

# Parent/Student Handbook

This handbook is designed to give insight into the programs and policies of Savannah Christian Academy. While it is meant to be conclusive, it is not meant to be an exhaustive text. Additions and substitutions may be made at the beginning of a new school year and even, when necessary, within the course of a given school year. Before applying to Savannah Christian Academy, parents and students alike should read through this handbook in order to have a clearer understanding of the expectations and standards associated with attending to SCA. Upon acceptance to SCA, all parents and students must sign a *Covenant for Success* which requires signatures stating that this handbook has been read and that its contents will be abided by. A new handbook will not be provided each school year, but additions and amendments will be supplied to each family. Therefore, it is important to keep this book in a safe place so that, when necessary, it may be revisited and reviewed.

*Revised for the 2010 – 2011 school year.*

# **Parent/Student Handbook**

***Savannah Christian Academy***



***A ministry of Sharon Baptist Church***

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## Introduction Section

### **Letter from the Principal**

Dear Parents,

*It is with great pride and genuine humility that I serve as principal of Savannah Christian Academy. Having attended a Christian school as a child, returning to a Christian educational environment is like coming home. While I spent my first five years teaching in the public setting, God graciously moved me to SCA in 1999. After teaching for two years, I moved into the position of principal in 2001.*

*Having experienced teaching in both the public and the Christian setting, I have to say that great liberty abounds within the halls and classrooms of a Christian school. While education is a primary goal at SCA, so too is spiritual and physical growth. When the Giver of Wisdom is exalted and when He becomes the common denominator of all that is taught, amazing things happen; test scores go up, healthier lifestyles prevail, and, most importantly, souls are saved! Teaching within a Christian school allows me to see the truth of God's word lived out; when God is given His rightful place in our lives, everything else falls into place.*

*In the past thirteen years, many changes have occurred at SCA, but they have only been external. Internally, everything at Savannah Christian Academy remains the same; our purpose is still to exalt God, our calling is still to teach children to seek His will, and our heart's desire is still to approach everything through prayer and supplication. The school that was birthed in prayer shall continue to grow as a school that is bathed in prayer.*

*As the future unfolds, I hold fast to the promises that God has given us in His word; that He will direct our path when we acknowledge Him (Proverbs 3:6), that we will prosper when we delight in His word (Ps. 1:2-3), and that our toil will not be in vain when we abound in His work (I Corinthians 16:58). How wonderful it is to be a part of what God is doing here at Savannah Christian Academy! May the fruits of this field be plentiful and may they in turn bring in a harvest of their own.*

Your servant in Christ,

Kris Smith  
Principal

## **School Staff Roster**

### **School Board**

Bro. Lonnie Ray; senior pastor  
Dr. John Vinson; layman

Bro. Greg Young; church elder

### **Advisory Council**

Jason Shelby  
Kathy Smith  
Jamie Williams

Mark Roberts  
Laurie Willoughby

### **Faculty**

Principal-  
Elementary Teachers-

Kristine Smith  
Sherry Winborn  
Lauren Williams  
Donna Wilkes  
Rachael Reid  
Deonne Ewoldt  
Candy Smith  
Tracy Swift  
Brian Reid  
Patricia Campbell  
Vickie Bonawitz  
Vicki Gallik  
Lisa Pierce

Pastor-

Bro. Lonnie Ray

### **Support Staff**

Chapel Leaders-

Kris Smith  
Brian Reid

School Secretary-  
Financial Secretary-  
Church Secretary-

Pam Wolfe  
Leigh Anne Roberts  
Cindy Simmons

School Dietician-

Nan Conrad

## **Identification Section**

### **Vision Statement**

To lead students in the development of a Biblical worldview by educating them within the context of God's Word that they may see God's role in their lives, submit to His work for their lives, and seek His will through their lives.

### ***Mission Statement***

As a ministry of Sharon Baptist Church,

the mission of Savannah Christian Academy is to assist parents in Biblically educating their children by promoting, practicing, and preserving Godly principles so that their children may learn to glorify God in all areas.

SCA's Core Values Are:

1. The Bible
2. Christ-likeness
3. Church & Service
4. Quality Education
5. Physical Fitness

### ***Philosophy of Education***

The philosophy of education at Savannah Christian Academy is to teach students to embrace academics for what it is, the process through which they are prepared mentally, physically, and spiritually for their present and future service to and for God. The educational process should minister to the mind as well as to the spirit in order to enable students to reach their fullest potential as endowed by their Creator.

Savannah Christian Academy is a ministry of Sharon Baptist Church. Its philosophy in regard to the overall operation and education is based on Colossians 1:18, "And He is the head of the body, the church: who is the beginning, the first-born from the dead; that in all things He might have the preeminence." Because we value each child as a unique and special creation, we strive to provide a learning environment in which he/she may reach his/her highest potential. In order to insure Savannah Christian Academy's mission statement, we believe that the following areas of responsibility must be shared between the school and the home.

#### **The academy has the responsibility to:**

- teach the Bible as God's inerrant, inspired Word and as our guide and standard for daily living.
- prepare a curriculum that teaches the fundamentals necessary for highest education, critical thinking and life-long learning
- provide a nurturing environment that facilitates learning.
- provide staff who will expect the highest academic performance from each student.
- provide staff who model Biblical behavior and support parents in guiding children.
- develop a desire to know, to love, and to obey the will of God as revealed in the Bible.

#### **The student has the responsibility to:**

- come to school prepared to learn.
- show respect to the school community in attitude and actions.
- seriously pursue a Christ-like attitude, both on and off campus.
- seek opportunities for individual growth in all disciplines of the educational process.
- accept responsibility for their personal choices and actions with regard to their affects upon the global community.

**The parents have the responsibility to:**

- cooperate closely with the school in the student's education and development.
- recognize that their child is a gift that has been entrusted to them by God, and assume the responsibility to be an example.
- recognize and respect the structure of school authority.
- support the mission/vision of Savannah Christian Academy by working cooperatively with the school and community.

**Expected Student Outcomes**

As students complete their experience at Savannah Christian Academy, it is expected that they will:

- be well prepared in all academic disciplines, especially in the areas of reading, writing, math, and science.
- have a knowledge and an understanding of people, events, and movements in history.
- know how to utilize resources including technology to find, analyze, and evaluate information.
- be committed to lifelong learning.
- have the skills to question, solve problems, and make wise decisions.
- understand the worth of every human being as created in the image of God.
- be able to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- understand that everyone is to pursue a personal relationship with Jesus Christ.
- treat their bodies as the temple of the Holy Spirit.
- be empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.

**Statement of Faith**

As a ministry of Sharon Baptist Church, Savannah Christian Academy upholds and adheres to the same doctrinal beliefs as its sponsoring church. Because SCA works under the application of these principles, and because it desires to work alongside the home and the church to nurture each student's spiritual walk, it is imperative that the family understand and support the school's Statement of Faith. The following is a list of the biblical truths that the staff of SCA supports and instills through their teaching:

**THE SCRIPTURES**

SCA affirms that the Bible, both the Old and the New Testaments, were supernaturally inspired by God who revealed His word to men led of the Holy Spirit (2 Peter 1:21). It is, therefore, inerrant in the originals and authoritative in all matters and is to be understood by all through the illumination of the Holy Spirit (2 Timothy 3:16-17).

**THE SUBSTANTIONARY DEATH**

SCA affirms that Jesus Christ offered Himself as a sacrifice for sin and that apart from His atoning death there can be no repentance of sin. It is by faith alone and apart from all works that salvation is made possible through Jesus Christ. (Hebrews 9:22; Ephesians 2:8-9)

## **THE RESURRECTION OF CHRIST AND THE REDEEMED**

SCA affirms that Christ died on the cross for the payment of my sins, was buried, and on the third day he arose physically and bodily from the dead. He ascended into heaven where He now intercedes for all believers (1 Corinthians 15:12-23; Acts 1:9-11; Hebrews 7:25)

## **THE LOCAL NEW TESTAMENT CHURCH**

SCA affirms that a church is a local assembly of believers who have submitted to Christ, who is the head of the Church, and are under the discipline of the Word of God and the lordship of Jesus Christ. The Church is organized to carry out the Great Commission to equip the saints for the work of ministry, evangelize the lost, and administer the ordinances of believer's baptism and the Lord's Supper. The body of believers is supernaturally gifted by the Holy Spirit to accomplish the ministry and to be led by those God has called to the office of Pastor/teacher and Elder. (Hebrews 10:25; I Corinthians 12:27; Colossians 1:18; Matthew 28:18-20; Ephesians 4:11-12; Romans 12:3-6; Hebrews 13:17; I Timothy 3:1-7).

