

Shore Christian Academy Student–Parent Handbook



... A LIGHT UNTO MY PATH

11624 Occohannock Road

Exmore, Virginia 23350

(757) 442-9791

shorechristianacademy@verizon.net

www.shorechristianacademy.org

Amended 2/1/2023

Shore Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies and other school-administered programs.

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Shore Christian Academy

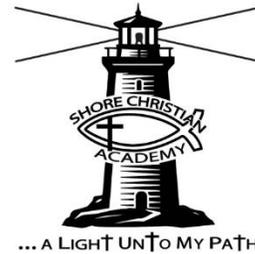
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Dear Student and Parent,

On behalf of the entire Shore Christian Academy community, we are honored to welcome you as members of our family. The Shore Christian family consists of our Board of Directors, our administration, faculty, parents, and students. Within the family, we continue to build on a strong foundation of Biblical principles coupled with a strong, comprehensive academic program. It is our deepest desire to develop in each student a well-rounded, mature individual prepared to live in and contribute to his/her community. For the school community to function smoothly, certain expectations are required. When these are respected and followed by each member of our family, the result is a smooth and orderly operation.

The purpose of this handbook is to present guidelines for conduct so that parents, students, and teachers are "of one mind" as we work together in the great privilege that we have in training young men and women to honor God with their entire life. Please read the following handbook carefully and familiarize yourself and your child with our school policies and procedures. Please feel free to contact the school office if you have any questions.

We express our sincere thanks to each family who has entrusted their children to the academic and spiritual care of Shore Christian Academy. Please know that we are committed to provide a quality Christian education that will fulfill our Mission Statement.

With Blessings,

Shore Christian Academy Board of Directors

Emily Hines, JD Outten, Theresa Adams, Betsy Sweigard, Diane Lange, Laura Marshall

"You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and glorify your Father in heaven."

Matthew 5:14-16

Mission

The faculty and other members of the staff at Shore Christian Academy believe that the Christian school exists to be an extension of the Christian home and church. (Deut 6; Matt. 28:18-20). Our school strives to provide a Christian education for families so that they may follow the command to "teach diligently to their children the words which I command you this day." We will give the Bible preeminence and stress its importance in transmitting to our students their spiritual heritage. Though it is not a requirement for admission, we believe that those who will benefit most from our program know the Lord as personal Savior and desire that their children be educated with a biblical worldview. SCA offers high academic and spiritual standards to families on the Eastern Shore. The solid academic teaching and spiritual training is founded on a biblical philosophy of life based on the inspired Word of God.

God's Word tells us, "The fear of the Lord is the beginning of wisdom and the knowledge of the Holy One is understanding." (Proverbs 9:10)

Realizing God's place in our lives, we at Shore Christian Academy hope to fulfill three major obligations:

- 1) An obligation to God: To honor God and cultivate the sanctified life.
- 2) An obligation to the students: To train them to glorify God and mold their wills to that of the creator as they go forth in their academic learning.
- 3) An obligation to the parents: To lead them to recognize their God given authority over the student and faithfully share their great responsibility.

Shore Christian Academy was established as a ministry of Exmore Baptist Church. Now a separate entity, we continue to rely heavily on the support of Exmore Baptist as well as other churches in the community. We are purposed to make available a quality Christian education in a Christ centered environment that promotes Biblical skills needed to live the Christian way of life by teaching the mind and reaching the heart of each student for Jesus Christ. We strive to provide an atmosphere of love and discipline in which children are taught the Truth and encouraged to apply the Truth wisely as they make their own decisions and accept the responsibility for their actions. We secondly are purposed to function as a missionary outreach to the home of the unsaved students and parents in order to bring them to a saving knowledge of Christ. (II Tim. 3:15)

Statement of Faith

Shore Christian Academy believes:

- 1) The Bible in its original documents is the inspired, infallible, authoritative Word of God; the written record of His supernatural revelation of Himself to man.
- 2) There is one God manifest in three persons: Father, Son, and Holy Spirit.
- 3) Jesus Christ is fully God who took on flesh, was sinless, and gave Himself as a substitute payment for our sins (past, present, and future) by shedding His blood and dying on the cross. His body arose from the dead three days later, ascended to the right hand of the Father, and will return in power and in glory.
- 4) Each member of the human race is fallen, sinful, and lost. Man is saved by God's undeserved grace, not by works. God would have all men to be saved, but man can willfully reject God's gift.
- 5) The moment a person receives Christ as Savior they are indwelt by the Holy Spirit and are sealed until the day of redemption.
- 6) God has ordained the church of this age, the body of believers, for the perpetuation of His truth and work.
- 7) Water baptism is not necessary for salvation but is a testimony to the world that one has believed that Jesus is his Savior.
- 8) Once a person is saved, he cannot lose his salvation. However, through sin a Christian can lose his fellowship and incur the Father's chastisement.

Statement of Philosophy

Shore Christian Academy believes:

1. Each student is a distinct, individual creation of an omnipotent God.
2. Each individual, being a creation of God, is also the property of God.
3. Each man should be a careful and faithful steward of his conscience.
4. Each individual student is directly responsible to God for the direction of his life.
5. Individuals who allow the Lord to govern their life will demonstrate proper Christian character.
6. We must establish and provide models of Christian character for our students to emulate.
7. Parents have a God-given responsibility of educating their children, and the Christian school acts as an extension of the Christian home.
8. Parents and those to whom they give charge should utilize Biblical methods of correction for training young people.
9. The center of our curriculum should be Christ. His Word demonstrates that He is the center of all truth, knowledge, and wisdom.
10. The great unifying factor in the early history of our country was the Lord Jesus Christ.
11. Our country was founded upon Christian principles, and our nation should be led by men and women of Christian principle for it to remain a Christian nation.
12. A Christian school is Christian teachers training students with a Christ-centered philosophy.
13. All Christians should be equipped with the best academics and Bible training to effectively serve the Lord in all walks of life.
14. The highest calling for any individual is to serve the Lord by doing His will.

Statement of Policies

SCA reserves the right to make, to amend, or to prescribe the policies of this school at any time of the year. The school expects the full cooperation of the students and parents.

Shore Christian Academy Governance

Shore Christian Academy is a non-profit independent school, governed by a Board of Directors. The Board is selected from among qualified candidates whose names are submitted by parents, faculty, and other board members. Among the duties of a board member is setting the policies and program of the school, appointing, and contracting for administrative and teaching personnel and employing persons as may be necessary. The ultimate authority for governing and operating the school is the Board of Directors. *Shore Christian Academy is recognized by the Association of Christian Schools International as a STAR school, working towards accreditation.* As a non-profit organization, SCA seeks to provide the best quality education possible. As an independent Christian school, we receive neither tax revenue nor subsidy and must depend on fees and tuition for the operating funds. All gifts received by SCA, for which no specific services are rendered, are tax-deductible. Religious Exemption Status - In compliance with the Code of Virginia, Section 63.2-1716, this school is exempt from licensure and is classified as an "Exempt" child day center. The school is located at 11624 Occohannock Road, Exmore, VA 23350 leasing space from Exmore Baptist Church. Capacity is 75 students but is subject to change with the addition of more rooms and a Mobile Unit.

Classroom Objectives

A. Spiritual Objectives

1. To teach that the Bible is the only written Word of God.
2. To teach that God is the Sovereign Creator and Sustainer of all that is (Col 1:15-17).
3. To teach that man is born a sinner, and in this natural condition is unable to please God (Rom. 3:10, 23).
4. To teach that Jesus Christ is the Son of God who came to this earth to die for sinners (John 3:16).
5. To lead each pupil into a personal relationship with Christ (John 3:36).
6. To stress the responsibility of Christians on world missions (Matt. 28:19-20; Acts 1:8).
7. To teach that Biblical truth is the foundation for the proper understanding of all academic subjects (II Tim 3:16, 17).
8. To teach the proper importance of fellowship with God through daily Bible study, prayer, worship, and service.

