

# Parent/Student Handbook

Partner - Prepare - Protect - Provide



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# Welcome to Seffner Christian Academy

*"Protect, Partner, Prepare, Provide"*

## 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 Handbook has been designed to help you understand our school's policies, procedures, and expectations. We trust that each family will read it and familiarize themselves 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 welcome you into the SCA family.

In His Service,

Rodney Knox  
Head of School

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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 your child's education. We realize the trust you have placed in us, and we desire to properly fulfill our awesome responsibility to provide quality education in a Christian atmosphere. This building of a life is not accomplished in any single place. A church or school alone cannot fulfill God's objectives in a child's life. It requires the home, school, and church to work together.

On behalf of First Free Will Baptist Church, we invite you to make us not only 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

# We are the SCA Crusaders

## Mission Statement

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

## Vision Statement

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.

## Our Statement of Faith

- A. There is one God eternally existing in three persons: the Father, Son, and Holy Spirit (Matthew 28:19).
- B. The Bible is the Word of God, verbally inspired, infallible and inerrant in all that it says (II Timothy 3:16; I Thessalonians 2:13).
- C. The Lord Jesus Christ is fully God (John 1:1), fully man (John 1:14), born of a virgin (Matthew 1:23), lived a sinless life (Hebrews 4:15), performed miracles (John 4:29), shed His blood and died a substitutionary death (Hebrews 10:10,12,19), arose bodily from the dead (I Corinthians 15:12-20), ascended to, and sits in, 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. The Holy Spirit unites all believers in the body of Christ to cause the growth of the body and to edify 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, New King James, and the English Standard Versions of the Bible are preferred in all teaching and memory activities.
- K. Human Sexuality
- a. We believe God has commanded that no intimate sexual activity be engaged outside marriage (Hebrews 13:4 and I Corinthians 7:1-4).
  - b. 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).
  - c. 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. 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).
  - d. We believe that God created and ordered human sexuality to be permanent, exclusive, comprehensive, and a 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).
  - e. 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).
  - f. We believe that men and women are spiritually equal in position before God (Galatians 3:28), but 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.
  - g. We believe human life begins at conception, and the unborn child is a living human being. Abortion constitutes the taking of 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).

## **Lifestyle Statement**

Seffner Christian Academy is a Christian institution providing an education in a distinctly



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 a 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).

## **Accreditation**

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

## **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 students' 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 worldwide.
- 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 they work, play and live with.
- Graduates treat their bodies as the temple of the Holy Spirit through their decisions about nutrition, fitness, and lifestyle.

### Core Values

As SCA endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following commitments:

#### 1. Biblical Worldview Formation

We seek to intentionally help students build a God-centered lens through which they view the world, resulting in a biblical perspective that recognizes the supremacy and evidence of God and His truth in all aspects of life.

#### 2. Christ-Centered Community

We seek to create a community of believers based on shared commitment, fellowship, and the love of Jesus Christ. We value relationships, collaboration, integrity, biblical truth, and honor. As we partner to unify our body of students, parents, faculty, and staff, we celebrate the unique God-given abilities of each individual.

#### 3. Pursuers of Excellence

We seek to cultivate excellence in academics, athletics, fine arts, and social endeavors by forming habits and manners through proven and tested foundational methods. We will strive to accurately interpret the word of God, master communication skills, and continually seek to develop intellectually, spiritually, socially, and physically.

#### 4. Growing Leaders

We seek to develop leaders who are maturing in their faith and selflessly dedicated to following Christ by serving others before themselves. We seek to instill a passion for biblical truth, compassion, a love for others, humility, and dedication to Christ's calling in our lives.

#### 5. Operational Integrity

We seek to be a model of integrity, efficiency, and accountability in developing policies, governance, and assessments, stewarding all God has given us ethically

and justly. We strive to operate fairly and consistently in all areas (classroom management, evaluations, maintenance, marketing, business strategies, etc.).

**The 'Sader Way' is to be Christ-like, Humble, Responsible, Supportive, and Bold.**

# Academics

## General

### Curriculum

Seffner Christian Academy utilizes both Christian and secular sources. All curriculum is taught from a Christian perspective to develop students' biblical worldview in all areas.

### Grading Scale

A = 100-90	B = 89-80	C = 79-70	D = 69-60	F = 59 and below
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- Nine-week grades are composed of an assessment average (65%) and a practice average (35%).
- A semester grade comprises nine weeks' grades and an exam grade. (7th-12th grade).
  - Secondary (7-12) **standard** classes: Each nine week's average is weighted 45%, and the semester exam is weighted 10%.
  - Secondary **honors and AP** classes. Each nine week's average is weighted 42.22% and the semester exam is weighted 15%. All dual enrollment class exams and grading policies are determined by the university.
  - If an exam is exempted or not taken, each quarter will be weighted at 50%.
- Report card grades are rounded to the nearest whole number.
- An incomplete indicates the student has not completed sufficient work to receive a letter grade. Incomplete grades must be resolved within two weeks, or the "I" becomes an "F."

### Honor Rolls

#### Secondary:

Highest Honor Roll - GPA of 4.0 or higher

Honor Roll - GPA of 3.5-3.9

#### Elementary:

Principal's Honor Roll - All A's

A/B Honor Roll - All A's and Bs

## Academic Reports & Report Cards

- Academic progress may be monitored by the parent through FACTS Parent Portal reports online. 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. Elementary students will receive weekly communication folders. These should be signed and returned to your child's teacher within 2 days.
- All report cards will be posted in the Family Portal at the end of each nine-week grading period. Students will receive a final report card at the end of the school year.
- Report card grades are rounded to the nearest whole number.

## Standardized Testing

SCA utilizes standardized testing throughout the year to measure students' abilities and progress. Parents can receive a copy of test scores, and conferences are encouraged to understand scores better.

All tests will be a part of the student's records and be used for counseling and placement.

- The following testing programs are available at SCA:
  - K5-9th grade - MAP Testing three times per year
  - 10th-11th grade - PSAT Testing
  - 11th-12th grade - SAT School Day Testing

## Textbooks & Supplies

Textbooks:

- Hard-copy 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 school's property and must be treated carefully. They must be handled carefully and kept in good condition, free of tears and marks.
- The school will provide digital textbooks (e-books) as a part of the TACS fee for some classes. They should not be removed from the iPad until the last day of school. Some e-books have expiration dates determined by the publisher and will no longer be available on the iPad after the expiration date.
- In the event of loss of textbooks, workbooks, or library books, the student account will be charged for the total price of replacement. No report cards, transcripts, or grades will be released until payment is made.

Lockers:

- Students utilizing lockers are strongly encouraged to have a lock for their locker. *The SCA administration reserves the right to inspect lockers anytime for any reason.* If a locker is defaced or damaged, the student will be expected to pay for the damages.

## Homework

Homework is for reinforcement, practice, and remediation. When parents detect problems with homework (lack of understanding, sloppiness, or too much time), the teacher should be notified.

- Coaching, encouragement, and support are appropriate ways to help children, but completing the homework for the child is not acceptable.
- Homework is not to be assigned for completion on Wednesday nights, except for 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.

## Help Class

SCA offers help classes on various afternoons from 3:15 to 3:45 p.m for students in grades 5 through 12. The class is available at no additional cost to students. Students should come prepared to help class with a question or concept they need assistance with. Help classes are not for one-on-one tutoring opportunities.

## High School Course Offerings

The High School SCA Course Catalog describes all course offerings. Please visit the Guidance section at [www.scacrusaders.com](http://www.scacrusaders.com).

Jr and Sr students must maintain six SCA courses, and Fr and So seven, in their schedule (not including off-campus dual enrollment, FLVS/online courses, or study hall).

## 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

### **Honors Courses**

Seffner Christian Academy offers honors courses.

