

2020-2021

ELC Handbook



www.scacrusaders.com

Welcome to Seffner Christian Academy

"Academic Excellence in a Christian Environment"

www.scacrusaders.com

Welcome letters

Dear Parents and Students of Seffner Christian Academy:

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

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

In His Service,

Roger Duncan
Head of School

Dear Parents:

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

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

Sincerely,

Rev. Will Beauchamp,
Pastor First Free Will Baptist Church

THE PHILOSOPHY OF SEFFNER CHRISTIAN ACADEMY

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

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

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

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

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

MISSION OF SEFFNER CHRISTIAN ACADEMY

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

VISION OF SEFFNER CHRISTIAN ACADEMY

At Seffner Christian Academy our vision is to have:

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

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

THIS WE BELIEVE

- I. SALVATION IS A FREE GIFT
 - ❖ Ephesians 2:8 "For by grace are ye saved through faith and not of yourselves; it is a gift of God, not of works, lest any man should boast."
- II. JESUS DIED TO PAY FOR OUR SINS
 - ❖ Romans 5:8 "But God commendeth His love toward us in that, while we were yet sinners Christ died

for us.”

III. JESUS INVITES YOU TO BE SAVED TODAY

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

IV. PRAY AND TRUST CHRIST AS YOUR SAVIOR TODAY.

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

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

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

Statement of Faith & Core Values of Seffner Christian Academy

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

- A. There is one God eternally existing in three persons: the Father, Son and Holy Spirit (Matthew 28:19).
- B. The Bible is the Word of God, verbally inspired, infallible and inerrant in all that it says (II Timothy 3:16; I Thessalonians 2:13).
- C. The Lord Jesus Christ is fully God (John 1:1), fully man (John 1:14), born of a virgin (Matthew 1:23), lived a sinless life (Hebrews 4:15), performed miracles (John 4:29), shed His blood and died a substitutionary death (Hebrews 10:10,12,19), arose bodily from the dead (I Corinthians 15:12-20), ascended to, and sits in, heaven at the Father's right hand (Hebrews 1:3) and will return for His own (John 14:3).
- D. Man is, by nature and practice, a sinner separated from God. Reconciliation to God can only happen by placing faith in the Lord Jesus Christ and His work of redemption at Calvary (Jeremiah 17:9; Romans 2:23; Ephesians 2:8,9 and Romans 10:9,10).
- E. Those who receive Christ as their personal Savior are given eternal life. Those who do not remain in spiritual death and will be separated from God forever in hell (John 3:18,36 and Matthew 25:46).
- F. The Holy Spirit lives in the believer and enables the child of God to walk in purity of life and submission to the will of God (Ephesians 1:13,14 and Galatians 2:22,23).
- G. All believers are united together by the Holy Spirit in the body of Christ for the purpose of causing growth of the body and edifying the church in love (I Corinthians 12:13 and Ephesians 4:16).
- H. The triune God created from nothing all that is, in the span of six days (Genesis 1).
- I. The body of Christ, the church, is composed of all born again believers who have, by faith, accepted Christ as Lord. The ministry of the local church is God's established instrument for carrying out the Great Commission.
- J. The Bible is part of our daily curriculum. This Statement constitutes the doctrinal boundaries wherein we take a firm stand. The original King James Version of the Bible is preferred in all teaching and Bible memory activities.
- K. Human Sexuality
 - (1) We believe God has commanded that no intimate sexual activity be engaged outside of marriage between a man and a woman (Hebrews 13:4 and I Corinthians 7:1-4).
 - (2) We believe that any form of homosexuality, lesbianism, bisexuality, transgender identity/lifestyle, self-identification, bestiality, incest, fornication, adultery and pornography are sinful in the sight of God and the church (Genesis 2:24; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; I Corinthians 6:9; I Thessalonians 4:2-7).
 - (3) We believe that God created mankind in His image: male (man) and female (woman), sexually different but with equal dignity. Therefore, one's biological sex must be affirmed and no attempts should be made to physically change, alter, or disagree with one's biological gender – including, but not limited to, elective

- sex reassignment, transvestite, transgender, or non-binary gender fluid acts of conduct (Genesis 1:26-28; Romans 1:26-32; I Corinthians 6:9-11).
- (4) We believe that God created and ordered human sexuality to be permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and the biological family. Therefore, one must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions, as well as refrain from any and all same-sex sexual acts of conduct (Genesis 1:27; Genesis 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; I Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2).
 - (5) We believe the Biblical definition of marriage is the joining of one man and one woman by mutual covenant (Genesis 2:24; Romans 7:2).
 - (6) We believe that men and women are spiritually equal in position before God (Galatians 3:28), but that God has ordained distinct and separate spiritual functions for men and women in the home and the church (Colossians 3:18; I Timothy 2:8-15). The husband is to be the leader of the home, and men are to be leaders (pastors and deacons) of the church (I Timothy 3:4-5, 12). Accordingly, only men are eligible for licensure and ordination by the church.
- L. Abortion – We believe human life begins at conception and that the unborn child is a living human being. Abortion constitutes the taking of an unborn human life, and God sees it as murder. We do not believe that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Psalm 51:5 and 139:13-16; Isaiah 44:24 and 49:1-5; Jeremiah 1:5 and 20:15-18; Luke 1:44).