B. Physical Objectives

1. To emphasize that the body is the temple of the Holy Spirit (I Cor. 3:17, I Cor. 6:19, 20).
2. To stress moral and ethical standards of living (I Cor. 6:13, 20).

C. Social Objectives

1. To develop a balanced personality based on the full utilization of the individual's God given capacities and talents (Rom. 12:4-6).
2. To teach social progress and encourage the social graces expected of a Christian (I Cor. 10:31).
3. To prepare a student to properly relate to non-Christians and to Christians who differ in doctrine or practice (Rom. 12:1-2).
4. To develop logical thinking and strong conviction (Rom. 12:1-2).

D. Academic Objectives

1. To maintain excellence as the only academic standard (Col. 3:23).
2. To teach the student to work independently and cooperatively.
3. To develop effective communication skills.
4. To develop creative skills.
5. To develop appreciation of the fine arts.
6. To teach the basic concepts of scientific investigation and to show all scientific fact is in agreement with God's Word.
7. To teach and develop an appreciation for our American Heritage.
8. To present current affairs in all areas and to relate them to God's plan for man.
9. To teach all subjects in the correct perspective in relation to God's Word.

SECTION I – Admissions *"Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6*

Shore Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs, and other school-administered programs.

Admission Policies & Procedures

Shore Christian Academy seeks to admit students whose parents or legal guardians desire a quality Christian education for their child. A spirit of mutual cooperation is necessary if we are going to be successful. Interested parents may make an application for their child at any time during the school year. Attendance at SCA is a privilege and not a right. Students enrolling at SCA will be taught a Biblical world view.

Admission Requirements

The following admission requirements are necessary to enroll a student:

- The parents must read, complete, and sign the application packet. The non-refundable registration fee must accompany the application form.
- Once the application is received, the office will call and schedule enrollment testing/observation.
- Prospective students will be tested/observed to determine academic preparedness and general classroom placement.

- The parents will need to bring in the following required documentation for new students:
 1. A copy of the student's birth certificate
 2. A copy of the Virginia School Entrance Health Form
 3. A copy of the student's immunization record, included on the Entrance Health Form
 4. A copy of the student's transcripts and/or prior testing will be requested directly from the previous school.
- The student must have a satisfactory scholastic and behavioral record from the previous school. For those students transferring in during the school year, an investigation is conducted as to the reasons for transferring. The investigation includes the student's performance and conduct while at the previous school, along with achievement test scores and progress reports. Students who have serious discipline issues will not be accepted during the current academic school year. Any future admission decisions will be based upon the student's disciplinary and academic record. Failure of disclosure, falsification, or misrepresentation of information may lead to denial of admission or dismissal.
- The curriculum is designed to meet the educational needs of the average to above average student. Shore Christian Academy encourages students to be successful; therefore, each student is expected to put forth maximum effort according to his/her abilities.
- SCA does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff.

The Parents agree that they are fully liable for the full contract amount after both parties have signed the contract even if the Parent or Legal Guardian change their mind regarding attendance, the student fails to complete the school year due to illness, dismissal or for any other reason.

Age of Eligibility

The child must be 4 years old on or by September 30 of the year he/she enters PreK. The child must be 5 years old on or by September 30 of the year he/she enters Kindergarten. All children must be toilet trained and able to handle restroom activities alone. The children shall be able to care for their own clothing. The child shall be able to sit and listen for 15-20 minutes at a time, without being easily distracted. Each child must be able to communicate his/her needs and answer any questions his/her teacher may ask. The child shall be ready for a structured atmosphere with their classmates.

SECTION II- Enrollment

Orientation

Shore Christian Academy hosts an orientation for all grades in August before the beginning of the new school year. Information regarding the date and time of orientation along with other school information is included in the registration packet. We strongly recommend that all parents/guardians attend the orientation. However, at least one parent or guardian is required to attend this short meeting. This is a time for you to see your child's classroom, meet his/her teacher, and see how things operate in the class. Teachers also distribute valuable information during this time.

Each student of Shore Christian Academy shall be of the highest moral character and be obedient to all Biblical principles. All students must obey the laws of the United States of America and the Commonwealth of Virginia and all local ordinances. The school reserves the right to dismiss any student with or without cause.

Priority of acceptance is determined by the following criteria:

1. Pupils currently enrolled and continuing at Shore Christian Academy. This protected enrollment expires at the end of the annually announced re-enrollment period for present students. (Usually in March). Enrolled students have a limited time to re-enroll on a priority basis. Acceptance for re-enrollment is contingent upon the level of academic and citizenship performance attained during the previous enrollment period and meeting all financial obligations.
2. Siblings in families who already have one or more children in the school.
3. All other applications

Grade Placement

Every student enrolled in SCA will be subject to a probationary period. Based on a student's academic and behavioral performances, SCA reserves the right to place your child in the most appropriate class for his/her growth. Placement testing and observation allows our teachers to determine the appropriate grade level for your student. Placement is made based on testing, behavior, and maturity. It may be determined within the first 6 weeks of your child's admission (or at any time throughout the school year) that the student would benefit from a change in placement. In this event, a conference would be scheduled with the parents, teacher, and school board to determine appropriate placement.

Withdrawals

Withdrawals must be made through the school office. A student who does not abide by the standards of the school will be asked to withdraw. If the parents do not withdraw the student upon the administration's request, the student will be expelled.

Custody

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of SCA is on the safety and well being of your student, and our instituted policies are to further these goals.

- **Custody Documentation:** At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at SCA. Parents of enrolled students shall have an ongoing duty to provide any documentation or information relevant to a change in current custody or visitation rights to SCA within seven days of change or at the time of reenrollment if the school has dismissed for summer break.
- **School Communications:** It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

Contract

The registration packet contains a contractual agreement between Shore Christian Academy and the family. The contract is a legal contract that is binding once signed by you and the school board. By signing it, you are stating that you have read and fully understand its contents. SCA reserves the right to terminate the contract at any time with written notice.

SECTION III – Health and Safety

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and to properly care for students. Students are required to report any unsafe or potentially hazardous conditions to a teacher or administrator. SCA has no licensed nurse on staff.

Required Prior to Admission

Every child's immunizations must be current to attend Shore Christian Academy as required by Virginia law. The record of these immunizations is to be kept current and included with the Health Entrance Form. Every student entering school must submit a completed Health Entrance Form. A copy of the student's birth certificate must be submitted prior to admission.

Sickness

In the interest of every student's well-being, parents are required to keep their child home when he/she is sick. Students are required to remain at home 24 hours after symptoms subside without medications. Symptoms include but are not limited to elevated temperature (100.4 or above), rash, vomiting, excessive nasal discharge, or diarrhea. If a student develops symptoms at school, he/she will be isolated, and parents will be notified to pick up the child as soon as possible. If the school cannot reach anyone listed in the student's records, staff will, if deemed necessary, obtain medical attention from a doctor.

It is the policy of Shore Christian Academy that children with communicable diseases are referred to the Board and/or administration. The Board reserves the right to act on the best behalf of the school, determine the special needs of the student in question and determine the ability of SCA to provide those services. Dependent on these factors and the subsequent decision of the Board, the student in question may not be allowed to continue their enrollment at SCA.

