



PARENT-STUDENT HANDBOOK  
2023-2024

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[www.suffolkchristianacademy.org](http://www.suffolkchristianacademy.org)



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*SCA Disclaimer*

*Suffolk Christian Academy, (SCA), strives to ensure the accuracy and reliability of the information contained in this student handbook distributed by Suffolk Christian Academy and posted on the school's Student Information System. The Suffolk Christian Academy handbook should not, as a whole or in part, be construed as a contract itself. This handbook is not intended to be comprehensive and is advisory only to guide students, parents, and faculty of Suffolk Christian Academy. The school reserves the right to make changes or exception to statements in this handbook at any time, without notice. Final interpretation of all school rules and regulations are left to the discretion of the administration. All authorized amendments to this student handbook will be communicated to parents in writing and should be read in conjunction with the Student Handbook to which it refers.*

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## SCHOOL FOUNDATIONS

### SCHOOL HISTORY

Suffolk Christian Academy, formerly known as First Baptist Christian School, was established in 1988 when First Baptist Church of Suffolk expanded its Weekday School ministry to include first through third grades. By 2005, the school served through eighth grade. In 2010, the school celebrated the first graduating class in the school's history. In December of 2012, First Baptist Christian School became an independently incorporated school, and the name was changed to Suffolk Christian Academy. In 2013, the preschool and extended care program obtained state licensure as a Child Day Center.

### STATEMENT OF PURPOSE

The purpose of the Corporation shall be to operate schools and other related agencies on the elementary and secondary levels, training students in accordance with these fundamental goals of education:

Our students will have:

- Established a Christian worldview derived from a comprehensive understanding of the Bible.
- Developed qualities of godly character reflective of their commitment to Christ.
- Attained biblical, academic, and societal skills necessary to excel in today's world.
- Demonstrated the preparedness to engage the world through Christ-centered living, service to others, and building the Kingdom for the glory of God.

### MISSION

Suffolk Christian Academy prepares its diverse student body through rigorous, biblically-based academics to excel and to impact the world for the glory of God.

### VISION

Our vision is to become a leading Christian school, offering a comprehensive, college-preparatory program with high quality academic, spiritual, athletic, and fine arts programs. We will graduate young adults with the keen intellect, deep faith, life skills, and biblical worldview necessary to live a life of Christian service, leadership, and citizenship.

### OUR MESSAGE

We educate students to expand the Kingdom of God.



## CORE VALUES

### *Christ Centered*

Engage students to develop their personal faith in Jesus Christ. SCA will fulfill our role in carrying out the Great Commission to make disciples of all nations. (John 3:16; Hebrews 12:2; Gal. 2:20; Deut. 31:6; Matt. 28:18-20)

### *Biblical Worldview*

Teach students to view all of life from a biblical perspective. A biblical worldview provides us with a philosophical system that unifies all academic disciplines and thus influences our decisions regarding curriculum, instruction, and co-curricular programs. (Col. 1:17; Col. 2:3-4; 2 Cor. 10:5; 2 Tim. 2:15)

### *Academic Excellence*

Provide an excellent academic program that challenges each student to reach his or her fullest potential. (Matt. 25:14-30; Col. 3:23; 1 Cor. 10:31)

### *Whole-Child Development*

Provide a balance of learning opportunities that seek to develop students intellectually, spiritually, physically, and socially. Resist the temptation to neglect any of these areas. (Luke 2:52; Luke 10:27; 1 Cor. 3:16-17; Ex. 35:30-36:7)

### *Respect and Dignity*

Provide a community where each member is valued for their individual worth and shown respect. Our school is a place where every student is loved and taught to love God and others. (Matt. 22:39; Col. 3:14; 1 John 4:19-21; Matt. 7:1; 1 Peter 2:17)

### *Integrity*

Strive to be honest, ethical, and above reproach in all relational and operational matters, to include policy development, financial practices, parent relations, grading practices, and disciplinary actions. (Prov. 10:9 11:3, 19:1, 28:6)

## FOUNDATION OF EDUCATIONAL PHILOSOPHY

Believing that the Bible is God's inerrant and infallible revelation to mankind, Suffolk Christian Academy consults Scripture for guidance in developing a philosophy of education. In doing so, we find that the Bible speaks very clearly regarding the education of children. Thus, we need not appeal to secular philosophies that are prevalent in contemporary culture. From the biblical passages that refer most explicitly to the instruction of children, we draw the following conclusions regarding the nature of the learner, the goal of Christian education, and the responsibility for educating children. We will strive at all times to ensure that the school's policy and practice flow from our philosophy of education. (2 Tim. 3:16; 1 Pet. 1:19-21; Ps. 119:89)

### *Nature of the Learner*

Every child is created in the image of God, and has intrinsic value as a result. Man is created for God's glory and is commanded to worship Him. At the same time, man lives in a fallen state as a result of sin. Man's sinful condition alienates him from God and renders him unable to worship God properly, live righteously, understand spiritual things, and recognize that all truth in creation reveals the Creator. Thus, the child is not naturally inclined to seek or achieve the aims that the Bible requires. (Gen. 1:26; Is. 43:7; Gen. 3; Rom. 3:23; Rom. 1:18-25; 1 Cor. 2:14)

### *Goal of Christian Education*

Christian education is ultimately concerned with training children to become adults whose lives are wholly devoted to God. This involves, at the least, leading the child to a restored relationship with God through faith in Jesus Christ, and instilling in the child a thorough-going Christian worldview that brings biblical Christianity to bear on every area of life. The well-trained Christian mind will not divide life into sacred and secular categories. Rather, the believer will view work, worship, relationships, and use of resources as spiritual decisions. Consequently, the believer will endeavor to do all things with excellence, as unto the Lord. (Deut. 6:1-9; Ps. 78:1-8; Prov. 22:6; Col. 2:2-3, 6-8; Col. 3:23)

### *Responsibility for Educating Children*

We believe that the primary responsibility for educating children rests with parents. We acknowledge that there is no such institution as the Christian school to be found in the Bible. The school derives its authority from the parents and serves to assist them in their God-given responsibility of training their children. Therefore, Christian schooling is best understood as a collaborative effort to disciple the children of Christian parents. It is imperative that parents agree with the school's philosophy, support the school's mission and policies, and involve themselves in the school's activities. (Eph. 6:4; Deut. 6:1-9; Prov. 22:6)

## STATEMENT OF FAITH

- ❖ We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- ❖ We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- ❖ We believe that God created man and woman in His own image. (Genesis 1:26-27)
- ❖ We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual

behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10).

- ❖ We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory. (Acts 1:11, Revelation 19:11)
- ❖ We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16–19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5)
- ❖ We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28–29)
- ❖ We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)
- ❖ We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life. (Romans 8:13–14, 1 Corinthians 3:16, 1 Corinthians 6:19–20, Ephesians 4:30, Ephesians 5:18)

## STATEMENT OF COOPERATION

### *PHILOSOPHY OF EDUCATION*

We believe that the Bible holds us, as parents, responsible for the education of our children. We enlist the help of Suffolk Christian Academy to assist us in that effort. We agree to support the school's effort to train our child to be a follower of Christ, and to teach our child to view all of life from a Christian point of view.

### *FAITH STATEMENT*

We have read Suffolk Christian Academy's Statement of Faith, and we agree to support the school's effort to teach our child from the perspective expressed therein.

### *DISCIPLINE*

We believe that discipline is a necessary part of our child's education. We give permission for the teachers and/or administration of Suffolk Christian Academy to make and enforce classroom regulations in a manner consistent with biblical principles and discipline as set forth in Scripture. We understand that we have the responsibility to support the authority, philosophy, objectives, policies, procedures, and discipline of the school as established by school leadership.

### *PARENTAL PERMISSION*

We give our permission for our child/children to be transported as necessary for school related activities. We give our permission for the teachers and chaperones to render medical aid, or seek professional medical assistance for our child/children in the case of an emergency. We agree to hold Suffolk Christian Academy and any chaperone harmless for any accident or injuries while our child/children participate in a field trip or other school related activity.

### *PARENTAL COMMITMENT*

We agree that we will in no case complain to other parents, but will register only necessary complaints with the teacher or administration following the Matthew 18 principle. We pledge our full cooperation to keep doctrinal controversy out of the school. We understand that it is our responsibility to read the student handbook and agree to abide by its established policies. We agree to support the school with our prayers and positive attitude. We understand that if at any time the school determines that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the school-home partnership, the school has the right to request the withdrawal of our child. We understand that the school reserves the right to dismiss our student for lack of cooperation on the part of the student, parent, and/or guardian.

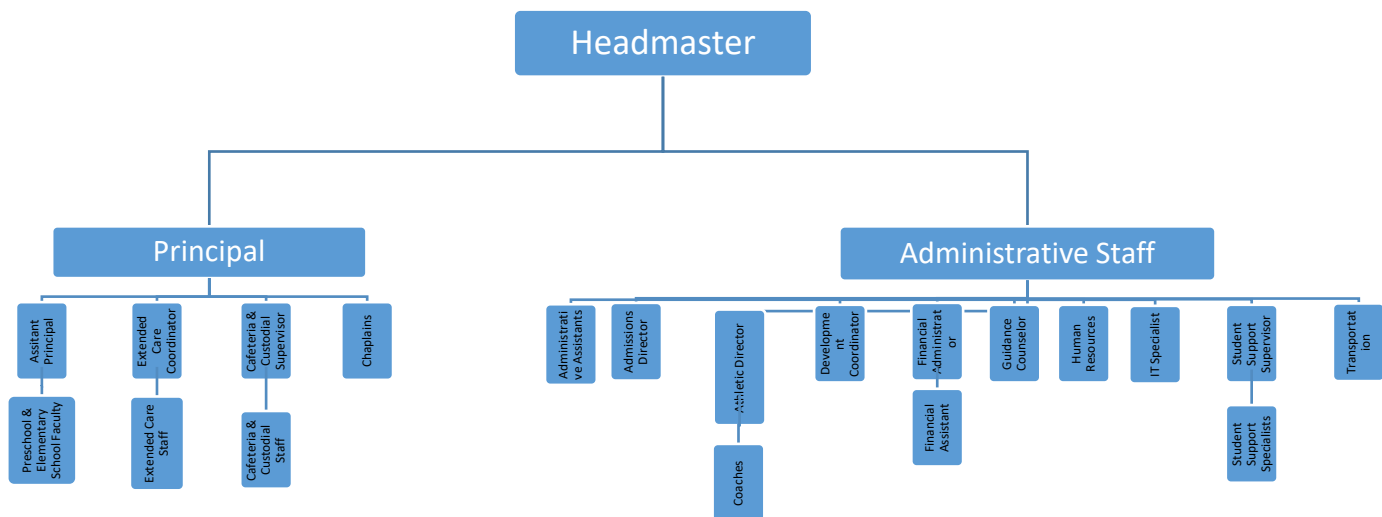
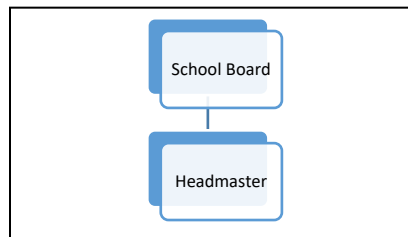
## GOVERNANCE & LEADERSHIP

Suffolk Christian Academy is governed by a School Board consisting of members from evangelical churches in the Suffolk community who operate under a policy governance model. The board's responsibility is primarily to determine the mission and vision that the school is to achieve and the philosophy and policy that establish the parameters within which the school is to operate. The headmaster is accountable to the School Board and charged with achieving the school's mission within the parameters outlined by policy governance. All school faculty and staff are accountable to the headmaster and are expected to perform their duties in compliance with school policy and procedure.

### GRIEVANCES

After addressing grievances through the proper chain of command [teacher » principal » headmaster], a parent may request a meeting with the School Board to address any grievance in which the parent believes that Board policy has been violated to his/her child's detriment by submitting a signed and detailed written statement to the School Board Chairperson.

## ORGANIZATIONAL CHART



## ACCREDITATION

Suffolk Christian Academy is accredited by the Association of Christian Schools International (ACSI) and Cognia. Suffolk Christian Academy is a member of the Virginia Council for Private Education (VCPE) in which authorizes SCA to grant high school credit and diplomas through the state of Virginia.

## COLORS, MASCOT & SLOGAN

Cobalt Blue, Black, and Silver

Knight

*Defenders of the Faith*

## SCHOOLWIDE POLICIES

### NON-DISCRIMINATION POLICY

Suffolk Christian Academy does not discriminate on the basis of race, gender, color, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school programs.

### ADMISSIONS POLICY

*The admissions process is designed to identify families and students for whom Suffolk Christian Academy provides a good academic and spiritual fit. The school will enroll students based upon a variety of criteria, not on a first come first served basis. A waiting list will be established, if a single classroom has reached full enrollment and interest continues, until a determination is made to add a second class of open enrollment.*

Suffolk Christian Academy enrolls students whose parent desires for them to have a Christian education. At least one parent/guardian must be a born-again, Christian believer. Families are expected to be actively involved in a Bible-believing church and to submit a Pastoral Reference Form as evidence of their involvement. No student has a right to acceptance. Attendance at Suffolk Christian Academy is a privilege, not a right.

Suffolk Christian Academy adheres to the following guidelines as set forth by the State of Virginia Department of Education:

- A child must be 5 years old on or before September 30 of the upcoming school year to be considered for kindergarten admission. The September 30 cutoff date also applies to the 3- and 4-year-old preschool.
- A certified birth certificate is required of any student being admitted.
- No student shall be admitted for the first time unless the student provides a copy of a comprehensive physical examination from a licensed physician or a licensed nurse practitioner, performed no earlier than 12 months prior to the date the student first enters school. The first-year entry to the school requires the Virginia Form MCH-213, which is available in the school office.
- Proof of immunizations must also be reflected on the Virginia form MCH-213. No student shall be admitted to school without the completed immunizations/physical form. Religious exemption must be official and provided prior to admittance.
- MMR booster and the Hepatitis B are required for students entering sixth grade.

### *Probationary Period*

All newly enrolled students will be placed on probation (90 calendar days) at the beginning of the school year. The time of probation is intended to evaluate the student's progress and give sufficient time to allow for an adjustment to the academic and behavioral expectations at SCA.

### Reversal of Acceptance

The school reserves the right to reverse an acceptance decision based on the following guidelines:

- Falsified information provided on the application.
- Educational services provided by the school may not be sufficient to meet the needs of the student, emotionally and/or academically.
- If a student fails to attend the first 10 days of school, with no prior notification to the school, the student will be unenrolled and removed from the attendance list. All contractual obligations will remain in effect, including the student withdrawal fee and student composite fees.
- The student does not meet academic or behavioral standards during the probationary period.
- Administration reserves the right to reverse acceptance due to a request for change in status. *A change of status fee will be incurred (per student).*

### RE-ENROLLMENT POLICY

Re-enrollment will be granted to families in good standing with the school, financially and in cooperation with school policies and procedures. Pastoral references may be required on an annual basis.

Students must have demonstrated a commitment to academics and adherence to school policies. In some cases, students may be allowed to re-enroll with a probationary status based on their academic and behavioral history. The probation period will be determined by administration.

### WITHDRAWAL POLICY

Parents who choose to withdraw their child must officially notify both the headmaster and business office in writing. Once families meet all financial obligations and return books, materials, sports uniforms, equipment, instrument rentals, and any items belonging to the school, official school records will be released. Families must attend an exit interview with the headmaster to officially complete the withdrawal process.

### STUDENT RECORDS REVIEW POLICY

A student's parent may request to view their child's cumulative file. This is permissible, but the file must be reviewed in the office. If any other outside party (pediatrician, therapist, or others) wishes to view a child's cumulative file, an **Educational Record Review Form** is required and must be signed by at least one parent and one member of the administration before the file will be released. Any government agency will be given automatic access to student files without parent signatures. Again, the file cannot be removed from the office during this review and must be returned on the same day. Suffolk Christian Academy has 30 days to comply from the date of request for records from parents or an outside party. Release forms are located in the school office.

## CONFIDENTIALITY POLICY

All information pertaining to a student's official record is confidential. Suffolk Christian Academy administration, faculty, and staff will maintain the highest standards of professionalism and confidentiality with regard to records and all information contained in student files.

## CONFLICT RESOLUTION POLICY

If a concern arises regarding a specific teacher, the parent should communicate that concern according to Jesus' resolution principle found in **Matthew 18**. This involves:

Step One – Respectfully communicate only with that particular teacher or staff member alone, to discuss the matter.

Step Two - Only if an understanding is not reached, should the parent contact the principal, to discuss the matter further.

Step Three - If a resolution has not occurred with a third party, parents may contact the headmaster to address their concerns.

Step Four - Any conflict that is not satisfactorily resolved by the school faculty and administration may be addressed in writing to the school board.

In obedience to God's Word, parents, teachers and staff members are expected to:

- Keep the matter confidential
- Keep the circle small by only involving those who are part of the solution
- Be straightforward with honest and kind communication
- Be forgiving (*"Educational Perspectives, The Matthew 18 Principle for Solving School Problems," Dr. Paul A. Kienel*)

If a dispute arises that cannot be settled according to the principles described in Matthew 18, both parties will move toward arbitration in accordance with the **Rules and Procedures for Christian Conciliation**. Copies of the rules and procedures are available through the main office or online at [www.peacemakerministries.org](http://www.peacemakerministries.org). Both parties must share the cost of conciliation.

## HEALTH & SAFETY POLICIES

### ACCIDENT REPORT POLICY

ALL accidents occurring at school must be documented on an **Accident Report Form**. "Accidents" are defined as any event requiring treatment including ice, band aids, and removal of splinter. Parents/guardians and administration must be informed of the incident as soon as possible. An administrator and the supervising faculty or staff member must sign the completed Accident Report Form. The form must be sent home with the student for



the parent's/guardian's signature the same day the incident occurred. Parents are to tear off their designated copy and return the original form to the school office the next day. In emergency situations, the parent or guardian will be notified by phone.

## ILLNESS POLICY

For the well-being and health consideration of all our students and staff, parents are required to keep home any student with fevers and contagious illnesses. Decisions about whether to send a child to school should be made with the best interest of the school community in mind. In accordance of Virginia Department of Health and school policy the following exclusions are required and must be adhered to.

