



SEFFNER
CHRISTIAN
ACADEMY

11605 US HWY 92 E
Seffner, FL 33584

www.scacrusaders.com



2022-2023 **HANDBOOK**

WELCOME TO SCA!

Welcome to Seffner Christian Academy

“Academic Excellence in a Christian Environment”

Welcome letters

Dear Parents and Students of Seffner Christian Academy:

Thank you for your support and sacrifice in sending your child to Seffner Christian Academy. We count it a privilege to educate each student. We are committed to providing academic excellence in a Christ-centered environment and trust that we can work alongside 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 yourselves 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,

Rodney Knox
Head of School

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.

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

Sincerely,

Dr. Will Beauchamp,
Pastor First Free Will Baptist Church

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Mission & Vision Statements

MISSION OF SEFFNER CHRISTIAN ACADEMY

The mission of Seffner Christian Academy is to educate and disciple authentic Christ-followers prepared to live out the Great Commission.

VISION OF SEFFNER CHRISTIAN ACADEMY

At Seffner Christian Academy our vision is to:

- Protect the hearts and minds of students in a distinctly Christ-like community
- Partner with parents and the church in developing students' Biblical Worldview
- Prepare students for academic and career success through a robust instructional program
- Provide a well-rounded experience tailored to encourage and grow student interests.

Statement of Faith & Core Values of Seffner Christian Academy

The statement of 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, heaven at the Father's right hand (Hebrews 1:3) and will return for His own (John 14:3).
- D. Man is, by nature and practice, a sinner separated from God. Reconciliation to God can only happen by placing faith in the Lord Jesus Christ and His work of redemption at Calvary (Jeremiah 17:9; Romans 2:23; Ephesians 2:8,9 and Romans 10:9,10).
- E. Those who receive Christ as their personal Savior are given eternal life. Those who do not remain in spiritual death and will be separated from God forever in hell (John 3:18,36 and 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 and Galatians 2:22,23).
- G. All believers are united together by the Holy Spirit in the body of Christ for the purpose of causing growth of the body and edifying the church in love (I Corinthians 12:13 and Ephesians 4:16).
- H. The triune God created from nothing all that is, in the span of six days (Genesis 1).
- I. The body of Christ, the church, is composed of all born again believers who have, by faith, accepted Christ as Lord. The ministry of the local church is God's established instrument for carrying out the Great Commission.
- 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 is preferred in all teaching and Bible memory activities.
- K. Human Sexuality
 - (1) We believe God has commanded that no intimate sexual activity be engaged outside of marriage between a man and a woman (Hebrews 13:4 and I Corinthians 7:1-4).
 - (2) We believe that any form of homosexuality, lesbianism, bisexuality, transgender identity/lifestyle, self-identification, bestiality, incest, fornication, adultery and pornography are sinful in the sight of God and the church (Genesis 2:24; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; I Corinthians 6:9; I Thessalonians 4:2-7).

- (3) We believe that God created mankind in His image: male (man) and female (woman), sexually different but with equal dignity. Therefore, one's biological sex must be affirmed and no attempts should be made to physically change, alter, or disagree with one's biological gender – including, but not limited to, elective sex reassignment, transvestite, transgender, or non-binary gender fluid acts of conduct (Genesis 1:26-28; Romans 1:26-32; I Corinthians 6:9-11).
 - (4) We believe that God created and ordered human sexuality to be permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and the biological family. Therefore, one must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions, as well as refrain from any and all same-sex sexual acts of conduct (Genesis 1:27; Genesis 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; I Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2).
 - (5) We believe the Biblical definition of marriage is the joining of one man and one woman by mutual covenant (Genesis 2:24; Romans 7:2).
 - (6) 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 women 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 human life begins at conception and that the unborn child is a living human being. Abortion constitutes the taking of an unborn human life, and God sees it as murder. We do not believe 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 and 20:15-18; Luke 1:44).

Expected Student Outcomes

Seffner Christian Academy is committed to developing and discipling students who are prepared for life beyond their adolescent educational experience. Partnering with the home and local church, our faculty and staff desire to create a distinctly Christian learning community in which student's hearts and minds are protected. Curriculum, learning opportunities, and school environments are all designed to yield student development. We endeavor to produce graduates who are:

Academic Thinkers with a Biblical Worldview

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

Spiritually Adept and Apply Scripture to Their Lives.

- Graduates have a growing, authentic, personal relationship with Jesus Christ as Lord and Savior.
- Graduates engage in the spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
- Graduates personally respond to carrying out the Great Commission locally and around the world.
- Graduates understand the worth of every human being as created in the Image of God, and treat people with respect, dignity, grace, and truth.

- Graduates grow in knowledge and understanding of the Bible and develop a Christ-centered lifestyle.
- Graduates apply Biblical principles as the foundation for moral and spiritual thinking.

Lifetime Learners Who Think Critically.

- Graduates have the skills to question, solve problems, make wise decisions, and demonstrate higher order thinking.
- Graduates know how to utilize resources, including technology to find, analyze, and evaluate information.
- Graduates respect and relate appropriately with integrity to the people with whom they work, play, and live.
- Graduates treat their body as the temple of the Holy Spirit through their 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. SCA recognizes that all persons are uniquely created by God (Psalm 139:14) and in His image (Genesis 1:27). Because every person bears the image of God, they possess inherent value and dignity and should be viewed and treated in this manner. As a Christian institution, we stand against and object to all forms of racism, prejudice, hate, and abuse. We strive to follow the teachings of God's Word (John 17:21 and Ephesians 2:14-16), believe the best about each other, operate with a spirit of mutual respect and appreciation, and encourage and express Christian love one for another. As such, racial language and or actions that are deemed hostile, inappropriate, offensive, or intimidating will result in disciplinary measures which could include suspensions or expulsion. SCA will direct all incidents of this nature to be reviewed by a council before discipline is administered.
4. 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, Tik Tok, email, any form of messaging, etc.). Posting of any videos, pictures, or recordings of school day activities is strictly prohibited. This action may result in suspension or expulsion.
5. Appropriate conduct is required of all students. Disruptive behavior in the classroom or on school grounds will result in disciplinary measures.
6. Lying, stealing, and cheating (copying homework, dishonesty on tests, quizzes, etc.) will be disciplined and could result in suspension or expulsion.
7. 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.
8. Inappropriate physical contact (including hugging) is not permitted at school or at any school function and may result in disciplinary action.
9. Students must not be involved in any drug, alcohol, tobacco, or illicit activities. (Consent to random drug testing is complicit in school enrollment.) Students who are asked to test must do so within a reasonable time

and before returning to class.. Participation in such activities could lead to suspension or expulsion.

10. 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.
11. 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.
12. Use or possession of any kind of weapon or any threat of violence against the school or classmates could result in suspension and/or expulsion.
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 lifestyle/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 or non-admittance.
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.
17. Students, staff, and families are expected to stand during the playing of the national anthem, pledge of allegiance, and prayer at any school event.

Accreditation

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

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.

Admissions & Withdrawal Policies

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. A student eligible to seek readmission after an expulsion will be considered only with successful completion of a Restoration Plan.

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. SCA does not offer exceptional student education services such as: SLD (Specific Learning Disability), EH (Emotionally Handicapped), ADHD (Attention Deficit Hyperactivity Disorder), ADD (Attention Deficit Disorder), or any other special needs programs including those listed on an IEP or 504 plan.

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 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. 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 school day probation.

Any homeschool high school credits may be subject to portfolio review and/or course work verification.

Health Qualifications

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

Enrollment Agreement

The enrollment agreement was agreed upon at the time of application and is carried through the entirety of a family's enrollment at SCA.

1. Students are to show respect in relation to the faculty and in speaking to faculty members.
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. On campus, drug testing of students may be conducted at any time and for any reason.
3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities. Proper sign out procedures must be followed.
4. The School is not responsible for the loss of personal property, whether the loss occurs by theft 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 teachers or administration. He or she may be indefinitely expelled.
6. Students are expected to adhere to dress code guidelines as described in the student handbook.
7. SCA students are prohibited from getting tattoos or any body piercings, with the exception of traditional ear piercing for female students while enrolled as a student at Seffner Christian Academy. Existing tattoos must not be visible.
8. 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 expulsion.
9. It is the sole responsibility of the parent to provide the school with updated records and legal documents in accordance with the student handbook. Any legal changes in custody or communication must be given in writing. The school will not deviate from the legal paperwork on file.
10. 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.
11. A student handbook will be furnished to each student and family via the school website. As parents, and students, we agree to read and adhere to the policies and guidelines set forth in the student handbook.
12. Any form of homosexuality (including self-identification), lesbianism, bisexuality, transgender lifestyle/identity, fornication or pornography is a violation of the standards of SCA and will lead to expulsion or non-admittance.
13. As parents, we agree that Seffner Christian Academy may use my child's picture in its promotional and periodical literature for school use.
14. 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.
15. SCA utilizes FACTS tuition management for billing. All families are required to enroll in the FACTS tuition management program.