### **Advanced Placement and Dual Enrollment Offerings**

Criteria for Enrollment in AP or Dual Enrollment (College Level Learning Courses)

3.3 Unweighted GPA is required for placement in 1 AP or DE course with a history of past honors or AP coursework.

3.4 Unweighted GPA placement in 2 AP and/or DE courses with a history of past honors or AP coursework.

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)

All college-level learning students will be assessed a college learning administration fee of \$175 per course taken. *This applies to AP and on Campus Dual Enrollment.*

### **Advanced Placement Program**

Depending on the subject area, a summer assignment may be required to be satisfactorily completed before the student begins classes.

- The National AP exam in May is required for all students in an AP course.
- FLVS AP Testing Fee: Any SCA student who elects to take an FLVS AP course (not offered at SCA) may take the AP test on the SCA campus during AP testing weeks. A \$90.00 AP test-proctoring fee will be assessed to the student's account. The student is responsible for communicating with the AP testing coordinator to schedule the ordering of the appropriate AP exam.

### **Dual Enrollment Program**

Eligible students may request permission for dual enrollment at Hillsborough Community College in their junior or senior year. Students may also take dual enrollment classes at SCA through designated providers. Participation in this program is permitted according to the following guidelines:

- All dual enrollment classes will be counted in the student's SCA GPA.

- Dual enrollment senior English requirements can only be met by completing ENC 1101 AND ENC 1102.
- The student's responsible for applying, obtaining appropriate documentation, and registering for off campus courses. The school counselor or administration of SCA is not responsible for the registration of students.
- All SCA responsibilities and requirements will remain in place. Preferential treatment will not be given when dual enrollment conflicts with SCA schedules.
- 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.
- SCA students 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 must use their iPad to access the course.
- The students must verify enrollment in the course at the beginning of the semester (to receive a study hall period for dual enrollment). Students must provide a final course transcript at the end of the semester for inclusion on their SCA transcript.
- Students may only take dual enrollment courses off campus that do not have a college-level equivalent course offered on campus.
- On-campus dual enrollment courses are taken with Southeastern University and Cedarville University. SCA administration cannot make exceptions or change class policies or workload. All grades and communication will occur through each university's learning management system. FACTS will only be updated with class attendance.
- Students taking on-campus dual enrollment courses are subject to all SCA academic and behavior policies. Any academic integrity issues may result in removal from the course.
- On-Campus dual enrollment exams cannot be exempted and must be passed to receive credit (college or high school).
- Enrollment preference is given to seniors and based on unweighted GPAs.
- The school provides the textbook for on-campus dual enrollment courses.

## Exams

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.

## High School Exam Exemption

### Fall Exams

- a. 9<sup>th</sup> & 10<sup>th</sup> grade: students can exempt up to two (2) exams in classes with six (6) or fewer absences (excused and/or unexcused).
- b. 11<sup>th</sup> & 12<sup>th</sup> grade: students can exempt up to three (3) exams in classes with six (6) or fewer absences (excused and/or unexcused).
- c. Students must complete and submit an exam exemption form (including parent approval) one week before 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.
  - i. Approval is subject to attendance and grades, including exam review week.
  - ii. Confirmation of approval will be sent via email by the Friday before exams.

### Spring Exams

- d. 9<sup>th</sup> & 10<sup>th</sup> grade: students can exempt up to two (2) exams with six (6) or fewer absences (excused and/or unexcused).
- e. 11<sup>th</sup> grade: students can exempt up to three (3) exams with six (6) or fewer absences (excused and/or unexcused).
- f. 12<sup>th</sup> grade: seniors may exempt all exams (in classes with 10 or fewer absences and a passing grade).
  - i. 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.
  - ii. 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.

## Academic Concerns

Elementary and Junior High students with a final grade average of 59% or lower and/or performance on the MAP assessment of low/low average range may show cause for academic concern. When one or more of these conditions are met, students may be required

to complete summer academic remediation. When necessary, elementary administration may request grade-level retention.

### **Academic Remediation & Grade Forgiveness**

- Any **high school student** who receives an F during a semester grading period must complete the appropriate semester in the Florida Virtual School Program. Students who receive a scholarship under Family Empowerment (Step Up) are required to pay for FLVS classes.
- **High school 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. Once the student completes the course through FLVS, the new grade will replace the old grade (no matter if the grade is higher or lower.)

### **Academic Probation**

Any student with a quarter GPA below 2.3 OR with three or more Ds or Fs on his/her report card in a quarter will be placed on academic probation. Students on academic probation will meet regularly with a school representative to discuss academic progress and for accountability. In addition, the student will not be eligible for athletic competition until improvements have been made. Grades will be review weekly.

### **Test Days**

To ensure fairness to the student and provide consistency, secondary (7-12) tests are assigned on designated days. Test days are listed in class syllabi.

# Admissions, Enrollment & Records

## Enrollment

Seffner Christian Academy admits students of any race, color, national, or 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-administered programs.

SCA cannot accommodate special needs or learning disabilities in a general education track.

## Re-enrollment

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

Attendance at Seffner Christian Academy is a privilege and not a right. Students and families applying for re-enrollment will be evaluated based on 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.

Re-enrollment notification will be sent via email to the email accounts on file. It is the family's responsibility to monitor these dates and complete re-enrollment within time. Individual family reminders are not given.

Families cannot enroll if there is an outstanding account balance or the student has an active attendance, behavior, or academic contract. Students with contracts must meet with their department supervisor before re-enrollment is opened.

Families who do not complete re-enrollment by the deadline may lose their spot and can no longer re-enroll through their family portal. Returning families must call the Admissions Department to check for available spots.

## Withdrawals

- 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.
- SCA asks that families complete an exit survey at the time of withdrawal. This is part of our withdrawal process and should be completed before the release of

all records.

- 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 will result in loss of school trip privileges, including loss of deposit and payments made.
- High School students enrolled prior to 2024-2025 must buy out the remaining portion of the lease on the school-managed iPad.
- Junior high students and high school students enrolled in the 2024-2025 school year will be required to return their rental iPad immediately. The iPad rental fee is non-refundable.

## **Dismissals**

Seffner Christian Academy reserves the right to dismiss 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.

## **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 handled according to the following policy:

- It is the parent's sole responsibility to provide the school with updated records and legal documents per 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.
- 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.
- No report cards or student records will be released to parents or another school if the family is delinquent in tuition payments or has any debt with the school.
- Parents or legal guardians can 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 explanations 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 and the rights accorded to the parents and guardians shall after that be accorded to the student.
- SCA will ask current students (18 years or older) to have a parent or guardian present while the student inspects his/her cumulative file.
- In the event of a school closure, all records will be transferred to the local school district: Hillsborough County Public School.
- 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)

### **High School Transcripts**

The Guidance Counselor will maintain official transcripts of all coursework done by all students at SCA in grades 8 through 12.

- Official transcripts cannot be released to other educational institutions until the business office clears student accounts.
- 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.
- Transcript requests can be made through the school website, [www.scacrusaders.com](http://www.scacrusaders.com), under the school forms or guidance section.
- Please allow 3-5 days for transcript processing. Transcripts may not be available if prior notice is not given to the guidance office.

# Arrivals & Dismissals

## Arrival

Morning car drop-off begins at 7:20 a.m. and ends at 7:50 am. Students dropped off before 7:20 must report to Morning Care and utilize that drop-off area. Students are permitted to be dropped off at designated drop points only.