Child Abuse Reporting

SCA is required by the State of Virginia to report any suspected case of child abuse or neglect.

Head Lice

If lice or nits are suspected, all students will be checked for head lice. The students will be isolated, and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

Medication

The principal or office administrator will store and administer all medications.

The medication will be administered during school hours provided the following conditions are met:

1. The medication (over the counter and prescription) is in its original container and delivered directly to the office or classroom by a responsible adult. If the medication is not properly labeled, it will not be given.
2. A completed Prescription Medication Consent Form signed by a parent and physician shall accompany the medicine. The information on the form must include:
 - a) the name of the child; the date; the name of the medication; the dosage of medicine.
 - b) the time(s) it is to be given; the dates it is to be given.
 - c) permission to contact the physician/dentist if necessary (if it is a prescription drug).
3. Only a maximum of one week's supply of medication will be kept on hand in the office, per prescription.
4. Discontinued, unused, or out-of-date medication must be picked up by the parent/guardian. If not claimed, the office administrator will destroy the medication. The school receptionist will not have Children's Tylenol, Children's Advil, etc. on hand to give to just any student at any time. If your child is sick, the receptionist will contact you to come pick him/her up so that you may administer the medicine and care for the child at home.

Emergency Phone Numbers Required

We request that at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.

Medical Release Form Required

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent. School officials will only use this form when a parent or guardian cannot be contacted.

Healthcare Appointments

Whenever possible, all medical and dental appointments should be made outside of regular school hours. Academic problems often develop when students must continually leave school for medical purposes.

Emergency Closing of School

Please stay tuned to the local WAVY –10 television channel and the WESR radio station FM 103.3 regarding school delays and closings due to inclement weather or unforeseen circumstances. Alerts will also be issued using the Parent Alert system and posted on our Facebook page. If the school is closed, all SCA related activities including before and after school care will also be closed unless otherwise noted.

Visitors/School Security

Parents are welcome on campus at any time. However, for the safety of the children, all parents as well as other visitors, must check in at the school office to identify who they are, sign in, and receive a visitor's pass. Our teachers are very busy before the beginning of the school day. Parents should not use the morning time to visit with or to discuss issues with the teachers. If you have a concern, please set up a time after school to visit with the teacher or administrator. Permission from the administrator to visit in the classrooms must be secured in advance through the school office. Parent and Grandparent Days will be scheduled during the school year. These days will provide opportunities to visit the classrooms.

Parents and visitors are asked to dress modestly when on campus or participating in school sponsored activities. All visitors, including students not enrolled in Shore Christian Academy must report to the school office. School age students from other schools may visit classes at SCA upon invitation by another student and with the permission of parents and administration if the student(s) may desire to become a SCA student and the visit does not exceed one day. This request for on-campus visitation must be approved by an administrator. If approval to be on campus is denied, the student(s) or the visitor(s) are to leave the campus immediately. Failure to do so will result in notification of the local police as the safety of our students is paramount.

Emergency Drills

Fire, tornado, and other emergency drills will be conducted throughout the school year. Evacuation maps are located in every classroom. At the teacher's direction, students should move quickly, without running, and remain quiet and under control. An orderly evacuation will keep the risk of injury to a minimum.

First Aid

Designated faculty with proper training shall render first aid treatment, if needed. Emergency medical treatment will be sought for students whose medical needs warrant such actions.

Playground Safety

Careful observation of the students on the playground and enforcement of the playground rules will help to prevent injuries and to ensure that the students enjoy the time spent outside. Food and drink should stay in the designated area. Students should abide by a "hands off" policy, meaning they should keep their hands and feet to themselves. Teachers will instruct the students to obey the following playground rules:

1. Keep dirt, sticks, and wood chips on the ground.
2. Swing while seated correctly.
3. Do not climb trees or signs.
4. Slide down the slide while seated correctly (one person at a time).
5. Play with others, as you want others to play with you. No rough play or unkind words.

Public Liability Insurance

The school is covered by public liability insurance, which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the school as a result of negligence.

Traffic and Parking

The parking lot can become very busy and dangerous as many parents and children arrive and depart each day. The safety of your child is our top priority. Parents are asked to take every precaution to assure that your child remains safe. Please follow the simple arrival and departure systems to help protect the children and to simplify the process. It is the policy of Shore Christian Academy that no lower school student will traverse the

parking area unobserved by staff or their designee. This includes but is not limited to those students moving between the mobile classroom and the main building as well as students moving between the main building and the playground. Parking is allowed on the campus at all times. However, parents are asked to park in a normal formation away from the main school door and loading zone. The detailed arrival and departure systems are outlined in Section V – General Policies and Procedures.

SECTION IV – Attendance *“Hear counsel, and receive instruction, that you may be wise.” Proverbs 10:20*

Class Attendance is essential for success as a student. Even justifiable absences often result in lower grades because of the class time that is missed. Since absence from class is detrimental to a student’s academic performance and since students often find it difficult to catch up on missed work, parents should allow their children to miss school only for the worthiest reasons.

In addition to the educational importance of class attendance, the Commonwealth of Virginia has a “compulsory attendance requirement.”

§ 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in § 22.1-254.1.

Children are required to attend school and a parent or guardian is required to ensure that they do so. Students who miss school for other than legitimate reasons are considered truant.

Documentation:

All absences, including tardiness and early dismissals, will require the submission of the **Student Absence Notification Form** (see Appendix).

When an absence is anticipated the school must be notified four (4) school days before, in order to give the teacher adequate time to prepare assignments prior to the absence. **Arranged Absences will not be allowed during exams or achievement test days.** Daily work that has been assigned before the student leaves for an anticipated excused absence will be due the day the student returns. Class notes and instructions will be the responsibility of the student.

Absences:

If your child is not attending school, please call the school office by 10:00 AM.

In the event of an absence, it will be the responsibility of the student to bring a completed **Student Absence Notification Form** signed by the parent/guardian to the teacher when the student returns. Forms are available in the Appendix of this document or from the school office.

The school defines absences in two categories: Excused and Unexcused

Excused Absences

1. Illness or Injury*
2. Quarantine*
3. Death in the Immediate Family
4. Medical or Dental Appointment*
5. Court or Administrative Proceedings*
6. Religious Observance
7. Emergencies that may arise (such as auto accidents or transportation breakdowns)
8. Approved Educational, Travel, or Other Opportunities for which the parent/guardian has requested and received permission in advance **

*In the case of these excused absences, proper documentation should be provided from a physician or the court. A written doctor’s note for illness is only required in the event that the student must miss 5 or more consecutive days of school.

In order for an absence to be excused, the **Request for Excused Activity Absence form (see Appendix) must be completed by the parent/guardian and submitted for approval at the discretion of the principal with the option of review by the school board no fewer than four days in advance of the absence. No student will be approved for more than two excused activities to be taken within one school year, and a student may not be absent for more than 5 days within a school year due to excused activities.

Shore Christian Academy recognizes the value of family vacations and encourages families to enjoy vacations together. At the same time, Shore Christian Academy strongly discourages the removing of students from school for vacation for other than extenuating circumstances. Families have many options for when they can schedule a family vacation without having to have their student(s) miss school and are encouraged to schedule vacations accordingly.

The student is required to take all tests missed within three (3) school days upon return or on a timely basis as determined by the teacher. At the discretion of the teacher, an alternate test may be used. Daily work, such as, but not limited to assignments, quizzes and tests missed due to an excused absence must be made up within three (3) school days upon return or in a timely basis as determined by the teacher. This work will be credited in the grade tabulation.