16. I understand that all students are required to participate in the school's technology program.
17. 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. SCA does not employ or have a nurse on campus.
18. As parents, we agree to the aims and ideals of the school.
19. As parents, we 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.
20. 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.
21. It is understood that all students are accepted on a trial basis for the first 30 school days before grade placement or enrollment becomes final.
22. SCA is not equipped to accommodate special needs or learning disabilities in a general education track.
23. 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.
24. I understand that if I, or any agent acting on 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.

Phone Numbers on File

Any phone numbers provided to Seffner Christian Academy may be used to contact parents/guardians and students. Phone numbers provided to the school will not be given to third parties. If you do not wish to be contacted on a specific phone number please contact the records office to have the phone numbers removed from your family's record.

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 submit a withdrawal request (available on the school website under school forms). Withdrawal requests may take up to 2 business days to process.
- Financial penalties according to the financial policy will apply.
- Students who withdraw during the school year will not receive a yearbook.
- Withdrawal or expulsion from SCA may result in loss of school trip privileges including loss of deposit and payments made.

- High School students will be required to buy out the remaining portion of the lease on the school-managed iPad.
- Junior high students will be required to return their rental iPad immediately. The iPad rental fee is non-refundable.

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:

- It is the parent/guardian's responsibility to have the following documents updated and current in the student's cumulative file by providing to the school records coordinator:
 - Birth Certificate
 - Current School Physical
 - Current immunization record
 - Current custody paperwork (if applicable)
- 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 ask current students (18 years or older) to have a parent or guardian 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. 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

Fundraising: Seffner Christian Academy is endeavoring to keep the tuition as low as possible. The school program is supported by your tuition and by fundraising activities, as well as special gifts. Therefore, SCA asks every student and family to help in fundraising 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 your Financial Information Sheet for tuition rates and fees for the current school year.

TUITION PAYMENT OPTIONS:

Full Payment: There will be a 3% discount (tuition only) for those who pay the entire year's 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.

Online Payment: Online payments are available through SCA's third party payment processor, FACTS Management. SCA covers the enrollment fee for the online payment processing for those who sign up at the time of re-enrollment/acceptance.

SCHOLARSHIPS:

Recipients of any scholarship (such as Step Up for Students) must sign any required documentation or checks within ten (10) business days. Failure to comply will be treated in the same manner as a late payment, including assessing a late fee to the account.

School Wide Policies

Listed in Alphabetical Order

Arrivals & Departures

A. Arrival Policies

- 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.
- 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. Please see the last page of the student handbook for a diagram of the carline traffic patterns.
- SPEED LIMIT IS 5 MPH ANYWHERE ON SCHOOL PROPERTY.

B. Dismissal Policies

- 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.
- Please do not pick your child up early in the office simply to avoid the traffic at afternoon pick-up. Pickups after 2:30 (for elementary) and 3:00 (for secondary) can not be accommodated in the office and may only occur in carline.
- 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. Cars picking up elementary students should have a school issued car tag on display for pick up. It is the administration's prerogative to request identification from any person coming to pick up any SCA student. It is the sole responsibility of the parent to notify SCA of any changes to the pick-up list.
- Student drivers who need to leave school early must sign out at the school office and a legal guardian must grant permission by note or phone call. If a parent wishes to call to release a student from school, they must call at the time of the requested release. Parents are asked to not call early and request student release for later in the day.
- Students who leave early for athletic, fine arts, or any other school business activity will not be required to sign out of school.
- If a high school student (9th-12th grades) signs out and signs back in during the same school day, the student must have a professional's note (doctor, dentist, etc) in order to be readmitted to school on the same day.

- i. Exceptions should be made in advance with approval from an administrator.
- o Kindergarten will dismiss at 2:30 p.m., Elementary at 2:45 p.m., and Secondary at 3:05 p.m. Parents are reminded to please pick up their children only at the designated pick-up areas to ensure the safety of all children.
 - i. Once school is dismissed for the day, SCA is no longer responsible for junior or high school students unless the student proceeds directly to a school-sponsored program. If a student is not involved with an after school program or activity, the student should report to Crusader Care. **No student is permitted to be unsupervised on campus.** It is the student's responsibility to report to the proper supervised location.
- o Any student in pre-school – 8th grade not picked up at the end of their car-line must go to Crusader 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 extracurricular activity must report to extended care.
 - i. All secondary students (7th – 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 Crusader Care for appropriate supervision. All students should promptly report to Crusader Care 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.
- o Use of ride sharing services (i.e. Uber, Lyft, etc.) are not permitted for student pick-up.

C. EARLY LEARNING CENTER ONLY

- o A faculty member will be on duty from 11:45 a.m. until 12:00 p.m. at the early learning center 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.

D. 12th grade Arrive Late Policy and Procedures

- o Seniors may arrive late if placed in a 1st period study hall.
 - i. Required parental permission form must be on file and approved by administration before late arrival can begin.
 - ii. If permission is granted, the senior must follow the appropriate late arrival procedures that are outlined by high school administration every day.
 - iii. The guidance office may not be able to re-arrange schedules to accommodate late arrivals or early departures.
- o Available to eligible 12th grade students only.
- o Students may not be on-campus during their approved "off campus" period. If students have a commitment on campus before school, they must check in and stay in the 1st hour study hall in the cafeteria.
- o Please download the Late Arrival Form from the SCA website

Absenteeism & Tardiness

1. Absences – Absences must be reported via the Absence Reporting Form found on the school website. Any accompanying documentation should be turned in to the front office or emailed to the Attendance Coordinator at ytorres@scacrusaders.com.
 - a. Student attendance is key to academic success. As such, SCA asks for parents to partner with the school in making sure students are in class as much as possible. Students will be placed on an attendance contract after the accumulation of no more than 10 absences in a semester. Future enrollment may be affected if a student reaches 12 absences a semester.
 - b. Students who have unexcused absences may not be able to make-up missed assignments and quizzes per administrative discretion.
 - c. 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. Consideration of excused absences will be given when looking at cumulative semester absences.
 - d. Absences are excused for the following reasons: student illness, death in the family, medical or dental appointments, or other possible reasons if excused by the principal BEFORE the absence occurs. Students will not be allowed to make up an assignment unless an absence is excused.
 - e. 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 for the day. Elementary students that arrive at school after 11:00 will be counted absent for the day.
 - f. Pre-arranged absences must be pre-approved by the Administration unless it is school business. Forms are available 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 for the absences. Pre-approved absences do not need to be reported via the absence reporting form.
 - g. Make-up work- Students will have one week from the date of absence to complete all make-up work. This is not a per class policy. Work not completed within this timeframe may result in a zero. It is the student's responsibility to collect these assignments, and students need to schedule a time (outside of class) with the teacher to do make-up tests, quizzes, etc. Students will not be allowed to make up work during class time. SCA utilizes a testing center for 9th-12th grade to help students to make up their work during elective hours. .
 - h. 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 when he/she is back in class. Exceptions can be made for tests and quizzes per administration.
 - i. School Business absences for college visits: Seniors are permitted three (3) and Juniors are permitted two (2) school business absences for college visits. The Pre-Arranged absence form must be submitted three school days in advance of absence with proper documentation of the scheduled visit attached to the pre-arranged absence form.

- ii. Students who accrue absences due to missing class to participate in school related functions (athletic events, fine arts festivals, etc.) will not be counted toward the allowed semester absences.
 - i. School Programs- 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 grade for that class (in which the program is for) for that grading period.
 - j. 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.
 - k. Extended Absences- Students who miss three consecutive days must bring in a doctor's note for an excused absence. Extended vacations during academic times are strongly discouraged. Any absences from family vacations (including excused/pre-arranged absences) will be subject to our absences policies regarding grade deductions.
 - l. Excessive Absences-
 - i. Students over 10 absences in a quarter may be placed on an attendance contract. Students and parents must comply with the contract terms in order to continue enrollment.
 - ii. An elementary or junior high school student who is absent more than 25 days during the school year may be required to repeat the entire school year at the same grade level.
 - iii. High school students who exceed 15 absences in a semester, will not receive credit for the course the absences are accrued in. Students will be required to repeat the course through FLVS the next semester in order to continue enrollment at SCA as well as not exceed the max absences in courses on campus the subsequent semester.
 - iv. Excessive absences due to COVID 19 concerns will be addressed on an individual basis by administration.
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 to check in** for the student to be marked excused or unexcused in RenWeb.
 - i. All 7th - 12th students will receive a detention after six first period tardies whether they are excused or unexcused. Students will receive an unexcused absence if they miss half of the class period (8:15 am).
 - b. Supporting documentation may be 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 below).
 - c. Students who disregard the sign-in 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 or Dean.
- d. 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.
 - e. Tardies may result in a penalty for the student.