Expected Student Outcomes

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

Academic Thinking with a Biblical World View

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

Spiritual Formation with a Biblical World View

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

Skill Development with a Biblical World View

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

Student Code of Conduct

1. Respect and obedience to any authority is required. Students are expected to give polite responses (yes sir, no sir, etc).
2. Disparaging comments (verbal or written) about students, teachers, and/or school policies (on-line activities included) will result in discipline.
3. SCA recognizes that all persons are uniquely created by God (Psalm 139:14) and in His image (Genesis 1:27). Because every person bears the image of God, they possess inherent value and dignity and should be viewed and treated in this manner. As a Christian institution, we stand against and object to all forms of racism, prejudice, hate, and abuse. We strive to follow the teachings of God's Word (John 17:21 and Ephesians 2:14-16), believe the best about each other, operate with a spirit of mutual respect and appreciation, and encourage and express Christian love one for another. As such, racial language and or actions that are deemed hostile, inappropriate, offensive, or intimidating will result in disciplinary measures which could include suspensions or expulsion. SCA will direct all incidents of this nature to be reviewed by a council before discipline is administered.
4. Students will be held accountable and disciplined for inappropriate pictures, communication, music, etc. posted or used on any form of online communication (Instagram, SnapChat, Twitter, Facebook, TikTok, email, any form of messaging, etc.). Posting of any videos, pictures, or recordings of school day activities is strictly prohibited. This action may result in suspension or expulsion.
5. Appropriate conduct is required of all students. Disruptive behavior in the classroom or on school grounds will result in disciplinary measures.
6. Lying, stealing, and cheating (copying homework, dishonesty on tests, quizzes, etc.) will be disciplined and could result in suspension or expulsion.
7. Vulgar language, profanity, or references to the deity (God, Jesus Christ, etc.) that are expressions of exasperation or disgust will be subject to disciplinary action.
8. Inappropriate physical contact (including hugging) is not permitted at school or at any school function and may result in disciplinary action.
9. Students must not be involved in any drug, alcohol, tobacco, or illicit activities. Participation in such activities could lead to suspension or expulsion.
10. Failure to follow medication guidelines in the medication section of this handbook could result in any of the following: detention, suspension, behavioral probation, and/or expulsion.
11. Possession, sale, distribution, or use of alcohol, inhalants, and/or illegal drugs will result in immediate expulsion. Advocacy of their use is not permitted. Students will not attend or remain at parties where alcohol, drugs, or immorality are present.

12. Use or possession of any kind of weapon will result in suspension and/or expulsion.
13. Students participating in or discussing social activities, which contribute to low moral standards, will be subject to disciplinary action.
14. Possession of illicit or immoral material (notes, magazines, tapes, pictures, videos, etc.) will result in disciplinary action.
15. Participation, association, involvement in immorality, homosexuality (including self-identification), bisexuality, transgender lifestyle/identity, drug use or possession, alcohol use or possession or other activities of an adult nature (i.e. getting married or engaged while a student at SCA, pregnancy, etc) on or off campus will result in immediate dismissal or non-admittance.
16. Students that make any harassing statements that could cause emotional or physical distress to anyone associated with SCA will be dealt with severely and could lead to suspension or expulsion.
17. Any form of bullying will be addressed and could lead to disciplinary action including suspension or expulsion.
18. Students, staff, and families are expected to stand during the playing of the national anthem, pledge of allegiance, and prayer at any school event.

Accreditation

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

Administrative Prerogative

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

Handbook Agreement

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

Admissions and Withdrawal Policies

Registration

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

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

- **Birth Certificate**
- **New School Physical Form**
- **Up-to-Date Immunization Record**
- **Paid Registration Fee**
- **Custody Papers (if applicable). It is the parent's sole responsibility to update the school of any changes or updates.**
You will be notified by mail or email should your registration be denied upon receipt of all records.

Readmission

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

Re-Enrollment

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

Continued Enrollment

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

Academic Qualifications

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

Student Qualifications

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

Spiritually, students and parents must be in accord with the Christian purpose, standards and policies of the school. All students and parents applying for grades 6 - 12 must sign a statement indicating their desire and willingness to abide by SCA standards and policies to be in a Christian school. All students must be single, not-engaged to be married and have no children. SCA admits students without regard to race, color, national or ethnic origin. **Students must be the appropriate age before September 1st to enter a specific class.** SCA abides by the Florida education age requirements for admissions. Kindergarten students must be 5 years old on or before September 1st of the school year. Preschool students must follow the same requirements as the kindergarten criteria. **All new students are placed on 30 school day probation.**

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

Health Qualifications

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

Enrollment Agreement

To emphasize and express the importance of SCA's policies, we ask that you read the following information and initial next to each statement.

1. Students are to show respect in relation to the faculty and in speaking to faculty members.
2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time, are serious violations of the standards of Seffner Christian Academy and will lead to expulsion. On campus, drug testing of students may be conducted at any time and for any reason.
3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities. **Proper sign out procedures must be followed.**
4. The School is not responsible for the loss of personal property, whether the loss occurs by theft or any other cause.
5. Seffner Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school or generally fails to cooperate with teachers or administration. He or she may be indefinitely expelled.
6. Students are expected to adhere to dress code guidelines as described in the student handbook.
7. **SCA students are prohibited from getting tattoos or any body piercings, with the exception of traditional ear piercing for female students while enrolled as a student at Seffner Christian Academy. Existing tattoos must not be visible.**
8. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including expulsion.

9. It is the sole responsibility of the parent to provide the school with updated records and legal documents in accordance with the student handbook.
10. Seffner Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic and other school administrative programs.
11. A student handbook will be furnished to each student and family via the school website. As parents, and students, we agree to read and adhere to the policies and guidelines set forth in the student handbook.
12. Any form of homosexuality (including self-identification), lesbianism, bisexuality, transgender lifestyle/identity, fornication or pornography is a violation of the standards of SCA and will lead to expulsion or non-admittance.
13. As parents, we agree that Seffner Christian Academy may use my child's picture in its promotional and periodical literature for school use.
14. I agree to the financial policies of SCA and I understand that payments for tuition and fees will be made by the first of each month and if late, my account will be billed a late charge of \$35. If my payment is past due for more than thirty calendar days my child may be withdrawn from school until my account is made current.
15. I understand that all students are required to participate in the school's technology program.
16. My child is permitted to take part in all school activities, including but not limited to, sports and school sponsored field trips, and absolve the school and church from liability to me or my child in case of accident or injury to my child while on campus or during any school sponsored outing. SCA does not employ or have a nurse on campus.
17. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
18. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.
19. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will then contact the appropriate principal.
20. **It is understood that all students are accepted on a trial basis for the first 30 school days before grade placement or enrollment becomes final.**
21. SCA is not equipped to accommodate special needs or learning disabilities in a general education track.
22. I agree to comply with and support the spiritual, moral, dress and disciplinary standards and policies of the school and further agree that the school has full discretion in the discipline of my child while under school supervision.
23. I understand that if I, or any agent acting on my behalf or on behalf of my child, brings any legal action against the school or its agents and such legal action is found in favor of the school or its agents, I will be responsible to pay all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration.