- K2-K5 Carline: Vehicles should enter and exit Gate #2 off US Hwy 92 and drop off at the ELC Hill Gate. K2-K5 students, plus older siblings, may use this drop off point. The Gate #2 exit is right turn only.
- 1st-8th Carline: Vehicles should enter Gate #4 off US Hwy 92 and drop off at the church awning. Vehicles may exit Gate #3 onto US Hwy 92 with a right turn only.. 1st-8th students, plus older siblings, may use this drop off point.
- High School Car Line: Vehicles should enter and exit Gate #5 via Glory Lane off County Road 579. Drop off is at the Field House and pick up is in Lot F (park and wait). Gate #5 is right turn only between 3:05-3:20 pm. Students in high school, plus junior high siblings may use this drop off point. Please do not drop off elementary age students at this car line.

When a student arrives on the property in the mornings, he/she is to report directly to the designated area. Students should not go to the classroom before 7:40. Students should refrain from gathering in the parking lot or their vehicles.

Students and parents wishing to gain entrance to the campus after 7:50 must do so by checking in at the front office.

## Carline/Parking Lot Map

The Carline and Parking Lot Map can be found at [www.scacrusaders.com](http://www.scacrusaders.com) under Resources> Current Families.

## Morning Care

Students arriving at school before car drop-off begins MUST report to morning Crusader Care on the Early Learning Center hill, and your school account will be billed accordingly. Drop your child off in the designated drop-off areas only.

## 12th-grade Late Arrival/Early Dismissal

As a senior privilege, some students may qualify for late arrival, allowing students to begin their school day during 2nd period/end their school day after 7th period.. The following requirements must be met:

- Must have a 1st or 8th period study hall. (Availability based on scheduling limitations).
- Parental permission forms must be on file and approved by the

administration before late arrival can begin. (Download the 'Late Arrival Form' on the SCA Website).

Students may lose the privilege of late arrival if the following are not met:

- Appropriate procedures set by high school administration for check-in are followed daily.
- 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.

## Dismissal

### Early Learning Center

A faculty member will be on duty from 11:45 a.m. until 12:00 p.m. at the early learning center pick-up area. Parents are reminded to please pick up their children at the designated pick-up areas only to ensure the safety of all children. Children not picked up by 12:00 must go to extended care, and charges will incur.

### Elementary & Secondary

Kindergarten dismissal is 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. Please do not pick your child up early in the office to avoid afternoon pick-up. Pickups after 2:30 (for elementary) and 2:45 (for secondary) can not be accommodated in the office and may only occur in the carline.

- **No student is permitted to be unsupervised on campus.** The student is responsible for reporting directly to the proper supervised location once school is dismissed for the day.
- If a student is involved with an after-school program or activity (i.e., sports, clubs, etc.), they should be in their designated location no later than 3:30. All other students must report to Crusader Care by 3:30. Discipline will be assigned for students outside of those locations past 3:30. (Appropriate charges will be applied to the family account).
- A parent must come to the school office to sign the student out and pick them up. Student drivers may be signed out differently. See student driver guidelines [here](#).
- 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 without an SCA staff member calling to confirm with an authorized person on the student pick-up list.
- Students are not to walk across Hwy 92 or CR 579 anytime. This applies to before, during, and after school hours or any school activity.

- Students cannot leave the gated area on foot or bike without a parent/guardian. Parents should not park outside the gates and ask their children to walk out.

### **Early Sign Out**

- Students who leave early for SCA-sponsored athletic, fine arts, or other school business activities will not be required to sign out of school.
- If a high school student (9<sup>th</sup>-12<sup>th</sup> grades) signs out and signs back in during the same school day, the student must have a professional's note (doctor, dentist, etc.) to be readmitted to school on the same day.
- Early sign-out 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 sign-out. Parents with unplanned early sign-outs 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 are not permitted to go to the classroom to pick up their child so as to avoid disrupting the class.

### **After 3:30**

Any student not picked up at the end of their car line must go to Crusader Care, and charges will incur. Students participating in approved, supervised extra-curricular activities must go to Crusader Care if the parent is not waiting at the dismissal of the activity/sport. Students waiting for siblings in an extracurricular activity must report to extended care.

All secondary students are expected to 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 a charge for all students checked in to Crusader Care.

### **Carline Procedures**

- All vehicles using car line must have a car tag. The car tag must be the current year's school-issued tag and should always be on display within the gates. Vehicles without a tag will be asked to present ID, and may be asked to pull out of the carline to complete the identification process.
- It is the administration's prerogative to request identification from any person coming to pick up any SCA student. It is the parent's sole responsibility to notify SCA of any changes to the pick-up list by contacting the main office.
- If your child is not in the designated pickup location when his/her vehicle is ready to be loaded, the driver must circle the lot. This considers all parents and students following the carline procedures and helps to move the line along faster.



- Walking up through the gates to pick up your student is prohibited. During car line our utmost priority is the safety of our students. Parents should follow the carline and pick-up procedures.
- Car line ends at 3:20, and students will be sent to Crusader Care.
- Crusader car line opens at 3:20 at the ELC Gate. Vehicles should pull up to this gate and check out with the Crusader Care worker on duty.
- The speed limit on campus is 5 MPH at all times.

## **Crusader Care**

### **Enrollment**

An extended care program, Crusader Care, runs from 6:30 a.m. to 6:00 p.m. during the school year for enrolled SCA students in grades K2 - 12th. Participation in the program is based on available space. Students must be registered before attending. Parents may change their extended care election once during the school year.

### **Pick Up**

Aftercare car line opens at 3:20. Vehicles should pull up to the ELC gate with their car tag visible and check out with the Crusader Care worker on duty.

### **Non-School Day Care**

- See the school calendar for dates that extended care is closed. The calendar is available at [www.scacrusaders.com](http://www.scacrusaders.com).
- A child must be registered in afternoon extended care and pay on a monthly basis to attend extended care during days when the school is closed.

### **Late Pick-up from Crusader Care**

Any student picked up after 6:00 pm will be charged \$1.00 for each minute the parent is late. Parents who are consistently late will be asked to withdraw from Crusader Care.

For further questions, please contact the Extended Care Coordinator (ext. 228).

## Athletics

SCA maintains an active interscholastic athletic program for 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. Expectations and guidelines for athletics can be found in the Athletic Handbook.

As class members of the Florida High School Athletic Association (FHSAA), Seffner Christian Academy and their athletes adhere to FHSAA governing rules and regulations. Eligibility requirements are higher at SCA to reflect the mission and vision of our school as well as align with student academic expectations. Students will be held to SCA academic eligibility requirements when determining eligibility for participation without exception.

### Student-Athlete Academic Requirements

- Accordingly, a student must maintain a **2.3 grade point average** in order to be eligible to participate in any sports at SCA. **Students who do not earn a 2.3 GPA or have three or more Ds or Fs on the previous quarter report card will be placed on probation and are ineligible to participate in school-sponsored sports. Once a student is placed on probation the academic office will review grades regularly to determine playing status.**
- This policy is final, with no exceptions. If 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.

Student-athletes should review the Athletic Handbook posted on the resources tab of the athletic website: [www.sadersports.com](http://www.sadersports.com).

# Attendance

## Absences

Absences must be reported via the Absence Reporting Form on the school website. Any accompanying documentation must be submitted at the time of absence either on the form or by emailing documentation to [attendance@scacrusaders.com](mailto:attendance@scacrusaders.com).

- Secondary students must be in class for at least 30 minutes of the class period to be considered present. Elementary students must be in class until 11:00 a.m. to be considered present for the day. Elementary students arriving after 11:00 will be counted absent for the day.
- Pre-arranged absences must be pre-approved by the administration unless it is school business. They may be submitted via the Absence Reporting Form on the school website. The student will be responsible for gathering/completing missed work before/after their absence. Work should be completed within five school days upon the student's return. Any appropriate documentation should be turned in to the Student Care office.
- School Business Absences - If a student misses class due to school business (i.e.-athletic event, fine arts event, etc.), he/she must turn his work in to the appropriate teacher on the day of the absence before he/she leaves school. It is also the student's responsibility to get the next day's assignment from the teacher and complete it the following day when he/she is back in class. Exceptions can be made for tests and quizzes per administration.
  - 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 request must be submitted via the Absence Reporting Form and appropriate documentation submitted to the Secondary Assistant Principal.
  - 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.
- Extended Absences- Students who miss three or more consecutive days due to illness are encouraged to provide a doctor's note which may be submitted to the Student Care Office. Extended vacations during academic times are strongly discouraged. Any absences from family vacations pre-arranged absences) will be subject to our absence policies.

