

# Parent-Student Handbook

## Revised for the 2018-19 School Year

This handbook is designed to give insight into the programs and policies of Savannah Christian Academy. While it is meant to be explanative, it is not meant to be exhaustive. 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 SCA. Upon enrollment in SCA, all parents and students must sign online a **Covenant for Success (page 49 of this handbook)** which requires signatures stating that this handbook has been read and that its contents will be abided by.

## **Table of Contents**

### **Introduction Section**

#### **School Staff Roster**

**School Board – pg. 5**

**Faculty – pg. 5**

**Support Staff – pg. 5**

**Identification Statement – pg. 6**

**Vision Statement – pg. 6**

**Mission Statement – pg. 6**

**Core Values – pg. 6**

**Philosophy of Education – pg. 6**

**Expected Student Outcomes – pg. 7**

**Statement of Faith – pg. 7**

**School History – pg. 16**

**School Sponsorship and Affiliation – pg. 16**

**Admission Philosophy, Policies, and Procedures – pg. 17**

**Important Legal Information – pg. 17**

### **Procedures Section**

**Admissions – pg. 18**

**Enrollment Requirements – pg. 18**

**Transferring Students – pg. 18**

**Policy for Appeals – pg. 18**

**Tuition and Book Fees – pg. 19**

**Financial Aid Scholarship – pg. 20**

**Financial Policy – pg. 20**

**Academics – pg. 21**

**Homework Policy – pg. 21**

**Academic Oversights – pg. 22**

**Academic Testing – pg. 22**

**Grading Scale – pg. 24**

**Grade Promotion Requirements – pg. 24**

**Year End Awards – pg. 24**

**Report Cards and Progress Reports – pg. 25**

**Honor Roll – pg. 25**

**Conferencing – pg. 25**

**Homework Guidelines – pg. 25**

|   |  |
|---|--|
| Homework Expectations – pg. 26                      |  |
| Attendance – pg. 27                                 |  |
| Attendance Policy – pg. 27                          |  |
| Tardiness – pg. 27                                  |  |
| Make-Up Work – pg. 27                               |  |
| Excused Absences – pg. 28                           |  |
| Unexcused Absences – pg. 28                         |  |
| Activity-Related Absences – pg. 29                  |  |
| Excessive Absences – pg. 28                         |  |
| Late Arrivals and Early Departures – pg. 29         |  |
| Student Activities – pg. 29                         |  |
| Beta Club – pg. 29                                  |  |
| Chapel – pg. 29                                     |  |
| Music – pg. 29                                      |  |
| Athletics – pg. 29                                  |  |
| Yearbook Staff – pg. 29                             |  |
| Field Trips – pg. 30                                |  |
| Lifestyle Expectations – pg. 30                     |  |
| Student Conduct – pg. 30                            |  |
| Code of Ethics – pg. 30                             |  |
| Student Discipline – pg. 31                         |  |
| Discipline Plan for Fighting – pg. 32               |  |
| Classroom Rules – pg. 32                            |  |
| Classroom Procedures – pg. 33                       |  |
| Administration Procedures – pg. 33                  |  |
| Academic Probation – pg. 34                         |  |
| Student Guidance – pg. 34                           |  |
| Student Dress Code – pg. 35                         |  |
| Opportunities for Parent Involvement – pg. 38       |  |
| Fund Raising – pg. 38                               |  |
| Parent-Teacher Meetings – pg. 38                    |  |
| Volunteering – pg. 38                               |  |
| Health and Safety Issues – pg. 38                   |  |
| Distribution and Consumption of Medication – pg. 38 |  |
| Communicable Disease Policy – pg. 40                |  |

**Reporting Child Abuse – pg. 41**

**Important Regulations/Information – pg. 41**

**FERPA Regulations – pg. 41**

**Student and School Property Guidelines – pg. 41**

**General and Miscellaneous Information**

**Aftercare - pg. 42**

**Campus Hours – pg. 42**

**Campus Visitors – pg. 42**

**Change of Address – pg. 42**

**Lost and Found Items – pg. 42**

**Lunch Program – pg. 43**

**Messages, Cell Phones, and Music – pg. 43**

**School Closure Information – pg. 44**

**Textbook Selection Guidelines – pg. 44**

**Who to Call – pg. 44**

**Classroom Communication – pg. 45**

**School Security System – pg. 45**

**School Calendar – pg. 46**

**Forms for Policies and Procedures**

**Code of Ethics – pg. 47**

**Classroom Covenant and Discipline Policy – pg. 48**

**Covenant for Success – pg. 49**

**Financial Agreement – pg. 50**

**Technology Acceptable Use Policy – pg. 51**

**Photograph/Video Release Form – pg. 53**

## **School Staff Roster**

### **School Board**

|                   |               |                |
|-------------------|---------------|----------------|
| Pastor Eric Smith | Wayne Baugus  | Jamie Williams |
| Pastor Greg Young | Kim Patterson |                |