Phone Numbers on File

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

Retention Policy

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

Withdrawal

- a. Any student wishing to withdraw from SCA must submit a withdrawal request (available on the school website under school forms). Withdrawal requests may take up to 2 business days to process.
- Financial penalties according to the financial policy will apply.
- Students who withdraw during the school year will not receive a yearbook.
- **Withdrawal or expulsion from SCA may result in loss of school trip privileges including loss of deposit and payments made.**
- High School students will be required to buy out the remaining portion of the lease on the school-managed iPad.
- Middle School students will be required to return their rental iPad immediately. The iPad rental fee is non-refundable.

Student Records

The school maintains a complete record, including a cumulative academic record, for each student. All material in these files is treated as strictly confidential and is available only according to the following policy:

- It is the parent/guardian's responsibility to have the following documents updated and current in the student's cumulative file by providing to the school records coordinator:
 - Birth Certificate
 - Current School Physical
 - Current immunization record
 - Current custody paperwork (if applicable)
- No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or legal guardians have the right to inspect and review official records, files, and data directly relating to their children.
- Parental requests to inspect and review the official record relating to a child shall be made in writing to the Administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given.
- When a student becomes eighteen (18) years of age or is attending an institution of post-secondary education, the

permission or consent required of and the rights accorded to the parents and guardians shall thereafter also be accorded to the student.

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

Financial Policies

Payments

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

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

Payments should be made payable to:

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

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

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

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

Tuition Information

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

TUITION PAYMENT OPTIONS:

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

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

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

SCHOLARSHIPS:

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

School Wide Policies

Listed in Alphabetical Order

Arrivals & Departures

B. Arrival Policies

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

C. Dismissal Policies

- a. Early dismissal should be planned as much in advance as possible. A note should be presented to the teacher on the morning of the day of early dismissal, and the parent must come to the school office to sign the student out and pick them up. **Parents with unplanned early dismissals should expect a delay in signing their child out.** The Principal will address excessive early dismissals. All make-up work should be secured before dismissal and submitted when the student returns to school. Parents should never go to the classroom and risk disrupting the class.
- b. Please do not pick your child up early in the office simply to avoid the traffic at afternoon pick-up.
- c. Names of those people permitted to pick up a student during the day are filed with the enrollment application. Children will not be released to anyone else without written permission or a phone call from an authorized person. Cars picking up elementary students should have a school issued car tag on display for pick up. It is the administration's prerogative to request identification from any person coming to pick up any SCA student. It is the sole responsibility of the parent to notify SCA of any changes to the pick-up list.
- d. Student drivers who need to leave school early must sign out at the school office and a legal guardian must grant permission by note or phone call. If a parent wishes to call to release a student from school, they must call at the time of the requested release. Parents are asked to not call early and request student release for later in the day.
- e. Students who leave early for athletic, fine arts, or any other school business activity will not be required to

sign out of school.

- f. If a high school student (9th-12th grades) sign outs and signs back in during the same school day- the students have a professional's note (doctor, dentist, etc) in order to return to school in the same day.
 - i. Exceptions should be made in advance with approval from an administrator.
- g. Kindergarten will dismiss at 2:35 p.m., Elementary at 2:50 p.m., and Secondary at 3:05 p.m. Parents are reminded to please pick up your children only at the designated pick-up areas to insure the safety of all children.
 - i. Once school is dismissed for the day, SCA is no longer responsible for Middle or High School students unless the student proceeds directly to a school-sponsored program. If a student is not involved with an after school program or activity, the student should report to aftercare. No student is permitted to be unsupervised on campus. It is the student's responsibility to report to the proper supervised location.
- h. Any student in pre-school – 8th grade not picked up at the end of their car-line must go to extended care and charges will incur. Students participating in extra-curricular activities must go to extended care if the parent is not waiting at dismissal of activity. Students waiting for siblings in an extracurricular activity must report to extended care. Students in 6th – 12th grades are **required** to attend mandatory after care (provided at no cost to 9th-12th grade students) if a student is not picked up by appropriate dismissal time or attending a school-sponsored activity.
 - i. All secondary students (6th – 12th) must be picked up from school by 3:30 each day unless participating in an approved and properly supervised after school activity such as a sport or club. Secondary students who are on school property after 3:30 pm will be sent to after school study hall for appropriate supervision. All students should report to this study hall promptly by 3:30 pm. Students who are on campus without appropriate supervision after 3:30 pm will be subject to disciplinary action. There will be no charge for this after school program for 9th – 12th grade students.
- i. Use of ride sharing services (i.e. Uber, Lyft, etc.) are not permitted for student pick-up.

D. PRE-SCHOOL ONLY

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

E. 12th grade Arrive Late Policy and Procedures

- a. Seniors may arrive late if placed in a 1st period study hall.
 - i. Required parental permission form must be on file **and** approved by administration before late arrival can begin.
 - ii. If permission is granted, the senior must follow the appropriate late arrival procedures that are outlined by high school administration every day.
 - iii. The guidance office may not be able to re-arrange schedules to accommodate late arrivals or early departures.
- b. Available to eligible 12th grade students only.
- c. 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.
- d. Late arrival approved students are required to attend chapel each week.