## **THE TRINITY**

SCA affirms that God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence or being (Genesis 1:26; Isaiah 6:8; John 3:34-35).

## **THE CREATION**

SCA affirms that all things were created by God. Angels were created as ministering agents, though some, under the leadership of Satan, fell from their sinless state to become agents of evil. The universe was created in six historical days and is continuously sustained by God; this both reflects His glory and reveals His truth. Human beings were directly created, not evolved, in the very image of God (Jude 1:6; Genesis 1:5; Colossians 1:18-19; Romans 1:20; Genesis 1:27).

**A document stating that the above Statement of Faith for Savannah Christian Academy has been read and that one understands that these principles will be reflected in the teachings of SCA must be signed by the parent/guardian at the time of registration.**

## ***Doctrinal Statement***

### **HOME**

The doctrinal beliefs of Savannah Christian Academy emphasize the inter-relationship of three institutions, the home, the church and the school, working together for the betterment of the child. At Savannah Christian Academy, it is our firm conviction that proper training first begins in the home. The home was the first institution God set on the earth and it is where the child first learns set patterns of behavior. Each child learns to respond to discipline and authority as he/she reacts to the controls or guidelines of the mother and father. There he/she also learns how to respond to other individuals, either by playing with other children in his/her family or those who live nearby. So it is the home where the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he/she is then ready to be educated and to develop the skills necessary for him/her to face life successfully.

### **CHURCH**

Second, it is our conviction that God has also instituted His church as the institution directly responsible for the winning of the unsaved to Christ and the exhorting and training of the saved. This includes the teaching of Biblical principles of living as found in the scriptures. We believe that the Bible describes the local church as a body of born-again believers led by a pastor under the guidance of the Holy Spirit. We, therefore, affirm that

Christian children must be taught respect for God, His Word, and the Biblical principles of His Word, and that children should live by these principles. In brief, a few examples of Biblical principles which we teach, are as follows:

- God has always existed, will always exist, and has all knowledge and truth. (Genesis 1).
- God created the heavens and the earth and all plants and animals that live upon the earth, each reproducing after its own kind.
- God created man in His own image. Man, through disobedience, sinned against God and chose to please himself rather than his Creator.
- All men, children included, are sinners by nature. We naturally are selfish and therefore commit sins against God, others and ourselves. (Romans 3:23, Isaiah 53:6) In order to defeat sin we must so live by Biblical principles.
- Each one needs a personal relationship with God. This is obtained by first realizing one is a sinner; second, by seeing Jesus Christ as the perfect sinless Son of God who died on the cross to pay for the individual's sins; and third, by having faith in that payment and in repentance toward God and faith in Jesus Christ, calling upon the Lord Jesus to come into his heart and save him. (Romans 10:9, 10, 13)

## **SCHOOL**

Our covenant to parents and students:

We will teach to our utmost ability from God;

We will walk as an example of Christian service;

We will strive to feed the soul as well as the mind;

We will offer our help, praise, encouragement, and correction, ensuring that each child is provided with an environment that is both educational and spiritual.

## **School History**

Savannah Christian Academy began as a prayer request in 1995 when a member of Sharon Baptist Church, Mrs. Fran Patterson, saw a need for Christian education. She began to pray for a school in which students would be taught the three R's of redemption, regeneration, and reconciliation along with readin', writin', and 'rithmetic. In August of 1997, after years of prayer, God opened the doors of Savannah Christian Academy. While the academy began with a teaching staff of two and a student body of fifteen, today it consists of a teaching and support staff of fifteen and a student body of more than one hundred! It has been, and continues to be, an exciting journey; God's blessings continue to fall fresh every day!

Over the years, there have been many changes at Savannah Christian Academy. These changes have been both internal as well as external. The most obvious change is that the academy now extends from kindergarten through eighth grade. SCA is also an accredited school, receiving such from ACSI (Association of Christian Schools International) and SACS CASI. Adding to the external changes are those changes that have occurred within the classrooms. First of all, the curriculum has been shaped and molded over the past few years, incorporating supplemental materials where needed to take each subject to a new level. This continual assessment/implementation process has allowed SCA to assemble a complete and effective elementary curriculum. Some other changes that have occurred over the past few years include the addition of boys' and girls' basketball, co-ed and girls' soccer, a cross-country team, and a Junior Beta Club. While there will always be many levels of change taking place within Savannah Christian Academy, one constant will be our devotion to and dependence upon the One, True Living God. Our heart's desire is to honor our Lord in all areas and to develop within our students a respect for Him...*for His Name's sake.*

## **School Sponsorship and Affiliation**

Savannah Christian Academy is a ministry of Sharon Baptist Church.

Savannah Christian Academy first became accredited in 2001 through the Tennessee Association of Christian Schools (TACS). In 2005, the school became accredited through the Association of Christian Schools International (ACSI). In 2007, the school also received accreditation through the Southern Association of Colleges and Schools (SACS). In 2009, the school went through the required accreditation renewal process and approval for another five year period was granted by both ACSI and SACS/CASI.

Savannah Christian Academy is also a member of the Southern Baptist Association of Christian Schools.



## **Admission Philosophy, Policies, and Procedures**

Savannah Christian Academy is open to anyone interested in securing a Christian education, from kindergarten through eighth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by the rules of Savannah Christian Academy.

All students must show a desire to attend Savannah Christian Academy and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV). They must also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Savannah Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Savannah Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with the administration of Savannah Christian Academy and to abide by its policies.

## **Important Legal Information**

Enrollment of children in Savannah Christian Academy is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

## **Procedures Section**

### **Admissions**

#### **ENROLLMENT REQUIREMENTS**

1. It is recommended that students entering **kindergarten** be **five years old on or before May 31st**. An interview and an entrance exam will be done to determine if admittance will be granted to students with birthdays falling after this date. If a child has attended preschool, a recommendation from his/her teacher must be given before admission will be granted.

2. Elementary students must have successfully accomplished previous grade and submit proof of this upon enrollment (copy of last year's report card and copies of all achievement test scores).
3. All records from previous school/schools must accompany student.
4. A faculty interview is required with all incoming students to determine spiritual and academic growth and potential.
5. Students transferring into SCA must have academic records that show they maintained a C average or above in each subject as well as an overall stanine score of 5 or above on their standardized test for the previous and/or current school year.
6. All required health, academic and enrollment records must be completed and returned to the SCA office within the first 2 weeks of the school year.
7. Students must comply with all county, state and federal health laws and regulations to be admitted to SCA.
8. Attendance to SCA is a privilege and not a right. SCA does not admit students who have been expelled or suspended from another school or who are under disciplinary action from another school.
9. SCA admits students of any race, color, ethnic origin or handicap to all the rights, privileges, programs and activities generally accorded to or made available to students at the school.

### **TRANSFERRING STUDENTS**

All records must accompany student prior to enrollment; in some cases, enrollment may be allowed prior to receiving all information, but the transferring student's status will be probationary until records arrive. Mid-year transfers are at administration/faculty discretion and will require interviews with immediate and previous school faculty, as well as with the student and his/her parents/guardians.

### **POLICY FOR APPEALS**

The enrollment requirements contain eight points that are to be met before admittance to SCA is granted. If a child is denied enrollment due to one or more of these requirements, the parents of the prospective student may request a meeting with the school board. The school board will then convene to hear the concerns of the parent. The board will then share the parental concerns with the principal and, together, a unified decision will be made to either uphold the initial decision or to offer an amendment with contingencies. At this point, the decision given is final and no further appeals may be made.

### ***Tuition and Book Fees***

**2010-2011 annual tuition is \$3675.00.**

#### **Prepayment Discount:**

There will be a \$150.00 discount available for those families who have one child if the full tuition payment is made by the first day of school. The cost will be \$3,525.00.

#### **Sibling Discounts:**

2nd child with discount of 20%: \$2,940.00

3rd child with discount of 25%: \$2,756.25

#### **Payment Plan Options:**

(The discounts are not reflected in these figures)

10 month plan = \$367.50 monthly

The first payment will be due when school begins in August and the last payment will be due on the first of

May.

12 month plan = \$306.25 monthly

The first payment will be due when school begins in August, and the last payment will be due on the first of July.

Registration Fees: \$75.00 per child

### **Book Fees**

Kindergarten: \$125.00

First and Second Grade: \$225.00

Third and Fourth Grade: \$250.00

Fifth and Sixth Grade: \$260.00

Seventh and Eighth Grade: \$285.00

[While the school's book fees cover in full all consumable textbooks, they only cover the rental of hardcover textbooks. This is done so that the overall cost may be kept down by allowing a book to be reused for several years. Therefore, textbooks of this nature are not to be written in or otherwise marked up while in a student's possession. Failure to take care of a hardcover textbook (or otherwise specified "rented" book) will result in additional charges to the student/parent.]