Unexcused Absences

An unexcused absence is defined as “a student’s willful absence from school with or without the knowledge of the parent” or absence for any other reason than the eight listed under excused absences as well as absences requiring prior notice or approval for which no prior notice or approval was provided. A child can be held responsible for not attending school through the school’s disciplinary policies and juvenile law. Truancy, or failure to attend school, is considered a punishable offence in the juvenile court.

Students will receive a 0% for any graded work missed due to unexcused absences, unexcused tardiness, or unexcused early dismissals.

Excessive absences will result in a student being unable to continue at Shore Christian Academy. The Principal and/or School Board Representative will communicate an appropriate warning to the student’s parents.

Tardiness

A student is tardy if he/she arrives in the classroom after 8:15 am. Realizing that academics are very important, parents are asked not to linger around the room. Tardiness disrupts the entire class in addition to affecting the late student’s school routine and academic progress.

Excused tardiness follows the same guidelines listed under excused absences. Parents should complete a **Student Absence Notification Form** to explain tardiness. Students arriving after 11:00 am will be considered absent for the day.

Four accumulated unexcused tardies in one marking period will equal one unexcused absence on the date of the 4th tardy.

Early Dismissal

In order for a student to leave the school during the school hours, he/she should bring a completed **Student Absence Notification Form** signed by the parent and give it to the classroom teacher. The form should include the date, the time of dismissal, who will pick up the child, and the reason for the early dismissal. This will help the teacher to prepare any assignments that should go home with the child. The parent or authorized person must sign the student out in the office. Students will not be dismissed to anyone other than parents, guardians, or those on the approved pick-up list unless the student brings a written note from the parent giving permission for someone else to pick him/her up. Students leaving before 11am (and not returning) will be considered absent for the day.

Just as tardiness disrupts the entire class in addition to affecting the student’s school routine and academic progress, so, too, do early dismissals. Excused early dismissals follow the same guidelines listed under excused absences. Four accumulated unexcused early dismissals in one marking period will equal one unexcused absence on the date of the 4th early dismissal.

SECTION V – General Policies and Procedures

After and Before School Care

We offer an extended care program for our students from 7:15 – 8 a.m. and 3:15 – 5:30 pm Monday through Friday during the normal days of the school year. The fee for these additional programs may be added into the tuition payment.

Before and After School Care is also available for children on an occasional basis for a daily fee. At the end of each month, a written notice stating the amount due will be sent home. The amount should be paid by the 10th day of the month.

Birthdays

Children may celebrate their birthdays at school by bringing a snack or treat for the class to enjoy. We ask that treats to be shared with the class be purchased and not homemade. Parents are asked to send simple and easy to serve items such as cupcakes and not cake. This is to be approved by the classroom teacher in advance. We also ask that no treat bags or other party items be shared with your classmates but suggest a small class gift such as a new ball, book, or game that the class will have to enjoy after your child’s birthday.

Books and Supplies

There is a separate book fee for consumable books. The book fee is non-refundable. This book fee is due on July 1st. In the event a book is lost or damaged, the student will need to purchase a new book at their expense. A supply list will be mailed during the summer.

Cubbies/Desks

The cubbies and desks at SCA are the property of the school and are subject to examination as the need arises.

Chapel

Weekly chapels are held for all students. Students should bring their Bibles, as instructed, to chapel and conduct themselves in a proper manner. Parents are welcome to join us for any chapel service. The times of these services can be obtained by contacting the school office.

Student Records

The school maintains a permanent cumulative file on all students who attend SCA. Records of health, grades, standardized test scores, etc., make up most of the content of these records. Shore Christian Academy will release student grades, standardized test scores and medical information upon written request of another school system. Records will be forwarded to another school or college or to parents for students whose tuition accounts, fees and other charges are current. In the case of withdrawal, all textbooks, computers, library books, athletic equipment, uniforms, and other school property must be returned, and all financial obligations must be settled before any student records will be released.

Student Pictures

Each fall and spring the school will hire a photographer to take individual pictures and/or group shots of our students. Parents will be sent information concerning prices and packages that they can purchase. Each individual student's picture will be used in the school yearbook. Every student will have their picture taken regardless of whether they purchase pictures.

Telephones

Telephones are not typically available to students during the school day. The School Office telephones are intended for business use only. Classes will not be interrupted to call a pupil to the telephone, except in the case of any emergency. In case of illness, the student's parents will be called by school staff.

Cell Phones

Students are not permitted to have cell phones or other electronic devices on their person during the school day except when used as an e-reader device as described in the e-Reader Acceptable Use Policy found in Section IX – Internet and Computer Policy. Cell phones may be carried in book bags, kept in a locker, if available, or left in a vehicle. Students caught with cell phones at unprescribed times will have them confiscated. The phones will remain locked in the school office until picked up by the student's parent(s) during normal school hours (8:30 a.m. -3 p.m.).

Lost and Found

A "Lost and Found" area will be established in the school offices. Any article not claimed by the end of the current semester will be donated to a worthy cause or discarded. To reduce the accumulation of Lost and Found articles, we ask that each student have his or her name on articles of clothing and other belongings. It is the student's responsibility to ensure all items are secured; the school assumes no responsibility.

Lunch/Morning Snack

A morning break is scheduled each day for all primary and elementary school students. Students are encouraged to bring a nutritious snack and lunch, including beverages. Soft drinks and drinks in glass containers are not allowed. Students may pack a nutritious lunch or may order a hot lunch from our vendors. Lunch tickets are available through the school office and should be completed and returned before 9:00 a.m. the day of the order. Milk can be ordered the week prior. Monthly menus will be sent home with students.

Hours of Operation

The Principal's Office hours are 8:00 a.m. – 3:30 p.m. Monday through Friday.

School Office hours are 8:00 a.m. – 3:30 p.m. Monday through Friday.

All registration, tuition payments, appointments, and other school business are conducted through the school office on the first floor of the educational building. The Office Administrator will be in the school office from 8:00 AM to 3:30 PM each day school is in session. The

School Office can be reached by calling 757-442-9791. Messages during after school hours may be left on the school's voice mail.

School Hours for students are 8:00 a.m. – 3:15 p.m.

Before-School Care begins at 7:15 a.m.

After-School Care ends at 5:30 p.m.

Students should go directly to their ride immediately following dismissal from school. Students may not loiter around the school after 3:30 p.m. unless they are involved in supervised after-school activities.

Communication

Parents or guardians are encouraged to call the school office to make arrangements for a teacher conference. The school's monthly newsletter highlights coming events and other important information. SCA also communicates information for special events and activities as needed through e-mail and hard copy. Forms requiring signatures are to be returned in a timely manner.

Parent Meetings

Orientation - This very important meeting is held for all parents prior to the beginning of the school year. Information regarding the date and time of the orientation is included in the registration packet. This is the time to receive helpful, necessary information from administrators and teachers pertaining to the new school year. It is required that at least one parent or guardian attend this meeting.

Parent/Teacher Conferences – Conferences are held a minimum of once per semester. Parents will receive notification of conference schedules and every effort will be made to set a time that is convenient for all. Parents and faculty may request additional conferences at any time a need arises. Parents can schedule meeting with teachers by calling the school office.

Parent Volunteers

Parents are a vital part of the SCA family and provide many important services. Parents wishing to volunteer should contact the school office. Volunteers must sign in at the office for an ID badge at each visit.

