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# SEAFORD CHRISTIAN ACADEMY

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## Parent and Student Handbook



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*Encouraging Academic Excellence and Spiritual Growth*

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## **Welcome to Seaford Christian Academy!**

In the early 1970's it was the heartfelt desire of Rev. John Hancock and the congregation of First Baptist Church of Seaford to establish a "Christian Day School" in the Seaford area. After prayerful consideration, this Christian School became a ministry of First Baptist Church and was named Seaford Christian Academy. SCA officially opened its door in September 1973 and became officially incorporated in 1975 as a non-profit organization.

As a ministry of First Baptist Church of Seaford, the primary goal of Seaford Christian Academy is to serve families that desire a Christian education for their children in a loving, nurturing, Christian environment. We believe it is a privilege and a sacred calling to assist parents in their children's education, spiritual growth, and character development.

Please take time to read this handbook and keep it for future reference, as you will want to stay familiar with its contents. We thank you in advance for your cooperation. Please feel free to contact us with any questions you may have.

## **GENERAL INFORMATION**

### **Philosophy of Education**

The educational philosophy of Seaford Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible in the original tongues is the inspired Word of God. As such, it is the only infallible, authoritative source of Truth, and is supreme in authority for faith and practice. Since God created and sustains all things, both man and the universe are dynamically related to Him and have the like-purpose of glorifying Him. However, since man is a sinner by nature and choice, he cannot glorify or know God. This can be accomplished only by accepting the free gift of salvation through His Son, Jesus Christ. In doing so, man commits his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world view, thus leading to a proper understanding and acceptance of a person's role in life at home, work, play, and at worship.

This philosophy channels our efforts as a school to promote high academic standards while helping each student to achieve skills in creative and critical thinking, using the best curriculum available. The objective of our instructional program is to enable each student to pursue the post-secondary education of his/her choosing, whether in college or vocational training areas.

Our responsibility to each student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. All are inseparable and linked by the spiritual. It is imperative then, that the Bible be taught as an integrated entity. Biblical truth and authority must run throughout the entire curriculum. Therefore, the types of activities we use or allow in the classroom will align with our basic philosophy. The spiritual must permeate all areas, maintaining a student-orientation rather than a textbook orientation.

The Philosophy of Christian Education for Seaford Christian Academy shall be the guiding tool in applying Biblical principles to teaching practices. All philosophies of subjects, policies, curriculum materials, and teaching methods shall conform to this Philosophy. The SCA School Board, as well as administration and faculty, must know, understand, and apply Philosophy to all decision making in meetings and the day-to-day activities of the school.

## Goals

### For the spiritual and moral growth of the student, SCA seeks to:

1. Teach that the Bible is the inspired Word of God, thus developing attitudes of love and respect toward it (2 Timothy 3:15-17; 2 Peter 1:20, 21)
2. Lead each student to a saving knowledge of the Lord Jesus Christ (Romans 10:9, 10)
3. Teach each student to know and obey the will of God as revealed in the scriptures, thus equipping the student to carry out God's will daily. (Romans 12:1, 2; 1 Timothy 2:15; Deut. 26:16, 17)
4. Teach each student how to develop the mind of Christ towards Godliness. (Phil. 2:5; 1 Timothy 4:7)
5. Teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (1 Samuel 16:7; Galatians 5:22-23)
6. Encourage each student to develop self-discipline and responsibility from God's perspective. (1 Timothy 4:7; 1 Corinthians 9:24-27)
7. Teach each student the respect for and submission to authority from God's perspective. (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
8. Help each student to develop a Christian world view by integrating life, and all studies, with the Bible. (2 Peter 1:3)
9. Teach each student to hide God's Word in his/her heart through memorization and meditation. (Psalms 119:11; 1:1-3)
10. Teach each student how to study God's Word. (2 Timothy 2:15)
11. Help each student to develop his/her self-image as a unique individual created in the image of God and to attain his/her fullest potential. (Psalms 139:13-16)
12. Teach each student to treat everyone with kindness and respect as unique individuals created in God's image. (Phil. 2:1-4; Ephesians 5:21)

13. Teach each student to become a contributing member of society by realizing his/her need to serve others. (Galatians 5:13; Romans 12:10)
14. Teach each student Biblical skills for developing personal and social relationships. (Psalms 119:9; Ephesians 4:12)
15. Teach each student the Biblical view of dating, marriage, and the family. (1Thess. 4:1-7; 1 Timothy 4:12; Genesis 2:18-25; Ephesians 5:22, 23)
16. Teach each student physical fitness, good health habits, and wise use of the body as the Temple of God. (1 Corinthians 6: 19, 20)
17. Teach each student the Biblical attitude toward material things and his/her responsibility for using them to God's glory. (1 Timothy 6:17-19; Matthew 6:19, 20; 1 Corinthians 10:31)
18. Teach each student an appreciation of the Fine Arts.
19. Teach each student to use and understand the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics) (2 Corinthians 5:20)
20. Teach and encourage each student to use good study skills and habits. (2 Timothy 2:3-7)
21. Teach each student how to research and reason logically from a Biblical perspective. (Hebrews 5:14; Romans 12:2)
22. Teach each student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (2 Timothy 3:14-17)
23. Teach each student good citizenship through an understanding of our Christian and American heritage (home, church, nation). (1 Corinthians 10:11; Romans 13:1-7)
24. Use current affairs in all areas, teaching the student how they relate to God's plan for man.
25. Teach each student an understanding of and appreciation for God's world, developing an awareness of man's role in the environment and

his God-given responsibility to subdue, use, and preserve it properly.  
(Psalms 8:6; Hebrews 2:6-8)

**In addition, in working with the homes from which the students come, SCA strives to:**

1. Share the gospel with those whom we find that are not Christians, giving them the opportunity to experience a saving knowledge of Jesus Christ. (2 Peter 3:9; 1 Timothy 2:4)
2. Aid families in Christian growth and to help them develop Christ-centered homes. (Ephesians 5:22-33; 2 Peter 3:18)
3. Help parents understand the school's purpose and program.
4. Assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
5. Encourage regular attendance and involvement in the local church. (Hebrews 10:24-25)
6. Encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deut. 6:4-7; Proverbs 22:6)
7. Encourage parents to develop in their children good and proper attitudes toward marriage and family responsibilities, and proper skills needed to establish a God-honoring home. (1 Timothy 5:14; Titus 2:4-5; Proverbs 31; 1 Corinthians 7:2; Ephesians 5:25-31; 1 Timothy 5:8)

**Seaford Christian Academy also sets forth as primary goals for its teachers and staff members the following:**

1. SCA strives to ensure that every staff member is a growing, mature Christian that models and clearly teaches God's Truth.
2. SCA strives to provide a salary structure and benefits that would allow and encourage staff members to stay at SCA for a long period of time.
3. SCA strives to provide benefits (minimum six years of service) for the staff to the highest degree possible within the financial resources of the school.

4. SCA strives to assist faculty members in providing a classroom environment that is enjoyable and comfortable for staff and students.
5. SCA strives to encourage continual formal and informal spiritual and professional development of staff members.
6. SCA seeks to encourage the development of a close personal, professional, and spiritual bond between staff members so they can serve God, students, and parents with unity.
7. SCA strives to secure the advice of staff members for the ongoing evaluation and development of the spiritual, academic, social and physical programs of the school.

### **Mission Statement/Purpose**

The mission of Seaford Christian Academy is to educate and develop the whole person for the glory of God, promoting his/her spiritual and moral growth, academic and intellectual progress, and physical and social development. Thus, we shall provide an academically sound education integrated with a Christian view of God and the world, and based on the authoritative and inerrant Word of God. (Colossians 1:16, 17)

The purpose of Seaford Christian Academy is three-fold. The first purpose is to be a logical extension of the Christian home and Bible-believing Church, thus providing continuity of training for Christian young people (Deuteronomy 6:7, 8). The second purpose is to function as a missionary outreach to the homes of the unsaved students and parents in order to bring them to knowledge of the Savior (2 Peter 3:9; 1Timothy 2:4). And the third purpose is to provide training to each child to accept individual responsibility to God for his/her actions, while, at the same time, challenging him/her to glorify, God in every facet of life. (1Timothy 4:7; 1 Corinthians 9:24-27) Enrolling in SCA is choosing to be in agreement that spiritual training is important and will be pursued as a family by regular attendance at either First Baptist Church of Seaford or a Bible believing church of like faith.