### **Faculty**

School Administrator – Brian Reid  
Elementary Assistant Principal – Lauren Williams  
Middle School Assistant Principal – Tracy Swift  
Elementary Teachers (K – 4<sup>th</sup>)  
    Kindergarten – Sherry Winborn  
    First Grade – Lauren Williams  
    Second Grade – Buffy Wayne  
    Third Grade – Chastity Clapp  
    Fourth Grade – Peggy Dendy  
    Science/PE - Vicki Gallik  
    Art – Brandi Franks (K – 4<sup>th</sup> Grade)  
Middle School Teachers (5<sup>th</sup> – 8<sup>th</sup>)  
    Tracy Swift  
    Patricia Campbell  
    Chasity Harrison  
    Brandi Franks  
    Tanya Rich

### **Support Staff**

Administrative Assistant - Tabbi Callahan  
Financial Administrator – Leigh Anne Roberts  
Cafeteria Manager – Nan Conrad

## **Identification Section**

### **Mission Statement**

The mission statement of Savannah Christian Academy is to invest in the discipleship process of students as they grow in knowledge and spiritual maturity.

### **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.

### **Core Values**

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 ensure 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 lifelong 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 effects 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:

Sharon Baptist Church is in fellowship with thousands of other Baptist churches that make up the Southern Baptist Convention, whose beliefs are affirmed in [The Baptist Faith and Message](#):

## **I. The Scriptures**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

## **II. God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

### **A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

### **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected



the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination, He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning, man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice, man sinned against God and brought sin into the human race. Through the temptation of Satan, man transgressed the command of God and fell from his original innocence whereby his posterity inherit nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

#### **IV. Salvation**

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

#### **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39–12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## **VI. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation, each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## **VII. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

### **VIII. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

### **IX. The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come, and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

### **X. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

### **XI. Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the

teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinated with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education, there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

## **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

#### **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner.

Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom.

Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

#### **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography.

We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## **XVI. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ, they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## **XVII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom, no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

## **XVIII. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her

husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

**A document (Code of Ethics) 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 online by the parent/guardian at the time of registration.**

## **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 fourteen and a student body of over one hundred! It has been, and continues to be, an exciting journey; God's blessings continue to fall fresh every day!

## **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 AdvancEd, formerly known as the Southern Association of Colleges and Schools (SACS). In 2016, 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 ninth 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 “do your best to present yourself to God as one approved” (2 Timothy 2:15, ESV). They must also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

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 should 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. Savannah Christian Academy admits students of any race, color, national and ethnic origin 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 administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Savannah Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Genesis 1:26-28; 2:15-25; Leviticus 20:13a, Matthew 19:4-6; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33)

### **Transferring Students**

All records must accompany the 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 nine 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**

### **2018-19 annual tuition is \$4,350**

#### **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 week of school.

#### **Sibling Discounts**

2nd child with discount of 15% = \$3,697.50

3rd child with discount of 25%: \$3,262.50

Payment Plan Options (The discounts are not reflected in these figures)

10 month plan = \$435 monthly

The first payment will be due by August 10, and the last payment will be due by the tenth of May.

12 month plan = \$362.50 monthly

The first payment will be due on August 10, and the last payment will be due by the tenth of July.

Semester Plan = \$2,175 due in August and \$2,175 due by the first of January

Registration Fees: \$75.00 per child

## **Book Fees**

- Kindergarten: \$200.00
- First and Second Grade: \$300.00
- Third and Fourth Grade: \$325.00
- Fifth and Sixth Grade: \$335.00
- Seventh and Eighth Grade: \$360

**Book fees are due in August, if not fully paid by October 31, an additional fee of \$75 will be applied per child.**

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 registration fee is not an additional expense but becomes a payment toward the book fee.

### **Building/Use Fee**

We have an annual fee of \$100 building/use fee per student to help with the cost of utilities.

### **Financial Aid Scholarship**

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

#### **Process for Financial Assistance 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 Financial Aid Scholarship Committee will review the requests.
- Wait to receive notification concerning the request for scholarship funds (information will be mailed after the review 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).

### **Financial Policy**

All payments are to be handled through the school office; checks may be given directly to the secretary, placed in the dropbox outside the school office, or mailed. To ensure a timely posting to your account, please do not send money via children or teachers.

1. I understand that the policy of SCA is to make no refund of registration fees.
2. I understand that payments are due on the 1st of each month. If payment is not received by the 10th of the month, a **\$10.00 late fee** per student will be charged to my account. In the event that the 10th falls on a Saturday or Sunday, payment should be made on the Friday *before* the 10th. Should school be unexpectedly closed on the 10th of the month (as in the case of inclement weather), payment due date will be delayed until the day school resumes.
3. I understand that payment by check is preferred. When cash is used, the correct amount should be given as the school does not keep money on hand to make change.
4. I understand that if my account is still delinquent on the last day of the month, my child may not be permitted to attend classes until the account is satisfied.