- e. Please download the Late Arrival Form from the SCA website

Absenteeism & Tardiness

1. **Absences** - For the duration of the COVID Pandemic, a modified attendance policy will be in effect and is outlined in our COVID Reopening Plan. These policies will be reviewed and updated by administration often. No points will be deducted from grades during the pandemic Absences must be reported via the Absence Reporting Form found on the school website. Any accompanying documentation should be turned in to the front office.
 - a. Students are allowed eight absences per semester without academic penalty unless these absences are unexcused. Students who have unexcused absences may not be able to make-up missed assignments and quizzes per administrative discretion. On the student's ninth total absence, whether excused or unexcused, their grade will be deducted according to the following policies:
 - i. Secondary Department- One point will be deducted off of the final semester average. An additional point will then be deducted with each additional absence. The eight allowed absences include excused or unexcused absences. Students who miss class to participate in school related functions (athletic events, fine arts festivals, etc.) will not be counted as one of the eight allowed.
 - ii. Students with excessive absences due to medical issues must submit a letter in writing to the appropriate principal to request an exception to the policy. Due to COVID 19 concerns, points will not be deducted for excessive absences due to illness, provided proper absence reporting procedures are followed and/or documentation is provided.
 - b. Absences are excused for the following reasons: student illness, death in the family, medical or dental appointments, or any other reason excused by the principal BEFORE the absence occurs. Students will not be allowed to make up an assignment unless an absence is excused.
 - c. A note is required for admission to school after any absence.
 - i. Secondary- excuse notes should be taken to the office or a parent/guardian should email the Attendance Coordinator at vtorres@scacrusaders.com.
 - ii. Elementary- notes should be given or emailed to the student's teacher and/or the Attendance Coordinator at vtorres@scacrusaders.com. If a note is not received the student will receive an unexcused absence until absenteeism is verified.
 - d. **Secondary** students must be in class at least 30 minutes of the class period to be considered present. **Elementary** students must be in class till 11:00 a.m. to be considered present for the day. Elementary students that arrive at school after 11:00 will be counted absent for the day.
 - e. **Pre-arranged absences** must be pre-approved by the Administration, unless it is school business. Forms are available in the school office and on the school website. It will be the responsibility of the student to gather work for those days, and the work must be turned in when the student returns to school. Students are also responsible for collecting missed assignments (class notes, projects, etc.) that were completed by the class during the absence. For pre-approved absences, we ask that students bring appropriate documentation to the front office upon returning to school as a reminder of the reason of the absences. Pre-approved absences do not need to be reported via the absence reporting form.
 - f. **Make-up work**- Students will have **two days** to complete all make-up work. **This is not a per class policy. Work not completed within this time frame may result in a 0.** It is the student's responsibility to collect these assignments, and students need to schedule a time (outside of class) with the teacher to make-up tests, quizzes, etc. Students will not be allowed to make up work during class time. SCA utilizes a

testing center for 9th-12th grade to enable students to make up their work.

- i. Teachers may be instructed to issue zeros for all unexcused absences as it permits to make-up work per administrative discretion.
- g. **School Business Absences-** If a student misses class due to school business (i.e.-athletic event, fine arts event, etc.), he must turn his work into the appropriate teacher on the day of the absence **before he leaves school**. It is also the student's responsibility to get the next day's assignment from the teacher and have it completed the following day he is back in class. Exceptions can be made for tests and quizzes per administration.
 - i. **School Business absences for college visits:** Seniors are permitted three (3) and Juniors are permitted two (2) school business absences for college visits. The Pre-Arranged absence form must be submitted three school days in advance of absence with proper documentation of the scheduled visit attached to the pre-arranged absence form.
- h. **School Programs-** Attendance at school programs is required unless the child is ill or there is a family emergency. A written excuse signed by the parent must be submitted prior to OR immediately following the scheduled event. The teacher(s) and/or the Principal will determine if the excuse is acceptable. If the excuse is unacceptable, the child will receive a reduction in their grade for that class (in which the program in for) for that grading period.
- i. **Making up tests-** If a student is absent the day a test is given, they are responsible to take the test on the day they return to school. Students who miss semester exams will be charged a fee of \$25 per exam for a proctor to monitor exam make-up.
- j. **Extended Absences-** Students who miss three consecutive days must bring in a doctor's note for an excused absence. Extended vacations during academic times are strongly discouraged. Any absences from family vacations (including excused/pre-arranged absences) will be subject to our absences policies regarding grade deductions.
- k. **Excessive Absences-** A student who is **absent more than 35 days** during the school year will be required to repeat the entire school year at the same grade level. Secondary School students **absent 18-34 days** during the school year may be required to attend summer school or perform additional hours of in school attendance in to order acquire the necessary hours for grade promotion or for awarding of academic credit on the high school transcript. (The Administration may waive this requirement only if the student has received approval.) **Excessive absences due to COVID 19 concerns will be addressed on an individual basis by administration.**

2. Tardiness

- a. Students should arrive at school by 7:45 a.m. First period begins at 7:50 a.m. If a student arrives at school after 7:50, the student will be considered tardy. **ALL ELEMENTARY STUDENTS WHO ARRIVE AT SCHOOL AFTER 7:50 MUST REPORT TO THE OFFICE** for the student to be marked excused or unexcused in RenWeb.
 - i. All 6th - 12th students who arrive at school after 7:50 a.m. must report to the cafeteria to sign in with the Dean of Student Services. Students arriving after 8:15 a.m. will be required to sign in at the front office. Students will receive a detention after six first period tardies whether they are excused or unexcused. Students will receive an unexcused absence if they miss half of the class period (8:15 am).
- b. Supporting documentation may be necessary in order for a tardy to be deemed excused. If a student or parent wishes to dispute the decision it must be done within three days or the school's decision will stand

without exception. (See reasons for excused or unexcused absences below).

- c. Students who disregard the sign-in policy may not be permitted into class and could be subject to discipline. All students will be marked unexcused unless the student has given an appropriate excuse note to the office or Dean.
- d. Excused tardies include personal sickness, family emergency or road emergency. If a student is late to a class period due to being held up in a previous class period, it is the student's responsibility to obtain a note from that teacher for an excused tardy.
- e. Tardies may result in a penalty for the student.