Secondary- Three (3) unexcused tardies in a class period equals one unexcused absence for that class period and one detention. If a student receives 3 detentions for tardies in a 9-week period (cumulative for all classes), the following discipline measures will be taken:

- 1st Offense- 3 unexcused tardies = Detention
- 2nd Offense- 3 unexcused tardies = Detention
- 3rd Offense- 3 unexcused tardies = Saturday School

Students that acquire more than 3 detentions for unexcused tardies in a 9-week period will be dealt with at the discretion of administration. Any detentions given for first period tardies are included.

Elementary- Four (4) unexcused tardies equals one unexcused absence.

Cell Phone Usage Policy

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. Earbuds/headphones connected to cell phones during the school day are not permitted. Administration reserves the right to search contents of student cell phones if deemed necessary with cause. Taking videos and pictures during appropriate times without the consent of the person in the picture or with ill intent whether taken with a cell phone or school device is strictly prohibited.

High School Cell Phone Policies:

Cell phones are to be silenced during school hours (7:50 am – 3:05pm). Cell phones are not to be visible or used in the classroom including study hall (even for checking 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. Earbuds/headphones connected to cell phones during the school day are not permitted and will be considered a cell phone violation. Students found in violation of the cell phone usage policy will be given a Saturday School for the first offense. If a continued offense occurs, further discipline is at the school's discretion.

Junior High Cell Phone Policies:

Students are not permitted to have their cell phones out during the school day. Cell phone lockers are provided for students for use during the day. The cell phone cannot be visible between 7:50 am – 3:05 pm.

Violation of this expectation will result in consequences:

1st offense: Cell phone held in office until the end of the day and parent contacted

2nd offense: Cell phone held in office until the end of the day, parent contacted and detention issued

3rd Offense and subsequent offenses: Cell phone held in office until the end of the day, parent contacted and Saturday School issued.

Elementary Cell Phone Policies:

Elementary student's cell phones must be left in their backpacks during the school day and carline.

Crusader Care Cell Phone Policies:

Elementary students are not permitted to use cell phones in Crusader Care. They must be left in their backpacks.

Junior high students are permitted to use their personal cell phone ONLY during Crusader Care. No sharing of devices is permitted.

Chapel Policy

1. Chapel services will be held for all students (K5-12th) once a week.
 - a. Students should bring a Bible to chapel.
 - b. Students should NOT bring book bags, books, or other non-essential materials to chapel.
 - c. No cell phones are to be visible during chapel.
 - d. Inappropriate conduct in chapel is not tolerated. Disciplinary measures may be taken for conduct such as talking, sleeping, disturbing others, chewing gum, etc.

Custody & Guardianship

1. Guardianship:
 - a. All SCA students must live with their legal parent/guardian. Students who move in (live, stay for an extended period of time, or stay regularly) with someone other than the legal parent/guardian may be asked to withdraw. This applies to all students enrolled at SCA regardless of age. The enrollment agreement is based on a partnership with the parent and the school and as such, absence of the legal guardian in the student's everyday life will break the enrollment agreement.
 - b. All exceptions to guardianship must be approved by the principal or head of school
2. Custody:
 - a. It is the sole responsibility of the parent to provide the school with updated records and legal documents in accordance with the student handbook. Any legal changes in custody or communication must be given in writing to the child's principal. The school will not deviate from the legal paperwork on file
 - b. The teacher, staff and administration will not mediate or take part in custody and legal matters of the parents.

- c. The school cannot deny parental contact unless proper legal paperwork is on file with administration.
- d. In the absence of clarity in legal paperwork, the school has the prerogative to determine the pickup and contact between parents and students on campus. Decisions are made in the best interest of the student, determining to provide consistency and maintaining an environment for the student that is focused on learning.

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 legal/illegal drug, tobacco/nicotine, and/or alcohol testing on students. A certified lab of the school's choosing will administer testing. The type of drug tests may be one of, but not limited to, the following methods: Urine or hair test. Drug testing may be administered without parental consent. If drug or alcohol use is verified, then the student will be expelled from school.

Technology Policies

The educational technology mission at Seffner Christian Academy is to facilitate interactive learning, enhance student engagement, equip students for responsible technology use, and prepare students for the digital culture of the 21st century from a Biblical worldview.

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 is for administrators, faculty, or staff to prescribe educational activities. 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 and fair 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.

- 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.
- 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.
- 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.
- 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.
 - Using hotspots or other methods to circumvent the school internet, network, filters, and firewalls.
 - Attaching a personal cell phone or device to access the SCA network/wi-fi.
 - Sharing of the student's home address, phone number, or other information over the internet.
 - Playing internet games or using other interactive sites without supervised permission.
 - Using social media platforms (SnapChat, Instagram, etc.) or communicating with others through non-educational modes (i.e. texting, chat/video services, applications, etc.).
 - Posting pictures or videos at school .

Social Media /Messaging 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 include:

- profane and inappropriate language
- posting of inappropriate song lyrics
- posting of inappropriate images, pictures, graphics, gestures, etc.
- posts deemed racially **insensitive**.
- inciting school disharmony
- Liking, re-posting, or sending any inappropriate activity.
- Videoing or taking pictures of a student/staff/faculty without their expressed consent.
- Creation of content posing as another individual or organization.

Taking Care of the iPad

- The iPad should be carried in a safe and protective, properly fitted case at all times.

- It is the responsibility of the student to bring the iPad fully charged to school every day. Unprepared marks may be given for failure to be prepared for class.
- iPad loaners are available (but not guaranteed) should a student forget their device at home or come to school with their iPad uncharged. Using one of our school loaners will result in a \$10 rental fee being charged to your account for the day and any subsequent day the iPad is not returned to the technology office.
- iPads should be labeled with the student's full name.
- The electronic iPad name (in the "settings" of the iPad) defaults to the student's first and last name. (ex. John Smith) and should not be changed at any point during the school year. Disciplinary action may be taken if this procedure is not followed.
- All iPads should be password protected, and students are required to give the password to a school administrator when requested.
- 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.
- Students are responsible to utilize Cloud-based storage for data backups on content stored on the iPad.

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 may be dismissed 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 understand it 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. Attempting to bypass the school wireless or filtered internet by any means (including VPN hotspot, or other applications) is prohibited
3. I agree not to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. If a student is a recipient of unsolicited inappropriate material, they should take the material to their parents or a trusted school authority to help determine the appropriate course of action.
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 personal email accounts for non-educational reasons, 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 or any school staff 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, tamper with a 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 personal 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 agree not to use technology for the purpose of cheating, deception, sharing of answers/work, or plagiarism.
11. I understand it is my responsibility to keep track of and safeguard all personal passwords for technology and accounts used for educational purposes as well as enabling automatic iCloud backups that occur every evening (when plugged in and attached to wi-fi). This will allow all information on the iPad to be stored electronically in the Cloud so that information from the iPad cannot be restored if the iPad is lost, damaged, or broken .
12. I understand that the school administration will make every attempt to safeguard everyone's access to the SCA 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.
13. I understand the only device to be used on SCA campus by a student is an iPad. Smart watches/devices, iPods, iPhones, notebooks, etc. are not permitted for use on the SCA network. Smart watches/devices are not to be worn during the school day.
14. I understand that earbuds/headphones are not permitted during the school day unless a teacher gives one-time use permission for the student in a specific class period (connected to an iPad only). Earbuds/headphones are not to be used in between classes or at lunch.
15. The content of the school managed iPad belongs to Seffner Christian Academy. This includes emails, class assignments, photos, and all communication. Student iPads will be erased and released to seniors at the time of graduation.

Technology Definitions:

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

Harassment: Posting a message that is vulgar, demeaning, threatening or obscene either through email, newsgroups, social media, or discussion forums.

Misrepresentation: Giving out false information about you either through email, text messages, newsgroups, social media and discussion forums.

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.

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 when appropriate. You may also visit the SCA website and social media

channels for further information.

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. Visitors and parents on campus during emergency drills are expected to participate in drills. No one will be permitted to enter or exit campus during the drill, and students will not be removed from classes until the drill is complete.
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. The Crisis Plan will be enacted during emergencies or if students could be in danger, including weather situations. All gates will be locked and access entering and exiting campus may be limited, restricted, or prohibited until an all clear is issued.
4. **Lightning Watch/Warning:** In the event of a lightning watch or warning, all students must remain under shelter, and will hold in place until lightning has moved a safe distance from campus. Oftentimes, these types of emergencies will occur during carline, and may impact student dismissal. Administration reserves the right to stop carline, or any other campus event if students, faculty, or staff could be in danger.

Crusader Care Policies

An extended care program, Crusader Care, 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 SCA. It is provided to 9th – 12th after school only for no cost. It is the responsibility of the 7th-12th grade student to report to extended care after school.

