

2019 - 2020

Sanford Christian Academy



Parent - Student **Handbook**

Sanford Christian Academy

Calvary Baptist Church
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SanfordChristianAcademy.org

Care of Team Uniform

The student and his parents assume full responsibility for the uniform while it is in the student's possession.

The following are suggestions for uniform care: Wash uniform promptly after each game.

Wash uniform separately, or only with like colors

DO NOT dry in a dryer. Line dry only! DO NOT use bleach

Do not make any alterations to the uniform

Uniforms are to be worn for games only! They ARE NOT to be worn as personal or casual wear.

Game Participation

Being a member of the sports program is a privilege. Each young person serves a different purpose in the overall success of a team. Being a member of a team does not guarantee playing time. **Game playing time will be based on the coach's discretion and the player's hard work.**

Attendance Requirements

Regular attendance to practices and games is expected of all students participating in a sport.

A student who knows he must miss a practice or game should notify the coach as far in advance as possible. **Failure to do so will result in disciplinary action. In case of a sudden illness or emergency situation, a note signed by the parent should be brought to the coach upon the student's return.**

Unexcused Absence: A student who is absent from one practice in a week will be ineligible to play in the first half of the next game. A student who is absent from the practice prior to the game or absent from two practices in one week will be ineligible to play in the next game. Coaches do have the authority to issue other disciplinary measure with approval of the administration. **A student who is absent from school for more than a half day should not attend practice or games on that day.**

A student who is not able to play due to an injury is still expected to attend all practices and games unless excused by the coach. Any injured or ill student who is not able to play must have a signed note of explanation from the player's parent/guardian or doctor.

Dress Code

Practice clothes should be approved school PE uniforms.

Dress for road trips will be school approved Chapel uniforms. Team uniforms during the game and the return trip home will be as follows: Girls uniform skirts with chapel attire or polo school shirt. Boys will wear black dress slacks with polo school shirt. **Only school-approved jackets and sweatshirts are allowed.**

2018-2019

Dear Parents,

We would like to welcome you and your child and extend our appreciation for the opportunity to serve you through the Christian education ministries of the Sanford Christian Academy, a ministry of Calvary Baptist Church.

We firmly believe that education is a joint responsibility of the home and school. We plan to develop a good working relationship with you and we strive to achieve the highest quality education for your child/children. Our chosen curriculum, guidelines, and regulations are all designed to meet that goal. We covet your support.

This handbook was prepared to address some of the questions you might have concerning school. Please read it thoroughly and refer to it when needed.

If any additional questions should arise, we ask that it be addressed promptly with the administration.

We look forward to working with you in the education of your child/children and sincerely hope that you will take an active interest in our school.

Serving the Lord,
Pastor Todd Bell and faculty

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Coaching Staff

Coaches are selected at the discretion of the administration. They must attend all Chapel services during the sport's season. They are required to ride the bus with the team. Coaches can be dismissed at any time if warranted by the administration.

Road Trips

Any student participating in a high school sport can anticipate traveling with the team unless notified otherwise by the Athletic Director or Administration.

Activities Bus Policy

Players need to take note of the schedules for departure and arrival times. Please keep in mind that it is almost impossible to guess exact times for arrivals. We suggest that players bring a cell phone so they can call home when we arrive at a restaurant. This will give parents a better idea of our arrival times.

Cell phone use is only allowed on the bus when approved by the coach or driver.

Players are required to ride the bus to all away games. If parents attend away games then the student may ride with them only on the trip home. If any student wishes to ride with another parent home; they must have permission slips signed by their parents.

Pick up and drop off at any destination other than the church parking lot is prohibited.

When classes are in session during bus departure times, students who are not on the team will not be excused from classes to travel with the team.

Players are to take good care of the bus. Please remove all sharp objects from rear pockets to avoid cuts, tears, and marks on the seats. Climbing over the seats and hanging out the windows are prohibited.

Eating on the bus is only allowed when approved by the coach or driver.

Students can take cell phones to the games, and can be used at the discretion of the coach and/or staff. Parents will be notified for pick up when the bus is 45 minutes from arriving at the school.

All players are required to help clean the interior of the bus completely upon return from a road game.

Pick up and drop off at any destination other than the Church/School parking lot is prohibited.