A student must stay home or will be required for immediate pick up with:

- Fever of 100 degrees or above (Student must not return to school until fever free for 24 hours)
- Vomiting: Student must not return to school until 24 hours after last episode. \*Any form of vomiting requires pick up.
- Flu symptoms (may include low grade fever with other combined symptoms)
- Diarrhea: Student may not return to school until 24 hours have passed since the last episode.
- Colored nasal discharge when combined with other symptoms such as a low-grade fever or general discomfort or fatigue.
- Strep Throat: Student must be on medication and fever free for 24 hours before returning to school.
- Pinkeye: Student must be on medication for 24 hours and have a significant reduction in drainage prior to returning to school due to the communicable nature of pinkeye.
- Head Lice: Student must not return to school until treated, with an absence of infestation & nit-free.
- Ringworm: Students must not return until ringworm has been treated and a note from the child's physician has been turned in to the main office. The affect area must be covered until it is entirely clear.
- Contagious skin rashes left uncovered or untreated (Ex. Impetigo, Molluscum - must be treated with ointment and rash covered).
- Any COVID-19 related symptoms (most current CDC listings/[www.cdc.gov](http://www.cdc.gov))

If you know your child has been sick or has symptoms of a contagious illness, please do not send him/her to school. In cases where a 24-hour waiting period is required and your child comes to school before that length of time has elapsed, the school will contact you (the parent) and require you to come and pick up your child. Please understand 24 hours does not mean the next morning. It means 24 hours from the time your child has overcome the illness (i.e., stopped vomiting). Parents must pick up his/her child within forty-five (45) minutes of contact by the school office. Please have updated emergency numbers on file.

Parents must inform the school within 24 hours or the next business day after a child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately. See COVID-19 Policy

## ANAPHYLATIC SHOCK POLICY

(Adopted from VDH Guidelines for Healthcare Procedures in Schools 2017; <https://www.vdh.virginia.gov> in accordance with VA Code 8VAC20-671-710)

**Overview of Anaphylaxis and Symptoms:** Anaphylaxis is a severe, sudden, systemic, potentially fatal allergic reaction that occurs when the immune system responds to a substance in the environment and can involve the skin, respiratory tract, gastrointestinal tract, and cardiovascular system. Symptoms typically occur within minutes to two hours after contact with the allergy-causing substance. Anaphylaxis can rapidly progress to airway constriction, skin and intestinal irritation, and altered heart rhythms. Without prompt treatment in severe cases, it can lead to complete airway obstruction, shock, and death.

Common food triggers include:

- Peanuts
- Tree nuts (walnuts, cashews)
- Shellfish
- Fish
- Milk
- Eggs
- Soy
- Wheat

Other common triggers include:

- Insect bites/stings
- Medications
- Latex/rubber

Individuals who have been allergic to foods and have asthma are believed to be at a higher risk for developing an anaphylactic reaction. Adolescents who have asthma, along with peanut and tree nut allergy, and do not have quick access to an EpiPen® during a reaction are at highest risk for a fatal reaction. Symptoms may occur within minutes but may worsen over hours.

### Anaphylactic Symptoms & Reactions

An anaphylactic reaction can include:

- Hives
- Itching
- Flushing or redness of the skin
- Sudden difficulty breathing
- Wheezing
- Swelling of the lips, tongue or throat
- Throat tightness, difficulty swallowing
- Drop in blood pressure
- Tingling sensation or metallic taste in mouth
- Vomiting, diarrhea
- Feeling of apprehension, agitation

### Staff Training for Possession and Administration of Epinephrine Auto-Injector

Staff training for CPR & First Aid, to include the administration of Epinephrine Auto-Injector, will be made available on an annual basis. Additional staff will be provided Medication Administration Training (MAT) on a tri-annual basis in accordance with state regulations.

Students who have been prescribed epinephrine should carry it with them (if appropriate) or have **immediate access** to the medication at all times. School policy allows students 12 years old or older to carry the medication with them; however, the parent will be asked to provide a second unit to keep in the main office.

### Responding to Anaphylaxis

The 3 R's for treating anaphylaxis are:

- Recognize symptoms early
- React quickly
- Review what happened and plan to prevent it from reoccurring

A call should be made **IMMEDIATELY** to Emergency Medical Services or 911. Open communication with parents is the best way to lessen fears and to best care for the child.

### Storage, Access, Maintenance

The expiration date for all epinephrine medication must be checked no less than once per month.

The following items should be inspected:

- a) Expiration date: If the auto-injector unit is close to its expiration date, the medication needs to be replaced.
- b) Contents & coloring: The coloring of the contents of the auto-injector may be viewed through the clear window. The solution should be clear; however, if it is discolored or contains solid particles, discard and replace the unit. (The MAT trained staff member will be responsible for notifying the parent. The parent will be responsible for discarding and replacing the unit.). In instances where a staff member must dispose of used, expired, or epinephrine auto-injectors, a sharps container should be used for disposal.
- c) Proper storage: In accordance with the Virginia School Health Guidelines, Epinephrine auto-injectors must be stored in a safe, unlocked, and accessible location in a dark place at room temperature (between 59° F - 86° F). Epinephrine cannot be stored in a refrigerator. Although Epinephrine should not be maintained in a locked cabinet or behind locked doors, precautions must be in place to ensure that the epinephrine auto-injectors are not readily available to student access. The location of the epinephrine must be clearly marked at the storage location, and staff must be made aware of the storage location in each school.
- d) Replacement: It will be the responsibility of the parent to provide the school with their child's unit.

## MEDICATION POLICY

**Students are NOT allowed to have possession of any type of medications (including Tylenol or Ibuprofen) during school hours nor may students have medication stored in their book bags or lockers.** All medication must be given to the school office staff by the child's parent or guardian upon a student's arrival with the following reflected on the label of the original container:

- Name of the prescription
- Proper dosage
- Physician's name
- Student's name

Only MAT certified staff or a child's parent may administer medication to students while in the care of SCA.

### *Prescriptions*

A student's prescription medication must be submitted to the school office by the parent/guardian in the **original** packaging. A signed medication form from the parent indicating specific instructions for the dosage, the time the medicine is to be administered, and a signed note from the student's doctor are required before any prescription medication may be administered.

### *Over-the-Counter Medications*

**All over-the-counter medications must be submitted to the school office in original packaging together with a medication form signed by the parent/guardian indicating specific instructions for the dosage and the time the medicine is to be administered.** By law, effective on July 1, 2012, any over-the-counter medication to be given "as needed" or for more than 10 days must have written permission and signatures from both the parent/guardian and a doctor. **The medication form must be updated every 12 months.** In the interest of the student's safety, the school office will notify a parent by telephone each time any "as needed" medication is dispensed to a student, unless that specific medication is administered daily.

See APPENDIX for MAT form or download form from SCA's website: [www.suffolkchristianacademy.org](http://www.suffolkchristianacademy.org)

## WEATHER GUIDELINES

Recess, physical education classes, and athletic play often occur outside. Students are subjected to various weather conditions. For a general guideline, students may be outdoors for physical activities when the weather is between 32 – 95° F. If the wind chill factor is at or above 32° F, it is generally safe to play outside. If the heat index is between 90-95° F, lower school students should only be outside for 15 minutes; upper school students should only be outside for 30 minutes. At any temperature, staff should observe students' physical demeanor and facial coloring to determine if students should return to indoor activities. Students should have access to water when engaging in physical activity outside.

## WEAPONS & FIREARMS POLICY

Suffolk Christian Academy is not against the constitutional right to bear arms; however, the possession of fire arms or other weapons while on campus during school hours or when school-related activities are being held is **ILLEGAL** and a **major safety concern** for local law enforcement, parents, staff, and students of the school. This includes off-site areas in which school activities are occurring, such as sports events, fieldtrips, or student conferences. This also includes on SCA's school busses. Administration will take the appropriate actions in accordance with the law. SCA's Firearms & Weapons Policy regarding possession of firearms or other weapons on School Premises is:

- Firearms are not allowed on school property even with a valid permit. This is a Class 6 Felony.
- Anyone identified with a firearm on school property (on person or in car) is subject to being charged. Members of the school family may lose the right for their children to continue attending the school.
- Weapons other than firearms (as defined in Virginia code 18.2-308.1) are not permitted on school property. This is a Class 1 misdemeanor.
- Administration reserves the right to evaluate the situation and determine the level of threat and individual's intent for first offenses only.
- Any second offenses will result in administration contacting authorities and immediate charges being filed.

See the Virginia criminal code: **18.2-308.1. Possession of firearm, stun weapon, or other weapon on school property prohibited; penalty.**

## CHILD ABUSE & NEGLECT POLICY

The purpose of this policy is to assure the report and confidentiality of all suspected cases of child abuse and neglect that come to the attention of school personnel. Verbal or emotional abuse would include words or actions that are intended to be hurtful and that do not promote healing. Neglect would include any situation in which the minor's immediate needs were not being met including, but not limited to, the lack of supervision, withholding of food or unsanitary living conditions.

The Code of Virginia, 63.2-1509, designates school personnel as mandated reporters of suspected child abuse and/or neglect. Therefore, any employee of Suffolk Christian Academy who has reason to suspect that a child is being abused or neglected is required to report that information to one of the following: School Principal/Administrator, School Counselor or the Department of Social Services. If the employee reports the information to a member of the administrative staff listed above, that designee shall make the report to the local Department of Social Services within 24 hours of the first suspicion.

***All employees and volunteers are mandatory reporters, by law, and required to report every incident of suspected child abuse or neglect. Therefore, all volunteers MUST attend Child Abuse and Neglect Prevention training on an annual basis.***

## PHYSICAL PRIVACY AND SEXUALITY POLICY

In light of Suffolk Christian Academy's statement of faith, including the statement of faith on marriage and sexuality, the Parent- Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the SCA community of their duties with regard to use of restrooms, locker rooms, showers, and any other SCA facilities where individuals may be undressed in the presence of others.

### **Definitions:**

*Sex/gender* means the biological condition of being male or female as determined at birth.

*Member of the SCA community* means any SCA employee, volunteer, student, parent, or visitor.

Suffolk Christian Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26–27). Rejection of one's sex is a rejection of the image of God within that person.

Policy Notwithstanding any other policy, SCA's restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. In any other SCA facilities or settings where members of the Suffolk Christian Academy community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), SCA shall provide separate, private areas designated for use by members of the SCA community based on their sex. Suffolk Christian Academy recognizes there may be instances where members of the SCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Suffolk Christian encourages members of the SCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word. Suffolk Christian Academy will at all times interact with members of the SCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the SCA community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Suffolk Christian Academy which is cause for terminating his/her privilege of membership in the SCA community. To preserve the function and integrity of SCA and to provide

a biblical role model to members of the SCA community and the community-at-large, it is imperative that all members of the Suffolk Christian Academy community agree to and abide by this policy

## NON-HARRASSMENT POLICY

Suffolk Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. In this section, the word “physical” will infer and convey the term “sexual.” Suffolk Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including dismissal.

### *Definition of Physical (Sexual) Harassment*

“Sexual harassment” means unwelcome physical advances, requests for physical favors, and other verbal, visual, or conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school

### *Examples of Physical (Sexual) Harassment*

Unwelcome physical conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted physical advances or propositions; pressure for sexual activity;
- Offering academic benefits in exchange for inappropriate physical favors;
- Making or threatening reprisals after a negative response to inappropriate physical advances;
- **Visual conduct** such as leering, making inappropriate physical gestures, displaying inappropriate physically suggestive objects or pictures, cartoons, calendars, or posters;
- **Verbal conduct** such as making or using derogatory comments, epithets, name- calling, slurs and jokes; spreading rumors about inappropriate physical conduct; sexual threats, demands, teasing, taunting;

- **Verbal abuse** of a sexual nature, graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; whistling or catcalls; suggestive or obscene letters, notes or invitations; passing of pornographic material;
- **Physical conduct** such as touching, poking, pinching, patting, sexual grabbing, bumping, brushing; assaulting, impeding or blocking movements; "panting", pulling clothes, or snapping bras.

*Harassment (verbal, physical, and sexual) is prohibited at all times. Specifically, this includes interactions between a 1) staff member and student, 2) staff member and another staff member, and 3) student and another student.*

#### ***What to Do if You Experience or Observe Any Type of Harassment***

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. All complaints will be promptly investigated in a manner deemed appropriate. A written report of the incident will be maintained in a confidential file.

#### ***Reporting Harassment***

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment: If the complaint is against the headmaster, report it to one of the other individuals, who will contact the Chairman of the Board ([SBMember@scaknights.org](mailto:SBMember@scaknights.org)) to oversee the investigation.

Tamra VanDorn	Headmaster	<a href="mailto:tvandorn@scaknights.org">tvandorn@scaknights.org</a>
Dana Feeney	Principal	<a href="mailto:dfeeney@scaknights.org">dfeeney@scaknights.org</a>
Heidi Voight	Assistant Principal	<a href="mailto:hvoight@scaknights.org">hvoight@scaknights.org</a>

#### ***Confidentiality***

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent, guardian, and appropriate government officials as the circumstances warrant.

#### ***Protection from Retaliation***

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.



### *Investigative and Corrective Action Policy*

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Headmaster or Chairman of the Board. The Headmaster or Chairman of the Board will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any student or employee found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### SEARCHES AND QUESTIONING OF STUDENTS

The administration may question a student regarding the student's own conduct or the conduct of other students. Failure to cooperate with the administration can be grounds for dismissal. The administration may search a student or a student's property, including the student's vehicle, while it is on school property whenever they have reasonable suspicion to believe the student is in possession of something that violates school policies, or with the student's free and voluntary consent. The school reserves the right to search a student or student's property while involved in a school sponsored activity even if off the campus.

**Locker Searches:** Student lockers are the property of Suffolk Christian Academy and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy of personal items placed in the lockers because school property is subject to search at any time by the administration. Periodic general inspections of lockers are conducted by the administration for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

**Personal Items:** Personal property such as book bags, gym bags, purses, handbags may be subject to search by the administration, if necessary.

**Automobile Searches:** Students are permitted to park on the premises as a matter of privilege, not a right. The administration retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

**Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper authorities for ultimate disposition.

## TECHNOLOGY USAGE POLICY

The use of the internet and school technology is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Suffolk Christian Academy has instituted an **Acceptable Internet Use Policy**. This policy is intended to provide additional protection to our students. All members of the school body are expected to exercise responsible behavior when on the Internet and using devices:

- Be polite and use appropriate language when communicating with others on the internet.
- Use the internet and school technology for school related activities only.
- Respect and follow copyright laws.
- Respect the computer equipment at all times. No food or drinks near devices. No inappropriate graphics, messages, photos, or searches will be saved or conducted on devices (i.e., screensavers, taking photos on computer devices, or internet searches).
- Respect the privacy of others and do not reveal their own or other students' name and personal address or phone number, and do not post their picture or another student's picture online.
- Do not attempt to override security measures or to enter controversial sites or chat rooms.
- Do not share your password with others.
- Use social media appropriately on and off campus on all electronic devices, even when the device is not school property or personal property.
- Observe all policies of this *Parent/Student Handbook* and the *Student Pledge*.

## DRUG TESTING POLICY

At times, evidence of use may be seen in the classroom, at extra-curricular activities, or during time at home. To this end, should a student be suspected to be involved with the use of illegal drugs, the administration will meet with the parents and/or guardians. If warranted, the administration will ask that the student be drug tested as part of a recommended course of action in determining the extent of their drug involvement. Drug testing must be administered by a professional lab. This testing will be at the parent's expense and the school must be furnished an original copy of the results directly from the lab. Failure to comply with this request will result in the student being dismissed from school.

## HOURS OF OPERATION

### OFFICE HOURS

June - July

Upper School	Monday through Thursday	8:00 a.m. – 3:30 p.m.
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August - May

Lower School	Monday through Friday	8:00 a.m. – 4:00 p.m.
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Upper School	Monday through Friday	7:45 a.m. - 3:45 p.m.
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#### *Office Policy:*

- *Professional atmosphere:* The main office is a place to conduct official school business in an efficient manner; we ask all individuals to support a professional environment while in the office.
- *Copier:* Middle and high school students may use the school copier for a designated fee of .25 cents per copy.
- *Phone:* All student use of the office phone is reserved for emergencies only.

### ARRIVAL

#### *Carpool Drop-off*

Lower School	8:00 a.m. – 8:20 a.m.
Upper School	7:45 a.m. – 8:05 a.m.

#### *School Hours (Instruction)*

Pre-K-5 <sup>th</sup>	8:20 a.m. - 3:15 p.m.
6 <sup>th</sup> -12 <sup>th</sup>	8:05 a.m. – 3:05 p.m.

#### *Preschool ONLY*

Preschool parents who walk preschoolers into the building must only enter/exit using the Route 13 entrance to access the designated preschool parking lot. Please use the designated crosswalk to walk your preschool student to the carport entrance. Parents may also choose to use the Turlington Road entrance to follow the elementary carpool line for preschool drop-off.

#### *Kindergarten – 12th Grades*

All parents must use the appropriate entrance to drop off students and should not arrive more than 20 minutes before the school day begins unless they are enrolled in Extended Care. **Please follow the parking lot arrows to determine the one-way flow of traffic.**

- School students **MUST** arrive on time for school each morning in the designated carpool line.
- Please do **NOT** walk your children in the building unless you have official business in the school office or are walking in your preschooler (and siblings) to the school office.
- Parents will not be permitted to accompany students to the classroom beyond the first day of school.
- Due to safety concerns, parents will not be permitted to walk up to the building to drop off or pick up students during carpool. Staff require a clear line of sight when loading cars safely, recognizing authorized pick-up vehicles, and maintaining awareness of potential unauthorized pickups.
- Student Drivers: All student drivers **MUST** park in the designated “Student Parking” spaces on the side of the building. Students at no time are to walk through the carpool line. The office must have an updated copy of the registration form and driver’s license on file for students to drive on campus. **Please see the Student Driver Form.**

### *First Day of School Information*

Attendance at orientation is highly recommended to ensure a great start to the school year. Please see school calendar for the date and time.

### *Extended Care (Before & After Care)*

All enrolled students must be signed in to Before Care (and out of After Care) by a parent, guardian, or pre-authorized individual regardless of the age of the student.

