

'10-'11

Student Handbook

Pre-School - 12th Grade



11605 US Hwy 92 East
Seffner, FL 33584

www.scacrusaders.com

Welcome to Seffner Christian Academy

“Academic Excellence in a Christian Environment”

www.scacrusaders.com

Welcome letters

Dear Parents and Students of Seffner Christian Academy:

Let me take this opportunity to thank each parent for your support and sacrifice to send your child to Seffner Christian Academy. We count it a privilege to educate each of these students. We are committed to providing academic excellence in a Christ-centered environment and trust that we can work alongside of you to develop young men and women for Christ.

The Parent/Student Handbook has been designed to help you understand the policies, procedures and expectations of our school. We trust that each family will read this handbook and familiarize you with the overall philosophy of Seffner Christian Academy. If you have any questions, feel free to contact me. We are here to help you and your child have a successful school year, and we welcome you into the SCA family.

In His Service,

Roger Duncan

Administrator

Dear Parents:

We count it a great privilege to have your children in Seffner Christian Academy for the coming year. Because of your decision, we know that you are truly concerned about the education of your child. We realize the trust you have placed in us, and we desire to properly fulfill the awesome responsibility that we have in providing quality education in a Christian atmosphere. This building of a life is not accomplished in any single place. A church or school by itself cannot fulfill God's objectives in the life of a child. It requires the home, school, and the church working together.

On behalf of First Free Will Baptist Church, we wish to extend to you an invitation to not only make us your school, but also your church home. May we join together to give our children quality education, loving discipline, moral principles and practices in a Christian atmosphere.

Sincerely,

Rev. Roger Duncan, Pastor

First Free Will Baptist Church

The Philosophy & Mission of Seffner Christian Academy

THE PHILOSOPHY OF SEFFNER CHRISTIAN ACADEMY

Our philosophy of purpose is based on the authority of the Word of God. Proverbs 1:7 says "The fear of the Lord is the beginning of knowledge." Because of this truth, we believe there is no true wisdom or knowledge apart from God the Father and a personal relationship with His Son, the Lord Jesus Christ.

First, we are a school seeking to win young men and women to the Lord Jesus Christ who will serve and love Him. Second, we are a private, nonprofit, Christian school with high academic standards and goals to educate and prepare students for a life of service.

Our desire is that each student be loved, disciplined, guided and taught by a dedicated and qualified faculty. Our goal is to train them from a Christian perspective for successful Christian living. We believe there are two characteristics that are evident in those who have successful Christian lives, obedience and dependability. Jesus Christ is the perfect example of this; therefore, with Christ-centered materials and methods, we seek to train and influence young lives.

Training involves discipline by both parties involved. Self-discipline is one of the highest goals we can obtain. Our goal is to instruct students in discipline that enables them to acquire personal responsibility. In times of corrective discipline, we approach it with meekness and love, but also with authority through the awesome responsibility placed upon us. There can be no meaningful learning without discipline.

School plays such an important part in the life of a young person. School can "make or break" him or her as far as their future is concerned. Special wisdom and strength are needed to train and raise our children for Christ. We stand ready to serve you and your children as we train them to fulfill God's will and potential for their lives –academically, emotionally, physically and most important, spiritually.

MISSION OF SEFFNER CHRISTIAN ACADEMY

The mission of Seffner Christian Academy is to provide academic excellence in a Christ-centered environment with a challenging educational program based on the principles of God's Word. Our goal is to train and develop young men and women of integrity who are committed to God and His Word and have a desire to impact the world for Christ.

SCA is a Ministry of First Free Will Baptist Church of Tampa

THIS WE BELIEVE

I. SALVATION IS A FREE GIFT

- ❖ Ephesians 2:8 "For by grace are ye saved through faith and not of yourselves; it is a gift of God, not of works, lest any man should boast."

II. JESUS DIED TO PAY FOR OUR SINS

- ❖ Romans 5:8 "But God commendeth His love toward us in that, while we were yet sinners Christ died for us."

III. JESUS INVITES YOU TO BE SAVED TODAY

- ❖ Romans 10:13 "For whosoever shall call upon the name of the Lord shall be saved."
- ❖ Romans 10:9 "That if thou shalt confess with thy mouth the Lord Jesus, and believe in thine heart that God hath raised him from the dead, thou shalt be saved."

IV. PRAY AND TRUST CHRIST AS YOUR SAVIOR TODAY.

LORD, Jesus, I confess I am a sinner, and I need to be saved. I believe that Jesus died on the cross to pay my sin debt, and arose from the grave victorious over death and hell. Forgive me for my sins, come into my life as my personal Savior and Lord, and save my soul. Thank you for saving me and for giving me the free gift of eternal life.

The Pastor and people of the FIRST FREE WILL BAPTIST CHURCH invite you to worship with them.

Sunday School	10:00 am
Sunday Morning Worship Service	11:00 am
Sunday Evening Worship Service	6:00 pm
Wednesday Evening Prayer Meeting	7:00 pm
Wednesday Youth Service and Children's Classes	7:00 pm

Statement of Faith

- A. There is one God eternally existing in three persons: the Father, Son and Holy Spirit (Matthew 28:19).
- B. The Bible is the Word of God, verbally inspired, infallible and inerrant in all that it says (II Timothy 3:16, I Thessalonians 2:13).
- C. The Lord Jesus Christ is fully God (John 1:1), fully man (John 1:14), born of a virgin (Matthew 1:23), lived a sinless life (Hebrews 4:15), performed miracles (John 4:29), shed His blood and died a substitutionary death (Hebrews 10:10,12,19), arose bodily from the dead (I Corinthians 15:12-20), ascended to and sits in glory at the Father's right hand (Hebrews 1:3) and is to return for His own (John 14:3).
- D. Man is by nature and practice a sinner, separated from God and can become God's child only by faith in the Lord Jesus Christ and His work of redemption on Calvary (Jeremiah 17:9, Romans 2:23, Ephesians 2:8,9 and Romans 10:9,10).
- E. Those who are born into God's family have eternal life and those who are not remain in spiritual death and will be separated from God forever in hell (John 3:18,36, Matthew 25:46).
- F. The Holy Spirit lives in the believer and enables the child of God to walk in purity of life and submission to the will of God (Ephesians 1:13,14, Galatians 5:22,23).
- G. All believers are united together by the Holy Spirit in the body of Christ for the purpose of causing the growth of the body and building itself up in love (I Corinthians 12:13, Ephesians 4:16).
- H. The triune God created from nothing all that is in the span of six days (Genesis
- I. The ministry of the local church is God's established instrument for carrying out the Great Commission. The body of Christ, the church, is composed of all born again believers who have by faith accepted Christ as Lord.
- J. The Bible is part of our daily curriculum. This Statement constitutes the doctrinal boundaries wherein we take a firm stand. The original King James Version of the Bible will be used in all teaching and Bible memory activities.
- K. Human Sexuality. We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and woman (Hebrews 13:4 and I Corinthians 7:1-4). We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sexual perversions in the sight of God and the church. (Genesis 2:24, Leviticus 18:1-30, Romans 1:26-29, I Corinthians 5:1 and 6:9, I Thessalonians 4:2-7). We believe that the only legitimate marriage is the joining of one man and one woman by mutual covenant. (Genesis 2:24, Romans 7:2). We believe that men and women are spiritually equal in position before God (Galatians 3:28), but that God has ordained distinct and separate spiritual functions for men and woman in the home and the church (Colossians 3:18, I Timothy 2:8-15). The husband is to be the leader of the home, and men are to be leaders (pastors and deacons) of the church (I Timothy 3:4-5, 12). Accordingly, only men are eligible for licensure and ordination by the church.
- L. Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of a human life. Abortion is murder. We reject any teachings that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well being of the mother are acceptable. (Job 3:16, Psalm 51:5 and 139:13-16, Isaiah 44:24 and 49:1,5; Jeremiah 1:5, 20:15-18, Luke 1:44).

Student Code of Conduct

1. Respect and obedience to any authority is required. Students are expected to give polite responses (yes sir, no sir, etc).
2. Disparaging comments (verbal or written) about students, teachers, and/or school policies (on-line activities

included) will result in discipline.

3. Students will be held accountable and disciplined for inappropriate pictures, communication, music, etc. posted or used on any form of online communication (MySpace, Facebook, instant messaging, etc.). Posting of any videos, pictures, or recordings of school day activities is strictly prohibited. This action may result in suspension or expulsion.
4. Appropriate conduct is required of all students. Disruptive behavior in the classroom or on school grounds will result in disciplinary measures.
5. Lying, stealing, and cheating (copying homework, dishonesty on tests, quizzes, etc.) will be disciplined and could result in suspension or expulsion.
6. Vulgar language, profanity, or references to the deity (God, Jesus Christ, etc.) that are expressions of exasperation or disgust will be subject to disciplinary action.
7. Inappropriate physical contact is not permitted at school or at any school function and may result in disciplinary action.
8. Students must not be involved in any drug, alcohol, tobacco, or illicit activities. Participation in such activities could lead to suspension or expulsion.
9. Failure to follow medication guidelines in the medication section of this handbook could result in any of the following: detention, suspension, behavioral probation, and/or expulsion.
10. Possession, sale, distribution, or use of alcohol, inhalants, and/or illegal drugs will result in immediate expulsion. Advocacy of their use is not permitted. Students will not attend or remain at parties where alcohol, drugs, or immorality are present.
11. Use or possession of any kind of weapon will result in suspension and/or expulsion.
12. Students participating in or discussing social activities, which contribute to low moral standards, will be subject to disciplinary action.
13. Possession of illicit or immoral material (notes, magazines, tapes, etc.) will result in disciplinary action.
14. Participation or involvement in immorality, homosexuality, drug use or possession, alcohol use or possession or other activities of an adult nature (i.e. getting married or engaged while a student at SCA, pregnancy, etc) on or off campus will result in immediate dismissal.
15. Students that make any harassing statements that could cause emotional or physical distress to anyone associated with SCA will be dealt with severely and could lead to suspension or expulsion.
16. Any form of bullying will be addressed and could lead to disciplinary action including suspension or expulsion.

Accreditation

Seffner Christian Academy is accredited by Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS).

Admissions and Withdrawal Policies

Registration

Students apply for admission to Seffner Christian Academy by completing an application packet, taking an entrance exam, submitting required paperwork and participating in an interview if requested.

Parents or legal guardians must register the student. In addition to the items required in the application packet, the following items must be on file with the school prior to the student beginning classes.

New School Physical Form

Up-to-Date Immunization Record

Paid Registration Fee

Custody Papers (if applicable). It is the parent's sole responsibility to update the school of any changes or updates.

You will be notified by mail should your registration be denied upon receipt of all records.

Readmission

Families or students who have withdrawn from Seffner Christian Academy and then later apply to be readmitted must have the approval of the Administration. Families who readmit into SCA must go through the same process as a new student.

Re-Enrollment

Re-enrollment will be made available to those already attending SCA. Re-enrollment will be on a first-come, first-serve basis beginning in January. Enrollment is a yearly decision and SCA administration reserves the right to deny re-enrollment to a current student.

Academic Qualifications

Academically, students must be ready for the grade/level class for which application is made. Determining variables may include testing of mental ability, reading level, math achievement, and review of grades in former schoolwork. S.C.A. does not offer SLD (Specific Learning Disability), EH (Emotionally Handicapped), ADHD (Attention Deficit Hyperactivity Disorder), ADD (Attention Deficit Disorder), or any other special needs programs.

Student Qualifications

We admit students of any race, color, nationality and ethnic origin to all rights, privileges, programs and activities made available to students at the school.

Spiritually, students and parents must be in accord with the Christian purpose, standards and policies of the school. All students and parents applying for grades 6 - 12 must sign a statement indicating their desire and willingness to abide by SCA standards and policies to be in a Christian school. All students must be single, not-engaged to be married and have no children. SCA admits students without regard to race, color, national or ethnic origin. **Students must be the appropriate age before September 1st to enter a specific class. All new students are placed on 30-day probation.**

Health Qualifications

A doctor's examination is necessary within one year prior to entrance and must be on file in the office. The Blue HRS immunization certificate must be on file in the office prior to the first day of school, along with a birth certificate.