See the school calendar for dates that extended care is closed. The calendar is available at www.sca Crusaders.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 stand during the pledges.

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.
- Lost and found containers are located in the gym locker rooms and outside of the Media Center.

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. K-8th grade students may not use the microwaves for popcorn. 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:
 - o All lunch orders MUST be submitted in advance up to no later than 8:00 am through your FACTS Family Portal. Late Order lunches will cost \$5.50 each, and the student may only choose either a Ham and Cheese or PB&J sandwich with chips and a drink.
 - o 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.
 - o Lunch charges will be applied to your account. SCA teachers and cafeteria staff will not accept cash or checks for lunch payment.
 - o Lunch charging privileges may be suspended at any time at administrative discretion.
 - o Dietary Needs of Food Allergies: parents/guardians must inform the school each year of a child's dietary needs or food allergies to discuss appropriate arrangements with food services. A listing of ingredients or caloric values may be provided by the Director of Food Services upon request by the parent or guardian.

Parent & Guest Policies

1. **Parental Communication:** SCA views communication as a vital tool in education.
 - a. **Family Portal (FACTS)-** SCA utilizes FACTS (K2 -12th) to provide on-line access to grades. It is the parental responsibility to periodically check FACTS for student grades. www.scacrusaders.com has directions available for access to your parent FACTS account.
 - b. **Teachers:** All teachers at SCA have e-mail. It is encouraged that parents contact teachers through email. Please allow teachers **two full school days** to respond to your message when school is in-session.
 - c. **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.
 - d. **Mailings/Emails:** It is SCA's policy that the party responsible for tuition is the party that will receive official school mailings and report cards.

- e. Student Planners: Elementary students will be provided a student planner. If a student's planner is misplaced, he/she will be required to purchase a new planner. Classroom teachers provide guidelines on how the planner will be utilized.
 - f. Social Media Channels: SCA utilizes Instagram, Twitter, and Facebook for social media.
2. Parental Disputes: 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. The 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 must be approved by the principal. Please dress appropriately when attending school or auditorium functions.
 - a. Only prospective students are allowed to shadow a student.
 - b. 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.
 - c. Outside Tutors, therapists, and contractors: SCA does not permit outside tutors, therapists, or other educational, psychological, and medical specialists to come on campus to work with students without expressed consent from SCA Administration..
 6. Classroom Volunteer/Chaperone Guidelines:
 - a. All volunteers are required to sign in and out at the main office, submit to a driver's license check/scan, 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. All field trip chaperones chaperoning a day trip are required to submit identification information to the front office. Chaperones will be provided a name badge from the school, and should wear it for the duration of the trip.
 - d. Any chaperone supervising students other than their own child on an overnight field trip must

complete the volunteer screening form available on our school website two weeks prior to the trip to have a formal background check completed. A non-electronic form may be requested by contacting the front office.

- e. Volunteers are asked to wear appropriate modest attire while on campus.
- f. 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.
 - SCA recognizes that all persons are uniquely created by God (Psalm 139:14) and in His image (Genesis 1:27). Because every person bears the image of God, they possess inherent value and dignity and should be viewed and treated in this manner. As a Christian institution, we stand against and object to all forms of racism, prejudice, hate, and abuse. We strive to follow the teachings of God's Word (John 17:21 and Ephesians 2:14-16), believe the best about each other, operate with a spirit of mutual respect and appreciation, and encourage and express Christian love one for another. As such, racial language and or actions that are deemed hostile, inappropriate, offensive, or intimidating will result in disciplinary measures which could include suspension or expulsion. SCA will direct all incidents of this nature to be reviewed by a council before discipline is administered.
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."

Therefore, problems should be addressed with the individual directly related to the problem and that

individual only. Discussing personal issues with other members of the school community creates division, does little to provide resolution, and does not align with the Matthew 18 principle..

- 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 appropriate school administrator (Principal, Dean, Athletic Director, Assistant Head of School, Head of School 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 infused 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 without permission from the trip supervisor.
 - 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 may be asked to sign and follow the chaperone agreement.
 - ii. Both students and parents must follow the 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. Chaperones may 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 without administrative permission **AND only if trip allows.**

- 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. All field trip chaperones chaperoning a day field trip are required to visit the front office on the day of the field trip to have a driver's license background screening (unless the parent has completed the appropriate field trip forms ahead of time).
 - e. Any chaperone supervising students other than their own child on an overnight field trip must contact the department principal two weeks prior to the trip to have a formal background check completed.
 - f. Students not attending the field trip must communicate with the principal.
 - g. Students who choose to stay home during the field trip will receive an unexcused absence (unless approved by the principal).
 - h. 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.
 - i. In case of a canceled 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, AP courses, DE classes, and secondary math. Tests and quizzes may be administered on Thursdays in any subject (according to test days), so studying may be necessary.
 - d. Students will be issued a Saturday School for every four zeroes they accumulate in daily 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).
 - 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:
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- i. K5-8th grade- MAP Testing three times a year
 - ii. 9th- 11th grade PSAT Testing (Pre-SAT)- October
 - iii. 12th grade SAT School Day Testing- October (when available)
 - iv. 10th- 12th grade (only select students): Advance Placement Testing- Testing takes place in May.
 - v. FLVS AP Testing: any SCA student who elects to take an FLVS AP course (that is not offered at SCA) may take the AP test on the SCA campus during AP testing week. A \$90.00 AP test-proctoring fee will be assessed to the student's account. It is the student's responsibility to communicate with the AP testing coordinator to schedule the ordering of the appropriate AP exam. The test-proctoring fee is not reimbursed by FLVS and is the responsibility of the student/family.
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/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. 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 ebook 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.
 - f. Lockers: Lockers for academic purposes are utilized for upper elementary students only. 7th-12th grade students may utilize PE lockers depending on course enrollment, and are strongly encouraged to have a combination lock for their locker. 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.
- An armed guard may be present during the school day and any selected school events (at administration

discretion).

- Administration reserves the right to inspect or search lockers, backpacks, purses, student automobiles, iPads, and cell phones.

State Mandated Reporting

All faculty and 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. SCA does not disclose when/if/how a report is made by a staff member.

Student Health Policies (Non-COVID Related)

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 the case of an injury, illness, or temperature of 99.0 or above. Students, who are vomiting, have diarrhea, or a temperature over 100.0 are required to be picked up from the First Aid Office.
 - 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. No medication will be administered without a completed and signed Medication Administration Consent Form. This form must accompany ALL medication and can be found at scacrusaders.com under "School Forms", or picked up from the SCA office.
- b. Medicine must be in its original bottle with the child's name, doctor's name, date the 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.
- c. Any medication left at SCA for longer than three days will be discarded. A refrigerator is available for those medications requiring refrigeration.
- d. First Aid Treatment: The following first aid treatments will be administered at the discretion of the First Aid Coordinator. It is the parent's responsibility to contact the First Aid Coordinator, in writing, if they do not want one of the following treatments for their child.
 - i. Itch Spray/Bug Bite Spray
 - ii. Hydrocortisone Cream
 - iii. Antibiotic Cream
 - iv. Saline Eye Drops
 - v. Band Aids
 - vi. Ice/Cold/Hot Compress

5. Allergies & Student Epi-Pens

- a. The parent/guardian is responsible for notifying the school/first aid attendant of a student's allergy and need for an EpiPen.
 - b. Early Learning Center and Elementary students are encouraged to have two EpiPens on campus (for first aid attendant's office and the classroom).
 - c. Junior and high school students are responsible for carrying and maintaining their own EpiPen with them on campus at all times (as they change classes and locations multiple times per day).
 - d. The First Aid Attendant will notify the following personnel of EpiPen need for a student. This will be done at the beginning of each year or at the time of notification (if mid-year).
 - i. Student's principal and Preschool Director (if in ELC)
 - ii. Extended Care Supervisor
 - iii. Classroom Teachers
 - iv. Food Services Director if food allergy
 - e. If the EpiPen is stored in the ELC or Elementary classroom, it should be carried to the cafeteria (food allergy) and PE/Playground (insect or other allergy).
 - f. The First Aid Attendant will maintain a comprehensive list of all EpiPens and locations. This list will be securely posted in the medical cabinet in the First Aid Office.
 - g. First Aid Attendant will update and distribute an "EpiPen/Allergy list" by classroom to
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ELC/Elementary classroom teachers to post discreetly on teacher desks. This will be updated any time a new student is added.

6. Face Coverings

Students who would like to wear face coverings may do so, but they are not required. Guidelines for face coverings are as follows:

- a. Neck gaiters may not be worn as a face covering.
 - b. Masks may not have any logo or identifiable emblem for any reason. This includes but is not limited to sports teams, political groups, slogans, brands, etc.
 - c. Masks should be solid color.
7. SCA does not have a school nurse on campus.

Secondary School

Policies & Guidelines

7th- 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, Attendance, 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 administrator 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.