## Statement of Faith

**Seaford Christian Academy is one of several ministries of the First Baptist Church of Seaford. As such, we affirm and teach the following:**

1. We believe that the Bible in the original tongues is the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15-17; 2 Peter 1:21)
2. We believe in one god existing in three persons; Father, Son, and Holy Spirit, Co-equal and Eternal. (Genesis 1:1; Mathew 28:19; John 10:30)
3. We believe in the deity of the Lord Jesus Christ (John 10:33): His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35): His sinless life (Hebrews 4:15; 7:26): His miracles (John 2:11): His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9): His resurrection (John 11:25; 1Corinthians 15:4): His Ascension to the right hand of the Father (Mark 16:19): His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified by faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; 5:24; 10:28; Romans 3:23; 5:8-9, Ephesians 2:8-10; Titus 3:5)
5. We believe in the bodily resurrection of the dead, both just and unjust; in the eternal, conscious punishment of the lost, and the everlasting blessedness of the saved. (Revelation 20:11-15; 22:11-14; 1 Corinthians 15:1-58)
6. We believe that the Church, which is the Body of Christ, began with the descent of the Holy Spirit on the day of Pentecost, and that each one who accepts the Lord Jesus Christ as his personal Savior is a member of the Body of Christ. We believe in the deity of the Holy Spirit, who baptizes believers the moment they are saved (I Corinthians 12:13; Ephesians 4:4-6) and Who indwells the believer permanently, Who fills the believer as he yields his life to the control of the Holy Spirit, and Who is the believer's constant comfort and guide.
7. We believe that the gospel commission is for the Church; that the Lord's Supper and Baptism are Divine Institutions, and that Christ

desires us to practice them in the age. (Matthew 28:18-20; 1 Corinthians 2:23-29)

8. We believe that Christ may at any moment return in the air to rapture the saints and that a tribulation period of seven years shall follow, after which He will come again to the earth with His saints, and rule for one thousand years. After this, the wicked will be judged and cast into the lake of fire. (1 Thess. 4:13-18; 1 Cor. 15:51-57; Daniel 9:27; Matthew 24:15-21; 24:27; 25:46; Rev. 19:11)
9. We believe that Satan is a person, the author of sin, and that he is to be eternally punished. (Job 1:7; Genesis 3:1-19; Rev. 20:10)
10. We believe in the bodily resurrection of the dead, both of the just and the unjust, and in the eternal conscious punishment of the lost and in the everlasting blessedness of the saved. Revelation 20:11-15, 22:11-14; I Corinthians 15:1-56

## **Organization**

Seaford Christian Academy is incorporated with the First Baptist Church of Seaford, Delaware. It is designed as a ministry of First Baptist Church to provide Christian education on the elementary and the high school levels. This school was founded in 1973. The school is governed by a board of directors elected from and by the membership of First Baptist Church. The board consists of from five (5) to ten (10) members. Policy for the school is set by the board of directors, which also hires the administrators, teachers and staff members. The administration is the designated authority for the daily operation of the school. The board meets at least once a month with the second Wednesday being the regular meeting night.

## **National Membership**

SCA holds membership in the American Association of Christian Schools (AACCS).

## **Admission Standards and Procedures**

The process of enrollment at Seaford Christian Academy prior to final acceptance shall include but not be limited to the following:

1. Submission of properly completed application forms and registration fees.

2. Personal interview for Parents (and students entering grades 7-12). This is to ensure that
  - a. the parents desire a Christian education for their child;
  - b. the child, if Junior or High school age expresses a desire to attend SCA and agrees to live in harmony with school standards
  - c. students with a history of behavior problems have their records cleared and now demonstrate a commitment for a changed lifestyle in both personal testimony and character references (if deemed advisable by the Administrator).
3. Entrance testing to determine academic potential and whether or not the student is functioning at grade level.
4. As deemed necessary, the Administrator of SCA reserves the right to contact directly the student's prior school to ascertain past conduct, academic progress, and long-range potential, as well as to seek clarification of any concerns coming out of the initial interview.

Upon completion of the designated steps, parents will be notified as to whether their student has been accepted into the school. Students may be accepted conditionally if the administration deems it necessary. An explanation will accompany the letter of acceptance.

All new students to SCA are accepted for a **nine-week probationary acceptance period** during which time they will be evaluated for academic potential, suitability to the school environment, personal testimony, and behavioral concerns. Seaford Christian Academy reserves the right to dismiss students at any time due to failure to show potential/improvement in any or all of these areas. Final acceptance will be granted after satisfactory completion of academic goals and behavioral standards during the first marking term of the year

Following the initial nine-week probationary period, the Administration of SCA reserves the right to extend the probationary period for a maximum of an additional nine weeks before final acceptance is granted.

Students who have been accepted into the school for the initial probationary period must have their files complete and accounts current in order to begin school the first day. (SCA will not accept students who have left other private

schools without all previous financial commitments paid in full.) This includes having the necessary physical examinations where required. All students must have immunization forms and birth certificates submitted for school files prior to final admittance.

Students can be accepted into the probationary period with conditions (i.e. Attendance in summer school, repeat a grade, tutoring, etc.).

Students will not be admitted to Seaford Christian Academy immediately following expulsion or dismissal from another private or public school.

The parents must sign the "Parent Agreement" and the student (grade 6 and above) must sign the "Student Commitment" prior to being admitted to Seaford Christian Academy.

Students enrolling in Seaford Christian Academy, or who seek to enroll at Seaford Christian Academy, who have a disease that could potentially endanger other students, will be encouraged to enroll in a home school program. They will not be permitted to attend Seaford Christian Academy until they have been medically diagnosed as no longer carrying the disease. If further clarification is needed, see the copy of policies on file in the school office.

Handicapped students will be considered for admission to Seaford Christian Academy dependent upon our ability to service their individual needs.

Age requirement for Kindergarten is five years of age by August 31st.

Seaford Christian Academy reserves the right to suspend or terminate the attendance of any student for violation of any of the School's policies, rules and regulations, or for reasons that the School administration considers detrimental to the School community, my child, or to other students of the School.

### **Notice of Non-Discrimination**

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

## **Tuition and Fees**

The school seeks to set its tuition fees as low as possible consistent with fiscal responsibility. A tuition fee schedule is published annually.

An annual application/registration fee is charged to both new and returning students.

Making tuition payments on time is important because this is a key factor in whether the school can meet its financial responsibilities. The school's policy is that if any account becomes delinquent two months, the student must be withdrawn from school until the account is brought up to date. Accounts that are habitually late (late two or more times during the same school year) will only be allowed to be delinquent one month before the student will be withdrawn.

## **Parent Support**

Prayer is an integral part of the school's life and important to the progress of the students. "The prayer of a righteous man availeth much." (James 5:16)

## **Parents' Code**

### **Parents are asked annually to affirm the following:**

1. I will pray earnestly for Seaford Christian Academy. (SCA) I understand that the school policy encourages our family to attend a Bible believing church. Weekly worship, active fellowship and church membership benefit all.
2. I will cooperate fully in the educational functions of SCA doing my best to make Christian education effective in the life of each of my children that he/she may love and serve the Lord Jesus Christ all of his/her life.
3. I will pay all of my financial obligations to SCA on or before the due date. If I am ever unable to pay on time, I will notify the Financial Secretary in advance, (a) giving reasonable explanation for the delay, and (b) stating when the payment can be made.
4. I will support the policies and procedures of SCA as they are stated in the Student/Parent Handbook
5. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables. (As God has prospered us, may we be faithful to Him.)
6. I will recommend SCA to other Christian families as opportunities arise.
7. I will attend functions of the school regularly, even though I may not be able to achieve perfect attendance.

8. If I become dissatisfied with the school in any respect. I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart.
9. I will seek the advancements of SCA in all areas, spiritually, academically and physically.

## **ACADEMIC INFORMATION**

### **Philosophy of the Academic Program**

It is our intention at SCA to provide an education that is the highest possible in quality as well as thoroughly Christian in essence.

### **Curricula**

In addition to the study of the Scripture as an academic discipline, our curricula are comparable to the local public schools. Students follow a college preparatory course of study.

### **Bible**

Your Bible is your main textbook in every course. As you grow in your understanding of Christian education, you will have a clearer understanding of what that statement means. In a Christian school, all texts are understood and studied in the light of biblical principles.