## DISMISSAL

<i>Carpool Pick-Up Lower School</i>	Pre-K3, K4	3:00 p.m.
	K5	3:05 p.m.
	Grades 1 <sup>st</sup> – 2 <sup>nd</sup>	3:10 p.m.
	Grades 3 <sup>rd</sup> – 5 <sup>th</sup>	3:15 p.m.

<i>Carpool Pick-Up Upper School</i>	Bus riders/student drivers/shuttle	2:57 p.m.
	Grades 6 <sup>th</sup> – 7 <sup>th</sup>	3:00 p.m.
	Grades 8 <sup>th</sup> -12 <sup>th</sup>	3:05 p.m.

<i>Extended Care</i>	Pre-K3-7 <sup>th</sup>	3:15-6:00 p.m.	<i>(Location: lower school)</i>
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\*Early Dismissal - refer to School Calendar for early dismissals/special events.

The parent should carefully obey all traffic signs as to maintain a safe environment for the students. To avoid traffic backups, parents should not arrive prior to your child's dismissal time. If a student is not ready for dismissal, the parent should pull into a designated visitor parking space so others may pass or loop back around through carpool line. Parents should be aware of designated traffic patterns and abide by them at all times.

### **Lower School (Carport Side of Building)**

All students will dismiss in two designated shifts for pickup in the carpool line only.

The parent must access the Turlington Road entrance and follow the traffic signs leading to the carpool loading area. Teachers will load several cars at one time to ease carpool congestion. ***Due to traffic concerns, cars must not arrive earlier than the dismissal time.***

### **Upper School (N. Saratoga St.; entrance at rear of building)**

The parent must access N. Saratoga Street from Market Street, which is one-way only and should drive slowly through the parking lot and follow the traffic directions of the signs and supervising faculty members. ***Due to traffic concerns, cars must not arrive earlier than the dismissal time.***

**Shared Carpool – Families with students at upper and lower school will pick up at the flag pole side of the building. Please arrive no earlier than 3:15 p.m. for both lower and upper school siblings to dismiss together.**

### **Extended Care- Registered students only**

Registered students will be escorted by staff at school dismissal to the Extended Care staff. Parents may park and enter through the school office entrance on the carport side of the building. All students must be signed out by an authorized person on the pick-up list. Students not picked up by the end of Extended Care hours at 6:00 p.m. will incur a late fee at a rate of \$5 per every 5-minute increment after closing time. Extended Care entrance is located through the main office doors.

### **EARLY DROP-OFF & LATE PICK-UP**

Students who arrive at school before the designated drop-off time (8:00 a.m.) will not be able to gain entrance to the building unless registered for Extended Care. Students who are not picked up by the time carpool ends will be escorted to the office to contact the parent, unless the student is enrolled in Extended Care.

**Late Pick Up Fee:** An additional fee \$1 per minute will be charged to the family account if the child is not picked up by the school office's closing time of 3:35pm. **Students must be picked up in the school office and signed out by the parent.**

## EXTENDED CARE

Extended Care services are available to SCA students in grades pre-K3-7<sup>th</sup>. Before Care services are available beginning at 6:30 a.m., and After Care services are available until 6:00 p.m. Extended Care is available on all early dismissal days unless otherwise notified. All students must be signed in for Before Care and signed out from After Care by an authorized individual. **Only students who are registered for this service may attend Extended Care due to state regulations.** Registration forms for this service may be obtained from the school office. **Extended Care is not available on holidays.**

## CLOSINGS

If a change in schedule is necessary, parents should avoid calling the school to allow the administration the opportunity to provide the media with prompt information. Most decisions for delays and cancellations are made by 5:30 a.m., if they cannot be made in advance.

**Families will be notified using text alert on the parent's cell phone.** The following stations can also be monitored for updates:

WAVY – TV Channel 10

WVEC – TV Channel 13

Announcements for early closing in the event of inclement weather during the school day are reported to the same stations. Additionally, a school-wide email will be sent and a message will be posted on the school's website ([www.suffolkchristianacademy.org](http://www.suffolkchristianacademy.org)) and the school's official Facebook page.

## VISITORS

Authorized visitors on campus add to the life and enthusiasm of SCA's school family. Parents, grandparents, relatives, and close family friends are welcome to attend special programs and events, weekly chapel services, morning assembly/worship, and prayer sessions.

As part of campus security, visitors must enter at the main school office entrance and must immediately report to the school office and sign-in to receive a visitor's pass. Visitors should also sign out and return visitor pass to the office upon leaving the school building.

- Volunteer opportunities are available through the classroom teacher and the administration. Both Parent-Teacher Fellowship and Booster Club provide additional avenues to engage in volunteerism at SCA.

- **Parents are not to approach a teacher during regular school hours for conferences or discussion without a scheduled appointment.** Cooperation with this request allows the teacher to be focused on the safety of the children and classroom instruction throughout the day. If a meeting of any type is needed, please fill out the conference request form so the teacher can be prepared and schedule adequate time to meet.
- Lunchroom visits should be pre-arranged with the school teacher. To maintain continuity of lunch room management, the frequency of visits should not exceed 4 visits per grading period.
- Visitors should have limited interaction with students. **Parent visitors should refrain from correcting student behavior, engaging in personal/private conversation, and personal contact with a student other than his/her own child.**
- Classroom observations are permitted with advance approval from the administration.

## VOLUNTEERS

Suffolk Christian Academy welcomes volunteers to assist with lunch, library, office, physical education, classroom, and other areas of need. Volunteers work under the supervision of a teacher, administrator, or staff member and follow all school handbook and dress code policies.

The following requirements pertain to all volunteers:

- Must be born-again Christian and active in a local, evangelical church
- Must be under the supervision of a faculty or staff member at all times, never be left alone with students, and may not discipline students
- Must acquire a background check to qualify for any volunteer activities other than guest speaking
- Must attend a *Child Abuse and Neglect Prevention* training on an annual basis
- May not bring non-student siblings to classroom activities or on field trips
- Must maintain confidentiality and may not grade student work or be privy to any student's confidential information

## PARENT TEACHER FELLOWSHIP

PTF is an organization designed to enhance involvement of families in the life of the school. Details on recent and upcoming events, fundraising information, and academy news are provided at PTF meetings. Suffolk Christian Academy encourages parents to attend and participate in PTF meetings and activities to foster the relationship between the family and the school. Attendance at these events make SCA better able to partner with parents. Volunteers work closely with administration and under the authority of the headmaster. The PTF operates under specific bylaws and maintains minutes and financial records. PTF meetings are typically held once per quarter (four meetings per year). A dinner may occur on select occasions. SCA will often combine PTF meetings with special school activities such as the Art Show, Christmas program, State of the Academy address, and athletic/Booster Club meetings.

## BOOSTER CLUB

The Booster Club is an organization that invests in the student athletes, coaches, and the SCA athletic program. Volunteerism and fundraising are vital to the club's success. Volunteers work closely with the athletic director and under the authority of the headmaster. The Booster Club operates under specific bylaws and maintains minutes and financial records. Booster Club meetings may be held on the same night of PTF meetings. *[At the time of this publication, Booster Club did not have an active board.]*

## ATTENDANCE POLICIES

### ATTENDANCE

Since regular school attendance is essential for academic success, the student is expected to attend school except in the case of personal illness or family emergency. A student must be in school for at least 4 hours to receive credit for the day. The student must arrive at school by 10:45 a.m. in order to be counted present and to participate in athletic events, practices, or other after-school activities. Kindergarten students must arrive by 10:30am in order to be counted present for the day (due to instructional time being front-loaded in the morning).

### UNEXCUSED & EXCUSED

SCA follows the Virginia Compulsory Attendance laws requiring regular school attendance. Excessive absences can lead to students feeling overwhelmed, effecting grades, and educational setbacks.

**Absences are excused when accompanied by a parent/doctor note or email upon the student's return for:**

- Illness
- Injury
- Death in the family
- Medical or dental appointments that cannot be made outside of school hours
- Participation in school-sponsored activities during the school day
- College days for juniors and seniors. Both seniors and juniors have two excused days per year.

**Preplanned Absences (MUST be submitted to the school office two weeks in advance to be excused):**

- Preplanned absences may not exceed 5 days (1 school week) per school year
- Preplanned absences are not approved during standardized testing, exams, or the week prior to Christmas and Easter breaks.
- Marriage in the immediate family
- Trips of an educationally redeeming nature
- Family or other reasons pre-approved by the administration



- Preplanned absences will only be approved for students in good academic standing of “C” or higher.

*In the event of a student's absence, the parent must send a written/email excuse, due to reasons noted above, on the day of the student's return. Doctor notes are always required for appointments. An absence is considered unexcused until a written excuse/doctor note is provided. If a written excuse/doctor note is not received within 3 school days, the absence will remain unexcused.*

### *Consequences for Unexcused Absences*

**Reminder:** Parents must notify the school office 2 weeks in advance of a pre-planned trip. Any absence that does not meet the excused criteria (including a note) is considered an unexcused absence.

**All completed work turned in due to an unexcused absence will receive a grade no higher than an 80.**

Students should follow the missed work policy. It is the student's responsibility to contact the classroom teachers regarding their missed work. If work is not turned in by the missed work policy deadline, students will receive a zero for their missed assignments.

### *Absences due to school activities*

If a student is absent from class due to involvement in a school activity, such as athletics, academic competition, etc., any work due that day must be submitted according to the teacher's established guidelines. Students may not be given extra time to complete assignments due to their involvement in an extracurricular activity. Assignments due and not turned in before a class the student will be missing due to a school sponsored activity will be counted as late and be handled in accordance with the teacher's late policy.

Any tests missed must be taken before the absence or completed by the end of the next day in order for the student to receive full credit. It is the student's responsibility to get all the assignments from the classes they miss. Students may not receive extended time on the due dates of work assigned while they are absent from a class for a school sponsored event. With administrative permission, a teacher may extend a due date if it fits the class circumstances

## **EXCESSIVE**

For students to receive credit for any semester class, absences may not exceed twelve (12) days. For year-long classes, absences may not exceed twenty-four (24) days. Exceptions may be granted in tragic or unusual circumstances, or medical reasons, after parental consultation with the school administration.

**Documentation will be required.**

Repeated absences in a subject/class may decrease the students' academic success. Students planning to leave school early are responsible for obtaining all work assignments from the class to be missed prior

to leaving school. Any missed work is expected to be completed and turned in the next school day or the assignment will receive a late grade.

## TARDINESS

Designated school office personnel will monitor tardiness and early pick-ups for excused/unexcused status and update attendance status in FACTS as needed.

Tardiness disrupts classroom activities and begins the student's day with the disadvantage of missed instruction and work.

- **Any** students who arrive after the start of class will be counted tardy and must report to the office and the parent must sign the student in before the student will be admitted to class. **\*Student drivers must report to the office to receive a tardy slip.**
- To be excused, a doctor note is required upon the students return. Students that receive an unexcused absence due to early pick-ups are not eligible for the attendance award at the end of the year.
- **Students with 4 unexcused tardies or early pickups will result in an absence.**
- If a student is tardy/picked up early more than 6 times in a quarter, he or she will serve an after-school detention.
- Students that receive an unexcused absence due to tardiness are not eligible for the attendance award at the end of the year.
- **Students will not be allowed to be picked up within 30 minutes of dismissal time.**

\*Please see the excessive absences section above for details on missing the last bell regularly.

### Classroom Bell Tardy - Consequences 6<sup>th</sup> – 12<sup>th</sup>

- Within each quarter, a student who has three (3) unexcused tardies and/or unexcused early pick-ups for any class may be given a warning demerit.
- The next three (3) may result in a detention.
- **The next three unexcused tardy/early pick-ups may result in an ISS (In School Suspension).**

Repeated absences in a subject/class may decrease the students' academic success. Students planning to leave school early are responsible for obtaining all work assignments from the class/subject teacher to be missed prior to leaving school. Any missed work is expected to be completed and turned in the next school day or the assignment will receive a late grade.

## SIGN-IN & SIGN-OUT

Parents must check into the office and sign in/out their student. **Only office staff may bring students to class or retrieve them for pick-up.** Parents will not be permitted to accompany students to or from the classroom. The parent must sign their student back in if returning in the same day.

Student drivers must have a written authorization form on file by a parent or guardian specifying permissions granted for early release. The office must have a copy of the registration form and driver's license on file. **Please see the Student Driver Form.**

## TRUANCY

Students who are not in class at the appropriate time, without teacher permission, may be considered to be skipping class (truancy). Being on campus does not automatically protect a student from being truant. A student who chooses to miss any portion of the school day or class time without parental permission will receive an in-school suspension.

## ACADEMICS

### ACADEMIC APPROACH

Suffolk Christian Academy offers a traditional, college-preparatory academic program with an emphasis on the fundamentals of reading, writing and mathematics. Core subjects at every level are Bible, language arts (reading, spelling, grammar, writing, etc.), math, science, and social studies. Penmanship is an important skill and is integrated into K-5<sup>th</sup> grade; however, it is not considered a core subject. We also offer classes in computer, fine arts, library, foreign language, and physical education. All subjects are taught from a biblical perspective.

### PARENT COMMUNICATION & AGENDA

Ongoing assessment, reflection and goal-setting are necessary components for school success. Graded papers are sent home and posted on FACTS regularly. Parents are expected to review grades regularly and keep abreast of students' progress. SCA added a Learning Management System (LMS) to the FACTS platform. Students have their own login to access this online learning tool.

Each student will receive an agenda to record homework on a daily basis. Parents and teachers are also encouraged to use the agenda as a tool to reinforce homework details posted on FACTS.

Student agendas are required to be used daily to encourage planning/organizational skills, log current homework, and project deadlines. Agendas may be occasionally checked by the teacher for a classwork grade. All assignments in the agenda should be consistent with homework posted on FACTS.

## Parent Partnership

- Parents agree to check FACTS regularly for student grade/homework updates and the student's agenda for homework.
- Parent Teacher Conference (Parents agree to meet as needed)
  - 1<sup>st</sup> Progress Report – Mandatory Parent Meeting
  - 2<sup>nd</sup> Report Card – Encouraged Parent Meeting
  - 3<sup>rd</sup> Report Card – Encouraged Parent Meeting
- Follow Matthew 18 Principle by submitting questions and concerns through the proper chain of command (teacher, Dean of Students/Middle School Lead, Principal, and Headmaster).
- Parent may complete a **Conference Request Form** to schedule a meeting with teachers and staff.

## EXPECTED STUDENT OUTCOMES

Suffolk Christian Academy's Statement of Purpose is the foundation of our Expected Student Outcomes (ESO).

Our students will have:

ESO 1.0	<b>Established a Christian worldview derived from a comprehensive understanding of the Bible.</b>	
	As evidenced by:	
	ESO 1.1	Understanding of Salvation and a personal relationship with Jesus Christ
	ESO 1.2	Recognizing the value of each individual as created in the image of God and respecting individual differences
	ESO 1.3	Knowing stories, books, and features of the Bible and life application
	ESO 1.4	Analyzing of a biblical worldview as it relates to God, Mankind, Creation, Moral Order, Purpose
	ESO 1.5	Evaluating biblical understanding with academic content
ESO 2.0	<b>Developed qualities of godly character reflective of their commitment to Christ.</b>	
	As evidenced by:	
	ESO 2.1	Demonstrating love for God and others in words and action
	ESO 2.2	Being led by the Fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control
ESO 3.0	<b>Attained biblical, academic, and societal skills necessary to excel in today's world.</b>	
	As evidenced by:	
	ESO 3.1	Maintaining a personal relationship with Jesus Christ through prayer, devotion, and worship
	ESO 3.2	Developing critical thinking and problem-solving skills and apply to daily decision-making
	ESO 3.3	Effectively communicating through listening, speaking, reading, writing, and use of technology
	ESO 3.4	Acquiring the academic knowledge and achievement to advance to the next developmental level
	ESO 3.5	Developing healthy social and emotional skills to engage with the larger community
ESO 4.0	<b>Demonstrated the preparedness to engage the world through Christ-centered living, service to others, and building the Kingdom for the glory of God.</b>	
	As evidenced by:	
	ESO 4.1	Living under Christ's Lordship in all areas of life: intellectually, physically, socially, and spiritually
	ESO 4.2	Serving others in the community and the world
	ESO 4.3	Building the Kingdom by being able to articulate Kingdom values in oral and written expressions
	ESO 4.4	Participating in mission work by meeting others' needs and boldly sharing the Gospel

## GRADING POLICY

Core subjects follow grading policies below. *Administration reserves the right to grant a variance in the grading policy for a specified course.*

Classwork/Homework = 20%

Quizzes = 30%

Tests, Projects = 50%

## GRADING SCALE

### *Kindergarten, First Grade & Conduct Scale for K-5<sup>th</sup> (Including Resource Classes)*

Students will receive report cards every quarter and will be assessed according to the following scale:

O:	Outstanding
G:	Good
S:	Satisfactory
N:	Needs Improvement
U:	Unsatisfactory

### *Second through Twelfth Grades (Including Resource Classes)*

The academic performance of students in grades 2-12 for core subjects is assessed according to the following scale:

Grade	Numeric Equivalence	Grade (Quality) Points
A	93-100	4.0
A-	90-92.99	3.7
B+	87-89.99	3.3
B	83-86.99	3.0
B-	80-82.99	2.7
C+	77-79.99	2.3
C	73-76.99	2.0
C-	70-72.99	1.7
D+	67-69.99	1.3
D	65-66.99	1.0
F	64 and below	0.0
WP	Withdrawn Passing	
WF	Withdrawn Failing	
I	Incomplete (unfinished course work)	

## HONOR ROLL

Suffolk Christian Academy recognizes academic excellence for students who receive Honor Roll and Principal's Honor Roll. The Honor Roll recognizes the student who achieves all A's and B's [or equivalent to O's and G's]. The Principal's Honor Roll recognizes the student who makes all A's [or O's] each quarter of the school year.

## ASSESSMENTS

Teachers provide many opportunities each quarter to naturally pull up a poor grade. No extra credit will be given.

