.
- Refrain from bullying, harassment, profanity, dishonesty, or disruptive behavior.
- Conduct themselves in a manner that reflects Christian values both on and off campus, including on social media.
- Come to class on time, prepared to learn, and ready to participate.
- Demonstrate appropriate behavior in classrooms, hallways, the lunchroom, chapel, school events, and all school-sponsored activities.

Lines of Authority

The classroom teacher is the first line of authority for student discipline. If necessary, disciplinary matters may be referred to the administration. The Head of School serves as the final authority in all disciplinary matters.

Discipline Guidelines

Student Discipline Procedures

Each teacher is the first line of authority and utilizes a classroom management system approved by the administration to address minor behavior concerns. While classroom management strategies may vary by grade level, all students are expected to demonstrate Christlike behavior, respect for others, and a willingness to follow school rules.

Examples of unacceptable behavior include, but are not limited to:

- Disobedience or defiance
- Disrupting the learning environment
- Running or horseplay
- Physical aggression (hitting, kicking, pushing, etc.)
- Offensive or inappropriate language
- Bullying, harassment, or intimidation
- Dress code violations
- Cell phone or technology misuse
- Cheating or academic dishonesty
- Damage to or misuse of school property
- Possession or use of tobacco, vaping devices, alcohol, drugs, or weapons
- Theft
- Any behavior deemed inappropriate by the administration

Consequences may include:

- Teacher warning or redirection
- Loss of privileges
- Parent contact or conference
- Referral to the administration
- Detention or academic lunch
- Suspension from school or school activities
- Withdrawal from Screven Christian Academy

Consequences will be determined based on the severity and frequency of the behavior. The administration reserves the right to take disciplinary action it deems appropriate for any situation.

Our goal is to provide a safe, orderly, and Christ-centered environment where every student can learn, grow, and thrive.

Personal Appearance and Dress

Dress Code (Grades K–12)

Our dress code is intended to support the mission of Screven Christian Academy by encouraging modesty, respect, and good judgment. Students are expected to maintain an appearance that reflects Christian values and contributes to a positive, distraction-free learning environment.

Students should arrive at school in dress code each day. Clothing, hairstyles, jewelry, and accessories should be modest, appropriate, and should not distract from the educational environment or compromise student safety. Parents are expected to support and reinforce these standards both at school and at all school-sponsored events.

The general expectation for dress and grooming is that students present themselves as young ladies and young gentlemen while practicing good health habits and maintaining standards of decency and respect. Screven Christian Academy strives to set a standard of excellence in all areas of school life.

Dress Code Guidelines

Category	Acceptable	Not Permitted
Shirts & Tops	Tops with sleeves (minimum 2"); modest sweaters	Spaghetti straps, sheer or low-cut tops, exposed midriff, visible undergarments Shirts may not display offensive, suggestive, or inappropriate words, images, or messages.
Shorts	Shorts must be modest, neat, and appropriate for the school environment. Shorts should be properly hemmed, loose-fitting, and no shorter than mid-thigh length when standing.	Shorts that are excessively tight, cut-offs, sagging, torn, or revealing are not permitted. Basketball/sleep shorts, compression shorts, biker shorts, or similar fitted shorts may not be worn as outerwear unless covered by appropriate-length shorts or a dress/top that meets dress code requirements.
Skirts & Dresses	Hemmed, no shorter than 4" above the knee; modest neckline; shoulders, chest, and back covered	Mini skirts, halter, strapless, sheer, low-cut, or form-fitting styles

Pants & Leggings	Jeans, slacks, capris; Leggings may be worn with a dress, skirt, or long top that provides appropriate coverage (mid-thigh length or longer). Leggings must be opaque, modest, and not excessively tight or revealing.	Holes above the knee, sagging, skin-tight pants, Leggings may not be worn as pants with a regular-length shirt or T-shirt.
Shoes	Tennis shoes, casual shoes, dress shoes, sandals *Tennis shoes must be worn when on gym floor	Footwear deemed unsafe for school activities *Boots, hard bottomed shoes when on gym floor
Jewelry	Conservative jewelry; earrings for girls	Facial piercings; earrings for boys
Headwear	School-approved hats when authorized	Hats, caps, hoods, or visors worn inside school buildings unless approved

General Expectations

- Clothing must remain modest while standing, sitting, bending, or raising arms.
- Undergarments must not be visible.
- Clothing with offensive, inappropriate, or suggestive words, images, or messages is prohibited.
- The dress code applies during the school day and at all school-sponsored events unless otherwise announced.

Dress Code Enforcement

Students who are not in compliance with the dress code may be required to change into appropriate clothing before returning to class. Parents may be asked to bring appropriate attire to school if necessary. Repeated dress code violations may result in disciplinary action.

The administration reserves the right to determine whether a student's attire, hairstyle, or appearance is appropriate and to address any fashion trend or situation not specifically covered in this handbook. The administration's decision is final.

Substance Abuse

Screven Christian Academy is committed to maintaining a safe, healthy, and Christ-centered environment. The possession, use, distribution, or sale of alcohol, illegal drugs, controlled substances, or any substance represented as an illegal drug is strictly prohibited on school property and at all school-sponsored activities.

This includes, but is not limited to, narcotics, marijuana, controlled substances, prescription medications not authorized by the school, intoxicants, vaping/nicotine products, and any substance prohibited by law. Students may not attend school or school activities while under the influence of alcohol or any controlled substance.

Violation of this policy may result in serious disciplinary action, including suspension, withdrawal, and notification of appropriate authorities when required.

Search and Seizure Policy

To maintain a safe and orderly learning environment, Screven Christian Academy reserves the right to search students, lockers, cubbies, personal belongings, or other areas under the student's control when there is reasonable cause to believe that unauthorized, dangerous, or prohibited items may be present.

Unauthorized items include, but are not limited to, items that may endanger the health or safety of students or staff, disrupt the educational process, or violate school policies. Refusal to cooperate with a reasonable search may result in disciplinary action.

Care of Property

Respect for our school facilities and property reflects Christian character and responsibility. Students are expected to care for classrooms, furniture, lockers/cubbies, textbooks, and all school property.

Students should immediately report any damaged property to a teacher or the school office. Students and/or families may be responsible for the cost of repair or replacement of property that is intentionally damaged, lost, or misused.

Student & Parent Handbook Acknowledgment Form

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

By signing below, we acknowledge that we have received, read, and agree to support the policies, procedures, and expectations outlined in the Screven Christian Academy Student Handbook.

We understand that the administration reserves the right to make final decisions regarding the interpretation and application of school policies. We also understand that policies and procedures may be revised or updated as necessary to best serve the mission and needs of the school.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____