During the month of April, early registration takes place. At this time, registration fees that are paid are applied toward the book fee expenses that are due in August. By taking advantage of this early sign-up, the \$75.00 registration fee is not an additional expense, but becomes a down payment toward the book fee.

### **Scholarship Fund**

A scholarship fund has been established and the provisions are based upon the financial need of the family and the availability of scholarship funds. If interested in applying for a scholarship, follow the guidelines listed below.

#### **Process for Scholarship Application**

- Fill out a **Request for Assistance Form** (obtained from school office)
- Submit the form to the school office or the principal's office
  - The school board will review the requests and will pass on the recommended forms to the Advisory Council
- Meet with the Advisory Council (applicant will be contacted)
- Wait to receive notification concerning the request for scholarship funds (information will be mailed after the interview process is completed)
- Proceed with registration process for *Savannah Christian Academy* (paperwork indicating scholarship allotment should be presented upon enrollment so that the correct monthly tuition may be determined)

The school board will be responsible for reviewing each request and for determining which applicants will be recommended for scholarships. The Advisory Council will be responsible for determining the amount of scholarship to be applied to each applicant based upon the level of need and upon the amount of funds available.

## **Financial Policy**

- I understand that the policy of SCA is to make no refund of registration fees.
- I understand that payments are due on the 1<sup>st</sup> of each month. If payment is not received by the 10<sup>th</sup> of the month, a **\$10.00 late fee** will be charged to my account. *In the event that the 10<sup>th</sup> falls on a Saturday or Sunday, the payment should be paid on the Friday before the 10<sup>th</sup>.* A late charge will be added on the 11<sup>th</sup> of the month.
- I understand that if my account is still delinquent on the last day of the month, my child(ren) will not be permitted to attend classes until the account is satisfied.
- I understand that the first tuition payment must be paid by the first day of school and the last tuition payment must be paid by May 1<sup>st</sup>.
- I understand that my account will be charged a **\$20.00 returned check fee for each** check returned on my account. After the second returned check, I understand that my account will be on a **cash only** basis.
- I understand that there will be a **financial hold** on my child(ren)'s report card(s) and school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current.
- I understand that I am ultimately responsible for all payments to this account.
- I understand that I have a financial commitment to SCA for the entire school year. If I withdraw my child(ren) from SCA during the course of the school year of my own accord, I realize that I am still responsible for the remaining portion of my child(ren)'s tuition. (If I have to relocate due to unforeseen circumstances and thereby must withdraw my child(ren) from SCA, I realize that I will be responsible to pay tuition for each month that my child(ren) attend SCA, even if the entire month is not completed.)

## **Academics**

### **Homework Policy**

The following plan is designed to address the issue of homework that is not turned in, or is incomplete. The purpose of this policy is to place the responsibility of completing homework on the shoulders of the student, rather than on the shoulder's of the teacher. As a student advances in grade levels, the amount of responsibility will increase, and the amount of time permissible with each "warning period" will decrease. Below is the current homework policy for Savannah Christian Academy. Please refer to **Homework Expectations** (pg. 20) for additional information about homework and grading policies.

### **Grades K-2**

Homework will be assigned but its primary function is to teach students to do work at home and return it to school. Since parental assistance is still needed at these grade levels, grades will usually not be taken on homework assignments.

### **Grades 3-4**

By the time students reach third and fourth grade, their responsibilities in the area of homework

increase. Not only is homework given to reinforce student responsibility, but it is also necessary to ensure that students are able to work independently outside of the classroom and without teacher assistance. This allows the teacher more time for instruction and to practice work. At these grade levels, the following consequences ensue when an assignment is not turned in, or is incomplete.

Free time (study hall, library, music) is used to make-up work; if a grade was taken, then the finished work will be graded following a reduced scale. The scale will be adjusted 10 points for each day the work is late. (This applies only to daily grades; not to quizzes, projects, or tests.)

Example:      1<sup>st</sup> day maximum grade = 90%  
                  2<sup>nd</sup> day maximum grade = 80%  
                  3<sup>rd</sup> day maximum grade = 70%

If the work is not turned in by the fourth day, a zero is given but the student must still complete the assignment.

### **Grades 5-8**

The same procedures are used in these grades, but the number of days that late work will be accepted drops from three days to two days.

Example:      1<sup>st</sup> day maximum grade = 90%  
                  2<sup>nd</sup> day maximum grade = 80%  
                  3<sup>rd</sup> day = 0%

If a student has a continual problem with completing homework, then the following procedure will be followed:

Meeting with parents; student placed on academic probation with a contract drawn stating expected performance standards and consequences of breaking the contract; work is made-up but student receives a zero for late/missing work; breaking of the contract could lead to suspension.

Student and family meet with administration; course of action is planned and implemented (could lead to suspension or dismissal from SCA)

In grades 7-8, students who have less than a C average in any given subject will not be allowed to attend class field trips, unless the grade in question is brought up. The only exceptions to this rule are when field trips are a part of a lesson within a particular subject. A student will not be withheld from a trip whose primary purpose is for furthering knowledge. A student may, however, be kept from a trip whose primary purpose is that of fellowship and rewarding a job well done. Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

### **Academic Oversights**

SCA operates under the strict guidelines and academic standards of ACSI. Local oversight is provided by the pastor, the school board, an advisory council of Sharon Baptist Church.

## Academic Testing

The **Stanford Achievement Test** is given annually to all elementary students (K-8<sup>th</sup>). It is a comprehensive battery of tests designed to measure achievement at each grade level in the educational sequence.

The **Otis-Lennon School Ability Test** will be given to students in grades three, five, seven, and eight. This test is used to measure a student's *ability level* whereas the Stanford Test is used to measure his/her *achievement level*. The Otis-Lennon Test allows one to see if a child's achievements are congruent with his/her abilities. In short, it attempts to answer the question, "Is a student truly doing what he/she is capable of doing?"

The tests are given in the spring of each year, usually occurring during the second or third week of April. The results are distributed to the parents at the close of the school year.

The **Benchmark Tests** will be given at the end of the fifth six weeks. These grade-level tests are constructed and administered for the purpose of identifying if grade-level skills have been mastered in the area of reading and math. The skills measured are those that are necessary for success at the next grade level. Students must pass these tests for advancement to the next grade level. Because of their importance in the promotion process, the content of these tests are focused upon throughout the school year.

## Grading Scale

### SCA Grading Scale

#### Subjective Grades

A	100-93
B	92-84
C	83-75
D	74-70
F	69 and below

#### Objective Grades

E	Excellent
S+	Satisfactory
S	Satisfactory
S-	Satisfactory
N	Need Improvement
U	Unsatisfactory

## Grade Promotion Requirements

The teacher in consultation with the principal will determine the passing or retention of a student. While the parents will be consulted, and while their input will be considered, the final decision will be made by the school. The following factors will be considered: outcome of benchmark tests, maturity, achievement level, SAT scores, degree of improvement and overall classroom performance. Any exceptions to this policy will be solely the decision of the administration of Savannah Christian Academy.

Special attention is given to the areas of reading and math. A student failing in both of these areas will be retained; a student failing in one of these areas will have his/her overall tests and scores reviewed (this includes, but is not limited to, SAT scores) to determine what is in the best interest of the child. It is incumbent upon the teacher to keep a student's parent informed if his/her child is performing below grade level and if retention is possible.

## Year End Awards

Because Scripture states that we are to love the Lord our God with all our heart, soul, mind and strength, these attributes are recognized at the close of each school year. Student achievement is recognized by the awarding of certificates during the year end student assembly.

Awards will be handed out to students based upon the following academic, physical and spiritual criterion:

Maintaining A Honor Roll status for the year **[mind]**

Maintaining A/B Honor Roll status for the year **[mind]**

Maintaining an A average in a given subject for the year **[mind]**

Completion of the 100 Club requirements **[strength]**

Completion of the Presidential Fitness requirements **[strength]**

Recognition of Christ-like behavior (nominated by individual teachers; selected by SCA staff)

\*Spiritual growth as displayed in treatment of others **[soul]**

\*Spiritual growth as displayed in treatment of self (perseverance, determination, commitment to give one's God-given best) **[heart]**

## Report Cards and Progress Reports

### SCA Report Cards

SCA operates on a six week grading system. At the end of each six weeks, a Parent Teacher Meeting is held. Report cards are given to parents in person at the meeting by the student's teacher. Report cards will not be mailed, so attendance at Parent Teacher Meetings is very important. Progress reports will be sent out by mail during a grading period only if the student's performance is declining. No reports will be sent out unless a student's performance level falls below a C average. Students receiving a grade lower than a C in any given subject are to bring that grade back to a C or higher by the end of the next grading period. Failure to do so will result in a parent-teacher meeting in which a plan will be developed and implemented to ensure the grade level is brought up.