League Affiliation

SCA is a member of the ACEL. Our purpose for being part of the ACEL is for athletic competition only. We do not condone or try to legislate some of the practices other schools may use in the ACEL. We believe we can be a testimony by the way our coaches, fans, players, and students conduct themselves.

Sports Fee

Please note that we endeavor to keep all costs to a minimum but there are certain costs involved with sports, such as: official fees, association fees, gas, etc. that we have no control over. Therefore, the sports fee must be paid in full at the start of the sport season in which you are playing and that fee must be paid separately from tuition payments. Sports fees are due at the start of the sport that your child is participating in. If the fee is not paid by the first home cross country meet, or ball game, students may not participate in it or any future games until their fee is paid in full. Occasionally there will be additional costs such as: Shoes, jackets, etc. which will be the parent's responsibility to pay, along with the sports fees.

Medical Information

Any injury or illness that occurs during a practice or game should immediately be reported to the coach for evaluation. If medical attention is needed the parents will be notified as soon as possible. All injuries and incidents will be recorded on an Accident/Injury Report and turned in to the SCA office on the day of the occurrence (if office is closed it will be turned in the following day).

Athletic Eligibility

SCA considers participation in it's athletic program to be a means to an end and not the end itself, students are required to maintain a specific standard of academic work and personal conduct in order to be eligible for athletic participation.

To be eligible for athletic participation, students must maintain at least a 2.0 GPA (C Average) without an "F" in any subject. Grades will be checked for eligibility at three-week intervals beginning with the completion of the 6th week of school. First time ineligible students may still attend practices but may not play or travel with the team. Students can return at the discretion of the administration.

Home School Participation

Home school Students will be allowed to participate at the discretion of the administration. Home school students must attend all practices, ride the bus to games, and attend Friday Chapel during the sport's season in which they are participating. The administration reserves the right to dismiss them at any time.

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SANFORD CHRISTIAN ACADEMY 2019-2020 SCHOOL CALENDAR

AUGUST

27.....6pm School Orientation Meeting
28.....First Day of School

SEPTEMBER

2.....No School (Labor Day)
20.....Grandparents Day

OCTOBER

14.....No School (Columbus Day)

NOVEMBER

6.....End of First Quarter
7.....Parent/Teacher Meeting
11.....No School (Veteran's Day)
27-29.....No School (Thanksgiving Break)

DECEMBER

23 -JAN. 3.....No School (Christmas Break)

JANUARY

6.....Back to School from Christmas Break
20.....No School (Martin L. King Day)
22.....End of Second Quarter
23.....Parent/Teacher Meetings

FEBRUARY

17-21.....No School (Winter Vacation)

MARCH

25.....End of Third Quarter
26.....Parent/Teacher Mtgs.

APRIL

10-17.....No School (Spring Vacation)

MAY

21.....Kindergarten Graduation Program
24.....High School Graduation Ceremony
25.....No School (Memorial Day)
28.....School Wide Awards Program
29.....Last Day of School

Sports

We would like to welcome you to the growing athletic program at Sanford Christian Academy. We are grateful for what God has done through the lives of many dedicated and faithful people who have taken an interest in our student athletes. It is our desire to teach Godly character and right attitudes that are essential to everyday living. We are committed to competing at the highest-level possible, but most importantly we want to have each team member and coach to have a good testimony and show great sportsmanship in all that we do.

At Sanford Christian Academy, the academic program takes priority over the athletic department. Competing in any of our sports programs is deemed a privilege that comes after showing effort in the academic program.

SCA believes that participation in an interscholastic sports program gives the student the opportunity to not only exercise his physical body, but also to put into practice the Christian character training and spiritual

principles he/she has received at home, in church, and at school. Biblical principles for living and the building of Christian character in the lives of our athletes are of the utmost importance.

I Corinthians 10:31 states, "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God." We desire to provide: training sessions for our coaches and athletes, purchasing quality uniforms and equipment, and holding to high academic standards which must be maintained for participation in the school's athletic program.

We teach our students and athletes that it is no disgrace to lose or fail, but that it is a disgrace to do less than your best to keep from losing or failing. "True winning" is giving one's best to the glory of God.