Field Trips *"I will instruct you and teach you in the way which you shall go; I will guide you with My eye."* Psalm 32:8

Many times, an educational experience can be enhanced by leaving the classroom and going on a field trip. Students are to understand that this is a privilege and with it goes the responsibility of representing our school in a very positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip. The privilege of attending any school outing may be revoked if the student is not prepared for the outing or does not comply with school policies. Any time an off-campus activity is planned, the school will send a permission form to the parents or guardian. The permission form must be filled out, signed, and returned to the school by the date indicated for the student to be eligible to participate in the activity. Should parents choose that their child not participate in a field trip or activity, the student will not be academically penalized for non-participation, however, they will be marked absent. An alternative assignment and/or supervised study time may be provided for students at the principal's discretion.

Transportation

Shore Christian Academy does not provide bus transportation to and from school, however, students may be transported to events, field trips or activities using private, church or school vehicles. Improper behavior in vehicles will not be permitted. Those students who, in the opinion of the driver, misbehave will be referred to the administration for appropriate action.

Arrival and Dismissal

Arrival: The school day begins at 8:15 AM. Students may begin arriving at 8:00 AM. Parents of young children are asked to park in a normal formation in the parking lot and then walk your child into the school building. Students being left at school prior to 8 am must be signed in to the before school care teacher. Students arriving after 8:15AM are considered tardy and must be signed in by an adult at the school office. Students will receive a tardy slip required to be admitted to class.

Dismissal: The school day ends at 3:15 pm. At 3:15 pm, the children who will be picked up by a parent or authorized person will be dismissed to wait with staff members at the school entrance door. Authorized persons will be designated on the registration/application form. Parents or guardians wishing to add or delete names from this list during the school year must notify the school in writing.

A single file car line will form by entering in from Occohannock Road and exiting onto Main Street. This will be the loading zone. During the first few weeks of school, every parent or authorized person should have his or her identification card on the side of the window. The staff members will be able to quickly call your child's name and help him or her get into the car. It is asked that no one park in the loading zone but to use it as a convenient and safe way to pick up their child.

Those who do not wish to wait in the car line must park in a normal formation away from the loading zone and car line. SCA asks that no one stand outside the classrooms as they wait for their children. They may remain outside by the door until a staff member calls their child's name, at which time the child will be dismissed. However, no child will be allowed to cross the car line once the line has started movement.

Those students not picked up between 3:15 and 3:30 will be taken by a staff member to the after-school care area. A daily after school care fee will be added to the tuition of that child. The children are the responsibility of the staff; therefore, they will not be left alone or with other siblings if the parents or designated pick-up person have not arrived.

SECTION VI – Discipline *"Put off the old man and be renewed in the spirit of your mind, and put on the new man...which is created in righteousness and true holiness."* Eph. 4:22-24

The Bible clearly indicates that parents are responsible for the discipline of their children. Shore Christian Academy does not seek to assume a task that God has given to parents, but only to serve, during the school day, as the parents' appointed and authorized representatives in the child's training process. SCA has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child regarding training to be taught at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize SCA might not be the choice in education that suits their needs.

God-given responsibilities in the discipline process exist not only for parents and teachers, but they also exist likewise for students. During school hours and at other school supervised functions, students are to respond to school faculty and supervisory staff members with obedience in action and respectfulness. Any failure to maintain a biblical attitude of respect and obedience toward school authority will result in disciplinary action. The school expects that parents will support the administration. The home, church and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior.

The goal of discipline is the achievement of self-discipline. It is our goal to teach our students to submit their wills to proper authority without breaking their spirit. One who has learned to submit his will and has still retained his spirit has the ability to discern right from wrong and to make decisions based on Biblical principles and not personal appetite. A person with self-discipline rules his personal desires with an eye to the future rather than to the present.

The purpose of discipline at Shore Christian Academy is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students can find personal security, true happiness, and a body of friends, which can influence them to do right.

The Bible teaches respect for authority (Colossians 3:20; Romans 13:1; Hebrews 13:17) and it requires discipline for children (Proverbs 6:23, 13:24,29; 25-27). An important phase of education is to develop character. The ultimate goal of external discipline is internal or self-discipline and a personal commitment to Jesus Christ as Savior and Lord of one's life. Obviously not all students have attained this level and need certain external forces to guide them.

Discipline is a Biblical term. The Bible says to parents concerning their children, "Bring them (children) up in the nurture (discipline) and admonition of the Lord" (Eph. 6:4). If we are to honor, please, and obey our Lord and Savior Jesus Christ, we must require discipline at SCA. Our school believes that communication between the parent, student, and staff is vital in maintaining a good working relationship and good discipline. Therefore, SCA has given the following detailed information regarding rules:

- Students should follow directions the first time.
- Students should keep hands, feet, objects, and negative comments to themselves. They should treat others as they desire to be treated.
- Students should walk quietly in the halls and keep their hands and objects away from the walls to help keep them clean.
- Students should remain in their seats unless given permission to do otherwise.
- Students should address and answer their teachers with respect as explained in the Manners section of the handbook.
- Students must come to class on time and be properly prepared with materials.
- Gum chewing is not allowed in any buildings.
- Students are expected to keep their personal work area and the classroom neat.
- Talking in class without permission is not permitted.
- Stealing, cheating, lying, cursing, using vulgar language or body gestures will not be tolerated.
- Inappropriate conversations at school are unacceptable. These may include but are not limited to discussions about certain cartoons, movies, music, or discussion about sex.

Forms of Discipline

Each classroom will operate under the directions listed above and rules as established by the teacher. The teachers have also developed a classroom management plan that may be obtained from them during Orientation Night that explains the rules as well as the positive and negative consequences incurred in their classroom.

Discipline by our staff will be administered according to the offense and will be done in love. Some of the disciplinary procedures that the school may choose to implement include:

1. If a child is involved in a serious and/or repeated offense, the teacher will notify the parent either by letter or by phone to inform them of the problem and the discipline. The teacher will document communication with the parents; all forms of communication, written or verbal.
2. Once the parents have been made aware that there is a problem, the teacher or the parents may request a conference to discuss what measures may be taken to help the student resolve their behavior.
3. If a discipline problem persists after efforts to resolve it have not succeeded, then the student may be referred to administration.
4. Some of the disciplinary procedures that the school may choose to implement include counseling from God's Word, restriction of privileges, time-out for part of recess, writing assignments, suspension, probation, or student withdrawal.

Discipline System

- Satisfactory Behavior
- Fair Behavior
- Behavior Needs Improvement
- Unacceptable Behavior

Minor Offenses: (Phone call and/or letter to parent, parent/teacher conference, restriction of privileges)

Minor offenses include, but are not limited to dress code violations, disobedience, disrespect, disturbing class, chewing gum (food or drink; with exceptions), throwing food, excessive tardiness, inappropriate language, unkindness, excessive talking, running in the buildings.

Major Offenses:

Major offenses include, but are not limited to lying, cheating (test: automatic zero and disciplinary action; exam: course failure for the semester and discipline action), plagiarism, stealing, profanity, defacing property/vandalism, defiance, slander, fighting, public display of affection, leaving school without permission, bullying*, harassment** (physical, emotional, sexual and/or racial), disrespect/rudeness to any faculty, staff or adult, and bullying.

Indefinite Suspension or Expulsion:

These include, but not limited to drugs, alcohol, tobacco, vaping, juuling, weapons, bomb threats, fireworks, false alarm and sexual misconduct. Criminal violations of the law will be referred to the police.