Enrollment Agreement

1. Students are to show respect in relation to the faculty and in speaking to faculty members. The first rule of conduct should be to show consideration of others at all times.
2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time, are serious violations of the standards of Seffner Christian Academy and will lead to expulsion.
3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities.
4. The school is not responsible for the loss of personal property, whether the loss occurs by theft, fire, or any other cause.
5. Seffner Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school or generally fails to cooperate with instructors or administration. He or she may be indefinitely expelled.
6. Attire and appearance appropriate to the occasion is expected of all students at all times, and students are expected to adhere to dress code guidelines as described in the student handbook.
7. Many individuals, through their prayers and gifts, made this campus and program possible. Students should consider it a privilege to attend Seffner Christian Academy, and therefore, do all in their power to keep the buildings attractive. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including dismissal.
8. All students enrolled at Seffner Christian Academy must have in their school file a birth certificate, social security number, school physical, valid immunization records, and current custody papers if applicable. It is the sole responsibility of the parent to provide the school with any changes or updated legal documents.
9. Seffner Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic and other school administrative programs.
10. A student handbook will be available online to all families. As parents, and students, we agree to read and adhere to the policies and guidelines set forth in the student handbook.
11. Any form of homosexuality, lesbianism, bisexuality, fornication or pornography is a violation of the standards of SCA and will lead to expulsion.
12. As parents, we agree that Seffner Christian Academy may use my child's picture in its promotional and periodical literature for school use.
13. I agree to the financial policies of SCA, and I understand that payments for tuition and fees will be made by the first of each month and if late, my account will be billed a late charge of \$35. If my payment is past due for more than thirty calendar days my child may be withdrawn from school until my account is made current.
14. My child is permitted to take part in all school activities, including but not limited to, sports and school sponsored field trips, and absolve the school and church from liability to me or my child in case of accident or injury to my child while on campus or during any school sponsored outing.
15. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
16. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.

17. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will then contact the appropriate principal.
18. **It is understood that all students are accepted on a trial basis for the first grading period (30 days) before grade placement or enrollment becomes final.**
19. SCA is not equipped to handle E.H., S.L.D., A.D.D. or A.D.H.D. children.
20. I agree to comply with and support the spiritual, moral, dress and disciplinary standards and policies of the school and further agree that the school has full discretion in the discipline of my child while under school supervision.
21. Seffner Christian Academy uses a filtered internet system. As parents, it is our responsibility to notify SCA in writing if we do not want our child to have internet access at school.
22. I understand that if I or any agent acting in my behalf or on behalf of my child brings any legal action against the school or its agents and such legal action is found in favor of the school or its agents, I will be responsible to pay all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration.
23. I understand that my child will be held accountable and disciplined by Seffner Christian Academy for participation in inappropriate pictures, music, communication, etc. used on any form of online communication (My Space, Facebook, instant messaging etc.)
24. Any type of profanity used towards administration, teachers, staff, parents and students will not be tolerated and could result in the mandatory withdrawal of your student (s) from Seffner Christian Academy.

Withdrawal

Any student wishing to withdraw from SCA must complete the required paperwork. Financial penalties according to the financial policy will apply. Students who withdraw during the school year will not receive a yearbook.

Student Records

- The school maintains a complete record, including a cumulative academic record, for each student. All material in these files is treated as strictly confidential and is available only according to the following policy:
 - No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
 - Parents or legal guardians have the right to inspect and review official records, files, and data directly relating to their children.
 - Parental requests to inspect and review the official record relating to a child shall be made in writing to the Administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given.
 - When a student becomes eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents and guardians shall thereafter also be accorded to the student.

**SCA will still ask current students (18 years or older) to have a parent present while the student is inspecting his/her cumulative file.

Financial Policies

Payments

A registration fee is due at the time of registration. Book fee is payable on or before September 1 for the coming year. Tuition has been divided into a convenient ten-month (July, August, October through May) payment plan

Tuition payments are due on the first day of the month and are delinquent after the tenth of the month. A late fee of \$35.00 is charged when not paid by the tenth of the month. Tuition payments that are allowed to become 30 days in arrears will result in your child not being allowed to come back to school. When an account is not paid by the last day of the month in which it is due, and the parent(s) has made no acceptable arrangement to correct this failure to pay for educational services, the student will be temporarily suspended until proper arrangements concerning payment can be reached between the parent and school. Should the account not be current by midnight of the last day of the month, the child will not be allowed to continue in school. The obligation to pay for educational services rendered will not be alleviated by suspension or withdrawal. Students will not receive progress reports or report cards if there is a past due balance.

Payments should be made payable to:

SEFFNER CHRISTIAN ACADEMY, 11605 US Highway 92 East, Seffner, FL 33584

Do not send tuition payments or other fees with your child. Tuition payments and other fees cannot be accepted by teachers or before and after school care workers. There is a drop box available outside the main office and on the east side of the main school building for your convenience. The school, or its staff, will not be responsible for money and/or checks not paid at the office.

If the bank returns a check, there will be a **\$35.00** charge. If the same check comes back a second time, the parents will be contacted to come into the office and clear the check by cash. After two returned checks, the account will be ruled as a cash only account and the school will no longer accept personal checks.

Seffner Christian Academy is endeavoring to keep the tuition as low as possible. We do not receive any local or federal aid of any kind. The school program is supported by your tuition and by fund-raising activities, as well as special gifts. Therefore, SCA asks every student and family to help in fund-raising activities, which enable us to hold tuition to a minimum. The school conducts several fund-raising events throughout the school year to enable us to meet the expenses not covered by tuition.

Tuition Information

Please see Financial Handbook for tuition rates and fees for current school year.

TUITON PAYMENT OPTIONS:

Full Payment: There will be a 3% discount (tuition only) for those who pay the entire years tuition on or before June 5th for the upcoming school year. If a child is withdrawn by the parent before December 31st, one half year's tuition will be refunded. If a parent withdraws a student after January 1st, no refund will be given.

Ten Payments: Your tuition is divided into ten equal payments. The 1st payment is due July 1, and the last payment is due on May 1. A student's grades and/or report card will be withheld until all fees and/or fines are paid. There is no monthly tuition payment due in September.

School Wide Policies

Listed in Alphabetical Order

Arrivals & Departures

1. Arrival Policies

- a. Morning car drop off begins at 7:20 a.m. and ends at 7:45 am. Students arriving at school before car drop-off begins MUST report to before school extended care on the pre-school hill, and your school account will be billed accordingly.
- b. Classrooms open at 7:45 a.m. Please do not leave your child unattended at the teacher's door or anywhere else on campus.
- c. Please drop-off your children at the car line drop off. Do not drop off your child behind the cafeteria or portables or in front of the office.
- d. **SPEED LIMIT IS 5 MPH ANYWHERE ON SCHOOL PROPERTY.**

2. Dismissal Policies

- a. Early dismissal should be planned as much in advance as possible. A note should be presented to the teacher on the morning of the day of early dismissal, and the parent must come to the school office to sign the student out and pick them up. **Parents with unplanned early dismissals should expect a delay in signing their child out.** The Principal will address excessive early dismissals. All make-up work should be secured before dismissal and submitted when the student returns to school. Parents should never go to the classroom and risk disrupting the class.
- b. Please do not pick your child up early in the office simply to avoid the traffic at afternoon pick-up.
- c. Names of those people permitted to pick up a student during the day are filed with the enrollment application. Children will not be released to anyone else without written permission or a phone call from an authorized person. **Elementary children will not be placed in a car unless the driver has a school issued car tag.** It is the sole responsibility of the parent to notify SCA of any changes to the pick-up list.
- d. Student drivers must sign out in the Academic Dean's Office. Written permission or a phone call from a legal guardian is required to leave campus early.
- e. Kindergarten will dismiss at 2:35 p.m., Elementary at 2:55 p.m., and Secondary at 3:05 p.m. Parents are reminded to please pick up your children only at the designated pick-up areas to insure the safety of all children.
- f. All students not picked up by 3:30 must go to extended care and charges will incur. Students participating in extra-curricular activities must go to extended care if the parent is not waiting at dismissal of activity. Students waiting for siblings in an extra-curricular activity must report to extended care.

3. PRE-SCHOOL & ELEMENTARY ONLY

- a. Two Car tags will be issued to each child at the beginning of the year. These tags are to be given to any one picking up your child at car pick up. Parents/pickups will be asked to show ID in the school office if

the car tag is not displayed. If you need additional car tags they are available in the office for \$1.00.

4. PRE-SCHOOL ONLY

- a. A faculty member will be on duty from 11:45 a.m. until 12:00 p.m. at the pre-school drop pick up area. Parents are reminded to please pick up your children at the designated pick-up areas only in order to insure the safety of all children. Children not picked up by 12:00 must go to extended care and charges will incur.

Absenteeism & Tardiness

1. Absences

- a. Students are allowed eight absences per semester without academic penalty unless these absences are unexcused. Students who have unexcused absences will not be able to make-up missed assignments and quizzes. **Secondary students will receive a detention when they accumulate four (4) unexcused absences. Absence records will be reviewed periodically.** On the student's ninth total absence, whether excused or unexcused, their grade will be deducted according to the following policies:
 - i. High School- One point will be deducted off of the final ***semester average***. An additional point will then be deducted with each additional absence. The eight allowed absences include excused or unexcused absences. Students who miss class to participate in school related functions (athletic events, band festivals, etc.) will not be counted as one of the eight allowed.
 - ii. Students with excessive absences due to medical issues must submit a letter in writing to the appropriate principal to request an exception to the policy.
- b. Absences are excused for the following reasons: student illness, death in the family, medical or dental appointments, or any other reason excused by the principal BEFORE the absence occurs.
- c. A note is required for admission to school after any absence.
 - i. Secondary- notes should be taken to the office. In order for the student to attend periods 1-8, he/she must give the admittance form to each teacher.
 - ii. Elementary- notes should be given to the student's teacher. If a note is not received the student will receive an unexcused absence until absenteeism is verified.
- d. **Secondary** students must be in class at least 30 minutes of the class period to be considered present. **Elementary** students must be in class till 11:00 a.m. to be considered present.
- e. **Pre-arranged absences** must be pre-approved by the Administration, unless it is school business. Forms are available in the school office. It will be the responsibility of the student to gather work for those days, and the work must be turned in when the student returns to school. Students are also responsible for collecting missed assignments (class notes, projects, etc.) that were completed by the class during the absence. For pre-approved absences, we ask that students bring appropriate documentation to the Academic Dean upon returning to school as a reminder of the reason of the absences.
- f. **Make-up work**- Students will have **two days** to complete all make-up work. **This is not a per class policy.** It is the student's responsibility to collect these assignments, and students need to schedule a time (outside of class) with the teacher to make-up tests, quizzes, etc. Students will not be allowed to make up work during class time.
- g. **School Business Absences**- If a student misses class due to school business (i.e.-athletic event, fine arts

event, etc.), he must turn his work into the appropriate teacher on the day of the absence **before he leaves school**. It is also the student's responsibility to get the next day's assignment from the teacher and have it completed the following day he is back in class.

- h. **Making up tests-** If a student is absent the day a test is given, they are responsible to take the test on the day they return to school.
- i. Students who miss three consecutive days must bring in a doctor's note for an excused absence.
- j. A student who is **absent more than 35 days** during the school year will be required to repeat the entire school year at the same grade level. Secondary School students **absent 18-34 days** during the school year may be required to attend summer school or perform additional hours of in school attendance in order to acquire the necessary hours for grade promotion or for awarding of academic credit on the high school transcript. (The Administration may waive this requirement only if the student has received approval.)
- k. Extended vacations during academic times are strongly discouraged. Any absences from family vacations (including excused absences) will be subject to our absences policies regarding grade deductions.

2. Tardiness

- a. Students should arrive at school by 7:45 a.m. First period begins at 7:50 a.m. If a student arrives at school after 7:50, the student will be considered tardy. If the tardy is excused, the office will issue an excused tardy slip. ALL STUDENTS WHO ARRIVE AT SCHOOL AFTER 7:50 MUST REPORT TO THE OFFICE FOR A TARDY SLIP. Students who disregard this policy will not be allowed into class and could be subject to discipline.
- b. Tardiness will not be tolerated as it interrupts classroom procedures and valuable student training. Secondary Students will receive a detention for every **fourth tardy** in a nine week period.
- c. Excused tardies include personal sickness, family emergency or road emergency.
- d. Unexcused tardies include oversleeping, traffic problems, stopping for breakfast or leaving home late.
- e. Unexcused tardies will result in a penalty for the student.
 - i. **Secondary-** 4 unexcused tardies equals one absence and one detention.
 - ii. **Elementary-** 4 unexcused tardies equals one absence.
- f. Attendance at school programs is required unless the child is ill or there is a family emergency. A written excuse signed by the parent must be submitted prior to OR immediately following the scheduled event. The teacher(s) and/or the Principal will determine if the excuse is acceptable. If the excuse is unacceptable, the child will receive a reduction in their music grade for that nine-week grading period. A student who is tardy to a program will not be permitted to participate in the program once it has begun.