SCA expects the athletes to be leaders, not only academically but also in their conduct and behavior. **If a student receives a detention on game day, he/she will be ineligible to play in the game that night. Any student who receives 5 detentions or a suspension during a sports season will be dismissed from the team for the remainder of the season. Any single act, event, or attitude can result in the player being dismissed from a team if deemed warranted by the administration.**

Chapel Day Uniform

GIRLS (K-6TH GRADES)

School skirt with white collared shirt and sweater vest with logo

School jumper with white collared shirt

GIRLS (7TH-12TH GRADES)

School shirt with white collared shirt and sweater or sweater vest with logo. NO SPORTS JACKETS.

BOYS (K-6TH GRADES)

Black pants, white dress shirt, school or black tie, sweater vest with logo.

BOYS (7TH-12TH GRADES)

Black pants, white dress shirt, school or black tie, black sport coat.

Chapel uniforms will be worn ALL DAY on Friday.

PE UNIFORM

All students should have the proper PE or SPORT PRACTICE Uniform. They can be purchased in the school office.

Black loose fitted shorts, SCA T-shirt.

ALL STUDENTS GRADES 1ST - 12TH SHOULD HAVE THE APPROPRIATE SCHOOL APPROVED UNIFORM ON THE FIRST DAY OF SCHOOL.

Introduction

History

Sanford Christian Academy is a private, non-profit Christian school founded in 2010 as a ministry of Calvary Baptist Church. Calvary Baptist Church was established on November 7, 2004.

Statement of Faith

1. We believe in personal salvation by faith in the blood of Jesus Christ, which He shed on the Cross of Calvary for remission of sins for all who believe.
2. We believe that the entire Bible is the inspired Word of God.
3. We believe that the Lord Jesus Christ was raised bodily from the tomb and now sits at the right hand of the Father in Heaven making intercession for all born-again believers.
4. We believe that Christ will return bodily to call His church unto Himself.
5. We believe in the eternal security of the born-again believer.

***This is a short version of our beliefs for this Academy. For a complete Statement of Faith refer to the Calvary Baptist Church Constitution & By-laws, Article II /Section 1.

Mission

Our mission is to assist parents in the training of their children to conform to the image of Jesus Christ.

Statement of Purpose

The primary objective and purpose of Sanford Christian Academy is to train the student in the knowledge of God and to give the student a superior education. The teachers of Sanford Christian Academy realize the solemn responsibility before God in molding the life and character of each of their students to give a good foundation for each child's future. The well-qualified administration and faculty demonstrate a caring concern for each child under their care.

Statement of Nondiscrimination

Sanford Christian Academy admits students of any race, color, national and ethnic origins to any activity at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics or other school programs.

Christian Character

Sanford Christian Academy is an extension of the home. Therefore, we would expect each student to exemplify a Christian lifestyle outside of the school realm.

Guidelines for Christian Character

1. Attend church regularly. (Heb 10:25)
2. Have regular Bible study and devotions. (2Tim 2:15)
3. Show respect and obedience toward your parents and all those in authority. (Ex. 20:12, Eph 6:1)
4. Honor the Lord by treating your body as a temple of the Holy Spirit. (1 Cor.6:18-20)
5. Refrain from watching unsuitable television and movies. (Gal. 5:16, Prov. 4:25)
6. Refrain from unclean or obscene talk. (Eph 5:4)
7. Dress modestly for all occasions. (1 Tim 2:9, Rom. 14:21)

Also, as parents, you should be aware of acquaintances and friends of your child. (Psalms 1:1)

Admissions Policy

Admissions

1. Students are admitted on the basis of educational records, character, suitable personality, behavioral criteria, and stated objectives.
2. A written application for enrollment must be submitted with appropriate fees. New 7th through 12th grade students and their parents are required to meet with the administrator prior to admission. K4-6th grade students are open enrollment
3. All parents, and 7th through 12th grade students are required to sign a statement of cooperation.
4. Students entering K5 must be 5 years old by January 1st.
5. Students entering K4 must be 4 years old by December 1st.
6. The academic programs at SCA are designed for average and above average students. No provisions are available for mentally handicapped children or children with severe learning or behavioral (IEP) disabilities.
7. The academy reserves the right to reject students whose conduct or attitude is out of harmony with the spirit of our school.