Secondary 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 –79-70	D – 69-60	F – 59 and below
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- a. Nine-week grades are composed of an assessment average (65%) and a practice average (35%).
 - b. A semester grade is composed of nine weeks grades and an exam grade.
 - a. Junior high level classes: The 1st or 3rd nine weeks (45%), 2nd or 4th nine weeks (45%), and the semester exam (10%).
 - b. High school level classes: The 1st or 3rd nine weeks (40%), 2nd or 4th nine weeks (40%), and the semester exam (20%).
 - c. If an exam is exempted or not taken, each quarter will be weighted at 50%.
 - c. Report card grades are rounded to the nearest whole number.
 - d. 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 in the FACTS Family portal at the end of each nine weeks.

- b. Academic progress may be monitored by the parent and student through weekly Parent Web reports on-line. Allow for five school days for grades to be entered and updated.

Honor Roll

- c. Principal's Honor Roll: The student must receive all A's in achievement.
 - d. "A" Honor Roll: The student must earn all A's in academic classes with the exception of one B per quarter.
 - e. "B" Honor Roll: The student must have no subject grade lower than a B.
3. Test Days: To ensure fairness to the student and provide consistency, tests are assigned on designated days. Test days are listed in class syllabi.
 4. 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: The state required twenty-four credits earned in 9th through 12th grade.
 5. High School Course Offerings
 - a. All course offerings are described in the High School SCA Academic Handbook. Please visit the Guidance section at www.scacrusaders.com.
 - b. Students must maintain five SCA courses in their schedule (not including off-campus dual enrollment, FLVS/online courses, TAs, or study hall).
 6. Honors Courses: Seffner Christian Academy offers honors courses in math, English, science, psychology, choir/band/advanced art and History.
 - a. A student may be considered for honors if he/she had a 3.0 average in a course in the same content area from the previous semester. Exceptions must be submitted to the principal or assistant principal.
 - b. Students must maintain a "B" or better within the honors course in order to continue in the honors class in that subject area the following year.
 7. Advanced Placement and Dual Enrollment Courses:
 - a. Criteria for Enrollment in AP or Dual Enrollment (College Level Learning Courses)
 - i. 3.3 Unweighted GPA is required for placement in 1 AP or DE course with a history of past honors or AP coursework.
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- ii. 3.4 Unweighted GPA placement in 2 AP and/or DE courses with a history of past honors or AP coursework.
 - iii. 3.5 Unweighted GPA is required for placement in 3 AP and/or DE courses with a history of past honors or AP coursework. (administrative approval is required to take more than 4 AP/DE courses)
 - iv. All college level learning students will be assessed a *college learning administration fee* of \$175 per course taken. *This applies to AP, On Campus Dual Enrollment, and Off Campus Dual Enrollment courses.*
- b. AP Specific Criteria:
- i. A summer reading/writing project or other type project may be required, depending on the subject, to be satisfactorily completed before the student begins classes.
 1. The National AP exam in May is required for all students in an AP course.
 2. FLVS AP Testing Fee: Any SCA student who elects to take an FLVS AP course (that is not offered at SCA) may take the AP test on the SCA campus during AP testing weeks. A \$40.00 AP test-proctoring fee will be assessed to the student's account. It is the student's responsibility to communicate with the AP testing coordinator to schedule the ordering of the appropriate AP exam. The test-proctoring fee is not reimbursed by FLVS and is the responsibility of the student/family.
- c. Dual Enrollment Specific Criteria: 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 or University of South Florida in their junior or senior year. Students may also elect to take dual enrollment classes on-campus at SCA in partnership with Southeastern University. Participation in this program is permitted according to the following guidelines:
- i. All students must meet AP/DE GPA criteria and grade level requirements.
 - ii. All dual enrollment classes will be counted in the student's SCA GPA.
 - iii. Dual enrollment senior English requirements can only be met by completing ENC 1101 AND ENC 1102.
 - iv. Students are permitted to take no more than three dual enrollment courses per semester.
 - v. Off Campus Dual Enrollment with HCC and USF
 1. Pass an entrance exam at HCC/USF (PERT, CPT, SAT, or ACT).
 2. It is the student's responsibility to apply, obtain appropriate documentation, and register for the courses. The school counselor or administration of SCA is not responsible for the registration of students. (please visit the Guidance section of the SCA website for dual enrollment application process).
 3. All SCA responsibilities and requirements will remain in place. Preferential treatment will not be given when dual enrollment conflicts with SCA schedules.

4. All off campus dual enrollment courses must be taken ONLINE or during non-SCA hours. SCA does not permit students to leave campus early for dual enrollment courses.
5. SCA students who are taking part in the dual enrollment program, MAY be given a class period and access each day (IF it works into their schedule) to work on their online course. Students will be required to use their iPad or laptop to access the course.
6. It is the responsibility of the students to provide verification of enrollment in the course at the beginning of the semester (in order to receive a study hall period for dual enrollment) and must provide a final transcript of the course at the end of the semester for inclusion on their SCA transcript.
7. Students may only take dual enrollment courses off campus that do not have a college level equivalent course offered on campus.
8. Students are responsible for the purchase of their textbook for the course.

vi. On Campus Dual Enrollment with SEU

1. On-Campus dual enrollment courses are taken in partnership with Southeastern University. SCA administration cannot make any exception or change to class policies or workload. All grades and course communication will take place through the SEU learning management system. RenWeb will not be updated besides class attendance.
 2. Students taking on-campus dual enrollment courses are subject to all SCA academic and behavior policies.
 - a. Any academic integrity issues may result in removal from the course.
 3. On-Campus dual enrollment exams cannot be exempted and must be passed in order to receive credit (college or high school).
 4. Enrollment preference is given to seniors and based on unweighted GPAs.
 5. The school provides the textbook for on campus dual enrollment courses.
8. 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 or is a repeated disruption, he/she may be removed to take an academic elective. Cell phones are not to be used during study hall.
9. Help Classes: SCA offers help classes 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.

10. 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 the business office clears student accounts.
 - b. Transcripts will be sent digitally using Parchment. The student, parent, or guardian may obtain unofficial copies of a student's transcript from the Guidance Department.
 - c. Transcript requests can be made through the school website, www.scacrusaders.com under the school forms or guidance section.
 - d. Please allow 3-5 days for transcript processing. Transcripts may not be available if prior notice is not given to the guidance office.

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 members of the Florida High School Athletic Association (FHSAA), Seffner Christian Academy and their athletes adhere to FHSAA governing rules, regulations and eligibility requirements. Eligibility requirements are higher at SCA to reflect the mission and vision of our school as well as aligning with student academic expectations. Students will be held to SCA academic eligibility requirements when determining eligibility for participation.

Academic Requirements:

- a. Accordingly, a student must maintain a **2.5 grade point average** in order to be eligible to participate in any sports at SCA. Students who do not earn a 2.5 GPA are ineligible for participation in any school-sponsored sports for an entire semester and until their GPA reaches above 2.5.
- b. At the beginning of each semester, GPAs will be checked to determine the athletes' eligibility of that sport. Eligibility is determined no later than the first day of the semester and remains in effect for the entire semester.
- c. 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.

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

Beta Club Criteria (7th – 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. Students are evaluated each year for Beta club eligibility.
3. Academic and Character Criteria:
 - a. 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.
 - b. 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.
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 on 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. Sharing or utilizing digital images or files of assignments with or from other students.
 - e. Having notes, digital tools, or textbooks visible during a test.
 - f. 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.
 - g. Glancing at someone else's test or quiz or allowing someone to look at your paper during a test or quiz.
 - h. Reading a condensed or Cliff's note/Spark notes, etc. version of a book and representing that you read the entire book.
 - i. Not accurately giving correct information to a teacher about grades and completed work.

- j. 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. Inadvertent documentation that allows 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. Practice Grades:
 - i. 1st Offense = Zero on the assignment and Saturday School
 - ii. 2nd Offense = Zero on the assignment and In School Suspension
 - 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. Assessment Grades:
 - i. 1st Offense = Zero on the assessment and Saturday School
 - ii. 2nd Offense = Zero on the assessment and 1 day out of school suspension
 - iii. 3rd Offense = Zero on the assessment 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 utilizes plagiarism-checking software to check the academic integrity of student work.

Secondary Discipline Policies

Discipline is defined as training that develops self-control, orderliness and efficiency. It is a 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. A full cooperative spirit between the home and school is an important prerequisite for student growth.