## Makeup Work

- Make-up work: Students will have one week from the date of absence to

complete all make-up work. Work not completed within this timeframe may result in a zero. Students should 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.

- Making up assessments - If a student is absent the day an assessment is given, they are responsible for taking the assessment on the day they return to school. Secondary students who miss semester exams will be charged a fee of \$25 per exam for a proctor to monitor exam make-up.

### **Excessive Absences**

Student attendance is key to academic success. As such, SCA asks parents to partner with the school to ensure students are in class as much as possible. Students will be placed on an attendance contract after accumulating 10 absences in a semester. Future enrollment may be affected if a student reaches 12 absences a semester.

Students with excessive absences due to medical issues must submit a letter in writing to [attendance@scacrusaders.com](mailto:attendance@scacrusaders.com) to request an exception to the policy. Consideration of documented absences will be given when looking at cumulative semester absences.

- Students over 10 absences in a semester may be placed on an attendance contract. Students and parents must comply with the contract terms to continue enrollment.
- An elementary or junior high school student absent more than 25 days during the school year may be required to repeat the entire school year at the same grade level.
- High school students who exceed 15 absences in a class in one semester will not receive credit for the course. Students must repeat the course through an SCA-approved credit recovery program the next semester to continue enrollment at SCA. Subsequent terms exceeding 15 absences will result in the student's withdrawal.

### **Tardies**

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 FACTS.

- All 7th - 12th students will receive detention after six first-period tardies, whether excused or unexcused. Students will receive an unexcused absence if they miss half of the class period (8:15 am).
- Supporting documentation may be necessary 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.

- 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.
- 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. Please note that traffic does not warrant an excused tardy. Families should adjust their morning schedule accordingly.
- Tardies may result in a penalty for the student. (See Student Behavior)

## Dress Code

The dress and appearance guidelines of Seffner Christian Academy represent our desire to teach students to maintain a distinctive testimony in our community, exemplifying professionalism, modesty, and a neat appearance. Dress guidelines are enforced in the spirit of training and obedience that mirrors biblical and professional maturity.

### Uniform Choices

- Collared uniform **shirts**: white, black, gray, and burgundy with SCA crest embroidered on the front from the uniform vendor. Sports polos sold by the school or through the approved vendor are also permitted. Any shirt worn under a school uniform shirt must be school colored.
- GIRLS ONLY: **Skirts** in khaki, gray, black, or burgundy plaid may be worn but must be purchased from the designated SCA uniform provider. All skirts must be no more than two inches above the top of the knee in the front and back.
- ELEMENTARY GIRLS ONLY: **Jumpers** in burgundy plaid, khaki, black or gray (Risse Brothers), and maroon **knit dresses** (Risse Brothers) may be worn in grades K5-6. All jumpers and dresses must be no more than two inches above the top of the knee in the front and back
- **Pants** may be purchased from Risse Brothers or other vendors. Pants should be modestly fitting with no undergarments visible. Pants must be straight leg only (NOT skinny, cargo, or jogger style), uniform /chino style with an invisible back pocket (NOT jean style) in black, gray, or khaki only. No lycra/spandex pants may be worn.
- JUNIOR HIGH/ELEMENTARY ONLY: Students may wear a uniform, chino style **shorts** in khaki, gray, or black.
- **Shoes** must have a closed toe and back, but may not be boots or heelies. 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.
- **Elementary students shoes** may be any color, but 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.
- **Socks** are encouraged and must be a school color (tan, gray, maroon, white, black).

Please visit [www.rissebrothers.com](http://www.rissebrothers.com) to view acceptable styles.

### Professional Student Appearance

- 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).

- No body piercing, gages, or piercing retainers are allowed.
- Secondary students who stay after school must remain in complete uniform unless involved in practice/ sports.
- Proper undergarments are to be worn at all times.
- 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.
- Shirts must be buttoned, except for the top button.
- Uniforms should be neat, clean, and in good condition.

### **Girls Policies**

- Hair should be neat and conservative in style and color. Natural-looking coloring and highlighting are acceptable.
- Jewelry may be worn in moderation.
- Make-up should be conservatively applied.
- Girls may wear footed tights or ankle-length leggings underneath their skirts. Leggings must be solid and coordinate with the uniform.

### **Boys Policies**

- Hair must be a natural color and kept at a moderate length that does not cover the eyes and is above the shoulders.
- Students are to have clean-shaven faces. Students may be asked to shave at school or go home to shave. Absences for shaving will count against exam exemption.
- No ponytails or “man buns,” including during athletic events and school activities.
- 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.
- 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.

- Male students are not permitted to wear make-up or nail polish.

## PE Uniforms

SCA PE uniforms are to be worn in all Junior High PE classes. High school students in athletic electives must wear SCA shirts and SCA-colored solid bottoms. Failure to comply will result in a lowered grade and disciplinary action. Uniforms can be purchased through the Spirit Store, and temporary or permanent modifications should not be made. Athletic shoes and socks are required.

## 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.
- Administration reserves the right to determine if outerwear is acceptable for school.
- **Students may not wear outerwear hoods on their heads 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).

## Jean Day

- Jeans should not be low-rise or spandex material. If there are any rips or tears in the jeans, the skin may not be visible through the rips/tears above the knee.
- 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.
- Casual or athletic shoes may be worn. Crocs are permitted on a jean day only. No flip-flops or sandals are permitted.
- Students will be sent home to change if their jeans do not meet the above requirements.

## Activity Dress

SCA may ask a student to leave an SCA activity, either on or off campus (i.e. – field trips, class retreats, on-campus athletic training, etc.), if these guidelines are violated. Disciplinary action at school may be taken for violation of the 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.

- 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 all school activities. 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.
- Females may wear leggings as long as a shirt is worn that covers the bottom.
- Skirts for all SCA special events (such as graduation, honor society inductions, special chapels, banquets, etc.) must reach two inches above the knee or longer.
- Tank tops and half shirts are not permitted. No part of the stomach should be showing.
- A modest one-piece swimsuit is required for all school swim activities (on or off campus).

### **Formal Banquet Attire**

This dress code applies to all school banquets, such as athletic, fine arts, homecoming, junior/senior, graduation, special ceremonies, etc. 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 the administration through the *guest approval form* and not be over the age of 21. Guests must abide by all SCA behavior expectations. All female and male attendees (guests or students) must abide by the dress code guidelines listed.

- Female Dress Code: We seek to follow God-honoring modesty standards. Many events occur on a stage; therefore, the length will be enforced.
  - All dresses must have straps or sleeves.
  - Dress must lay flat across the bust line (no cleavage should be showing)
  - Any sheer panels in the front or back of the dress must be lined.
  - Any dress length or slit on the dress should be no more than 2 inches above the top of the knee.
  - 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).
  - All two-piece dresses must completely cover the stomach. Girls should be able to raise their arms without their stomachs showing, or the dress pieces should be sewn together.
  - All dresses for *homecoming and junior/senior* 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 if the dress does not pass inspection by school personnel.
- Male Dress Code:
  - Male students and dates should wear dress pants or khakis (no jeans or jeans material).

- Button-down collared shirts or polos may be worn. No T-shirts should be worn.
- Recommended attire for *homecoming and junior/senior* is a suit, tie, or tuxedo.
- No earrings may be worn by male students or guests.

Students who are out of the 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.

