

2015-16

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. Will Beauchamp, Pastor
First Free Will Baptist Church

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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.

VISION OF SEFFNER CHRISTIAN ACADEMY

At Seffner Christian Academy our vision is to have:

- Teachers who are qualified, energetic and engaged in learning and who have a heart for each student.
- Technology being utilized by students and faculty to equip student with twenty-first century skills.
- A spiritual atmosphere where the presence of God is felt throughout our campus, and where we encourage and foster a servant's heart in our faculty and students.
- A community awareness of the high academic standards and positive values our students reflect in their achievements and hearts.

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 & Core Values of Seffner Christian Academy

The statement faith embodies all of the core values that Seffner Christian Academy holds.

- 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 1:1-5).
- 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).

Expected Student Outcomes

As we strive to fulfill our mission, we will develop curriculum, programs, learning opportunities, and school environments designed to yield student development in three general areas: Academic Thinking, Spiritual Formation, and Skills Development all with a Biblical World View. We will endeavor to produce graduates who:

Academic Thinking with a Biblical World View

- ...are well prepared in all academic disciplines, and who are skilled in reading, writing, speaking, listening, and thinking.
- ...are proficient in mathematics, science, and problem solving.
- ...have knowledge and understanding of people, historically significant events, and the cultures of other people and places.
- ...appreciate literature and the arts and understand how they express and shape their beliefs and values.

Spiritual Formation with a Biblical World View

- ...have a growing, personal relationship with Jesus Christ as Lord and Savior.
- ...engage in the spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
- ...personally respond to carrying out the Great Commission locally and around the world.
- ...understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace, and truth.
- ...grow in knowledge and understanding of the Bible and develop a Christ-centered lifestyle.
- ...apply Biblical principles as the foundation for moral and spiritual living.

Skill Development with a Biblical World View

- ... have the skills to question, solve problems, make wise decisions, and demonstrate higher order thinking.
- ... know how to utilize resources including technology to find, analyze, and evaluate information.
- ...respect and relate appropriately with integrity to the people with whom they work, play, and live.
- ...treat their bodies as the temple of the Holy Spirit through decisions about nutrition, fitness, and lifestyle.

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 (Instagram, SnapChat, Twitter, 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, pictures, videos, etc.) will result in disciplinary action.
14. Participation, association, involvement in immorality, homosexuality (including self-identification), bisexuality, transgender identity, 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).

Administrative Prerogative

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes new situations or circumstances not covered specifically by this handbook will occur and the Administration reserves the right to exercise its administrative prerogative in responding to these situations. This handbook becomes part of the contract between parents, students and Seffner Christian Academy.

Handbook Agreement

Once a student begins attendance in classes for the school year, the student and parents/guardians are agreeing to abide by all policies and guidelines set forth in the student handbook at Seffner Christian Academy.

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 or email 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.

Continued Enrollment

Attendance at Seffner Christian Academy is a privilege and not a right. Students and families applying for re-enrollment will be evaluated on the basis of their academic, spiritual and behavioral progress to determine if they qualify for re-admission. The privilege to attend SCA may be forfeited by any student or family who does not conform to the standards and regulations of the school. At regular intervals and at the end of the school year, each student's progress will be evaluated.

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.** SCA abides by the Florida education age requirements for admissions. Kindergarten students must be 5 years old on or before September 1st of the school year. Preschool students must follow the same requirements as the kindergarten criteria. **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 current 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 (including self-identification), lesbianism, bisexuality, transgender identity, 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 (90 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, video, music, communication, etc. used on any form of online communication (My Space, Facebook, Instagram, 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.
25. All students in 6th – 12th grade must have a working iPad and brought to school every day.

Retention Policy

It is the policy of SCA to not retain a student more than one time in their academic career. Any student who has been retained, either at SCA or previous to their enrollment at SCA, and needs to be retained again will be asked to withdraw from SCA.

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 school 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. Any student in pre-school – 8th grade not picked up at the end of their car-line 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. Students in 6th – 12th grades are **required** to attend mandatory after care (provided at no cost to 9th-12th grade students) if a student is not picked up by appropriate dismissal time or attending a school sponsored activity.

3. 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. On the student's ninth total absence, whether excused or unexcused, their grade will be deducted according to the following policies:
 - i. Secondary Department- 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. Students will not be allowed to make up an assignment unless an absence is excused.
- c. A note is required for admission to school after any absence.
 - i. Secondary- excuse notes should be taken to the office.
 - 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. Elementary students that arrive at school after 11:00 will be counted absent for the day.
- e. **Pre-arranged absences** must be pre-approved by the Administration, unless it is school business. Forms are available in the school office and on the school website. 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 front office 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.
 - i. Teachers are instructed to issue zeros for all unexcused absences as it permits to make-up work.

- 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. **Exceptions can be made for tests and quizzes per administration.**
- 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. Students who miss semester exams will be charged a fee of \$25 per exam for a proctor to monitor exam make-up.
- 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. **ALL STUDENTS WHO ARRIVE AT SCHOOL AFTER 7:50 MUST REPORT TO THE OFFICE** for the student to be marked excused in RenWeb. Students who disregard this policy may not be permitted into class and could be subject to discipline. All students will be marked unexcused unless the student has given an appropriate excuse note to the office.
- b. Excused tardies include personal sickness, family emergency or road emergency. If a student is late to a class period due to being held up in a previous class period, it is the student's responsibility to obtain a note from that teacher for an excused tardy.
- c. Unexcused tardies include oversleeping, traffic problems, stopping for breakfast or leaving home late.
- d. **Tardies may result in a penalty for the student.**
- i. **Secondary-** Four (4) unexcused tardies in a class period equals one unexcused absence for that class period and one detention. Six (6) or more excused or unexcused tardies in a class period will result in a meeting with the Dean of Students or principal to assess the causes of the tardiness issue. Disciplinary action may result. These tardies reset each quarter.
- ii. **Elementary-** Four (4) unexcused tardies equals one unexcused absence. Six (6) or more excused or unexcused tardies will result in a meeting with the principal to assess the causes of the tardiness issue. Disciplinary action may result. These tardies reset each quarter.
- e. 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 School Office to receive an admit slip. The front office 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 school office and permission must be granted by a legal guardian. 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.