	Level 1	Level 2	Level 3	Level 4
Behavior	<ul style="list-style-type: none"> -Excessive tardies (3) -Unprepared marks (3) -Dress code infractions -Gum chewing -Hair code infractions -Class disruption -Poor chapel behavior 	<ul style="list-style-type: none"> -Excessive level 1 behaviors -Misuse of school/personal technology -Missed detention -Skipping class/chapel -Inappropriate comment/language -Cheating on daily grade (1st offense) -Horseplay - Inappropriate behavior towards opposite sex -Violation of Driver's agreement 	<ul style="list-style-type: none"> -Excessive level 2 behaviors -Cheating on assessments -Failure to serve Saturday School -Inappropriate social media use -Any act that is detrimental to students or staff -Fighting -Lying/dishonesty -Vandalism of property -Racially/culturally insensitive comments -Intimidation/bullying 	<ul style="list-style-type: none"> -Excessive Level 1-3 behaviors -Arrest by law enforcement -Possession/use of illegal substances -Threats of personal safety -Obscene language -Immoral Behavior -Sexual harrasment -Lewd behavior; Inappropriate/sexual pics/videos taken/transmitted -Destruction of property/theft -Violation of behavior contract
Consequences	<p>Behaviors will be subject to:</p> <ul style="list-style-type: none"> -Written/verbal warning -Detention -Loss of privilege 	<p>Behaviors will be subject to:</p> <ul style="list-style-type: none"> -Multiple detentions/school day detention -Saturday School 	<p>Upon administrative review:</p> <ul style="list-style-type: none"> -Multiple Saturday Schools -Out of school suspension (OSS) -OSS issued at the accumulation of 3 Saturday Schools 	<p>Upon administrative review:</p> <ul style="list-style-type: none"> -OSS (1-10 days) -Dismissal from school -Request for withdrawal of student

*Administration reserves the right to adjust consequences at any time.

Detention Procedures:

- o The student and parent will be notified by email with information from the Dean of Students when a detention is assigned.
- o Students will have the option to serve the assigned detention during one of the times and locations listed in the email

- If a student is unable to serve detention due to illness, the parent must contact the Dean of Students and provide a doctor's note by the end of school on Friday of the week the detention was assigned to be served. Illness is the only acceptable excuse for missing a detention.
 - If a student does not serve detention, and does not provide the Dean of Students with a doctor's note, a Saturday School will be assigned.
1. Out of School Suspension - The student is not allowed to attend classes, practices/games, or school functions for the assigned period of time and will receive zeroes in **practice grade assignments**. The parent may be required to accompany the student upon return to school for a conference with the administrator or principal.
 2. Saturday School - Saturday School detention is held at SCA on a designated Saturday from 8:00 a.m. until 12:00 p.m. The student will report on time, in school uniform, and prepared to complete various assignments. Student accounts will be charged \$25 to cover monitoring costs.
 3. 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 in the student handbook. 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. Any student that is expelled from SCA and is granted the opportunity to return at a later date, must complete a Restoration Plan as issued by the administration.
 4. Behavior Contract- A student who is consistently a problem for the faculty or administration, refusing to abide by the policies of SCA, does not have an attitude of cooperation with the philosophy of SCA, or receives repeated suspensions may be placed on a Behavior Contract. When a student is placed on a behavior contract, his/her progress will be evaluated by the administration according to the contract stipulations and will be used to determine continued status of enrollment.

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

Dress Code Grades 7th - 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. **All dress code selections should reflect a modest and neat appearance.**

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: Students who are out of dress code for reasons beyond their control should proactively communicate with their appropriate dean before the start of the school day. Students are required to be in basic school uniform to attend class. Any exception must be made in advance by the Deans. If students are in violation of the dress code, the following administrative procedures will be followed:
 - a. First offense: Written Warning

- b. Second offense: Detention
 - c. Students that do not meet basic uniform code (polo, outerwear, pants/skirt, shoes) will not be permitted to attend class.
 - d. Students who are found in violation of the dress code policy three (3) or more times may be subject to higher disciplinary measures including, but not limited to being sent home, detention and Saturday School.
3. Girls' Dress Guidelines: Dress combinations (Monday through Friday)
- a. Collared uniform shirts: white, black, gray, and burgundy with SCA crest embroidered on front from the uniform vendor. Any shirt worn under a school uniform shirt must be school colored.
 - b. Skirts: khaki, gray, black or burgundy plaid. Must be purchased from Risse Brothers. All skirts must be no more than two inches above the top of the knee in the front and back.
 - c. Pants: khaki or black, uniform style, chino style, invisible back pocket (NOT jean style). No lycra, straight leg only (NOT skinny style). Pants may be purchased from Risse Brothers or other vendors. Pants should be modestly fitting with no undergarments visible. Uniform pants may be worn any day of the week and will be the only pants permitted, including cold days.
 - d. Junior high students may wear uniform, chino style shorts in khaki or black.
 - e. Shoes must have a closed toe and back. All aspects of the shoe must be a school color (tan, gray, maroon, white, black). Tennis or athletic shoes will be required for PE and athletic classes.
 - f. Socks must be a school color (tan, gray, maroon, white, black).
4. Misc. Girls' Guidelines
- a. Jewelry may be worn in moderation. No beaded or studded necklaces. No body piercing, gages, or piercing retainers are allowed. No visible tattoos are permitted. This applies to on and off campus activities.
 - b. Hair should be neat and in a conservative style and color. Natural looking coloring and highlighting is acceptable.
 - 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.
 - e. Tattoos should not be added during enrollment as a student. Any tattoos must be covered at all times (all school related events and athletic games/events).
 - f. Girls may wear footed tights or ankle length leggings underneath their skirts. Leggings must be solid and coordinate with the uniform.
5. Boys' Dress Guidelines: Dress combinations (Monday through Friday)

- a. Collared shirts: white, black, gray, burgundy with SCA crest embroidered on front from uniform vendor. Any shirt worn under a uniform polo must be school colored.
 - 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. **Pants must be secure at the waist and no undergarments visible.** Only black, brown or cordovan belts should be worn with pants and should be solid in color. No studded belts or decorative belt buckles.
 - c. Junior high students may wear uniform, chino style shorts in khaki or black.
 - d. Shoes must have a closed toe and back. All aspects of the shoe must be a school color (tan, gray, maroon, white, black). Tennis or athletic shoes are required for PE and athletic classes.
 - e. Socks must be a school color (tan, gray, maroon, white, black).
6. Boys' Hair & Shaving Guidelines
- a. Hair must be kept at a moderate length that does not cover the eyes **and is above the shoulders.** No ponytails or "man buns", including during athletic events and school activities.
 - b. Hair must be its natural color.
 - c. 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.
 - d. All boys are to be clean-shaven daily. Sideburns must not come past the bottom of the ear. Students may receive detentions for these infractions.
 - e. 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. 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 piercing retainers. This applies to on and off campus activities.
 - b. Boys may not wear earrings on campus or to any school-related function. This includes, but is not limited to, field trips, banquets, athletic events, or graduation activities.
 - c. Male students are not permitted to wear make-up or nail polish.
 - d. Tattoos should not be added during enrollment as a student. Any tattoos must be covered at all times (all school related events and athletic games/events)..
8. General Dress Guidelines (Both Boys and Girls)

- a. **Outerwear:** All outerwear must be school colored and have an SCA logo. This outerwear can be purchased through Risse Brothers, or the school spirit store. Any outerwear worn during cold or inclement weather (rain jacket or winter coat), not having an SCA logo, must be removed in the classroom. Blankets may not be worn to keep warm during the school day.
 - i. Administration reserves the right to determine if outerwear is acceptable for school.
- b. **Students may not wear outerwear hoods on their head while on campus unless during inclement weather.** Hats may not be worn during the school day. (Only one warning will be given before a detention is issued).
- c. Secondary students who stay after school must remain in complete uniform unless involved in practice/ sports..
- d. Proper undergarments are to be worn at all times.
- e. Shirts must be buttoned, except for the top button.
- f. Uniforms should be neat, clean, and in good condition. Hem lengths may be adjusted.
- g. PE Uniforms- The mandatory SCA PE uniforms are to be worn to all PE classes. (except high school electives). Failure to comply will result in a lowered grade and possible detention or Saturday school . and can be purchased through the **Spirit Store.**
 - i. Athletic shoes and socks are required.
 - ii. P. E. uniforms should be properly identified with the student's name.
 - iii. No rolling up or shortening of P.E. shorts is permitted.
- h. Jean Day Dress Code: On school designated jean days students may wear the following jean day dress code:
 - i. Low rise or spandex jeans are not permissible. If there are any rips or tears in the jeans, skin may not be visible through the rips/tears above the knee. Students will be sent home to change if jeans do not meet the above requirements.
 - ii. SCA uniform shirts or official SCA T-shirts 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. **Crocs are permitted on jean day as long as the strap is used on the back of the Croc.**
- i. Activity Dress - 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.

Jeans, shorts, or capris may be worn to athletic events. They must be in good condition, with no holes that show skin above the knee. No low-rise pants or jeans are to be worn at any school function.