## **Dress Code Violations**

### **Elementary**

Students in elementary school who are in violation of the dress code, will receive a notification of dress code violation and, if possible, asked to remove articles that 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.

### **Secondary**

Students in 7th-12th should refer to [secondary discipline](#) for details on how dress code violations are handled.

# Behavior Expectations

Discipline is 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 instructional discipline. 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 standards of SCA. A full cooperative spirit between the home and school is an important prerequisite for student growth.

## Student Code of Conduct

1. Respect and obedience to any authority figure are required. Students are expected to respond politely (yes sir, no sir, etc.).
2. Disparaging comments (verbal or written) about students, teachers, and/or school policies (online 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. They 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 for one another. As such, racial language and/or actions deemed hostile, inappropriate, offensive, or intimidating will result in disciplinary measures, including suspensions or expulsion.
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 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, tests, quizzes, etc.) will be disciplined.
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 prohibited at school or any school function.
9. Students must not be involved in drug, alcohol, tobacco, or illicit activities. (Consent to

random drug testing is given by SCA enrollment). Students who are asked to test must do so within a reasonable time before returning to class. Participation in such activities could lead to suspension or expulsion.

10. Failure to follow medication guidelines in this handbook's medication section could result in 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 (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 who make harassing statements that could cause emotional or physical distress to anyone associated with SCA will be dealt with severely, which 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 demonstrate proper respect for the Christian and American flags and the Bible, standing for the pledges and the national anthem.

## **Bullying**

A person is bullied when he or she is exposed, repeatedly, to unwanted, negative, aggressive actions on the part of one or more school-aged persons. This definition includes three important components:

1. Bullying is aggressive and unwanted behavior involving negative actions.
2. Bullying involves a pattern of behavior repeated over time (3 or more times by the same person).
3. Bullying involves an imbalance of power or strength (such as physical strength, access to embarrassing information, or popularity) used to control or harm others.

Reports of bullying should be reported to grade-level administrators in a timely manner.

## Behavior Contracts

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

## Tardies

**Secondary-** If a student receives 3 detentions for tardies in a 9-week period (cumulative for all classes), the following disciplinary measures will be taken:

- 1<sup>st</sup> Offense- 3 unexcused tardies = Detention
- 2<sup>nd</sup> Offense- 3 unexcused tardies = Detention
- 3<sup>rd</sup> 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 the administration. Any detentions given for first-period tardies are included.

## Cell Phones

Although cell phones are important tools, during the school day they can become both an academic and social distraction. To prevent this distraction, the below policies are in place:

**Elementary** - 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 left in the backpack during the school day and carline. Any cell phones used during the school day could be taken by the teacher and may result in disciplinary action.

**Jr. High** - Students are prohibited from having their cell phones out during the school day. Cell phones should be powered down and stored in bookbags.. The cell phone cannot be visible between 7:50 a.m. – 3:00 p.m.

**High School-** Students are prohibited from having their cell phones out during the school day, including between classes. Cell phones should be powered down and stored in bookbags. High school students may use their cell phones during lunch only. The cell phone cannot be visible between 7:50 am-3:00 pm other than during lunch.

**Crusader Care** - *Elementary* students are not permitted to use cell phones in Crusader Care. They must be left in their backpacks. *Junior high and high school* students are permitted to use their personal cell phone ONLY during Crusader Care. No sharing of devices is permitted.

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) will result in discipline and possible confiscation of the student's cell phone.

- Cell phones should be silenced or powered down during school hours.
- Earbuds/headphones connected to cell phones during the school day are not permitted.
- Administration reserves the right to search student cell phone contents if necessary with cause.
- Students may not have cell phones out in locker rooms or bathrooms.
- 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.

## Elementary Discipline

SCA utilizes a consistent classroom discipline plan for each grade level that includes rewards for good behavior. Teachers will thoroughly familiarize students with their behavior expectations.

### Think Sheets

Think sheets are used by the classroom instructor to inform parents and administration of the nature of a behavioral problem involving the student. Think sheets are assigned when students are consistently not cooperating with classroom expectations. Think sheets may be given for inappropriate use of technology, cheating, lying, bad language, disrespect, fighting, inappropriate physical contact, stealing, etc. Think sheets will be communicated to parents via FACTS.

### Potential Consequences for Inappropriate Behavior

- Detentions- Detentions will be scheduled and supervised by a designated teacher in their classroom as needed. Multiple detentions may result in a suspension.
- Parent and Teacher/Administrator Conference
- Saturday School - Saturday School detention is held at SCA on designated Saturdays from 8:00 am until 12:00 pm. There is a \$25 charge for any student who is assigned to attend Saturday School.
- 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.
- Behavior Contract - A behavior contract may be issued at the administrator's discretion.
- 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.

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

**Miscellaneous Policies**

- 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.
- Chewing gum is not allowed on school grounds or on buses.
- Codes of conduct are to be followed on campus and at off-campus school activities.
- No eating or drinking is allowed in classrooms unless special permission has been given.

## Secondary Discipline

SCA Utilizes a tiered system for identifying and handling discipline. The four levels of behaviors and the associated consequences are found in the chart below.

Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> <li>-Excessive tardies (3)</li> <li>-Unprepared marks (3)</li> <li>-Dress code infractions</li> <li>-Gum chewing</li> <li>-Hair code infractions</li> <li>-Class disruption</li> <li>-Poor chapel behavior</li> </ul>	<ul style="list-style-type: none"> <li>-Excessive level 1 behavior</li> <li>-Misuse of school/personal technology</li> <li>-Missed detention</li> <li>-Skipping class/chapel</li> <li>-Inappropriate comment/language</li> <li>-Cheating on daily grade (1st offense)</li> <li>-Horseplay</li> <li>- Inappropriate behavior towards opposite sex</li> <li>-Violation of Driver's agreement</li> </ul>	<ul style="list-style-type: none"> <li>-Excessive level 2 behaviors</li> <li>-Cheating on assessments</li> <li>-Failure to serve Saturday School</li> <li>-Inappropriate social media use</li> <li>-Any act that is detrimental to students or staff</li> <li>-Fighting</li> <li>-Lying/dishonesty</li> <li>-Vandalism of property</li> <li>-Racially/culturally insensitive comments</li> <li>-Intimidation/bullying</li> <li>-Attempts to bypass any blocked sites/network filter or gross misuse or technology for activities not permitted</li> </ul>	<ul style="list-style-type: none"> <li>-Excessive Level 1-3 behaviors</li> <li>-Arrest by law enforcement</li> <li>-Possession/use of illegal substances</li> <li>-Threats of personal safety</li> <li>-Obscene language</li> <li>-Immoral Behavior</li> <li>-Sexual harassment</li> <li>-Lewd behavior: Inappropriate/sexual pics/videos taken/transmitted</li> <li>-Destruction of property/theft</li> <li>-Violation of behavior contract</li> </ul>
Upon administrative review, behaviors will be subject to:			
<ul style="list-style-type: none"> <li>-Written/verbal warning</li> <li>-Detention</li> <li>-Loss of privilege</li> </ul>	<ul style="list-style-type: none"> <li>-Multiple detentions/school day detention</li> <li>-Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>-Multiple Saturday Schools</li> <li>-Out of school suspension (OSS)</li> <li>-OSS issued at the accumulation of 3 Saturday Schools</li> </ul>	<ul style="list-style-type: none"> <li>-OSS ( 1-10 days)</li> <li>-Dismissal from school</li> <li>-Request for withdrawal of student</li> </ul>

\*Administration reserves the right to adjust consequences at any time. This list is not exhaustive of behaviors subject to discipline.



## Drug Testing & Search Policies

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

The school reserves the right to require random and selected drug, tobacco/nicotine, and/or alcohol testing on secondary students. Parental permission is complicit with student enrollment. 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, nicotine strips, or hair test. Drug testing may be administered **without parental consent at the time of the test**. If illegal drug or alcohol use is verified, the student will be expelled.