## HOMEWORK, QUIZZES, TESTS

### *Homework*

Beginning in kindergarten, teachers assign homework with four purposes in mind:

1. To reinforce what has been taught
2. To let the teacher know the lesson was successfully communicated
3. To ensure the student has a good understanding of the lesson
4. To allow the student to practice personal responsibility

Time spent on homework may vary depending on the student's academic ability, and levels of concentration and motivation. However, the guideline recommended is 10 minutes of homework per grade level for the average student. For example, in kindergarten, homework should take approximately 10 minutes per night; in 3<sup>rd</sup> grade, homework should take approximately 40 minutes per night. High School students may be assigned homework slightly higher than the 10 minute per grade level guide.

**Kindergarten:** Students will be given weekly homework assignments to reinforce skills taught in the classroom. These assignments will be sent home in the child's homework folder and must be returned weekly.

**1<sup>st</sup> – 5<sup>th</sup> grade:** It is the student's responsibility to write homework assignments in the agenda daily. The parent should check that assignments are complete and initial the agenda daily. Homework must be completed on time and written properly for full credit.

**6<sup>th</sup>-7<sup>th</sup> grade:** It is the student's responsibility to write homework assignments in the agenda daily. Homework must be completed on time and written properly for full credit.

**8<sup>th</sup>-12<sup>th</sup> grade:** Students must turn in homework in a timely manner according to the guidelines the teacher gives for each assignment. Homework will be assigned in class for students to record in their agendas (including test and project deadlines). Homework will also be posted/updated on FACTS/LMS. Students are expected to complete all assignments by their “due date”. Spot checks of agendas may be given as a class grade based on consistency of use.

Moderate homework *may* be assigned over holidays. NO homework will be assigned on PTF nights or during standardized testing. No tests or quizzes may be due on the day following a PTF meeting or during standardized testing.

#### *Assessment Limitations:*

- Students will not have more than two tests and one quiz on any given day.
- Students will not have more than one test and two announced quizzes on any given day.
- Students will not have more than three announced quizzes on any given day. No pop quizzes!

#### *Assessment Preparation:*

- Quizzes must be given a 2-study day notice with a review.
- Study guides must be provided and completed 3 days prior to test day for elementary and 2 study days prior to test day for upper school.
- Tests must be given 1 week notice and a review 1-2 days prior to the test

### ACCELERATED READER

**Accelerated Reading Quiz Requirements (AR):** SCA’s AR program includes grades 1<sup>st</sup> through 8<sup>th</sup>. The number of book requirements per quarter vary depending on the child’s reading level. Books must be within the Star Test reading level determined at the beginning of the school year. AR points will be earned for comprehension tests scoring 80% or higher.

### INCOMPLETE & LATE WORK

#### *Incomplete Work Policy:*

Students are expected to turn in work to the teacher in a timely fashion. If students have an unavoidable absence or submits work late, the late work policy is to be followed (see section above Homework, Quizzes, & Tests). Quizzes and Tests will be made up during the day when possible; however, an alternative time after school or during study hall may need to be arranged.

**Missed Work:** Students have 1 school day for each day missed plus 1 additional day to complete missed assignments. For example, a student who is out 2 days will have 3 days to make up all of their work (2 + 1 = 3). Students are expected to maintain current assignments while completing any missed work.

**Missed Assessments:** If a student is absent during a scheduled quiz or test, he/she must take the quiz or test **the same day** if the student arrives late to school (after a medical appointment or situation in kind). If a student misses a semester or final exam, they must provide a doctor's note.

**Approved, pre-planned multiple day absences** (with 2-week advance notice): Administration will provide the student any anticipated missing assignments in advance of the approved absence so students may complete and turn in work prior the date of the absence.

#### *Late Work Policy:*

##### *Elementary school only:*

Work submitted after the due date will result in a maximum grade of 90% for 1 day late, 80% for 2 days late, and 0% for 3 or more days past the deadline. All math homework is graded for completion, not accuracy. NO late homework will be accepted for math.

##### *5th graders only:*

To transition properly into middle school, students will begin following the late work policy for 6<sup>th</sup>-12<sup>th</sup> grade starting with the second semester. Work submitted after the due date will result in a maximum grade of 80% for 1 day late and 0% for 2 or more days past the deadline.

##### *6th – 12th graders:*

Work submitted after the due date will result in a maximum grade of 90% for 1 day late, 80% for 2 days, and 0% for 3 or more days past the deadline. All math homework is graded for completion, not accuracy, with the exception of homework that is given for concepts previously taught and assessed AND the grading of homework is announced in advance. NO late homework will be accepted for math. *Students who do not hand in an assignment three times in any subject, in one quarter, will be assigned a detention.*

#### PROGRESS REPORTS, REPORT CARDS & SKILLS REPORT

Students receive a progress report in the middle of each grading period. Report cards go home at the end of each grading period so that parents may be aware of their student's academic progress. Specific dates are listed on the yearly calendar.

#### EXAMS

- Middle school students will take an accumulative 9 weeks test for all core subjects.
- High school students will be required to take exams at the end of each semester.
- High school exams constitute 10% of the semester average.



- Freshman, sophomores, and juniors may qualify for exemption from final exams. They are required to take mid-term exams. 9<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup> grade students must meet the following condition to qualify for this exemption:
  - 4.0 cumulative average in a class for the year. (Average may NOT be rounded).
- Seniors may qualify for exemption from taking mid-term and final exams. They must meet the following condition to qualify for this exemption:
  - 4.0 cumulative average in a class for a given semester (Average may NOT be rounded).

## STANDARDIZED TESTING

Suffolk Christian Academy uses IOWA testing to evaluate student achievement in K5 through tenth grade. This information is used to provide students, parents, and teacher's comparative data to local and national norms. Parents receive a copy of the standardized results with the 4<sup>th</sup> quarter report card in the summer mailing.

**The IOWA** is a norm referenced test administered annually to assess student performance in comparison to national scores and other students enrolled in ACSI accredited schools.

**PSAT- 9<sup>th</sup> and 10<sup>th</sup> grade** students take the Preliminary Scholastic Aptitude Test to provide an indication of national placement in comparison to other students planning on attending college. Students are encouraged to practice in advance using materials provided and accessing the practice tests on [www.collegeboard.com](http://www.collegeboard.com).

**SAT- 11<sup>th</sup> grade** students take the Scholastic Aptitude Test to provide scoring for national placement in comparison to other college seeking students.

**Wood-Cock Johnson** and **Search Scan** are also utilized to evaluate preparedness and academic growth in necessary situations.

## GRADUATION REQUIREMENTS

### *High School Courses of Study [as of Class of 2024]*

The Modified Standard, Standard, and Advanced tracks are designed to prepare students for college. Starting in the 8<sup>th</sup> grade, the required credits for each track may begin to count toward graduation, depending on the course and the level of difficulty.

Subject	Modified Standard	Standard	Advanced
Bible	4	4	4
English	4	4	4
Math <sup>1</sup>	3	3	4
Science <sup>2</sup>	2	3	4
Social Studies <sup>3</sup>	2	4	4
Foreign Language <sup>4</sup>	0	1	3
Economics & Finance	0	1	1
Recommended: Sr. Capstone	0	0-1 (opt)	1 (opt)
P.E. and Health	2	2	2
Electives <sup>5</sup> (must include at least 1 Fine Arts credit and 1 Technical Education credit)	3	4	4
<b>TOTAL REQUIREMENTS</b>	<b>20</b>	<b>27</b>	<b>30-31</b>

#### Note:

1. All math credits must come from the following courses: Algebra I, Geometry, Algebra II, or other courses above the level of Algebra I.
2. All science credits must come from the following courses: Earth Science/Physical Science, Biology, Chemistry, Anatomy
3. All social studies credits must come from the following courses: Geography, World History, U.S. History, U.S. Government
4. Students must have 3 credits from the same foreign language or 4 credits from two foreign languages.
5. Electives may include: computer science, art, yearbook, public speaking, music, SAT prep, foreign languages (after required credits are received), or other electives offered at SCA.
6. Students entering high school on or after August 2013, must complete at least 1 online course prior to graduation.
7. Dual Enrollment courses must be pre-approved by administration in order to be included on student transcripts. See policy on "Honors, Advanced Placement, Dual Enrollment, and Early College Credit."
8. Completion of Community Service (10 hours per year) and one Mission Trip are required.

### *High School Courses of Study [Class of 2023 and prior]*

The Modified Standard, Standard, and Advanced tracks are designed to prepare students for college. Starting in the 8<sup>th</sup> grade, the required credits for each track may begin to count toward graduation, depending on the course and the level of difficulty.

Subject	Modified Standard	Standard	Advanced
Bible	4	4	4
English	4	4	4
Math <sup>1</sup>	3	3	4
Science <sup>2</sup>	2	3	4
Social Studies <sup>3</sup>	2	4	4
Foreign Language <sup>4</sup>	0	0	3
Requirements	0	1	2
Career & Technical Education	0	1	1
Recommended	0	0	1 (opt)
P.E. and Health <sup>5</sup>	1	2	2
Electives	3	6	0
Fine Arts or Practical Arts	1	1	2
<b>TOTAL REQUIREMENTS</b>	<b>20</b>	<b>29</b>	<b>31</b>

Note:

1. All math credits must come from the following courses: Algebra I, Geometry, Algebra II, or other courses above the level of Algebra I.
2. All science credits must come from the following courses: Earth Science/Physical Science, Biology, Chemistry, Anatomy
3. All social studies credits must come from the following courses: World History I, World History II, U.S. History, U.S. Government
4. Students must have 3 credits from the same foreign language or 4 credits from two foreign languages.
5. Students entering high school on or after August 2013, must complete at least 1 online course prior to graduation.
6. Dual Enrollment courses must be pre-approved by administration in order to be included on student transcripts. See policy on "Honors, Advanced Placement, Dual Enrollment, and Early College Credit.

### *Community Service Hours*

Students must complete a minimum of 10 hours of approved community service for each year of high school (9-12) enrollment at Suffolk Christian Academy. Hours served during current year may count for missing hours from previous years, but may NOT be applied to future years.

Volunteer service is defined as work for which a student does not receive school credit or any monetary payment. Service should meet the needs of another person, group, or organization. The extra 10 service hours for BETA Club are separate and do not apply to regular community service hours.

All graduates must complete a total of 40 hours of community service and must be completed prior to graduation. If a student does not fulfill the required amount of community service hours, the student will not be eligible to walk at graduation. **Community service hours are in addition to the mission trip requirement for graduation.**

### *Mission Trip*

All high school students are required to complete one mission trip to be eligible for graduation. If a student does not fulfill the mission trip requirement, the student will not be eligible to walk at graduation. Diploma and transcripts will be released upon completion of this requirement. Only students who enter the academy in their senior year and have not completed the mission trip requirement will be given an alternative mission assignment. This mission assignment will require a minimum of 40 hours of service of an approved local or other mission project.

The mission trip should be 5 days in length (overnight), outside of the local community, benefit the community being serviced and the student should not receive any benefit (may benefit a sports team, club, or organization of which the student is a member). Trips should be presented to the administrator prior to completion to be evaluated on a case-by-case basis.

**A Mission Trip and Community Service Hours Form** is available in the school office. *Please note: Seniors who have not completed mission and community service requirements will not be permitted to attend the Senior Trip.*

### *Valedictorian and Salutatorian Awards*

The Valedictorian and Salutatorian awards are tentatively determined at the end of the first semester of study during the student's senior year, and are finalized at the end of the third nine weeks. The recipients of these awards must have the highest cumulative grade point average (Valedictorian) and second highest cumulative grade point average (Salutatorian) in the senior class, and have been in attendance at Suffolk Christian Academy for at least two full years. In addition to academic achievement, the student must be in good standing regarding completion of all graduation requirements, discipline, biblical morals, and character.

### *HONORS, AP, DE, EC*

Honors and Advanced Placement (AP) courses are offered at the high school level. Students may take honor level courses in Bible, Math, English, History, Science, and advanced course electives.

College credit may be earned through AP courses and are determined by the student's AP exam score which is determined by the College Board.

In recent years, opportunities for DE courses have been increasing for SCA students. Written policies are being developed each year in effort to keep up with these changes. Administration, in conjunction with the guidance department, will use specific guidelines to determine fair and consistent application for including DE classes on a student's official transcript. The following guidelines are used:

- Juniors and Seniors may take Dual Enrollment (DE) courses by:
  - Enrolling in a DE courses offered at SCA
  - Enrolling in DE courses offered at an accredited college/university upon qualifying for the DE program (Note: qualifications and testing are determined by college/university)
- Students are allowed a total of six DE classes to be added to their high school transcript.
- Prior written approval from administration must be given for each of the six DE courses in order for the course to be included on their transcript.
- Once a student has received written approval to take a DE course, the student's grade for the course will be included on their official transcripts regardless of the student's final grade.
- DE classes offered at SCA will take precedence over courses taken on-line or on-site at a college; therefore, these courses will be included on transcripts prior to adding any additional DE classes.
- Currently, the only graduation requirement that may be replaced by a DE course is English 12.
- Dual Enrollment classes will be calculated and reflected on the report card once official transcripts are received from the college.
- Students are responsible to determine if the DE credits earned from each course will transfer to their anticipated college.
- **Please note: Additional costs will be incurred for these courses.**

#### **Honors / AP Courses GPA Weight:**

In high school courses, additional weight will be given for honors and Advanced Placement (AP) courses.

Honors courses + 0.5

AP courses/DE +1.0

#### **Honors Courses Offered**

Honors are offered in 9<sup>th</sup>-12<sup>th</sup> grade in the core subjects: **English; math; science; history; Bible**. Any student enrolled in a core subject may elect to take the honors component of the class. Students participating in honors courses must produce honor's level work. Expectations will be given to students at the beginning of each year.

## STUDENT-TEACHER RATIO

The number of students will not exceed 24 students at any grade level. Generally, kindergarten classes do not exceed 15 and classes in all other grades rarely exceed 20.

## DROP/ADD POLICY

Students may not drop/add courses after two weeks from the first day of class. An exception may be given if the first test of the course has not been given within the two-week period.

## TRANSCRIPTS

### *Transfer and Acceptance of Credits from Accredited Educational Institution*

Suffolk Christian Academy will accept all courses and grade level placement satisfactorily completed in an accredited educational institution. These transcripts or report cards must be mailed directly from the previous educational institution to SCA.

All students must meet the requirements of the State of Virginia to receive a diploma. As scheduling allows, deficiencies are to be made up by each entering student.

When students below ninth grade successfully complete courses offered for credit in grades 9-12, credit shall be counted toward meeting the standard units required for graduation; credit will be given provided the courses are equivalent in content and academic rigor.

IB (International Baccalaureate), Advanced Placement, and Honors course credits will transfer as they relate to our current course offerings and weights. Please note that IB credits will be weighted at Honors level.

\*[Students who are currently enrolled in SCA may take additional courses from an accredited institution with prior approval from administration. Approval must be received prior to enrolling or beginning the course. Approval is based upon the content of the course, method of course instruction, and qualifications of instructor for online, self-study, dual enrollment, summer school, etc. SCA will evaluate and oversee all courses in which our students are taking outside of our instructional program. Acceptance of the credit transfer is at the discretion of the administration. Summative testing will be required].

### *Transfer and Acceptance of Credits from Non-Accredited Schools & Homeschool Programs:*

All transfer credits from Non-Accredited Schools & Homeschool Programs will be accepted as **"pass/fail"** and **will not be calculated** in the student's cumulative GPA.

Students transferring from non-accredited schools receive credits on the basis of evidence, including at least two of the following:

- Course descriptions including time allotment per course
- Results of standardized tests
- Results of objective-referenced tests

\*SCA students may not take courses from a non-accredited source, please see policy above.

Students transferring credits from a homeschool program must provide the following at the time of admission:

- Evidence of written approval to homeschool from the superintendent of a public school district.
- Documentation of student's coursework completion, including all electives & academic subjects with corresponding grades.
- High school transcripts (grades & credits earned), if applicable.
- Standardized test score for most recent school year

### *Requesting a Transcript*

Transcripts for any student in grades 9-12 are available upon request. Official transcript request forms are available in the office. Official transcripts must be requested by and sent directly to the educational institution. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released if the student financial account is not in good standing. Senior mid-term official transcripts are generated and sent to the colleges of interest for each student. Final senior official transcripts are generated and sent upon completion of the school year to the colleges of acceptance for each student.

### ACADEMIC PROBATION

Students must maintain a cumulative grade average of 'C' (2.0) or higher for all subjects (core and elective) and no more than one failing grade during a grading period. Failure to do so will place the student on academic probation. When on probation, students are not permitted to participate in extra-curricular activities, including athletics. Academic eligibility will be evaluated upon release of progress reports and report cards.

The Elementary School Principal will give a written notification to the parents of students in kindergarten through fifth grade who are placed on academic probation. Upper School Principal will give a written notification to the parents of sixth through twelfth grade students who are placed on academic probation and become ineligible to participate in extra-curricular activities. **Students on academic probation will be required to attend teacher help classes in all subjects with a grade average below a C (2.0).** Once the student is performing at or above a 'C' average at progress report or report card, he or she may be permitted to participate in extra-curricular activities.

Students who remain on academic probation for one full semester (two grading periods) will be reviewed by administration, and may be subject to dismissal. Students who return in the fall who are on academic

probation from the previous scholastic year must pass all subjects at the end of the fall semester in order to return for the spring semester. Suffolk Christian Academy administration will advise parents of the student's status in writing.

## PROMOTION & RETENTION GUIDELINES

Elementary students' promotion to the next grade level will be determined by their final report card. Other formal assessments, such as standardized testing, may also prompt a change in a student's placement. Advanced or enrichment classes may be considered, as well as remediation, summer school, or retaking a subject level course.

### Elementary Retention Guidelines

In the elementary grades, a teacher recommendation may suggest that a child be retained in the same grade for the next school year. Factors which influence this decision for retention are maturity, class work, grades, and the results of standard achievement tests. A student will be retained under the following conditions:

- Fails either **math** or **English**, unless the student successfully completes a minimum of 50 hours of remediation over the summer
- Fails a total of three core subjects
- Earns a "D" or below in four or more subjects
- Meets the requirements for promotion, but still is performing below average in reading, English, or math, unless the student completes a 20-hour remediation program over the summer
- Excessive absenteeism (i.e., more than 24 school days) to include absences derived from excessive tardiness

Summer school or remediation requires the instructor and prescribed program of study to be pre-approved by the principal. Arrangements and expenses for summer tutoring are entirely the responsibility of the parents.