Cell Phone Usage Policy

Cell phones are to be silenced during school hours (7:50 am – 3:05pm). Cell phones are not to be used in the classroom (even for checking time). Texting, phone calls, games, and applications, are not permitted during classroom time. To eliminate the misuse of cell phones (i.e. text messaging playing games, cheating on test, etc.) students may be asked to turn their devices into the teacher at the beginning of class and receive them back at the conclusion of class, or teachers will require the devices to stay in the student book bag. Inappropriate use of a cell phone in and out of classroom time (including sending and receiving text, picture, and video messages, playing games, taking notes, taking pictures, recording videos, or posting to the internet) of cell phone may result in a referral/suspension offense and will also result in confiscation of the student's cell phone. Students are asked to use discretion when using phones before and after school as well as at lunch time and in between classes. Taking videos and pictures with a cell phone or other device is strictly prohibited. **By bringing a cell phone on campus, students will be required to allow administration to search all contents of the phone at any time deemed necessary regardless of cause.**

Chapel Policy

1. Chapel services will be held for all students (K5-12th) once a week on Tuesdays.
 - a. Students should bring a Bible to chapel or use a Bible on their iPad. Students will be expected to enter and leave quietly, as well as be respectful of God's house while in service.
 - b. **Students should NOT bring book bags, books, or other non-essential materials to chapel. They should be stored in their locker for the chapel hour.**
 - c. This will be a time of singing, praying, fellowship, inspiration, and challenge from the Word of God.
 - d. Regular school uniforms are required.
 - e. Inappropriate conduct in chapel is not tolerated. Disciplinary measures may be taken for conduct such as talking, sleeping, disturbing others, chewing gum, etc.

Drug Testing and Search Policies

It is the desire of Seffner Christian Academy to maintain a drug-free campus at all times. Random checks will be done by the school administration and/or local law enforcement with their canine unit checking lockers, student bags, cars and other campus areas.

The school reserves the right to require random or selective drug testing on students. Testing will be administered by a certified lab of the school's choosing. The type of drug tests may be one of, but not limited to, the following methods: Urine or Hair test. Random or selective drug testing may be administered without parental consent. If drug use is verified, then the student will be expelled from school.

Electronic and Technology Policies , Code of Conduct, iPad User Agreement

The mission of the technology department at Seffner Christian Academy is to facilitate interactive learning in the classroom in order to prepare students for the ever changing technological culture of the 21st century. Our goal is to equip and educate students on responsible use of technology as a tool for honoring God in the world. The SCA electronic network and wireless program serves as a resource for enriching curriculum and learning objectives at Seffner Christian Academy. The first priority for technology use will be educational 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. To ensure responsible technology usage, faculty, staff, and students are asked to subscribe to the standards of responsible digital citizenship.

Digital Citizenship

Seek Truth and Express It

Teachers and students should be honest, fair, and courageous in gathering, interpreting and expressing information for the benefit of others. They should try to do the following:

Test the accuracy of information from all sources and exercise care to avoid inadvertent error.

Always identify sources. The consumers of your information product must be able to make their own judgment of its value.

Always question the sources' motives.

Never distort or misrepresent the content of photos, videos, or other media without explanation of intent and permission from the information's owner. Image enhancement for technical clarity is permissible.

Distinguish between opinion and fact when expressing ideas. Analysis and commentary should be labeled and not misrepresent fact or context.

Minimize Harm

Ethical teachers and students treat information sources, subjects, colleagues, and information consumers as human beings deserving of respect.

- Gathering and expressing information should never cause harm or threaten to be harmful to any one person or group of people.
- Consider all possible outcomes to the information you express, guarding against potential harm to others.
- Never use information from another person without proper citation and permission.

Be Accountable

Teachers and students are accountable to their readers, listeners, viewers and to each other.

- Clarify and explain information and invite dialogue about your conduct as a communicator.
- Encourage the information consumer to voice grievances about your information products.
- Admit mistakes and correct them promptly.
- Expose unethical information practices of others.

Respect Information and Its Infrastructure

In the *Information Age*, Information is property.

- 1) Never undertake any action that has the potential to damage any part of this information infrastructure. These actions include, but are not limited to illegally hacking into a computer system, launching or distributing viruses or other damaging software, physically damaging or altering hardware or software, or publishing information that you know is untrue and potentially harmful.
- 2) Report to proper authorities any activities that could potentially result in harm to the information infrastructure.

Policies Regarding Technology and Internet Usage at SCA

The following activities that are not permitted:

- Sharing of passwords or use of another person's electronic device account at any time. Taking another person's technology without permission is considered a referral offense equal to stealing.
- Using obscene or inappropriate language.
- Threatening the network or its integrity.
- Downloading or copying files to the SCA network or another person's electronic device.
- Careless or wasteful use of school or another's resources such as wireless services, computer equipment, paper, and ink cartridges
- Attempting to bypass the school's filtered Wi-Fi by tampering with device VPN or other types of applications.
- Internet activities that are **not** permitted while using SCA wireless services:
 - Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material, that do not align with Biblical standards or 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 or staff's picture, home address, phone number, or other personal information over the internet.
 - Playing Internet games or using other interactive sites without supervised permission.
 - Using social media websites (Facebook, Instagram, etc.) or communicating with others through non-educational modes (i.e. texting, chat/video services, applications, etc.).
 - Posting pictures or videos.

Social Media Policy:

Students will be held accountable for all content including messages, comments, pictures, and any other material that appears on any form of social networking website or messaging feature before, after, or during school (both on and off campus). Unacceptable postings on social media:

- profane and inappropriate language
- posting of inappropriate song lyrics
- posting of inappropriate images, pictures, graphics, etc.
- inciting school disharmony
- Liking, re-posting, or sending any inappropriate activity.

Students should not access social media during the school day. Content posted should be in keeping with a Christian testimony. Pictures and video should not be **taken or posted** during school hours. Students who are guilty of posting inappropriate or sexual pictures will be suspended and/or expelled from school.