5. I understand that the first tuition payment must be paid the first week of school and the last tuition payment must be paid by May 10<sup>th</sup> if the 10-month payment plan has been chosen or by July 10<sup>th</sup> if the 12-month payment plan has been chosen.
6. 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.
7. I understand that there will be a **financial hold** on my child'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.
8. I understand that as parents/guardians we are ultimately responsible for all payments to this account. The signature below represents that both parents listed on the household form are financially responsible unless a custody agreement or other court document states otherwise.
9. I understand that I have a financial commitment to SCA for the entire school year. If I withdraw my child from SCA during the course of the school year of my own accord, I realize that I am still financially responsible for the month of withdrawal PLUS the following month. If I have to relocate due to unforeseen circumstances and thereby must withdraw my child from SCA, I realize that I will be responsible to pay tuition through the month of my child's withdrawal from SCA, even if the entire month is not completed.
10. I understand that if I withdraw my child (ren) for any reason during the school year and I had elected the 12-month payment plan, an adjustment will be made to my account for the actual cost of education at the time of withdrawal and penalty may apply as stated above.
11. I understand that in order to choose the 12-month payment plan, my account must be in good standing and must have been paid in a timely manner during the previous school year.

## **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 shoulders 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. 26) 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.

Extracurricular time (study hall, library, art, P.E.) 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; the 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 the core subjects (math, reading, science, history, language, and Bible) may be denied participation on a class field trip or from participating in sports. A student will not be withheld from a trip that is designed to be a teaching tool for a particular subject. A student may, however, be kept from a trip whose primary purpose is that of fellowship and the rewarding of 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 Oversights**

SCA operates under the strict guidelines and academic standards of ACSI. Local oversight is provided by the pastor and the school board.

### **Academic Testing**

**Achievement tests** are given annually to all elementary students (K-8<sup>th</sup>). This consists of a comprehensive battery of tests designed to measure achievement at each grade level in the educational sequence. We currently use the Terra Nova 3 test, which has been adopted by ACSI.

Student ability tests are given in grades third, fifth, and seventh grades. This test is used to measure a student's *ability level* whereas the Terra Nova 3 is used to measure his/her *achievement level*. The ability 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?" These 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.

Beginning in fifth grade, **Semester Tests** are given to measure cumulative learning. They are administered prior to Christmas break and during the last two weeks of school. The areas tested are as follow:

- 5<sup>th</sup> grade: history, science
- 6<sup>th</sup> grade: history, science, math
- 7<sup>th</sup> & 8<sup>th</sup> grades: history, science, math, vocabulary

The **Benchmark Tests** will be given toward the end of the third quarter. 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 is focused upon throughout the school year.

## **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+/S | Satisfactory      |
| S/S- | Satisfactory      |
| N    | Needs 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, report card grades, SAT scores, student effort and maturity, and the 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 parents informed if his/her child is performing below grade level and if retention is possible.

## **Year End Awards**

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

- Maintaining A Honor Roll status for the year
- Maintaining A/B Honor Roll status for the year
- Completion of the Presidential Fitness requirements
- Spiritual Growth (one per class in 1<sup>st</sup> through 4<sup>th</sup> grade)
- Academic Student of the Year (one per grade)

The academic student of the year is awarded to the student with the highest GPA through the first 30 weeks of the school year.

### Spiritual Growth Essays

Eighth graders are given the opportunity to write how they have progressed in their walk with



Jesus during their time at SCA. They are also given the opportunity to present their essay at Eighth Grade Recognition and also at the Year-end Awards Day.

### **Report Cards and Progress Reports**

SCA operates on a quarterly grading system. Report cards, in the form of a RenWeb print-out, will be sent home at the end of each nine week period. At the end of the year, a final report card will be sent home. Progress reports will be sent out midway through a grading period only if the student's performance is declining (below a C). 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 is brought up.

Teachers will do their best to ensure that parents are made aware of their child's academic and spiritual growth. Parents are encouraged to make regular checks of student grades on RenWeb, to attend parent-teacher conferences, and to make routine visits with their child's teacher.

### **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., computer, and art 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 first and third quarters (approx. Oct./Feb.) 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 Guidelines**

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  |
| Ninth-Twelfth Grade:  | 90+ 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".

### **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 grade 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 failing grade 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 165 days, allowing an extra 5 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 a tardy slip from the office before entering their classroom. Five unexcused tardies during a quarter will convert to one unexcused absence. Students receiving more than 15 unexcused absences in one school year may fail to be promoted to the next grade level.

Beginning with second graders, students must first come to the school office before going to class when 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 re-entry 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 3/4 hours) in order to be counted present. A child leaving before 11:45 a.m. (and not returning to class) or arriving after 11:45 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; *repeated late check-ins or early check-outs (time missed will be added up and become unexcused absences)*; and/or 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 15 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 ten days within a quarter and/or more than 25 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 meet or exceed ten days within a quarter, tutoring sessions or Saturday school will be necessary to ensure the child is caught up on missed instruction. The number of required "make-up" hours will be determined by the classroom teacher and will depend upon the amount of work that needs to be completed. If the overall number of absences for the year is more than 25, then a 2 hour per missed day ratio will be applied; in this case, the instruction will occur over the summer. As any form of make-up

instruction places additional duties on the instructor, a minimum of \$20.00 per hour must be paid directly to the instructional teacher.