### Middle School (Grades 6-8) Retention Guidelines

Middle School students who experience academic struggles may need remediation or to be retained. **At the end of the third quarter, SCA will review student grades to determine if summer school may be necessary.** Parents will be notified of administration's final decision before the end of the school year. A student will be retained under the following conditions:

- Fails three core academic courses



- Fails **two** core academic courses, **unless one or both courses** are successfully completed through summer school or a pre-approved tutorial program; math and English are required to be retaken; **a minimum of 80 hours must be completed per course.**
- Earn a “D” average in Math or English, the student successfully completes 40 hours of tutoring (per course) during the summer in order to prepare for the next level
- Excessive absenteeism (i.e., more than 24 school days) to include absences derived from excessive tardiness

#### Earning Credit:

- Students must earn a “C” or higher in summer remediation or a pre-approved tutorial program in order to receive credit for a course.
- All required coursework hours must be satisfied.
- Upon successful completion of coursework, the student will receive a 70 average for their final grade.

It is the responsibility of the parent to secure the summer school, remediation instruction, or tutoring services that the student is required to take. Before a student begins tutoring or summer course work, ALL work and/or summer courses must be approved by the school administration. All fees and costs associated with tutoring and/or taking a summer course are the responsibility of the parent.

#### **High School Grades 9-12 Retention Guidelines**

In high school, each subject is passed or failed individually. Students earning at least a “C” average (2.0 G.P.A.) in their required core subjects will be promoted to the next grade including graduation. If a subject is failed, no credit is awarded. **At the end of the third quarter, teachers will review student grades to help determine if summer school may be necessary.** Parents will be notified of the final decision before the end of the school year. A course must be successfully completed in an approved summer school program or repeated the following year in order for credit to be awarded. A student will be required to take summer school under the following conditions:

- Fails any required core class (English, Bible, math, history, and science), unless the student successfully completes 80 hours of summer school instruction, or repeats the course at SCA
- Fails any elective class, unless the student repeats the course the following school year

#### Earning Credit:

- Students must earn a “C” or higher in summer remediation or a pre-approved tutorial program in order to receive credit for a course.

- All required coursework hours must be satisfied.
- Upon successful completion of coursework, the student will receive a 70 average for their final grade.

It is the responsibility of the parent to secure the summer school, remediation instruction, or tutoring services that the student is required to take. Before a student begins tutoring or summer course work, ALL work and/or summer courses must be approved by the school administration. All fees and costs associated with tutoring and/or taking a summer course are the responsibility of the parent.

## STUDENT CONDUCT

### CONDUCT EXPECTATIONS

Understanding that our accountability is to God and not to those who may or may not see us, students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are **in school, at school activities, and at non-school activities**, as well as the time they are away from school. A student's behavior, while on campus or off campus, affects the testimony of the school and the philosophical basis for its existence reflected in the mission statement, vision statement, *Parent/Student Handbook*, *Student Pledge*, and the *Statement of Cooperation*.

### Goals

Our goals for student conduct are to teach students personal responsibility and accountability in order to fulfill the commandments to love God and to love one another.

### Actions

Faculty and staff discipline in love and seek areas in which to praise the student. Every effort will be taken to train the student in the way he should go (Proverbs 22:6) so as to honor and glorify God. Disciplinary action is intended to correct the child, and improvement in behavior is expected.

- Suffolk Christian Academy does not use corporal punishment.
- *All disciplinary action is at the discretion of the administration.*

**Kindergarten through Fifth** Teachers use an approved behavior management system which encourages wise choices, but also applies consequences to repeated unwise choices. In some cases, students are referred to administration to assist in the discipline process. Repeated offenses may result in an in- school or out-of-school suspension. *Administration uses the upper*

*school demerit system as a general guide for consequences of more severe behavior. Any physical or verbal threats, regardless of age, will result in an in-school suspension (ISS).* An **Elementary Student Disciplinary Action** form will be completed to document student conduct concerns for elementary students.

### **Sixth through Twelfth**

A demerit system provides a guide for appropriate disciplinary action. While disciplinary action normally follows a progressive path that increases in severity, the gravity of an offense may warrant immediate suspension or dismissal. Upper School students will be notified of demerits in person. ***All demerits issued are approved by the principal for violations of classroom and handbook rules prior to entering into FACTS and notifying parents by email.*** More serious infractions may include a request for a conference.

## **RESTORATIVE APPROACHES**

**Three demerits** result in one detention from 3:05 pm to 4:05 pm on a day to be determined by the administration. A student who receives a 4<sup>th</sup> and 5<sup>th</sup> demerit will receive one detention each time. Students receiving a 6<sup>th</sup> demerit will receive additional consequences up to and including an ISS.

### *Actions Resulting in Demerits*

The following offenses may result in the assignment of one demerit.

- Repeated violations of classroom or school rules
- Mild disrespect toward teacher, school staff, or another student
- Mild rebelliousness or disobedience
- Disruption of class or activity (excessive talking or silliness or interrupting after a verbal warning)
- Behavior deemed inappropriate by the teacher
- Chewing gum in class
- Dress code violation

### *Actions Resulting in Detentions*

The following offenses will result in the assignment of three demerits and an automatic detention.

- Use of mild physical force
- Public displays of affection (PDA) (see section below on student relations)
- Blatant disrespect toward God, teacher, school staff, or another student
- Blatant rebelliousness or willful disobedience.
- First Offense of plagiarism or cheating (see full policy)

- Failure to turn in cell phones upon arrival to school
- Use of electronic device during school hours (cell phones, pagers, MP3, hand-held games, non-academic computer games, streaming, any use of devices or games that are unauthorized, etc.)
- Profanity, vulgarity, or racial comments
- Obscene body language or gestures
- Wearing nose or facial piercing – student must remove piercing permanently and serve a detention
- Intentional misuse of school or church property
- A repeated offense after the first detention will immediately result in another detention

#### *Actions Resulting in ISS or strict consequences*

- Defacing or damaging school or church property; Vandalism
- Fighting or excessive physical force
- Harassment, bullying, or racial discrimination (see full policy)
- Threatening student or the academy through verbal, written, or other direct or indirect means
- Lying or stealing
- Second offense of plagiarism or cheating (see full policy)
- Truancy (skipping class)
- Leaving school property without permission
- Sexual innuendos
- Moral misconduct
- The misuse of any prescribed drug
- Students in person possession of prescription or over the counter medication
- Use of a toy gun or hand gestures of a gun with malicious intent
- Other flagrant offense that is inconsistent with the climate in the school
- Inappropriate use of social media
- Repeated offenses for behaviors resulting in multiple detentions (Three detentions = ISS)

#### *Actions Resulting in OSS or Expulsion*

- Repeated offense of an ISS
- Repeated harassment, bullying, or racial discrimination (see full policy)
- Third offense of plagiarism or cheating (see full policy)
- Receiving a permanent tattoo. Any additional tattoos will result in dismissal.
- Assaulting a teacher, staff member, or student
- Possession, consumption, supplying or selling of alcohol

- Possession, consumption, supplying or selling of tobacco, including vape container and/or liquid contents
- Possession, consumption, supplying or selling of illegal drugs
- Repeat offense for a student in person possession of prescription or over the counter medication
- Possession of a knife or weapon and/or use in a threatening or dangerous manner
- Possession, transfer, sale, or discharge of any gun (including starter gun or pellet gun), firearm, or any other explosive device of any type (live ammunition with gun powder), whether loaded or unloaded, on school property or at any school-sponsored event
- Failure of parents to cooperate with the school in the discipline of their children or school's policies and procedures

## DESCRIPTION OF CONSEQUENCES

### **After School Detention 3:05 p.m. – 4:05 p.m.**

Students assigned a detention are prohibited that day from participating in all after-school activities until the detention has been served. Students who participate in clubs and athletes are expected to be models of good character and must remain in good standing with the administration. Students, who have been afforded due process in accordance with the student handbook, may be suspended or removed from the team for persistent or severe disciplinary problems only at the discretion of the headmaster. Duties fulfilled during after school detention could include copying of text, completion of missing assignments, physical work-related activities, or a targeted scriptural/inspirational research assignment specific to conquering the behavior that warranted the detention.

***\*If a student fails to serve a detention as scheduled, the next demerit will be issued, the original detention will be rescheduled, and the next-level detention or ISS will also be scheduled.***

### **In-School Suspension (ISS) 8:05 a.m. – 3:05 p.m.**

An in-school suspension is a full school day of staff-supervised time. Students placed in In-School Suspension (ISS) will report to the administrative office at the beginning of the school day. The student's work such as assignments, quizzes and tests will be collected from the teachers and completed during the day. Students will be held accountable for turning in all work, including quizzes and tests; however, students will only receive partial credit for their completed work (50%).

Failure to honor this will be considered a breach of student responsibility and subject to further administrative review. Students placed in ISS are prohibited from participation in all school activities for that day, including extracurricular activities. **An ISS fee of \$100 will be added to the student's account.**

### **Out-of-school Suspension (OSS)**

Students placed in OSS are prohibited from participation in all school activities for that day, including extracurricular activities. Further discipline may be instated by activities leaders (club leaders, coaches, etc.). Students will not receive credit for any work missed during their day/s of OSS.

### **Expulsion**

A student may be dismissed from school if he/she is out of harmony with the school's policy. Re-enrollment may be considered after one year from the date of expulsion. Expelled students may not attend school sponsored events.

### **Restitution**

It is the responsibility of the student to pay for any damage caused by the student to school, church, or personal property.

## **DISCIPLINARY PROBATION**

In some instances, a student may be placed on disciplinary probation in order to prevent dismissal from school and to create an incentive for behavioral and spiritual reform. Disciplinary probation is instituted at the discretion of administration for reasons such as: habitual disciplinary offenses of any type, repeated offenses that have resulted in ISS, and a persistent attitude of rebellion or non-compliance. Parents and students will be notified of the terms and duration of the probation and that violation of those terms may lead to dismissal.

## **DRESS CODE**

### *General Guidelines PreK-12<sup>th</sup>*

Dress code guidelines promote neatness and modesty, and it is designed to be practical for the range of activities of the school day. Some dress code guidelines allow students to be easily identified with their school both on and off campus. Spirit gear and uniform dress code helps students gain a sense of belonging to the school and consequently increases their school spirit and pride for their school.

### *Student Appearance Notes*

Students' bodies grow quickly. *Be prepared to purchase larger clothes as they grow.* This allows them to be comfortable, move safely, and not be self-conscious in their apparel.

*Cleanliness and good grooming habits* are necessary and expected. Students should come to school clean: clean clothes, hair combed, teeth brushed, etc.

A demerit may be issued for dress code violations. *Parent may be called to bring a change of clothing if apparel is considered inappropriate (such as a shirt or a skirt that is too tight, short, or soiled)*. Decisions are at administrative discretion.

**[See Appendix H for dress code examples]**

#### *PreK-8th Dress Code Uniform Attire*

Parents may shop at any store or online vendor to purchase school uniform attire. For plaid jumpers and skirts, it is highly recommended to purchase these items from Land's End. The reason for this recommendation is because the length/size of these items tend to be an adequate fit for the duration of the school year. School spirit gear is available in the school office on both campuses.

#### **Accessories:**

- Hats or caps are to be worn outside the building only.
- Earrings on boys are prohibited. Girls may wear earrings in lobes only. Other piercings are not allowed (includes face, nose, eyebrows and bellybuttons). No gauges, cuffs, bars, or chains allowed.
- Distracting, offensive, or extreme jewelry is prohibited (example, spikes).
- A belt will be required on any pant, short, or skirt that does not fit securely on the student.

#### **Body Art:**

- No permanent or temporary tattoos (wet transfer, henna art, or ink drawn) are allowed at any time while enrolled as a student at SCA.
- Existing tattoos prior to initial enrollment must be covered at all times.

#### **Hair:**

- Extreme hair styles or unnatural hair dye colors are not allowed. No Mohawks. Spiked or curly hair should be no more than 2" in height.
- Boy's haircuts should not extend below the earlobe, collar, or eyebrows and must not be fastened by clips or bands.

#### **Shoes:**

- Safe, sturdy, and clean shoes for school environment. No flip flops, casual beach shoes, heelies or shoes with flashing lights of any kind.

- Pre-K – 5<sup>th</sup> graders may not wear stacked heels/boots over 1 inch, sling backs, clogs, or open toe shoes. These shoes are considered a safety hazard and are **NOT permitted for elementary students**.
- 6<sup>th</sup>-8<sup>th</sup> graders may wear sling backs with a strap, clogs with a strap, and open-toed shoes with back straps, and heels that are no higher than 2 inches.
- All students are required to wear socks with athletic shoes (with non-skid soles) while participating in physical education classes.

#### Socks:

- Pre-K – 5<sup>th</sup> graders may wear any solid color sock; girls may wear stockings or no-show hosiery with shoes.
- 6<sup>th</sup>-8<sup>th</sup> graders may wear patterned socks.

#### Outerwear:

- SCA Spirit Wear shirts and SCA hoodies may be worn every day.
- Jean jackets without any tears may be worn in the classroom any day.
- Thick coats worn outside of classrooms.

#### Basic Daily Code:

##### Clothing – Girls'

- Solid polo and oxford shirts, turtlenecks, Peter Pan blouse –long/short sleeve, sweatshirt, sweater, sweater vest (with collared oxford/polo underneath).
- Land's End brand **RECOMMENDED** for plaid jumpers and skirts.
- Chino or corduroy pants, skort, shorts (black, khaki, navy, grey) NO cargo style or skinny cut pants allowed. Please be sure pants are straight cut and NOT fitted.
- Solid A-line or pleated skirt, jumper (black, khaki, navy, grey); no pencil skirts.
- Solid color, footed stockings, and leggings may be worn under appropriate length skirt or dress.
- NO jeggings allowed.
- SCA Spirit Wear shirts and SCA hoodies may be worn every day.
- No writing or logos larger than 3" x 3" are permitted on shirt/tops.
- Shorts, skirts, and jumpers should must be **no shorter than 2-3 inches above the top of the kneecap**.

##### Clothing –Boys'

- Solid polo shirts, turtlenecks, Oxford shirts-long or short sleeve (any solid color), sweatshirt/sweater/sweater vest (with collared oxford/polo underneath).
- Chino or corduroy pants, shorts (black, khaki, navy, grey).
- NO cargo style or skinny cut pants allowed.



- SCA Spirit Wear shirts and SCA hoodies may be worn every day.
- No writing or logos larger than 3" x 3" are permitted on shirt/tops.
- Shorts must be **no shorter than 2-3 inches above the top of the kneecap.**

**Shorts may be worn up to Thanksgiving break and as of March 1<sup>st</sup> of each year.**

### *High School Dress Code (9<sup>th</sup>-12<sup>th</sup>)*

The SCA high school student dress code is designed to create an atmosphere that is conducive to sound educational practices and mature grooming. At all times, Upper School students are to be neat, clean, modest and professional in appearance. Our moderation and humility in dress – as part of our behavior – is intended to bring glory to God. All dress code policies relating to modesty extend to all school activities in which students participate or attend (sports practices, games, spectatorship, plays, ceremonies, field trips, retreats, community service activities, etc.)

Students are to respectfully comply with guidelines in order to maximize efficiency, minimize confusion, demonstrate responsibility, and most importantly cultivate a positive heart attitude for authority within SCA and later, within an organization or workplace.

### **Accessories:**

- Hats or caps are to be worn outside the building only.
- Earrings on boys are prohibited. Women may wear earrings in lobes only. Other piercings are not allowed (includes face, nose, eyebrows and bellybuttons). No gauges, cuffs, bars, or chains allowed.
- Distracting, offensive, or extreme jewelry is prohibited (example, spikes).
- A belt will be required on any pant, short, or skirt that does not fit securely on the student.

### **Body Art:**

- No permanent or temporary tattoos (wet transfer, henna art, or ink drawn) are allowed at any time while enrolled as a student at SCA.
- Existing tattoos prior to initial enrollment must be covered at all times.

### **Hair:**

- Extreme hair styles or unnatural hair dye colors are not allowed. No Mohawks. Spiked or curly hair should be no more than 2" in height.
- Boy's haircuts should not extend below the earlobe, collar, or eyebrows and must not be fastened by clips or bands.

- 9<sup>th</sup>-12<sup>th</sup> grade students may not wear facial hair. Boys should be neatly shaven daily.

#### Shoes:

- Safe, sturdy, and clean shoes for school environment.
- No flip flops, casual beach shoes, heelies or shoes with flashing lights of any kind.
- Heels/boots may not exceed 3 inches in height.
- All students are required to wear socks with athletic shoes (with non-skid soles) while participating in physical education classes.

#### Outerwear:

- SCA Spirit Wear shirts and SCA hoodies may be worn every day.
- Jean jackets without any tears may be worn in the classroom any day.
- Thick coats worn outside of classrooms.

#### Basic Daily Code:

**Girls** are to wear dresses, skirts, dress slacks, khakis, and capris/pants & dress shirts, polo shirts, and dressy/casual tops. **No ripped or torn clothing.**

- Loose-legged dress slacks or chino-similar pants/shorts of any color.
- Girls wearing pants that are not loose-fitting should wear tops untucked and long enough to at least modestly reach their fingers while arms are at their sides.
- Shorts or skirts should be close to the knee (within about 2 or 3").
- Loose tops/dresses that, even with arms raised, cover shoulders, cleavage, waist, and thighs.
- Colored shirts of any color or pattern, without pictures or words.
- Must wear shirts that cover shoulders. Cap sleeves are permissible. Tank tops should be covered by a sleeved shirt or sweater. No see-through material on bodice of shirts/tops/blouses.

**Boys** should wear slacks or shorts with dress shirts or polo shirts. **No ripped or torn clothing.**

- Shorts should be close to the knee (within about 2 or 3").
- Colored shirts of any color or pattern, without pictures or words.
- Must wear shirts that cover shoulders. Cap sleeves are permissible. Tank tops should be covered by a sleeved shirt or sweater. No see-through material on bodice of shirts/tops.