3. Attendance/Tardy Policy for 6th-12th Grade Students

- a. All 9th-12th students who arrive to school after 7:50 a.m. must sign in at the Academic Dean's Office to receive an admit slip. The Academic Dean will determine if the tardy is excused or unexcused. Supporting documentation is necessary in order for a tardy to be deemed excused. If a student or parent wishes to dispute the decision it must be done within three days or the school's decision will stand without exception. (See reasons for excused or unexcused absences above).
- b. Students who need to leave school early must sign out at the Academic Dean's Office and permission

- must be granted by a legal guardian. When the student returns to school, an admit slip will be given to the student. The student must take this admit to each class that was missed and have the appropriate teacher sign the admit slip. The admit should then be returned to the Academic Dean's Office. The classes missed will count as absences (see #3 below). Students who leave early for athletic, fine arts, or any other school business activity will not be required to sign out of school or obtain an admit.
- c. Students who are absent from school must report to the Academic Dean's Office on the morning they return to receive an admit slip. Students will not be allowed to make up an assignment unless an absence is excused. An absence is considered unexcused unless a student shows documentation to the Academic Dean supporting that the absence should be excused. This documentation must be provided within three days of the absence or the absence will automatically be considered unexcused. After three days, the absence will stand as unexcused without exception.
 - d. Teachers are instructed to issue zeros for all unexcused absences as it permits to make-up work.
 - e. All other attendance policies in the handbook pertaining to secondary students will also apply.

Chapel Policy

1. Chapel services will be held for all students (K5-12th) once a week.
 - a. Students are required to bring a Bible to Chapel. Students will be expected to enter and leave quietly, as well as be respectful of God's house while in service.
 - b. This will be a time of singing, praying, fellowship, inspiration, and challenge from the Word of God.
 - c. Regular school uniforms are required.
 - d. Inappropriate conduct in chapel is not tolerated. Disciplinary measures may be taken for conduct such as talking, sleeping, disturbing others, chewing gum, etc.

Computer Use Policies

The SCA computer network serves as a resource for enriching curriculum and learning objectives at Seffner Christian Academy. The computers exist for conducting the educational business of Seffner Christian Academy. The first priority for computer use will be legitimate assignments or activities prescribed by administrators, faculty, or staff. Students are responsible for ensuring that their activities conform to Seffner Christian's standards, in obedience to Biblical commands and values. Computer usage will be in sole alignment with prescribed activities from administrators, faculty, or staff.

To ensure responsible computer usage, Seffner Christian Academy has developed the following guidelines.

Local network activities that are not permitted:

- Sharing of passwords or use of another person's computer account at any time
- Using obscene or inappropriate language
- Threatening the network or its integrity
- Downloading or copying program files to the network without the network administrator's permission
- Careless or wasteful use of school resources such as computer equipment, paper, and ink cartridges

- Internet activities that are not permitted:
- Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material, that are deemed offensive by Seffner Christian Academy
- Unlawful copying, saving, or redistributing of copyrighted material (Users should assume material is copyrighted unless noted)
- Subscribing to any services or ordering of any goods or services
- Sharing of the student's home address, phone number, or other information over the internet
- Playing Internet games or using other interactive sites without supervised permission.

Students of Seffner Christian Academy are required to pledge that they will not be involved in any way with hacking, harassment, misrepresentation, plagiarism, bullying, or indecent material while using a computer at school or home. Violation of this policy may result in the loss of computer privileges, failure in the appropriate class, suspension, or possible expulsion from school. Faculty members have the right to interrupt school computer usage at any time.

Definitions

Hacking: An attempt to access another person's account or files without that person's permission. This action is equivalent to breaking and entering and is against the law.

Harassment: Posting a message that is vulgar, demeaning, threatening or obscene either through email, newsgroups, or chat rooms.

Misrepresentation: Giving out false information about you either through email, newsgroups, or chat rooms.

Indecent material: Unsuitable images, sound files, text files, or video files as deemed so by the administration, faculty, or staff of Seffner Christian Academy.

Failure to comply with the Acceptable Computer Use Policy will result in, but is not limited to, the immediate loss of computer privileges, as well as any applicable school discipline policies and referral to law enforcement authorities where appropriate. **The school must be contacted in writing if a parent does not want their child to have internet access at school.**

Emergencies

1. **Campus Closings:** In the event of severe weather Seffner Christian Academy will be in compliance with Hillsborough County. You may also visit the SCA website for further information: www.scacrusaders.com
2. **Emergency Drills:** Emergency drills will be conducted monthly throughout the school year. Students are expected to perform drills in an orderly, serious manner and follow all instructions given by school personnel.

Extended Care Policies

An extended care program is provided for working parents. The program runs from 6:30 a.m. to 6:00 p.m. during the school year and is limited to K2-8th grade students of S.C.A.

See the school calendar for dates that extended care is closed. The calendar is available at www.scacrusaders.com.

A child must be registered in afternoon extended care and pay on a monthly basis to attend extended care during days when the school is closed.

Parents may change their extended care election once during the school year. For any further questions, please contact the Extended Care Coordinator (ext. 228).

All students in 6-12th grade who are not picked-up by a parent by 3:45 will be taken to MS/HS extended care. This time will be used as a study hall for these students and charges will apply.

Home Education Policies

Seffner Christian Academy recognizes that the parents are ultimately responsible for the education of their children. As such, some parents will choose a program of home education that specifically meets the needs of their children. Seffner Christian Academy will seek to support home education families within the guidelines approved by the Board of Directors and by providing the following resources:

Athletics (grades 9-12) participation may be taken when space allows. **An annual non-refundable registration fee of \$250.00 per student must accompany the application for admission. Cost will be \$350.00 per sport.** Full payment and all paperwork is due prior to participating in activities.

- **Any student enrolled full-time in SCA and chooses to withdraw during the school year will not be permitted to participate in athletics as a home school student for the remainder of that school year.**

Standardized Testing: Stanford Achievement Testing may be completed at Seffner Christian Academy for a cost of \$150.00 per student. The test dates will be posted and enrollment is limited. Other testing programs fees are as follows, PLAN (9th grade only)- \$75.00, PSAT (10th or 11th grades only)- \$75.00, AP tests (only courses that are currently being offered at SCA)- \$75.00 fee + \$83.00 for cost of the AP test= \$158.00 per test

Field Trips and special off-campus activities are not available to home school students.

The parents will be responsible to coordinate and monitor the following items:

- Registration with a local home school association and the Hillsborough County School Board (or appropriate county school board). This is a requirement of all students of compulsory attendance age who are not enrolled in a full day traditional education program. Those who wish to access any resources of Seffner Christian Academy must provide proof of registration.
- Students who participate in any aspect of Seffner Christian Academy's program must abide by all rules and regulations found in the parent/student handbook including uniform, hair and behavior guidelines.
- The student and parent must show proof of catastrophic insurance coverage and/or sign a waiver releasing the school of liability in the case of an accident.
- Parent/guardian must assume full responsibility for the health, education and welfare of the home educated student.

Applying does not guarantee each student's participation in the activity or team, if a student does not make the team, the athletic fee will be refunded.

Lost & Found Policies

- The school is not responsible for lost items. We urge parents to mark their child's name on clothing and personal articles. Items that have been found will be turned into the lost-and-found.

- Items not claimed by the end of each nine-week grading period will be given to charity or thrown away.
- Students and parents are welcome to check the Lost & Found boxes on the school property to search for any missing items.

Lunch Program & Cafeteria Policies

- Students may bring their own lunch to school.
- Microwaves are available for students in 3rd-12th grade; however, we strongly discourage any form of hot liquid.
- Students may purchase cold drinks to go along with their lunch that they brought.
- **Secondary students**- If a student wishes to purchase a school lunch, he/she must place their order by 9:00 a.m. in the school cafeteria. The student must pay at the time of order. **Elementary students**- students will order lunch in their classrooms.
 - If a student does not have the money to order lunch, he/she may charge the lunch to their lunch account.
 - The account must be paid in full before the end of each semester. Students may not be permitted to take their exams or receive their report card until this account is paid.
 - Lunch charging privileges may be suspended at any time at administrative discretion.
- Cafeteria conduct:
 - There will be no horseplay or misconduct at any time.
 - Students may talk quietly during lunchtime, but loud noises or boisterous behavior is not permitted.
 - Students will lineup inside the cafeteria in a single line without pushing or cutting in line.
 - If there is a spill, the student will notify their teacher.
 - Students are not to be behind the serving line or in the kitchen unless working for the lunch staff.
 - Throwing any food item will be disciplined.

Parent & Guest Policies

1. **Parental Communication:** SCA views communication as a vital tool in education.
 - a. **ED-LINE**- SCA utilizes Ed-line (3rd -12th) to provide on-line access to grades. It is the parental responsibility to periodically check Ed-Line for student grades. Please see the Academic Dean for access codes to your Ed-line account.
 - b. **Teachers:** All teachers at SCA have e-mail and voice mail. It is encouraged that parents contact teachers through these methods. Please allow teachers one business day to respond to your message.
 - c. **Newsletter:** A school newsletter is published once a week and posted on the front page of the SCA website.

- d. **Website:** The SCA website is also an excellent source of information for other events. It is suggested that parents visit www.scacrusaders.com on a regular basis to view updates, calendars and important notices.
 - e. **Mailings:** It is SCA's policy that the party responsible for tuition is the party that will receive official school mailings and report cards.
 - f. **Student Planners:** Each student will be provided a student planner. If a student's planner is misplaced, he/she will be required to purchase a new planner. Planners may be purchased in the school office for \$5.00. Classroom teachers provide guidelines on how the planner will be utilized.
2. **Parental Disputes (special note):** The primary function of the school is to provide a Christian education. It is always difficult when parents have legal issues concerning divorce and custody. The teacher, staff and administration will not mediate or take part in custody and legal matters of the parents.
- If deemed appropriate by the administration, a child may be dismissed or asked to withdraw if circumstances warrant such an action. School cannot deny parental contact unless proper legal paperwork is on file with administration.
3. **Servants in Action (SIA):** SCA offers an opportunity for parents to be involved in the activities of our school. This organization is open to all parents who would like to volunteer to help in many areas of our school. Parents that are interested in volunteering, please contact the school office to receive information about this organization.
4. **Parent & Visitor Guidelines:** All visitors and parents on school property must sign in at the office and obtain a visitor's badge. Parents are encouraged to visit campus and volunteer in a variety of ways. We require that all visits be limited to 30 minutes in the classroom. *Please dress appropriately when attending school or auditorium functions.* Please do not wear shorts of any kind.
- a. **Only prospective students and out-of-town relatives are allowed to shadow a student.** In order for students to have a visitor accompany them to school, the following guidelines must be observed:
 - b. Permission must be obtained from the principal at least three days prior to the date of the visit. This allows the principal the opportunity to inform the teachers regarding the student visit.
 - c. Dress code for visitors is as follows: **Females** – dresses that are modest and to the knee. No pants, jeans or shorts of any kind are permitted. **Males**-Docker-style pants with a collared shirt. Appropriate shoes and socks are also required. No jeans or shorts of any kind are permitted.
 - d. The visitor will comply with all the basic rules and guidelines every student must follow (classroom decorum, respect for authority, etc.).
 - e. The parents of the SCA student will be totally responsible for the actions of the visitor.
 - f. We strongly discourage former students who are not alumni from coming to visit during school hours. Former students are welcomed to attend athletic events, fine Arts performances, etc.
5. **Volunteer Guidelines:**
- a. All volunteers are required to sign in and out at the main office and wear a visitor badge at all times.
 - b. Volunteers may be asked to consent to a background check if volunteer hours exceed the state guidelines.

- c. Volunteers are asked to wear appropriate modest attire while on campus. Please refrain from wearing shorts, short skirts, and tank tops.
- d. Parents that are interested in volunteering should contact the SIA (Servants in Action) organization.

Property Care

It is important that the grounds and property maintain a neat and attractive appearance. The appearance of the school gives a testimony to the world. Students who violate the intent of keeping our facilities attractive will be disciplined and required to pay for any damages.

Reporting Problems and Concerns

1. **Harassment:** Seffner Christian Academy seeks to treat every individual with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation or degradation from unwelcome and unacceptable behavior of another.
 - Sexual harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature when: (1) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance (2) such conduct has the purpose or effect of creating a hostile, intimidating or offensive work environment.
2. **Reporting Procedures** – Any alleged violation of the harassment policy should be reported immediately. Grievances should be reported to the appropriate level principal.
3. **Problem Solving-** Matthew 18 Principle
 - a. SCA is truly a place for us, as believers, to practice Christian principles. As a chosen people, we must act initially to be responsive to God's plan, and secondly to serve as a model for the students. As problems arise, we must handle them in a Godly way. God's Word declares the way to problem solving. We can find the formula to relationship problem solving in the 18th chapter of Matthew.
 - b. This principle can be exercised in the Christian school and can help maintain strong, serious-minded relationships. The Bible says: "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but, if he neglect to hear the church, let him be unto thee as a heathen man and a publican."
 - c. As children of God, we need not be easily offended or overly sensitive. When serious problems arise, however, we should be adequately prepared to follow the Matthew 18 principle.
 - d. Prayerfully and confidentially, the parties involved need to meet and earnestly seek the mind of the Lord. After an open and honest discussion, both must be willing to change as the Lord leads. Most problems are reconciled at this first level. God Himself gives this step first, and with it, he issues the expectation of resolution.
 - e. Only if this first step fails should a school problem be furthered to the school administration and ultimately the School Board.
 - f. Following this distinctive practice establishes the Christian school as an ongoing spiritual exercise. Please

pray for the willful exercise of this principle in this school, knowing that it works, for the spiritual is always practical.