Each student should have a Bible in the morning homeroom period, in chapel and in class as required by the teacher.

To maintain consistency in verse memorization and study SCA requires that only the King James Version be used.

### **College Entrance Examinations**

All SCA students are required to take a college entrance examination. These include the PSAT, which is taken in grades 10 & 11 at SCA at the student's cost, and the ACT or SAT as required by the colleges to which the student is applying.

## **Correspondence Courses**

With pre-approval by the administration a variety of correspondence courses are available through several SCA approved correspondence schools. See the office for eligibility requirements and course selections.

## **Field Trips**

Field trips give opportunity for learning away from the school campus, "in the field." Please remember that they are primarily designed for learning.

Parental permission slips will be issued for all field trips. They must be returned in advance of the planned trip. Students and/or parents may be asked to help cover the costs of field trips. Parents are urged to volunteer assistance as needed, either to help with transportation and/or supervision.

## **Grade & Classification Requirements for High School**

Students in Grade 9 must earn 6 credits prior to the fall semester to be classified as a sophomore (Grade 10).

Students in Grade 10 must earn 12 credits prior to the fall semester to be classified as a junior (Grade 11).

Students in Grade 11 must earn 18 credits prior to the fall semester to be classified as a senior (Grade 12).

## **Grade Point Average and Class Rank**

The office computes and keeps a running record of the grade point average (GPA) for all high school students. Factored into the students GPA are all courses from the freshman year through the senior year. The final GPA determines class rank.

Students who transfer into SCA from other high schools will have their grades, credits earned, and GPA credited as earned from the sending school. The only exception to this policy will be for Academic Challenge courses and recognized Advanced Placement courses. A student's GPA and credits earned will be changed to reflect the course credit and weighting for SCA.

## Grading Scale

The grading scale shall be as follows:

A+	=	98 - 100
A	=	93 - 97
A-	=	90 - 92
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	67 - 69
D	=	60 - 66
F	=	0 - 59

(When using decimal equivalents, .5 and above may be rounded up if warranted.)

## Grading Systems

1. Academic excellence is the standard for all students at SCA. As servants of God we are expected to develop the abilities God has given us to their highest potential.
2. The intent of the grading systems is to communicate academic achievement, effort and behavior on a regular basis to students and parents.
3. Each teacher shall distribute his/her grading system to students/parents at the beginning of each school year or semester as appropriate.

## Graduation Requirements

A high school diploma will be awarded to those students who have completed the following criteria upon completion of their Twelfth Grade year:

1. A total of 28 credits earned in the following areas:

Bible	4
English	4
History/Geography	4
Mathematics	3
Consumer Math	1

Science	3
Spanish I, II, III	3
Physical Education	1
Health	.5
Computers/Typing	.5
Electives	4

2. Completion of one credit in Bible for each year the student is in attendance at SCA.

### **Failure to Meet Graduation Requirements & Academic Deficiencies**

The student will not receive a diploma until such deficiencies are erased. In some cases, participation in the graduation exercises may also be denied.

Behavioral Problems: Participation in the graduation exercises may be denied.

### **Office**

The office will handle many student needs in relation to career guidance, special testing and evaluation. Students may secure information on further higher education, college entrance testing, and careers from the office.

### **Homework**

Since education is an active process requiring independent practice and study, SCA considers homework a valid educational activity, and students can expect all teachers to assign homework on a regular basis. Homework should take 1-1½ hours per night. To encourage mid-week church attendance little or no homework is given on Wednesday evenings. Homework times may vary due to student work habits. Homework should be done on time, neatly, and completely. It will be checked and/or evaluated as appropriate in order to provide students with corrective feedback. Homework is a student responsibility. However, parental interest and enforcement of quality work are a must if the best results are to be obtained. Students with an excused absence are responsible to make up homework assignments within the time frame that is equal to the number of school days or class meetings missed due to absence.

### **Honor Rolls**

Honor Roll recognition is awarded as follows:

"A" Honor Roll Student has all "A's".

"A/B" Honor Roll Student has all "A's" and "B's".

Students, who attain an "A" or "A/B" Honor Roll status, based on final year grades, will receive a special academic certificate.

### **Incomplete Grades**

Students receiving a grade of "I" (incomplete) on any quarterly report card will have (1) week (five (5) school days), to make up the work, or the grade will become an "F".

### **Progress Reports and Report Cards**

Progress Reports will be sent home to the parents after the fourth week of each marking period, These indicate that a student is failing, doing unsatisfactory work (grade of D), not working to ability, or is worthy of a commendation. Not receiving an interim Progress Report in no way guarantees a student will pass a given course. Report cards will be distributed at the end of each marking period. The envelopes of both Interim Progress Reports and Report Cards are to be signed by the parent and returned.

### **Library - Media Center**

The library/media center will be available when a teacher brings his or her class for reading or research. Every student is encouraged to use this facility to full advantage.

### **Make-Up Work**

Students with excused absences will be permitted to make up any work missed within a teacher-set, reasonable length of time. A reasonable length of time, according to the SCA Administration, is one (1) to five (5) class days, depending on circumstances. Students are NOT to expect teachers to delay tests or allow them extra time simply because they missed school the day before the test.

Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. For normal two to three day illnesses, all work MUST be made up within five class days after returning to school. If the student receives an incomplete on his/her report card due to the absence, all work must be made up within 5 class days after returning to school.

Although teachers are to assist students in making up work, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher no longer has any obligation to assist the student in making up the work and a grade of "0" will be given. No student is permitted to miss any regularly scheduled class in order to make up work. Lower Elementary teachers (K-3) are granted flexibility in applying this policy to their situations.

Students with unexcused absences must do the work they missed, but they are not to receive any grade for the work higher than a 70, regardless of the quality of the work. Any student with three or more unexcused absences from class within any grading period will have his/her quarter grade reduced by two (2) percentage points for each day missed.

### **Summer School**

Certain courses are offered at a variety of local sources. This helps make it possible for a student to make up a required course. The office can help you with details.

### **Withdrawal from School**

Parents who wish to withdraw their student(s) from SCA should consult the office and also request a conference with the administrator. After the parent/administrator conference, the student(s) will be issued a withdrawal form that must be signed by each of their teachers. This form must be turned in to the office.

Approval for withdrawal will be granted after all school books or; other school property has been returned. There is a \$250 withdrawal fee per student.

If a student attends one day or more of school during a semester, the full semester's tuition will be owed. Students who are suspended, expelled, or withdrawn from school will receive no refund for the portion of the semester they did not attend.

Upon the request of the school to which the pupil is transferring, a transcript of grades and credit received, together with other pupil records, will be forwarded after all financial obligations have been met.

## **DISCIPLINE AND SCHOOL ORDER**

Seaford Christian Academy, as a Christian community, strives to uphold a unity based on the lordship of Jesus Christ, guided by biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. Members of this community are expected to live according to the Word of God, responding to one another in love. Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian distinctive and its standards of conduct.

### **Philosophy of Discipline**

The school's philosophy of discipline is based on the Scriptures. Following are five biblical guidelines:

1. Discipline has moral content because all sin is sin against God. The foundation of discipline is our submissiveness to God and the revelation of His standard of righteous conduct
2. Christian love is at the heart of all discipline. The dark side of love (correcting and chastening) is an essential part of this firmness. Love and firmness must be balanced. Firmness without love leads to harsh treatment, while love without firmness produces sentimentality. Both errors produce problems rather than solve them.
3. The responsibility and authority to discipline come from God. A teacher stands in loco parentis i.e., in the place of the parent. The teacher has the same God-given authority that the parent has. As such, they both share in the responsibility of disciplining the student.
4. The fleshly man is capable of moral and spiritual perversions. Even the believer is no exception. Thus, those in spiritual leadership must assume the worst. For this reason students are carefully supervised and everything reasonable is done to restrain the fleshly impulses of the believer. All discipline is designed to show the student his basic nature and lead him to submit himself to God's will and to develop self-discipline under the guidance of the Holy Spirit.
5. Christian discipline strives to bring the student to the point where he or she more accurately reflects the image of God.

## Discipline Policy

The purpose of discipline in a Christian school is two-fold: first, to bring the student to maturity in Christ, and, second, to develop qualities of good citizenship. To help attain the goals, certain standards of conduct have been established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit. Indeed, the goal of all outward discipline is self-discipline. The administration, faculty, and staff of SCA seek to help the student achieve this self-discipline within the frame work of positive relationships between them.

Positively, the school seeks to cooperate with the home in forming good habits in the students such as cheerful obedience to authority, courtesy, respect for others, responsibility, cleanliness, orderliness, truthfulness, honesty, morally correct conduct, and wise use of time, talents, and material things.

SCA seeks, in other words, to build godly character traits into the lives of its students and pursues an active program in doing so, both through instruction and example. A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or to school rules has an adverse effect upon the school's testimony.

**Policy Limits:** The Discipline Policy applies to students while they are on campus, on school buses or at recognized school functions. At all other times, student behavior is a matter of parental responsibility. However, the school may become involved with student behavior beyond the areas identified above in matters that involve illegal or immoral conduct, in matters that mar the testimony for Christ in a public way, and in matters that produce a negative climate on campus or that are identified as "more serious offenses" in this Handbook. When this occurs, the school may respond with discipline appropriate; to the seriousness of the situation. The school reserves the right to inspect lockers, cars and the personal property of any student if there is "reasonable suspicion" of illegal activity or inappropriate behavior as stated in the "More Serious Offenses" section of this discipline policy.

**Unacceptable Behavior:** Since there are different causes and degrees of unacceptable behavior, there should be different responses. It is the school's desire to differentiate between acts of foolishness/immaturity and acts of willfulness. Behavior offenses have been categorized as either less serious or more serious. Examples of unacceptable behavior are listed below. The list is not meant to be all-inclusive.

1. Less Serious Offenses
  - a. Immaturity/Foolishness
    - i. Gum chewing
    - ii. Three times late to class
    - iii. Failure to keep a scheduled appointment
    - iv. Dress code infraction
    - v. Book uncovered
    - vi. Throwing objects or minor horseplay between classes jostling with no intent to hurt
    - vii. Failure to accept responsibility for academic work
  - b. Willfulness/Defiance
    - i. Repeated pattern of foolish or immature behavior
    - ii. Causing a disturbance in class/study hall/chapel
    - iii. Disobedience of school rules
    - iv. Coming unprepared for class
2. More serious Offenses:
  - a. Disrespect to teachers or students
  - b. Critical or derogatory remarks, disrespect, insolence shown toward those in authority
  - c. Statements of racial or ethnic intimidation
  - d. Acts of rebellion against school norms
  - e. Cutting class or school leaving campus without permission
  - f. Lying stealing, forging signatures
  - g. Cheating on any academic work, including but not limited to: tests, quizzes, reports, papers, term papers, homework
  - h. Plagiarism - "to steal and pass off the ideas or words of another as one's own work without crediting the source" Webster's Ninth New Collegiate Dictionary, 1987 (web page address must be named when using the Internet)
  - i. Use of obscenities or profane language
  - j. Defiance, willful disobedience of those in authority
  - k. Abuse or willful destruction of school property
  - l. Sexual immorality
  - m. Drinking, smoking or possession of tobacco or alcoholic beverage
  - n. Possession, sale or use of illegal drugs
  - o. Fighting/mistreatment of other students
  - p. Terroristic threats
  - q. Extortion
  - r. Possession or use of a weapon of violence
  - s. Possession or use of matches, lighters, or fireworks

- t. Committing a serious breach of conduct inside or outside the school which mars the testimony of Christ
- u. Arson, false alarms or bomb threats
- v. Habitual committing of Less Serious offenses
- w. Violation of the school Network Acceptable Use Policy

### **Drug/Alcohol/Tobacco Policy**

#### 1. Drugs

Possession or use of illegal drugs, possession of drug paraphernalia, or the abuse of medication on or off campus will result in an automatic suspension. Students whose drug abuse is discovered as a result of school initiatives will be disciplined with a recommendation for expulsion. Students who contact the school in a voluntary manner regarding their drug abuse will not be expelled unless the role was one of sale or distribution. Any students involved in, or possibly involved in drug abuse, will be disciplined by the school and required to submit to a school-mandated drug screen at the family's expense. Failure to comply will result in a recommendation for expulsion.

#### 2. Alcohol

Possession or use of alcohol on or off campus will result in an automatic suspension. Students whose alcohol use is discovered by the school, or who are involved in providing alcohol for others, may be recommended for expulsion. Students who contact the school in a voluntary manner will be disciplined by the school and required to participate in an addiction screening evaluation at the family's expense. Failure to comply with this request will result in a recommendation for expulsion.

#### 3. Tobacco

The possession or use of tobacco is forbidden on or off campus. Students who violate this standard will be suspended from school. Depending on the extent of the usage, the school may require additional assessments and remediation efforts. Failure to comply with such requests will result in a recommendation for expulsion.

### **Terroristic Threats Policy**

The school acknowledges the possibility of terroristic threats being made by a member of its student body. Terroristic threats are not only inappropriate for the Christian community, but are criminal acts and therefore will be treated seriously by the school and will result in reporting of the incident to the local law enforcement agency.

### **Sexual Harassment Policy**

Sexual harassment can be verbal, visual, or physical. **No form of sexual harassment will be tolerated at school at any time.** Students who sexually

harass a student or employee of the school will be suspended and may be recommended for expulsion or reported to the local law enforcement agency.

### **Anti-bullying Policy**

We take bullying seriously, and students will receive strong consequences if they are involved in this behavior.

**Bullying happens when someone continues hurting, frightening, threatening or leaving someone out on purpose. Bullying behaviors include, but are not limited to, the following:**

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Spreading rumors or untruths about someone.
- Using put-downs, i.e., insulting someone's race, making fun of someone for being a boy or girl, making fun of someone's appearance.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Touching or showing private body parts and other forms of sexual harassment.
- Using technology, cell phones, social media, electronic communications, etc. to perpetrate bullying behavior.

### **Our Commitment**

Students at Seaford Christian Academy will do the following to prevent bullying:

Treat each other respectfully.

Refuse to watch, laugh or join in when someone is being bullied.

Refuse to bully others.

Try to include everyone in play, especially those who are left out.

Refuse to let others be bullied.

Report bullying to an adult.

### **First Offense**

A teacher or other staff member can and will:

1. Send you to the principal or designee to discuss the misbehavior.
2. Assist you with problem solving and issue appropriate consequences.
3. Take away privileges and/or issue other consequences.
4. Contact a parent or guardian.

### **Second Offense**

1. You will be sent to the office, the principal or designee who will contact a parent or guardian to set up a meeting where a plan to change the behavior will be developed.

2. The administrator, at his/her discretion, will issue a short-term suspension or other consequences.
3. We will:
  - Provide immediate consequences for retaliation against students who report bullying.
  - Provide immediate consequences for any act of sexual harassment.

*Please note:* Any egregious act of bullying, sexual harassment or intimidation can lead to immediate suspension and/or expulsion, even if it is a first offense.

### **Pranks/Vandalism**

Any action taken by a student that disturbs the privacy or invades the private property of a teacher/administrator at his/her home, or that affects his/her private property at school (i.e. vehicle) will be viewed as a serious form of misbehavior. Any cost involved in damages resulting from such behavior will be responsibility of the student and his/her parents.

### **Disciplinary Response**

1. **Less Serious Offenses.** Less serious offenses due to immaturity/foolishness will be given a warning or a detention. Repeated less serious offenses due to immaturity/foolishness may be given an after school detention. Less serious offences involving willfulness/defiance will result in an after school detention. A normal after school detention will last from 3:10 p.m. to 4:10 p.m. Students/parents will be notified at least one day in advance when an after school detention will be served. Students should come prepared for a work detail. It is the responsibility of the teacher/administrator to determine the discipline necessary for less serious offenses.
2. **More Serious Offenses.** Depending on the severity, discipline must be selected from one of the following: dismissal from class, various work details, suspension, behavioral probation, and expulsion. Suspension, in school or at home, can be assigned by the principal. Suspensions are a time for the student to reflect on the serious nature of actions and consequences. A suspension is considered an unexcused absence. The student will suffer a 2- point grade reduction to the classes missed due to suspension. The 2- points are reduced from the current marking period average. The Administrator may administer probation up to nine weeks. Expulsion is by action of the Administration.

## **Disciplinary Consequences**

Students who fail to abide by SCA's code of conduct will be subject to the following consequences:

**Conferences** - When less serious disciplinary offenses occur, the first attempt to deal with the problem and eliminate future problems involves a conference. These may include, but are not limited to, administration, parents, teachers and students. The student can expect a warning and an explanation of what consequences might result from future occurrences.

**Detention** - Detention is one form of consequence that is frequently used for minor infractions or reoccurring problems that need to be corrected. It results in a student being detained after school for a period of either 30 minutes or 60 minutes, in an isolated and monitored location for a set period of time.

Students assigned a detention will be issued a detention notice stating the date, time, and place of the detention and the reason why it was issued. Students will be responsible for making transportation arrangements. No student will be kept after school on the same day the detention is issued unless the family has been notified, and transportation has been arranged.

Failure to serve a detention may result in the student being assigned additional days of detention, in-school suspension, or out-of-school suspension. If a student cannot stay on the assigned day and wishes to reschedule, a written note from the parents or guardian should be provided to the office prior to the detention, stating why the student cannot stay and what other days are available.

**In-School Suspension** - In-school suspension is an alternative to some of the out-of-school suspensions which may be ineffective to some situations where the misbehavior has not been severe. Students are isolated for a half day or full day in a specific in-school location, under staff supervision. While attending in-school suspension, students are restricted to complete silence and adherence to all in-school suspension rules. Violations of the rules lead to more severe consequences. Students placed in in-school suspension may not be permitted to complete school assignments depending upon the circumstances.

**Out-of-School Suspension** - Out-of-school suspension is the temporary removal of a student from the regular school environment for a period of one to five school days. It may be given for a pattern of unacceptable behavior or because of a single incident. The specific terms of each suspension are determined on an

individual basis. During an out-of-school suspension students are to remain off all campus premises for the duration of the suspension. Students on suspensions may not participate in any school activity; make up any class work missed, and will receive no academic credit for any class work assigned during the term of the suspension.

**Recommendation for Expulsion** - Expulsion is the permanent removal of a student from the school

**Police Notification** - Some severe behavior offenses may require police notification and have the potential for legal consequences as well as school-related consequences.

**Restoration - Restitution** - In situations where property has been stolen or destroyed, and the student or students who are responsible have been identified beyond a reasonable doubt, the student or students may be required to compensate for the extent of the loss. This may be in addition to any disciplinary actions taken.

### **After School**

Students are dismissed from school at 3:00 PM. Students are expected to wear school clothing when leaving the building to go home.

Students are not to remain at school unless they are involved in an approved activity under adult supervision (detention, yearbook, special practices, prearranged conferences, etc.). Any student who is not working with a teacher must either leave school grounds or report to the extended care room by 3:10 P.M.

### **Attendance Policies**

Title 14, Delaware Code specifies that every child in the State of Delaware between the ages of 6 and 16 is required to attend school. In accordance with State law and the requirements of the Seaford Christian Academy Board of Education, legal absences are as follows:

1. Illness of child, if necessary attested by a physician's certificate.
2. Contagious disease within the home of a pupil.
3. Death in the immediate family or of a close friend.
4. Legal business.
5. Remedial health treatments.

6. Emergency situations as determined by the school's administration.
7. Suspension.

## **Good Attendance**

Good attendance is vital to academic success. SCA believes that it is the school's task to teach promptness and responsibility. Good attendance habits in school will help make students reliable adults. Moreover, their attendance record becomes a part of their permanent record, and may be forwarded to prospective employers, colleges, and universities upon request.

## **8/16 Rule**

Students will receive a failing grade for a semester class if beyond 8 absences (excused and unexcused) or for a course if beyond 16 absences for the year (excused and unexcused).

The following reasons for absence will not be counted in the 8/16 absences total for students:

1. Illness/health condition documented by licensed medical personnel or public health officials.
2. Verified (by Administration) Family Emergency including, but not limited to death of family member in the home or grandparent (5 day limit), funeral of a relative/close friend (1 day limit if local, 3 day limit if at a distance). Verification by Administration shall be placed in the student attendance file.
3. Legal excuses verified by an officer of the court.
4. In-school suspension.
5. School-sponsored activities (e.g. field trips, conferences, etc.)

## **Attendance Procedures**

1. IN ORDER FOR AN ABSENCE TO BE CONSIDERED LEGALLY EXCUSED, A WRITTEN EXPLANATION FOR EACH ABSENCE MUST BE PRESENTED TO THE OFFICE BY THE BEGINNING OF THE SECOND SCHOOL DAY FOLLOWING THE STUDENT'S RETURN FROM ABSENCE.
2. Students who desire to take family trips/excursions must secure administrative approval before embarking on the trip/excursion except in the case of an emergency. (Forms are available in the office.)

3. Students who anticipate an absence must secure the work to be missed prior to the anticipated absence to be completed at the time determined by the instructor. Academic late penalties may be applied to all assignments turned in late as a result of these absences.
4. Student work that is missed as a result of an unexcused absence or not made up within a subsequent time period equal to the length of a prior excused absence will be counted as a zero.
5. After three unexcused absences, administrative contact will be made and documented.

### **Absentee and Tardy Procedures**

#### **If you have been absent:**

1. Bring a statement written by your parent/guardian or doctor to the attendance officer before class on the day that you return to school. This excuse should contain your first and last name, date(s) of absence, the reason, home phone number and your parent's signature. You will receive a Class Admittance slip that you must take to each of your teachers during your designated class period.
2. Make up all work missed during your absence promptly.

#### **If you are late to school (8:20 - 8:39 a.m.)**

1. You MUST report to the office to explain your tardiness and sign in.
2. No disciplinary action will be taken till after the 3rd tardy for the quarter.

#### **If you are late to class (but were not late to school)**

1. Report to the classroom. The classroom teacher will follow the steps in the Disciplinary Guidelines.
2. Make up all work missed during your absence promptly.

### **Half-Day Absences and Full-Day Absences**

8:20 a.m. to 8:39 am. (Tardy)

After 8:40 am the student will be charged with either half-day or a full-day absence. Time less than three hours will be a half-day absence; time in excess of three hours will be a full day absence.

## Early Dismissals

UNDER NO CIRCUMSTANCE MAY A STUDENT LEAVE THE BUILDING WITHOUT RECEIVING PERMISSION TO DO SO FROM AN ADMINISTRATOR OR DESIGNEE.

**No Early Dismissals will be granted between 2:30 and 3:00 pm.** If you need to pick up your child early for an appointment, please make arrangements to do so before 2:30 pm. This policy is to ensure a smooth and orderly end to our day.

## Medical or Dental Appointments

If possible appointments for medical or dental purpose should be made at times other than during school hours. If this is not possible, then use the following procedures:

1. Submit to the office a statement, written and signed by your parent/guardian, requesting permission to be excused to go to the doctor or dentist. The time of the appointment and doctor or dentist's name should be included.
2. This request must be submitted to the office before school begins in the morning to receive an Early Dismissal Form.
3. Present the Medical - Dental Dismissal Form to your classroom teacher at the designated dismissal time, as marked on the form, and then bring the form to an administrator.
4. Go to the office and sign out on the appropriate Sign-Out form.
5. During the visit to the doctor or dentist, the dismissal form must be signed by the doctor or dentist -this signed form must be returned to the office.
6. If you return to school the same day, go to the office, present your signed Dismissal Form, and sign into school. You will be issued a Class Admittance Slip. The teachers of the classes you missed must initial this slip.
7. If you do not return to school until the following day, before going to your first class, report to the office and present the signed Early Dismissal form to the office. You will be issued a Class Admittance Slip that must be initialed by the teacher of the classes you missed.
8. Students who have an early medical/dental appointment and who for that reason do not attend school prior to the medical/dental appointment must obtain a signed note from the doctor or dentist. This note should contain the doctor's signature and the time and date of the appointment. Upon returning to school, the student will follow normal late arrival procedures.

## **Anticipated Absences and Family Trips**

The SCA Board of Education recognizes that planned trips or excursions often provide enrichment to regular classroom instruction. It is also recognized that employers cannot always grant vacation periods that fall within the school vacation and holiday periods, and that for families to be together, some trips must necessarily be scheduled during the academic year. Absences during semester or final examinations, however, are discouraged.

A student may be excused at the discretion of the principal or his/her designee for anticipated absences. To obtain approval, a student is expected to submit a completed request form to the principal or his/her designee PRIOR to when the absence is to occur. The principal or his/her designee will grant or deny the request based upon the student's academic, attendance, and behavior records as well as whether the trip or excursion really needs to be made during school days.

The principal does have the authority to approve a family trip even if the student has not secured prior approval due to circumstances beyond the student's control regardless, the principal or his/her designee will grant or deny the request based upon the student's academic, attendance, and behavior records as well as whether the trip or excursion really needs to be made during school days.

Students who anticipate an absence must secure the work to be missed prior to the absence. This work is to be completed at time determined by the instructor. Academic late penalties may be applied to all assignments turned in late as a result of these absences.

If the request is approved, the date(s) of absence will be excused and there will be no loss of academic credit or standing provided that the missed work and assignments are completed by the time determined by the instructors. Students and parents must bear responsibility for missed work which may require employing private tutors as needed.

If the request is not approved, any days that the student is absent may be classified as unexcused with the resultant loss of academic credit or standing.

### **Before School**

Students are permitted on school grounds starting at 7:00 AM. Please see the Extended Care Information for child care rates. Students must be signed in to

Morning Care if arriving before 8:00 AM. Students who drive themselves to school are not permitted to remain in their cars after 8:00 A.M. on school grounds.

### **Between Classes**

Students have three minutes to pass from one class to another. Students are to be on time to all classes, including physical education classes. Students who enter a class late without a pass from a teacher may be issued a detention by the classroom teacher. If it is necessary to use the bathroom beyond the three minutes, ask your next period teacher for a pass. Students in the hall during class time MUST have a hall pass.

### **Class/Organization Fund-raisers**

Class fund-raisers may be conducted by grades 9 through 12, using the following scale:

Freshman Class	1 fund-raiser per year
Sophomore Class	2 fund-raisers per year
Junior Class	3 fund-misers per year
Senior Class	4 fund-raisers per year

Information on all school fund-raisers must be submitted to the administration at least one month in advance for administrative approval. These requests must be submitted on designated school fundraising forms, properly filled out and signed by the class advisor.

Students must obtain permission from the classroom teacher a day in advance in order to miss any part of a class or study hall for fund-raisers. A teacher/advisor must be present to supervise students involved in preparation for a fund-raiser and clean up after the fund-raiser. Individual fundraising for any outside groups is prohibited in school.

### **Dress and Appearance Code**

The lifestyle we encourage at Seaford Christian Academy is to glorify God in all things. Therefore, the purpose of the dress and appearance code is to clarify a standard of appearance that will encourage our students to bring glory to God (1 Cor. 10:31). We recognize that true Christianity is a matter of the heart and not outward appearance, and our dress and appearance code is not intended to measure spirituality, but to serve as a tool to accomplish these specific goals: (1) Create an atmosphere as free as possible from distractions, (2) Build character

that exhibits self-discipline, modesty, appropriateness, cleanliness, and submission and (3) Inspire the making of responsible choices.

The cooperation of the student and the parent is necessary in maintaining the standards of the dress and appearance code. **A STUDENT'S APPEARANCE IS A FAMILY RESPONSIBILITY.** Please assume this important responsibility and leave the school free to focus on its primary task: preparing your student academically and spiritually for LIFE and ETERNITY.

The administration will serve as final authority in matters related to dress and appearance. The following are guidelines to assist the parent and student in understanding the intent and spirit of this code.

### **General Requirements:**

The INTENT or SPIRIT of Seaford Christian Academy's dress and appearance code is to ensure that the student body:

1. Be decent and modest
2. Be neat—not sloppy
3. Be moderate — not excessive or extreme ("faddish")

### **Dress Code and Uniform Information**

#### **"Wee" Care**

Students may wear uniforms, but are they are not required.

Shorts must be worn under skirts and dresses.

Dresses and skirts must be knee length.

Dresses with spaghetti straps must have a shirt underneath, or have a sweater on top.

Boys and girls may wear jeans, pants, or knee-length shorts.

Please do not wear any type of character or screen printed clothing.

Belts are not required as they can be difficult to manage in bathroom situations.

Please make sure that extra clothing sent to school complies with the dress code.

Athletic shoes are preferred. All shoes must have a closed toe and heel, and should be below the ankle. No sandals or flip-flops are allowed. Soles and heels should be no more than two inches. No platform shoes or boots.

Please make sure clothing is easy to manage for bathroom purposes.

## **Kindergarten – 12th Grade**

### **Boys**

Uniform boys' pants (navy or khaki)

All pants with belt loops must have a belt (blue, black, or brown)

### **Girls Kindergarten through 4th Grade**

Jumpers, navy or plaid, must be to the bottom of the knee

Shorts must be worn under jumpers and not seen below the hem.

Uniform girls' pants (navy or khaki)

### **Girls 5th Grade – 12th Grades**

Uniform pleat, buckle or flat front skirts (navy or khaki)

Shorts must be worn under skirts and not seen below the hem.

Uniform girls' pants (navy or khaki)

### **Shirts (All Students):**

Long or short sleeve Peter Pan Blouses (yellow or white) (Kindergarten through 4th Grade girls)

SCA embroidered long or short sleeve polo shirts (white, yellow, navy)

Shirts may have only one button unbuttoned at the collar

Plain white t-shirts may be worn under shirts. No colors or printed t-shirts.

Long sleeve shirts may not be worn under short sleeve shirts

**Shoes (All Students):** Athletic shoes are allowed and preferred. All shoes must have a closed toe and heel, and should be below the ankle. No sandals or flip-flops are allowed. Soles and heels should be no more than two inches. No platform shoes or boots.

**Socks & Accessories (All Students):** Crew socks, knee socks, or tights (navy, black, or white). Girls may wear pantyhose. No headscarves are to be worn.

**Outerwear in Class (All Students):** Only navy blue sweaters, fleeces, and jackets may be worn in class. Jackets must have hoods removed while in class.

## **Female/Male Requirements/Casual Dress Code**

The casual dress code applies to most activities held outside the classroom. It is primarily field trips (when approved and announced). The code applies to activities that may involve soiling of clothing and potential immodest situations (climbing up bleachers, etc.). All general requirements, as well as specific requirements, for school-dress apply with the following exceptions. Female

students may wear jeans or slacks that are not tight-fitting. Shorts, not shorter than 2 inches above the knee, are permitted. Any shirts worn with pictures and printing but must not have un-Christ like material on the garment. Shirts worn must t-shirts, sweatshirts, or SCA polo shirts. Students disregarding these guidelines may be asked to leave and will face disciplinary action.

### **Boys' Hair**

Hair is to be neatly cut and trimmed so that it does not hang on ears or over the eyes. Hair cannot be longer in front than the eyebrows (when combed forward) and must be higher than the collar in the back. The entire ear must be visible. Hair must be kept clean and combed. Mohawks and other extreme hair styles are not acceptable. Male students are to be clean shaven at all times. Boys are not permitted to wear necklaces, earrings, etc.

### **Physical Education Classes**

Proper attire for physical education classes consists of sweats or shorts (no shorter than 2 inches above the knee) and t-shirts and sweatshirts. Pictures and printing but must not have un-Christ like material on the garment. Physical education clothing must have administrative approval.

### **Field Trips/Special Events**

School dress code required unless other attire is specified.

Each individual event will be considered with appropriate dress code guidelines developed by the administration working with the group sponsor. At all times, the school's philosophy of conservative, Christ-honoring dress will be followed.

### **Note to Parents**

Parents visiting the school, chaperoning field trips, helping with any school group or participating in any school function are requested to comply with these guidelines.

### **Dress Code Discipline**

It is the expectation of the school that parents will insist on compliance with these rules from their children and that parents will support the faculty and administration when infractions are brought to their attention. In each division of the school, there is a graduated level of response to dress code infraction. The system begins with notes being sent home and then moves to after-school detention and continued infractions could lead to behavioral probation.

## **Emergency Evacuation In Case of Fire/Disaster**

The sounding of the fire/disaster alarm inside any academic buildings is a signal for controlled, yet rapid, evacuation of the building through the nearest exit. All windows and doors should be closed and the lights turned off. Students are not to talk during fire/disaster alarms/drills and are to exit single file with their class group, line up by class groups, and wait until signaled to return. Regular fire/disaster drills to practice orderly evacuation procedures will be held routinely.

## **Food/Parties**

Eating is allowed only during snack, lunch periods, and in Extended Care. Except for lunch bags/boxes, food is not to be kept in lockers. Food is never to be stored in desks or eaten in the halls or classrooms.

No student(s) are permitted to order food to be delivered to school, unless authorized by a class sponsor for a class party, which has been approved by the administration. Administrative approval must be received for all parties.

Parties of any kind during the school day may be held (ONLY) after authorization by the administration, and are to be held only in the lunchroom.

## **Hall Passes**

Students must obtain a pass signed by a teacher to enter the halls during class periods. These forms must be filled out completely in ink. Talking to other students and other disruptive behavior in the halls or unassigned areas is not permitted during class periods.

## **Handbooks**

Students are required to read the Student/Parent Handbook that is posted on the school web site at the beginning of the school year and are responsible for complying with the stated guidelines and policies. Students and parents are provided with a form acknowledging they are responsible for the contents of the handbook.

## **Kitchen Use**

Any group or individual must have authorization from the administration to use either of the school's two kitchens. Those approved to use a kitchen are responsible to abide by the rules posted in either kitchen.

## **Lockers**

Students in Grades 6-12 will be assigned a locker. All students must pay a \$3.00 yearly rental fee for their locker and sign a locker agreement. Students should be aware that the lockers remain the property of the school and may be opened and searched by school personnel. Failure to return locks will result in a student obligation that must be paid. Only school locks are permitted; all others will be removed. Please keep all personal possessions locked at all times. SCA assumes NO responsibility for items lost or stolen from unlocked lockers or for unsecured belongings.

A student may go to his/her locker before school, during class changes, and at the close of school. To use the locker at any other time, the student must have written permission from the classroom teacher.

## **Lunch**

Students will need to bring a lunch, napkins, and any utensils they need from home. On special lunch days, students may order food items. Orders and payment will be made by the month, in advance.

### **Lunchroom rules are as follows:**

1. All students will eat lunch in the lunchroom unless otherwise permitted by the administration.
2. Students are to report promptly to the lunchroom at the time assigned and remain there until they are dismissed by a teacher.
3. Students ordering special lunch must order in home room.
4. Students may bring food items that need to be heated in the microwave. Time limit is 2 minutes for reheating.
5. No games may be played during the lunch period.
6. All eating must be finished before leaving the lunchroom. NO food is to be taken from the lunchroom (except unfinished food that is in the lunch bag.) All uneaten food must be placed in the student's lunch bag or locker directly after the lunch

7. Students are to check the tables and the floor around them for dirt and trash, and pick up what they see. Trash should be placed in the large trash cans only. (Do not throw things at or into the trash cans.) Soda/juice cans and bottles should be placed in the separate containers provided for that purpose.
8. Dismissal will be by tables as clean-up is completed.
9. The restrooms directly adjacent to the lunchroom may be used by students during the lunch period.

### **Male-Female Relationships**

Healthy friendships between male and female students are encouraged. They are to maintain a strict hands-off policy in their relationships. There is to be no physical contact (hold hands, arm on shoulder, etc.) on the school campus or at school activities, on the bus to and from events, etc. Outward displays of affection (physical or verbal) are not acceptable. Students having problems in this area will be counseled on an individual basis, and may be subject to disciplinary action.

### **Standards of Community Life**

- 1) In keeping with the lifestyle principles found in the Scriptures and SCA institutional convictions, Seaford Christian Academy desires each student to strive to:
  - a) Think about things that are true, noble, right, and pure (Phil 4:8). I will seek to avoid influences that distract my mind, recognizing that what occupies my mind will sooner or later determine my speech and actions.
  - b) Choose friends and association carefully (Psalm 1:1, 1 Corinthians 15:33). I will seek to spend time with friends who will encourage me toward godly pursuits.
  - c) Encourage one another and build each other up (1 Thessalonians 5:11). I will seek to avoid destructive and unkind words or deeds, taking care that my attitude and actions influence others positively and do not become a stumbling block (Romans 14:13)
  - d) Communicate directly with one another in the spirit of love (Matthew 18:15-17). I will seek to avoid gossip, talking behind another person's back, and holding any bitterness.
- 2) SCA expects each student to strive to:

- a) Respect authority (1 Peter 2:17). I agree to obey and respect the laws of our country, the standards of my parents, and the expectations of my school and church.
  - b) Be honest and above reproach (Proverbs 8:7). I agree to speak the truth and avoid even the appearance of evil.
  - c) Demonstrate self-control (James 1:19). I agree to be quick to listen, slow to speak, and slow to become angry, seeking forgiveness and making amends when I sin against others.
  - d) Be in fellowship with other believers (Hebrews 10:25). I agree to be regularly involved in a local Bible-believing church in order to receive Biblical instruction, to experience Christian fellowship, and to worship God.
- 3) SCA expects each student to:
- a) Care for one's body as a "temple of God" (1 Corinthians 6:19-20). I agree to refrain from the possession and use of alcoholic beverages, tobacco, and illegal drugs; to avoid the abuse of any medications; and stay away from any other harmful substance or activity.
  - b) Maintain biblical standards of morality (1 Corinthians 6:18). I agree to save sex for what and when God intended, within the sanctity of marriage.

### **Morning Homeroom Period**

The school day begins with the morning homeroom period during which we pledge allegiance to the flags, the Bible, have devotions, take attendance, and make announcements.

#### **The pledges are as follows:**

**Pledge of Allegiance to the American Flag** – "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

**Pledge of Allegiance to the Christian Flag** – "I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified risen and coming again, with life and liberty to all who believe."

**Pledge of Allegiance 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 words in my heart that I might not sin against God."

## **Motor Vehicles**

A student may drive a motor vehicle to school provided they have a valid driver's license and their motor vehicle is properly registered with the school office. Continued use of this privilege is based upon the following regulations:

1. The vehicle/vehicles is/are properly registered with the school office.
2. The speed limit in front of the school and in the school's parking lot is 5 miles per hour. It is mandatory that drivers obey all traffic regulations and drive in a safe and sensible manner at all times.
3. Loitering in the parking lot is prohibited.
4. No students will be permitted in a motor vehicle or in the parking area, nor may any motor vehicle be removed from the parking area during school hours unless the student has a valid early dismissal or special approval from the administration.
5. Any students who must go to his/her vehicle as a result of an emergency must have written permission from the administrator.
6. Students are not to leave school without permission.
7. Students are not to park outside of the SCA parking lot.
8. SCA reserves the right to search or request the police to search a vehicle for possession of any illegal substance or weapon.
9. Students caught breaking traffic regulations by the Seaford Police, on or off school property, will be disciplined.

## **Senior Class Trip**

The Senior Class is permitted to go on a trip to the WILDS Christian Camp during a Senior Trip Week.

1. The basic elements of the proposed trip must be submitted to the administration at least three months prior to the anticipated trip and must receive administrative approval, as well as, school board approval
2. There must be one chaperone for every five students. This should include the class advisor.
3. Funds to pay for all expenses (including those of the chaperones) must be deposited before a class leaves on their trip.
4. Permission slips must be in the office one week before the trip.

## **Senior Privileges**

Examples of special privileges which may be granted to seniors are:

1. The senior class may go out to lunch once per month during the school year.
2. Seniors have preference in seating during chapel

Senior privileges are granted to seniors with the understanding that they may be revoked if they are abused. These privileges provide opportunities for seniors to demonstrate their maturity in accepting responsibilities.

### **Social Events**

All requests for social events must be submitted to the principal at least two weeks in advance for approval. These requests must be submitted in writing and must include the date, time, type of activity, location, type of transportation, and the signature of the class advisor.

Each class will be permitted up to a maximum of two class parties per year. Each party is not to exceed three hours in length unless special permission is granted by the administration.

School sponsored parties should not be scheduled on nights when school is to be held the next day. Permission will never be given for a Wednesday evening social. One adult chaperone is required for every eight students attending the party. No SCA related event, game, meeting, activity can be scheduled on a Sunday or Wednesday.

### **Medical Needs**

Students who are ill may obtain a pass and report to the school office. Parents will be asked to pick up their child if he/she is too sick to stay at school. By the law of Delaware, school staff is unable to administer medications to students. Parents are welcome to come to the school to administer medication to their child as needed.

### **Telephone/Telephone Messages**

Permission must be secured from a teacher or administrator for all student calls. The phones may not be used for personal calls during school hours (including lunch period) unless the student is notifying parents of a change in extra-curricular activity schedule. The school requests that personal messages to students be kept to an absolute minimum.

### **Visitors**

Parents are welcome to visit the school during school hours. However, all visitors must report to the Main Office to sign in and receive a permit to visit classes and teachers. No student visitors from other schools will be allowed.

Students who are seriously considering attending SCA are welcome to visit to shadow another student for a day. All visitors must comply with our dress and conduct code.

### **Cancellation/ Delay/ Early Dismissal of School**

The opening of school shall not be delayed more than two hours because of inclement weather. If school cannot be opened within two hours of the regular beginning time, the school shall be closed for the day.

Closing of school because of inclement weather shall be the decision of the Administrator based upon conditions which exist with the LOCAL school district. However, unless conditions are extremely severe, schools shall normally not be closed earlier than one hour before the regular dismissal time.

In the event of school closing, listen to WBOC-TV (CH. 16). If you do not hear that Seaford Christian Academy is closed or delayed, listen for the closing/delay of Seaford School District. If they are closed or delayed due to inclement weather, Seaford Christian Academy will be closed or delayed the same amount of time.

In the event of a community and/or national emergency, SCA will go into a lock-down. There are two types of lock-down. If the administration determines that a partial lock-down is necessary, students will remain inside the buildings and parents will be allowed to pick up their child/children. If a full lock-down is called NO PERSONS will enter or leave the buildings until the time it is determined that it is safe for the students to leave.

### **Parent-Teacher Conferences**

Parents are encouraged to contact their child's teacher any time a conference is desired. Teachers will also initiate such conferences when the occasion warrants it.

### **School Hours**

School doors open to students at 8:00 am. Classrooms open at 8:15 am. Students arriving after 8:20 am are marked tardy. Dismissal is at 3:00 pm.

## **Yearbook**

SCA's yearbook is produced by the yearbook staff and under the leadership of a faculty advisor. Students and families may purchase copies.

## **RenWeb**

Your student's progress can be viewed at any time by logging on to RenWeb. RenWeb is our online student and parent website that gives access to homework, attendance, conduct, and grade information. Students and parents will each have a username and password that they can set up at the beginning of the year. Please contact the office if you experience any problems with RenWeb. If grade or homework information is incomplete, please email or call the appropriate teacher directly.

## **Student Insurance and Injury**

In case of injury to a student or an unexpected illness, the student will be treated in the office. If the parents are not available, the family physician or a designated relative or neighbor will be contacted. **It is the responsibility of the parent to provide accident insurance for their children.** Please be sure that your child is covered. If parents are leaving their children in the care of another family member or other adult, please leave a notarized statement giving them permission to sign for any emergency treatment that may be necessary. Please notify the office to let us know who is responsible for your children while you are away. This is very important in case of serious accident or illness.

**No accidents or injuries are covered by the school's insurance.**

## **No Cell Phones, Tablets, or Portable Electronic Devices Allowed**

Use of cell phones and electronic devices is not allowed at school at any time. If a student has a phone or electronic device in his possession when arriving at school, it must immediately be stored in the office and kept there until the student leaves the campus.

Unauthorized use of a cell phone or any other electronic device on campus will result in the confiscation of the phone or electronic device for one day. If a second offense occurs, the phone or electronic device will be confiscated for two days and a parent will need to claim it.

The school cannot be held responsible in the event of theft, damage, or loss. In the event of an emergency, students may ask permission to use the school phone in their classroom.

## **Computer, Network, and Internet Acceptable Use Policy**

Any student who desires to use any school computer must have completed the Computer, Network, and Internet Acceptable Use Agreement Form. This contract must be signed by at least one parent and the student. This agreement is kept in the student's file and applies to all computers, cell phones or other portable electronic devices.

The following guidelines have been established by Seaford Christian Academy. If any user violates these guidelines or fails to report any violations by other users, his or her access to computers and electronic information services will be terminated and all future access could possibly be denied. Some violations may lead to disciplinary action, and if a criminal offense is committed, to prosecution under state or federal laws. If you have any questions about these guidelines, please contact the school administration.

1) Because of our belief that students and faculty are to be accountable as Christians and are to have a lifestyle that is guided by Biblical principles, acceptable use of computers and network and internet services are activities which support learning and teaching not only at Seaford Christian Academy but also off campus.

2) Unacceptable use of computers and network and internet services, by students or teachers either on or off campus includes but is not limited to:

- a. Using profanity, obscenity, harassment or any language, content or media which may be offensive to another user or which is not consistent with Biblical standards;
- b. Copying software or other copyright protected material in violation of copyright law;
- c. Using the computers or internet or network services for illegal activity;
- d. Using the computers or network to destroy or change information belonging to others or claiming such information as their own;
- e. Using the computers to spread computer viruses deliberately or to import or install files from unknown sources;

- f. Copying personal communications to others without the permission of the originator of such communication;
- g. Using the computers or network for private business purposes on campus;
- h. By-passing or attempting to by-pass the network or local computer security policy or settings;
- i. Accessing a computer or the network with another user's security credentials or sharing your username and password with anyone else;
- j. Installing and/or downloading any software or files on a school computer without the expressed permission of your local administrator;
- k. Attempting to connect to the Internet by any means other than the approved Internet firewall;
- l. Viewing inappropriate material on any computer, cell phone or other electronic device. While SCA does employ the latest in internet filtering software, no system is perfect. If objectionable material is viewed, the student or employee should remove the material from the screen and immediately report the incident to the administration.

3) The school has the right to review the contents of any and all email or documents created or stored on school equipment.

4) The school is not liable for misplaced, deleted, or corrupted data contained on your personal computer or on any SCA local computer. The school also accepts no liability for any computer virus that may infect or attack any of your computer's software or hardware by any interaction with our systems.

5) The school is not responsible for any charges you may incur to connect to the Internet.

Should a student commit any violation or in any way misuse the SCA computer network and the Internet, access privileges may be revoked and disciplinary action may be taken. Financial reimbursement for any damage (hardware or software) and/or service required to repair such damage will be the responsibility of the student.

## STUDENT HANDBOOK AGREEMENT

The Seaford Christian Academy Student Handbook is available online at [www.seafordchristian.org/scastudenthandbook.html](http://www.seafordchristian.org/scastudenthandbook.html).

We understand that as parents and students we are responsible for knowing and abiding by all rules and policies for the school.

**Student Name (printed clearly):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

# COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY AGREEMENT

## Student Agreement

*Every student, regardless of age, must read and sign below.*

I have read, understand, and agree to abide by the terms of the Computer Network, and Internet Acceptable Use Policy as outlined in the Seaford Christian Academy Parent and Student Handbook. Should I commit any violation or in any way misuse my access to Seaford Christian Academy's computer network and the internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me as outlined in the Parent and Student Handbook.

**Student Name (printed clearly):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

**I am 18 or older**

**I am under 18**

If I am signing this Agreement when I am under 18, I understand that when I turn 18, this Agreement will continue to be in full force and effect and I agree to abide by this Agreement.

## Parent or Guardian Network Usage Agreement

*To be read and signed by parents or guardians of students who are under 18.*

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Seaford Christian Academy Technology Use Policy as outlined in the Seaford Christian Academy Parent and Student Handbook for the student's access to Seaford Christian Academy's computer network and internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Agreement and agree to indemnify and hold harmless Seaford Christian Academy against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to access Seaford Christian Academy's computer network and internet.

**Parent/Guardian Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

# STANDARDS OF COMMUNITY LIFE ACKNOWLEDGEMENT

## Standards of Community Life Student Acknowledgement

I acknowledge that my parents have reviewed with me the standards of Community Life in the SCA Student Handbook and I understand that these standards apply both on and off campus.

**Student Name (printed clearly):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

## Standards of Community Life Parent Affirmation

I (we) hereby affirm that I (we) have read the Standards of Community Life in the SCA Student Handbook. I (we) will endeavor to nurture and hold my (our) student accountable to these school, biblical, and community expectations. My signature indicates that I have discussed these standards with my son/daughter in preparation for the new school year. I (we) understand that my (own) student(s) will be held accountable under the school's Discipline Policy for failure to comply with the above standards.

**Parent/Guardian Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

*“Whether therefore ye eat, or  
drink, or whatsoever ye do, do all  
to the glory of God.”*

I Corinthians 10:31

RESOLVED  
I will live for God.  
—AND—  
if no one else does, I will  
Johnathan Edwards

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