Teachers will do their best to ensure that parents are made aware of their child's academic and spiritual growth.

**Honor Roll:** Students who maintain an A average in all core subjects will be placed on the A Honor Roll. Students who maintain an A/B average in all core subjects will be placed on the A/B Honor Roll. (The areas of penmanship, P.E., Art and Music are not considered core subjects.) This list is submitted to and printed in the local newspaper.

## Conferencing

A parent-teacher conference will be held after the second and the fourth six weeks grading period. Student performance and behavior will be discussed and parents will be informed of any need that their child or the Academy may have. Parent involvement is crucial to the upkeep and future growth of SCA. The performance of the student also has a direct correlation with close parent-teacher involvement and communication.

A parent who wishes to meet with a teacher at a time before, between or after a regularly scheduled conference may do so by contacting the teacher and setting up a time that is convenient for both parties.

## Homework Reproof Procedure

The viewpoint that Savannah Christian Academy holds in regards to homework is threefold: first, homework provides practice to reinforce a newly taught skill; secondly, it requires a student to “think through” what was taught in class and complete his/her work independently; thirdly, the process of completing the work and turning it in on time teaches responsibility. All of these skills are important, and are sharpened through the completion of homework.

As students advance in years and grade levels, so too should the amount of time spent on homework increase. The following scale has been adopted from the *Core Curriculum* as outlined in William Bennett’s book, A Parent’s Guide to Education.

First Grade:	10 minutes per night
Second Grade:	20 minutes per night
Third Grade:	30 minutes per night
Fourth Grade:	40 minutes per night
Fifth Grade:	50 minutes per night
Sixth Grade:	60 minutes per night
Seventh-Eighth Grade:	75 minutes per night

While SCA does not seek to uphold this scale for every night that homework is assigned, it does provide a means by which an acceptable amount of homework may be measured. It is the policy of SCA that homework should not be given on Wednesday nights. This does not, however, mean that tests or other assignments cannot be given on Thursdays, but rather requires that all tests and/or assignments due on Thursday must be assigned in advance so that students may “pace” themselves and not wait until Wednesday night to “cram”.

With the premise of why homework is given, and of how much homework is acceptable, the issue of “homework reproof” will now be explained. It is our intent to provide an appropriate, not an exorbitant, amount of homework. So, if your child is being overwhelmed with homework, we need to know.

If your child is spending more than the “acceptable” amount of time (as noted previously) on homework, then make a “Homework Reproof Form” following the model given in the section to follow and send it to his/her teacher the following day. Please divide the allotted homework time equally over the subjects that are to be done, rather than finishing one task but leaving another untouched. (It would be better for a fourth grader to spend 15 minutes on each of three subjects,

though none are completed, than it would be to spend 40-45 minutes on two subjects leaving one completely undone.) Your careful use of this process will help us pinpoint areas of weakness that may ultimately be strengthened. Please keep in mind that using this certificate as a “get out of homework free” card will not help us build a stronger program, nor create an academic program that glorifies God. Also, if your child is not using class time wisely and, as a result, has additional work to do at home, please remember that the scale outlined previously relates to *homework*, not unfinished class work. However, if your child frequently has difficulty finishing school work in class, please request a conference with his/her teacher to find out what can be done to alleviate this problem.

**HOMEWORK REPROOF FORM**

On a sheet of paper, draw a sample such as the one below and complete the information requested. Submit the form to your child’s homeroom teacher the following day.

<u><b>HOMEWORK REPROOF FORM</b></u>		
Subject	Time Spent	Completed (Yes/No)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
Date: _____		
Parent’s signature: _____		

**Homework Expectations**

The following plan is designed to address the issue of homework that is not turned in or is incomplete. It is the responsibility of the student to complete homework in a timely and appropriate manner. Because responsibilities advance with age, the following outline is broken into two different levels, each one designated for students of a particular grade/age level.

**Kindergarten-Second Grade:**

Teachers will use their own discretion as to how late they will accept a homework assignment. During these years, the students are learning to become responsible for their work, so modeling is the focus. While students in these grades will be given more leniency than the older students, they will not receive a “blind eye” approach to homework; homework is to be done correctly and turned in on time. Teachers will set the standards at the beginning of each year, and will make sure that parents and students alike are aware of these principles. The parents bear some accountability here

as they work with their child's teacher to teach their child the importance of completing work neatly and on time.

**Third-Fourth Grade:**

As students advance into these grades levels, more responsibility shifts from the parent to the child. Students are now expected to turn their work in on time. To assist in the teaching of this skill, teachers will dock daily grades by ten points for each day an assignment is "late". This will be done for up to three days (maximum grade reduction of 30 points) before a zero is received.

**Fifth-Eighth Grade:**

The students in these grades will be held to a higher level of accountability. The students in grades five through eight will be held to the same standards as those in grades three and four, with the following exception: daily work will only be graded up to two days following the due date. Work submitted after this time will receive a zero. This applies only to daily work and not to quizzes, projects, or tests.

## **Attendance**

### **ATTENDANCE POLICY**

SCA complies with the State Department of Education's requirement of 180, six and a half hour days. Since SCA holds a seven and a half hour day, the calendar contains 164 days, allowing an extra 8 days should cancellations be necessary due to inclement weather. All students are required to maintain their attendance in accordance with the following guidelines.

#### **Tardiness**

Promptness to class is very important. **Students are to be in their class by 8:00 a.m. Students arriving after 8:00 a.m. must receive an admittance slip from the office before entering their classroom.** Four unexcused tardies during a six week period will convert to one unexcused absence. Students receiving more than 20 unexcused absences in one school may fail to be promoted to the next grade level.

*Students in grades 4-8 must sign-in through the school office before going to class if arriving after 8:00 a.m.*

#### **Make-Up Work**

When an absence is excused, the amount of time given to a student to turn in the missed work is equivalent to the amount of time he/she was out of the classroom. (Three days out allows for three days to make-up, and turn in work.) A few exceptions apply here; first of all, if a test falls during this time and the child was present for the review, the test will be taken either upon or within a day of the child's return; secondly, the work that was previously assigned prior to the child's absence will be due upon his/her return, or within one day.

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Excused and unexcused absences will be handled as indicated below.

**It is important to know that a child must be in school for half a day (3 1/2 hours) in order to be counted present. A child leaving before 11:30 a.m. (and not returning to class) or arriving after 11:30 a.m. will be counted absent.**

#### **Excused Absences**

Absences that involve doctor or dentist visits, illnesses, or pre-announced (family determined) absences. Excused absences permit a student to make up missed assignments. A note from the parent and/or doctor must be given to the child's teacher upon his/her return to class. In the event of an extended illness, a doctor's excuse must be submitted verifying the period of time the child's illness prevented him/her from attending school.

## **Unexcused Absences**

Unexcused absences are those such as not attending school without parental permission and/or knowledge; not attending a teacher planned, educational field trip. Unexcused absences do not permit students to make up missed assignments; zeroes will be given for assignments administered on a missed day. If a child accumulates 20 or more unexcused absences, promotion may be denied and expulsion may occur.

Regular attendance is a must if students are to progress in their education. The first day a child returns to school after an absence, he/she must bring a dated written note from the parent indicating the reason for the absence. This note must be presented to the student's teacher upon his/her arrival in the classroom.

## **Activity-Related Absences**

If a student is absent due to a school event, he/she will only need to make up the work that was taken for a grade or that was part of a test preparation. An extra day will be allotted for this work to be completed. All school activity-related absences will be primarily treated as an excused absence.

## **Excessive Absences**

Students who miss more than eight days within a six weeks period and/or more than 28 days over the course of the year must make up the missed instruction time by attending tutoring sessions, Saturday school, or summer school, whichever is offered by the administration.

If the absences exceed eight days within a six weeks period, tutoring sessions or Saturday school will be necessary to ensure the child is caught up on missed instruction. Two hours of instruction will be given for each day (over the allotted eight) that was missed. (If a child missed ten days in a six weeks period, two days would need to be made up, resulting in four hours of additional instruction.) If the overall number of absences for the year is more than 28 (with no more than eight falling in any given grading period), then the same two hours per day ratio will be applied; in this case, the instruction will occur over the summer. As this instruction places additional duties on the staff of SCA, a fee of \$20.00 per hour will be charged for these services.