- i. Students may also wear shorts to athletic events, but we ask that the length of the shorts be mid thigh or longer. This policy is also in effect for any and all school activities (i.e. – field trips, class retreats, on-campus athletic training, etc.). Multiple offenses regarding short length at school activities may result in the student losing the privilege to wear shorts. No low-rise shorts are permitted.
- ii. **Females may wear leggings as long as a shirt is worn that covers the bottom.**
- iii. Skirts for all SCA special events (such as graduation, honor society inductions, special chapels, banquets, etc.) must reach to two inches above the knee or longer.
- iv. Tank tops and half shirts are not permitted. No part of the stomach should be showing.
- v. A modest one piece swimsuit is required for all school swim activities (on or off campus).

Formals & Banquets Policies

Students may come as a single or may bring a date of the opposite sex to all banquets. Dates who are not SCA students must be approved by administration through the *guest approval form* 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.

Guidelines for Banquets Formals: This dress code applies to all school banquets such as athletic, fine arts, homecoming, junior/senior, graduation, special ceremonies, etc. “In like manner also, that women adorn themselves in modest apparel...” I Timothy 2:9a. We seek to follow modesty standards that are God-honoring. Formal dresses must adhere to dress code standards.

- a. **Homecoming & Junior/Senior: All dresses must be submitted for approval.** 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 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 may be open to the base of the back.
 - iv. Any sheer panels in the front or back of the dress must be lined.
 - v. Any dress length or 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. All two-piece dresses must completely cover the stomach. Girls should be able to raise their arms without stomach showing or the pieces of the dress should be sewn together.
- viii. 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.

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 per exam.

1. Exam Exemptions

a. Fall Exams

- i. 9th & 10th grade: students can exempt up to two (2) exams with six (6) or fewer absences (excused and/or unexcused).
- ii. 11th & 12th grade: students can exempt up to three (3) exams with six (6) or fewer absences (excused and/or unexcused).
- iii. Students must complete and submit an exam exemption form (including parent approval) one week prior to exams. Failure to submit an exemption form by the deadline will result in students taking all exams. Exemption is a privilege and an attendance incentive.
 1. Approval is subject to attendance and grades including exam review week.
 2. Confirmation of approval will be sent via email by the Friday prior to exams.

b. Spring Exams

- i. 9th & 10th grade: students can exempt up to two (2) exams with six (6) or fewer absences (excused and/or unexcused).
- ii. 11th grade: students can exempt up to three (3) exams with six (6) or fewer absences (excused and/or unexcused).
- iii. 12th grade: seniors may exempt all exams (in classes with 8 or fewer absences and a passing grade).
 1. Seniors may opt to take second semester exams if desired for grade improvement. They must communicate with their teacher 2 weeks in advance to arrange the exam.

2. Seniors must attend exam review week, and there are required senior activities and events during exam week that they must attend in order to walk at graduation.

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 \$90 per year for students in Concert or Symphonic Bands.
 - b. Academic Credit: Students in Symphonic Band may receive honors credit and a 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 \$90 per year.
 - b. Academic Credit: Students in 9 – 12 grades may receive honors 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 \$90 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 are strongly encouraged to 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 at SCA during 11th and 12th grade 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 two honors/AP/DE courses during the Senior year.
 - Uphold the policies of SCA and meet all requirements for graduation.
 - b. Salutatorian:
 - Enrolled at SCA during 11th and 12th grade 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 two honors/AP/DE courses during the Senior year.
 - Uphold the policies of SCA and meet all requirements for graduation.
 3. Honors Designation at Graduation: Students earning a cumulative high school GPA of 3.5 or higher at the end of the third quarter of the senior year will earn the designation of graduating with “honors.” The total criteria are as follows:
 - a. 3.5 cumulative GPA 8th grade – third quarter of 12th grade (weighted)
 - b. Fulfill all requirements for graduation from SCA
 - c. Honors students will wear silver honors cords in the graduation ceremony.
 - d. Achievement pins are worn by students who graduate with a pure 4.0 unweighted GPA.
 4. Graduation Fee: There will be a \$150.00 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.
 6. Students will be given a code of conduct and contract to sign for participation in graduation. Students who do not follow this contract, could have their diploma withheld and/or may not be permitted to participate in the graduation ceremony.
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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. Boys and girls may not be in parked cars together at any time.
2. 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.
3. Student drivers are not permitted to sign out for lunch.
4. Cars should never be driven on the jogging path around the gym at any time.
5. Transportation during the school day of one student by another requires written permission from a legal guardian.
6. Students who drive trucks are not allowed to have other students (including relatives and siblings) in the back of their trucks at any time on SCA property.
7. Students need to drive slowly and cautiously when driving to the SCA athletic fields.
8. A driver application must be on file in the Dean of Students' office. It is the student responsibility to complete the required documentation. The high school office will issue a parking decal which should be displayed in the front window of the registered vehicle.
9. Seffner Christian Academy is not responsible for personal possessions left in cars, or cars on the property.
10. 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 property in the mornings, he/she is to report directly to the cafeteria.
11. Student drivers are not permitted to sign out to get lunch.

Online/Outside Courses for Credit

Students may take outside and/or online courses for academic credit when pre-approval has been granted by the high school administration. 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 are 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 high school administration. 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

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.

6. Students who are eligible for NHS nomination must meet the following criteria:
 - i. Must have a 3.65 cumulative grade point average (weighted).
 - ii. Must be taking at least two Honors, AP, or dual enrollment courses.
 - iii. Must have no referrals or other major discipline issues 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 an appeal 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, gold cords 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 FAFSA application online to provide authorization for transcripts to be submitted. (This should be completed by January of senior year). Any senior eligible for a scholarship will be notified by email in August 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. Respect and obedience to any authority is required. Students are expedited to give polite responses to adults. Disrespectful comments towards teachers, faculty, and administration, whether online, on social media, or in person, will result in disciplinary action.
2. Codes of conduct rules are to be followed on campus and at off-campus school activities.
3. 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 or class, depending on the time.
4. Disruptive behavior of any kind, including horseplay, fighting, or and physical aggression is not permitted.
5. 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.
6. No eating or drinking (except for bottled water) is allowed in classrooms unless special permission has been given.
7. Students are not permitted to order from food delivery services to be delivered during school hours.

Secondary 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 complete the appropriate semester in the Florida Virtual School Program (junior and high school only).
2. Students who fail both semesters in a class will be required to repeat the course the next year or complete both semesters in the appropriate FLVS program.
3. A teacher or principal may recommend a student for summer tutoring. Attendance may be required or strongly encouraged (junior high only).
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 for grade forgiveness.
7. Grade Forgiveness only applies to high school, once the student completes the course through FLVS, the new grade will replace the old grade (no matter if the new grade is higher or lower than the old grade.)
8. Junior high 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 – 6th grades ~ Listed in Alphabetical Order

Elementary 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+ =79-78	D+ = 69-68	F = 0-59
A = 99-93	B = 87-83	C = 77-73	D = 67-63	I = Incomplete
A- = 92-90	B- = 82-80	C- = 72-70	D- = 62-60	

PE, Media Center, Art, and Music classes will be graded as:

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

Note: 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".

2. Academic Reports & Report Cards
 - a. Academic progress may be monitored by the parent through FACTS Parent Portal reports on-line. Please contact your child's teacher if you have any questions regarding FACTS Parent Portal. 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 at the end of the school year. All report cards will be posted in the Family Portal at the end of each nine week grading period.
 - c. Report card grades are rounded to the nearest whole number.

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- 0-7 tallies for the quarter, Outstanding;
 - ii. V- 8-16 tallies for the quarter, Very Good
 - iii. S- 17-28 tallies for the quarter, Satisfactory
 - iv. N- 29-38 tallies for the quarter, Needs Improvement
 - v. U- 39+ 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 Q'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.

Elementary 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. 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.

Referral Process- 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 when students are consistently not cooperating with classroom expectations. Referrals may also be given for cheating, lying, bad language, disrespect, fighting, inappropriate physical contact, and stealing. Referrals may result in the following:

1. 1st referral Written behavior report
2. 2nd referral Behavior report/ Parent conference may be required
3. 3rd referral School-Day Detention

4. 4th referral Detention(s)
5. 5th referral Saturday School
6. 6th referral Administrative conference and OSS
7. 7th referral Multi-day OSS or Expulsion

A behavior contract may be issued at administrator discretion which will supersede the referral process. *The Administration reserves the right to discipline a student out of this order in cases involving major infractions (cheating, disrespect, inappropriate language, bullying, unwillingness to comply, etc.).*

Detentions- 4th grade –6th grade- Detentions will be scheduled and supervised by a designated teacher in their classroom as needed. Five detentions in a 9 week quarter may result in a suspension or Saturday School. Infractions (tallies) are given for the following reasons:

- a. Responsibility infractions
- b. Inappropriate physical contact
- c. Disrespect/lack of courtesy/unacceptable attitude
- d. Obedience infractions

Saturday School- Saturday School detention is held at SCA on a designated Saturday morning. The student will report on time, in school uniform, and be prepared to complete various assignments. Student accounts will be charged \$25 to cover monitoring costs.