School-Wide Academic Policies

1. **Curriculum:** Seffner Christian Academy utilizes both Christian and secular curriculum. All curriculums are taught with a Christian perspective and infiltrated with Christian education philosophy.
2. **Field Trips:** Field trips may be planned during the school year.
 - a. Students must stay with assigned chaperones from the beginning until the end of the field trip and may not change chaperone groups for any reason.
 - b. Students may only leave a trip once their parent has signed them out with the teacher.
 - c. Parents on Field Trips
 - i. Parents may go on the field trips as space permits, but must sign and follow the chaperone agreement.
 - ii. Both students and parents must follow dress code and conduct policies of the school.
 - iii. Parents who are out of dress code will be asked to change into proper attire.
 - iv. As part of the chaperone agreement, chaperones will be responsible for more than their own child.
 - v. Chaperones must attend the entire field trip.
 - vi. No siblings will be allowed on the field trip.
 - vii. SCA does not provide a seat on the bus for chaperones. Chaperones are permitted to ride the bus if there are seats available.
 - d. Students not attending the field trip will be assigned class work and placed in another class for the duration of the field trip.
 - e. Students who choose to stay home during the field trip will receive an unexcused absence.
 - f. Students are responsible to make-up all missed class assignments and may be asked to turn in assignments prior to leaving for the designated field trip.
 - g. In case of a cancelled field trip, students are expected to attend school for the day.
3. **Homework:** Good homework assignments are critically important to augment daily instruction. Homework offers reinforcement, practice, remedial activity and emphasis on special projects.
 - a. When parents detect problems with homework (lack of interest, sloppiness or too much time involvement), the teacher should be notified.
 - b. Coaching, encouragement and support are acceptable, but completing the homework for the child is out of order.

- c. Homework is not to be assigned for completion on Wednesday nights, with the exception of honor courses and secondary math. Tests and quizzes may be administered on Thursdays in any subject, so studying may be necessary.
4. **Testing Programs:** SCA has testing programs throughout the year designed to measure students' abilities and progress. We incorporate an annual standardized testing program in K-5 through 11th grade. All test scores are reported to parents. Furthermore, conferences are encouraged for a better understanding of scores.
 - a. All tests will be a part of the student's records and be used for counseling and placement.
 - b. Absences will only be excused for medical reasons with a doctor's note during the week of standardized testing. Students who are absent during testing will be required to pay a testing fee of \$75.00 for testing to be re-administered. Parents are asked to make every effort to have students on time and present for standardized testing.
 - c. The following Testing Programs are available at SCA:
 - i. K5-8th grade- Stanford Achievement Testing-March or April
 - ii. 9th grade- PLAN Testing (Pre-ACT)- October
 - iii. 10th- 11th grade PSAT Testing (Pre-SAT)- October
 - iv. 10th- 12th grade (only select students): Advance Placement Testing-A non-refundable \$100 AP Fee will be billed to all AP students accounts in October. Testing takes place in May.
5. **Textbook & Supplies:** Textbooks and workbooks are distributed on a purchase-loan agreement. Under this agreement, some consumable books, such as workbooks, will be used up by the student and belong to them. Other books, such as readers and textbooks, are the property of the school and, therefore, are to be treated very carefully. They must be handled with care and kept in good condition, free of tears and marks.
 - a. In the event of loss of textbooks, workbooks, or library books, the student will be charged for the total price of replacement.
 - b. No report cards or grades will be issued unless the lost or damaged books are paid for in full.
 - c. Any school supply or item that a child brings to school should have his/her name on it.
 - d. Book Bags: Students are responsible for the location of his or her book bag. Secondary students are provided with lockers for storage of book bags and other supplies. Rolling book bags are not permitted in pre-school-5th grade. Health concerns will be handled by the administrator.
 - e. **Lockers:** Students with lockers are strongly encouraged to have a combination lock for their locker and PE lockers. Please no key locks. ***For your child's protection, SCA administration reserves the right to inspect lockers at any time.*** If a locker is defaced or damaged, the student will be expected to pay for the damages.

Student Health Policies

1. **Communicable Diseases:**
 - a. Children enrolled or who seek to enroll at Seffner Christian Academy and are diagnosed to be carrying any communicable or potentially lethal disease will not be permitted to enroll or to continue

to attend classes until they have been medically diagnosed as no longer carrying the communicable disease.

- b. This policy applies to diseases such as, but not limited to, syphilis, gonorrhea, hepatitis, tuberculosis, acquired immuno- deficiency syndrome (AIDS), etc. Current medical information published by the U.S. Centers for Disease Control indicates that the human T-lymphotropic virus type III/ lymphadenopathy-associated virus (HTLV-III/LAV) is believed to be the agent causing the AIDS syndrome in humans. The policies presented herein also apply to students known to be infected with HTLV-III/LAV, or testing positive for the presence of antibodies of the AIDS virus.
2. **Head Lice:** In accordance with a policy adopted in 1978, a student must be free of lice and nits to attend school in Hillsborough County School District.
 - a. Your child will be individually checked periodically for head lice. If the student is found to have head lice, he or she will be isolated in the sick room (office), and the parents will be notified to pick up the student.
 - b. The parent must verify treatment, and the student will be checked upon re-entry. No student will be allowed in school with lice, active or dead.
3. **Other Illnesses:** Please do not send your child to school if they have had a temperature or diarrhea within the last twenty-four hours.
 - a. Parents will be notified by school personnel in case of injury, illness or temperature of 100.0 or above. Parents will be asked to pick up the student at school or the school will follow emergency procedures agreed upon at registration.
 - b. Students with a rash will be sent home and may return with a note from a doctor stating that the rash is non-contagious. Contact the school if your child should develop a communicable disease such as measles, etc. Students should bring a doctor's slip verifying that he or she is well upon returning to school.
 - c. A sick room is provided at the school office for ill children waiting to be picked up.
4. **Medication:**
 - a. Medication will be given at 11:00 a.m. Please adjust your medication schedules accordingly. All medication must be recorded on the medicine chart.
 - b. Medicine must be signed in daily and picked up each afternoon. Please leave the medication with the office.
 - c. No medication will be given unless the parent signs the medication chart.
 - d. Medicine must be in its original bottle with the child's name, doctor's name, date prescription was filled, name of medicine or prescription number and directions for dosage. **Absolutely no over the counter drugs (i.e., Tylenol, Dimetapp, cough drops, Advil, etc.) will be given unless prescribed by a doctor.**
 - e. Any medication left at SCA for longer than three days will be discarded. A refrigerator is available for those medications requiring refrigeration.

Telephone/Cell Phone Use Policy

School Phone:

Students will not use the office telephone except for EMERGENCIES. There are limited circumstances when students may use the phone for non-emergencies. In such cases, all students must have a phone pass from their teacher for one of the following reasons:

- Permission to go home with a friend.
- To have parents bring items left at home (including homework, PE uniform, etc.)

When students use the school phone, students must use the phone in the front office, and ask for permission from the office secretary before use. Students need to learn responsibility. The telephone in the office is a business phone, and students will not be called out of class to return calls. However, messages can be delivered.

Student Cell Phones:

Cell phones are to be turned off during school hours. To eliminate the misuse of cell phones (i.e. text messaging playing games, cheating on test, etc.) students may be asked to turn their phones in to the teacher at the beginning of class and receive them back at the conclusion of class or teachers will require the phones to stay in the student book bag. Inappropriate use (including sending and receiving text, picture, and video messages) of cell phones is considered a referral/suspension offense and will also result in confiscation of the student's phone.

Secondary School

Policies & Guidelines

6th – 12th grades ~ Listed in Alphabetical Order

Academic & Behavioral Contracts

Students who are consistently unsatisfactory in either their academics or behavior may be required to sign an Academic or Behavior Contract. This involves placing the student on a probationary period in which he/she must abide by the conditions and criteria set forth from Seffner Christian Academy. The appropriate level principal or guidance counselor will contact parents when a child is being placed on an Academic or Behavior contract and will be asked to sign the contract form. If students do not meet the assigned criteria, they may be asked to withdraw from school.

Academic Policies & Courses at SCA

Please reference the SCA Academic Handbook for more in depth information on high school academic policies.

1. **Grading Policies:** Academic grades are based upon the actual work completed on homework, quizzes, tests, projects, etc., and the number grade scale is as follows:

A – 100-90	B-89-80	C –79-71	D – 70-65	F – 64 and below
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- a. Nine-week grades are composed of daily average (25%), quiz average (25%), and test average (50%).
 - b. A semester grade is composed of the 1st or 3rd nine weeks (40%), 2nd or 4th nine weeks (40%), and the semester exam (20%).
 - c. Incomplete Grades: Incomplete indicates that the student has, for some reason, not completed a sufficient amount of work to receive a letter grade at the close of the reporting period. All incomplete grades are to be resolved within two weeks, and the "I" changed to a letter grade or it becomes an F.
2. **Report Cards & Academic Reports**
 - a. Students will receive their report cards every nine weeks as indicated on the school calendar. The report envelope must be returned within three working days and signed by a parent or guardian. **Students will receive a detention for failure to turn in their report card envelope.**
 - b. Academic Progress may be monitored by the parent and student through weekly Ed-line reports on-line. Please contact your child's principal if you have any questions regarding Ed-line.
 3. **Honor Roll**
 - a. Principal's Honor Roll: The student must receive all A's in achievement.

- b. **"A" Honor Roll:** The student must earn all A's in academic classes with the exception of one B per year.
 - c. **"B" Honor Roll:** The student must have no subject grade lower than a B.
4. **Test Days:** To ensure fairness to the student and provide consistency, tests are assigned on designated days. Test days are as follows:
 - a. Monday - - Mathematics, Computer, Test Prep, Speech, History
 - b. Tuesday - Science, English, Psychology, Reading
 - c. Wednesday - Bible, College Writing, History
 - d. Thursday - Mathematics, HOPE, Foreign Language
 - e. Friday - English, Science, Psychology
 - f. * Fine arts performances will count as a test grade
5. **Grade Designations in High School:** High School Students must meet the following criteria to be classified as Freshman, Sophomores, Juniors, and Seniors:
 - a. **Freshman:** Successful completion of 8th grade subjects required.
 - b. **Sophomore:** Six credits earned in 9th grade.
 - c. **Junior:** Twelve credits earned in 9th and 10th grade.
 - d. **Senior:** Eighteen credits earned in 9th through 11th grade.
 - e. **Graduate:** Twenty-four credits earned in 9th through 12th grade.
6. **High School Course Offerings**
 - a. All course offerings are descriptions are available in the SCA Academic Handbook. Please visit the Guidance section at www.scacrusaders.com
7. **Honors Courses:** Seffner Christian Academy offers Honors courses in Math, English, Science, and History.
 - a. A student may be considered for Honors if he/she had a 3.0 average, in the course from the previous semester. Teachers will have the final say if an exception is being considered.
 - b. Students, who do not perform above average, will not be able to keep up with an Honors pace.
 - c. Students must maintain a "B" or better within the Honors course in order to continue in the Honors class the following year.
8. **Study Hall:** Students opting for Study Hall in lieu of an academic class will receive neither credit nor a grade. A Study Hall is exclusively for a period of silent study. By design, this time is to be used to complete homework assignments, to complete research and writing projects, and to prepare for quizzes and exams. Study Hall must not be viewed as a break from classes or as a social period. It is designed to help students become academically mature and be able to master the art of time management. **Attendance will be taken for study hall, and if a student fails to attend study hall, he/she will be removed to take an academic elective.**

9. **Help Classes:** SCA offers help class on various afternoons from 3:15 to 4:00 p.m. The class is available at no additional cost to students and allows teachers to assist in meeting non-specific needs of students in all subject areas.
 - a. Teachers will inform students of the day that Help Class will take place for their particular class. Days and times are also posted in the school newsletter.
10. **Transcripts:** The Academic Dean and Guidance Counselor will maintain official transcripts of all course work done by all students at SCA in grades 8 through 12.
 - a. Official transcripts cannot be released to other educational institutions until student accounts are cleared by the office and an official transcript form has been completed.
 - b. Seniors who receive an “F” in a second semester class will not have their transcripts released until the class has been made up.
 - c. The transcript will be mailed in a sealed envelope to be opened only by the institution requesting the transcript. Unofficial copies of a student’s transcript may be obtained by the student, parent, or guardian of the student.
 - d. Transcript request forms are available on the home page of www.scacrusaders.com under the quick links section.
 - e. Please allow 3-5 days for transcript processing. Transcripts may not be available if prior notice is not given to the Academic Dean or Guidance Counselor.

Athletic Program

SCA maintains an active interscholastic athletic program for both young men and women. The philosophy of SCA regarding athletics and other activities is that the programs are an integral part of the student’s total education. Our athletic program strives to honor Christ in each activity.