PROHIBITED BEHAVIOR

All students attending Shore Christian Academy are prohibited from engaging in the following behaviors:

1. Physical abuse against a student or staff member, including, but not limited to, hitting, pushing, tripping, kicking, blocking, biting, spitting, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student or staff member, including, but not limited to, name calling, threatening, sexual misconduct, taunting, and malicious teasing.
3. Psychological abuse against a student or staff member, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures, or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
4. Harassment, intimidation, and/or bullying, including any intentional gesture or any intentional written, verbal, or physical acts or threats, against another student or staff member that:
 - a) A reasonable person under the circumstances should know will have the effect of:
 - i. Harming a student; or
 - ii. Damaging a student's property; or
 - iii. Placing a student in reasonable fear of harm to his or her person; or
 - iv. Placing a student in reasonable fear of damage to his or her property.
 - b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

The prohibition extends not only to actions taking place on school grounds but also actions originating at a remote location and carried out via any technology, including, but not limited to, the use of a landline, car phone, or wireless telephone, or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

- Bullying is defined as a variety of negative acts carried out repeatedly over time and may be physical, verbal or psychological in nature.
- Harassment is defined as any form of unwanted touching, suggestive speech, sexual mannerisms, or literature, physical or verbal conduct that make another person uncomfortable, demeaned, degraded, fearful or physically hurt.
- In addition to school disciplinary measures, the violation will be reported to the local police department.

PROHIBITION OF WEAPONS

Students attending Shore Christian Academy are prohibited from:

- 1) Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school sponsored activity without prior permission of school officials.
- 2) Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
- 3) Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

DEFINITIONS

"Possess" is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation or exercising dominion and control over an object located anywhere on such property or vehicle. A student will be determined to possess a weapon when the item is found to be in any of the following locations:

- 1) On a student's person.
- 2) In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school.
- 3) The student's locker; or other storage space.
- 4) Any other school-related or school-sponsored event, regardless of location.

"**Deadly or dangerous weapon**" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

"**Firearm**" shall mean any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame receiver of any such weapon; any firearm muffle or firearm silencer; any destructive device, including any explosive, incendiary or poisonous gas, bomb, grenade, or rocket, missile, mine, or similar device and air rifles or other weapons that propel a projectile with air, or pellet guns, or paint ball guns. Antique firearms are specifically excluded.

INVESTIGATION & DISCIPLINARY ACTIONS

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the school principal the alleged perpetrator(s) may be suspended pending the outcome of the investigation. Students

who engage in harassment, intimidation, or bullying will be disciplined as determined to be appropriate, up to and including suspension and/or expulsion.

The school administrator or designee will immediately investigate any allegation that a student is in violation of the weapons policy. If determined necessary by the administrator or designee, law enforcement may be requested to conduct the investigation. Any item identified as a weapon may be confiscated by the administrator or designee. Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed. Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties.

Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student's actions; the risk of harm to the students, personnel, and patrons; the student's academic standing; the likelihood of recurring violation; and the student's prior conduct.

Expulsion Mandated by Federal Law

The Board of Shore Christian Academy shall expel a student when the student's actions violate federal law, as set forth in the Gun-Free Schools Act and Virginia law, regarding the prohibition of weapons:

Gun-Free Schools Act. A student is found by district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 U. S. C. Section 921 on school property. The definition of weapon, for purposes of expulsion under this provision, includes a firearm or destructive device which is designed to or may be readily converted to expel a projectile by the action of an explosive or other propellant. Destructive devices such as any explosive, incendiary, or poisonous gas, bomb, or grenade are also defined as firearms. Specifically excluded from the definition of "weapons" pursuant to the Gun-Free Schools Act, and therefore not subject to mandatory expulsion, are the following:

1. Antique firearms and rifles which the owner intends to use solely for sporting, recreational, or cultural purposes;
2. Firearms that are lawfully stored inside a locked vehicle on school property; and
3. Weapons which are used in activities, approved, and authorized by the administrator or designee, when appropriate safeguards are adopted to ensure student safety.

The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by-case basis, *taking into account the individual circumstances and the severity of the incident.*

Referral to Law Enforcement The board will refer any student who brings onto school property a weapon or firearm, as defined under the Gun-Free Schools Act or Virginia law, to law enforcement. *The board may, at its discretion, refer other students who violate this policy to law enforcement.*

Drug and Alcohol Policy

If a student is found to be involved with drugs or alcohol, the student will face indefinite suspension or expulsion. Expulsion will begin immediately if a student is found with alcohol or drugs on school property. Any prescribed medications will be given to the principal or office administrator who will store and administer all medications.

The cubbies and desks at SCA are the property of the school and are subject to examination as the need arises. We may choose to search cubbies, desks, backpacks, bags, and cell phones at any time.

Note: There are some circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior established by Shore Christian Academy, the school reserves the right to suspend or expel the student immediately in its sole and absolute discretion.

Section VII- Dress Code *"Whose adorning, let it not be the outward, but let it be the hidden man of the heart which...is a meek and quiet spirit, which is in the sight of God a great price." I Peter 3:3-4*

Modesty, neatness, and cleanliness are the primary concerns of our dress code. Our overall goal is to assist parents in preparing and nurturing students' hearts to bring honor to Jesus Christ in their appearance and how they conduct themselves before others. It is the school's desire to provide a dress code that provides a positive learning environment, modest standards, and is affordable to all parents. Therefore, we have implemented a dress code that has a uniform look but can be purchased in most clothing stores. This dress code does not address all situations that could occur. If there is a question about any item, contact the office for clarification. All students should be neat in appearance always. Uniforms should be clean, without stains, in good general condition, and wrinkle free.

Hair

Hair should be clean and kept brushed or combed. Extreme hairstyles or unnatural hair color are prohibited. Please keep this in mind over the summer/vacation breaks; hair must conform to standards upon returning to school. Boys' hair must be off the collar; cannot cover the entire ear; must be off the eyebrows.

Hats/Sunglasses

No hats or sunglasses are to be worn in the building. They are only permitted outdoors on campus during school hours unless a specific school sponsored event state otherwise. Violators of this rule will have their hats/headwear/sunglasses confiscated.

Jewelry

Boys and girls may wear jewelry that is not overstated, questionable or anti-Christian.

Acceptable jewelry for BOYS includes bracelets, necklaces, and rings.

Acceptable jewelry for GIRLS includes bracelets and necklaces, two earrings per ear, rings, toe rings, and anklets. Earrings should be limited to studs or very small hoop and/or dangle. Concern during athletic activities should be kept in mind.

Unacceptable jewelry for BOYS includes earrings, spiked jewelry, and body piercing.

Unacceptable jewelry for GIRLS includes more than two earrings per ear, spiked jewelry, and body piercing.

Tattoos

Temporary and permanent tattoos are unacceptable for both boys and girls.

Makeup

Girls may wear make-up in moderation and good taste.

General Guidelines:

- All slacks, skirts, and jumpers must be "Dockers", "Chino", or dress style made of cotton or cotton twill.
 - They may not have pocket zippers, drawstrings, or external pockets.
 - They may have elastic waists.
 - Corduroy, stretch material, denim and microfibers are not permitted.
- SCA polo shirts may be worn at any time.
- SCA school T-shirts may be worn on Fridays. School apparel may be purchased in the school office.
- Shoes are to be worn at all times on the school property.
- Students should wear enclosed shoes that are appropriate for play.
- Students shall not wear flip flops, clogs or boots with heels more than one inch.
- All clothing for boys and girls must be of approved design. Fad style clothing such as oversized, baggy, layered or "skinny" is not permitted.
- Jackets may be worn to school but must be removed upon entering the classroom. The only sweaters/sweatshirts permitted are listed in the dress code section.
- We recommend that parents label all clothing.