Please understand the late arrivals and early check-outs disrupt the flow of the day and also result in missed work. For this reason, the time out of class will be added up and treated as an absence.

### **Late Arrivals and 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 or doctor. In case of medical appointments, a written excuse should be brought to the teacher *the previous day or the morning of* the student's departure. Please understand that late check-ins and early check-outs, if not covered by a doctor's note, will be treated as unexcused and the time out will be compiled and, once it equals four hours, it will become an unexcused absence.

## **Student Activities**

### **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**

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. Mr. Carl Griggs has also come to the campus in the past and has offered lessons in guitar and violin. These services have an additional cost.

### **Athletics**

Girls' Softball (3<sup>rd</sup> – 8<sup>th</sup> Grade) (August-September and February-April)  
Cross-Country (5<sup>th</sup> – 8<sup>th</sup> Grade) (August-September)  
Basketball (2<sup>nd</sup> – 8<sup>th</sup> Grade) (September-February)  
Baseball (4<sup>th</sup> – 8<sup>th</sup> Grade) (February-April)

There is a \$35 athletic fee for each sport that a student participates in at SCA. There is a maximum fee of \$175 for each family per year.

### **Yearbook Staff**

Students in seventh and eighth grade may choose to work on the SCA yearbook. Under the leadership of the yearbook supervisor, 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 need to read and sign the field trip policy. Field Trip Policy forms will be available in the school office.* 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.

## **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 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 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 Facebook, Twitter, Instagram (or any other social media site) 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

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 following discipline plan will be embraced by SCA. Because, as a school, the goal is 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.

In accordance with the student responsibilities and the Expected Student Outcomes (located on page 7), 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 present, promote, practice and preserve these characteristics through their actions and the school's discipline plan.

In regards to behavior, 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 actions
- Model a Christ-like behavior.

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. **(Corporal punishment in the form of paddling is only used when parents deem it appropriate and grant the school permission to do so.)**

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 other students it may require firmer measures. 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 may vary from student to student, but the application will remain consistent as each child is being held to the same standards

### **Discipline Plan for Fighting at SCA**

We have a zero tolerance for fighting at Savannah Christian Academy. If students are involved in a fight, the following discipline measures will be taken:

- Elementary (K-4<sup>th</sup> grade)
  - First Offense – three-day suspension (work can still be completed at home)
  - Second Offense – suspended the rest of the year
- Middle School (5<sup>th</sup> – 8<sup>th</sup> grade)
  - First Offense – five- day suspension (work can still be completed at home)
  - Second Offense – suspended the rest of the year

**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.**

### **Classroom Rules**

The following rules are posted in each classroom. Teachers go over the rules at the beginning of each year and, as students advance through the academy, their knowledge of and ability to follow these should increase. Therefore, the discipline plan will vary with the grade level of the child as noted below.

1. Speak respectfully to adults (Proverbs 16:23)



2. Obey your teacher and others in authority (Hebrews 13:17)
3. Speak kindly to one another (Colossians 3:17)
4. Speak when it is your turn (Ecclesiastes 3:7)
5. Remain seated during class (Psalm 37:7)
6. Respect each other and his/her property (Luke 6:31)
7. Complete assignments neatly and on time (Colossians 3:23)

### **Classroom Procedures**

#### **K – 2<sup>nd</sup> Grade**

Teachers will give verbal warnings, followed by loss of privileges for intervals of 5 minutes, 15 minutes, or 30 minutes. If “time-outs” are not effective, the teacher will bring the student to the principal’s office. The principal will talk with the child, and a note of his/her visit will be made. Students who make frequent visits to the office, especially for the same behavior, will receive different levels of discipline and may, in some situations, be sent home. Corporal punishment is always a last resort and is only given when parental permission is granted.

#### **3<sup>rd</sup> and 4<sup>th</sup> Grade**

As students grow and become more aware of their behaviors, their level of responsibility increases. Therefore, students at these grade levels will have fewer warnings (and, in fact, won’t repeatedly be given warnings for the same behaviors/conduct). Students will be expected to follow the classroom rules and practice self-control. As the importance of homework increases, the student will be held more responsible for completing work on time.

#### **Weekly consequences for misconduct**

- 1<sup>st</sup> offense – verbal warning
- 2<sup>nd</sup> offense – miss 10 minute of recess
- 3<sup>rd</sup> offense – miss 20 minutes of recess
- 4<sup>th</sup> offense – sent to principal’s office

Our desire is for our students to grow and mature during their time at SCA. We hope by the time they reach the third grade they have already acquired an adequate understanding of acceptable classroom and playground behaviors.