Technology Code of Conduct for Students and Guests:

1. I agree that all use of Seffner Christian Academy's computer network, the internet, and all applicable technology will be consistent with the philosophy of SCA and is a privilege that can be taken away from anyone that does not follow school policy.
2. I agree not to tamper with the network setup, filtering software, or hard drives of any device. I will not intentionally cause disruption of any sort in the performance or usability of the system.
3. I agree not to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
4. I agree that the purpose of the technology at school is for education, research, and presentation purposes and for an educational goal. Students will not "surf the web" for entertainment, play games, or communicate for non-academic goals.
5. I will not attempt to access non-academic related websites, chat rooms, or social networking sites while on the school network.
6. I will not take and/or post any pictures or video of any student or group of students taken during the school day without permission from my principal.
7. I agree to not purposely invade the privacy of any staff, student, or faculty member. I agree to not purposely attempt to obtain another's password or log in as someone other than myself.
8. I agree that the administration has the right to access any technology device used while on school property. This includes the use of cell phones.
9. I agree not to download files from the Internet or upload files to the school network unless granted specific permission from a faculty member.
10. I understand it is my responsibility to keep track of and safeguard all personal passwords for technology and accounts used for educational purposes.
11. **I agree not to use technology for the purpose of cheating, deception, sharing of answers, or plagiarism.**
12. I understand that the school administration will make every attempt to safeguard everyone's access to SCA computer network and Internet. I realize that no filter is completely safe and will not hold SCA liable for content that does not support the values of SCA. I will report material that is inappropriate to an administrator.

iPad User Agreement:

Students using school iPads or personal iPads brought school property should abide by the following iPad user agreement:

- 1) iPad use is for educational purposes only.
 - a) Games should not be played at any time.
 - b) Acceptable uses: note taking, reading, internet educational research, educational apps when deemed appropriate by the teacher.
 - c) Social media should not be accessed during school hours.

- d) Games and other non-educational applications are discouraged from being downloaded onto the iPad.
- 2) Communication between students and/or teachers are for educational purposes only.
 - a) Students are asked to turn off the iMessage, texting and/or video messaging, and Air Drop features while in school. Communication through iPad is strictly prohibited.
 - b) iPads should be silenced for the school day unless direct permission has been given by the teacher.
 - 3) Care of iPad
 - a) iPad should be carried in a safe and protective case at all times.
 - b) It is the responsibility of the student to bring the iPad full charged to school every day. Unprepared marks may be given for failure to be prepared for class.
 - c) iPads should be labeled with the student's full name.
 - d) The electronic iPad name (in the "settings" of the iPad) must be named with the student's first initial and last name. (ex. J. Smith). All iPads must be named properly. Disciplinary action may be taken if this procedure is not followed.
 - e) All iPads should be password protected, and students are required to give the password to a school administrator when requested.
 - f) iPads should not be left unattended for any reason. It is the student's responsibility to protect and care for the iPad. SCA is not responsible for lost or damaged iPads.
 - g) Students are responsible to data-sync with a home computer through iTunes/iCloud or utilize Dropbox for data backups on content stored on the iPad.
 - 4) By bringing an iPad on campus, students will be required to allow administration to search all contents of the iPad at any time deemed necessary regardless of cause.
 - 5) Students may be required to download applications or e-books for educational purposes as requested by the teacher in the class syllabus.
 - 6) Internet access by the iPad is for strictly educational purposes only. Attempting to bypass the school wireless, filtered internet by any means (including VPN or other applications) is prohibited.
 - 7) Students must enable automatic iCloud back ups that occur every evening. This will allow all information on the iPad to be stored electronically in the Cloud. The information on the iPad can be restored if needed. If iCloud back up is not enabled, information from the iPad can not be restored if the iPad is lost, damaged, or broken.
 - 8) Content stored on the iPad during the school day may not be published in online forums without expressed consent from school administration.
 - 9) Students may use their iPad only. Students may not borrow another's iPad or another device for any reason. Use of another's iPad could be viewed as stealing/cheating and will be dealt with by administration with serious repercussion.
 - 10) Misuse of an iPad at any time will result in a referral to administration.

Students of Seffner Christian Academy are required to pledge that they will not be involved in any way with hacking, harassment, misrepresentation, plagiarism, cyber bullying, or indecent material while using a technology at school or home. Violation of Digital Citizenship, Technology Code of conduct, or iPad user agreement may result in the loss of technology privileges at any time, failure in the appropriate class, suspension, possible expulsion from school, or referral to law enforcement when appropriate.

Technology Definitions:

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

Harassment: Posting a message, sending a text, or using social media methods that are vulgar, demeaning, threatening or obscene either through email, newsgroups, texts, social media, or chat rooms.

Misrepresentation: Giving out false information about you either through email, newsgroups, texts, social media, 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.

Cyber Bullying: Cyber bullying is bullying through email, text, instant message, chat room exchanges, Website/blog posts, digital messages or image/video sent to a cellular phone or personal device. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated. (Kowalski et al. 2008).

By attending classes as a student at Seffner Christian Academy, parents/guardians and students are pledging to comply with all technology policies.

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.
3. **Crisis Situation:** The Crisis plan will be implemented during emergencies or if students could be in danger. All gates will be locked and access entering and exiting the campus will be limited.

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. It is provided to 9th – 12th after school only for no cost.

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. Any student being picked up after 6:00 pm will be charged \$5.00 for the first 5 minutes and \$1.00 for each additional minute after the first 5 minutes.

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

Flag Etiquette

SCA students will begin their school day with pledges to the American flag, Christian flag, and Bible. Students are expected to demonstrate proper respect for the flags and Bible and will participate in pledges to each by standing and reciting the pledges.

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 6-12) participation may be taken when space allows. **An annual non-refundable registration fee of \$250.00 per student must accompany the application for admission. Participation fee of \$175 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, PSAT (9th - 11th grades only)- \$75.00, AP tests (only courses that are currently being offered at SCA)- \$75.00 fee + \$90.00 for cost of the AP test= \$165.00 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.