## Serving Discipline

### Detention

- The student and parent will be notified by email with information from the Dean or Assistant Dean of Students when detention is assigned.
- Students will have the option to serve the assigned detention during one of the times and locations listed in the email.
- If a student cannot serve detention due to illness, the parent must contact the Dean or Assistant Dean of Students and provide a doctor's note by the end of school on the Friday of the week the detention was assigned to be served. Illness is the only acceptable excuse for missing detention.
- If a student does not serve detention or provide the Dean or Assistant Dean of Students with a doctor's note, a Saturday School will be assigned.

### Saturday School

- The student and parent will be notified by email with information from the Dean or Assistant Dean of Students when detention is assigned.
- Saturday School detention is held at SCA on designated Saturdays from 8:00 a.m. until 12:00 p.m.
- The student will report to the cafeteria on time, in school uniform, and be prepared to complete various assignments. Students will then be escorted to the assigned classroom location.
- Student accounts will be charged \$25 to cover monitoring costs.
- If a student does not serve Saturday School or provide the Dean or Assistant Dean of Students with a doctor's note, an out-of-school suspension will be assigned.

### Out-of-School Suspension

- The parent will be notified by phone with information from the Dean or Assistant Dean of Students when the out-of-school suspension is assigned. A meeting with the parent and students may be required instead of a phone call.
- The student is not allowed to attend classes, practices/games, or school functions for the assigned period the suspension is served.
- Students 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.

### 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. .

### Cheating & Plagiarism

**Cheating:** Cheating is defined as using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's efforts or the giving of such assistance to others. This includes giving or receiving answers to any practice or assessment assignment, utilizing unapproved resources (human, print, digital, etc.), or sharing such resources with others. Misrepresenting another's work as one's own and vice versa is also considered cheating and will be disciplined.

**Plagiarism:** Plagiarism is defined as literary theft, misrepresentation, and falsification. This includes copying directly from another source, paraphrasing, summarizing, use of any AI for writing purposes and presenting the writing as original, or using another's words, information, thoughts, or ideas without proper citation. Proper format should be utilized for such citations.

Disciplinary Procedures for Cheating and Plagiarism:

- Practice Grades:
  - 1<sup>st</sup> Offense = Zero on the assignment and detention
  - 2<sup>nd</sup> Offense = Zero on the assignment and Saturday School
  - 3<sup>rd</sup> Offense = Zero on the assignment and one day out-of-school suspension
  - 4<sup>th</sup> Offense= Zero on the assignment and possible expulsion
- Assessment Grades:
  - 1<sup>st</sup> Offense = Zero on the assessment and Saturday School
  - 2<sup>nd</sup> Offense = Zero on the assessment and two Saturday schools
  - 3<sup>rd</sup> Offense = Zero on the assessment and one day of out-of-school suspension
  - 4th Offense- Zero on the assessment and possible expulsion.

- 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).
- Cheating on the semester exam will result in a zero (which counts 10-15% of the grade) and 1-day out-of-school suspension.
- Cheating by a senior on an end-of-the-year exam will result in the senior's diploma being withheld until the school administration determines appropriate action.
- SCA utilizes plagiarism-checking software to check the academic integrity of student work.

## Drivers

Student drivers must register their cars with the high school office 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 for students to go to their car during the school day.
3. Student drivers are not permitted to sign out for lunch.
4. Cars should be driven on designated roadways at all times.
5. Students who drive trucks cannot have other students (including relatives and siblings) in the back of their trucks at any time on SCA property.
6. Students need to drive slowly and cautiously when driving on campus. The speed limit is 5 MPH on campus at all times.
7. A driver application must be on file in the Dean of Students' office. It is the student's responsibility to complete the required documentation.
8. A parking decal should be displayed in the front window of the registered vehicle. It is repositionable.
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 the property in the mornings, he/she must report directly to the designated area.
11. Student drivers who leave school early must sign out at the school office, and a legal guardian must grant permission by note. A phone call is acceptable only at the time of the requested release.

# Financial Policies

## Payments

Please see your Financial Information Sheet for tuition rates and fees for the current school year.

- Tuition payments are due on the fifteenth day of the month and are delinquent after the twenty-fifth of the month. Tuition has been divided into a convenient ten or twelve month payment plan.
- A 30-day grace period is given on all tuition payments. After 30 days, families will receive an email notification and will require action to pay the past due amount in full. At 60 days past due, the student will not be permitted to class and will be held in the front office until picked up by a parent.
- All accounts must be paid in full before transcripts are given and withdrawals are complete.
- The obligation to pay for educational services rendered will not be alleviated by suspension or withdrawal.

## Payment Options

Full Payment: There will be a 3% discount (tuition only) for those who pay the entire year's tuition on or before July 31st 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.

Payment Plan: Your tuition is divided into ten or twelve payments (July-April or July -June). If a child is withdrawn by the parents that month's tuition payment is due, along with any account balance.

Online Payment: Online payments are available through SCA's third-party payment processor, FACTS Management.

## Scholarships

Recipients of any scholarship must sign any required documentation or checks within the timeline set forth by the issuing organization. Failure to comply will be treated in the same manner as a late payment, including assessing a late fee to the account.

## Fine Arts

### Band Program

SCA offers a band 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).

- Fees: Band fees are \$90 per year for students in Concert or Symphonic Bands.
- Academic Credit: Students in Symphonic Band may receive honors credit and a letter in band.
- All students in 7th-12th grade are expected to perform at assigned football games, concerts, and various competitions throughout the school year.
- Sixth graders have the option to 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. 6th grade band students are required to attend one concert during the school year for a grade.
- SCA is not responsible for instruments left on campus. Students are welcome to leave them in the band room at their own risk. All instruments are required to have a name clearly displayed on the case.

### 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.

- Choral fees are \$90 per year.
- Academic Credit: Students in 9th- 12th grades may receive honors credit in chorus.
- Other Choral Groups: Smaller ensembles may be formed from the choral group and will be by audition only.

### Drama Program

SCA offers a drama program for 9th– 12th grades. This is a mixed program and auditions will be necessary.

- Drama fees are \$90 per year.
- Academic Credit: Students in 9 - 12 grades may receive honors credit in drama.

### Advanced Art

SCA offers Advanced Art to students in 9th-12th. Students are admitted after submission and assessment of student art.

- Academic Credit: Students in 9th - 12th grades may receive honors credit in Art.

**Journalism**

SCA offers a Yearbook/ Journalism class to students in 9th- 12th grades.

- This counts as a fine art course but is for regular credit only.
- Seniors who have been in yearbook for more than one year can earn honors credit their senior year only.

**Private lessons**

Private lessons may be available for piano and other instruments through the fine arts department. Fees are to be paid at the time of the lesson. Please contact the Fine Arts Director for more information.

*All performing Fine Arts students in grades 7-12 are required to have a Fine Arts Medical Release on file. Failure to turn these in to the directors will result in students being unable to perform.*

# Graduation

## KINDERGARTEN GRADUATION

Kindergarten students will participate in a graduation at the end of the school year. Graduation is held on campus in the chapel. Students will be given a cap and gown to wear for the event.

- Graduation Fee: There will be a \$90.00 graduation fee for all kindergartners.