GIRLS —

1. Expected to maintain a standard of modesty in all clothing.
2. Uniform skirts and jumpers are expected to touch the floor when kneeling. Parents please pay particular attention to growing girls that their jumper or skirt do not become too short or too tight during the school year.
3. Skirts must be worn at the waist, and not around hips.
4. Proper undergarments **MUST** be worn at all times.
5. Extremely heavy makeup, earrings in the nose, tongue, cartilage, extreme body parts, and unnaturally colored hair or extreme hairstyles are not permitted.
6. Solid white, solid black or solid gray tights/socks, nylons, or leggings are to be worn at all times.
7. Black **NON-MARKING DRESS** shoes are to be worn. **NO sneakers, hiking boots, or athletic type shoes or socks are allowed.**
8. Hats and caps are not permitted in any building.

BOYS —

1. Expected to wear school-approved polo with black dress pants.
2. Shirts are to be tucked in and a belt must be worn at all times.
3. Pants are not allowed to be down around the hip area. **They must be belted at the student's waist.**
4. Black **NON-MARKING DRESS** shoes. Solid black or solid gray socks are to be worn. **NO sneakers, hiking boots or athletic type shoes are allowed.**
5. Boys must maintain a haircut that includes a neat trim and tapered on the sides and back. This means: not touching the eyebrows, not touching the ears, not excessively bushy, not turned up on the ends because of length, and not on the shirt collar. Hair must be neatly combed. Bowl, braids, wedge, pigtail cuts, and symbols cut into the hair are not permitted. Extreme hair styles or color are not permitted. Hair combed in an upward manner can be no longer than one inch.
6. Beards, mustaches, goatees, or sideburns that extend below the middle of the ear are not permitted.
7. Boys may not wear any type of jewelry or earrings while on campus or at off campus school sponsored events.
8. Hats and caps are not permitted in any building.

*****All jackets worn in class must be school approved. No hooded sweat shirts during class. Hooded sweatshirts can be worn for physical education classes or after school activities.*****

Dismissal

Students who are involved in any of the following forms of misconduct may be dismissed immediately from the school and reported to authorities as necessary.

Alcohol
Indecent Language/innuendo
Pornography Drugs
Immorality
Tobacco
Chronic Behavioral Problems
Assault
Gambling
Rock Music/Concerts
Firearms/Weapons
Texting on School Grounds
Texting Inappropriately

Uniform Dress Code

A sense of the need for appropriate dress standards has led SCA to adopt standards of conduct and appearance. All students are to be neatly dressed in school uniforms during school hours and for all Academy-sponsored after school activities. Parents and guests of students are requested to dress modestly while on school property and while attending Academy functions.

CHAPERONES:

Men- SCA burgundy T-shirt with black dress slacks
Ladies- SCA burgundy T-shirt with black below the knee skirt

Students violating the uniform dress code may, at the discretion of the administration, be asked to leave campus until their appearance meets Academy standards. The school administration reserves the right to initiate policies on new fads and changes in lifestyles throughout the school year.

Our dress standards are as follows, and keeping them are necessary to remain a student at Sanford Christian Academy.

Enrollment Procedures

1. Complete and sign registration forms and pay registration fee.
2. New 7th through 12th grade students and parents meet with the administrator.
3. Testing of student, if necessary.
4. Completed immunization record on file as required for students in the state of Maine.

Re-enrollment Procedures

The month of March is designated for returning students to re-enroll. Appropriate registration forms and fees will be due at that time. After March 31, enrollment will be on a first-come, first-served basis.

Financial Information

Sanford Christian Academy endeavors to keep tuition rates reasonable. The school does not receive governmental assistance and is not endowed or supported by outside organizations.

Tuition/Fees

1. Registration fee: \$80 initial registration (non-refundable)
2. The tuition may be paid in FULL by September 1st with a 3% discount, or the tuition may be paid in 10 monthly payments due on the 20th of each month, with the first payment due by August 20th, and the last payment due by May 20th.
3. Tuition is paid regardless of days your child attends each month. All holidays, etc., were taken into account when the tuition rates were set.
4. The book fee is to be paid before the first day of school. Book fees vary according to grade.
5. All tuition is received through FACTS Management. You will be given instructions at registration.
6. In the event the parent withdraws his/her child from the school during the school year, 25% of the total tuition payment is due if the withdrawal occurs after the first day of school, 50% of the total tuition payment is due if the withdrawal occurs after the end of the first 9-week grading period, and 100% of the total tuition is due if the withdrawal occurs after the end of the first semester.