As class A members of the Florida High School Athletic Association (FHSAA), Seffner Christian Academy and their athletes adhere to FHSAA governing rules, regulations and eligibility requirements.

1. Academic Requirements:

- a. Accordingly, a student must have earned a 2.0 grade point average during the semester in order to remain eligible to participate. **Students who do not earn this 2.0 GPA are ineligible for participation in any school-sponsored sports for an entire semester.**
 - b. In addition to the FHSAA’s academic requirements, SCA requires athletes to have no F’s in any subject at the end of each nine-week grading period in order to participate in any athletic activity.
 - c. At the beginning of the school year, grades will be checked at the six-week period to determine the athletes’ eligibility of that sport. For the remainder of the school year, grades will be checked at a nine-week period (report card).
 - d. In an instance where a student is declared academically ineligible due to grades or on a report card, his/her grades may be recomputed with the Academic Progress Report (3-week report) on an accumulative basis. This computation will take place at the end of the three-week grading period.
- Example: nine weeks average for twelve weeks, fifteen weeks, etc., until the next report card. Example: An

athlete has a 64(F) average on this report. The nine weeks is three - 3-week periods. Therefore, the grade is counted three times (64, 64, 64) and the three-week report is counted once (84). These four 3-week (64, 64, 64, 84) would average a grade of 70.

- e. This policy is final with NO EXCEPTIONS. If they are ineligible, the student may sit with the team at home games, but may not dress out. They may not travel with the team to away games.
- f. **Previous School Year:** A student who failed to pass (4) unit (academic) subjects the previous school year or did not earn a 2.0 GPA shall be ineligible for interscholastic athletic competition during the first semester of the school year.
- g. The academic subjects referred to shall be five of these six: *Bible, English, Math, Science, Social Studies, and Foreign Language.*
- h. The requirements for the un-passed subjects must be met under the following conditions to be eligible the first semester of the current year.
 - i. Successful completion of a regularly organized summer school under the directions of, or approved by SCA.
 - ii. Successful completion of an extension division of a college or university approved by SCA

2. Participation

- a. Each student must have a FHSAA physical, consent and release and signed waiver to participate in sports at SCA.
- b. There will also be a **\$75.00** non-refundable activity fee to defray costs for those participating in sports or cheerleading.
- c. Other charges may be added if a participant's uniform is damaged or not returned.
- d. Athletes not turning in uniforms will have report cards and all athletic awards held.
- e. Commitment to practices and team functions are required in order to participate.
- f. Athletes who quit a sport or team during a particular season are not permitted to participate in any other sport at SCA for the remainder of the year. Approval must be granted by the administration for participation the following year.
- g. **Any student enrolled full-time in SCA and chooses to withdraw during the school year will not be permitted to participate in athletics as a home school student for the remainder of that school year.**

3. Practice and Games

- a. Team members must be present at all games and practices in order for participation in the sport to continue. Team practice and game policy is up to the discretion of each coach.
- b. No student is allowed in the gym, weight room, or athletic fields without the coach or appropriate adult supervision present.
- c. Only coaches, players, administration, and faculty may ride the bus on trips due to limited seating.

- d. Athletes must ride the bus to practices and games unless they have a note signed by their parents in the school office and have administration approval.

4. Parent Participation

- a. Parents are viewed as an integral part of our athletic program. We encourage parents to stay in contact with their athletes' coach regarding any concerns that may arise.
- b. As in all areas of SCA, we follow the Matthew 18 principle. The correct procedure is contact the coach, then athletic director, and then administrator.
- c. A meeting will be held at the beginning of the year for all athletes and their parents.
- d. In support of our athletic program, all parents of athletes will be asked to work in the concession stand or at the gate admission.

5. Athletic Booster Club (CHAMPS)

- a. Parents, family members and friends who would like to officially support the SCA Athletic department are invited to become members of our SCA Athletic Booster Club.
- b. Meetings are held periodically to discuss the needs of the athletic department and schedule/plan fundraisers.
- c. Please contact the Athletic Director for more details.

SCA Administration reserves the right to suspend or dismiss an athlete from participation at any period during the school year

Cheating & Plagiarism

1. **Cheating** : Cheating is defined as using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others and includes the following:
 - a. Copying homework from another student without specific approval from the teacher.
 - b. Working with others on any assignment that was given as an independent effort
 - c. Using workbooks and notebooks from a previous year with answers already completed.
 - d. Having notes or textbooks visible during a test.
 - e. Giving or receiving information about a test, quiz, or other assignment prior to receiving the assignment or using any technology to send or receive testing information.
 - f. Glancing at someone else's test or quiz or allowing someone to look at your paper during a test or quiz.
 - g. Reading a condensed or Cliff note version of a book and representing that you read the entire book.
 - h. Not accurately giving correct information to a teacher about grades and completed work.
 - i. All forms of cheating will result in disciplinary action from the administration and academic credit will not be given for the work. Repeated offenses could result in expulsion.
2. **Plagiarism**: is defined as literary theft, misrepresentation, and falsification and includes the following:
 - a. To copy directly, paraphrase, or summarize without clearly marking the source of the information, thoughts or ideas.
 - b. Plagiarism is prevented when the proper form of documentation is followed. Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretation and is stated in one's own words does not require documentation. Also, when information is common knowledge or is from a specific text, it does not need citation. As a standard for proper documentation, SCA will use the MLA format.
 - c. Inadvertently documentation mistakes that allow another's words and ideas to be mistaken as one's own is plagiarism.
 - d. Students should ask for assistance from the teacher when a question of documentation arises.
 - e. Plagiarism will result in receiving a zero or failing grade on the assignment depending on the extent of the plagiarism and a Saturday school. Repeated violations could result in expulsion.

Discipline Policies

Discipline is defined as training that develops self-control, orderliness and efficiency. It is treatment that corrects. The 12th chapter of Hebrews declares the need for proper, love-based, teaching discipline.

Discipline is necessary for the welfare of the students as well as the entire school. Teachers are placed in an authority role in each classroom and are given the liberty to make and enforce classroom regulations in accordance with the disciplinary standards of S.C.A.

Seffner Christian Academy incorporates many disciplinary methods including reprimand, work detail, detention, suspension, and expulsion. Often, parent conferences are required by the Administration to emphasize the seriousness of a problem and to seek problem-solving ideas. A full cooperative spirit between the home and school is an important prerequisite for student growth.

1. **Detentions-** This is a preliminary indicator that a behavioral problem exists. Detentions are assigned for various offenses such as:
 - a. Accumulation of 4 tardies
 - b. 3 unprepared infractions
 - c. Talking in class
 - d. Not getting tests or other forms of teacher communication signed
 - e. Dress code infractions
 - f. Not serving a detention
 - g. Other forms of misbehavior
 - h. Five (5) detentions in a 9-week period will result in an in-school suspension or Saturday School. Any detentions in excess of five in a given quarter will be carried over into the next quarter. **Excessive detentions will be handled by the Administration.**

2. **Detention Procedures:**
 - a. The classroom teacher will turn in detention forms (in triplicate) to the Academic Dean.
 - b. The students will receive a white copy to take home. This white copy must be signed by a parent and given to the detention teacher on the day it is to be served.
 - c. The student will not be allowed to serve the detention without this white copy. The student will have the choice of one of **two days listed on the white form** to serve the detention.
 - d. **Detentions are to be served from 7:00-7:40 a.m. on Wednesdays and Thursday.** There will be one afternoon detention on Wednesday afternoons from 3:20-4:20.
 - e. Only students who fall into one of the following categories are permitted to serve afternoon detentions:
 - i. Transportation issues-car pool, parents' work schedule, multiple brothers and sisters, etc.
 - ii. Special situations-(i.e.)-siblings attend another school and parents cannot get student to school at 7:00 a.m.
 - f. NOTE: If a student has multiple detentions to be served, they may be asked to serve morning detention, regardless of transportation issues or special situations.
 - g. Students who miss detention on Wednesday morning will not be allowed to serve detention Wednesday afternoon.
 - h. If a student is unable to serve a detention in the allotted time, the parent must contact the Academic Dean **BEFORE** the detention is to be served so that arrangements can be made.
 - i. If a student does not serve a detention within the assigned two-day period, an additional detention will be assigned.
 - j. Saturday Schools or suspensions may also be assigned for students who do not serve detentions in the allotted time.

3. **Referrals** – This is used by the classroom instructor when a major behavior problem has occurred. The purpose of the referral is to inform the administration of the nature of the problem involving the student. Referrals may result in:
 - a. assignment of work detail
 - b. phone call to parents
 - c. removal of the student from the classroom,
 - d. detentions, suspensions, or Saturday School
 - e. in cases involving major infractions (cheating, disrespect, inappropriate language, etc.), an administrator will assign more severe punishments.

4. **Suspension** - Only the Administrator or Principals may suspend a student. There are two types of suspension.
 - a. Out of school suspension - The student is not allowed to attend classes or school functions for the assigned period of time and will receive zeroes in homework, daily grades, quizzes and tests. The

parent may be required to accompany the student upon return to school for a conference with the Administrator or Principal.

- b. **In-school suspension** - The student attends school and must complete all required work with restrictive activity and with a possible reduction in conduct grades at the discretion of the Administrator or Principal. Students will receive zeroes in homework, quizzes and daily grades, but will be allowed to take or make-up tests. In-school suspension may be changed to Saturday School or regular out-of-school suspension at any time at the discretion of the administration. In-school suspension begins at 7:50 a.m. and the student must remain on campus until 4:15 p.m.
5. **Saturday School** - If a student has already served an in-school suspension and continues to exhibit unacceptable behavior (five additional detentions, writing notes, disrespect, cheating, etc.), the student will be assigned a Saturday School detention. This will take place at SCA on a designated Saturday from 9:00 a.m. until 12:00 p.m. The student will report on time, in school uniform, and prepared to complete various assignments. Students will be charged \$20 to cover monitoring costs and this money should be brought to the assigned monitor on the day of serving the Saturday School detention. Students who do not attend Saturday School will receive two days out-of-school suspension.
 - a. Occasionally, parents will request that their children be assigned a work detail to be served during the Saturday School hours. In this case, students will report to school in appropriate work clothes (no shorts, tanktops or sleeveless shirts) and will be monitored doing various chores around the school or church property.
 - b. Students will be issued a Saturday School for every four zeroes they accumulate in homework assignments during a 9-week period. This policy is per class, not cumulative in nature (i.e.- on the fourth zero they receive in one particular class). Dress code, cost and format are the same as Saturday School procedures.
6. **Expulsion** - A student is expelled when he/she refuses to allow SCA to minister to them, does not respond to corrective action or violates specified Principles of Conduct. Students who are a continual discipline problem may be expelled. A student expelled may not be allowed to re-enter SCA.

Behavioral Probation- will be the result of a student consistently being a problem for the faculty or administration, refusing to abide by the policies of SCA, not having an attitude of cooperation with the philosophy of SCA, or having received two suspensions. When a student is placed on behavioral probation, his progress will be evaluated by the administration every three weeks for a total of nine weeks. If a positive change is not noted in that time, the student's enrollment status will be re-evaluated.

Any action not covered by specific policy will be dealt with at the Administration's discretion.

Dress Code Grades 6th – 12th

The dress and appearance guidelines of Seffner Christian Academy represent our desire to maintain a distinctive testimony in our community exemplifying the highest of Christ-like values. The following information will help you choose the appropriate items of clothing and hairstyles, which may be worn by students.

1. **Rationale:** Choosing uniforms allows regulation of neatness in appearance, while avoiding extremes and providing moderation of styles. It is our desire at Seffner Christian Academy to uphold the standards and principles of the Word of God. We must strive to honor the Lord and to maintain a good testimony in our appearance both on and off campus. We are an extension of the home; therefore, it is imperative that we have parental support in these areas of school policy.
2. **Dress Code Violations:** If students are in violation of the dress code, the following administrative procedures will be followed:
 - a. First offense – The student will receive a verbal warning.
 - b. Second offense – The student will be issued a detention.