#### **5<sup>th</sup> – 8<sup>th</sup> Grade**

By this age, students are held to a higher standard. Because students move from classroom to classroom and have several teachers over the course of the day, a demerit system is by all teachers. Students receive demerits for not following the classroom rules. On the fourth demerit of each quarter, the student will be sent to the principal’s office. We will not give demerits for tardies.

### **Administration 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 with the situation. Discipline may range from verbal warnings, in-school suspension (ISS), a paddling, or - in some cases - the child may

be sent home for the remainder of the day. When necessary, the parent will be called so that he/she may be informed and may provide information for an effective method of discipline.

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 during a grading period will be placed on academic probation and given a subsequent three- 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.

Academic probation also prohibits a student from participating in extracurricular activities at SCA.

**\*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 will meet with the principal. If a deeper need is evident, the student will meet 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**

Students in grades K – 8 are to abide by all dress code policies.

### **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 are to 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.

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

All pants, shorts, or skirts must be either khaki or navy blue. All shorts, skirts, and dresses must be no more than 3 inches above the knee. **This applies even on Fridays.** Girls may wear Capri style pants or skorts. (*The style for all clothing should follow that of a school uniform; not all things khaki or blue are acceptable. When in doubt, use the Land’s End catalog as a guideline.*) 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/holes or be too tight. In addition, pants with writing across the seat are not to be worn. (Kindergarten students are not required to wear belts or have shirts tucked in.)

#### **Shoes**

Due to the school’s P.E./recess activities, the dress code has been set to meet the comfort

and safety needs of the students as well as the time restraints 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 either P.E. or recess every day).

Because students in grades four through eight change into school uniforms for P.E., they may wear other types of shoes to school but must change into tennis shoes 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. Light-up shoes are not allowed.

Sandals are permitted in grades four through eight; however, they must have a strap behind the heel and cover at least 50% of the foot; flip-flops (even if there is a behind the heel strap) are not permissible on any day; this includes Friday.

Boots may be worn with pants (not with skirts or shorts) only if the pant legs can go over them. Pants may not be worn tucked into boots.

**Socks & Leggings:** All socks and leggings are to be solid in color. This does not apply to socks that are covered by long pants. Neon socks are not acceptable as part of the regular dress code. Socks should be white, black, gray, or royal blue.

### **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.

### **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 be in one's face or cover the eyes
- 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**

SCA jackets are part of the dress code. SCA jackets can be purchased for students to wear to school Monday through Thursday. These jackets are available in the school office and there are several styles to choose from. Students may wear these jackets all day, but they must also have the correct shirts underneath the jacket. A solid colored cardigan-style sweater is also acceptable. Students can also purchase SCA hooded-sweatshirts through the school office as an alternative to jackets. These hooded sweatshirts are acceptable throughout the day.

Please keep in mind that the “weather rule” for recess and P.E. is as follows: students may 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. (or recess) is done outside.

## **P.E. Uniforms 4<sup>th</sup>-8<sup>th</sup>**

Students in grade four and up are required to purchase and wear the SCA uniform for physical education. The uniform 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. Shorts can also be purchased outside of school for P.E. These shorts must be royal blue in color and also be three inches above the knee.

## **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 learning by reducing distractions. 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.

## **Dress Code Violations**

In grades K – 3, students who do not follow the dress code will be given an “Oops!” slip as a reminder of what is or is not consistent with the dress code. If frequent notices are sent home, the teacher may contact the parent to make sure he/she understands the dress code policy. In grades 4-8, students who do not follow dress code on Mon. – Thurs. will lose their “Free Friday”. Repeat offenses may also result in demerits.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

### **Fund-Raising**

SCA holds several fundraising events throughout the year. We will have our Silent Auction in the spring. The Eagle Dash, a color run, is held in the spring each year. We are constantly looking for opportunities to raise funds for our school each year. These events are necessary in that they support the school's budget and, as a result, help maintain the tuition rate from year to year.

### **Parent-Teacher Meetings**

#### **Parent - Teacher Meetings**

SCA will hold parent-teacher meetings 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.

### **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. If you are interested in volunteering at the school, please contact Brian Reid, Lauren Williams, or Tracy Swift.

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 volunteering at the school, we ask that they fill out the required paperwork.

### **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, SCA has established guidelines, in accordance with state law, to work with families in meeting this need. However, medications must be limited to those required during school hours and necessary to enable the student to remain 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 they may be administered at home.

Medications will be administered by personnel of SCA for students in grades K-4; students in grades 5 - 8 may administer their own medication with adult supervision. 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 is available online on our school website or is obtainable in the school office.
3. Prescription medications must be in the original pharmacy labeled container that clearly displays 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 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. Our fever factor is 100.2. A child should go home at that point and should not return for 24 hours if the fever has reached 100.2. 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 or have a note from the doctor saying they may return sooner*. 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 becomes sick after leaving school, please keep the child home the following day, even if there 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 the child is no longer contagious. 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 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 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.