## **Prearranged Absences**

### **Late Arrivals & Early Departures**

If it is necessary for the student to leave school early or arrive to school late, he/she must have written permission from a parent. In case of medical appointments, a written excuse should be brought to the teacher prior to the student's departure.

## **Student Activities**

### **Opportunities for Student Involvement**

#### **Age Appropriate Activities**

At SCA, the activities that are chosen and implemented at each grade level are dependent upon the age and maturity level of the children involved. Overnight field trips are only employed for students in grades five through eight. While students from kindergarten on up may attend the Victory Ranch campout held at the beginning of each school year, the activities available for the students vary with their age. As SCA grows and as more and more students participate in extracurricular events, additions and amendments will, in no doubt, have to be made, but the decisions will always be based upon what is appropriate and beneficial for a child at his/her level. This will apply to school fundraisers, after-school activities, academic and athletic competitions, field trips and in-school programs.

#### **Beta Club**

Students in grades five through eight are eligible for the Beta Club if they are on the honor roll (having no more than two B's) and exemplify Christian character (as noted by their classroom teachers). Students in the Beta Club participate in regular meetings, provide services for those within the school and the community, and are given the opportunity to participate in state and national events. This organization is committed to recognizing and promoting high academic achievement, encouraging service to others, and developing character and leadership skills.

#### **Chapel**

SCA conducts weekly chapel services for all students. Students and teachers alike participate in this time of worship. Services are held each Wednesday morning. Students are required to conduct themselves in a manner befitting what is acceptable upon entering a time of worship. Parents are welcome to attend chapel services at any time.

#### **Music**

Music class is provided for students in kindergarten through eighth grade each week. The purpose of this is to develop an appreciation for music by exposing students to various types of music, by teaching them a variety of songs, and by introducing them to basic elements of rhythm. Students in grades five through eight are taught music in conjunction with the yearly Christmas program and the annual Spring Sing.

#### **ADDITIONAL MUSIC OPPORTUNITIES**

SCA is proud to have on its campus the *Savannah Music Academy*, and its instructor, Mr. John Simmons. Private piano and voice lessons are offered during the school day (scheduled during a child's recess time) or after school for both efficiency and convenience. Lessons in guitar and violin are also available through Mr. Carl Griggs, of Columbia, who comes to the school's campus on predetermined days. For more information about either of these two men and the types of lessons that are available, you may contact the school office at 926-1504 or you may call Mr. Simmons on his cell phone at 607-1104.

## **Athletics**

### **Eagle Running Club**

This is open to students in grades three through eight. The running club participates in several 5K runs throughout the year. In November, SCA hosts the Turkey Trot, in which the students participate. Students involved in this activity receive an ***Eagle Running Club*** t-shirt. During the fall and spring, after school runs are held two days a week.

Some of the runs that the Eagle Running Club participates in are:

- Turkey Trot (5K)
- Pickwick Dam Run (5K)
- Swampers Run (5K & 1 mile)

### **Basketball**

Students in grades five through eight (and fourth graders who meet the age requirement) may be eligible to play boys' or girls' basketball. These games take place during the months of November and December.

### **Soccer**

Students in grades five through eight may be eligible to play co-ed soccer. These games take place during the months of March and April. Girls' soccer is also offered in the fall of the year.

### **Cross-Country**

Students in grades five through eight may also be eligible to run cross-country. This season occurs in the fall and coincides with the girls' soccer season.

### **Yearbook Staff**

Students in eighth grade may choose to work on the SCA yearbook. Under the leadership of a parent volunteer, students learn how to compile, construct and proof a yearbook.

## **Field Trips**

Field trips are designed to support and enhance a particular area of study by taking the students outside the classroom. Because field trips are a part of the educational process, student attendance is not "optional". Students who miss a field trip will be given an extra assignment to complete that will, hopefully, bring in some of the elements that were presented in the course of the field trip. Exceptions to this requirement will only be made if the field trip does not have an educational objective at its core.

Parents who volunteer to drive must adhere to the following legalities:

- Proof of a valid driver's license
- Proof of vehicle insurance
- Safety belts in good working order
- Use of booster seats when applicable (as mandated by state law)

*Parents who volunteer to drive will be required to attend a meeting prior to participating in a field trip. (This will not be required for each field trip, but will definitely be necessary before the first field trip of each school year.)* Drivers will receive a list of the students they will be transporting from the classroom teacher; this list will be made out by the teacher and a copy will be submitted to the principal as well as to the "transporting" parent. Parents may not choose their riders, with the

exception of their own child/children. Drivers must return with the same students they left with (no switching around of students). All drivers must observe the same procedures while transporting students to and from a location. While parents may be inclined to provide treats for their riders, unless this is done by the entire group, it should not be done in isolation. All students should experience the same activities on a field trip day; no exceptions should be made for individual groups of students.

## **Class Trips**

Students in grades seven and eight have the opportunity to do some extended field trips. These field trips are connected to their studies in history. The seventh graders will travel to various places in Tennessee as a part of their state study, and the eighth graders will travel to Washington, D.C. as a part of their U.S. government study. While these classes are combined, the trips will be done on alternating years. Students work throughout the school year to save up money to go towards this “ultimate field trip” which usually takes place in the spring.

## **Cell Phones & Field Trips**

While it is understandable that parents would like to be able to contact students during an off-campus field trip, the following guidelines must be followed to ensure that communication is built up and not broken down throughout the day/event.

- Cell phones may only be carried on a field trip if the trip consists of an overnight stay; if the trip is occurring during the school day, cell phones may not be taken. This is in keeping with the school cell phone policy which prohibits their use during the school day.
- Cell phones may not be used to communicate with other students while on an overnight field trip; no text messaging, etc.
- In the event of an accident, no phone calls may be made until the teacher in charge gives permission. **This is very important!** While students will be allowed to contact parents as soon as possible, the proper procedures must be followed and the correct information given out so that the situation may be handled in as orderly and as timely a manner as possible.
- Always remember that cell phones should only be used to improve communication, not to hinder or distort communication.

## **Lifestyle Expectations**

### **Student Conduct**

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 and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in SCA’s Code of Ethics.

### **Code of Ethics**

Because the mission of Savannah Christian Academy is to glorify God in all areas, student behaviors are to be exemplary at all times and in all places. This applies to student behavior off campus as well as on campus. At SCA, teachers strive to teach students the importance (and promised rewards) of Godly living. Our Biblical worldview leads us to teach that all aspects of one’s life are to be surrendered to our Lord.

In keeping with the Code of Ethics, parents and students must abide by these principles:

- Read and comply with the doctrinal beliefs set forth in the SCA handbook
- Agree to uphold and support the high academic standards of SCA
- Acknowledge that discipline is necessary for the benefit of each student as well as for the entire school and therefore agree to cooperate with the discipline plan as outlined in the SCA handbook
- Understand that the standards of SCA do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the academy
- Pledge that if, for any reason, an unfavorable attitude to the school develops, attempts to rectify this will be done through the proper grievance channels and, if appeasement or restoration cannot be made, withdrawal from the academy will be done in a quiet manner
- Understand that postings on Face Book or other types of internet communication are viewed publicly and, therefore, should project Christian morals and principles; students need to realize that they can be held accountable for postings that are damaging to others, self, and SCA
- Understand that if any damage is done to the school grounds, facilities, furnishings, supplies, or personnel, assessments will be made and will be covered by the party responsible
- Support will be given to the school through involvement in fund raisers, conferences, parent/teacher meetings, school programs, and school functions

In signing the school's Covenant for Success, the following statement is confirmed by the parent and/or student enrolling in SCA: We, as parents and students of Savannah Christian Academy, do sincerely give our pledge to the above items. We understand that failure to comply with these established requirements may lead to a student's loss of receiving the privilege to attend Savannah Christian Academy.

## **Student Discipline**

In hopes of becoming a school that more clearly, specifically, and purposefully glorifies God in all areas, the discipline plan previously employed by SCA has been revised. Because, as a school, we wish to assist students in understanding and attaining the high standards of Christian discipleship, it is hoped that the discipline plan set forth by this academy will not only plant the seeds of such desirable characteristics but will also provide an environment in which they may be tended, nurtured, and, when need be, pruned. With that said, the following discipline plan is being implemented at Savannah Christian Academy.

In accordance with the "student responsibilities" and the Expected Student Outcomes (located on pages 8-9), the following is a list of student expectations embraced by Savannah Christian Academy. While all students may or may not attain all of these characteristics and, those who do will undoubtedly develop them at different ages/grades, these are still characteristics that SCA desires to instill and nurture within each student. In order to assist students in developing these attributes, the staff of SCA will model these expectations and will reinforce their importance by incorporating them into the school's discipline plan.