Girls:

- **Polos/Shirts:** Solid in color: white; maroon; or light, royal or navy blue short or long sleeve polo, oxford cloths, or Peter Pan style blouses. Must have collars. (These may not be sheer/see through and be modestly loose fitting)
- **Turtlenecks:** Solid in color: white; maroon; or light, royal or navy blue
- **Skirts, Dresses, Jumpers or Shorts:** Plaid of school approved design, khaki, navy and black. Must be within two inches of the top of the knee or modest length when worn with leggings; jumpers must be worn over approved polo/shirt/turtleneck.
- **Slacks:** Khaki, navy or black (Dockers or Chino style cotton/cotton twill only. No leggings, jeggings, yoga pants or stretch/spandex pants.)
- **Sweaters/Sweatshirts:** Solid in color: white, light, royal or navy blue, khaki, or maroon; traditional button, ¼, full zip or pullover or SCA school apparel. **NO LOGO OR APPAREL WITH WRITING.**
- **Stockings, Leggings, Socks:** solid in color of white, navy, tan, or maroon. "Crazy" stockings/leggings/socks may be worn on Fridays **ONLY**; leggings **MAY NOT** be worn as pants, only under skirts, dresses, or jumpers.

Chapel: Girls are required to wear a skirt, dress, or jumper on Chapel days. For warmth and comfort during the months of December through March, girls may wear khaki or navy slacks to chapel.

Boys:

- **Polos/Shirts:** Solid in color: white; maroon; light, royal or navy blue short or long sleeve polo or oxford cloth.
- **Turtlenecks:** Solid in color: white; maroon; or light, royal or navy blue.
- **Slacks:** Khaki, navy or black (Dockers or Chino style cotton/cotton twill only. Not excessively baggy or tight).
- **Shorts:** Plain front khaki or navy chino shorts within two inches of the top of the knee.
- **Sweaters/Sweatshirts:** Solid in color: white, light, royal or navy blue, khaki or maroon; traditional button, ¼, full zip or pullover or SCA school apparel. **NO LOGO OR APPAREL WITH WRITING.**
- **Socks:** Solid in color: white; navy, tan or maroon. "Crazy" socks may be worn on Fridays.

Chapel: Boys in 4th grade and up will wear ties and a collared shirt on Chapel days; ties should be predominantly navy or maroon in color but may have a slight pattern; ties may be removed before outside activities.

“No Uniform” Day

The School Board has established that Fridays are a “No Uniform Day”. To participate, students are asked to make a donation (the monetary value is to be determined at the start of each year) towards the Development Fund. **Note: If a student comes to school and the clothing is deemed inappropriate for modesty reasons, a parent will be called, or the student will be sent home if they cannot comply. See Section VI Discipline for Dress Code violations.**

“No Uniform” Day Guidelines

- All casual clothing must be modest.
- Any clothing with writing or pictures must be school appropriate.
- Shorts or skirts must be school code length.
- Normal fitting clothes.
- No exposed midriffs.
- No ripped jeans or pants permitted.
- No leggings, jeggings, or yoga pants.

The administration reserves the right to define appropriate dress and grooming standards. Teachers and administrators have the obligation of informing students when certain attire may not be in accordance with the SCA standards of modesty and neatness, even though the attire does not specifically violate one of the points of the dress code. Exceptions to the dress code may be made by administration based on planned student activities.

SECTION VIII – Program of Instruction *“Study to show yourself approved unto God.” 2 Timothy 2:15a*

The academic programs of SCA are based on the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study, and biblical integration are the norm.

School Year

Shore Christian Academy’s school year begins the last week of August and ends late May to early June. The school calendar will give attention to special dates and vacations. The school year has 175 school days.

Curriculum

All subjects and activities are integrated with the basic Christian principles of the Bible to impart a God-centered view of life to the students. Each class is designed to equip each student with a firm foundation for fundamentals in the preschool grades. The academic program is centered around the Abeka and Purposeful Design Curricula. During Parent Orientation teachers will provide details of the content areas which will be covered during the school year. This foundation is valuable in developing the student’s concepts about themselves, other people, God, the world, and the Christian life.

Grade Procedures

SCA’s Primary School (Pre-K-2) has six, six-week grading periods and SCA’s Elementary and Upper School (3-8) has four, nine-week grading periods. Progress reports are issued in the middle of each grading period. Report cards are issued at the end of each grading period and are available through Parents Web.

An incomplete “I” recorded on a report card must be satisfied within 10 school days following the end of the grading period. After that time, an incomplete will be changed to “F”. Exceptions may be granted with prior administrative approval.

Homework/Student Progress

Completed papers will be sent home daily. An Assignment Sheet will be sent home each Friday. This information will include the week’s conduct grade as well as the activities and skills that will be taught during the following week so that parents may be informed and better able to help their children. We believe homework is an important part in the development of each student. It stimulates independence and self-direction. It reinforces academic learning through practice and repetition. Students also learn how to read for pleasure and how to discipline themselves by taking responsibility for their work. The amount of time that should be allotted for homework varies with each grade. Details regarding homework will be discussed during orientation. If you have a question regarding your child’s progress, please call the school office and leave a message for your child’s teacher to call you.

Grade Promotion/Retention **Promotion**

1. Students who successfully complete their academic requirements and who have exhibited behavior that is consistent with the standards and philosophy of the school will be advanced to the next grade on a preferential basis over new applicants.
2. At the discretion of the School Board, a student may be advanced two grade levels for reasons that include, but are not limited to:
 - a. Teacher recommendation
 - b. Parent request

3. Such advanced placement will be done only at the beginning of a new school year and following testing procedures that indicate the child's readiness.
4. Factors to consider in advanced placement of a student would include: the child's progress thus far in the class; previous progress in earlier grades; physical maturity; social maturity; testing results and the teacher's own sense of the suitability of such a move.
5. If the teacher is prepared to make a formal recommendation for advancement that should first be discussed with the principal and then with parents at the close of the second term.
6. If the parent objects to the recommendation, the child will move on to the next grade level.
7. If, despite the recommendation of the school against advanced placement, the parent(s) insist on the child skipping a grade, the recommendation of the school shall stand.

Retention

1. At the discretion of the school, a student will not be advanced to the next grade for reasons, which include, but are not limited to:
 - a. Failure of two or more major subjects
 - b. If a student's reading/mathematics level would prohibit success in a higher grade
 - c. Parent request
 - d. Excessive unexcused absences
2. If a teacher feels that a student could benefit from repeating a year, that consideration will be communicated to the parents as soon as possible. It is recommended that students be retained first of all in the primary grades.
3. Factors to consider when retaining a student would include:
 - a. the child's progress thus far in the class
 - b. previous progress in earlier grades
 - c. physical maturity
 - d. social maturity
 - e. testing results and the teacher's own sense of the suitability of such a move.

If the teacher is prepared to make a formal recommendation for retention that will first be discussed with the principal and then with parents. Based on the overall wellbeing of a child's whole development, as educators, we will support the child's spiritual, physical, emotional, and social development. SCA reserves the right to retain a child where he/she can thrive in all areas of growth. Recommendations for retention are always made with the best interests of the student in mind and after avenues such as remedial work have been pursued but were found to be insufficient to fully meet the needs of the student at the time. Any recommendations shall become part of the student's permanent record. Any exceptions to this policy will be solely the decision of the administration of Shore Christian Academy.

Testing

Standardized tests are given annually to our students beginning with the kindergarten class. It is a comprehensive battery of tests designed to measure achievement at each grade level in the educational sequence. The test dates may be found on the school calendar.