### **Student and School Property Guidelines**

#### **Personal Searches**

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband.

Searches may be performed without notice, without consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of

decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

### **Locker Searches**

A student's locker or desk is the property of SCA and is at all times under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker.

## **General and Miscellaneous Information**

### **Aftercare**

We do plan on offering aftercare for the 2017-18 school year. Aftercare will start being charged after dismissal ends at 3:45 and will conclude at 5:15. The rates are listed below.

3:45 - 4:30 -- \$5 per student

4:30 - 5:15 -- \$8 per student

After 5:15 -- \$25 per student

### **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 3:45 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 dismissed to class by a teacher. No supervision is provided prior to 7:30 a.m. Parents are encouraged to pick students up by 3:45 p.m. (2:45 p.m. on Wed.). Please be considerate of the teachers' time by being prompt. After these appointed times, students will be dismissed to aftercare.

### **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 allowed to bring visitors to school once 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.

### **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 school's office. Items of value (jewelry, purses, etc.) will be locked up in the school office.

### **Lunch Program**

SCA provides a lunch program that allows for the purchasing of hot lunches. Lunches may be brought from home, but should have nutritional value and should not be 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 will not 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.

The school's monthly lunch menus are posted on RenWeb; for those who cannot access these via computer, a printed menu may be requested through the school office. Parents are asked, when possible, to order their child's lunches through RenWeb. Monthly statements are sent out for the days the child ate a school lunch. If the statements are not paid in a timely manner, additional charges will not be accepted until the balance has been paid. Lunch counts are taken every morning and if cancellations are not made by 9:30 a.m., charges will be applied. Therefore, make sure to notify the school if your child will not need the lunch he/she has ordered.

**Parents as Guests:** Parents who plan on eating a school lunch need to "order" their lunch by 9:30 a.m. The cost of the meal is \$4.00. While parents are welcome to eat with their children, the visits should not occur more than one time per week. Since lunchtime is a great opportunity for children to develop social skills with their peers, time should be allowed for this type of growth.

**Packed Lunches:** Please note that, when bringing a lunch from home, the food should already be prepared and ready to eat. Microwaves will not be provided for student use, so heating up or cooking lunches is not an option.

### **Messages, Cell Phones, and Music**

Parents may send messages to their children while at school by contacting the school office at 926-1504. Students in need of contacting their parents may use the school phone 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 locker throughout the school day
- Students may not use the phones in any manner throughout the school day unless authorization has been given by an SCA staff member

Failure to abide by these guidelines will result in the loss of cell phone privileges and could result in restricting cell phone use altogether. 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.

### **School Closure Information**

SCA closures and early dismissals will be *sent by email, posted on the school website ([www.savannahchristianacademy.org](http://www.savannahchristianacademy.org)), posted on the school Facebook page, and also a text message will be sent home by teachers*. 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 may be made up throughout, or at the end of, the school year.

### **School 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.

### **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/her students the connection between the Word of God and the word of the text.

The same process is used in the selection of instructional resources, including media, technology, and library materials.

### **Who to Call**

Chain of Accountability

Procedures for expressing concerns and asking questions.

1. Talk to your child's teacher. If further clarification is needed proceed to step two.
2. Talk with the school's principal, Brian Reid, at 926-1504. If further information is required or if there is still no satisfactory solution given, proceed to step three.
3. Talk to one of the school board members or request to meet with the school board. These members may be reached through the church office at 925-2165.

### **Classroom Communication**

SCA is a **RenWeb** school! This means that parents now have access to their child's grades and assignments via the web. Through RenWeb, parents may monitor their child's grades, view lessons and upcoming homework assignments, check account balances, and view and order school lunches. RenWeb also provides the school with the means of sending out school-wide e-mails to keep the lines of communication open.

Our school uses the **Remind** message system to communicate with parents. Along with these sources of communication, we also have a school website at [www.savannahchristianacademy.org](http://www.savannahchristianacademy.org). We also have Facebook and Instagram pages that are used for communication..

### **School Security System**

Sharon Baptist Church has installed a security system that provides additional security for the ministries of KIDS Preschool and Savannah Christian Academy. Throughout the day, all doors will remain locked. At two locations, the church office entrance (west side) and the school office entrance (south side), cameras and speakers are set up that allow the visitor to be viewed and spoken with from inside the building. The visitor may be allowed entrance once he/she has been identified. School doors will be open (on the south side for preschool entry and the north side for SCA entry between 7:30 – 8:00 a.m. After 8:00 a.m., the doors will be locked and access will only be gained by using the security entrance system. We also have security cameras installed at various points throughout our campus.