- 7. In the event of a student’s withdrawal the student’s records will not be released or transferred to another school until the account is paid in full.
- 8. A student may not begin a new school year if the account for the previous year has not been paid in full.

Tuition for 2019-2020

All applicants	
Registration Fee	\$80.00
Standardized Test Fee	\$40.00
Academy (Grades K4 to 12th)	
Tuition	\$3,450.00

Detention

Students serve detention from 3:30-4:30 p.m. and must complete work as assigned by the teacher who issued the detention. All students receiving a detention will be given a detention slip to be signed by the parent. All detentions are to be served at the discretion of the teacher. Each detention issued will have a charge of \$15 to be paid when the signed detention slip is returned to the office. Three detentions in one quarter will result in a Saturday detention to be served for 1 hour to be determined by the staff member issuing the detention, where the student will be charged a fee of \$25 to pay for the teacher to watch them. Students can be suspended for an accumulation of detentions and for major behavioral problems.

SCA expects full cooperation from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. If the student’s behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of SCA, whether or not there is a definite breach of conduct, he may be requested to transfer out.

Attendance at Sanford Christian Academy is once again a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and spirit of Sanford Christian Academy.

Suspension

In-School

Students whose deportment has been shown to be unacceptable may be subject to suspension. Students will spend the entire school day in the school office and must still complete all assigned work. Major behavioral problems could result in Out-of-School suspension or dismissal.

Out-of-School

Students with an Out-of-School suspension are not allowed on the school grounds to attend any functions. A zero daily grade will be given in each class and averaged in with the current term’s grades. All tests and class work missed must be made up the day the student returns to school. A suspension will cause the student to become ineligible for sports for the remainder of the season in which they received the suspension. Further behavioral problems could result in dismissal.

Discipline

General Classroom Conduct

There are three basic rules to follow:

1. No talking without permission
2. No getting out of your seat without permission
3. Eyes on the teacher

Effective classroom discipline is a necessary key ingredient for a good learning environment. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. The teacher is responsible for maintaining appropriate classroom behavior. Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior:

- Talking without permission
- Failure to complete assigned work
- Fighting
- Lying
- Stealing
- Disrespect
- Cursing
- Chewing gum
- Forging another's name
- Cheating
- Not complying with the school's dress code.

Students will receive a fee of \$15 at minimum for deliberately defacing or damaging school and/or another's property; **SCA expects full cooperation from both student and parent in the education of the student.**

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude.

Typical corrective measures are loss of recess time, detentions, and a student/teacher conference, parent/teacher conference, and suspensions.

It is a privilege to attend Sanford Christian Academy not a right. We will enforce all discipline rules to the fullest extent.

General Information

Sanford Christian Academy reserves the right to make any changes, amendments, and corrections of the rules and policies of the school at any time, with or without prior notice.

Communicable Disease Policy

Sanford Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. A teacher or administration official that has reason to suspect that a student or employee has a communicable disease shall immediately notify the office.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, SCA may require an independent physician's examination of the student to verify the diagnosis of communicable disease.

Sanford Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Clinic and Medication

For the welfare of your child and others in the school, all children who are sick should be kept at home. If a child becomes ill at school, the parents will be required to check him/her out of school. Parents will be called if the student is running a fever or throwing up.

Medication: If a student is to take any medication while at school, he must have this on file at the school office. The medication to be dispensed will be kept there and dispensed by the secretary according to the doctor's instruction. Medicine must be in the proper container and be properly labeled. Under no circumstances are students allowed to possess, store in their locker, or administer any type of prescription or non-prescription drugs. Exception: Students may keep on their person asthma inhalers.

PLEASE NOTE: The school will not dispense any type of prescription medication to a student if the student does not have their medication and note from parents on file at the school office. The school office will dispense non-prescription pain reliever medication after the parent has been notified and an okay has been given.

Field Trips

Students participating in trips, whether one day or overnight, will be expected to adhere to all school policies and regulations. All students must ride on the bus if a bus is provided. Chaperones and guests are expected to conform to SCA standards of dress code (page 19) and behavior. Field Trip uniforms are as follow unless otherwise noted by the teacher: Black shorts, burgundy SCA T-shirt, sneakers, and SCA approved jacket. NO ELECTRONICS are allowed on the field trips. Field trips are a day of school. Missing a field trip is considered an absence and the student will be required to complete assigned work from the teacher.