A student at SCA is expected to:

- Exhibit a desire to learn (come to class with proper supplies and with completed work)
- Be respectful in his/her attitudes and actions
- Take responsibility for his/her action
- Be courteous
- Develop a relationship with God

- Model a Christ-like behavior by exhibiting:
  - Humility
  - Honesty
  - Patience
  - Forgiveness
  - Love for others
  - Diligence
  - Self-control

The discipline plan of Savannah Christian Academy will uphold the premise that all students should strive to attain the expectations listed above. To do this, the staff of SCA will teach these expectations to the students and will encourage all students to aim for the desired target. When needed, teachers will reinforce these expectations by correcting, reviewing, reteaching, and practicing appropriate behavior. While discipline will begin with correction and review (warning), it will advance to stricter measures when necessary. These may include time-out, in-school suspension, out-of-school suspension, and/or paddling (when parent permission is granted). Teachers will utilize the least intrusive measure of discipline necessary to bring about the desired behavior. For some students that may only be a verbal warning while for others it may require a paddling or suspension. The goal of the discipline plan is to promote high standards and to assist students in attaining the desired student expectations. Because all students are individuals, the level of discipline necessary will vary from student to student, though all will be treated fairly in that all are redirected to uphold the same standards.

### **Administrative Procedures**

In the event that a student is sent to the principal's office, the situation will be evaluated and discipline will be provided in accordance to the situation. Discipline may range from a verbal warning to, upon parental consent, corporal punishment in the form of a paddling. If permission to paddle has not been granted by the parent, then the parent will be called and the child will be sent home for the remainder of the day.

If problems persist, a meeting will be called in which the parents, the teacher and the principal will be present. In some situations, in-school and out-of-school suspension may be implemented. In extreme cases, the child may lose his/her privilege to attend SCA.

### **Academic Probation**

Students who receive a D or an F in reading, math, language, spelling, social studies, science or Bible for a six week period will be placed on academic probation and given a subsequent six week period to bring the grade up to at least a C average. All efforts will be made by the school and its staff to assist the student in achieving academic success. If a student's grades are not brought up to at least a C average by the next grading period, a meeting will be held between the student, the teacher (s), the principal and the parents. A plan of action (in the form of a contract) will be written and signed by the student, the teacher (s), the principal and the parents. Student achievement is not only encouraged, it is expected; SCA closely adheres to the Biblical principles of perseverance and commitment and, therefore, seeks to instill this practice in the lives of its students.

**\*While SCA generally follows its discipline procedures contained herein, there are circumstances in which the school administration and/or board may determine, in their**

**sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.**

## **Student Guidance**

The classroom teacher is the first to intercede for a student when personal behaviors indicate a need for counseling. If more assistance is needed, the student meets with the principal. If a deeper need is evident, the student meets with the youth pastor and/or the senior pastor of Sharon Baptist Church. Throughout this process, the parents are notified and, if more counseling seems necessary, Christian counselors are recommended.

## **Student Dress Code**

The following guidelines are in practice at SCA. Students are to abide by all dress codes and mandates.

### **Weekly Format:**

Monday: SCA T-shirt (Follow dress code for shorts, pants, etc.)

Tues-Thurs: Standard Dress Code

Friday: Student Choice; "Free Day"

## **Standard Dress Code**

### **Shirts:**

Oxford or Polo style shirts, either short or long sleeved, may be worn in any solid color. While turtleneck shirts may be worn in season, all other shirts must have a collar. Students in first through eighth grade must wear their shirts tucked in. On Mondays, students are to wear an SCA t-shirt. These are purchased through the school. This is the only day of the week, unless otherwise specified, that students may wear t-shirts. On Fridays, shirts must still meet the standards of the school and therefore may not be torn, tattered, or in any way deemed inappropriate by the administration.

Sleeveless shirts and/or dresses may be worn by the girls, but the straps are to be at least three inches in width. Tank tops and spaghetti strap tops are not acceptable, even on Fridays. Boys must abide by the short sleeve standard; no sleeveless/muscle shirts are permissible.

During cooler weather, SCA sweatshirts may be purchased through the school office. These may be worn on any day and kept on throughout the school day if desired. In addition to these school sweatshirts, students who wish to wear an extra layer may opt to wear a solid colored cardigan style sweater. These are the only acceptable "all day jackets"

### **Pants, Shorts, and Skirts:**

All pants, shorts, or skirts must be either khaki or navy blue in a pleated or flat front style. **No cargo, painter, jogging or wind suit type pants may be worn.** All shorts, skirts, and dresses must be no more than 3 inches above the knee. Girls may wear Capri style pants or skorts. Students must wear a belt with pants or skirts that have belt loops. On Fridays, jeans may be worn, but they may not contain any tears or holes.

### **Shoes:**

Due to the school's practice of daily P.E. activities, the dress code has been set to meet the comfort and safety needs of the students as well as the time restraint needs of the teacher. Therefore, students in kindergarten through grade three are **required to wear athletic shoes every day** of the week.

(Remember, for these students, there is P.E. every day.) Though the style is not mandated; please keep in mind that your child will be quite active and needs to have a shoe that fits snugly. Also, while specific colors are not specified, flashy colored shoes are to be avoided. *Shoes with lights, sequins, and other brightly colored features are to be avoided.* Because students in grades four through eight change into school uniforms for P.E., they may wear other types of shoes to school (see guidelines below) but must change into the correct type of shoe for P.E.

#### **Shoe guidelines:**

**Tennis shoes** must be either lace-up, Velcro, or zip-up. Slip-on tennis shoes are to be avoided as they slip off as easily as they slip on. While specific colors are not mandated, flashy colors are to be avoided. (*Again, no light-up shoes or sequined shoes, etc.*)

**Birkenstock style shoes** (suede upper with cork-style sole) may not be worn. The “mule” style shoe that fits firmly on the foot may be worn only if the student can keep them on his/her feet; if this is not possible, the student will lose the right to wear this style.

**Sandals** are permitted in grades four through eight; sandals must have a strap behind the heel; flip-flops are not permissible on any day; this includes Friday. Boots may be worn with pants but the pant legs must go over them, they may not be tucked into the boots.

#### **Socks & Leggings:**

All socks and leggings are to be solid in color. They should not have stripes or patterns. This does not apply to socks that are covered by long pants.

#### **Jewelry & Belts**

Jewelry may be worn but does not need to be excessive or distracting. Only girls may have pierced ears and no more than two earrings may be worn per ear. Earrings should be understated and not flashy or showy; large earrings are to be avoided. No body piercing or tattoos are acceptable. Belt colors may vary to compliment the color of one’s shirt, but they are not to be of excessive length. Belts are not to hang down more than three inches from the waist

#### **Hair**

All hairstyles are to be neat and presentable. The following guidelines are to be kept at all times:

- No unusual hair coloring is to be used (pink, green, orange, etc.)
- No artificial hair pieces/attachments are to be worn
- Bangs must not extend below one’s eyebrows
- Boys’ hair length must be short enough to be kept off the collar
- Hair is to be brushed and neat in appearance

**Hats:** Hats are not to be worn to school except for one of these two reasons: during Spirit Week or on a field trip where the teacher has given permission. No hats are to be worn on Fridays as a part of the “free dress” day.

#### **Jackets:**

The dress code does not extend to the area of jackets, with this exception: students are not to wear their jackets, sweatshirts, or coats throughout the school day. Jackets are to be put up at the beginning of the school day; students who are cold natured and would like to wear something extra throughout the day may choose to wear a solid color sweater or may purchase an SCA sweatshirt to wear. These school

sweatshirts may be worn on any day and may be worn throughout the day.

### **P.E. Uniforms:**

Students in grades 4-8 are required to purchase and wear the SCA uniform for physical education. This is composed of royal blue shorts (or the same colored sweatpants in cooler weather) and a P.E. t-shirt. All students must change before and after each P.E. class. (An exception is made when P.E. is the final class of the day; if this is the case, students do not have to change after class). Tennis shoes must be worn for athletic reasons. *The “weather rule” for P.E. is as follows: students will play outside as long as the temperatures are above 40 degrees and below 90 degrees. All students should have a jacket or coat available for days when P.E. is done outside.*

### **Details, Details, Details...**

Students may not wear clothing that is unclean, verbally explicit or in any way offensive to the administration, faculty or student body on their free choice day. Students who are dressed inappropriately will be given alternative clothing to wear or will be sent home to change before being sent to class. Because fashions and styles change so quickly, all areas pertaining to the dress code cannot be outlined within the pages of this handbook. Therefore, the administration of SCA retains the right to make updates and/or modifications to the current dress code policy as needed throughout the school year. It is important to keep in mind that a dress code promotes an atmosphere conducive to academic focus by reducing distractions as well as time and energy to interpret and enforce. It promotes modesty in a culture that is increasingly immodest. **The administration reserves the right to address any fashion item, clothing item, or appearance that detracts from the spirit of the uniform code.**

## **Opportunities for Parent Involvement**

### **Fund-Raising**

SCA holds two fundraisers per year, one in the fall and one in the spring. There is also a silent auction held each year. The money from these fundraisers is primarily used to purchase materials for the library, science department, computer lab, and general classroom needs. In November, a Turkey Trot (5K run/walk) is held; proceeds from this go to the athletic fund from which P.E. equipment is purchased and money is allocated for future athletic needs.