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

1st Offense- 3 unexcused tardies = Detention

2nd Offense- 3 unexcused tardies = Detention

3rd Offense- 3 unexcused tardies = Detention or Saturday School

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

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

Cell Phone Usage Policy

Cell phones are to be **silenced** during school hours (7:50 am – 3:05pm). Cell phones are not to be visible or used in the classroom including study hall (even for checking time). Texting, phone calls, games, and applications, are not permitted during classroom time. To eliminate the misuse of cell phones (i.e. text messaging playing games, cheating on test, etc.) students may be asked to turn their devices into the teacher at the beginning of class and receive them back at the conclusion of class, or teachers will require the devices to stay in the student book bag. Inappropriate use of a cell phone in and out of classroom time (including sending and receiving text, picture, and video messages, playing games, taking notes, taking pictures, recording videos, or posting to the internet) of cell phone may result in a referral/suspension offense and will also result in confiscation of the student's cell phone. Students are asked to use discretion when using phones before and after school as well as at lunch time and in between classes. Taking videos and pictures with a cell phone or other device is strictly prohibited. * Earbuds/headphones connected to cell phones during the school day is not permitted. Administration reserves the right to search contents of student cell phones if deemed necessary with cause. **Students found in violation of the cell phone usage policy will be given one (1) warning before disciplinary measures are taken.**

Elementary and Middle School Cell Phone Policies:

Middle school students are not permitted to have their cell phones out during the school day. They must be locked in their locker or stored in the book bag during the day. The cell phone cannot be visible between 7:50 am – 3:05 pm. *Elementary* student's cell phones must be left in their backpacks during the school day and carline.

Violation of this expectation will result in consequences:

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

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

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

Chapel Policy

1. Chapel services will be held for all students (K5-12th) once a week on Tuesdays unless otherwise noted on the school calendar.
 - a. Students should bring a Bible to chapel or use a Bible on their iPad. Students will be expected to enter and leave quietly, as well as be respectful of God's house while in service.
 - b. Students should NOT bring book bags, books, or other non-essential materials to chapel. They should be stored in their locker for the chapel hour.
 - c. This will be a time of singing, praying, fellowship, inspiration, and challenge from the Word of God.
 - d. Regular school uniforms are required.
 - e. **No cell phones are permitted in chapel.**
 - f. Inappropriate conduct in chapel is not tolerated. Disciplinary measures may be taken for conduct such as talking, sleeping, disturbing others, chewing gum, etc.

Drug Testing and Search Policies

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

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

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

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

The SCA electronic network and wireless program serves as a resource for enriching curriculum and learning objectives at Seffner Christian Academy. The first priority for technology use is for administrators, faculty, or staff to prescribe educational activities. Students are responsible for ensuring that their activities conform to Seffner Christian's standards, in obedience to Biblical commands and values. To ensure responsible technology usage, faculty, staff, and students are asked to subscribe to the standards of responsible digital citizenship.

Digital Citizenship

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

- Test the accuracy of information from all sources and exercise care to avoid inadvertent error.
- Always identify sources. The consumers of your information product must be able to make their own judgment of its value.
- Always question the sources' motives.
- Never distort or misrepresent the content of photos, videos, or other media without explanation of intent and permission from the information's owner. Image enhancement for technical clarity is permissible.

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

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

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

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

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

Respect Information and Its Infrastructure In the *Information Age*, information is property.

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

Policies Regarding Technology and Internet Usage at SCA The following activities that are not permitted:

- Sharing of passwords or use of another person's electronic device account at any time.
- Using obscene or inappropriate language.
- Threatening the network or its integrity.
- Downloading or copying files to the SCA network or another person's electronic device.
- Careless or wasteful use of school or another's resources such as wireless services, computer equipment, paper, and ink cartridges.
- Internet activities that are **not** permitted while using SCA wireless services:
 - Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material, that do not align with Biblical standards or deemed offensive by Seffner Christian Academy.
 - Unlawful copying, saving, or redistributing of copyrighted material. (Users should assume material is copyrighted unless noted).
 - Subscribing to any services or ordering of any goods or services.
 - Using hotspots or other methods to circumvent the school internet, network, filters, and firewalls.
 - Attaching a personal cell phone or device to access the SCA network/wi-fi.
 - Sharing of the student's home address, phone number, or other information over the internet.
 - Playing internet games or using other interactive sites without supervised permission.
 - Using social media platforms (SnapChat, Instagram, etc.) or communicating with others through non-educational modes (i.e. texting, chat/video services, applications, etc.).
 - Posting pictures or videos at school .

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

- profane and inappropriate language

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

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

Technology Code of Conduct for Students and Guests:

1. I agree that all use of Seffner Christian Academy's computer network, the internet, and all applicable technology will be consistent with the philosophy of SCA and understand it is a privilege that can be taken away from anyone that does not follow school policy.
2. I agree not to tamper with the network setup, filtering software, or hard drives of any device. I will not intentionally cause disruption of any sort in the performance or usability of the system.
3. I agree not to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. If a student is a recipient of unsolicited inappropriate material, they should take the material to their parents or a trusted school authority to help determine the appropriate course of action.
4. I agree that the purpose of the technology at school is for education, research, and presentation purposes and for an educational goal. Students will not "surf the web" for entertainment, play games, or communicate for non-academic goals.
5. I will not attempt to access personal email accounts for non-educational reasons, chat rooms, or social networking sites while on the school network.
6. I will not take and/or post any pictures or video of any student or group of students or any school staff taken during the school day without permission from my principal.
7. I agree to not purposely invade the privacy of any staff, student, or faculty member. I agree to not purposely attempt to obtain another's password, tamper with a password, or log in as someone other than myself.
8. I agree that the administration has the right to access any technology device used while on school property. This includes the use of 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.
12. I understand that the school administration will make every attempt to safeguard everyone's access to the SCA network and internet. I realize that no filter is completely safe and will not hold SCA liable for content that does not support the values of SCA. I will report material that is inappropriate to an administrator.
13. I understand the only device to be used on SCA campus by a student is an iPad. Smart watches/devices, iPods, iPhones, notebooks, etc. are not permitted for use on the SCA network. Smart watches/devices are not to be worn during the school day.
14. 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.

iPad User Agreement:

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

1. iPad use is for educational purposes only.
 - a. Games should not be played.
 - b. Acceptable uses: note taking, reading, internet educational research, educational apps when deemed appropriate by the teacher.
 - c. Social media should not be accessed during school hours.
 - d. Circumventing managed iPad settings or downloading apps/games is prohibited.
2. Communication between students and/or teachers are for educational purposes only.
 - a. Students are asked to turn off iMessaging, texting and/or video messaging, and AirDrop features while in school. Communication through the iPad is strictly prohibited.
 - b. Communication also includes sharing, copying and transmitting school work to another student.
 - c. iPads should be silenced for the school day unless direct permission has been given by the teacher.
3. Care of iPad
 - a. The iPad should be carried in a safe and protective, properly fitted case at all times.
 - b. 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.
 - c. iPads should be labeled with the student's full name.
 - d. The electronic iPad name (in the "settings" of the iPad) must be named with the student's first initial and last name. (ex. J. Smith). All iPads must be named properly and should not be changed at any point during the school year. Disciplinary action may be taken if this procedure is not followed.
 - e. All iPads should be password protected, and students are required to give the password to a school administrator when requested.
 - f. iPads should not be left unattended for any reason. It is the student's responsibility to protect and care for the iPad. SCA is not responsible for lost or damaged iPads.
 - g. Students are responsible to utilize Cloud-based storage for data backups on content stored on the iPad.
4. By bringing an iPad on campus, students will be required to allow administration to search all contents of the iPad at any time deemed necessary regardless of cause.

5. Internet access by the iPad should be for strictly educational purposes only. Attempting to bypass the school wireless or filtered internet by any means (including VPN hotspot, or other applications) is prohibited.
6. Students must 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. This allows information on the iPad to be restored if needed. If iCloud back up is not enabled, information from the iPad cannot be restored if the iPad is lost, damaged, or broken
9. Content stored on the iPad during the school day may not be published in online forums without expressed consent from school administration.
10. Students may use their iPad only. Students may not borrow another's iPad for any reason. Use of another's iPad could be viewed as stealing/cheating and will be dealt with by administration with serious repercussions.
11. Misuse of an iPad at any time will result in a referral to administration. Any students caught cheating or misusing a personal iPad could be required to buy into the school managed iPad program at any point during the school year if directed by the principal or dean of students.
12. School Managed iPads:
 - Students that are a part of the school-managed iPad program may not bring a personal iPad or another device to school.
 - Students must keep Bluetooth enabled on all school managed iPads at all times.
 - Middle school rental iPads **and chargers** will be returned to SCA at the end of each school year. An iPad will be returned to them at the beginning of the next school year
 - iPad help, troubleshooting, and screen repairs must be immediately reported to ipadhelp@scacrusaders.com or in person to the SCA Technology Coordinator.
 - Any attempt to bypass school managed (including Apple Classroom) will result in an immediate referral to administration.
 - Video and audio recording in the classroom should not be taken without teacher or administration consent.

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

Technology Definitions:

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

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

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

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

Cyber Bullying: Cyber bullying is bullying through email, text, instant message, chat room exchanges, Website/blog posts, digital messages or image/video sent to a cellular phone or personal device. Cyber bullying, like traditional

bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

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

Emergencies

1. **Campus Closings:** In the event of severe weather Seffner Christian Academy will be in compliance with Hillsborough County when appropriate. You may also visit the SCA website for further information: www.scacrusaders.com
2. **Emergency Drills:** Emergency drills will be conducted monthly throughout the school year. Students are expected to perform drills in an orderly, serious manner and follow all instructions given by school personnel. Visitors and parents on campus during emergency drills are expected to participate in drills. No one will be permitted to enter or exit campus during the drill, and students will not be removed from classes until the drill is complete.
3. **Crisis Situation:** The Crisis plan will be implemented during emergencies or if students could be in danger. All gates will be locked and access entering and exiting the campus will be limited. The Crisis Plan will be enacted during emergencies or if students could be in danger, including weather situations. All gates will be locked and access entering and exiting campus may be limited, restricted, or prohibited until an all clear is issued.
4. **Lightning Watch/Warning:** In the event of a lightning watch or warning, all students must remain under shelter, and will hold in place until lightning has moved a safe distance from campus. Oftentimes, these types of emergencies will occur during carline, and may impact student dismissal. Administration reserves the right to stop carline, or any other campus event if students, faculty, or staff could be in danger.

Crusader Care Policies

An extended care program, Crusader Care, is provided for working parents. The program runs from 6:30 a.m. to 6:00 p.m. during the school year and is limited to K2-8th grade students of SCA. It is provided to 9th – 12th after school only for no cost. It is the responsibility of the 6th-12th grade student to report to extended care after school.

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

A child must be registered in afternoon extended care and pay on a monthly basis to attend extended care during days when the school is closed. Any student being picked up after 6:00 pm will be charged \$5.00 for the first 5 minutes and \$1.00 for each additional minute after the first 5 minutes.

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

Flag Etiquette

SCA students will begin their school day with pledges to the American flag, Christian flag, and Bible. Students are expected to demonstrate proper respect for the flags and Bible and stand during the pledges.

Homeschool Athletes

Seffner Christian Academy recognizes that the parents are ultimately responsible for the education of their children. As such, some parents will choose a program of home education that specifically meets the needs of their children. Seffner

Christian Academy will seek to support home education families who desire their students to participate in our athletic program.

Homeschool Athletics (grades 6-12): SCA allows homeschool athletes to try out for athletic teams. **An annual non-refundable registration fee of \$250.00 per student must accompany the application for admission. There is a participation fee of \$175 per sport.** Full payment and all paperwork is due prior to participating in activities.

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

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

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

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

Lifestyle Statement

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

Lost & Found Policies

- The school is not responsible for lost items. We urge parents to mark their child's name on clothing and personal articles. Items that have been found will be turned into the lost-and-found.
- Items not claimed by the end of each nine-week grading period will be given to charity or thrown away.
- Lost and found containers are located in the gym locker rooms and outside of the computer lab.