Lifestyle Statement

Seffner Christian Academy is a Christian institution providing an education in a distinct Christian environment. We believe that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

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.

Lunch Program & Cafeteria Policies

- **Bringing your lunch:** Students may bring their own lunch to school. Drinks and chips are sold a la carte. Microwaves are available for students in 3rd-12th grade; however, we strongly discourage any form of hot liquid. **SCA does not provide refrigeration facilities for student use.**

- **Purchasing School Lunches:** SCA utilizes a biometric scanner to create lunch charges applied directly to parent accounts. Money should not be sent with the student. Instead, the parent will submit payment to our business office. Below are the lunch purchasing policies
 - SCA teachers and cafeteria staff will not accept cash or checks for lunch payment. All lunch payment needs to be submitted to our Business Office. Please write separate checks for lunch and tuition unless you clearly designate the breakdown.
 - Pricing for lunches:
 - Preschool: \$3.75
 - Elementary: \$4.25
 - Secondary: \$4.75
 - Late Orders (after 9:45 am): \$5.00
 - All lunch orders MUST be submitted before 9:45 am each day. Late Order lunches will cost \$5 each, and the student may only choose either a Ham and Cheese or PBJ sandwich with chips and water.
 - Elementary students will order in their classrooms each morning. Secondary students will order in the cafeteria before school and between classes up to 9:45 am.
 - Students who order lunch but decide not to eat what they order will still be charged. This does not apply to students who leave school early due to illness or an unforeseen circumstance.
 - Lunch charges will be applied to your account daily.
 - Lunch charging privileges may be suspended at any time at administrative discretion.

Parent & Guest Policies

1. **Parental Communication:** SCA views communication as a vital tool in education.
 - a. **Parent Web (RenWeb)-** SCA utilizes RenWeb (K2 -12th) to provide on-line access to grades. It is the parental responsibility to periodically check RenWeb for student grades. Contact the front office for access to your parent RenWeb account.
 - b. **Teachers:** All teachers at SCA have e-mail. It is encouraged that parents contact teachers through email. 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 and emailed to parents.
 - 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. **Parent/Student Interactions:** Parents are not to confront students who are not their own children in any matter

dealing with school matters, on or off campus. This is inside or outside of the school day. Parents should contact the appropriate school staff member to deal with any student issues that require communication between a parent and a student that is not their child.

4. **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.
5. **Parent & Visitor Guidelines:** All visitors and parents on school property must sign in at the office, present a valid driver's license for screening, 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:
 - i. 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.
 - ii. 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.
 - iii. The visitor will comply with all the basic rules and guidelines every student must follow (classroom decorum, respect for authority, etc.).
 - iv. The parents of the SCA student will be totally responsible for the actions of the visitor.
 - v. 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.
6. **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.

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. **Extracurricular Activities:** Students are not permitted to participate in extracurricular activities (such as athletics, clubs, etc.) that are sponsored by other schools while enrolled during the school year at SCA.
3. **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.
4. **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 not acceptable and could be deemed cheating which would result in disciplinary action.
 - 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 (according to test days), so studying may be necessary.
5. **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- Terra Nova3 Testing-March or April
 - ii. 9th- 11th grade PSAT Testing (Pre-SAT)- October

- iii. 10th- 12th grade (only select students): Advance Placement Testing-A non-refundable \$125 AP Fee will be billed to all AP students accounts in October. Testing takes place in May.
6. **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. **Digital textbooks (e-books)** will be provided by the school as a part of the activity fee for secondary students. A redemption code for download of the e-books will be given to the student to download onto their personal iPad. Many e-books will remain on the device until the student/parent determines to remove them. They should not be removed from the iPad until the last day of school. Some e-books have expiration dates determined by the publisher. The e-book will no longer be available on the iPad after the expiration date. This date will not be until after the end of the school year.
- a. If a student changes a class after the start of the school year and has already downloaded an e-book provided by the school, it is the family's responsibility to purchase the new e-book for the new class.
 - b. In the event of loss of textbooks, workbooks, or library books, the student will be charged for the total price of replacement.
 - c. No report cards or grades will be issued unless the lost or damaged books are paid for in full.
 - d. Any school supply or item that a child brings to school should have his/her name on it.
 - e. **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. Health concerns will be handled by the administrator.
 - f. **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.

Security Policies for SCA Campus

- The SCA campus is under 24 hour security camera surveillance.
- Administration reserves the right to inspect or search lockers, backpacks, purses, student automobiles, iPads, and cell phones.

State Mandated Reporting

All staff are required to follow established guidelines for suspected child abuse. This is in accordance with the laws of the state of Florida and established policies and procedures.

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.

- 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. Prescription 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.
5. SCA does not have a school nurse on campus.

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. Student Report cards will be posted on RenWeb at the end of each nine weeks. A final report card will be mailed home at the end of the school year.
 - b. Academic Progress may be monitored by the parent and student through weekly Parent Web reports online. Allow for five school days for grades to be entered and updated. Please contact your child's principal if you have any questions regarding Ren Web or Parent Web.
 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, History
 - b. Tuesday - Science, English, Reading, Psychology
 - c. Wednesday - Mathematics, HOPE, Foreign Language
 - d. Thursday - Bible, Writing, History, Foreign Language
 - e. Friday - English, Reading Science, Psychology
 - f. AP Classes may test on any day of the week due the fast-paced nature of the course.
 - g. 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 must maintain a "B" or better within the Honors course in order to continue in the Honors class the following year.
 - c. Please see Academic Handbook for further information
 8. **Advanced Placement © Courses:**
 - a. Minimum grade point average in all high school courses: 3.5 cumulative
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- b. Minimum grade point average in the subject matter of the course: 3.75. (for example, a student wishing to take AP English Literature and Composition will be expected to have maintained an A- average in previous English classes)
 - c. Recommendation of previous or current teachers, especially in the subject to be taken, or in related subjects.
 - d. Inclusion on the “AP Potential” © list generated by the PSAT/ NMSQT taken by all juniors at SCA, based on their respective test scores.
 - e. A history of previous honors courses, of at least one honors course on the student’s record prior to admission to Advanced Placement.
 - f. A summer reading/writing project or other type project, depending on the subject, to be satisfactorily completed before the student begins fall classes.
 - g. Course Fee: an AP course fee of \$125.00 will be assessed for each AP course taken by a student.
 - h. Please see Academic Handbook for further information
9. **Study Hall:** Students opting for Study Hall in lieu of an academic class will receive neither credit nor a grade. Study hall classes are only offered to students with administrative approval. 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.**
10. **Help Classes:** SCA offers help class on various afternoons from 3:15 to 3:45 p.m. The class is available at no additional cost to students. Students should come prepared to help class with a question or concept in which they need assistance. Help classes are not for one-on-one tutoring opportunities. If a parent desires for their student to have individual tutoring, the teacher should be contacted directly. Please contact the teacher for the regularly scheduled help class days.
11. **Transcripts:** The 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 Guidance Counselor.