## **Savannah Christian Academy 2018-19 School Calendar**

|                         |  |
|-------------------------|--|
| Wednesday, August 15    | First Day of School for SCA            |
| Monday, September 3     | Labor Day (no school)                  |
| Friday, October 12      | First quarter ends (42 days)           |
| Mon-Tues, October 15-16 | Fall Break (no school)                 |
| Friday, October 26      | Parent-Teacher Conference (no school)  |
| Mon-Fri, November 19-23 | Thanksgiving Break (no school)         |
| Tuesday, December 18    | Christmas Program                      |
| Wednesday, December 19  | Dismiss for Christmas Break            |
|                         | Second quarter ends (40 days)          |
| Monday, January 7       | Classes Resume                         |
| Monday, January 21      | Martin Luther King Jr. Day (no school) |
| Monday, February 18     | President's Day (no school)            |
| Friday, March 1         | Parent-Teacher Conference (no school)  |
| Wednesday, March 6      | Third quarter ends (40 days)           |
| Mon-Fri, March 25-29    | Spring Break (no school)               |
| Mon-Thurs, April 15-18  | Achievement Testing                    |
| Friday, April 19        | Good Friday (no school)                |
| Friday, April 26        | No School (weather day if needed)      |
| Friday, May 3           | No School (weather day if needed)      |
| Thursday, May 9         | Athletic Banquet (6:30)                |

Friday, May 10

Teacher In-Service Day (no school)

SCA Commencement (6:30)

Monday, May 13

KIDS Graduation (6:30)

Friday, May 17

Last Day of School

Fourth quarter ends (43 days)

### ***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 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 Facebook, Twitter, Instagram (or any other social media site) 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

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.

---

(signature of parent/guardian)

(signature of student)

(date)

### ***Classroom Covenant & Discipline Policy***

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.

The discipline policy for all grade levels is outlined in the Student Handbook for Savannah Christian Academy. Please read this section to understand the discipline policy of SCA. While SCA does, in certain instances, apply physical punishment in the form of paddling, this is only done if permission is granted by the child's parent and/or legal guardian. It is the philosophy of SCA that teachers are to support and assist parents in the area of discipline. Therefore, the use of corporal punishment will only be used at the request/permission of the parent. We do, however, hold fast to the right to send a child home if his/her behavior is such that it affects the educational and spiritual dynamics within the classroom.

Having read the Discipline Plan as outlined in the Parent/Student Handbook for Savannah Christian Academy (stated on pages 32-33), I do hereby confirm that I understand the position and policy that Savannah Christian Academy sets forth and I do hereby agree to abide by such.

\_\_\_\_\_ I do hereby give permission for my child to be disciplined by the administration of SCA; if deemed appropriate by the administration, I consent to discipline in the form of paddling (notification will be sent if this procedure takes place).

\_\_\_\_\_ I wish to be called so that I may remove my child from school and personally administer correction at home.

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

\_\_\_\_\_  
Date



## **Covenant for Success**

**We acknowledge that we have read the student handbook containing Savannah Christian Academy's Doctrinal Beliefs, Statement of Faith, Code of Ethics, Financial Agreement Policy, and School Philosophy as well as the school policies and procedures. We agree to abide by all that is outlined and embraced within the student handbook. We realize that amendments may be made to the handbook and, as such, will also be treated as valid components of the handbook.**

**We understand that there must be parental support and involvement for our child to have academic growth and success. We agree to pray for the individual and corporate success of SCA and all God has designed for the school to become. We understand and agree that continued enrollment and reenrollment of our children at Savannah Christian Academy is dependent on our parental support of the school, its staff, and its policies.**

---

**Signature of Parents**

---

**Date**

---

**Signature of Student**

---

**Date**

### SCA Financial Policy (2018-2019)

All payments are to be handled through the school office; checks may be given directly to the secretary, placed in the dropbox outside the school office, or mailed. To ensure a timely posting to your account, please do not send money via children or teachers.

1. I understand that the policy of SCA is to make no refund of registration fees.
2. I understand that payments are due on the 1st of each month. If payment is not received by the 10th of the month, a **\$10.00 late fee** per student will be charged to my account. In the event that the 10th falls on a Saturday or Sunday, payment should be made on the Friday *before* the 10th. Should school be unexpectedly closed on the 10th of the month (as in the case of inclement weather), payment due date will be delayed until the day school resumes.
3. I understand that payment by check is preferred. When cash is used, the correct amount should be given as the school does not keep money on hand to make change.
4. I understand that if my account is still delinquent on the last day of the month, my child may not be permitted to attend classes until the account is satisfied.
5. I understand that the first tuition payment must be paid the first week of school and the last tuition payment must be paid by May 10<sup>th</sup> if the 10-month payment plan has been chosen or by July 10<sup>th</sup> if the 12-month payment plan has been chosen.
6. 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.
7. I understand that there will be a **financial hold** on my child'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.
8. I understand that as parents/guardians we are ultimately responsible for all payments to this account. The signature below represents that both parents listed on the household form are financially responsible unless a custody agreement or other court document states otherwise.
9. I understand that I have a financial commitment to SCA for the entire school year. If I withdraw my child from SCA during the course of the school year of my own accord, I realize that I am still financially responsible for the month of withdrawal PLUS the following month. If I have to relocate due to unforeseen circumstances and thereby must withdraw my child from SCA, I realize that I will be responsible to pay tuition through the month of my child's withdrawal from SCA, even if the entire month is not completed.
10. I understand that if I withdraw my child (ren) for any reason during the school year and I had elected the 12-month payment plan, an adjustment will be made to my account for the actual cost of education at the time of withdrawal and penalty may apply as stated above.
11. I understand that in order to choose the 12-month payment plan, my account must be in good standing and must have been paid in a timely manner during the previous school year. For all families choosing the 12-month plan, they will need to leave a post-dated check for June and July tuition in the school office before school ends in May.