Bad Weather Condition

School closing announcements will be made with a One-Call # 1-877-698-3261 (messages will come from this number - please add this number to your contacts) and on Face book.

Social Activities

Although SCA is an academic institution by nature, it also strives to provide fun and wholesome activities for its students. Throughout the year, various outings, banquets, and special events are planned. These activities are designed to meet the social needs of the students. All such events are chaperoned and adequately supervised for the safety and well being of all. For this reason, students may feel comfortable in participating in any of the activities. Even though some activities are off campus, school policies and dress code will always apply and be enforced.

Telephone

The telephone in the school is for school business. If a student is sick, the school office will call the parent. No student or teacher will be called out of class to answer the telephone. Please do not call and ask to speak to a student. In case of emergency, call the office. It will be handled by the administration. A teacher may return your call when on break or after school hours.

Visitors & Volunteers

When parents or visitors or volunteers come to the school for any reason, please come to the school office first. Do not go directly to the classroom. Forgotten lunches, homework, etc., may be left in the school office for the students. All visitors, parents or volunteers to SCA classrooms and lunchroom are expected to conform to SCA standards of dress (page 19).

Responsibilities of Homework

Teachers- assign the appropriate type and amount of homework. In doing so, they should explain the material, motivate the students, and follow up on those having difficulty with the assignment.

Students- Keep track of the assignments, complete the assignments to the best of their abilities, seek help when needed, review errors and file for later use in test review, and know when test and/or quizzes are being held and study accordingly.

Parents- Provide time and an appropriate environment for homework on a consistent basis, monitor student progress according to age and need of the student, assist when needed, in providing resources, clarification, and/ or quizzing on mastery of the material, provide positive encouragement, communicate with teachers when needed, and train children early to work independently.

Proper Environment for Homework

The following contribute to accomplishing homework effectively: A designated area that is quiet, well lighted and is separated from other activities as possible. A family schedule that allows the recommended study times.

Typical Time Required for Homework

Length will vary from day-to-day (generally 1/2 the amount on Fridays) and from student to student. No homework will be given on Wednesday. Following is an estimated time for homework:

1st-2nd grade	½ hour
3rd-4th grade	45 minutes- 1 hour
5th-6th grade	1 hour- 1 ¼ hour
7th and up	20-30 minutes per class

Help Class-Tutoring

Help-Tutoring classes are offered at an extra charge for students experiencing difficulty in a particular subject. Should you desire help for your child, you should contact your child’s teacher to set up an appointment. The charge will be \$15 per hour. Help Class is mandatory for students receiving D or F in any required subject.

Achievement Testing

Stanford Achievement tests are administered each spring. Appointments may be arranged through the school office for parents wishing to discuss achievement test scores.

Progress Reports and Report Cards

Parents and students can follow all grades on igrade.com.

Student Preparation for Class

Junior and senior high students must be prepared for class on a daily basis. Chronically being unprepared for class could result in a detention!

Plagiarism Policy

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

If a student is found to be plagiarizing, our policy is as follows:

- Student will receive a 0 (zero) on the assignment
- Student must complete and turn in the assignment
- Student will receive a second 0 (zero) if assignment is not turned in
- Student will receive a detention.

The administration does reserve the right to issue further discipline in accordance with the school's handbook if deemed necessary.

Honor Roll

The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into High Honors and Honors. High honors is for students who have all "A's". Honors are for students with no grade lower than a "B".

Homework

Students in SCA will normally have homework. We believe it is an integral part of the school program, which will aid students in advancing their studies. Students are expected to complete the homework assigned. Parents are expected to monitor their child's homework activity. Students are required to record all their homework assignments daily in a notebook.

A child in the elementary who does not have their homework completed (which includes a parent signature) on any given night will lose one merit the following morning in class. Junior high and high school students who fail to complete their homework assignments three times in any given class will be required to go to the administrator's office and complete all of the missing homework assignment. They will receive a zero on all tests and quizzes missed while in the office. If homework offences continue, the student could be asked to leave the school.

Athletics

Sanford Christian Academy believes that participation in an interscholastic sports program gives a student the opportunity to not only exercise his body, but also to put into practice the Christian character training and spiritual principles he has received in the classroom.