- c. Third offense – The student will be issued a detention and sent home to correct the dress code violation. The student will receive unexcused absences for missed class time if he or she is sent home to change.
 - d. Fourth offense – Student will be subject to discipline of a more serious nature (suspensions, Saturday School, etc.)
3. **Girls' Dress Guidelines:** Dress combinations (Monday through Friday)
- a. Oxford shirt – blue or burgundy striped uniform shirt.
 - b. Knit shirts: white, navy or burgundy with SCA embroidered on front.
 - c. Skirts: navy, khaki, blue plaid, burgundy plaid (educational outfitters).
 - d. Pants: Only uniform khaki or blue pants from Educational Outfitters are to be worn on designated pant days.
 - e. Shoes: penny loafers, casual dressy flats, Docker style (Timberland) or buck shoes (dark brown, navy or black in color). **Toms or Vans are not allowed. All shoes must be completely solid in color, without stripes or added design.** No backless shoes. No tennis, athletic or skateboarding style shoes are permitted for class. Tennis or athletic shoes, however, will be required for PE and athletic classes.
 - f. Socks must be solid color and coordinated with the school uniform. Socks are required.
 - g. Any shirt worn under a uniform polo must be white. No long sleeve shirts are permitted under short sleeve polos.
 - h. Girls may wear khaki or blue school pants if the weather is 49° degrees or below as reported by WTVT Fox 13 News at 6:30 a.m.
4. **Misc. Girls' Guidelines**
- a. Skirts must be knee-length and properly fitted.
 - b. Jewelry may be worn in moderation. No beaded or studded necklaces. No choker-style necklaces. Ear piercing is permitted. No body piercing is allowed. No tattoos are permitted.
 - c. Hair should be neat and in a conservative style and color. Natural looking coloring and highlighting are acceptable. Hair that appears to be striped or colored in chunks is not allowed.
 - d. Make-up should be conservatively applied. Black lipstick or fingernail polish is not acceptable.
5. **Boys' Dress Guidelines:** Dress combinations (Monday through Friday)
- a. Oxford shirt- Blue or burgundy striped uniform shirt.
 - b. Knit shirts: White, navy or burgundy with SCA embroidered on front
 - c. Pants: Must be khaki or navy in color. Style must be slash pockets, no outer pockets (example: Dockers). Pants can be purchased from uniform vendor. Pants must be neatly hemmed. No cutting or tearing of the pants is permitted.
 - d. Shoes: Penny loafers, tassel loafers, top-siders, Docker style (Timberland), casual buck shoe (brown or black in color). **Toms and Vans are not allowed. All shoes must be completely solid in color, without stripes or added design.** No tennis, athletic or skateboarding style shoes (Adidas, Nike, Audios,

Etnies, etc) are permitted for class. Tennis or athletic shoes are required, however, for PE and athletic classes.

- e. Any shirt worn under a uniform polo must be white. No long sleeve shirts are permitted under short sleeve polos.

6. Boys' Hair & Shaving Guidelines

- a. Hair must be kept at a moderate length; conservative styles are appropriate. (Refrain from faddish styles and cuts)
- b. Hair must not touch the eyebrows, cover the eyes, or overlap the collar.
- c. Hair must be neatly trimmed around the ears and not overlap the ear. Hair cannot be slicked back behind the ear to satisfy over-the-ear requirements. Hair must be cut to the appropriate length, neatly trimmed on back of neck—off the collar.
- d. Hair must be its natural color. No highlighting, dying or bleaching of hair is permitted.
- e. Hair must be properly tapered, with no grooves, cornrows, braids, etc.
- f. Hair should be clean and neatly combed. Boys who are spoken to about needing a haircut will have 3 days to get their hair cut. Students who do not comply within the time frame may be sent home or kept out of class until their hair has been cut. Students may also receive detentions for these offenses.
- g. All boys are to be clean-shaven daily. Side burns must not come past the bottom of the ear. Students may receive detentions for these infractions. **They may also be required to shave at school or sent home to shave.**
- h. If a student is sent home because of hair, shaving, or dress code infraction, absences from school will be unexcused.

7. Misc. Boys' Guidelines

- a. Black, brown or cordovan belts are required and should be solid in color. No studded belts or decorative belt buckles.
- b. A moderately sized gold or silver chain is allowed and must be worn inside the shirt. No charms or pendants. No beaded or studded necklaces or belts. Necklaces must hang at least one-inch from the neck (no choker-style necklaces). No earrings or body piercing. No tattoos.

8. General Dress Guidelines (Both Boys and Girls)

- a. Outerwear for cool weather: SCA sweatshirts and hoodies as well as **plain** maroon, navy, or gray sweaters and jackets are allowed. **Students may not wear apparel with the names of other schools. Students are also not permitted to wear apparel of collegiate or professional teams on the sweat shirts. Camouflage and jean jackets are not permitted.**
- b. Secondary students who stay after school must remain in complete uniform unless involved in practice, sports, cheerleading, or staying for a scheduled activity.
- c. Proper undergarments are to be worn at all times.
- d. Shirts must be buttoned, except for the top button, and neatly tucked in before, during and after school.

- e. Uniforms should be neat, clean, and in good condition. Hem lengths may be adjusted, but material should not be added to a garment.
 - f. No substitutions of any part of the uniform will be allowed.
 - g. Accessories: All hair accessories must coordinate with the uniform and may not be excessive in style or size. Hats, bandannas and scarves may not be worn before, during or after school. Ball caps may be worn if participating in softball games or practices.
 - h. PE Uniforms
 - i. SCA PE uniforms (shirt and shorts) are to be worn to all PE classes. Failure to comply will result in a lowered grade.
 - ii. Athletic shoes and socks are required. These items are the responsibility of the student.
 - iii. P. E. uniforms should be properly identified with the student's name.
 - iv. No rolling up or shortening of the P.E. shorts is permitted.
 - i. Activity Dress Code- **SCA may ask a student to leave a SCA activity, either on or off campus if these guidelines are violated. Disciplinary action at school may be taken for violation of activity dress code.**
 - i. Loose fitting slacks/jeans or knee length shorts may be worn to athletic events and must be in good condition (no holes or patches). **No low-rise pants, jeans, or shorts are to be worn at any school function.**
 - ii. Skirts for all SCA events must come to the top of the knee.
 - iii. Tank tops and half shirts are not permitted. **No part of the stomach should be showing.**
 - iv. Tee shirts or sweatshirts with writing or pictures should be of a religious or athletic orientation.
9. **Guidelines for Banquets & Formals:** "In like manner also, that women adorn themselves in modest apparel..." I Timothy 2:9a. Godliness and modesty are the criteria Seffner Christian Academy is using for the approval of all formal wear. Formal dresses must adhere to dress code standards.
- a. All dresses must be tried on for approval. Students will not be allowed to purchase their banquet tickets until their dress has been approved. Dresses will not be approved the day prior or the day of the event. Parents are encouraged to keep receipts of each item in case the dress does not pass inspection by school personnel.
 - b. If a dress is being made, the pattern must be approved first. Always have patterns checked as soon as possible to allow plenty of time for the seamstress to complete the dress and have it checked by the specified deadline. Even if the dressmaker has made dresses for SCA before, it does not exempt you from bringing the pattern in beforehand.
 - c. Male students and dates should wear appropriate Sunday Attire (suit and tie or tuxedo)
 - d. The following guidelines will be used in approving formal attire for girls at Seffner Christian Academy:
 - i. All dresses must have straps or sleeves.
 - ii. Dress must lay flat across the bust line (no cleavage should be showing)

- iii. The back of the dress should fall no lower than halfway down the back
- iv. Any slit on the dress should be no more than 2 inches above the top of the knee
- v. No dress should be form fitting
- vi. Proper undergarments should be worn under dresses; no bra straps should be showing. (These undergarments should be worn when the dress is brought in for approval)
- vii. Students who are out of dress code at a school activity will be subject to disciplinary action. This may include detentions, suspensions and/or being asked to leave the activity immediately.

Formals & Banquets Policy for Non-SCA Students

Students may come singly or may bring a date of the opposite sex to all banquets. **Dates who are not SCA students must be approved by administration.** All male dates must meet SCA guidelines for personal appearance (hair, facial hair, piercings). All female dates must meet all guidelines for formal dress and have their dresses approved by the administration. All Non-SCA students must abide by all SCA policies while in attendance at an SCA Banquet or formal.

Dual Enrollment Policies

1. **Dual Enrollment is a privilege** and not a right at Seffner Christian Academy. Students who are eligible may request permission for dual enrollment at Hillsborough Community College in their junior or senior year. Participation in this program is permitted according to the following guidelines:
 - Students must have a 3.5 weighted GPA and pass an entrance exam at HCC (CPT, SAT, or ACT).
 - It is the student's responsibility to apply, obtain appropriate documentation, and register for the courses. The Guidance Counselor or Administration of SCA is not responsible for the registration of students. (please visit the SCA Academic Handbook and College Admissions Handbook for further policies and procedures for dual enrollment).
 - All students wishing to dual enroll must receive a letter of permission from the school administrator.
 - Honors credit will be granted only if honors credit can be awarded in an equivalent class at SCA.
 - All classes will be counted in the student's SCA GPA.
2. **Other Dual Enrollment Policies**
 - Students are only permitted to miss the first hour of the school day for dual enrollment classes. On days that the student does not attend the dual-enrollment course, he/she must be present at school.
 - Each student must submit his/her Hawknet ID and password to the Academic Dean immediately upon enrollment, to verify schedules, classes, and grades. It is also the responsibility of the student to turn in a copy of their final grade report from HCC each semester to the guidance counselor for inclusion on their transcript.
 - Failure of an SCA student to abide by school policies or if academic performance in SCA classes drops, the student will be asked to drop the HCC class immediately and credit will not be awarded.
 - All SCA responsibilities and requirements will remain in place. Preferential treatment will not be given when dual enrollment conflicts with SCA schedules.
 - All students are expected to be in regular attendance to her/his assigned classes at both institutions unless excused according to SCA attendance guidelines.
 - If on a different schedule, when HCC is not in session, attendance at SCA is expected; when SCA is not in session, attendance at HCC is expected.

Exams (Semester and Final)

All students are required to take their semester and final exams unless administrator approval is given for extenuating circumstances. Please note that students must be in proper dress and hair code in order to take their final exams.

1. Exam Exemptions

- a. Seniors who earn a 95%, or higher in an honors class for the semester and have no more than three absences (not including school business) will be exempt from the spring final exam. Exceptions for medical situations will not be accepted.

Fine Arts Program Policies

1. **Band Program:** SCA offers an instrumental program for anyone in 6 - 12 grades. A student who has never played an instrument may join the beginning band. A student who has played an instrument in the SCA band or who has passed an audition may join the intermediate band.
 - a. Fees: Band fees are \$75 per year.
 - b. Academic Credit: Students in 9th - 12th grades may receive credit and/or letter in band.
 - c. Other Band Groups: Other performing groups may include concert band, pep band (plays at basketball games), and the Power Praise Band (must be in concert band by invitation only).
 - d. All sixth graders will be part of our beginning band. There will be no fee for this class.
2. **Choral Program:** SCA offers a secondary choral program for anyone in 7 - 12 grades. This will be a mixed choir and auditions will be necessary.
 - a. Choral fees are \$75 per year.
 - b. Academic Credit: Students in 9 - 12 grades may receive credit in chorus.
 - c. Other Choral Groups: Smaller ensembles may be formed from the choral group and will be by audition only.
3. **Drama Program:** SCA offers a drama program for 9th – 12th grades. This is a mixed program and auditions will be necessary.
 - a. Drama fees are \$75 per year.
 - b. Academic Credit: Students in 9 - 12 grades may receive credit in drama.
4. **Private lessons:** Private lessons are available for piano and other instruments through the fine arts department. Fees are to be paid at time of lesson. Please contact the Fine Arts Director for more information.
5. **Fine Arts Boosters:** Seffner Christian Academy welcomes all parents to join the Performing Arts Booster Organization (PABO). SCA's instrumental and vocal programs are assisted by the Performing Arts Booster Organization (PABO). Please contact the Fine Arts Director for more information.

Graduation Requirements and Policies

Please see the *Academic Handbook* for specific graduation requirements.

1. **Graduation Tracks:** Two academic tracks, college preparatory and general, will be offered at SCA. All students will be required to follow the college prep track unless administrative approval has been granted to follow a general track, and the student has attempted the college prep track for at least 1 year.
 - a. * General Track of graduation will not meet Florida Bright Futures Requirements
 - b. * Students may earn an athletic waiver for personal fitness/HOPE by playing 2 seasons of a varsity or JV level sport. Otherwise, the students must take the required HOPE course. In order to earn the waiver, you must see the guidance counselor to complete the appropriate paper work.
 - c. * All students must carry a math and science class in their course load each year they are in high school even if their credit requirements are met.

2. **Valedictorian/ Salutatorian:** The Valedictorian and Salutatorian will be determined at the end of third quarter. The following criteria will be used:
 - a. Valedictorian:
 - Enrolled as a Senior at SCA for the entire school year.
 - Have the highest overall GPA as determined from courses that offer credits, with the exception of teacher/office/cafeteria assistants, in grades 8 through the completion of twelfth grade third quarter.
 - Must take at least one honors course during the Senior year or have followed a college prep track of courses.
 - Uphold the policies of SCA and meet all requirements for graduation.
 - b. Salutatorian:
 - Enrolled as a Senior at SCA and attending the first grading period of the school year of graduation.
 - Have the second highest overall GPA as determined from courses that offer credits, with the exception of teacher/office/cafeteria assistants, in grades 8 through the completion of twelfth grade third quarter.
 - Must take at least one honors course during the Senior year or have followed a college prep track of courses.
 - Uphold the policies of SCA and meet all requirements for graduation.