**Shorts may be worn up to Thanksgiving break and as of March 1<sup>st</sup> of each year.**

**If a student questions whether something is appropriate to wear, he/she should not wear it.**

### *Physical Education Uniforms-6<sup>th</sup>-10<sup>th</sup>*

Students in 6<sup>th</sup>-10<sup>th</sup> grade that participate in P.E. will be required to dress out for class. Students must purchase a school PE uniform through the designated vendor. Length of PE shorts must adhere to dress code (i.e., no shorter than 3 inches above top of kneecap). Athletic shoes and socks are required.

**Failure to dress out for P.E. class will result in a lower daily grade.**

### *Casual days (Pre-K-12)*

- The first Monday of each month, all students may participate in CASUAL day dress for a \$20 fee for the school year.
- Students will be permitted to wear casual/athletic pants, jeans, shorts and t-shirts on these days.
- **Non-SCA hoodies may be worn on casual days.**
- Students must comply with all general dress code guidelines on casual days.
- **Modesty is expected at ALL times.**
- T-shirts and pants should be in good repair and appropriate in size and fit (sweatpants, joggers, athletic shorts/pants, jeans).
- T-shirts and hoodies must have sleeves and may have designs of a positive message/graphic. Christian and positive, sport related messages are recommended. Messages on t-shirts or hoodies should not contain inappropriate language, graphics, music groups, nor scary or frightening graphics, such as skeletons.
- Hats may only be worn on a designated hat day.

### *Dress for Major Social Events*

Appropriate dress is required for all major social events. **NO exceptions**. All formal dresses must be pre-approved by administration\*. **SCA students, guests, and homeschool athletes must adhere to the following guidelines:**

**Athletic Banquet** is considered semi-formal and dress should follow school dress code. Bodices must be modest; straight front is recommended, no deep sweetheart necklines. No spaghetti straps and shoulders must be covered. No strapless dresses are allowed for these events. Backs must be near one's shoulder blades and modest from all angles. Skirt lengths and/or vents (slits) must be no higher than two to three inches above the knee. No flesh-colored material may be across the waist, chest or back area. Gentlemen should wear dress slacks, collared shirts, and ties.

**Dances** are considered formal\*. Bodices must be modest; straight front is recommended, no deep sweetheart necklines. Backs must be near one's shoulder blades and modest from all angles. Skirt lengths

and/or vents (slits) must be no higher than three inches above the knee. No flesh-colored material may be across the waist, chest or back area. Gentlemen should wear jackets, dress slacks, and ties.

**Homecoming Court** is considered formal\*. Ladies elected to represent the school should choose a full-length dress that also meets the dance dress guidelines. Gentlemen should wear suits and ties.

#### *Dress for Other School Activities & Functions*

**Field Trips** Elementary students should always wear cobalt blue t-shirts with logo and khaki pants, shorts, skirts for field trips.

**Extra-Curricular Events** Spectators at extra-curricular events such as sporting events, award ceremonies, plays, and PTF meetings should be mindful of the school modesty standards. Students are expected to wear shirts with sleeves and shorts or skirts that are at least 2-3" from the knee at all school functions.

**Field Day** Students are expected to wear shirts with sleeves and shorts that are in accordance with dress code standards.

#### *Dress Code Violations: PreK-12th*

**Dress code will be checked upon arrival each day.** A grace period of three days will be granted at the beginning of the school year while students adjust to dress code expectations. During that period, teachers/administration will notify parents of any violations so that the problems can be corrected. Beyond the three-day grace period, an infraction (preschool – 5<sup>th</sup>) or a demerit (6 - 12<sup>th</sup>) will be issued.

Note: Students with extremely concerning attire will be required to change clothes even if it is the first offense. **\*Dress code infractions are cumulative throughout the school year and do not reset each quarter.**

## TECHNOLOGY

Suffolk Christian Academy encourages the use of technology in the classroom when it serves to enhance the educational environment. SCA will provide devices when students are required to use technology during the school day. Students may bring personal devices from home to use for educational purposes, only as authorized by faculty and administration; however, Suffolk Christian Academy does not assume responsibility for students' personal technology devices. Refer to the Internet Acceptable Use Policy for proper online conduct.

## CELL PHONES & ELECTRONIC DEVICES (UPPER SCHOOL)

During school hours, all cell phones and electronic devices (e.g., iPod, MP3, cameras, etc.) are to be turned in during Upper School morning assembly or the main office, if arriving late to school. Cell phones and electronic devices may only be used after school outside of the building. Computers and tablets may be

used as appropriate for academic, classroom purposes. Appropriate discipline will result if students do not follow the policy, and parents will be required to pick up the electronic device from an administrator. Repeat offenses will result in additional consequences.

### SOCIAL & SOCIAL MEDIA BEHAVIOR (ON & OFF CAMPUS)

Students of Suffolk Christian Academy represent their school, their parents, and their Lord at all times. Therefore, there are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action, including expulsion, *even if the event occurred away from school*:

- ***Any moral code misconduct that becomes public knowledge through public displays or social websites (i.e., sexual immorality or pornography, profanity, stealing or shoplifting, unethical off campus behavior, vandalism, inappropriate and immodest dress at school functions, shameful behavior, malicious prank).***
- Involvement with the occult or gang involvement.
- Inappropriate use of social media on any electronic device (personal or school), to include inappropriate online behaviors, as identified by the administration (for example, but not limited to, ***social networking – Facebook, Twitter, Instagram, emails, text messaging and similar activities***)

### DIGNITY & RESPECT

Students are expected to be courteous and respectful in all situations before, during, and after school. Unkind and derogatory remarks, sassing authority figures or other students, willful disobedience, willful damage to property or horseplay are considered forms of disrespect. Adults should be addressed using the proper title (Mr., Mrs., Miss, and Dr.). No SCA staff or administration should be called by their first name or “nickname” during school hours. Likewise, students should expect to be treated with respect and courtesy by faculty, staff, and fellow students.

### PLAGIARISM & CHEATING

Cheating is defined as the unauthorized receiving or giving of information to complete an assignment (regardless of the amount of information involved and regardless of the weight of the assignment on the academic class grade). It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Cheating involves components of both stealing and lying.

**Mid-terms & Finals:** Cheating on a mid-term or final exam will result in an automatic grade of zero for the exam, regardless of whether or not it is the student's first offense.

### **First Offense**

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment/test and a detention will be issued.
- If the student holds any sort of leadership position in a class, club, or athletic team, he or she may lose his position. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
- Cheating, in any form, properly established, may make the student ineligible for all academic honors or awards in the class in which the actual offense occurred.

### **Second Offense**

- The student will receive a zero on the assignment/test and an in-school suspension will be issued.
- A conference with parent, student, teacher, and administrator will be held.

### **Third Offense**

- A third offense will result in dismissal.

**Repeated offenses or patterns of cheating over adjacent academic years may result in dismissal.**

### **Examples of cheating include:**

- Cheating on an assignment (homework) is the inappropriate copying of another student's work.
- Cheating on a classroom test includes the use or possession of cheat notes or comparable material on a quiz, test, or major exam (includes a verbal exchange between students, looking on another student's paper, offering his own to another student, or obtaining and passing advance copies of test items/information.
- Cheating on a project involves students/individuals sharing information on an assignment or project for which specific instructions have been given to receive no help from any other source than those approved by the teacher.
- Plagiarism is a form of cheating. It may include knowingly repeating another's sentences, adopting a particular phrase, or expressing someone else's line of thinking in the development of a thesis as though it were the student's own.

## **TRANSPORTATION**

Transportation may be provided to and from school, fieldtrips, special events, and athletic events. Students are expected to abide by the following rules:

- While riding on a school vehicle, children must be seated at all times.
- Place bags under seat or on lap.
- Keep the aisle of the bus clear at all times.
- Always keep your head, arms, and hands inside the bus.
- Never throw objects inside or outside the bus.
- Students shall talk in a low voice. No screaming or yelling is permitted.
- All other school rules apply while riding the bus and participating in extra-curricular activities.

## STUDENT DRIVERS

Driving a car to and from school is considered to be a privilege. A ten-mile per hour speed limit must be maintained when driving on school property. Students must observe the traffic pattern before and after school. Students are not to play loud or inappropriate music on school property.

Automobiles are to be used only for transportation to and from school. During the day, students will not be allowed to go to their cars unless they have permission from the administration; therefore, all personal items should be kept in their lockers. When arriving at school, students are not to remain in their cars or leave the campus, but are to enter the building immediately.

For activities or athletic events held away from the school, students must ride the bus, unless official permission has been given.

1. Students must have a valid permit to drive to school. A copy must be kept in the school office, including registration and insurance card.
2. Students will park in the "student parking" spaces designated by the administration and will remain parked until the end of the school day. Students must receive permission to go to their vehicle during the school day, even if they have forgotten an item needed for the school day.
3. No other students are to be transported by the student driver unless written parental permission for both the driver and passenger has been given in advance to the school office.
4. If a student's driving privilege is revoked by the school, the student is expected to use alternate transportation to school, other than his/her vehicle.
5. Students of the opposite sex are not permitted to ride together without parent permission.

**Violation of automobile policies may result in loss of driving privileges for a short period of time up to and including the remainder of the school year.**

## STUDENT RELATIONSHIPS

Wholesome friendships are encouraged between boys and girls. Suffolk Christian Academy desires to maintain a high standard in moral and sexual purity among its student body and encourages each student to be an example of sexual purity to others. Discernment is expected regarding the social context. For example, a hug offering congratulations or condolence is welcome, but kissing and other forms of

affectionate contact are not deemed appropriate during school or at any school activity or event. In its desire to provide a learning environment for all students that is both safe and spiritually wholesome, Suffolk Christian Academy does not allow public display of affection (PDA) among students during school or school sponsored activities and/or at any time while on campus. Public display of affection is defined as physical contact between students, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. Suffolk Christian Academy will not condone or tolerate any act or display of homosexuality or bi-sexuality.

Students who willfully violate these guidelines will be subject to disciplinary action. Sexual relationships, a marital engagement, or pregnancy of a student is not permitted during a student's time of enrollment. All students involved are subject to discipline, up to and including dismissal.

## BULLYING

One of our primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community – so that all of our students can focus on their work and do their best. In order to achieve this goal, we must acknowledge that bullying sometimes occurs within our community and that is harmful to everyone involved – perpetrators, bystanders, and victims alike.

We have outlined characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander.
- “Hit lists” via e-mail or other methods of communication naming specific students and/or teachers.
- Changing other people's e-mail or personal profiles.



SCA takes seriously any report of bullying behavior. By nature, bullying can be difficult to prove; therefore, teachers, parents, and students need to be vigilant and mindful of social behavior and interactions at all times. Reporting and documentation are key to prevention. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or school functions) depending on the frequency and severity of the behavior.

## VERBAL THREATS

Threats of any type are forbidden. This includes verbal or nonverbal threats or actions that are harmful, derogatory or sexual nature against teachers, students, the school or school-sponsored events. This also includes social media and threatening actions taken against other students, teachers, or administration during after-school hours. Students engaging in such threats will receive an in-school suspension or be subject to dismissal at the discretion of administration.

## DRUG TESTING

Today, the temptation for students to experiment with drugs and other illegal substances is real and will be taken very seriously. At times, evidence of use may be seen in the classroom, at extra-curricular activities, or during time at home. To this end, should a student be suspected to be involved with the use of illegal drugs, the administration will meet with the parents and/or guardians.

If warranted, the administration will ask that the student be drug tested as part of a recommended course of action in determining the extent of their drug involvement. Drug testing must be administered by a professional lab. This testing will be at the parent's expense and the school must be furnished an original copy of the results directly from the lab. Failure to comply with this request will result in the student being dismissed from school.

## STUDENT LIFE

### LOWER SCHOOL HOMEROOM

Each morning, all SCA Lower School students will arrive to school and report directly to their homeroom teachers. During this time, teachers will take attendance, lunch count, and check for proper dress code. Special announcements and birthday acknowledgements will be given during chapels each Wednesday.

## UPPER SCHOOL MORNING ASSEMBLY

Each morning, all SCA Upper School students will join together for morning assembly in the gymnasium from 8:05-8:10 a.m. During this time, students will be given any special announcements, birthday acknowledgements, and will participate in the reading of scripture and prayer. The school day will begin at 8:05 a.m.; therefore, any students arriving to morning assembly after 8:05 a.m. will be considered tardy for school. Designated faculty will take attendance, secure cell phones, and check for proper dress code during this time.

## LUNCHES

Students may bring a lunch from home or purchase a lunch and milk from the school. Only student is 7<sup>th</sup>-12<sup>th</sup> grade may use microwaves to heat up lunch. Parents will receive a periodic statement of lunch purchases and remaining credits or deficits on their lunch account. Lunch accounts must be kept current. Student lunch accounts may be pre-paid through the Family FACTS Portal, or parents may pay balances on FACTS upon receipt of the weekly email regarding new lunch charges. If a lunch account is not paid in a timely fashion, a student may have lunch buying privileges suspended until the account is brought into good standing. All late fees will apply to deficit amounts.

## MID-MORNING SNACK

### *Preschool:*

Preschool students are provided a nutritional snack each day as part of school tuition.

### *Lower School:*

Parents of students in grades K-6<sup>th</sup> should provide their child with a daily snack. Since snacks are eaten in the classroom, it is important the parent provide a nourishing, low-sugar snack capable of sustaining the student until lunchtime with minimal cleanup so the student can continue with class in a timely manner. Fruits, vegetables, crackers, and cheese are good snack ideas. **Foods such as candy and chocolate are not permitted for snack.** The parent should not include a drink other than water (no colored, flavored water) with the snack. **No color dye flavor packs allowed.** Carbonated drinks and glass containers are not permitted during snack or lunch.

### *Upper School:*

Students will be eating a brief, mid-morning snack in class so it is imperative for students to bring a simple, quick, and dry snack that can be eaten in the classroom. Water will be the only drink allowed during snack. Students may also purchase snacks from the Student Government Association's (SGA) snack cart.

## LOST AND FOUND

Personal items which are found will be placed in lost and found containers located in the school office.

Parents should check these containers promptly upon discovering that an item has been lost. At the end of each semester, unclaimed items may be donated to a mission or other charity.

## FIELD TRIPS

Field trips are scheduled periodically to supplement classroom instruction, which help to achieve specific learning objectives. All field trips are considered a regular school day and students are required to attend.

Field trip attendance and activities will be used as a graded assignment. Students must observe school rules and wear school uniforms for all school-sponsored events. Unless otherwise noted, lower school students will wear cobalt shirts with school logo and khaki pants/skirts, etc. for field trips. A **Field Trip Permission Form** go home with advance notice for parents. All students must ride the bus to the field trip location. Chaperones of field trips should refer to the VOLUNTEER section for specific requirements. Only volunteers with background checks will be allowed to ride the bus, attend, or meet at the field trip location.

## ACADEMIC SOCIETIES

### *National Beta Club*

Potential members of the National Beta Club must meet high standards of leadership, service, character, and scholarship requirements. Leadership is based on a student's participation in church, community, school activities, or by election to a school leadership office. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Inductions will only be held in the first semester of the school year. Students must have completed a full year of school at Suffolk Christian Academy. New students, who meet the academy's criterion, may be able to transfer membership from their previous honor society.

## STUDENT GOVERNMENT

### *Student Council Organization (SCO)*

The purpose of this organization is to: Work together to present ideas to peers and staff members. Expectations of this organization is minimal. SCO meetings serve as training in the voting process format prior to reaching age eligibility for Student Government Association.

Membership is determined by an election of officers and class representatives to be held by upper elementary students (third-fifth grade students). Membership will be afforded to students who meet and maintain the following requirements during the school year:

- An overall "C" average with no failing grades
- An acceptable behavior record

- No current academic or disciplinary probation

Failure to maintain these requirements during the course of office will result in temporary suspension of office for one quarter.

### *Student Government Association (SGA)*

The purpose of this organization is to:

- Instruct in an applicable way the order and purpose of government and the fashion that God has established for man to carry out social business
- Promote student leadership and participation in school affairs
- Promote school spirit and a sense of unity among the student body
- Organize and execute school-sponsored events
- Provide a voice for the middle and high school student body to the school administration

Membership in this organization shall be by an election of officers and class representatives to be held by the middle and high school student bodies each year. Membership will only be afforded to the students who meet the following eligibility requirements during the current school year:

- An overall "C" average with no failing grades
- An acceptable behavior record
- No current academic or disciplinary probation

Failure to maintain these requirements during the course of office will result in temporary suspension of office for one quarter. Additional guidelines are described in the Student Government Association Constitution.

### SENIOR CLASS KEY INFORMATION

Senior year is a vital and activity-filled year for students and their families. Communication between the academy and students/parents is important during this transitional year. Parents and students must meet with the Guidance Counselor prior to the start of school in order to finalize graduation requirements. Senior advisors are responsible to communicate all events and special programs specific to the senior class. Parents are responsible for reading all correspondence, including handbook, and attending all senior class/parent meetings throughout the year. Below is a listing of some key items students and parents need to be aware of for a smooth year and completion of senior year:

- Guidance meeting regarding completion of graduation requirements prior to start of school
- Fulfillment of 40 hours of Community Service prior to graduation (10 hours for each year in attendance at SCA)
- Fulfillment of Mission Trip prior to graduation

- Complete and order all senior items on time, such as Cap & Gown and Graduation Announcements
- Complete all forms and submissions requested from senior advisor in a prompt manner, such as senior information sheet, yearbook submissions for senior pages or private ad, homecoming information sheet, pictures for yearbook and graduation slide show, senior trip forms, insurance information and timely deposits, etc.
- Complete and submit all guidance request forms for sending transcripts to colleges or scholarship applications in a timely manner
- Attend meetings regarding Senior Trip; actively participate in Senior Trip fundraisers
- Attend Senior breakfast for families and student
- Seniors are required to share their testimony or a special scripture message during chapel this year
- Parents and students must bring specific inquiries and concerns to the guidance counselor, class sponsor, the principal, and the headmaster. Discussions and complaints with other students, alumni, or parents within the senior class is not productive, may not provide accurate information, nor will it provide resolution for the student.
- Students who blatantly disregard school rules and handbook policy repeatedly during their senior year or who decide to get a permanent tattoo right before graduation will not be allowed to walk at graduation.
- Graduation fees must be paid by January 31<sup>st</sup>
- ALL tuition, fees, and lunch balances must be paid in full prior to graduation in order to be able to walk at graduation and receive your diploma.
- *Please note: this list is not an exhaustive list*

## SENIOR PRIVILEGES

### *Off-Campus Lunches*

Seniors may be given the privilege to have lunch off campus provided they return on time for their next class. The administration reserves the right to allow or deny this privilege throughout the year depending on the student's attendance, prompt return, academic standing and behavior record. While off campus, the student is still expected to conduct themselves as a representative of the school. All school rules apply. Seniors are not permitted to take underclassman to lunch or to bring lunch back to underclassman. Students are expected to return to class on time. Any accumulated tardy demerits due to off campus lunch trips may result in the privilege being denied for a period of time.