Suspension –During an out-of-school suspension the student is not allowed to attend classes, athletic practices/games, or school functions for the assigned period of time.

Expulsion – A student is expelled when he or she refuses to allow SCA to minister to them and does not respond to corrective action. Students who are a continual discipline problem may be expelled.

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

Elementary School Misc. Policies

1. No items relating to rock music should be brought to school.
2. Students are not to have any articles that distract from academics, (electronic devices, toys, games, magazines, sports cards, playing cards, etc.) Students may not bring items to sell or trade at school.
3. Bringing cell phones, personal 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. Students are expected to follow all classroom and school rules.
6. Inappropriate, aggressive, or excessively rough play is not acceptable and may result in disciplinary action.
7. Codes of conduct are to be followed on campus and at off-campus school activities.
8. No eating or drinking is allowed in classrooms unless special permission has been given.

Dress Code Guidelines- K5-6th 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. Shirts: white, black, gray, burgundy with the vendor embroidered SCA crest on the front. Any shirt worn under a uniform polo must be white.
 - 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. **Pants must be secure at the waist and no undergarments visible.**
 - c. Shorts: (K5-6th) Must be uniform style and khaki, black, or gray in color. Shorts may be worn throughout the school year. **Pants must be secure at the waist and no undergarments visible**
 - d. Elementary students are encouraged to wear tennis shoes **or other shoes with closed-toes and a back.** No Heelies, backless sandals, flip-flops or boots are permitted.
 - e. **Outerwear for cool weather:** All outerwear must be school colored and have an SCA logo. This outerwear can be purchased through Risse Brothers, our school spirit store. Any outerwear worn during cold or inclement weather (rain jacket or winter coat), not having an SCA logo, must be removed in the classroom. Blankets may not be worn to keep warm during the school day. All outerwear must be school colored and have an SCA logo.
 - f. **Hair must be kept at a moderate length that does not cover the eyes or overlap the collar. No ponytails or "man buns", including during athletic events and school activities.**
 - g. Hair must be its natural color.
 - h. 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.
 - i. Hats may be worn before school and after school only.
 - j. Shoes with laces must be properly laced and tied at all times. Socks are encouraged. **Socks must be a school color (tan, gray, maroon, white, black).**

- k. 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. **Clear retainers may not be worn.**
 - l. A traditional (small) gold or silver necklace may be worn. No studs, beads or pendants. Necklaces must be worn inside their shirts.
 - m. Jean Day Dress Code: On school designated jean days students may wear the following jean day dress code:
 - i. Jeans should be loose fitting. Low rise or spandex jeans are not permissible. If there are any rips or tears in the jeans, skin may not be visible through any of the rips or tears. Jean shorts 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. **Crocs are permitted on jean day as long as the strap is used on the back of the Croc.**
 - iv. 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. Shorts: (K5-6th) Must be uniform style and khaki, black, or gray in color. Shorts may be worn throughout the school year.
 - e. Pants: khaki or black, **uniform style, chino style, invisible back pocket (NOT jean style). No lycra, straight leg only (NOT skinny style).** Pants may be purchased from Risse Brothers or other vendors. Pants should be modestly fitting with no undergarments visible. Uniform pants may be worn any day of the week and will be the only pants permitted, including cold days.
 - f. Elementary students are encouraged to wear tennis shoes **or other shoes with closed-toes and a back.** No Heelies, backless sandals, flip-flops or boots are permitted.
 - g. Socks are encouraged. **Socks must be a school color (tan, gray, maroon, white, black).** Tights (leotards) that coordinate with the uniform (white, cream, black, or gray) may be worn on cold days (no spandex).
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- h. Makeup is not to be used or brought to school.
- i. Traditional ear piercing is allowed. Gages are not permitted.
- j. **Outerwear:** All outerwear must be school colored and have an SCA logo. This outerwear can be purchased through Risse Brothers, or the school spirit store. Any outerwear worn during cold or inclement weather, not having an SCA logo, must be removed in the classroom. Blankets may not be worn to keep warm during the school day.
- k. Jean Day Dress Code: On school designated jean days students may wear the following jean day dress code:
 - i. Jeans should be loose fitting. Low rise or spandex jeans are not permissible. If there are any rips on the jeans, skin may not be visible through above the knee through any of the rips or tears. Jean shorts are not permissible.
 - ii. SCA uniform shirts or official SCA T-shirts 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.
 - iv. Students wearing inappropriate clothing may 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

Elementary Summer Remediation/Retention

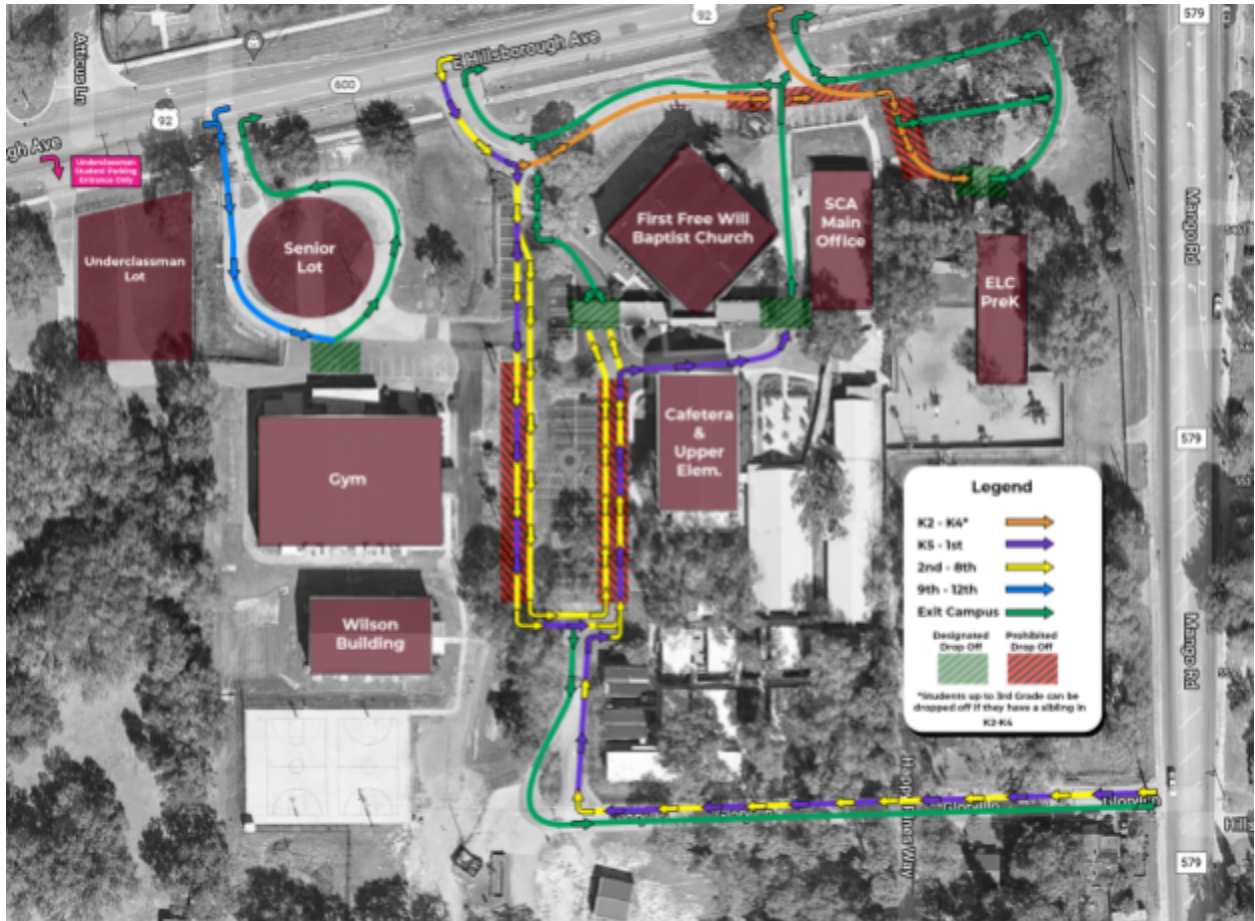
Students who have a final grade average of 59% or below and/or perform below grade level in MAP testing may show cause for academic concern. When one or more of these conditions are met, it is up to the discretion of the administration to utilize one or more of the following academic interventions.

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 academic concerns may be placed 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 with 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.

Carline



(Click the map to see the a larger version)

Handbook Agreement

Once a student begins attendance in classes for the school year, the student and parents/guardians **must agree** to abide by all policies and guidelines set forth in the student handbook at Seffner Christian Academy. **The following form must be completed prior to the 6th day of attendance or a student may not be permitted to class.**

Click here to complete the [Handbook Acknowledgment & Agreement Form](#).