The goals of the athletic programs are the same as the goals of SCA. The athletic program attempts to teach Biblical principles of living and build Christian character in the lives of our athletes while promoting excellence in our athletic program. Our students are taught that "true winning" is more than just winning on the scoreboard; it is always giving one's best to the glory of God. We teach our students that it is no disgrace to lose or fail, but it is a disgrace to do less than your best. (See SPORTS page 21-22)

Restrictions on Child Pick Up

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the school office a certified copy of the court order of final judgment.

If your child is being picked up by someone other than a parent, you must notify the school office. If you cannot be reached, your child will not be allowed to leave with them. This is for your child's safety not for your inconvenience.

Extended Daycare

Extended daycare is provided for students at an extra cost. Please see the school office for more information. Parents who habitually pick up students late or drop off students for school early may incur a daycare fee according to the rates. No student should arrive before 7:45 am or remain on campus beyond 3:15 pm.

Lunch Program

Students may bring a packed lunch or order lunch from the school when available. Microwaves are available Monday-Thursday. There are NO available microwaves on Friday. Kindergarten through Sixth grade has a snack each morning. No sugary food for snacks. Please make sure your student has adequate food for the day.

Lost and Found

There is a central location for lost and found items. Personal articles should be labeled with the name of the owner to the greatest extent possible. Articles not claimed by the end of each quarter will be given to a charitable agency. There is a \$1.00 fee for each item acquired from the lost and found.

Student Automobile Policies

It is a privilege to be able to drive a car to school.

- 1. All student-driven cars are to be registered in the school office.
- 2. Each driver should be an example of courteous, careful driving habits. Follow the directions of those directing traffic. Use vehicle turn signals.
- 3. Cars are to remain parked until students leave for the day.
- 4. Cars are not to be occupied during school hours.
- 5. At no time may a student leave the campus in someone else’s vehicle unless a note has granted parental permission to the teacher or a phone call to the school office.

Student Lockers

Each student in junior and senior high will be issued a locker. The assigned lockers will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. Lockers must be kept neat and clean at all times. The school will not be responsible for missing locker items that are not properly safeguarded. It is a privilege to use a locker. Students should take care of their locker by keeping it orderly and not overloaded. It is a serious offence to enter another student’s locker. Stickers are not to be placed inside or outside lockers. Magnets may be used to put up pictures inside the locker. The pictures should not be that of any musicians or worldly influences. No tape or other material should be used to hang items. Locker privileges will be lost if they are abused. This includes slamming the locker door. Do not slam the doors it disturbs the other classes.

Items Not Allowed at School

- | | |
|---------------------------------|----------------------------|
| Wizardry Books, toys, etc. | Halloween Items |
| Pokémon | Easter Bunny |
| Weapons of any type | Santa Claus |
| Trading Cards | Pictures of Pop/Rock Stars |
| Pictures of Disney or CCM stars | |

**Academics
Grading Scale**

7th-12th grades

10 point scale
90-100 A
80-89 B
70-79 C
60-69 D
0-59 F

1st-6th grades

6 point scale
94-100=A,
87- 93=B,
79-86=C
70-78=D
0-69 = F

Requirements for Graduation

SUBJECT	CREDITS
Bible*	4
English**	4
Science	3
Math	3
History	3
Typing/Computer Education	1
Physical Education	1
Fine Arts	1
Electives	4
Total Credits	24

*One year of Bible is required for each high school year.
**Two years of extensive emphasis on composition and two years on literature.

Students in 9th through 12th grades may also receive 1/2 credit each for performing duties such as teacher assistant, music assistant, and for driver’s education.

A total of 24 credits are needed along with a 2.0 GPA to qualify for graduation from Sanford Christian Academy.

Bible

Bible study is recognized as fundamentally important and is a required subject. Only the King James Bible is used. A student who fails Bible for two consecutive semesters will not be allowed to return to the Academy the following semester.

Home/School Communication

Parent Orientation

It is required for parents to attend orientation at the beginning of the school year. Dates and times are listed on the school calendar.

Parent-Teacher Conferences

Please feel free to consult with the school regarding problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parents and student. Each teacher welcomes a visit or conference from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after school hour. If you feel that a conference is necessary, please call the school office and arrange a time for the meeting. To keep student's needs and problems confidential, impromptu conferences should be held with discretion.

NO SCHOOL QUESTIONS AT CHURCH.