Lunch Program & Cafeteria Policies

- **Middle School Lunch-** the middle school department exercises a “tech free” lunchtime to encourage student social interaction and development. Cell phone and iPad use for necessary purposes must be approved by the Dean of Students or Middle School Principal.
- **Bringing your lunch:** Students may bring their own lunch to school. Drinks and chips are sold a la carte. Microwaves are available for students in 3rd-12th grade; however, we strongly discourage any form of hot liquid. K-8th grade students may not use the microwaves for popcorn. **SCA does not provide refrigeration facilities for student use.**
- **Purchasing School Lunches:** SCA utilizes a biometric scanner (this will not be in effect during the COVID-19 Pandemic) to create lunch charges applied directly to parent accounts. Money should not be sent with the student. Instead, the parent will submit payment to our business office. Below are the lunch purchasing policies
 - SCA teachers and cafeteria staff will not accept cash or checks for lunch payment. All lunch payments need to be submitted to our Business Office. Please write separate checks for lunch and tuition unless you clearly designate the breakdown.
 - Pricing for lunches:
 - Preschool: \$3.75
 - Elementary: \$4.75
 - Secondary: \$5.00
 - Late Orders (after 9:30 am): \$5.50
 - Chick-Fil-A Lunch on Tuesdays- \$6.00
 - K2-12th grade (Sandwich, Fries from cafeteria, dessert, and drink.
 - All lunch orders MUST be submitted before 9:30 am each day. Late Order lunches will cost \$5.50 each, and the student may only choose either a Ham and Cheese or PBJ sandwich with chips and water.
 - Elementary students will order in their classrooms each morning. Secondary students will order in the cafeteria before school and between classes up to 9:30 am.
 - Students who order lunch but decide not to eat what they order will still be charged. This does not apply to students who leave school early due to illness or an unforeseen circumstance.
 - Lunch charges will be applied to your account daily.
 - Lunch charging privileges may be suspended at any time at administrative discretion.
 - Dietary Needs of Food Allergies: parents/guardians must inform the school each year of a child’s dietary needs or food allergies to discuss appropriate arrangements with food services. A listing of ingredients or caloric values may be provided by the Director of Food Services upon request by the parent or guardian.

Parent & Guest Policies

1. **Parental Communication:** SCA views communication as a vital tool in education.
 - a. Family Portal (FACTS)- SCA utilizes FACTS (K2 -12th) to provide on-line access to grades. It is the parental responsibility to periodically check FACTS for student grades. www.scacrusaders.com has directions available for access to your parent FACTS account.
 - b. Teachers: All teachers at SCA have e-mail. It is encouraged that parents contact teachers through email. Please allow teachers one business day to respond to your message when school is in-session.
 - c. Newsletter: A school newsletter is published once a week and posted on the SCA website and emailed to parents.
 - d. Website: The SCA website is also an excellent source of information for other events. It is suggested that parents visit www.scacrusaders.com on a regular basis to view updates, calendars and important notices.
 - e. Mailings/Emails: It is SCA’s policy that the party responsible for tuition is the party that will receive

official school mailings and report cards.

- f. **Student Planners:** Elementary students will be provided a student planner. If a student's planner is misplaced, he/she will be required to purchase a new planner. Planners may be purchased in the school office for \$5.00. Classroom teachers provide guidelines on how the planner will be utilized.
2. **Parental Disputes (special note):** The primary function of the school is to provide a Christian education. It is always difficult when parents have legal issues concerning divorce and custody. The teacher, staff and administration will not mediate or take part in custody and legal matters of the parents.
 - If deemed appropriate by the administration, a child may be dismissed or asked to withdraw if circumstances warrant such an action. The school cannot deny parental contact unless proper legal paperwork is on file with administration.
3. **Parent/Student Interactions:** Parents are not to confront students who are not their own children in any matter dealing with school matters, on or off campus. This is inside or outside of the school day. Parents should contact the appropriate school staff member to deal with any student issues that require communication between a parent and a student that is not their child.
4. **Servants in Action (SIA):** SCA offers an opportunity for parents to be involved in the activities of our school. This organization is open to all parents who would like to volunteer to help in many areas of our school. Parents that are interested in volunteering, please contact the school office to receive information about this organization.
5. **Parent & Visitor Guidelines:** All visitors and parents on school property must sign in at the office, present a valid driver's license for screening, and obtain a visitor's badge. Parents are encouraged to visit campus and volunteer in a variety of ways. We require that all visits must be approved by the principal. Please dress appropriately when attending school or auditorium functions. Please do not wear shorts of any kind.
 - a. **Only prospective students are allowed to shadow a student.** In order for students to have a visitor accompany them to school, the following guidelines must be observed:
 - i. Permission must be obtained from the principal at least three days prior to the date of the visit. This allows the principal the opportunity to inform the teachers regarding the student visit.
 - ii. Dress code for visitors is as follows: **Females** – dresses that are modest and to the knee. No pants, jeans or shorts of any kind are permitted. **Males**-Docker-style pants with a collared shirt. Appropriate shoes and socks are also required. No jeans or shorts of any kind are permitted.
 - iii. The visitor will comply with all the basic rules and guidelines every student must follow (classroom decorum, respect for authority, etc.).
 - iv. The parents of the SCA student will be totally responsible for the actions of the visitor.
 - v. We strongly discourage former students who are not alumni from coming to visit during school hours. Former students are welcomed to attend athletic events, fine arts performances, etc.
 - b. **Outside Tutors, therapists, and contractors:** SCA does not permit outside tutors, therapists, or other educational, psychological, and medical specialists to come on campus to work with students.
6. **Visitor/Volunteer/Chaperone Guidelines:**
 - a. All volunteers are required to sign in and out at the main office, submit to a driver's license check/scan, and wear a visitor badge at all times.