After-Care/Extended Care Policy for Secondary Students

All secondary students (6th – 12th) must be picked up from school by 3:30 each day unless participating in an approved and properly supervised after school activity such as a sport or club. Secondary students who are on school property after 3:30 pm will be sent to after school study hall for appropriate supervision. All students should report to this study hall promptly by 3:30 pm. Students who are on campus without appropriate supervision after 3:30 pm will be subject to disciplinary action. There will be no charge for this after school program for 9th – 12th grade students.

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 member 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.**
 - i. Any student fails a subject for the first semester is ineligible for the entire second semester. If a student is able to make up that semester of class via Florida Virtual School (course fully completed) with a satisfactory grade prior to the end of that sports season, they may become eligible. IF a student fails the second semester of a class, it must be made up over the summer and will not be eligible until the course is finished with a satisfactory grade.
- 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 form, signed waiver, and concussion/heat related illness form to participate in sports at SCA.
- b. There will also be a **\$85.00** 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 at SCA as a home school student for the remainder of that school year.**

3. Practice and Games

- a. For students' safety, students may not ride in the bed of trucks out to the field for practice or games.
- b. 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.
- c. No student is allowed in the gym, weight room, or athletic fields without the coach or appropriate adult supervision present.
- d. Only coaches, players, administration, and faculty may ride the bus on trips due to limited seating.
- e. 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.
- f. In order to participate in practice or a game, a student must be at school the end of second period that day.

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.
 - e. When an athlete is chosen for a team, the parent will be billed a \$75 service fee. This fee is refundable only if a parent completes the required volunteer hours of 3 SCA sporting events, per child, per year. If the hours per child are not completed by the end of the school year, Crusaders Athletic Booster Club will keep the \$75 service fee. The volunteering can be done at a middle school, JV or Varsity event. This will allow parents to watch their child play any given sport. Parents must sign up to volunteer on Volunteer Spot. There is a direct link to Volunteer Spot on www.gosaders.com.

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

Beta Club Criteria (6th – 8th grade only)

1. **National Junior Beta Club:** The SCA Chapter of the National Junior Beta Club seeks to recognize and bring together for common growth and interaction those students in the 6th through 8th grades who exhibit notable qualities in each of the following areas: scholarship, character and service.
2. **Entry:** New members will be selected by the administration of Seffner Christian Academy each spring through a competitive selection process. Once inducted, students will remain in Beta Club through 9th grade. Beta Club is limited to the entry of fifteen 6th graders, nine seventh graders, and six eighth graders each year who meet the criteria. Students are evaluated each year for Beta club eligibility.
3. **Academic and Character Criteria:**
 - a. **6th grade:** All As in 1st - 3rd quarter report cards, good character, and no more than 2 detentions for the year.
 - b. **7th grade:** All As and 1 B per quarter in 1st - 3rd quarter report cards, good character, and no more than 2 detentions for the year.
 - c. **8th grade:** All As and 2 Bs per quarter in 1st - 3rd quarter report cards, good character, and no more than 2 detentions for the year.
 - d. **Criteria for Beta Club entry changes each year to accommodating rigor of the middle school courses and the high school credited classes that are offered in the 8th grade.**
4. **Reasons for Dismissal:**
 - a. Members will be dismissed if they are found to have broken school policy (referrals) or have knowingly been involved in civil offenses. 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. The Administration reserves the right to dismiss and reinstate members.
5. **Community Service:** each year Beta Club members will participate in one to two service projects.

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 assignment.
 - 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 (including electronic based documents, i.e. powerpoint presentations).
 - 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.

3. **Disciplinary Procedures for Cheating and Plagiarism**
 - a. **Classwork, Homework, or Quiz:**
 - i. **1st Offense = Zero on assignment and 2 detentions**
 - ii. **2nd Offense = Zero on the assignment and Saturday School**

iii. 3rd Offense = Zero on the assignment and 1 day out of school suspension

iv. 4th Offense= Zero on the assignment and possible expulsion

b. Test

i. 1st Offense = Zero on the assignment and Saturday School

ii. 2nd Offense = Zero on the assignment and 2 days out of school suspension

iii. 3rd Offense test = Zero on the assignment and possible expulsion

c. If a student is a multiple offender in both categories, the discipline will be determined in a cumulative fashion (i.e. – cheats on homework and later in the year cheats on a test. Punishment would be considered 2nd offense cheating on a test).

d. Cheating on semester exam will result a zero on the exam (which counts 20% of the grade) and 1 day out of school suspension

e. **Cheating by a senior on an end-of-the-year exam will result in the senior's diploma being withheld until appropriate action is determined by the school administration.**

f. SCA will utilize plagiarism checking software to check the academic integrity of student work.

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 SCA.

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. 4 unprepared infractions
 - c. 4 Talking infractions 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 Dean of Students.
 - 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 can be served from 7:00-7:45 a.m. on Wednesdays and Fridays or Thursdays from 3:15-4:00.**
 - e. If a student is unable to serve a detention in the allotted time, the parent must contact the Dean of Students **BEFORE** the detention is to be served so that arrangements can be made.
 - f. If a student does not serve a detention within the assigned period, an additional detention will be assigned.
 - g. 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, disrespect, cheating, etc.), the student will be assigned a Saturday School detention. Using a cell phone or iPad not in accordance with school policy will result in Saturday school. 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 \$25 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, tank tops 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 is not permitted to attend any school-related activity and may not be allowed to re-enter SCA in the future.