3. **Honors Designation at Graduation:** Students earning a cumulative high school GPA of 3.5 or higher at the end of the third quarter of the senior year will earn the designation of graduating with “honors.” The total criteria are as follows:
 - a. 3.5 cumulative GPA 8th grade – third quarter of 12th grade
 - b. Followed a college prep track of courses

- c. Fulfill all requirements for graduation from SCA
 - d. Honors students will wear honors cords in the graduation ceremony along with a honors designation on the diploma.
4. **Graduation Fee:** There will be a \$125.00 graduation fee for all seniors.
 5. **Graduation Attire:** All graduates will be required to wear appropriate clothing under their robes at graduation. Young men must wear dress pants, white shirts with a tie, and dress shoes and socks. Ladies must wear dresses to the knee and dress shoes.

High School Student Car Policy

Student drivers must register their cars with the Academic Dean and park in designated areas, abiding by school regulations and traffic safety rules. Students who drive to school may not remain in their vehicles in the parking area. Boys and girls are not to be in a parked car together. Transportation of one student by another requires written permission from both sets of parents. This includes riding with other students to and from the athletic fields or anywhere on campus. Seffner Christian Academy is not responsible for personal possessions left in cars or for cars on the property. **Student drivers are not permitted to sign out to get lunch.**

A driver application must be on file in the Academic Dean's office.

Online/Outside Courses for Credit

Students may take outside and/or online courses for academic credit when pre-approval has been granted by the administrator and guidance counselor. Students may not take online/outside courses (such as Florida Virtual School) when the course is offered during the school year at SCA.

It is the expectation that any year long, outside/ online courses be completed by the last day of SCA's academic school year and any one semester outside/online courses be completed at the end of that semester. Any exceptions to this must be approved by the Guidance Counselor. It is the sole responsibility of the student and parent to monitor class progress.

Students may utilize FLVS and other similar programs in the following circumstances:

- Summer School and/or grade forgiveness
- When a course is not offered at SCA
- When administration deems appropriate

National Honor Society Requirements

1. **Policies governing the National Honor Society:** The SCA Chapter of the National Honor Society seeks to recognize and bring together for common growth and interaction those students in the 10th through 12th grades who exhibit notable qualities in each of the following areas: scholarship, leadership, character and service. New members will be selected by the faculty and administration of Seffner Christian Academy each spring through a competitive selection process.
 - a. Students who are eligible for NHS nomination must meet the following criteria:
 - i. Must have a 3.65 cumulative grade point average.

- ii. Must be taking at least **two** Honors, AP, or dual enrollment courses.
 - iii. Must have no suspensions of any kind on their discipline record for the current school year.
 - iv. Must have 20 hours of community service documented in the guidance office within their high school career (summer after 8th grade – to current time).
 - v. After eligibility is determined, eligible students will be given the opportunity to apply for acceptance into the SCA chapter of NHS. The students must pass through the selection process successfully before being permitted induction into NHS.
- b. ** Please see the NHS sponsor for specific selection criteria.

2. Continued Membership Requirements in NHS:

- a. Each candidate upon acceptance will be required to perform and document 10 hours of community service. This is in addition to the hours documented as part of the application. All hours must be documented in the guidance each year by March 1. (All of these hours may count toward their Bright Futures Community Service Requirement as well).
- b. Members will be required to abide by all school policies, be above reproach in character which is the cornerstone of their acceptance. In addition, members must maintain or exceed the GPA entrance requirement, as well as 2 honors, dual enrollment, or AP courses in their academic load.
- c. Members must become involved by active service in all chapter projects. Attendance at 4 meetings per year and participation in all events is required. If a member fails to participate in one of these events they will be placed on probation.

3. Reasons for Dismissal:

- a. Members will be dismissed if they are found to have broken school policy, have knowingly been involved in civil offenses, have not maintained a GPA of 3.5 or better, not carried 2 honors or AP courses for the year in their academic load, or have not completed and documented their community service with the guidance office by the appropriate deadline. Members may be placed in probation only once during their membership. Any action that would result in a second probationary period will result in dismissal.
- b. Members will be notified in writing of their dismissal and will have a right to a hearing with the SCA Administrative team. The Administration determines whether or not dismissal is warranted and members are notified in writing of the decision.

* Senior Member of the SCA chapter of National Honor Society will wear NHS honors cord in their graduation ceremony along with NHS designation on their diploma. If GPA requirements are not met, this honor will be forfeited.

Scholarships- Bright Futures

Upon graduation, all eligible senior transcripts will be transmitted to the Bright Future's Scholarship Program in June. A parent or guardian completes the FSFA application online to provide authorization for transcripts to be submitted. (This should be completed in January of senior year). Any senior eligible for a scholarship will be notified by email in July by the Florida Office of Student Financial Aid. Students and parents are responsible for keeping their application accurate and up to date. Any changes such as address, phone, college choice, etc. must be made online to the Office of Student Financial Aid. SCA is only responsible for transmitting grades, test scores, and community service hours to the OSFA.

** For specific requirements for the scholarship, please see the SCA Academic Handbook or contact the Guidance Counselor.*

Secondary School Misc. Policies

1. Talking in class without permission is not allowed.
2. Writing, passing, or reading of notes anywhere on campus will result in a suspension.
3. Students are not to have any articles which distract from academics (Cell phones, CDs, electronic games, toys, games, magazines, sports cards, playing cards, weapons, Ipods, etc.).
4. Horseplay of any sort is not acceptable.
5. Codes of conduct are to be followed at all campus and off-campus school activities.
6. Students should refrain from gathering in the parking lot or at their vehicles before, during or after the school day. When a student arrives on the property in the mornings, he/she is to report directly to the cafeteria.
7. No items relating to rock music should be brought to school.
8. Gum is not allowed on school grounds or on the buses. Detention is the penalty for each offense. Gum penalties will be assessed before, during, and after school for any violations on the school property.
9. Student drivers are not permitted to sign out to get lunch.
10. Students are not permitted to walk across Hwy 92 or CR 579 at any time. This applies to before, during and after school hours or any school activity.
11. The selling of any item (candy, sports cards, all-occasion cards, etc.) for personal gain is prohibited.
12. No eating or drinking is allowed in classrooms unless special permission has been given.

Summer School Policies

The implementation of all policies below is at the discretion of the Administration.

1. Any student who receives an F during a semester grading period must attend summer school for a minimum of three weeks at SCA or complete the appropriate semester in the Florida Virtual School Program (middle and high school only). ** Please see the guidance counselor for more information on FLVS.*
2. Students who fail both semesters in a class will be required to repeat the course the next year or complete both semesters in appropriate FLVS program. ** Please see the guidance counselor for more information on FLVS.*
3. A teacher or principal may recommend a student for summer tutoring. Attendance required but strongly encouraged.
4. Students may miss no more than one day of summer school per three weeks. A student must make satisfactory progress in order to earn credit.
5. At the end of summer school, completion of the FLVS program, or summer tutoring, an evaluation of progress will be made to determine eligibility for the next grade.
6. Summer school will be three weeks, Monday through Thursday, 8:30 a.m. to 1:30 p.m. Uniforms will be worn to summer school.
7. If summer school is required and a student does not successfully complete the course, they must make-up that

credit in that subject area the following school year and will not be permitted to move onto the next class in the course progression.

8. Only those students who earn a grade of D+ or lower in a particular class will be allowed to retake or make up that subject.
9. Grade Forgiveness only applies to high school, once the student completes the course through summer school or FLVS, the new grade will replace the old grade (no matter if the new grade is higher or lower than the old grade).
10. Middle school students that fail more than 2 academic subjects for the year will be required to repeat the year. These students are not eligible to attend summer school. Students that fail math and English for the entire school year will not be promoted to the next grade level and are not eligible for summer school.

Elementary School Policies & Guidelines

K5 – 5th grades ~ Listed in Alphabetical Order

Academic Policies and Guidelines

1. **Grading Scale:** Students are evaluated in two different areas:

Academic Achievement & Conduct

A Excellent	B Above Average	C Average	D Fair	F Failure
A+ 100	B+ = 89-88	C+ = 79	D+ = 70	F = 0-64
A = 99-93	B = 87-83	C = 78-74	D = 69-67	I = Incomplete
A- = 92-90	B- = 82-80	C- = 73-71	D- = 66-65	

PE, Computer, Art, and Music classes will be graded as:

- O** – Outstanding
- V** – Very Satisfactory
- S** – Satisfactory
- N** - Needs Improvement

* Specials affect Principal's Honor Roll

I - Incomplete indicates the student has, for some reason, not completed a sufficient amount of work to receive a letter grade at the close of the present reporting period. All incomplete grades are to be resolved within two weeks, and the "I" changed to a letter grade or it becomes an "F".

N/A means not applicable.

2. **Academic Progress Reports & Report Cards**

- a. A Mid 9-Week Progress Report will be sent home after the 4th week of each quarter. The report must be signed and returned within two school days of the day issued. Parents should contact teachers if concerned about low grades and incomplete work. Weekly communication folders will be sent home. These should be signed and returned to your child's teacher within 2 days.

- b. Students will receive report cards once every nine weeks. The report card envelope is to be signed by the parent(s) and returned within two working days.
3. **Conduct Grades:** reflect the attitudes, behavior, and organizational skills that are being utilized.
 - a. Weekly conduct reports will be sent home in weekly folders. These weekly tallies will result in ONE quarterly conduct grade. The Conduct grade will be issued using the following scale:
 - i. **O-** 0-9 tallies for the quarter, Outstanding:
 - ii. **V-** 10-19 tallies for the quarter, Very Satisfactory
 - iii. **S-** 20-33 tallies for the quarter, Satisfactory
 - iv. **N-** 34-44 tallies for the quarter, Needs Improvement
 - v. **U-** 45+ tallies for the quarter, Unsatisfactory
 4. **Honor Rolls**
 - a. Principal's Honor Roll: The student must receive **all A's** in academic achievement, and all **O's** in Conduct and specials.
 - b. "A" Honor Roll: The student must have **all A's** in academic achievement.
 - c. "B" Honor Roll: The student must **have no grade lower than a B** in academic achievement.
 - d. ****Penmanship grades do NOT affect Honor Roll.**
 - e. **Conduct Honor Roll:** The student must receive all O's or V's in conduct. A student may receive both an academic and a conduct honor roll each 9 weeks.

Discipline

The 12th chapter of Hebrews declares the need for proper, love-based, teaching discipline. Discipline is defined as training that develops self-control, orderliness and efficiency. Discipline is necessary for the welfare of the students as well as the entire school. Teachers are placed in an authority role in each classroom and are given the liberty to make and enforce classroom regulations in accordance with the disciplinary standards of SCA.

Seffner Christian Academy incorporates many disciplinary methods including positive reinforcement, reprimand, detention, suspension, and expulsion. Often, parent conferences are required by the Administration to emphasize the seriousness of a problem and to seek problem-solving ideas. A full cooperative spirit between the home and school is an important prerequisite for student growth.

A consistent classroom discipline policy for each grade level will be developed, including rewards for good behavior. Teachers will thoroughly familiarize students with their behavior expectations. An explanation will be given to parents explaining the classroom policies.

1. **Referral-**This is used by the classroom instructor to inform the Administration of the nature of a behavioral problem involving the student and to discipline them accordingly. **Referrals may result in three classroom tallies and:**
 - a. 1st referral A verbal reprimand/Parents are contacted
 - b. 2nd referral Parent conference (by phone or in the office)

- c. 3rd referral Lunchroom detention (K5-3rd), after-school detention (4th-5th)
- d. 4th referral Two lunch detentions (K5-3rd), Saturday School (4th,5th)
- e. 5th referral In school suspension
- f. 6th referral *Out of school suspension (student receives an unexcused absence)
- g. 7th referral Administrative conference and OSS
- h. 8th referral Dismissed from class and student is placed on a 2-week probation period.
 - i. **behavior contract will be issued**
- i. 9th referral **Expulsion

The Administration reserves the right to discipline a referred student out of this order in cases involving major infractions (cheating, disrespect, inappropriate language, bullying).

2. ***Suspension** – Only the Administration or Principal may suspend a student. During an out-of-school suspension the student is not allowed to attend classes or school functions for the assigned period of time and will receive zeroes in homework and daily grades (quizzes).
3. ****Expulsion** – A student is expelled when he or she refuses to allow SCA to minister to them and does not respond to corrective action. Students who are a continual discipline problem may be expelled.

Any action not covered by specific policy will be dealt with at the Administration's discretion.