### **Parent Association**

#### **Parent Teacher Meetings**

SCA has a parent-teacher meeting as needed throughout the school year. The purpose of these meetings is to implement parent involvement through activities such as planning and organizing fund-raisers, assisting with field trips, and aiding in all events that support and promote Savannah Christian Academy. These sessions are also intended to keep parents abreast of the latest developments at SCA. When these meetings occur in conjunction with the end of a grading period, report cards are handed out once the meeting has been adjourned.

### **Volunteering**

Parental support is not only needed, it is necessary. Not only does volunteer work allow parents the opportunity to know more about their child’s school, it also allows the academy to keep the cost of tuition at a reasonable level. Without the availability of grants to pay individuals to provide services at various levels, it is incumbent upon the parents to assist the

school in covering these areas and in helping the school secure funds that will continually add to and promote the school's drive for excellence. Areas in which parents may volunteer include, but are not limited to:

- Parents –Teacher Meeting Leader/Organizer
- Chairperson for a fund raiser
- Classroom Mom/Dad
- Transportation Coordinator
- Kroger Card Coordinator
- Box Tops for Education & Campbell's Soup Label Coordinator
- Hospitality Coordinator or Hospitality Helper
- Yearbook Advisor
- Library Assistant
- Reading Counts Promoter

**Volunteer Restrictions:** to ensure the integrity of the volunteers, the following restrictions are in place:

- Before serving as a substitute teacher, certain requirements must be met; if a parent is interested in substituting, he/she needs to meet with the school's principal
- Parent volunteers may act in the capacity of substitute teaching beginning with their child's second year of enrollment at SCA
- Parents may not grade papers for their child's teacher
- Parents may not stuff folders for their child's teacher
- Volunteers are always needed to make copies, tear out pages, stuff folders, etc.; in keeping with ACSI requirements, these services may not be done within the classrooms, but are to be done from an area away from the students (the resource room is available for this purpose)

## ***Health and Safety Issues***

### **Distribution and Consumption of Medication**

Realizing that at times it may be necessary for the student to receive medications while at school, Savannah Christian Academy has established guidelines according to state law to work with families in meeting this need. However, medications must be limited to those required during school hours and necessary to maintain the student in school. Every attempt should be made by the parent or legal guardian to work with their child's health care provider to schedule medications so that they can be given at home.

Medications will be administered by personnel of SCA for students in grades K-6; students in grades 7 and 8 may be allowed to administer their own medicine. By law, the student must be competent to self administer the authorized and/or prescribed medication with minimal assistance. SCA personnel are responsible for assisting the student with timely administration of medication, safe and proper storage of the medication to be given, as well as accurate documentation of the procedure.

In order to establish clear communication regarding safe and accurate medication administration for students, the following policies have been established:

1. A written authorization form must be signed by the parent or legal guardian before any student will be permitted to take prescription or over-the-counter medication.

2. New authorization forms must be provided to the school from the parent/legal guardian at the beginning of each school year for long term medications. A new form is to be completed by the parent when changes are necessary, such as increase/decrease in dosage of medication. (The instructions on the original container will also need to be updated.) The instructions on the form and the medication instructions on the container must agree to ensure accurate medication administration. This form will be sent home at the beginning of the year and is obtainable from each classroom teacher.
3. Prescription medications must be in the original pharmacy labeled container which displays clearly the following: student name, prescription number, medication name and dosage.
4. Non-prescription medications to be given at school are to be brought in with original label listing the ingredients, dose schedule, and child's name affixed to the container. This includes such medications as pain relievers (liquid or tablet), cough syrup or cough drops. Anything that you might want your child to have access to must be provided by you, the parent or legal guardian: SCA can no longer provide children's aspirin or any other type of medication without it being provided and authorized by the parent or legal guardian. Medications of this nature must be sent inside a Ziploc bag. A "Permission to Administer Medication" slip must be filled out for each medication that is submitted
5. Parents of students are to deliver medications to the child's teacher. Medications will only be accepted by parents or legal guardians of elementary students.
6. Unused medication stocked at school for long treatment must be picked up by a parent or legal guardian at the end of the school year. Medication kept at school for short term treatment must be picked up by the parent at the completion of the treatment. All unused medication that is not collected will be properly disposed of by the school's administrator.
7. On a regular basis a registered nurse will monitor storage and proper documentation of medication administered by SCA personnel to ensure that medications are handled properly as required by the law of Tennessee.
8. Prescribed emergency medications to address life-threatening situations will be made readily accessible to a student at all times when prescribed. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.) Examples of these medications include, but are not necessarily limited to: asthma inhalers, epi pens, glucose tablets, etc. Parents must communicate with their child's teacher concerning the emergency procedures for their child when these medications are prescribed.
9. All medications administered will be given in accordance with the above guidelines. Savannah Christian Academy retains the right to reject requests for administering medications that are not within compliance of the above policies. If, however, parental permission is obtained by phone for non-prescription medication to be given to a child (who does not have a personal supply at school), this may be done. In this event, the parent will be required to return a note verifying that permission was given for the school's administration of medication.
10. Please notify the office in case of strep throat, hepatitis, meningitis, rubella, measles or other communicable diseases. Students with such disease **will not** be allowed to attend classes while they are contagious.

11. **Students must be free of fever for 24 hours before they may return to school. For example: if your child is sent home on Tuesday with a fever, the earliest he/she may return to school is Thursday.**
12. Students receiving shots for an illness must allow a 24 hour period to elapse before returning to school *even if the child has no fever*. Children leaving school at 3:00 p.m. to receive a shot may not return to school the following morning.
13. **Discretionary Clause:** If a student become sick after leaving school, please keep the child home the following day, even if their is no fever. Many a stomach bug has been passed through classes by students returning to school prematurely. Please be considerate of other students, their families, and the teacher.

### **Communicable Disease Policy**

Students who are infected with a communicable disease will not be allowed to attend SCA until that disease has been eliminated from the student. This includes, but is not limited to the following: HIV, AIDS, and Hepatitis A and B. A doctor's written notification will be required before the student may resume classes or be admitted to the school. Communicable diseases are defined as any disease that is potentially life-threatening or serious in nature.

### **Reporting of Child Abuse**

In accordance with state law and school policy, the staff of SCA is obligated to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## ***Important State Regulations/Information***

### **School Transportation**

All parents of SCA students are responsible for the delivery and pick-up of their child/children. The school day begins at 8:00 a.m. and ends at 3:30 p.m. Students arriving before 7:50 a.m. are to go directly to the cafeteria area and wait to be escorted to class by a teacher. No supervision is provided prior to 7:30 a.m. **Parents are encouraged to pick students up by 3:40 p.m.**

## ***Important Federal Regulations/Information***

### **FERPA Regulations**

The Family Educational Rights and Privacy Act (FERPA) establishes student and parental rights with regard to student records. The Act applies only to records pertaining to individuals who have been admitted as students at private or public educational institutions. In accordance with this regulation, student records may be viewed by parents unless the school has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically

revokes these rights. Obtainable records are those which refer to a student's academic achievement (report card grades, achievement scores, ability/performance assessments, etc.), and physical assessments (vision/hearing screenings). Behavioral records may be included if they pertain to student achievement or overall performance.

### **SCA Policy on Student Records**

Parents may request and receive copies of all material that they personally submitted upon enrolling their child at Savannah Christian Academy. Basically, the policy is "you may get what you gave". In addition to personally submitted material, the parent may also obtain copies of his/her child's achievement scores, copies of report cards, and year-end grades.

### **Student & School Property Guidelines**

All school furniture such as school desks, cubbies, lockers, shelves, or cabinets are the property of Savannah Christian Academy. As a result, damage done to any of these items at the hands of a student will be repaired or replaced by the student and/or the one responsible for his tuition. Since these items of furniture belong to the school, they may be searched by the school staff at any time and, if necessary, items may be confiscated if they are not permissible at school. Student handbags and/or book-bags may also be searched if a teacher or the administration has reason to suspect an unwanted or an unlawful item/substance is inside. In addition, if a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, or wallet for school personnel.