Parent-Teacher Meetings (PTM)

The parent-teacher meetings are held each grading period (see school calendar). Policies vital to the consistent training of your child are discussed.

Notification of Change of Address or Telephone

Parents are to notify the school immediately of any change of address or telephone number (home or business). It is imperative that we have the correct information in case of emergency.

Car Line

All students being dropped off /picked up at school must use the designated car line at the main entrance of the building. Junior and senior high students not involved in sports or other school activity should be picked up by 3:15. Elementary students should be picked up by 3:15. Any student not picked up by 3:15 will be charged the extended care price.

Electronic Policy

NO CELLPHONES OR SMART WATCHES ARE ALLOWED BEYOND THE SCHOOL OFFICE. If a student has either of these items beyond the office, they will be confiscated by the staff and the student will receive an immediate detention. All confiscated items will not be returned until a \$10 fee is paid.

Promotion Policy

Students in kindergarten through eighth grades who make an "F" in two or more required subjects will repeat the grade.

Students in ninth through twelfth grades who are enrolled in a full-year course shall receive a full credit if the student completes both semesters and the averaging of the grades obtained for each semester results in a passing grade. Students who make two "F's" or three "D's" will repeat the grade. A student who fails Bible for two consecutive quarters will not be allowed to return to the Academy the following quarter.

Social Media Policy- OUTSIDE OF SCHOOL

Any student that uses social media should do so with caution. In the event something is seen on a social media site by the administration or staff that is not honoring to God or not in accordance with the school's handbook, policies and the spirit of the school, disciplinary actions will be administered. The administration reserves the right to administer the discipline in accordance with the school's handbook.

Computer / iPad Policy

Computer technology at SCA is designed to enhance student learning. To help protect computer equipment and ensure computer security, students may not use CDs, DVDs, or zip drives from home on school equipment. Students may not access email or social network or use school equipment without a staff member's permission.

Pest Policy

SCA integrated a pest management policy that exists on file in the school office. At this time NO pesticides are used on school grounds.

Attendance

Punctuality

The greatest ability is dependability. Being on time is important. Classes begin promptly each morning at 8:00 a.m. A student who is not seated in his assigned desk by class time is tardy.

Please plan for your student to arrive at 7:45. This gives them the proper time to get their backpacks unloaded and be prepared for the day.

After (3) tardies you will be contacted by the administration.

Absences

In the event your student is absence, please call the office to notify them of the absence.

Excused Absences

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns to school. There are not excused absences except for illness, or death in the immediate family, emergency, and absences approved in advance. Absences approved in advance require a written parental request at least one week in advance. This gives the student adequate time to complete the required work prior to departure. It is the student's responsibility to contact his teacher for class assignments. (Teachers are not allowed to gather work for absent students during school hours. Work can be picked up after 3:15 pm.)

Unexcused Absences

Unexcused absences are given when a student misses school for reasons other than those listed above—such as truancy, suspension, chronic alarm failure, transportation difficulties, activities such as shopping, birthday celebration, and entertaining friends and relatives. Students (K-12) receiving an unexcused absence will have their missed test and quiz scores reduced by one letter grade.

Three absences in one week (excused or unexcused) mandate one hour of tutoring after school at a charge of \$15per hour. This is to help the student with what was missed in class.

Tardies

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. A student is considered tardy if he is not in his assigned seat by 8:00 a.m.

WHEN A CHILD RECEIVES AN UNEXCUSED TARDY THREE DAYS IN ANY GRADING PERIOD, IT WILL BE MARKED AS AN UNEXCUSED ABSENSE. THREE UNEXCUSED TARDIES TO HOMEROOM WILL RESULT IN A DETENTION. EXCESSIVE TARDIES COULD RESULT IN A PARENT BEING ASKED TO WITHDRAW THEIR CHILD.

Junior and senior high students are counted tardy between classes if they are not in their assigned seat when the bell rings. Ample time is given after each class for students to prepare for the next class.

STUDENTS RECEIVING THREE TARDIES IN A CLASS WILL BE GIVEN A ZERO DAILY GRADE FOR THAT CLASS. THIS GRADE IS IN ADDITION TO ANY OTHER GRADE RECEIVED.

Excused and Unexcused tardies have the same rules as excused and unexcused absences for tests, quizzes, and daily grades.

Appointments

Parents are asked to notify the office ahead of time when a student must leave early for appointments.