7. **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 and documented in student file.
 - b. Second offense – The student will be receive a verbal warning and parent will be contacted
 - c. Third offense – The student will be issued a detention.
 - d. Fourth offense – The student will be issued a second detention
 - e. Fifth offense- Student will be subject to discipline of a more serious nature (Sent Home, Saturday School, Suspension etc.)
3. **Girls' Dress Guidelines:** Dress combinations (Monday through Friday)
 - a. Knit shirts: white, black, gray, burgundy with SCA crest embroidered on front from uniform vendor. Any shirt worn under a uniform polo must be white. Long sleeve shirts worn under polos must be the same color polo shirt.
 - b. Skirts/Skort: khaki, gray, black or burgundy plaid (Risse Brothers). All skirts and skorts must reach the top of the knee in the front and back.
 - c. Pants: Only uniform khaki, black, or gray pants from Risse Brothers are to be worn on designated pant days.
 - d. Shoes: penny loafers, casual flats, dressy flats, ked style shoes, Docker style shoes (such as Sperry) in brown, gray, white, tan, maroon or black are permitted. No high top styles are permitted. **All shoes must be solid in color, without stripes or added design.** No backless shoes, athletic shoes,

skateboarding shoes, or converse style shoes are permitted for class. Tennis or athletic shoes, however, will be required for PE and athletic classes.

- e. Socks must be solid color and coordinated with the school uniform. Socks are required. Mismatched socks are not permitted.
- f. Girls may wear school uniform pants if the weather is 55° degrees or below as reported by WTVT Fox 13 News at 6:30 a.m.

4. Misc. Girls' Guidelines

- a. Jewelry may be worn in moderation. No beaded or studded necklaces. No choker-style necklaces. Ear piercing is permitted. No body piercing or gages are allowed. No tattoos are permitted.
- b. 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.
- c. Hair accessories such as headbands and barrettes must coordinate with school uniform colors and not be excessive in size or style.
- d. Make-up should be conservatively applied. Black lipstick or fingernail polish is not acceptable.
- e. Girls may wear footed tights underneath their skirts. Leggings with no feet under skirts are not permitted.

5. Boys' Dress Guidelines: Dress combinations (Monday through Friday)

- a. Knit shirts: white, black, gray, burgundy with SCA crest embroidered on front from uniform vendor. Any shirt worn under a uniform polo must be white. Long sleeve shirts worn under polos must be the same color polo shirt. Boys' shirts must be tucked in during the school day.
- b. Pants: Must be khaki, gray, or black in color. Style must be docker style slash pockets, no outer pockets. Pants must be neatly hemmed. No cutting or tearing of the pants is permitted. Khaki or colored jeans are not permitted. Jogger style pants with elastic at the bottom are not appropriate pant styles. Pants should not be distressed, weathered, or jean material. Black, brown or cordovan belts are required to be worn with pants and should be solid in color. No studded belts or decorative belt buckles.
- c. Shoes: Penny loafers, tassel loafers, top-siders, Docker style (Sperry) in brown, tan, gray white, or black. **All shoes must be solid in color, without stripes or added design.** No tennis, athletic or skateboarding style shoes are permitted for class. Tennis or athletic shoes are required, however, for PE and athletic classes.

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. 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, **gages**, body piercings, or tattoos.
 - i. **Boys with pierced ears may not wear earrings on campus or to any school-related function. This includes, but is not limited to, field trips, banquets, or athletic events.**
8. **General Dress Guidelines** (Both Boys and Girls)
- a. **Outerwear for cool weather: The ONLY approved sweatshirts, hoodies, and zip-up jackets must be embroidered with the crest and that are purchased through the school bookstore or school uniform vendor.** Students may wear plain colored sweaters in the school colors (maroon, white, black, and gray). There should be no stripes, logos, or brand names appearing on the sweater. **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. Blankets may not be worn to keep warm during the school.**
 - 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.
 - 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. **The mandatory SCA PE uniforms are to be worn to all PE classes. Failure to comply will result in a lowered grade and possible detention or Saturday school .**

1. The cost for the PE uniform set is \$25 and can be purchased through the front office.

- 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. Jean Day Dress Code: On school designated jean days students may wear the following jean day dress code:
 - i. Loose fitting jeans with no holes, rips, tears, or stains (destroyed, low rise, or spandex jeans are not permissible). Jean short, capris, or crop pants are not permissible.
 - ii. SCA uniform shirts or official SCA T-shirts (in school colors: maroon, white, gray, or black) may be worn. There are to be no stains, rips, or tears. No other modifications may be made to the shirt.
 - iii. Casual or athletic shoes may be worn. No flip flops or sandals are permitted. Shoe colors must coordinate with school dress code.
 - iv. Shirts may be worn tucked in or out.
 - v. Students wearing inappropriate clothing such as tight jeans or inappropriate shirts will be asked to call home for a change of clothes.
- j. 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. T-shirts or sweatshirts with writing or pictures should be of a religious or athletic orientation.

v. A modest one piece swim suit are required for all school swim activities (on or off campus).

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 sheer panels in the front or back of the dress must be lined with the same color fabric as the dress.
 - v. Any slit on the dress should be no more than 2 inches above the top of the knee
 - 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 and not be over the age of 21.** 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:
 - 11) Students must have a 3.5 weighted GPA and pass an entrance exam at HCC (CPT, SAT, or ACT).
 - 12) 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).
 - 13) All students wishing to dual enroll must receive a letter of permission from the school administrator.
 - 14) Honors credit will be granted only if honors credit can be awarded in an equivalent class at SCA.
 - 15) 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 Guidance Counselor 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. Students who need a rescheduled exam test day (due to extenuating circumstances) will be charged a \$25 testing fee.