### *SENIOR TRIP*

The purpose of the Senior Trip is for students to celebrate their accomplishments and journey as a class. It is a voluntary trip that is led by the senior class sponsor. The senior trip is scheduled over the second half of Easter break. The students are encouraged to collaborate on decision-making regarding the trip

destination and activities; however, the class sponsor has the authority to be the final decision-maker for all decisions concerning the Senior Trip. Due to the fact the trip is out of town for an extended period and requires additional funds from parent/student, parents have a vested interest in the fundraising, preparation, organization, and decisions made concerning this trip. Special meetings will be held periodically throughout the year to communicate information to parents/students and to serve as a forum for addressing parent inquiries/concerns. This trip is for the senior class. It is not intended to be a family trip. Chaperones will be secured from staff members prior to seeking necessary parent chaperones. Staff members are trained on policy concerning student conduct, dress code, discipline, safety, crisis management, and ultimately answer to administration for these policies being followed while supervising our students on the trip. Parent chaperones who are chosen to attend the trip must have a background check and must understand that they are agreeing to adhere to the same standards of our staff and that, while on the trip, the senior class sponsor is ultimately in charge of the trip and students, including the chaperones own children. ***The Senior Trip is a privilege, not a right.*** Students will not be permitted to attend this trip if community service and mission requirements have not been met prior to the trip **and/or** if the student's behavior/conduct has been formally documented as inconsistent with school policy, a cooperative attitude, and age-appropriate maturity. In the unfortunate circumstance that a senior is not permitted to attend the trip due to unfulfilled graduation requirements or inappropriate conduct/behavior, all non-refundable costs incurred for the trip will not be reimbursed to the student or parent.

All fundraising is conducted to ease the expense for families and the class sponsor and to encourage all seniors to participate in the trip. The senior class sponsor is responsible to monitor and set up no fewer than two external fundraising initiatives. The sponsor is responsible for properly handling and accounting for the funds; however, the sponsor is not responsible for the outcome/success of the fundraiser. Additionally, the sponsor is not responsible for ensuring that each student raises the full amount to cover the cost of the trip. The policies concerning fundraising are intended to protect the senior class as a whole and to provide fair policies for all of the families. The reality is that often costs are incurred as a group when decisions are made; therefore, any changes in participation over time will affect the cost for all involved. Fundraising for the Senior Trip will be handled as follows:

- All internal fundraisers will go to the class as a whole and may be utilized to cover common expenses, such as lodging, transportation, and food. Administration reserves the right to reallocate the proceeds from the internal fundraisers in the event that a senior trip does not take place.
- All external fundraisers may be accounted for on an individual basis if the class votes to do so; however, funds that are raised for the purpose of the senior trip will NOT be reimbursed to students who raise over and above their trip expense. Personal deposits or any money provided directly from the student or family that result in overages WILL be reimbursed. In such instances, the senior

sponsor will make decisions for the surplus. If there is no apparent need for the funds to be reallocated, the funds will be gifted to the upcoming senior class for their senior trip.

- All funds raised for the trip, excluding personal deposits or contributions, will be forfeit and reallocated if the student decides to withdraw from the trip on their own accord.
- All funds raised for the trip, excluding personal deposits or contributions, will be forfeit and reallocated in instances where administration determines the student does not meet the requirements (listed above) to attend the trip.
- Personal deposits or contributions will NOT be reimbursed if those funds are necessary to cover any costs incurred by the school as a result of the student's original intent to participate, missed withdrawal deadlines, or when such reimbursement is detrimental to the class trip as a whole.
- The school deems it a reasonable expectation that a portion of the funds raised *may be allocated* to cover necessary expenses (lodging, transportation, food) on behalf of the senior class sponsor, who is required to attend in order for the trip to occur.
- Students who enter the school after freshman year will be expected to contribute personal funds equivalent to the average "group" funds raised by the class prior to their arrival.
- Personal fundraising totals are "personal." It is not the right of parents and students to be made aware of the fundraising efforts of their classmates. Trust in the advisor and administration's oversight of the handling of funds is expected as part of signing up for participation in the senior class trip.

The Senior Trip is an exciting event that students and families work toward over the course of four year. Parents are encouraged to recognize this is an opportunity for their young adult to learn how to work and make decisions as a team. Personal preferences may not prevail during the process; however, the goal is for all seniors to celebrate their accomplishments and journey as a class. Parents must cooperate during the planning process and acknowledge the class sponsor's authority. It is natural for parents and students to get their hopes up or hearts set on a specific destination or experience. The best approach for the student and a healthy class is for all involved to view the trip as an adventure and opportunity to have a God-honoring, fun-filled class adventure.

## ATHLETICS

The following section serves as a handbook of the philosophy, rules, regulations, guidelines, and requirements for participation in athletics at SCA. It is our desire to develop Christ-like character through devotions, teamwork, conditioning, and competition. We will not measure the success of our athletic program by the number of wins and losses but by the degree that we see young men and women grow in their Christian walk. These activities foster healthy, supportive relationships among team members, with one another, and with the coaches. These programs shall function so as to involve not only the participants, but also the student body and school community of which the parents are a key part.

### COACH'S PHILOSOPHY

It is our goal that the athletics program develops positive Christ-like qualities in the students who participate in them. Our extracurricular programs are meant to encourage and support the Christ-centered education of our students and provide those students with additional avenues for worship, fellowship, and spiritual growth. There are many learning situations in athletics and activities that are ideal for teaching biblical principles. It is the role of the coach and/or advisor to properly direct the students in these situations in order to build character. The extracurricular activities are meant to compliment and not to contradict our school's mission and philosophy.

The coach should strive for all players to work and bond together as teammates with the emphasis on "trying our best." As Christians, we are commanded by Scripture to always do OUR best. As believers, we are not to waste the talent God has given us by anything less than total commitment, through participation, and maximum effort.

### COACH'S ROLE

Coaches at SCA are one of the most significant components of our athletic program. They have the responsibility to model Christ-like attitudes, behavior, and desires for our student athletes while under pressure themselves. They are participants and teachers at the same time. One of the most pivotal roles of the coach is to work with athletes whose character, revealed under pressure, needs to become more Christ-like. In order to be considered an effective coach and role model, our coaches must also be knowledgeable in their sport, capable of detailed preparation, possess the ability to motivate athletes, make adjustments during competition, and actively give biblical meaning to events as opportunities arise.

### COACH'S RESPONSIBILITY

The qualifications of a coach must include: be a born-again Christian, active in a church body, model Christ-like behavior and attitudes, and be knowledgeable of the sport and capable of detailed preparation.



The coach is responsible for the constant supervision of the students entrusted to his care. The coach must remain with the students until every member has been picked up by a parent/guardian. When SCA provides transportation, the coach will travel with the team members to and from scheduled games or activities. When traveling separate, the coach and/or the Athletic Director will be at the team's destination to receive team players upon their arrival and will remain on-site until all players have been safely dismissed.

It is the responsibility of the coach to ensure that the first aid kit is accessible at all games and practices. The coach should routinely check the contents of the first aid box and replenish as necessary. Requests for additional supplies should be submitted in writing to the athletic director.

Discipline, when necessary, should reflect the school's mission and vision and proper forms should be utilized to report infractions.

The Matthew 18 Principle should be utilized for conflict resolution with parents and between team members.

Treat your role in this extracurricular activity as a ministry. Give God all the glory, honor, and praise.

At the end of the season, the athletic director will request that any uniforms previously issued to each student-athlete be washed and returned to the AD. At the discretion of the athletic director, there may be scheduled drop off times for the return of uniforms at the conclusion of each season.

## LEAGUE INFORMATION

SCA is a member of the Mid-Atlantic Christian Athletic Association (MACAA).

## VARSITY SPORTS

Fall	Winter	Spring
Boys' Soccer	Boys' Basketball	Girls' Soccer
Girls' Volleyball	Girls' Basketball	Boys' Volleyball
Co-Ed Cross Country Track	Cheerleading	Co-Ed Golf
		Co-Ed Tennis
		Softball
		Baseball

## JUNIOR VARSITY and/or MIDDLE SCHOOL SPORTS

Fall	Winter	Spring
Boys' Soccer	Boys' Basketball	Girls' Soccer
Girls' Volleyball	Girls' Basketball	Boys' Volleyball
Co-Ed Cross Country Track	Cheerleading	Co-Ed Golf
		Co-Ed Tennis
		Softball
		Baseball

## GENERAL GUIDELINES & REQUIREMENTS

Athletes are to adhere to the following guidelines and requirements:

- All athletes are expected to be at **ALL** practices and games.
- Injured athletes who are not participating are expected to attend all home and away games, to support their team.
- Any athlete leaving school for illness must personally notify the coach that they will not be at the practice or game.
- All equipment must be handled with respect.
- Athletes are expected to conduct themselves as ladies and gentlemen and to be testimonies of Jesus Christ at all times.
- Athletes are to respect our facilities and those of our opponents at all times. Failure to do so will result in disciplinary action.
- Athletes are to turn in all uniforms at the end of the season. Athletes are allowed one week after the last game to wash and return the uniforms to the athletic director only. A failure to do so will result in a minimum fee of \$150 per uniform. This fee is subject to cost of uniform. (Ex. If the uniform cost \$300, the fee will be \$300)
- Hazing and initiations are expressly prohibited by any student who has attained team membership status at any level of competition. This policy is effective year-around and pertains to incidents on or off campus.

Parents are to support the coaches and athletic department through the following guidelines and requirements:

- Parents' participation and involvement is very important in the lives of our athletes. We would ask that you attend as many of the games as possible to support your child(ren).
- Parents will be assigned concession duty when applicable to their athlete's sport. If a parent fails to show or fails to make arrangements prior to day of, a fee will be charged to the parent's account of \$25.00 per occurrence.
- Please be conscious of comments directed toward referees, coaches, players, and other teams. For example, telling your child to foul when he/she has been instructed by the coach not to foul.
- As fans or supporters, it is our job to cheer the strengths and victories of our team, not attempt to denigrate the performance of our opponent or the officials. We must not display any derogatory comments such as booing or any other displays of un-sportsmanlike conduct during any part of the game to the opponents or officials. Please respect the players, coaches, officials and spectators of each team.
- We request that parents not come into the locker room area, sit on the bench, or distract players during competition. Please refrain from "coaching from the sidelines."
- Please do not approach coaches before, during or immediately following games with frustration. Make an appointment with the coach to discuss the issue at a mutually convenient time. Always follow the Matthew 18 principle for conflict resolution.
- Please be prompt in picking up athletes after practices and games.
- Unless requested by the coaches, please refrain from coming onto the playing fields when injuries occur.
- If problems arise, please follow the chain of command:
  - Athletes/Parents
  - Coaches
  - Athletic Director
  - Headmaster
- As players, coaches, spectators, and parents of a member of the Mid-Atlantic Christian Athletic Association (MACAA), we strive to observe the following ideals of sportsmanship:
  - We will treat the officials, opposing teams and spectators as guests of our school.
  - We will respect the property and reputation of our competitor as well as that of our own school.
  - We will not use foul language at any time on or off the court/fields nor in the stands.
  - We will refrain from detrimental or derogatory remarks during free throws or any part of the game, and will not bring noisemakers to basketball, volleyball or any other games.
  - We will stay off the playing field and courts during events.
  - We will not, at any time, boo or taunt the officials or opposing players.

- To reinforce the intent of the sportsmanship code, teams are expected to shake hands at the end of each athletic contest.

## TEAM GUIDELINES AND REQUIREMENTS

Athletic Eligibility is determined by the following conditions:

- Each student must turn in a completed physical form prior to participation.
- Academic Eligibility
  - Athletes must maintain a cumulative grade average of 'C' (2.0) or higher for all subjects and no more than one failing grade during a grading period. Failure to do so will place the student athlete on academic probation. When on probation, students are not permitted to participate in extra-curricular activities, including athletics.
  - Academic eligibility will be evaluated upon release of progress reports and report cards. Student Athletes and parents will be notified of academic ineligibility in writing.
- Behavioral Requirements
  - Student-athletes must abide by behavioral requirements defined and set forth by the MACAA. The athletic director has the authority to hold student-athletes accountable in accordance with MACAA guideline up to and including suspension from play.
  - Student athletes are expected to be models of good character in the classroom and while participating in athletic programs. Student-athletes must remain in good standing with the administration. Students, who have been afforded due process in accordance with the student handbook, may be suspended or removed from the team for persistent or severe disciplinary problems only at the discretion of the headmaster.

Athletic Ineligibility occurs if a student athlete is ineligible due to the failure to maintain the minimum eligibility requirements. Any ineligible student may not miss class time or study hall for an extracurricular activity, fundraiser, sales, or decoration of a room while on probation.

## TEAM GOALS AND SPORTSMANSHIP

- Coaches, athletes, and spectators will demonstrate respect and self-control towards officials at all times. The team coach has the authority to respectfully discuss a questionable call.
- Teammates will be supportive of one another and provide encouragements, not criticize each other. If a player is being critical of another teammate there will be a warning and additional occurrence may result in suspension from the team.
- Athletes will be expected to become the very best players they can be, focusing on the strengths and talents that God has given them. Players will not be ridiculed or admonished for a poor

performance, but may be disciplined for disruptive or unsportsmanlike conduct.

- Athletes should be expected to play positions that the coaches feel utilize their talents even if it is not the position the player wants to play or has played before.
- We will respect the property and reputation of our opponents as well as that of our own school.
- We will exhibit hospitality towards the visiting teams and spectators.
- Most of all we will maintain a Christ-like manner in all circumstances.

## CONDUCT AND GENERAL RULES

- Evaluations for sports teams are a necessary means of choosing teams. It is necessary for students to be at these evaluations in order to be fair to all involved, unless otherwise previously arranged with the coach and athletic director. It is the student's responsibility to notify their coaches when evaluations will be missed.
- Every player will be expected to demonstrate self-governance.
- The use of any derogatory and/or profane language is prohibited by anyone.
- All players and coaches are responsible to see that equipment is put away and that the facility is left clean.
- Players are responsible for the maintenance and upkeep of individual uniforms. Any lost or damaged uniforms will be paid for by the player assigned to that uniform.
- **Athletic Fee** – All athletes will pay \$125 per sport. This fee is non-refundable. No uniform will be issued to the athlete and no games will be played by the athlete until the athletic fee is paid. Athletic fees are to be turned into the business office. **NOTE:** To help minimize the cost of Athletic Fees, athletes are required to participate in any fundraisers scheduled for the athletic program.
- Drugs, alcohol, tobacco, or any other drug-related substances are prohibited. School policies related to possession and/or use of illegal substances will be applied to athletes, as well. Discipline will include the loss of any leadership position on a team and loss of playing time. Consequences may include dismissal from the team.

## ATHLETIC DRESS CODE

- Athletes will wear clean uniforms and treat them with respect at all times.
- The coach and/or athletic director will set travel dress.
- Athletes must follow the school's general dress code guidelines for practice attire. (i.e., shorts for practice must be 1/2 thigh or longer).
- For games and scrimmages, attire must be no shorter than 3 inches above the knee.
- Failure to follow the Athletic Dress Code will result in disciplinary action.

## ATHLETIC TRAVEL POLICY

- Athletes **MUST** travel with the team to games when the bus/van or other transportation is arranged by the school.
- There will be no yelling or gestures from the windows of the van/bus. Students must remember at all times who they are and who they represent.
- All athletes are to clean the bus/van upon returning to school.
- After the games, athletes may ride home with their parents or with any adult designated by their parent, but only after prior arrangements have been made with the coach.
- All athletes are to have made pick up arrangements to be on time when arriving back to the school.
- When arriving back at the school, athletes are not allowed to roam about in the school. There must be a coach escorting athletes throughout the building at all times until they are picked up by their parents.
- See also, TRANSPORTATION section under student conduct.

## POLICY FOR TARDINESS/ABSENTEEISM

Practices and games are mandatory. Athletes must notify coaches prior to practices/games if they will be tardy or absent. Team participation is of great importance and teaches our athletes life-long lessons of commitment, responsibility, and confidence. We realize that life situations do arise despite our best efforts of commitment. We will work with our athletes in these situations and evaluate the effect it may have on the team before the event.

### *Guidelines for excusing players from practice and/or games:*

Athletes are only eligible to start in a game if they've attended the most recent practice unless absence is excused. This policy is intended to maximize team preparation and to reward athletes who are prepared, not to serve as punishment. Athletes need to bring their excuse notes for tardiness/absences from school to their coaches following the practice/game that was missed.

#### **Excused Absence:**

- Illness, death in the family.
- Pre-planned school events.
- Special church activities—determined on an individual basis.
- Medical emergencies are excused.

#### **Unexcused Absences:**

- Prescheduled doctor, dentist appointments.
- School parties, social events, etc.

- Regular church activities.
- Babysitting, parent's "benching" athletes, academic ineligibility, or conduct ineligibility.

**Consequences for excused/unexcused tardiness and absenteeism from practice/games:**

- 1<sup>st</sup> occurrence—conditioning work assigned.
- 2<sup>nd</sup> occurrence—sits out first half of next game, conditioning work is assigned.
- 3<sup>rd</sup> occurrence —sits out next game, conditioning work is assigned.
- 4<sup>th</sup> occurrence —meets with athletic director and possible dismissal from the team.

## SPORTS CONCUSSION POLICY AND ACTION PLAN

SCA understands the seriousness of concussions. According to the Center for Disease Control (CDC), recognizing a potential concussion and having the proper response can help aid in recovery, and prevent further injury or even death. SCA has implemented a policy and action plan, in accordance with legislation, to bring awareness and proper action for concussions in athletes.