## HIGH SCHOOL GRADUATION

*Please see the High School Course Catalog for specific graduation requirements.*

- Graduation Tracks: SCA will offer two academic tracks: college preparatory and general. 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 one year. (NOTE: General graduation track will not meet Florida Bright Futures Requirements).
- Valedictorian/Salutatorian: The Valedictorian and Salutatorian will be determined at the end of the third quarter. The following criteria will be used:
  - Enrolled at SCA during 11<sup>th</sup> and 12<sup>th</sup> grade for the entire school year.
  - Have the highest or second-highest overall GPA as determined from courses that offer high school credits, except for teacher/office/cafeteria assistants, in grades 8 through the completion of the 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.
- 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:
  - 3.5 cumulative GPA 8<sup>th</sup> grade – the third quarter of 12<sup>th</sup> grade (weighted)
  - Fulfill all requirements for graduation from SCA
  - Honors students will wear silver honors cords at the graduation ceremony.
  - Achievement pins are worn by students who graduate with a pure 4.0 unweighted GPA.



- Regalia: Only school-issued regalia may be worn. The following regalia are part of SCA graduation:
  - Silver cord- Honors distinction (3.5 GPA or higher)
  - Gold cord- National Honor Society member
  - Black cord- Three or more years of a foreign language
  - SCA Medallion- Completion of at least one year at SCA
  - Blue/White- National Merit Scholar distinction (from College Board)
  - Perfect Attendance Pin- Perfect attendance throughout high school academic career
  - Pure 4.0 Pin- Students who earned an unweighted GPA of 4.0
  - Apologetics Pin- Students who attended 4 or more Faith Forums for each year of enrollment at SCA
  - SCA Stoll- Loaned to all students but returned after graduation
  - Cap & Tassel- Students must wear SCA issued tassel and cap
- Graduation Fee: There will be a \$150.00 graduation fee for all seniors.
- Graduation Attire: All graduates must wear appropriate clothing under their robes at graduation. Young men must wear dress pants, white shirts with ties, and dress shoes and socks. Ladies must wear knee-length dresses or skirts or dress pants as well as dress shoes.
- Students will be given a code of conduct and a 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.

# Health Policies

A State of Florida School Entry Health Form(DH-3040) is necessary within one year before the entrance and must be on file in the office. The current State of Florida electronically certified Immunization Form(DH680) must be on file in the office before the first day of school, along with a birth certificate.

## Communicable Diseases

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.

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.

## 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.

- 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.
- 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.

## Other Illnesses

Please do not send your child to school if they have had a temperature or diarrhea within the last twenty-four hours.

- 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.
- 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.
- A sick room is provided at the school office for ill children waiting to be picked up.

## Medication

- **No medication** will be administered without a completed and signed Authorization for Medication/Treatment Administration Consent Form. This form must accompany **ALL** medication and can be found at [scacrusaders.com](http://scacrusaders.com) under the resources tab, or picked up from the SCA office.
- Medicine must be in its original bottle with the child's name, doctor's name, the date the prescription was filled, the name of medicine or a prescription number, and directions for dosage. **No expired medication will be accepted. School personnel are not permitted to split medication. This must be done at home or by a pharmacist.** Absolutely no over the counter drugs (i.e., Tylenol, Dimetapp, cough drops, Advil, etc.) will be given unless prescribed by a doctor.
- A refrigerator is available for those medications requiring refrigeration.
- **All medication must be checked in by an adult. Students are not permitted to bring in medication. Medication brought in by a student will not be administered.**
- **Any medication left at SCA after the last day of school will be discarded.**

### **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.

- Itch Spray/Bug Bite Spray
- Hydrocortisone Cream
- Antibiotic Cream
- Saline Eye Drops
- Band-Aids
- Ice/Cold/Hot Compress

### **ALLERGIES & STUDENT EPI-PENS**

- **The parent/guardian is responsible for notifying the school clinic of a student's allergy and need for an EpiPen. EpiPen's must have a form filled out by a physician and should be in the original container with the prescription label.**
- Early Learning Center and Elementary students are encouraged to have two EpiPens on campus (for the first aid attendant's office and the classroom).
- 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).
- The school clinic will notify the following personnel of the EpiPen need for a student. This will be done at the beginning of each year or at the time of notification (if mid-year).
  - Student's principal and preschool director (if in ELC)
  - Extended Care Supervisor

- Classroom Teachers
- Food Services Director if related to a food allergy
- 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).
- 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.
- First Aid Attendant will update and distribute an "EpiPen/Allergy list" by classroom to ELC/Elementary classroom teachers to post discreetly on teacher desks. This will be updated any time a new student is added.

# Parent Partnership

## Communication Channels

Parental Communication: SCA views communication as a vital tool in education and utilizes the following forms of communication:

- Family Portal (FACTS)- SCA utilizes FACTS (K2 -12<sup>th</sup>) to provide on-line access to grades. It is the parental responsibility to periodically check FACTS for student grades. [www.scacrusaders.com](http://www.scacrusaders.com) has directions available for access to your parent FACTS account.
- Teacher Emails: 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.
- Website: The SCA website is also an excellent source of information for other events. It is suggested that parents visit [www.scacrusaders.com](http://www.scacrusaders.com) on a regular basis to view updates, calendars, and important notices.
- Auto-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.
- Student Planners: Elementary students will be provided with a student planner. If a student's planner is misplaced, he/she must purchase a new planner. Classroom teachers provide guidelines on how the planner will be utilized.
- Social Media Channels: SCA utilizes Instagram, Twitter, and Facebook for social media.
- Text Alerts: Parents and students may receive alerts via text message to help with reminders. Cell phone numbers must be on file for students to receive these.

## Reporting Problems and Concerns

### 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 the 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 for one 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.

### **Reporting Procedures**

Any alleged violation of the harassment policy should be reported immediately. Grievances should be reported to the appropriate level principal. Reporting of bullying should follow the same line of communication. More on [bullying](#) here.

### **Problem-Solving (Matthew 18 Principle)**

SCA is truly a place for believers to practice Christian principles. As 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 for relationship problem-solving in the 18th chapter of Matthew.

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.
- 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.

- 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.
- 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).
- 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.

### **Educators as Mandated Reporters**

All faculty and staff must 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 staff member makes a report.

### **Field Trips**

Field Trips: Field trips may be planned during the school year. At times, parent chaperones are invited to attend as space permits, but must adhere to the following guidelines.

- All field trip individuals chaperoning a day field trip are required to submit their driver's license information for a background screening in advance. 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.
- Chaperones must stay with students from the beginning until the end of the field trip. Students may not change chaperone groups without permission from the trip supervisor. Chaperones may be responsible for more than their own child.
- Parents must sign out students with the trip supervisor before leaving the trip. Chaperones must attend the entire field trip.
- Parents must follow the student activity dress code and all conduct policies of the school. Parents who are out of the dress code will be asked to change into proper attire.
- No siblings will be allowed on the field trip without administrative permission AND only if the trip allows.
- Chaperones are permitted to ride the bus if there are seats available. SCA may not always be able to provide a seat on the bus for chaperones.

## **Custody & Guardianship**

### **Guardianship**

1. 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, the absence of a legal guardian in the student's everyday life will break the enrollment agreement.
2. All exceptions to guardianship must be approved by the head of school.

### **Custody**

- 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.
- The teacher, staff, and administration will not mediate or take part in custody and legal matters of the parents.
- The school cannot deny parental contact unless proper legal paperwork is on file with the administration.
- 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.

### **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 the administration.



**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.

**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.

# Safety & Security

## Security

Our priority is to keep students safe. As such, SCA has implemented the following safety protocols. Parents should show support and patience by following any security procedures in the spirit of understanding the utmost importance of keeping our students safe.

- The SCA campus is under 24-hour security camera surveillance. Video is not used for parent proof of behavior.
- 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.
- Cars in carline without a current year tag will not be permitted to pick up students. They must wait in the front office to get their child after the rush of carline slows down.
- Gates close at 7:50 to ensure the safety of our students. Parents should enter/exit by the front office only to eliminate the opening/closing of gates that may allow unknown vehicles to enter.

## Campus Visitors

All visitors must have a school-issued badge whether returning families or brand new. Badges will be given by the front office after a check-in and license screening. The badge should be visible at all times and worn for the duration of the visit. It should be turned in to the front office upon leaving campus.