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 must pass an audition in order to be a part of the Concert Band (7-8 grades) or the Symphonic Band (9-12 grades).
 - a. Fees: Band fees are \$75 per year for students in Concert or Symphonic Bands.
 - b. Academic Credit: Students in Symphonic Band may receive credit and letter in band.
 - c. Other Band Groups: Other performing groups may include the Pep band (plays at home football games) and the Jazz Ensemble (meets before school).
 - d. All sixth graders will be part of the Beginning Band. There will be no fee for this class. SCA has a limited number of band instruments for rent. Most students will need to rent an instrument from a local music store.
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.

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. * 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 polices of SCA and meet all requirements for graduation.
 - b. Salutatorian:
 - Enrolled as a Senior at SCA for the entire school year.
 - 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 polices 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 \$135.00 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 Dean of Students and park in designated areas. Drivers must abide by school regulations and traffic safety rules, which include the following:

- (1) Students who drive to school may not remain in their vehicles, or congregate in the parking areas before, during, or after school.
- (2) Boys and girls may not be in parked cars together at any time.
- (3) Students are not permitted to return to their cars during the school day. A written pass from an administrator is required in order for a student to go to their car during the school day. If a student goes to their car, or is in the parking lot without permission, disciplinary action will be taken.**
- (4) Student drivers are not permitted to sign out for lunch.
- (5) Cars should never be driven on the jogging path around the gym at anytime.
- (6) Transportation of one student by another requires written permission from both sets of parents.
- (7) Students who drive trucks are not allowed to have other students in the back of their trucks, as they drive to the SCA athletic fields.
- (8) Students need to drive slowly and cautiously when driving to the SCA athletic fields.
- (9) A driver application must be on file in the Dean of Student's office.
- (10) Seffner Christian Academy is not responsible for personal possessions left in cars, or cars on the property.

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

6. **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.
7. **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.
8. **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 members 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. Students are not to have any articles which distract from academics (electronics,, toys, games, magazines, sports cards, playing cards, weapons, etc.).
3. Horseplay of any sort is not acceptable.
4. Codes of conduct are to be followed at all campus and off-campus school activities.
5. 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.
6. 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.
7. Student drivers are not permitted to sign out to get lunch.
8. 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.
9. The selling of any item (candy, sports cards, all-occasion cards, etc.) for personal gain is prohibited.
10. No eating or drinking is allowed in classrooms unless special permission has been given.

Summer Remediation Policies/Academic Probation

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 or strongly encouraged.

4. At the end of summer remediation, completion of the FLVS program, or summer tutoring, an evaluation of progress will be made to determine eligibility for the next grade.
5. If summer remediation 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.
6. 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.
7. 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).
8. 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 remediation.
9. Students may be placed on academic probation at the discretion of the principal. Terms will be set by SCA administration.

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 Reports & Report Cards**

- a. Academic progress may be monitored by the parent through Renweb reports on-line. Please contact your child's teacher if you have any questions regarding Renweb. If there is a concern regarding low grades and incomplete work, please contact your child's teacher. 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 a final report card in the mail at the end of the school year. All other report cards will be posted on Renweb at the end of each nine week grading period.
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 and 1 B** in academic achievement.
 - c. "B" Honor Roll: The student must **have no grade lower than a B** in academic achievement.
 - d. 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. **Detentions**– 3rd (4th quarter) – 5th grade- A detention is a preliminary indicator that a behavior problem exists. Detentions will be held each Wednesday from 3:00-3:45 and will be supervised by a designated teacher in their classroom. Five detentions in a 9 week quarter will result in an in-school suspension or Saturday School. Infractions (tallies) are given for the following reasons:
 - a. unprepared for class – assignments incomplete or missing

- b. talking in class
 - c. not getting planner or weekly folder signed
 - d. horseplay
 - e. disrespect
 - f. courtesy
 - g. unacceptable attitude
2. **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 are assigned if a student accumulates 4 infractions (tallies) in one day or 10 infractions (tallies) in a week. Referrals may also be given for cheating, lying, bad language, disrespect, fighting, and stealing. Students will receive 4 infractions for the referral unless the referral was given for receiving 4 infractions in a day. Referrals may result in the following:
- 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.
Behavior contract will be issued
 - i. 9th referral **Expulsion
3. ***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).
4. ****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.

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

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, iPads, MP3 players electronic games, toys, games, magazines, sports cards, playing cards, etc.) Students may not bring items to sell or trade at school.
3. Bringing cell phones, iPads, tablets, or personal electronic devices 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: white, black, gray, burgundy with SCA crest embroidered on front. Any shirt worn under a uniform polo must be white. Boys' shirts must be tucked in during the school day.
 - b. Pants: Must be khaki, black, or gray in color. Style must be slash pocket, no outer pockets, no cargo pants. Pants may be purchased at the uniform store. Coordinating belt (brown or black) must be worn. No studs or excess decoration.
 - c. Shorts: (K5-5th) Must be khaki, black, or gray in color and **may be worn throughout the school year. Shorts must be purchased from Risse Brothers.** Coordinating belt (brown or black) must be worn. No studs or excess decoration.
 - d. Elementary students are encouraged to wear tennis shoes. **No Heelies, backless sandals, flip-flops or boots are permitted.**
 - e. **Outerwear for cool weather:** Students may wear solid colored jackets, sweaters, or sweatshirts in the school colors (maroon, white, black, or gray). There should be no stripes, designs, logos, or wording on the outerwear. **The ONLY approved hoodies, must have the SCA logos and be purchased through the school bookstore or school uniform vendor.** 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.* **Blankets may not be worn to keep warm during the school.**
 - f. Hair must be kept off of the ears. The length is not to extend past the hair line and should not touch the eyebrows. Hair must be properly tapered, with no lines, grooves, etc. No braids, cornrows, or ponytails are permitted. No two-toned, dyed, or bleached hair permitted. No faddish or extreme

haircuts, i.e. mohawks or fauxhawks. 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.