The SCA Sports Concussion Program consisting of three important action steps.

### Education of Coaches, Parents, and Athletes

Training on recognition, response, prevention, and management of a potential brain injury will be required of all coaches of high-risk sports. Informational resources will be posted at school and provided to parents and athletes about concussion signs, symptoms, and what to do if a concussion occurs.

### Removal of Athlete from Play

An athlete's immediate removal from play is enacted by the coach when a student athlete is suspected of sustaining a concussion during practice or a game.

### Written Clearance to Return to Play

When a student-athlete did not have a concussion and has written authorization from a doctor to return, no restrictions will be placed on practice or playing time. Otherwise, a student-athlete may return to practice after a time period of 24 hours have passed AND with written authorization from a physician. After three practices, the athlete may be involved in game play.





# APPENDIX

## Educational Record Review Form

Date requested: \_\_\_\_\_

I, \_\_\_\_\_, submit a request to review my child's, \_\_\_\_\_, permanent educational records. I am aware that Suffolk Christian Academy has 45 days to comply with this request. Upon review of these records, my child has the right to address any information that he or she believes to be inaccurate, misleading, or in violation of legal regulations. I understand that grievances must be submitted in writing for administration to review and to investigate any claims.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Administrator's signature

## APPENDIX B: Medication Administration Form

<b>Medication Consent Form</b>		<b>Handout 2.3</b>
<ul style="list-style-type: none"> <li>This form must be completed in English.</li> <li>One form must be completed for each medication. <u>Multiple medications cannot be listed on one consent form.</u></li> <li>Parent <b>MUST</b> complete #1-#17 and #19-#22 for medication to be administered 10 working days or less. Parent may omit #16 and #17 for over-the-counter medications, sunscreen &amp; topically applied insect repellent.</li> <li>Health care provider <b>MUST</b> complete #1-#18 for medication to be administered more than 10 working days, nebulizer or epinephrine auto-injector medication, and when dosage directions state "consult a physician". Parent must also complete #19-#22 in these cases. Health care providers do not need to complete this form for over-the-counter medications/products applied to the skin.</li> </ul>		
1. <u>CHILD's first and last name:</u>	2. Date of birth:	3. Child's known allergies:
4. <u>Name of MEDICATION</u> (including strength):	5. <u>Amount/DOSAGE to be given:</u>	6. <u>ROUTE of administration:</u>
7A. <u>FREQUENCY:</u> _____ or <u>Specific TIME(s)</u> (e.g. 1p.m.): _____ <u>to administer</u> <div style="text-align: center;">Parent's signature approving Specific Time(s) _____</div> <div style="text-align: center;"><b>OR</b></div> 7B. Identify the <u>symptoms that will necessitate administration</u> of medication: (signs and symptoms must be observable and, when possible, measurable parameters).		
8. Possible side effects: <input type="checkbox"/> See package insert (parent must supply) AND/OR additional side effects:		
9. What action should the child care provider take if side effects are noted: <input type="checkbox"/> Contact parent <span style="margin-left: 100px;"><input type="checkbox"/> Contact prescriber at phone number provided below</span> <input type="checkbox"/> Other (describe):		
10. Special instructions: <input type="checkbox"/> See package insert (parent must supply) AND/OR Additional special instructions: (Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situations when medication should not be administered.)		
11. Reason the child is taking the medication (unless confidential by law):		
12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and require health and related services of a type or amount beyond that required by children generally? <input type="checkbox"/> No <input type="checkbox"/> Yes If you checked yes, complete #25 and #27 on the back of this form.		
13. Are the instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered? <input type="checkbox"/> No <input type="checkbox"/> Yes If you checked yes, complete #26 and #27 on the back of this form.		
14. <u>Date consent form completed:</u>	15. <u>Date to be discontinued or length of time in days to be given</u> (this date cannot exceed 12 months from the date authorized or this order will not be valid):	
16. <u>Prescriber's name</u> (please print):	17. <u>Prescriber's telephone number:</u>	
18. <u>Licensed authorized prescriber's signature:</u>  Required for long-term medications, nebulizer or epinephrine auto-injector medications and when dosage directions state "consult a physician". Not required for over-the-counter medications/products applied to the skin.		

Version 12/31/2017 This is a double-sided form

**PARENT/GUARDIAN MUST COMPLETE THIS SECTION**

19. I, parent/legal guardian, authorize the day care program to administer the medication as specified on this form to _____ (child's name) _____.	
20. Parent or legal guardian's name (please print):	21. Date authorized:
22. Parent or legal guardian's signature:	

**PARENT/GUARDIAN: ONLY COMPLETE THIS SECTION IF YOU REQUEST TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN #15**

23. I, parent/legal guardian, request that the medication indicated on this consent form be discontinued on _____ (date) _____. Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.
24. Parent or Legal Guardian's Signature:

**LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED**

25. Describe any additional training, procedures or competencies the day care program staff will need to care for this child.
26. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until the medication from the previous prescription is completely used, please indicate the date by which you expect the pharmacy to fill the updated order. DATE: _____ By completing this section the day care program will follow the written instruction on this form and <i>not</i> follow the pharmacy label until the new prescription has been filled.
27. Licensed Authorized Prescriber's Signature:

**CHILD DAY PROGRAM TO COMPLETE THIS SECTION**

28. Provider/Facility name:	29. Facility Phone Number:
I have verified that #1-#22 and, if applicable, #25-#27 are complete. My signature indicates that all information needed to give this medication has been given to the day care program.	
30. Authorized child care provider's name (please print):	31. Date received from parent:
32. Authorized child care provider's signature:	

**ACCIDENT FORM**

NAME: \_\_\_\_\_ GRADE/TEACHER \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ STAFF MEMBER: \_\_\_\_\_

PLACE INJURY OCCURRED: \_\_\_\_\_

NATURE OF INJURY: \_\_\_\_\_

DESCRIBE HOW ACCIDENT OCCURRED: \_\_\_\_\_

TREATMENT: \_\_\_\_\_

HOW AND WHEN PARENTS WERE NOTIFIED:

THIS NOTE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PHONE CALL: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Staff member's signature

\_\_\_\_\_  
Principal/Administrator's signature

*Please sign and return original copy to the school office on the next school day.*

## APPENDIX D: Parent/Teacher Conference Request Form

### Parent/Teacher Conference Request Form

(This form should only be used AFTER an initial notification has been made to your child's teacher)

Name/Grade of Student \_\_\_\_\_ Date \_\_\_\_\_

Please note the general area for your concern:

\_\_\_\_\_ Student Peer Interaction

\_\_\_\_\_ Medical Concern

\_\_\_\_\_ Student Behavior

\_\_\_\_\_ Lack of Teacher Communication

\_\_\_\_\_ Student Grades Concern

\_\_\_\_\_ Other

Please briefly state your reason for a Meeting Request:

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---

Please state your objective for a conference:

---

---

---

Please state your preference for resolution:

---

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX E: Internet Acceptable Usage Policy

### Internet Acceptable Usage Policy

Internet access is available to the students and teachers at Suffolk Christian Academy. We are pleased to bring this access to Suffolk Christian Academy, and believe the internet offers vast, unique, and diverse resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school. Your son or daughter may have the opportunity to access and use the internet as part of their schoolwork in the classroom or the computer lab. Students will find libraries, government agencies, universities, discussion groups, research sites, software, and technical information.

With access to computers and internet sites all over the world also comes the potential availability of materials that some people may find objectionable. Suffolk Christian Academy has taken precautions to ensure that students access only information that is consistent with the goals of our instructional program, and restrict access to controversial materials.

#### Accepted Use Policy

The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The student is expected to exercise responsible behavior when on the Internet:

- \* Students will be polite and use appropriate language when communicating with others on the internet.
- \* Using the internet for non-school related activities is unacceptable.
- \* Students will respect copyright laws.
- \* Students will respect the computer equipment at all times.
- \* Students will respect the privacy of others and will not reveal their own or other students' name and personal address or phone number, nor will they post their picture or another student's picture online.
- \* Students will not attempt to override security measures and enter controversial sites or chat rooms.
- \* Students will use social media appropriately on and off campus on all electronic devices, even when the device is not school property or personal property.
- \* Students will be required to observe the policies of the Student Handbook and the Student Pledge.

#### Policy Consent Form

I have read the Accepted Use Policy as established at Suffolk Christian Academy, and I understand its contents. Any questions about internet activities will be answered by the teacher. My signature below, and that of my parent(s) and/or guardian(s) indicates that I agree to follow the guidelines of using the internet as stated in this document.

Name of Student \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

## APPENDIX F: Student Pledge

### *Student Pledge*

#### *6<sup>th</sup> – 12<sup>th</sup> Grades*

*Suffolk Christian Academy's student body should consist of students who are individually committed to fulfilling Colossians 3:17: "... whatever you do, in word or deed, do everything in the name of the Lord Jesus..."*

In light of God's Word which commands us to live our lives in order to seek the Lord's approval rather than man's, we, the administration and faculty of Suffolk Christian Academy, pledge to live our lives according to the same standards set for the student body. We request that each student read this pledge. Parents are also requested to read the pledge and show their full support of its enforcement and acknowledge the sincerity of commitment in their student's decision to attend Suffolk Christian Academy.

1. As a student enrolled at SCA, I will seek to be diligent in upholding the standards of the school for myself and encourage my fellow students to do the same.
2. I pledge to cooperate with and show respect for all authority placed over me.
3. I understand that attending SCA is a privilege and my personal behavior is to be a testimony to the Lord both at school and in my private life.
4. I understand that use of illegal drugs, alcoholic beverages, or any form of tobacco will be cause for dismissal.
5. I further understand that the use of profane language, (i.e., in speech, on the internet, on text messages), and the reading or possession of pornographic materials are against SCA standards and detrimental to a Christian witness.
6. I pledge to be kind to others while using social media and to protect others from bullying in all forms.
7. I pledge to obey the policies and procedures set forth by SCA. Furthermore, I understand an uncooperative spirit, inaction and/or attitude, are not supportive of the standards of SCA and will be interpreted as cause for immediate dismissal.

*I have read and understand this student pledge and in signing below do agree to do my best to abide by its statements.*

---

Student Signature

---

Date

*We certify that we have read the above student pledge and agree to show our full support of its enforcement and acknowledge the sincerity of commitment of our student.*

---

Signature of Father/Guardian

---

Date

---

Signature of Mother/Guardian

---

Date

*Suffolk Christian Academy does not discriminate on the basis of race, gender, color, national or ethnic origin in administration of its educational policies, admissions policies, financial policies, and athletic and other school programs.*



## APPENDIX G: Student Driver Form

School Year: \_\_\_\_\_

Parking Space No.: \_\_\_\_\_

### Student Driver Information Form

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

License Plate No.: \_\_\_\_\_

\_\_\_\_\_ *Copy of Insurance Card*

\_\_\_\_\_ *Copy of Driver's License*

\_\_\_\_\_ *Copy of Vehicle Registration*

I authorize my student to drive to school.

\_\_\_\_\_  
Parent Signature

#### Student Driver Policy:

1. Students must have a valid permit to drive to school. A copy must be kept in the school office, including registration and insurance card.
2. Students will park in the area designated by the administration and will remain parked until the end of the school day. Students must receive permission to go to their vehicle during the school day, even if they have forgotten an item needed for the school day.
3. No other students are to be transported by the student driver unless written parental permission for both the driver and passenger has been given in advance to the school office.
4. If a student's driving privilege is revoked by the school, the student is expected to use alternate transportation to school, other than his/her vehicle.
5. Students of the opposite sex are not permitted to ride together without parent permission.

**Driving to school is a privilege and requires approval by administration. Violation of automobile policies may result in loss of driving privileges.**

I have read and understand that driving to school is a privilege and by signing below agree to do my best to abide by the above regulations.

\_\_\_\_\_  
Student Signature

## APPENDIX H: Dress Code

### DRESS CODE EXAMPLES








#### PK-8<sup>th</sup> grade Girls



#### PK-8<sup>th</sup> grade Boys



## High School Dress Code

What to Wear:	What NOT to Wear EVER:
 <p><b>Boys' Jogger Pants</b></p> <p><b>Jeans</b></p>  <p><b>Girls' Slacks</b></p>  <p><b>Girls' Palazzo Pants</b></p>	 <p><b>Girls' Skinny-Cut Jeans</b></p>  <p><b>Girls' Skinny-Cut Colored Pants</b></p>
<p><b>Casual Day Only</b></p> <p><b>Straight-legged</b></p> <p><b>The BEST, most cooperative choices are above.</b></p>	 <p><b>Girls' Cold-Shouldered Blouse</b></p>  <p><b>Skirts Shorter than 3 inches above knee</b></p>

## APPENDIX I: Field Trip Permission Form

### Field Trip Permission Form

Your child's class will be attending a field trip to: \_\_\_\_\_

Date		Time	
Location			
Cost			
Transportation			
Notes			

Please return this permission slip by: \_\_\_\_\_

I agree to hold Suffolk Christian Academy, or any chaperone harmless for any accident or injury to my child while on this field trip. The teachers and chaperones have my permission to render medical aid, or seek professional medical assistance for my child in case of an emergency.

I give permission for my child \_\_\_\_\_ in \_\_\_\_\_  
to attend the field trip to \_\_\_\_\_ on \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_  
Enclosed is \$ \_\_\_\_\_

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX J: Elementary Student Disciplinary Form

### ELEMENTARY STUDENT DISCIPLINARY FORM

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Grade: \_\_\_\_\_

Infraction			
Date		Time	
Location			
Description			
Disciplinary Action Taken			

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Disciplinary Agent \_\_\_\_\_ Date \_\_\_\_\_

#### Minor infractions

1 Demerit each

\_\_\_ 1<sup>st</sup> offense (counseling)

\_\_\_ 2<sup>nd</sup> offense (warning, 1 demerit)

\_\_\_ 3<sup>rd</sup> offense (detention, date \_\_\_\_\_, 1 demerit)

#### Major infractions

\_\_\_ Detention

\_\_\_ ISS

\_\_\_ OSS

## APPENDIX K: Senior Privileges

### Guidelines for a Full Enjoyment of High School Senior Student Privileges

SCA High School Senior Student Privileges are given to all of our graduating students. It's with the strong assumption that they are highly responsible enough to efficiently manage their time well to fulfill, if not excel, in their academic requirements and co-curricular duties. These privileges are to be earned.

1. Earning the senior student privileges
  - a. Must maintain a grade of "C" or better (70 – 100) for all courses, including dual enrollment. Grades will be evaluated throughout the semester to ensure success throughout a student's senior year.
  - b. Effort and Behavior – as observed and assessed by teachers in all courses in accordance with SCA Parent-Student Handbook.
    - i. Any poor use of school property (i.e., textbooks, laptops, etc.) may result in revoking senior privileges.
    - ii. Failure to turn in cell phones or other electronic devices to the office each morning may result in revoking senior privileges.
  - c. Attendance – Must have no more than 3 of the following on attendance record:
    - i. School unexcused tardies (per 9 weeks)
    - ii. Class unexcused tardies (per 9 weeks)
    - iii. Unexcused absences
  - d. Academic courses take precedent when schedules are developed. Study hall schedule is given for undistracted time of independent study.
  - e. Must be at school for at least 4 hours, or five 45-minute bells, every school day.
2. High School Senior privileges:
  - a. Early Release – Students will be able to leave school for the day when all of their classes are completed.
  - b. Late Arrival –Seniors must arrive to school on time for assembly at 8:05 a.m.
  - c. Can sign-in / sign out to eat lunch outside of school provided that they return on time for their after-lunch classes.
  - d. Have parking privileges on designated parking locations

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\* SCA Administration reserves the right to edit these guidelines at any point, and assign appropriate consequences per situation.*

## APPENDIX L: Athletic Certificate of Commitment

### ATHLETIC CERTIFICATE OF COMMITMENT

For those who are going to be involved in the Suffolk Christian Academy Knights Athletic Program, as a player or parent, we believe that commitment is very important. It is important for us as leaders and parents to teach our children what it means to make and to fulfill a commitment. We ask that all players and parents read the Athletic Handbook. After you have discussed this together, we ask that you sign and return this certificate of commitment to the Athletic Director as soon as possible.

#### Player Read and Sign

"I, \_\_\_\_\_, as a player in the Suffolk Christian Academy Knights Athletic Program, do hereby agree to follow the rules and regulations that are in the Athletic Handbook. I agree to be obedient to my coaches, with a good attitude and to become the very best player that I can be using the strengths and talents that God has given me." Player's Signature: \_\_\_\_\_

#### Parents/Guardian Read and Sign

"I/(We), \_\_\_\_\_ & \_\_\_\_\_ parents/guardians of a Suffolk Christian Academy Knights Athlete, do hereby agree to:

- Read all the material presented to our son/daughter in the Suffolk Christian Academy Knights Athletic Handbook.
- Encourage our son/daughter to do the best that they can.
- Pray for them.
- Be positive in our conversations with coaches, athletes, administration, and other schools.
- Willing to assist when asked and volunteer to help when we can.

Parent /Guardian Signature: \_\_\_\_\_

I am able to help in the following ways:

\_\_\_\_\_ Keep scorebook & stats

\_\_\_\_\_ Run scoreboard during the game

\_\_\_\_\_ Record games for training purposes

\_\_\_\_\_ Head up concessions

\_\_\_\_\_ Help with concessions

\_\_\_\_\_ Pay \$50 to opt out of concessions

## APPENDIX M: Acknowledgement of Receipt

I, \_\_\_\_\_, have received the Suffolk Christian Academy Policy and Procedures Manual (revised August 2023). I understand that I am responsible for operating in accordance with the policies and procedures outlined within this manual. I acknowledge that I am responsible for seeking clarification from my teacher, principal, or administrator for any portion of this manual in which I do not understand. I recognized that the purpose of these policies and procedures is to promote unity, a Christ-like atmosphere, high academic standards, create excellent learning environments, and to ensure compliance with safety and legal regulations. If I feel convicted that I cannot operate within these policies and procedures, I will respectfully share my conviction with the school's administration. I am also aware that choosing to be in non-compliance with these policies and procedures is a deliberate act of disobedience that can result in disciplinary action. It is my intent to abide by the guidelines contained in this manual to the best of my ability and to support the academy with my prayers and Christ-like attitude.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date