## **General and Miscellaneous Information**

### ***Campus Hours***

The school office is open from 8:00 a.m. until 3:30 p.m. Supervision is provided from 7:30 a.m. until 3:30 p.m. All parents of SCA students are responsible for the delivery and pick-up of their child/children. The school day begins at 8:00 a.m. and ends at 3:30 p.m.; on Wednesdays, the school day is from 8:00 – 2:30 p.m. Students arriving before 7:50 a.m. are to go directly to the cafeteria area and wait to be escorted to class by a teacher. No supervision is provided prior to 7:30 a.m. Parents are encouraged to pick students up by 3:40 p.m. (2:40 p.m. on Wed.). Please be considerate of the teachers' time by being prompt.

### **After-Care Program**

After-Care is provided throughout the week. Following dismissal at 3:45 p.m. (2:45 p.m. on Wednesdays), students who are staying for After-Care (and those who have not been picked up) will go directly to the designated area and will remain there until they are picked up by a parent or appointed guardian. After-Care is offered until 5:15 p.m.; the cost is \$3.50 per child until 4:30 p.m. and \$5.00 per child after 4:30 p.m. A snack is included in this fee.

### ***Campus Visitors***

#### **PARENTAL VISITS AND VISITORS**

We encourage involvement on the part of parents, however, if a classroom visit is desired, we ask that you arrange this through the classroom teacher prior to the visit. This is done in order to avoid test days or other special activities that could be affected.

- Students are not allowed to bring visitors to school unless prior approval has been granted by the administration.

- All visitors must abide by the standards of SCA in dress and behavior.
- All visitors need to visit the school office and/or the principal's office upon arrival in order to introduce themselves and to state the reason for their visit.

### ***Change of Address***

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please call the school office and provide the new information so that it may be updated in your child's record. Also, please submit this new information in writing to your child's teacher so that he/she may keep his/her classroom file updated.

### ***Lost and Found Items***

Items that are lost or found can be inquired about or turned in to the principal's office. Items of value (jewelry, purses, etc.) will be locked up in the school office.

### ***Lunch Program***

SCA provides a modified lunch program that allows for the purchasing of hot lunches on certain days. Lunches may be brought from home, but must have nutritional value and not overloaded with sugars and candies. Since SCA has as its mission the call to "glorify God in all areas", the physical well-being of the students must be considered as well as their academic and spiritual well-being. While the school can oversee the nutritional choices made available through school lunches, it cannot mandate what is in a child's lunchbox. Parents are asked, therefore, to make healthy choices that will enable a child to be fueled for an afternoon of instruction and activities. Please send items for morning snack and/or lunch that are healthy choices and are profitable for academic and physical development.

While SCA is housed in modular buildings, on-site hot lunches will not be prepared. However, hot meals will be brought in on a weekly basis from various local restaurants. Parents will have the opportunity to choose these box-style lunches or send a packed lunch. Milk and juice are available at an additional cost (this provides one 8 oz. box of milk or two 4 oz. boxes of juice).

Monthly menus are sent out at the beginning of each month; weekly menus are sent out on Monday for the following week. Students are to mark the days in which they will be eating a school lunch and are then to return it by Friday of the same week. Money needs to be sent in on a weekly or monthly basis. If a student has not ordered a school lunch but for some unforeseen circumstance does not have a sack lunch, a school lunch will be provided and charges will be made accordingly.

### ***Messages & Music***

Students can receive messages at school by contacting the school office at 926-1504. Students in need of contacting their parents may use the school phone only after receiving permission from a teacher. If a child is sick, the teacher will make the phone call, not the student. In regards to cell phones, the following guidelines must be honored:

- Cell phones must be turned off and must remain in a student's book bag or purse through out

the school day

- Students may not use the phones in any manner through out the school day unless authorization has been given by an SCA staff member

Failure to abide by these guidelines will result in the lost privilege of keeping a cell phone on school grounds. Violators will have their cell phones taken up and given over to their parents. If a “confiscated” cell phone is taken up a second time, *the student will lose the right to bring a cell phone to school*. Students may not use iPods, MP3 players, or any related type of listening device during the school day. These will be confiscated if they are out and in use. \*As to the use of cell phones on field trips, see the guidelines pertaining to their usage in the area entitle **Field Trips**.

## **School Calendar**

### **School Calendar for SCA 2010-2011**

School will have an early dismissal each Wednesday throughout the year; students will be dismissed at 2:30 p.m.; teachers will stay for faculty meetings.

Thursday	July 29, 2010	Open House; 6:30 – 7:30 p.m.
Thurs./Fri.	August 12-13, 2010	Victory Ranch.
Wednesday	August 25, 2010	First Day of School
Monday	September 6, 2010	Labor Day; no school
Thursday	September 30, 2010	End of first Six Weeks
Mon. – Wed.	October 11-13, 2010	Fall Break
Wednesday	November 10, 2010	End of second Six Weeks
Friday	November 19, 2010	Parent-Teacher Conference; dismiss at 12:00 Conference 1:00 – 5:00 p.m.
Wed.-Fri.	November 24-26, 2010	Thanksgiving Break (No School)
Friday	December 17, 2010	End of third Six Weeks
Mon.-Mon.	December 20 – Jan. 3, 2011	Christmas Break
Monday	January 3, 2011	Administrative Day
Tuesday	January 4, 2011	Students Return
Monday	January 17, 2011	Martin Luther King, Jr. Day; (No School)
Friday	February 11, 2011	End of fourth Six Weeks
Friday	February 18, 2011	In-Service Day; no school; Parent-Teacher Con. 12:00 – 4:00 p.m.
Monday	February 21, 2011	President's Day (No School)
Mon.-Fri.	March 21-25, 2011	Spring Break (No School)
Monday	April 5, 2011	End of Fifth Six Weeks
Mon.-Thurs.	April 11-14, 2011	Stanford 10 Achievement Test
Friday	April 22, 2011	Good Friday; (No School)
Thursday	May 5, 2011	National Day of Prayer; 12:20 at courthouse
Friday	May 13, 2011	Kindergarten/Eighth Grade Recognition
Wednesday	May 18, 2011	Last Day of School; end of sixth Six Weeks
Thursday	May 19, 2011	Administrative Day
Fri.	May 20, 2011	Administrative Day

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Dates for Washington D.C. Trip

TBD

## **School Closure Information**

SCA closures and early dismissals will be announced on WKWX 93.5 FM *and posted on the school's website (www.savannahchristianacademy.org)*. Because it is not always necessary for SCA to adhere to the cancellations and closings that affect other Hardin County schools, it is imperative that parents listen for cancellations and dismissals specific to Savannah Christian Academy. Announcements will be made in regards to school openings as well as to school cancellations in hopes of alleviating any uncertainties. If SCA accumulates more than five days of cancellations due to inclement weather, these "excessive" days will be made up throughout, or at the end of, the school year.

## **Textbook Selection Guidelines**

The textbooks used by Savannah Christian Academy are chosen for their usefulness in advancing one's academic and spiritual development. While Christian texts are always preferred when available and suitable for a subject, secular texts are also used. In holding strongly to the view that Christian education must produce students who are both academically and spiritually solid, texts are chosen for their ability to minister to the mind and the soul. If, however, a text is spiritually strong but academically weak, it will not be utilized by the academy. The primary purpose of the textbook is to present knowledge based on facts; the primary purpose of the teacher is to present wisdom based on God's word. The importance of Biblical integration will not fall upon the writer of the text but upon the one who presents and teaches from the text. It is incumbent upon the classroom teacher to parallel textbook instruction with Biblical instruction and to continually show his students the connection between the Word of God and the word of the text.

## **Who to Call**

### **Chain of Accountability**

#### **Procedures for expressing concerns and asking questions.**

- First:** Talk to your child's teacher. If further clarification is needed then follow these steps:
- Second:** Talk with the school's principal, Kris Smith, at 926-1504.  
If further information is required or if there is still no satisfactory solution given:
- Third:** Talk to Bro. Lonnie Ray, pastor of Sharon Baptist Church, or to one of the school board members. These members may be reached through the church office at 925-2165.

## **Classroom Communication**

Within each classroom at SCA, teachers send home Friday Folders. These folders contain the child's weekly work along with important notes and up-dates. Parents are asked to review the folder each week and then sign and return it the following Monday. By weekly examinations, it is hoped that the Friday Folder will keep the parent informed as to his/her child's progress as well as to the latest developments at SCA.

## **RenWeb**

SCA is now a RenWeb school! This means that parents now have access to their child's grades and assignments via the web. Information will be provided to parents upon enrollment.