- b. Volunteers may be asked to consent to a background check if volunteer hours exceed the state guidelines.
- c. All field trip chaperones chaperoning a day trip are required to submit identification information to the front office. Chaperones will be provided a name badge from the school, and should wear it for the duration of the trip.
- d. Any chaperone supervising students other than their own child on an overnight field trip must complete the volunteer screening form available on our school website two weeks prior to the trip to have a formal background check completed. A non-electronic form may be requested by contacting the Director of Support Services.
- e. Volunteers are asked to wear appropriate modest attire while on campus. Please refrain from wearing shorts, short skirts, and tank tops.
- f. Parents that are interested in volunteering should contact the SIA (Servants in Action) organization.

Reporting Problems and Concerns

1. **Harassment:** Seffner Christian Academy seeks to treat every individual with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation or degradation from unwelcome and unacceptable behavior of another.
 - Sexual harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature when: (1) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance (2) such conduct has the purpose or effect of creating a hostile, intimidating or offensive work environment.
 - SCA recognizes that all persons are uniquely created by God (Psalm 139:14) and in His image (Genesis 1:27). Because every person bears the image of God, they possess inherent value and dignity and should be viewed and treated in this manner. As a Christian institution, we stand against and object to all forms of racism, prejudice, hate, and abuse. We strive to follow the teachings of God's Word (John 17:21 and Ephesians 2:14-16), believe the best about each other, operate with a spirit of mutual respect and appreciation, and encourage and express Christian love one for another. As such, racial language and or actions that are deemed hostile, inappropriate, offensive, or intimidating will result in disciplinary measures which could include suspensions or expulsion. SCA will direct all incidents of this nature to be reviewed by a council before discipline is administered.
2. **Reporting Procedures** – Any alleged violation of the harassment policy should be reported immediately. Grievances should be reported to the appropriate level principal.
3. **Problem Solving-** Matthew 18 Principle
 - a. SCA is truly a place for us, as believers, to practice Christian principles. As a chosen people, we must act initially to be responsive to God's plan, and secondly to serve as a model for the students. As problems arise, we must handle them in a Godly way. God's Word declares the way to problem solving. We can find the formula to relationship problem solving in the 18th chapter of Matthew.
 - b. This principle can be exercised in the Christian school and can help maintain strong, serious-minded relationships. The Bible says: "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be

established. And if he shall neglect to hear them, tell it unto the church: but, if he neglect to hear the church, let him be unto thee as a heathen man and a publican."

- c. As children of God, we need not be easily offended or overly sensitive. When serious problems arise, however, we should be adequately prepared to follow the Matthew 18 principle.
- d. Prayerfully and confidentially, the parties involved need to meet and earnestly seek the mind of the Lord. After an open and honest discussion, both must be willing to change as the Lord leads. Most problems are reconciled at this first level. God Himself gives this step first, and with it, he issues the expectation of resolution.
- e. Only if this first step fails should a school problem be furthered to the school administration and ultimately the School Board.
- f. Following this distinctive practice establishes the Christian school as an ongoing spiritual exercise. Please pray for the willful exercise of this principle in this school, knowing that it works, for the spiritual is always practical.

Pre-School

Policies & Guidelines

K2 – K4 ~ Listed in Alphabetical Order

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

In accordance with regulations that Hillsborough County child care licensing restrictions: Smoking, including e-cigarettes or vaping is prohibited on the premises of the Early Learning Center and SCA campus.

Academic Policies

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

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

Arrival of Pre-School Students

Doors are locked in the morning at 8:00 a.m. After 8:00 a.m., students must be signed in at the office and must be walked to class. Parents must check in at the office prior to going to a Preschool classroom during school hours.

Attendance Policies

In accordance with regulations that Hillsborough County child care licensing has adopted. The ELC attendance policy is as follows:

1. If the child will be tardy or absent, the school must be informed by email or a phone call within one hour of the start of school on that day. Otherwise, parents and or emergency contacts will be called to confirm. The parent/legal may inform your child's teacher by email or in writing for prearranged absences, and tardies (i.e.- doctor appointments, vacations, etc.).

Health Qualifications

A doctor's examination is necessary within one year prior to entrance and must be on file in the office. The current State of Florida immunization certificate must be on file in the office prior to the first day of school, along with a birth certificate. **Please be aware that some children in care may not have current immunizations.**

Discipline Policy & Rules of Conduct

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

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

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

1. **Step 1:** Classroom timeout
2. **Step 2:** The pre-school student will be sent to another pre-school classroom, and a note will be sent to the parents.
3. **Step 3:** The pre-school student will be sent to the principal's office, and a note will be sent home to the parents in the planner.
4. **Step 4:** The parents will be contacted to come and pick up the child.

Dress Code & Guidelines

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

1. Boys' Dress Guidelines

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

2. Girls' Dress Guidelines

- a. Girls are permitted to wear pants, nice blue jeans, long shorts, sun dresses, and T-shirts (spaghetti straps or tank tops are not permitted on dresses or tops).

- b. Music pop stars and other paraphernalia are not permitted on campus.
- c. Due to the mulch playground, all shoes must be closed toe and closed heel. Socks must be worn at all times. (Sandals, flip-flops are not permitted)
- d. Ear piercing is allowed, one earring per ear lobe only.
- e. Please keep good jewelry at home. SCA cannot be responsible for lost items.

Extended Care Policies for Pre-School

If your child attends extended care in K-2 through K-4, he/she will lay down for a nap. Sleeping mats need to be purchased from the school. Linens (small pillow or blanket) are permitted and must be provided by the parent. All linens must be washed weekly before returning. Pre-school teachers will provide parents with a list of what is needed. We ask that you send an extra change of clothes for your child in case there is a need.

Potty Training Policy

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

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

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

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

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

This policy will be enforced throughout the school year.

Lunch Program

School lunch is available for purchase, and meets the required daily nutritional needs of the children. All foods that are associated with young children's choking incidents must be cut in 1/2 inch pieces (hot dogs, cheese sticks, grapes etc.) this

includes foods sent from home in a child's lunchbox.

Snacks

The school provides snacks. Do not send an additional snack with your child.

Toys & Videos

No toys, video games, or handheld technology should be brought to school unless the teacher has notified you of toy day or show-and-tell day. Videos cannot be brought to school.

The School Song

“The Crusader”

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

Larry Smith 1996