



# SEAFORD CHRISTIAN ACADEMY

## 2008-2009

*This Agenda belongs to ...*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

School Calendar 2008-2009

August

18 Monday Soccer & Volleyball – Practice Begins  
 26-28 Tue.-Thur. Full Day Teacher In-service  
 28 Thursday Open House – Parent/Student Night – SCA Gym  
 29 Friday School Closed

September

1 Monday School Closed: Labor Day  
 2 Tuesday School Open: Half day – K3 – 2 hours  
 4 Thursday Substitute/Extended Care Worker Training  
 15 Monday PTF Meeting  
 16 Tuesday Fall Fundraiser Kick-off  
 19 Friday No School: Teacher In-service  
 21-26 Mon-Fri. Spiritual Emphasis Week  
 24 Wednesday Prayer at the Pole  
 30 Tuesday Brochure Sales End/Candy goes home

October

6 Monday Progress Reports Go Home  
 6-10 Mon-Fri National Fire Prevention Week  
 9 Thursday Student and Fall Sports Picture Day  
 10 Friday No School: Statewide Teacher In-service (Jr. class Barbecue sale)  
 15 Wednesday PSAT Testing – Sophomore/Juniors  
 17 Friday Fall Fundraiser ends  
 22 Wednesday Krispy Kreme sale starts

November

4 Tuesday No School-Election Day  
 6 Thursday Half Day>Returns Day  
 7 Friday End of First Quarter  
 5 Wednesday Krispy Kreme sale ends  
 11 Tuesday No School-Veteran's Day  
 12 Wednesday Krispy Kreme delivery  
 13 Thursday PTF Meeting  
 14 Friday Half Day-Parent Teacher Conferences  
 22 Saturday All State Chorus Auditions  
 26-28 Wed-Fri School Closed: Thanksgiving Vacation

December

4-5 Thur.-Fri. Christmas Shoppe  
 11 Thursday Christmas Concert – 7 p.m. (Grades 1-12)  
 13 Saturday All State Band and Orchestra Auditions  
 18 Thursday Progress reports go home  
 19 Friday Half Day: Christmas Vacation  
 19-Jan. 4 Fri.-Sun Christmas Vacation

January

5 Monday School Reopens  
 9 Friday Home Coming Game  
 10 Saturday Home Coming Activities  
 16 Friday Winter Sports Pictures  
 19 Monday School Closed: Martin Luther King, Jr. Day  
 22-24 Thurs-Sat All State Orchestra Rehearsals and Concert  
 27-30 Tues-Fri MID-TERM EXAMS (1/2 Days for Grades 7-12)  
 29-31 Thurs-Sat All State Band Rehearsals and Concert

February

5-7 Thurs-Sat All State Chorus Rehearsals and Concert

6	Friday	Half Day-Parent Teacher Conferences
16	Monday	School Closed: President's Day
19	Thursday	PTF Meeting
<u>March</u>		
6	Friday	No School-Professional Development Day
7	Saturday	PTF Dinner/Auction
9	Monday	Progress reports go home
10	Tuesday	H.S. ACSI Fine Arts Festival
17	Tuesday	Dessert Concert
23	Monday	Krispy Kreme sales begin
<u>April</u>		
1	Wednesday	Krispy Kreme sale ends
3	Friday	End of Third Quarter
3	Friday	M.S ACSI Fine Arts Festival
4	Saturday	Jr. class Spaghetti Dinner
6-9	Mon-Thurs	Stanford Achievement Tests
9	Thursday	Report cards go home
8	Wednesday	Krispy Kreme delivery
10-17	Fri-Fri	School Closed: Easter Vacation
20	Monday	School Reopens
21	Tuesday	PTF Meeting Honor Society Planting
23	Thursday	SCA Spring Concert – 7 p.m.
28	Tuesday	National Honor Society & Jr. National Induction
30	Thursday	Spring Sports and Class Pictures, K Graduation Pictures
<u>May</u>		
1	Friday	School Closed: Teacher In-service
1	Friday	Jr.-Sr. Banquet
2	Saturday	DownEast Boys Concert 7 p.m. Sophomore Fundraiser
7	Thursday	National Day of Prayer
18	Monday	Progress reports go home
25	Monday	School Closed: Memorial Day
26-28	Tues.-Thurs.	Final Exams - Seniors
29	Friday	Field Day – Elementary
<u>June</u>		
4	Thursday	Senior High Graduation – 7 p.m.
9	Tuesday	K3 – End of the Year Program – 9:30 a.m. Pre-Kindergarten Year End Program – 7 p.m. Kindergarten Graduation – 7 p.m.
9-11	Tues.-Thurs.	Final Exams – Grades 7-11 (Half-Day for all students)
11	Thursday	Last Student Day-Half Day Report Cards will be mailed
12	Fri.	Full Day In-service: Closeout/Staff Development

At times, it is necessary to delay the opening of school due to inclement weather. The delay can range from one (1) to two (2) hours. If it is determined that school cannot be opened with two (2) hours of the regularly scheduled beginning time, schools will be closed for that day.

Closing of school because of inclement weather shall be the decision of the administrator based upon conditions which exist within the LOCAL (Seaford) School District. It is important to note that unless conditions are extremely severe, schools will not normally close earlier than one (1) hour before the regular dismissal time.

In the event of school closing, listen to the following television or FM radio stations: WBOC-TV (Ch. 16), WOLC – 102.5. If you do not hear that Seaford Christian Academy is closed or delayed due to inclement weather, Seaford Christian Academy will be closed or delayed the same amount of time as the LOCAL (Seaford) School District. You should also receive a phone call from the automated phone home system.

It is also important to note that when school is delayed for one (1) hour, morning kindergarten and pre-kindergarten

will be in session. When schools are delayed for more than one (1) hour (heavy fog, for example), there will be no morning kindergarten or pre-kindergarten that day. THERE WILL BE NO EXTENDED CARE ON ANY SCHEDULED HALF-DAYS. (Please refer to above calendar.)

## **Welcome to Seaford Christian Academy**

In 1973, Seaford Christian Academy began putting feet to a very special vision. That dream was a unique Christian School in the Seaford area. We did not know that Seaford Christian Academy would become the outstanding academic institution that it has become. Our goal certainly was not to have a large enrollment, but to be a unique school able to meet the spiritual, academic, and social needs of our students.

It has been the commitment of our school to educate the whole student in an environment as free from those elements which would render that ministry impossible as we possibly can.

It is our vision to provide a school in which having a personal daily relationship with Christ is not strange but normal; a place where prayer requests and blessings can be shared without embarrassment or criticism and a place where character and study habits can be formed despite the world's pressure to be mediocre.

The heart of Seaford Christian Academy is not our rules, facilities or even curriculum; it is our faculty. God has provided us with a group of well-trained, highly skilled teachers.

Not everyone "fits" here at SCA and we do not apologize for that statement. We do not ask that you be super smart, beautiful, or popular, but that you have a will to learn and to contribute in some way to the ministry God has raised up here at SCA.

Students, parents, faculty, and staff are responsible for being familiar with the entire contents of this document. Please note: This document is not an all-inclusive document.

## 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 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 college or vocational training.

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 decisions concerning 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 this Philosophy to all decision-making in meetings and in the day-to-day activities of the school.

## **Goals**

For the spiritual and moral growth of the student, SCA seeks to meet the following goals:

1. To 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. To lead each student to a saving knowledge of the Lord Jesus Christ (Romans 10:9, 10).
3. To 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. To teach each student how to develop the mind of Christ towards godliness (Phil. 2:5; 1 Timothy 4:7).
5. To teach Biblical character qualities and to provide opportunities for the student to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22-23).
6. To encourage each student to develop self-discipline and responsibility from God's perspective (1 Timothy 4:7; 1 Corinthians 9:24-27).
7. To teach each student respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
8. To help each student to develop a Christian worldview by integrating life, as well as all studies, with the Bible (2 Peter 1:3).
9. To teach each student to hide God's Word in his/her heart through memorization

- and meditation (Psalms 119:11; 1:1-3).
10. To teach each student how to study God's Word (2 Timothy 2:15).
  11. To 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. To 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. To 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. To teach each student Biblical skills for developing personal and social relationships (Psalms 119:9; Ephesians 4:12).
  15. To teach each student the Biblical view of dating, marriage, and the family (1 Thess. 4:1-7; 1 Timothy 4:12; Genesis 2:18-25; Ephesians 5:22, 23).
  16. To 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. To 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. To teach each student an appreciation of the Fine Arts.
  19. To teach each student to use and understand the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and understanding mathematical concepts) (2 Corinthians 5:20).
  20. To teach and encourage each student to use good study skills and habits (2 Timothy 2:3-7).
  21. To teach each student how to research and reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
  22. To teach each student creative and critical thinking based upon the proper use of Biblical criteria for evaluation (2 Timothy 3:14-17).
  23. To 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. To use current affairs in all areas, teaching the student how they relate to God's plan for man.
  25. To 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 our students come, SCA strives to meet the following goals:

1. To 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. To aid families in Christian growth and to help them develop Christ-centered

- homes (Ephesians 5:22-33; 2 Peter 3:18).
3. To help parents understand the school's purpose and program.
  4. To assist parents in keeping up with the changing culture, its effect on the home, and the implications for their children.
  5. To encourage regular attendance and involvement in the local church (Hebrews 10:24-25).
  6. To 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. To encourage parents to develop in their children good and proper attitudes toward marriage and family responsibilities, as well as 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).

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

1. SCA strives to insure 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 (10-20 years).
3. SCA strives to provide life insurance, health insurance, and retirement benefits (minimum six years 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 promotes learning and is 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 that they can, with a unified heart, serve God, students, and parents.
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 unsaved students and parents in order to bring them to the knowledge of the Savior (2 Peter 3:9; 1 Timothy 2:4). 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. (1 Timothy 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 only inspired, 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; in the justification of man by faith in the shed blood of Christ, and that only by God's grace; and in the salvation that is available to man through faith alone (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 to 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).

### **Organization**

The 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.

### **Accreditation**

SCA is accredited by the Association of Christian Schools International and the Middle States Association of Colleges and Schools.

### **National and Regional Memberships**

SCA holds membership in the Association of Christian Schools International (ACSI), the Mid-Atlantic Christian Schools Association (MACSA), and the Middle States Association of Colleges and Schools (MSA).

### **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 insure the following:
  - a. That the parents desire a Christian education for their child.
  - b. That the child, if junior or high school age, expresses a desire to attend SCA and agrees to live in harmony with school standards.
  - c. That 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 child 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, repeating 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 requirements for Pre-Kindergarten, Kindergarten, and First Grade are reviewed annually and posted in the school office.

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

Seaford Christian Academy admits students of any race, color, or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. SCA does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its educational policies, admission policies, athletic programs, 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. Although it is possible to pay tuition early, most parents prefer to pay their tuition account monthly for ten (10) months. (The first payment is due in August and the last in May of the following year). Income from tuition and fees accounts for over 80 percent of the school's operating funds.

An annual application/registration fee is charged to both new and returning students. In addition, a book/supply fee is charged each year.

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 two months delinquent, the student must be withdrawn from school until the account is brought up to date. Those accounts that are habitually late (late two (2) or more times during the same school year) will only be allowed to be one month delinquent 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 is powerful and effective. (James 5:16).*

### **Parents' Code**

Parents are asked annually to affirm the following:

1. I will pray earnestly for Seaford Christian Academy. 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 so 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 meetings and parent 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 one that is 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. Basically, students follow a college preparatory course of study.

### **Bibles**

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 avoid confusion in verse memorization and study, SCA requires that only the Authorized King James Version be used.

### **Christian Service Hours**

Purpose: A corporate conviction of SCA, based on Matthew 28:19,20 and Acts 18 is that young people need to receive stimulation and training in missions education in order to gain a world view of missions, to consider missions and other Christian vocations seriously as a career, and to become involved in the local church and Christian family.

The missions/service requirement for SCA is in harmony with this corporate conviction. It is our desire to help our students gain a Christian worldview, experience a close walk with God, and bring glory to Him through their ministry. The missions/service requirements provide this opportunity.

All students in grades 6-12 are required to complete community service hours:

- 6<sup>th</sup> grade-15 hours
- 7<sup>th</sup> grade-15 hours
- 8<sup>th</sup> grade-15 hours
- 9<sup>th</sup> grade-20 hours
- 10<sup>th</sup> grade-30 hours
- 11<sup>th</sup> grade-30 hours
- 12<sup>th</sup> grade-30 hours

The student must meet the mission/service requirement **in order to graduate or to return to SCA the next school year**. To report hours served, the student will need to turn in a mission/service requirement authorization form signed by the adult supervisor. Reporting forms are available in the school office. A separate form will need to be filled out for each different mission/service ministry involvement. A list of approved missions/service ministries is available in the office.

### **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 Trip Policy**

Field trips are for learning experiences that the students can not experience in the classroom. All students are expected to go on class field trips. Any student refusing to go on a scheduled class field trip will be required to complete a correlating assignment according to the teacher's directions. This assignment will be graded, and if not completed, will be entered as a zero. 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, and are asked to abide by the Casual Dress Code (see Note to Parents).

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

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

A student 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 guidance 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 GP A 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 for tests, quizzes, reports, papers, and report cards shall be as follows:

A	=	96 -100
A-	=	94 - 95
B+	=	92 - 93
B	=	89 - 91
B-	=	86 - 88
C+	=	83 - 85
C	=	79 - 82
C-	=	76 - 78
D+	=	74 - 75
D	=	72 - 73
D-	=	70 - 71
F	=	0 - 69

(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.
3. One of the 4 elective credits must be a Fine Arts credit.

**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.

### **Guidance**

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 average 1-1½ hours per night. For students attending mid-week services who have difficulty completing an assignment, they may receive one day's grace on that assignment with the signature of the pastor (along with the name of the church) in their agenda book. 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 legal and excused absences 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 an absence. Upon returning from an absence it is the student's responsibility to request all assignments/homework missed.

Due dates on assignments are to be taken seriously. Full credit cannot be given for daily assignments that are late. The grade on other late assignments may be reduced by one grade per school day. Students are expected to complete all assignments even though they may be late. Unexcused late work will be penalized at the discretion of the teacher.

Suggested Penalties:

- 1<sup>st</sup> offense—mark down 1 letter grade (Student/teacher conference)
- 1<sup>st</sup> offense, 2<sup>nd</sup> day—mark down 2 letter grades  
(Parent contact)
- 3 or more offenses—mark down 2 letter grades and a 30-min. detention.  
(Student will complete assignment in detention.)

### **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 one (1) week or five (5) school days, to make up the work, or the grade will become an "F",

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

Interim 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 to students when the Librarian is on duty (a schedule will be published each year) or 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.

### **Semester Exams**

Semester exams are given at the conclusion of both semesters. Exams given in January are referred to as Mid-Term Exams, and those given in June referred to as Final Exams. Exams given in January at the conclusion of a one-semester course are to be considered Final Exams.

Each exam (mid-term & final) shall receive equal weight (10%) of the cumulative grade.

PLEASE NOTE: All students will be required to take Mid-Term Exams. Mid-term exams are cumulative for the first semester's course work. For Final Exams students who have an "A" average for all four quarters are exempt from the final exam. This corresponds to an AVERAGE of 94% or better.

### **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 teacher and the librarian. 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 turned in. 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**

The 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. Correcting and chastening are 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. Christian young people left to themselves produce fleshly, not godly, fruit. All discipline, therefore, 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 framework 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
  - ii. Gum chewing
  - iii. Three tardies to class
  - iv. Failure to keep a scheduled appointment ‘
  - v. Dress code infraction
  - vi. Book uncovered
  - vii. Throwing objects or minor horseplay between classes (jostling without intent to hurt)
  - viii. Failure to accept responsibility for academic work
- b. Willfulness/Defiance
  - ii. Repeated pattern of foolish or immature behavior
  - iii. Causing a disturbance in class/study hall/chapel
  - iv. Disobedience of school rules
  - v. 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 ones 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.

### **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, demerit, or a detention. Repeated less serious offenses due to immaturity/foolishness may result in an after-school detention. Less serious offenses involving willfulness/defiance will result in an after-school detention. A normal after-school detention will last from 3:25 p.m. to 4:25 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, administrative probation, and expulsion. Suspension, in school or at home, can be assigned by administration. 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 Administration may administer probation. 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 demerits and possibly a conference. The conference may include, but is 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 recurring problems that need to be corrected. It results in a student being kept after school for a period of either 30 min., 50 min., or 60 min. in a 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, as well as the reason 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, particularly in situations in which 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, nor will they be allowed to make up any class work missed. They will receive no academic credit for any class work assigned during the term of the suspension.

**Administrative Probation** - Students acquiring a number of suspensions or developing patterns of noncompliance may be put on administrative probation.

**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.

**Disciplinary Progression** - Demerits are cumulative quarterly and may be given for any acts of misconduct on or off school property. Note: This is a suggested progression. The level of the offense can alter this progression at administrative discretion.

1. 30 minute detention—3 demerits or any offense that warrants an automatic detention.
2. 50 minute detention—2 additional demerits
3. 60 minute detention—1 additional demerit
4. One to three days of suspension
5. Three to fifteen days of suspension
6. Loss of driving privileges
7. Administrative probation
8. Recommendation for expulsion
9. Restoration/Restitution
10. Police notification

### **After School**

Students are dismissed from school at the following times:

Pre-School - 11:20 A.M.

Pre-K, AM Kindergarten -11:30 A.M.

Kindergarten – 2:50 P.M.

Grades 1-3 - 3:00 P.M.

Grades 4-6 - 3:10 P.M.

Grades 7-12 - 3:20 P.M.

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 (sports, detention, yearbook, special practices, prearranged conferences, etc.). Any student who is not working with a teacher/coach must either leave school grounds or report to the extended care room by 3:30 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 they have gone beyond 8 absences (excused and unexcused) or for a course if they have gone beyond 16 absences for the year (excused and unexcused). Four tardies will be considered as 1 absence.

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 (i.e., 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 ATTENDANCE OFFICER BY THE BEGINNING OF THE SECOND SCHOOL DAY FOLLOWING STUDENT 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 (i.e., physician's appointment, sports excusal, etc.) must secure the work to be missed prior to the anticipated absence 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.
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 a student has been absent, he/she is responsible for the following:

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 a student is late to school (8:20 - 8:39 a.m.)

1. He/she MUST report to the attendance officer to explain the reason for tardiness and sign in.
2. No disciplinary action will be taken until after 3 tardies for the quarter.

If a student is late to class (but not late to school)

1. Report to the classroom.
2. The classroom teacher will follow the steps in the Disciplinary Guidelines.

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

8:20 A.M. to 8:39 A.M. (Tardy)

After 10:06 A.M., the student will be charged with a 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.

### **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 attendance officer 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 attendance officer 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 attendance office.
6. If you return to school the same day, go to the attendance 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 attendance office and present the signed Early Dismissal form to the attendance officer. 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 absences are 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 a time determined by the instructor. Academic late penalties may be applied to all assignments turned in late as a result of this type of absence.

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**

Starting at 7:30 A.M., students are permitted on school grounds in the lunch room. Students are not permitted to remain in their cars after 8:00 A.M. if they are 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 signed agenda may be issued a detention by the classroom teacher after**

**three tardies.** 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 signed agenda.

### **Class/Organization Fundraisers**

Class fundraisers may be conducted by grades 9 through 12, using the following scale:

Freshman Class	1 fundraiser
Sophomore Class	2 fundraisers
Junior Class	3 fundraisers
Senior Class	4 fundraisers

Information on all school fundraisers 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 fundraisers. A teacher/advisor must be present to supervise students involved in preparation for a fundraiser and to clean up after the fundraiser. 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. Therefore, 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 for **LIFE** and **ETERNITY**.

With the diversity of dress in today's market, it is impossible to state an exhaustive list of appropriate clothing for school wear; therefore, 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 reflects Christ in the following ways:

1. Be decent and modest.
2. Be neat; not sloppy
3. Be moderate; not excessive or extreme (“faddish”)

The word of choice here is “conservative.”

\*\* In order to be practical and flexible in our dress and appearance code, you will note that the code is divided into two main classifications: School-Dress Code and Casual-Dress Code.

### **School-Dress Code**

#### 1. Pre-School and Pre-Kindergarten

Students in our Pre-school and Pre-Kindergarten programs are not required to wear uniforms. However, we do ask that you abide by the following dress code:

- Girls must wear dresses/skirts that are knee length (no spaghetti strap dresses without a shirt underneath).
- Girls must wear shorts/tights/biker or jumper shorts underneath their dresses/skirts. During the winter months, girls may bring pants to wear underneath their dresses for recess.
- Boys may wear jeans or regular type pants.
- Boys shirts: Please do not wear any character t-shirts or screen-printed type shirts (i.e. Spiderman, Power Rangers, Nascar)
- Boys do not need to wear belts! This makes bathroom time easier!
- Tennis shoes or closed toe, closed heel shoes may be worn. No sandals or flip flops.
- Please make sure that the clothing is easy for bathroom purposes.
- Also, please remember we work with a lot of mediums during the week (clay, chalk, paint, play dough, glue, food, markers, stampers, etc.). These can and do get on clothes, even with paint shirts on! Most will wash out in the washer.

#### 2. Girl’s Personal Appearance

Dress modestly, attractively, and in good taste at all times. Hair should be kept clean, neat, and fashionably styled within reason. Extreme hair styles and unnatural colors are not permitted. Hair may not hang over the eyes. Make-up and jewelry must be in good taste and not excessive. Tattooing and/or body piercing (other than ears) is not permitted. Girls may wear two earrings in each ear.

#### Boy’s Personal Appearance

Hair is to be kept clean and neatly groomed. It may not be longer in the front than the eyebrows (when combed forward) and must be above the collar in the back. The entire ear must be visible. Male students are to be clean shaven at all times. Extreme hair styles or unnatural colors are unacceptable. Tails and braids on male students, Mohawks, and punk hair styles are considered extreme and will not be permitted. Tattooing and/or body piercing is not allowed. No jewelry other than watches and rings are to be worn.

### 3. Apparel

School uniforms must be purchased from In Unison School Apparel.

- All uniforms must be sized to fit, be neat and clean, without holes, not frayed or cut, and worn as intended (not inside out).
- Shirts may have 1 button unbuttoned at the collar. Boys' shirts must be tucked in. Girl's shirts may be out if designed with the straight edge bottom.
- Pants are to be worn at the waist.
- Girl's pants must be from Inunison and may be worn only during December, January and February.
- Any pant with belt loops must have a belt. Belts are to be blue, black, or brown only.
- Skirts and jumpers must be to the bottom of the knee.
- Shorts must be worn under jumpers and not be seen below the hem.
- White t-shirts may be worn under shirts. No colors. Long sleeve shirts may not be worn under short sleeve shirts.
- Sweaters & jackets are not required, but if worn in class, they must be purchased from In Unison School Apparel. Jackets worn in class must have the hoods zipped off.
- All shoes must have a closed toe and heel, and should be below the ankle. No sandals are allowed. Soles and heels should be no more than two inches. No platform shoes or boots.
- No headscarves are to be worn. Hats may not be worn inside the school building.
- Nothing of the counter-culture may be worn.
- Students enrolling during the school year must have their uniforms within two weeks of enrollment.

#### Boys—Kindergarten through 12th Grade

- Navy or khaki dress pants. No carpenter pants.
- Long or short sleeve polo shirts. Must be white, yellow, light blue, or navy in color.

#### Girls—Kindergarten through 4th Grade

- Jumpers
- Long or short sleeve Peter Pan blouses. Yellow or white in color.

#### Girls—5th through 12th Grade

- Pleat, buckle or flat front skirts. Navy or khaki in color.
- Navy or khaki dress pants (ordered from In Unison) may be worn during the winter months (December through February). Administration may extend this to March if cold weather persists.
- Long or short sleeve polo shirts. Must be white, yellow, light blue, or navy in color.

#### Accessories

- Shorts under jumper. Navy or black in color (bicycle short is recommended).
- If socks or tights are worn, they must be navy, black, or white.  
Kindergarten - 4th grade: crew socks, knee socks or tights.

Girls in 5<sup>th</sup> - 12<sup>th</sup> grades: in addition to crew socks, etc., may wear pantyhose.

### **Shoes**

Thongs, flip-flops, etc., are not to be worn. Closed toed and heeled shoes, or tennis shoes are to be worn. Boys- Shoes that have laces are to be properly tied. If socks are worn, they must be clearly visible above the shoe.

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

The casual dress code applies to most activities held outside the classroom. It refers primarily to field trips (when approved and announced) and attendance at sports events. The code applies to activities that may involve soiling of clothing and potential immodest situations (climbing up bleachers, etc.).

All general requirements for school dress, as well as specific requirements, apply to the casual dress code, with the following exceptions: Female students may wear jeans or slacks. Shorts, when permitted, are not to be shorter than 2 inches above the knee. Clothing must not have un-Christ-like material envisioned on the garment. Shirts must completely cover the midriff area. When arms are raised straight over the head, no skin should be visible. No tank tops or spaghetti straps are permitted. Students disregarding these guidelines may be asked to leave the activity and will face disciplinary action.

### **Dress Down Guidelines**

All general requirements for school dress, as well as specific requirements, apply for Dress Down days with the following exceptions: Students may wear SCA spirit shirts or plain-colored T-shirts, polo shirts, or non-hooded sweatshirts, with jeans or slacks.

### **Concerts/Plays/Academic Fairs**

School dress code is required, unless concert attire is specified. Students in grades 6 and up who are enrolled in performing groups are required to purchase performance designated uniforms.

### **Field Trips/Special Events (i.e. Senior Trip)**

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

### **Field Day**

Slacks, jeans, shorts (no shorter than 2 inches above the knee), or loose-fitting Capri pants may be worn. No tank tops or tight-fitting (spandex) Capri pants are allowed.

### **Physical Education**

All students in grades 5-10 are required to purchase and wear a school-approved physical education uniform during gym class.

### **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 the following guidelines: Jeans or slacks may be worn. Skirts or shorts, not shorter than 2 inches above the knee, are permitted. T-shirts, sweatshirts, etc., may be worn with pictures and printing, but must not have un-Christ like material envisioned on the garment. Shirts must completely cover the midriff area and not have a low neckline. No tank tops or spaghetti straps are permitted. Please be careful to not wear tight-fitting clothing in respect to the school dress code for the students.

### **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. 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, to line up by class groups, and to wait until signaled to return. Regular fire/disaster drills to practice orderly evacuation procedures will be held.

### **Food/Parties**

Eating is allowed only during lunch periods. Except for lunch, food is not to be kept in lockers. Food is never to be stored in desks or eaten in the halls.

The soda machines in the lunchroom are to be used only during lunch periods.

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 have their agenda signed by a teacher in order to enter the halls during class periods. The signature must be in ink. Talking to other students and other disruptive behavior in the halls or in unassigned areas is not permitted during class periods.

### **Handbooks**

Students are required to read the Student/Parent Handbook at the beginning of the

school year and are responsible for complying with the stated guidelines and policies. Students are provided with a copy of the handbook. If this copy is lost or misplaced, additional copies are available in the school office at a cost of \$5.00 each.

### **Junior/Senior Banquet**

The Junior/Senior Banquet has a spiritual emphasis and is designed to honor seniors. This is a formal affair. Modest dress is required. Specific dress regulations are to be followed by all those who attend.

### **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**

All students in Grades 7-12 will be assigned a locker. All students must 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 Period**

Students may either bring a lunch or purchase food items at school. 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 duty teacher.
3. Students ordering a main dish item must order in homeroom.
4. Students are permitted to purchase snacks at the kitchen window until ten minutes before the end of the lunch period.
5. Drinks may be purchased directly from the soda machines during the lunch period.
6. Students may bring food items that need to be heated in the microwave; however, there are a limited number of microwaves for use.
7. If a student has an unpaid lunch bill of over \$10 and has not brought a lunch to school, the student will only be allowed to purchase a pretzel or peanut butter sandwich.
8. No games may be played during the lunch period.
9. All eating must be finished before leaving the lunchroom. NO food is to be taken

from the lunchroom (except food from the student's lunch which they did not eat and want to keep.) All uneaten food must be placed in the student's locker directly after the lunch.

10. 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.
11. Dismissal will be by tables as clean-up is completed.
12. 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 (holding hands, arm on shoulder, etc.) on the school campus or at school activities, on the bus to and from athletic 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.

### **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 lots is prohibited.

4. No students will be permitted in a motor vehicle or in the parking area during school hours, 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.

### **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 attain the following:
  - 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 associations 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 for self-discipline in the following areas:
  - 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 claim God's standards in the following areas:
  - 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 to 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.

### **Student Acknowledgement**

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

### **Parent Affirmation**

I (we) hereby affirm that I (we) have read the Standards of Community Life. I(we) will endeavor to nurture and hold my (our) child(ren) 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) child(ren) will be held accountable under the school's Discipline Policy for failure to comply with the above standards.

### **Senior Class Trip**

The Senior Class is permitted to go on a trip of their choosing. The following will be the criteria for such a trip:

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 as follows:

1. The senior class may go out to lunch once per month during the school year. These lunches must be in the Seaford area, with the exception of the last lunch.
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.

No class parties are permitted. Elementary grades are permitted a Christmas and end of year party. 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.

### **School Nurse**

SCA does not have an official school nurse. However, students who are ill must obtain a teacher pass to report to the school office. Any prescription must be delivered to the main office immediately upon arrival to school. Students may then go to the office to take the medication.

### **Telephone/Telephone Messages**

Students should not need to use the phones in the office, except in cases of urgent need. Permission must be secured from a teacher or administrator for all student calls. Reasons for making a phone call will be screened. The phones are available for students only at certain designated times, and a phone pass is required. 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. The school will not guarantee that the student will receive the message, and reserves the right to determine the best time for the student to receive the message.

### **Visitors**

Parents are welcome to visit the school during school hours. However, all visitors must report to the Main Office to sign in and to receive a permit to visit classes and teachers. No student visitors will be allowed unless written administrative approval is given at least 24 hours in advance. High school aged visitors are limited to students participating in an ongoing school visitation program or students who are seriously considering attending SCA. All visitors visiting for an extended period of time (more than one hour) must comply with our dress and conduct code.

## **OTHER INFORMATION**

### **Athletic Program**

Seaford Christian Academy has a fine program of interscholastic athletics. The student is encouraged to participate in his/her areas of interest. Our athletic program has proven essential for the development of good school spirit. Either as a participant or spectator, Christian sportsmanship and conduct should be the rule. Varsity sports include volleyball, soccer, basketball, baseball, and softball.

Student participation and/or representation in interscholastic athletic contests must meet certain requirements. These requirements and other specific information concerning the athletic program are outlined in a separate Athletic Handbook issued by the Athletic Director.

### **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), OR WOLC -FM (102.5 RADIO). 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.

### **National Honor Society/National Junior Honor Society**

Honor society membership is open for SCA students in grades 7-12. Students are selected for membership in the NHS or NJHS based on their record of scholarship, leadership, service, and character. Explanations of each of these selection categories are available from the office.

### **Parent-Teacher Conferences**

Parents who desire to schedule a conference with any teacher should contact the school office and leave a detailed message. Teachers will also initiate such conferences when the occasion warrants it. One half day is set aside after the end of the first two marking periods especially for parent-teacher conferences.

### **School Hours and Bell Schedules**

The school day for middle and high school students begins at 8:20 A.M. in the homerooms. Dismissal is at 3:20 P.M. Bell schedules are provided to students at the beginning of each school year.

### **Yearbook**

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

### **Cell Phone/ Electronic device**

Cell phones may be brought to school but must remain in the student's locker. Cell phones found in any other areas will be confiscated. Cell Phones may not be used on school property unless it is a real medical emergency. Teachers may give permission for a student to make a cell phone call in their presence if there has been a change in the athletic schedule or other approved need. Any student using the cell phones from any area of the building without permission will result in disciplinary action and the

phone being confiscated. Other uses for cell phones are prohibited. Cell phone use during a quiz/test will result in confiscation of the phone and a zero on any quiz/test. Students are not to bring electronic devices to school without permission (i.e., Gameboys, Ipods, MP3s, gaming systems, etc.). For a first offense a confiscated cell phone/electronic device will be returned to the student's parent upon request. A second offense will result in a 2 week confiscation of the device with return to the parent at the end of the 2-week period. Upon a third offense the device will remain in the office until the end of the school year.

### **Student Computer Use Policy**

Use of communication software and on-line services is an important skill for today's technologically literate individual. Computer services provided at Seaford Christian Academy help students to communicate and access data. The use of these services is a privilege. The computers at Seaford Christian Academy are for educational purposes only. The following rules will be upheld in their use. If for any reason students break these rules, there will be disciplinary consequences. As a student at Seaford Christian Academy, I agree to comply with following guidelines as explained by my classroom teacher. When using the school's computer services, I accept the following rules:

1. In the Computer Lab, each student will be assigned a computer. They will be allowed to create a username and password on the assigned computer. This will give the students a personal workspace. Computers in the Library are for general use as well as class use. Nothing should be saved on the library computers, unless it is saved to a removable media (a 3.5 inch disk or a flash drive).
2. No software will be permitted to be installed on any computer in the school by a student. Purposeful destruction of any kind of another student's user space or school property will not be tolerated. There will be serious consequences.
3. Disrespect towards anyone in the class either verbally or through computer messages, will not be accepted. Treat others the way you would believe Christ would have treated them.
4. Web sites visited should be such that a Christian would not be embarrassed about their content. Students are not permitted to visit Personal Blog web sites, Email, or adult content sites. Visiting these sites from a school computer will result in a disciplinary action against that student.
5. I will use appropriate language. If it is language that I cannot use with my teachers or parents/guardians (i.e. swearing and/or threatening to other people), I will not use it while using the school's computer services.
6. I will respect the privacy of other users and will not make any attempts to gain access into the private directories of other users. I will not allow other users access to my directory and will keep my password private.
7. Network accounts are to be used only by those authorized to use the account for school related purposes. I will not share login information with other students, login using a staff member's or another student's password to gain access to the computer system, or gain access to other student's files or directories.
8. Communications via the network should not be assumed to be private or privileged information. I will not send email messages unless directed to do so as part of a class assignment.

9. Malicious use of the network to develop programs that harass other users, infiltrate a computer network system, and/or damage the software components of a computer or computing system is prohibited. I will not attempt to disable, infiltrate, destroy, or interfere with the operation of any part of the school's computer systems.
10. Use of the network to transmit, view, or store material likely to be offensive or objectionable to others is prohibited. For example, the display or transmission of sexually explicit or pornographic images, messages, and cartoons is prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassing or disrespectful. I will refrain from viewing, storing, or transmitting such material.
11. I will not install or add any software to the school's computers unless specifically instructed to do so as part of a classroom assignment. This includes games and any other programs.
12. I will protect others and myself by checking my disks that I use at home and school for viruses.
13. Seaford Christian Academy reserves the right to monitor email/Internet use; to monitor file server space utilization by users; and remove a user from the network in the event of unauthorized activity. Computers, software, email, and fax machines are school property intended for school use only.
14. Abuse of computers, computer systems, and other SCA communication systems or devices is considered serious misconduct and will be dealt with by loss of computer privileges and if appropriate, disciplinary action and/or legal prosecution. I understand that if I violate any of the above rules, I could lose my computer privileges. This agreement is not solely limited to the information contained within this section but also pertains to the information contained within the rest of the student handbook.

\*\*This document is not an all-inclusive document.