- g. Hats may be worn before school and after school only.
- h. Shoes with laces must be properly laced and tied at all times. Socks must be worn at all times.
- i. No pierced ears, **gages**, body piercing or tattoos are permitted.
 - i. Boys with pierced ears may not wear earrings on campus or to any school-related function. This includes, but is not limited to, field trips, banquets, or athletic events.
- j. A traditional (small) gold or silver necklace may be worn. No studs, beads or pendants. Necklaces must be worn inside their shirts.
- k. Jean Day Dress Code: On school designated jean days students may wear the following jean day dress code:
 - i. Loose fitting jeans (not shorts) with no holes, rips, tears, or stains (destroyed, low rise, or spandex jeans are not permissible).
 - ii. SCA uniform shirts or official SCA T-shirts (in school colors: maroon, white, gray, or black) may be worn. There are to be no stains, rips, or tears. No other modifications may be made to the shirt.
 - iii. Casual or athletic shoes may be worn. No flip flops or sandals are permitted. Shoe colors must coordinate with school dress code.
 - iv. Shirts may be worn tucked in or out
 - v. Students wearing inappropriate clothing such as tight jeans or inappropriate shirts will be asked to call home for a change of clothes.

2. **Girls' Dress Guidelines:** Dress Combinations (Monday through Friday)

- a. Knit shirts: white, black, gray, burgundy with SCA crest embroidered on front. Any shirt worn under a uniform polo must be white.
- b. Uniform skirts, skorts or jumpers: burgundy plaid, khaki, black or gray (Risse Brothers). All skirts and jumpers must be to the top of the knee in the front and back.
- c. Knee length burgundy knit dress from Risse Brothers.
- d. Pants: khaki, black, or gray uniform pant (Only on designated days. Uniform docker type pant, no cargo, bellbottoms, etc.)
- e. Elementary students are encouraged to wear tennis shoes. **No Heelies, backless sandals, flip-flops or boots are permitted.**
- f. Socks are to be worn at all times. Socks should coordinate with the uniform - no strips or multi-colors. Tights (leotards) that coordinate with the uniform (white, cream, black, or grey) may be worn on cold days (no spandex)."

- g. Makeup is not to be used or brought to school.
- h. Ear piercing is allowed, one earring per ear. **Gages are not permitted.**
- i. All hair accessories must coordinate with the school uniform. (White, Black, Gray, Khaki or burgundy)
- l. Outerwear for cool weather:** Students may wear solid colored jackets, sweaters, or sweatshirts in the school colors (maroon, white, black, or gray). There should be no stripes, designs, logos, or wording on the outerwear. **The ONLY approved hoodies, must be SCA logoed hoodies purchased through the school bookstore or school uniform vendor.** 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.* **Blankets may not be worn to keep warm during the school day.**
- j. Girls may wear uniform school pants if the weather is 55° degrees or below on WTVT Fox 13 News at 6:30 am.
- k. **Jean Day Dress Code:** On school designated jean days students may wear the following jean day dress code:
 - i. Loose fitting jeans or jean skirt for girls with no holes, rips, tears, or stains (destroyed, low rise, or spandex jeans are not permissible). No jean shorts, capris, or crop pants are permitted.
 - ii. SCA uniform shirts or official SCA T-shirts (in school colors: maroon, white, gray, or black) may be worn. There are to be no stains, rips, or tears. No other modifications may be made to the shirt.
 - iii. Casual or athletic shoes may be worn. No flip flops or sandals are permitted. Shoe colors must coordinate with school dress code.
 - iv. Shirts may be worn tucked in or untucked.
 - v. Students wearing inappropriate clothing such as tight jeans or inappropriate shirts will be asked to call home for a change of clothes.

*** 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. Repeat offenders 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.rissebrothers.com to view acceptable styles

Summer Remediation/Retention

Students at the elementary level who have multiple 9 week averages of below 70% and/or a final grade for the year below 70% and/or Terra Nova stanines below 5 show cause for academic concern. When one or more of these conditions are met, It is up to the discretion of the administration to utilize one or more of the following academic interventions.

1. **MANDATORY SUMMER TUTORING:** 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.

2. **REMEDIAL SUMMER TUTORING:** 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.
3. **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.
4. **ACADEMIC PROBATION:** New students to SCA will be on academic probation during the first nine weeks of school. Returning students with any grade below 70% at the end of the nine weeks will be on academic probation. Returning students on academic probation will sign an academic probation contract with specific goals and specifications. The students will remain on academic probation until the specifications have been met. Failure to comply to academic probation guidelines may result in student dismissal.
5. **RETENTION:** At times it is the best academic decision for a student to be retained. Students who are retained will repeat the school year in their current grade. It is the policy of SCA to not retain a student more than one time in their academic career. Any student who has been retained, either at SCA or previous to their enrollment at SCA, and needs to be retained again will be asked to withdraw from SCA.

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. Parents must check in at the office prior to going to a Preschool classroom during school hours.

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

Preschool students' appearance should be conservative. Clothing that is dirty, torn, patched, immodest or that presents a sloppy appearance is not permitted. Student appearance must reflect the highest standards of a Christian school environment.

1. Boys' Dress Guidelines

- a. Tank tops are not permitted, all shirts must cover shoulders. Harry Potter, Sponge Bob, etc. and music pop stars paraphernalia are not 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, and T-shirts (spaghetti straps or tank tops are not permitted on dresses or tops).
- b. Harry Potter, Sponge Bob, 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, video games, or handheld technology 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.

The School Song**“The Crusader”**

“At Seffner Christian Academy
Our colors are maroon and white,
With Jesus as our Lord and King
We have victory in sight.
Strong and true Crusaders are we,
May we always let others see
That our honor and our loyalty
Is to Seffner Christian Academy.”

Larry Smith 1996

Important Contact Information

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Middle School Principal	Mrs. Amy Kretzer	akretzer@scacrusaders.com
Elementary Principal	Mrs. Stephanie Newland	snewland@scacrusaders.com
Director of School Effectiveness	Mrs. Mallory Everitt	meveritt@scacrusaders.com
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Instruction & Technology Specialist	Mrs. Maggie Pope	mpope@scacrusaders.com
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Records & Attendance Coordinator	Mrs. Lorrie Treen	ltreen@scacrusaders.com
Family Billing Coordinator	Mrs. Gloria Guy	gguy@scacrusaders.com
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School Receptionist	Kim Traylor	ktraylor@scacrusaders.com

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