- Only prospective students are allowed to shadow a student.
- We discourage former students who are not alumni from coming to visit during school hours. Former students are welcome to attend athletic events, fine arts performances, etc.
- 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.
- All visitors are asked to wear appropriate modest attire while on campus.
- Volunteers may be asked to consent to a background check if volunteer hours exceed the state guidelines.

## **Campus Closings**

Seffner Christian Academy will communicate any necessary school closures through email, text, and social media.

## **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.

## **Crisis Situations**

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.

## **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. Lightning emergencies during carline may impact student dismissal. The administration reserves the right to stop carline, or any other campus event if students, faculty, or staff might be in danger.

# Student Life

## Cafeteria & Lunch

### Packing Lunch

Students may bring their lunch to school. Drinks and chips are sold a la carte. Microwaves are available for students in 3<sup>rd</sup>-12<sup>th</sup> grade; however, we strongly discourage any form of hot liquid. K-6<sup>th</sup> grade students may not use microwaves for popcorn. SCA does not provide refrigerated appliances for student use.

### Purchasing School Lunches

- Parents should utilize FACTS Family Portal and/or the SCA App to add funds to their account for prepaid lunch orders.
- Elementary Only: Students must preorder their lunches via the FACTS Family Portal. Student prepay accounts will be charged each day at the time the student picks up their lunch.
- Lunch charging privileges may be suspended at any time at administrative discretion.

### Food Allergies & Restrictions

Parents/guardians must inform the school each year of a child's dietary needs or food allergies to discuss appropriate arrangements with food services.

The Director of Food Services may provide a listing of ingredients or caloric value to the parent or guardian by request.

### Ordering Food from Off-Campus

Students may not order or receive food from food delivery services on campus. If students need they should visit the cafeteria. Though hot lunches may not always be available, other options will always be given to ensure students eat.

### Lunch Visitors

Parents and family members may visit and eat lunch with their students. Visitors must check in and be screened in the front office. Visitors during elementary lunch must sit in designated areas due to cafeteria capacity and assigned tables. Friends of students, former students, and unrelated alums may not be permitted during high school lunch. Visitors should not bring food for students other than their related students.

## Honor Societies

### National Honor Society (10th-12th)

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.

- Students eligible for NHS nomination must meet the following criteria:
  - Must have a 3.65 cumulative grade point average (weighted).
  - Must be taking at least two Honors, AP, or dual enrollment courses.
  - Must have no referrals or other major discipline issues on their discipline record for the current school year.
  - Must have 20 hours of community service documented in the guidance office within their high school career (summer after 8<sup>th</sup> grade – to current time).
  - After eligibility is determined, eligible students will be allowed 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.

\*\* Please see the NHS sponsor for specific selection criteria.

- Continued Membership Requirements in NHS:
  - Upon acceptance, candidates will be required to perform and document 10 hours of community service. Students must verify that all hours are documented in the guidance office each year by March 1. (All of these hours may count toward their Bright Futures Community Service Requirement as well).
  - Members must abide by all school policies and be above reproach in character, the cornerstone of their acceptance. In addition, members must maintain or exceed the GPA entrance requirement and 2 honors, dual enrollment, or AP courses in their academic load.
  - 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.
- Reasons for Dismissal:

- 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.
- 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.

### **National Beta Honor Society (7th-8th)**

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 7th through 8th grades who exhibit notable qualities in the following areas: scholarship, character, and service.

- Students eligible for Beta Club must meet the following criteria:
  - Nomination by the administration of Seffner Christian Academy (each spring) through a competitive selection process. Students are evaluated each year for Beta Club eligibility.
  - 7th grade: All A's and 1 B per quarter in 1st - 3rd quarter report cards, good character, and no more than 2 detentions for the year.
  - 8th grade: All A's and 2 B's per quarter in 1st - 3rd quarter report cards, good character, and no more than 2 detentions for the year.
- Continued membership in Beta Club:
  - Once inducted, students may remain in Beta Club through 9<sup>th</sup> grade.
  - Members must abide by all school policies and be above reproach in character, which is the cornerstone of their acceptance.
  - Beta Club members will participate in one to two service projects annually.
- Reasons for Dismissal:
  - 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 resulting in a second probationary period will result in dismissal.

- The Administration reserves the right to dismiss and reinstate members. Members will be notified in writing of their dismissal.

### **Field Trips**

- Students not attending the field trip must communicate with the principal.
- Students who choose to stay home during the field trip will receive an absence (unless pre-approved by the principal).
- Students are responsible for making up all missed class assignments and may be asked to turn in assignments before leaving for the designated field trip.
- In case of a canceled field trip, students are expected to attend school for the day.

### **Lost and Found**

- 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.
- SCA will donate Items not claimed by the end of each nine-week grading period to charity or throw them away.
- Lost and found containers are located in the gym locker rooms and outside of the Media Center.

### **Chapel**

Chapel services will be held for all students (K5-12<sup>th</sup>) once a week.

- Students should bring a Bible to chapel.
- Students should NOT bring book bags, books, drinks or food, or other non-essential materials to chapel.
- No cell phones are to be visible during chapel.
- Inappropriate conduct in chapel is not tolerated. Disciplinary measures may be taken for conduct such as talking, sleeping, disturbing others, chewing gum, etc.
- Chapel attire is not different than regular school uniform attire.

# Technology

## iPad Care Guidelines

- The iPad should be in a 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 students forget their device at home or come to school with their iPad uncharged. Using one of our school rentals 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.
- All iPads should be password protected, and students must 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 for utilizing Cloud-based storage for data backups on content stored on the iPad.
- Damaged iPads should be brought to the Technology Coordinator's office for assessment of repair. Some repairs may be covered under AppleCare.

## Technology Usage Expectations

The following behaviors are not permitted at any time:

- Sharing of passwords or using another person's electronic device account at any time
- Using obscene or inappropriate language
- Threatening the network or its integrity, including attempting to get around filters or override protective settings
- Downloading or copying files to the SCA network or another person's electronic device

Internet activities that are not permitted while using SCA wireless services:

- o Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material, that does not align with Biblical standards or are deemed offensive by Seffner Christian Academy
- o Unlawful copying, saving, or redistributing of copyrighted material. (Users should assume the material is copyrighted unless noted)
- o Subscribing to any services or ordering any goods or services
- o Using hotspots or other methods to circumvent the school internet, network, filters, and firewalls
- o Attaching a personal cell phone or device to access the SCA network/wi-fi.
- o Sharing a student's home address, phone number, or other information



- over the internet
- o Playing internet games, watching movies, or using other interactive sites without supervised permission
- o Using social media platforms (Snapchat, Instagram, etc.) or communicating with others through non-educational modes (i.e., texting, chat/video services, applications, etc.)

### **Social Media Expectations**

Students will be held accountable for all content (messages, comments, pictures, likes, etc.) on any social networking website or messaging feature before, after, or during school (both on and off campus). Unacceptable social media at SCA is defined as

- 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 inappropriate activity
- Videoing or taking pictures of a student/staff/faculty without their expressed consent
- Creation of content posing as another individual or organization
- Any other action countering Biblical morals and a Christ-like community

### **Technology Code Of Conduct For Students & Campus Visitors**

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 I 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 disrupt any sort of 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 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 videos of any student or group of students or any school staff taken during the school day without permission from my principal.
7. I agree not to 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 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 enable 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 can 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 the SCA campus by a student is an iPad. Smartwatches/devices, iPods, iPhones, notebooks, etc., are not permitted for use on the SCA network. Smartwatches/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.

Cyberbullying is bullying through any form of electronic technology (email, text, instant message, chat room exchanges, Website/blog posts, digital messages, images/videos, etc.) on personal devices or general equipment. Cyberbullying, 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.**