SECTION IX – Internet and Computer Policy *“Pleasant words are as a honeycomb, sweet to the soul, and health to the bones.” Proverbs 16:24*

At Shore Christian Academy we desire spiritual, educational, and personal success for each of our students. In today's world, computer skills are vital for academic and professional advancement. Computer technology allows students and staff to access valuable resources and information, explore thousands of libraries, databases, and websites, collaborate with other individuals and groups around the world, and significantly expand available information bases. Students will be given the opportunity to improve their computer skills and enjoy the fun of learning by using the computers in their classrooms. With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value. While our policy is that all computer resources and technology be used for educational purposes only, families should be warned that some material obtained via the net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Computer access from the school will go through a filtering program. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. Additionally, Shore Christian Academy will seek to inform both parents and students of the potential dangers and encourage families to create their own "acceptable use policy" for home computers. As with all facets of life, we encourage students to use the resources God has blessed them with in a way that honors Him and to guard their hearts (Proverbs 4:23). **A copy of our internet and computer policy will be distributed to students as they begin using these resources.**

SECTION X-Financial Policies *“But seek ye first the Kingdom of God and His righteousness, and all these things shall be added unto you.” - Matthew 6:33*

General

Financial responsibility is one of the key factors in maintaining a quality Christian school for your child. Your cooperation will enable SCA to maintain a positive Christian testimony by having funds necessary to meet our financial obligations in a timely manner. All gifts received by SCA, for which no specific services are rendered, are tax deductible.

Tuition

School tuition and fees are due on the 1st of each month beginning on August 1st with the final payment due on June 1st for a total of eleven months. Using the Tuition Payment Schedule, add the tuition and any additional fees such as After School Care or Graduation fees. Divide the total amount by eleven and begin the first payment on August 1st. Books fees are due July 1st. Parents should not send tuition payments to school with their children.

There will be a \$30.00 late fee for all payments made after the 10th of the month. A \$30.00 fee will be charged for all returned checks.

Should an account become 45 days in arrears, the student may be prohibited from attending classes unless or until payment is made or a written agreement is signed by the School Board and the person financially responsible and the Parents agree that they will be liable for all collection costs, including attorney's fees. The school may hold any and all Student's records including Report Cards until financial obligations are met.

Tuition Assistance

Occasionally, funds for tuition assistance are made available. Anyone wishing to be considered in these instances should complete a financial aid application for the following school year. Contact the school office for deadline dates and information.

Fees

Before and/or After School Care Fee: This fee will be included with the tuition in the monthly payments for students that require additional before school care from 7:15 – 8:00 a.m. or after school care from 3:15 - 5:30 p.m. during the school year. A daily fee of \$5 will be charged for students that require occasional before school care and \$10 for after school care. Please contact the school office to be sure that there is space available. This fee should be paid by the 10th day of the following month. Please see the Tuition Information included in the Enrollment Packet.

Late Pick Up Fee: Students picked up late from after school care will be assessed a late pick-up fee. The late pick-up fee for students picked up after 5:30 but before 5:45 is \$15; after 5:45 but before 6:00 is \$30; after 6:00 but before 6:15 is \$45; after 6:15 but before 6:30 is \$60.

Registration Fee: A non-refundable registration fee is due at the time the application is submitted.

Testing: A non-refundable entrance/observation testing fee is due at the time of the entrance testing.

Graduation Fee: The Kindergarten graduates will wear a cap and gown during the K5 graduation ceremony that will be held during the spring. The caps and gowns will be ordered through the school (included in the \$50.00 graduation fee).

Maintenance Repair Fee: A minimum \$25.00 fee will be charged to all persons involved in the defacing or damaging of school property whether accidental or intentional. If any damage to school property occurs, students should immediately report such information to the classroom teacher.

SECTION XI – Spiritual Growth *“Thy word is a lamp unto my feet, and a light unto my path.” - Psalm 119:105*

Chapel

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs will be held to spiritually challenge students. Parents are welcome and encouraged to attend chapel services.

Bible Version

SCA recognizes the New King James Version as the translation normally used in the classroom for quotation and memorization.

Pledges

As a demonstration of our love and appreciation for our country, our Savior and the Bible, Shore Christian Academy begins each day with the recitation of the following pledges:

- 1) **Pledge to the American Flag** – I pledge allegiance to the flag of the United States of American, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all
- 2) **Pledge to the Christian Flag** – I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen and coming again, with life and liberty for all who believe.
- 3) **Pledge to the Bible** – I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

Manners

It is important that students show respect to their teachers and to one another. Students will be guided and encouraged to exhibit good manners such as

- Address and reply to teachers with the utmost respect using Mr., Mrs., or Miss respectively. Student replies to a teacher should be “Yes, Sir”, “Yes, Ma’am”, “No, Ma’am”.
- Use polite phrases such as “please”, “thank you”, “excuse me”, and “I beg your pardon”.
- Use physical actions such as smiling, holding the door, shaking hands while looking at the person in the eye, and offering help as you see it is needed.

Shore Christian Academy
Student Absence Notification Form

Class attendance is essential to success as a student. Understanding that opportunities that will enrich a student's life will become available during the school year, parents should allow their children to miss school only for the worthiest reasons.

An **Absence Notification Form** must be completed and signed by the parent or guardian for **ANY** school absence. In instances where there is prior knowledge of the absence, the form should be submitted at least **4 days prior** to the planned absence in order to give the teacher adequate time to prepare assignments, tests, etc. Pre-assigned work (such as reports or projects due during the absence) should be submitted before the student leaves. Daily work which has been assigned before the student leaves for a pre-planned absence will be due the day the student returns or in a timely manner as determined by the teacher.

According to our attendance policy, absences will be excused or unexcused based on the criteria set forth in the Student Handbook.

Student's Name: _____ Grade _____

Date(s) of Absence: _____

Type of Absence:

- ___ Full Day(s) Absence
- ___ Tardy
- ___ Early Dismissal, Time _____

Name of person picking up student if other than parent: _____

Reason for Absence:

- ___ Illness or Injury
- ___ Quarantine
- ___ Death in the Immediate Family
- ___ Medical or Dental Appointment (Please submit documentation from doctor's office.)
- ___ Court or Administrative Proceedings
- ___ Religious Observance
- ___ Emergency (Please describe) _____
- ___ Pre-Approved Excused Activity (Please complete **Request for Excused Activity Absence Form**)
- ___ Other (Unexcused)

Parent/Guardian Signature: _____ Date _____

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Teacher(s) Signature(s): _____

Comments/Work Due: _____

Received by SCA Office Date: _____ **Excused** **Unexcused**

Administrator/Designee's Signature _____

Shore Christian Academy

Request for Excused Activity Absence

For an excused absence for an educational, travel, or other opportunity, the reason for the absence should be important and valuable to the student and family. Signing this form documents that this absence is for valid purposes. No student will be approved for more than two excused activities to be taken within one school year, and a student may not be absent for more than 5 days within a school year due to excused activities.

Shore Christian Academy recognizes the value of family vacations and encourages families to enjoy vacations together. At the same time, Shore Christian Academy strongly discourages the removing of students from school for vacation other than for extenuating circumstances. Families have many options for when they can schedule a family vacation without having to have their student(s) miss school and are encouraged to schedule vacations accordingly.

Requirements for Attaining Approval for Excused Activities

All of the following requirements on the front and back of this paper must be completed and turned in to the school office at least four days prior to the absence.

As the parent or guardian of _____, I state that the absence from
(Student's Name)

from school for the dates of _____ is an important and valuable
(Date(s) of Absence)

opportunity to my child and/or our family necessitating this absence.

Signature of Parent or Guardian: _____

Please briefly describe the opportunity or activity:

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Request for excused absence was: **Approved** **Not Approved**

Administrator/Designee's Signature _____