Payee's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Please indicate below the method of payment you will use for this school year:

\_\_\_\_\_ Plan A: 10-month payment plan (August through May)

\_\_\_\_\_ Plan B: 12-month payment plan

\_\_\_\_\_ Plan C: semester pay (1<sup>st</sup> payment due in August; 2<sup>nd</sup> payment due in January)

\_\_\_\_\_ Plan D: full year payment (due in August)

**\* Once a plan is chosen it is in effect for the entire school year**

## **Technology Acceptable Use Policy**

### **A. Opportunities/Privileges**

1. Students will have access to technology that will facilitate learning and enhance communication.
2. Students will have access to information from outside resources including monitored access to the internet (direct supervision and electronic filtering).

### **B. Responsibilities**

1. Students are responsible for using the technology in their school to facilitate learning and for purposes consistent with the school's program and mission.
2. Students are responsible for adhering to the guidelines and standards established by the school for use of the equipment, programs, labs, and networks.
3. Students are responsible for obtaining permission from their teacher and/or school administrator before using their own software on school equipment.
4. Students are responsible for keeping equipment, programs, and files from being relocated, removed from school premises, corrupted, or modified.
5. Students are responsible for maintaining the privacy of passwords and the integrity of electronic mail systems.
6. Students are responsible for using internet and other telecommunication access only for appropriate school learning experiences.
7. Students are responsible for adhering to all copyright guidelines.
8. Students are responsible for avoiding sites that are profane, obscene, or that advocate illegal acts, violence or discrimination toward other people.
9. Students are not to use the internet (Facebook, YouTube, etc.) as a means of communicating information that may negatively impact SCA or any of its students, staff, or parents in a negative way. **This applies to use outside of school as it affects the atmosphere in school.**

### **C. Disciplinary Action**

Violations may result in:

- Suspended use from equipment or the system
- Restricted access
- Financial restitution
- And/or other appropriate disciplinary measures

### **D. Internet Use Guidelines for K-8**

In accordance with The Children's Internet Protection Act (CIPA), all internet access is filtered.

1. Students will use the internet as one information source for specific assignments. Students will also continue to use other information resources such as book, magazines, CDs.
2. Students will use the internet to access sites, including search engines, which have been pre-planned by their teachers.
3. Student use of the internet will be supervised by staff.
4. Students who need to print information from the internet must have pre-approval by the supervising staff.
5. Students are responsible for adhering to copyright guidelines and for any material they produce.
6. Students will be allowed, with staff supervision, to access the internet during non-class times such as before school, lunch hour, and study halls keeping in mind that the Technology Acceptable Use Policy states that use of the internet is for direct school learning experiences. The internet is to be used for curriculum-related projects. General subject browsing, personal printing, downloading will not be allowed.
7. Violation of these internet guidelines may include the immediate loss of computer use privileges to the loss of computer privileges for the remainder of the year.
8. NO FOOD OR DRINK allowed in the computer lab, the library, or when working with a laptop.
9. Consequences for violating these General Guidelines range from fines to loss of equipment use privileges for a specified period of time.

**By signing the Covenant for Success online, parents and students acknowledge that they have read all policies located in the Parent-Student Handbook and that they will abide by them. This includes, but is not limited to, the Technology Use Policy.**

*If a picture paints a thousand words, but is posted illegally, it may also paint a thousand reasons not to share it! -quote from Iza B. Framed*

## **Savannah Christian Academy's Photograph/Video Release Form**

**Dear Parents and Guardians,**

**At SCA, photographs are often taken of your children so that you, as well as others, may have more insight into the activities that take place during the school day and/or at school events. We will use these pictures in our yearbook, on our website, and to promote the school through the local newspaper and/or in brochures. However, before we use your child's photograph, we need to receive your permission. Please review the options below, choose the one that's best for you.**

### **Option 1: Permission Granted**

**\_\_\_\_\_ I give SCA permission to take and use photos/videos of my child for promotional and/or educational purposes only. I hereby release SCA from any and all claims arising out of the use of these photographs and/or videos.**

### **Option 2: Permission Denied**

**\_\_\_\_\_ I do not give SCA permission to take and use photos/videos of my child for promotional and/or educational purposes.**

**Date: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_**

**Name of child: \_\_\_\_\_**

**Parent/Guardian signature: \_\_\_\_\_**