Elementary School Misc. Policies

1. No items relating to rock music should be brought to school.
2. Students are not to have any articles that distract from academics, (CD's, iPods, MP3 players electronic games, toys, games, **silly bands**, magazines, sports cards, playing cards, weapons, etc.) Students may not bring items to sell or trade at school.
3. Bringing cell phones to school is strongly discouraged. If a student must bring a cell phone, it must remain turned off and in their backpack during the school day. Any cell phones that are used during the school day could be taken by the teacher and may result in disciplinary action.
4. Gum is not allowed on school grounds or on the buses.
5. Talking in class without permission is not allowed.
6. Students are expected to follow all classroom and school rules.
7. Horseplay of any sort is not acceptable.
8. Codes of conduct are to be followed at all campus and off-campus school activities.
9. No eating or drinking is allowed in classrooms unless special permission has been given.

Dress Code Guidelines- K5-5th Grade

The dress and appearance guidelines of Seffner Christian Academy represent our desire to maintain a distinctive testimony in our community exemplifying the highest of Christ-like values. The following information will help you choose the appropriate items of clothing and hairstyles, which may be worn by students.

1. **Boys' Dress Guidelines:** Dress Combinations (Monday through Friday)
 - a. Knit Shirts: Plain white, burgundy or navy. All shirts must have SCA embroidered on the front (No Polo, Hilfiger shirts with insignia.)
 - b. Oxford shirts: Blue & white striped (long sleeve or short sleeve) must have SCA embroidered on the front.
 - c. Pants: Must be khaki or navy in color. Style must be slash pocket, no outer pockets, no cargo pants. (Example: Dockers, Bugle Boy, Farah). Pants may be purchased at the uniform store.
 - d. Shorts: (K5-5th) Must be khaki or navy in color and **may be worn throughout the school year.** Shorts must be purchased from Educational Outfitters.
 - e. Coordinating belt (brown or black). No studs, etc.
 - f. Elementary students are encouraged to wear tennis shoes. The main color of the shoe must be white or black. **No Heelies, backless sandals, flip-flops or boots are permitted.**
 - g. Outerwear for cool weather: All outerwear must be color coordinated with uniforms. SCA sweatshirts and hoodies as well as plain solid, colored sweaters and jackets are allowed. **Students may not wear apparel with the names of other schools. Students are also not permitted to wear apparel of collegiate or professional teams on the sweat shirts. Camouflage and jean jackets are not permitted.**
 - h. Hair must be kept off the ears, and the length is not to extend past the hairline. Hair must be properly tapered, with no lines, grooves, etc. If a student is sent home because of an inappropriate haircut, absences from school will be unexcused. Once a hair warning is issued, the student has two days to comply. No braids, cornrows, or ponytails are permitted. No two-toned, dyed, or bleached hair permitted
 - i. Hats may be worn before school and after school only.
 - j. Shoes with laces must be properly laced and tied at all times. Socks must be worn at all times.
 - k. No pierced ears, body piercing or tattoos are permitted.
 - l. A traditional (small) gold or silver necklace may be worn. No studs, beads or pendants. Necklaces must be worn inside their shirts.
2. **Girls' Dress Guidelines:** Dress Combinations (Monday through Friday)
 - a. Uniform knit shirts: white, navy or burgundy. All shirts must have SCA embroidered on the front. (Must be plain with no insignia i.e., Polo, Hilfiger, etc.,)
 - b. Oxford shirts: Blue & white striped (long sleeve or short sleeve) must have SCA embroidered on the front. (No brand name crest allowed)
 - c. Peter pan collared shirts on white only

- d. Uniform skirts or jumpers: navy, khaki or burgundy plaid (Educational Outfitters). All skirts and jumpers must be to the middle of the knee.
- e. Knee length navy knit dress from Educational Outfitters.
- f. Knee length skorts may be worn
- g. Pants: khaki or navy uniform pant (Only on designated days. Uniform docker type pant, no cargo, bellbottoms, etc.)
- h. Elementary students are encouraged to wear tennis shoes. The main color of the shoe must be white or black. **No Heelies, backless sandals, flip-flops or boots are permitted.**
- i. Sweaters must be in school colors and coordinate with the school uniform.
- j. Socks are to be worn at all times. Socks should coordinate with the uniform. No stripes or multi-colors. Tights (leotards) may be worn on cold days (no spandex).
- k. Makeup is not to be used or brought to school.
- l. Acrylic nails are not permitted.
- m. Ear piercing is allowed, one earring per lobe.
- n. A traditional (small) gold or silver necklace may be worn.
- o. All hair accessories must coordinate with the school uniform. (White, Blue, Khaki or burgundy)
- p. Outerwear for cool weather: All outerwear must be color coordinated with uniforms. SCA sweatshirts and hoodies as well as plain solid, colored sweaters and jackets are allowed. **Students may not wear apparel with the names of other schools. Students are also not permitted to wear apparel of collegiate or professional teams on the sweat shirts. Camouflage and jean jackets are not permitted.**
- q. Casual dress code will be a uniform khaki or navy pants with a maroon, navy, or white knit SCA shirt.
- r. Girls may wear khaki or blue school pants if the weather is 49° degrees or below on WTVT Fox 13 News at 6:30 am.

** Students who are in violation of the dress code, will receive a notification of dress code violation and, if possible, asked to remove articles which violate the code. If this is impossible, students will be sent to the office and parents will be called to bring the proper article(s) of clothing the student failed to wear that day.*

Please visit www.educationalfitters.com to view acceptable styles

Summer School/Retention

1. **RETENTION:** This recommendation is made for students whose end-of-the-year average in 2 or more core subjects (Math, Reading/Phonics, or Language) is an F and or SAT stanine scores are below 5. **It is SCA's recommendation that parents of any student making a D or F on mid-quarter reports or report cards schedule a conference with their child's teacher to discuss issues and/or concerns.** Since these conditions cannot be determined until the end of the year, parents may be told of this possibility if the teacher feels a student might meet these criteria. Resistance to this recommendation will be handled on a case-by-case basis and the school administrator will make final decisions.

2. **MANDATORY SUMMER TUTORING:** This recommendation is made for students whose end-of-the-year average is likely to reflect a D or F in 1 core subject and weaknesses in other core subjects and/or (SAT's with stanines below 5. Mandatory summer tutoring is **REQUIRED** for these students in order for the child to be promoted to the next grade level. Tutoring requirements must be met by a school approved tutor. If parents do not comply with this recommendation, their child **WILL BE RETAINED** in the same grade next year.
3. **REMEDIAL SUMMER TUTORING:** This recommendation is made for students who show weaknesses (C's and D's) in core subjects or extreme fluctuations in grades throughout the year. Students will be given an option of attending our summer tutoring program or an alternative tutoring program of their choice. Remedial summer tutoring is **RECOMMENDED BUT NOT REQUIRED** in order for the child to be promoted.
4. **GRADE LEVEL READINESS:** At times it is necessary for a teacher to request retention based on maturity. These requests will be handled on a case-by-case basis.

Pre-School

Policies & Guidelines

K2 – K4 ~ Listed in Alphabetical Order

We offer a pre-kindergarten program for ages two - four. A complete program for their academic, spiritual, and physical needs is well planned and prepared. Competent teachers and workers, along with a comfortable Christian atmosphere, will greatly aid in your child's learning and developing skills. One of the areas of learning and application is a strong phonics program where most students are reading by K5.

Academic Policies

The child's academic progress is evaluated relative to developmental growth and individual rate of learning in all (5) domains of instruction: intellectual, spiritual, physical, social and emotional.

Parents receive an individual progress report for their child at the end of each grading period throughout the school year. Achievement of grade level standards in concepts, skills, and expected behaviors are carefully assessed and check marks are recorded on the report cards by the teacher to indicate the child's appropriate rate of development or level of understanding in each area.

Arrival of Pre-School Students

Doors are locked in the morning at 8:00 a.m. After 8:00 a.m., students must be signed in at the office and must be walked to class.

Discipline Policy & Rules of Conduct

The 12th chapter of Hebrews declares the need for proper, love-based, teaching discipline. Discipline is defined as training that develops self-control, orderliness and efficiency. Discipline is necessary for the welfare of the students as well as the entire school. Teachers are placed in an authority role in each classroom and are given the liberty to make and enforce classroom regulations in accordance with the disciplinary standards of SCA.

At times it is necessary to change the environment of a pre-school student in order to encourage classroom behavior. The discipline policy at Seffner Christian Academy is approached in a positive manner. Incremental steps are taken to change negative behavior. The planners are the main source of communication regarding daily discipline. Repeated pattern of negative behavior will be communicated with the parents in other formats.

The following steps will be taken to help your child remember classroom behaviors;

1. **Step 1:** Classroom timeout
2. **Step 2:** The pre-school student will be sent to another pre-school classroom, and a note will be sent to the parents.
3. **Step 3:** The pre-school student will be sent to the principal's office, and a note will be sent home to the

parents in the planner.

4. **Step 4:** The parents will be contacted to come and pick up the child.

Dress Code & Guidelines

1. Boys' Dress Guidelines

- a. Tank tops are not permitted, all shirts must cover shoulders. Harry Potter, Sponge Bob, Bratz, etc. and music pop stars paraphernalia are permitted on campus.
- b. Blue jeans may be worn provided they are not faded or ragged.
- c. Longer shorts are acceptable; however, no short shorts are allowed.
- d. Due to the mulch playground, all shoes must be closed toe and closed heel. Socks must be worn at all times. (Sandals, flip-flops are not permitted)
- e. No pierced ears.
- f. Hair must be kept off the ears, and the length is not to extend past the hairline. Hair must be properly tapered, with no lines, grooves, etc. If a student is sent home because of an inappropriate haircut, absences from school will be unexcused. Once a hair warning is issued, the student has two days to comply. No braids, cornrows, or ponytails are permitted. No two-toned, dyed, or bleached hair permitted.

2. Girls' Dress Guidelines

- a. Girls are permitted to wear pants, nice blue jeans, long shorts, sun dresses, tank tops, and T-shirts (spaghetti straps are not permitted on dresses or tops)
- b. Harry Potter, Sponge Bob, Bratz, etc., and Music pop stars paraphernalia are not permitted on campus.
- c. Due to the mulch playground, all shoes must be closed toe and closed heel. Socks must be worn at all times. (Sandals, flip-flops are not permitted)
- d. Ear piercing is allowed, one earring per ear lobe only.
- e. Please keep good jewelry at home. SCA cannot be responsible for lost items.

Extended Care Policies for Pre-School

If your child attends extended care in K-2 through K-4, he/she will lay down for a nap. Sleeping mats need to be purchased from the school. Pre-school teachers will provide parents with a list of what is needed. We ask that you send an extra change of clothes for your child in case there is a need.

Potty Training Policy

It is SCA's policy that your child be potty trained. We know that the first week of school is an adjustment time for a child. Our teachers work hard to transition each student into their new environment and routine. **SCA allows for a week adjustment period after the start of school.** If a child shows signs of not being potty trained after the first week, the following steps will be taken:

1. **Step 1:** A note will go home to parents to be signed and returned to school after two accidents occur with five school days.
2. **Step 2:** A conference with parents will be scheduled if an additional two accidents occur within five school days.
3. **Step 3:** If an additional 2 accidents occur, the child is placed on a one-week probation
4. **Step 4:** If after the one-week probation is ended and the child is not potty trained then the student will be dismissed from school.

In case of an accident we ask that you provide your child a change of clothing to keep at school. If your child has an accident and we do not have a change of clothing for him/her you will be called and asked to bring a change of clothes. We also ask that you provide appropriate clothing for each seasonal change. We ask that you contact your child's teacher in writing if you do not want your child to be changed after an accident. This means you would be called to handle this situation personally.

The following procedures will be taken should you choose to have your child changed by his/her teacher:

1. Two teachers will be present at the time the student is changed.
2. You will be notified of the accident in your child's planner.

This policy will be enforced throughout the school year.

Snacks

Snacks are provided by the school. Do not send an additional snack with your child.

Toys & Videos

No toys or video games should be brought to school unless the teacher has notified you of toy day or show-and-tell day. Videos cannot be brought to school. **Students are not allowed to wear silly bands to school.**

Important Contact Information

Administrator	Mr. Roger Duncan	rduncan@scacrusaders.com
Business Administrator	Mr. Mark Canterbury	mcanterbury@scacrusaders.com
High School Principal	Dr. David Head	ddhead@scacrusaders.com
Middle School Principal	Mrs. Jody Duncan	jduncan@scacrusaders.com
Elementary Principal	Mrs. Donna Head	dhead@scacrusaders.com
Guidance Counselor	Mrs. Audrey Helms	ahelms@scacrusaders.com
Director of Administrative Programs	Mrs. Jamie Canterbury	jcanterbury@scacrusaders.com
Athletic Director	Mr. Andy Holmes	aholmes@scacrusaders.com
Extended Care Coordinator	Ms. Rochelle Weaver	rweaver@scacrusaders.com
Nurse/School Records	Mrs. Lorrie Treen	ltreen@scacrusaders.com
Tuition Payments	Mrs. Gloria Guy	gguy@scacrusaders.com

Servants In Action

Full list of SCA Faculty and Staff is Available at www.scacrusaders.com

My Child's Teacher(s):

_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____
_____	Ext: _____	Email: _____

Notes: