



PARENT/STUDENT HANDBOOK
(Grades 6th – 12th)

2018 - 2019

8057 Arlington Expressway
Jacksonville, FL 32211
(904) - 722-1738

TABLE OF CONTENTS

TABLE OF CONTENTS	i
MISSION STATEMENT	1
STATEMENT OF FAITH	1
PHILOSOPHY	2
EDUCATIONAL OBJECTIVES	3
GENERAL INFORMATION	5
Admissions/Withdrawals	5
ENROLLMENT PROCEDURE	5
Accident, Illness and Medication.....	6
Accreditation	6
Anti-Bullying Policy	6
Athletics/Extracurricular Activities.....	6
Attendance Policy	7
Awards	8
Automobiles (Students).....	8
Book bags/Lockers	9
Change of Address/Telephone.....	9
Chapel/Assembly.....	9
Computer Use - Personal.....	9
Computer Lab Rules	9
Conferences.....	10
Contraband.....	10
Discipline.....	10
Discipline Procedure	10
Lunch Detention.....	10
After School Detention.....	10
Saturday School.....	10
Out-of-School Suspension	11
Offenses and Consequences	11
Offenses and Consequences	11
Electronic Devices and Paraphernalia	14
Eligibility for Florida Bright Futures Scholarship Program.....	14
Eligibility for High School Valedictorian and/ Salutatorian	14
Examinations/Written-Exercises/Projects	14
Expulsion/Dismissal	14
Extended Care	15
Field Trips.....	15
Financial Policies	15
Fire Drills	15
Food, Drinks, Chewing Gum/Candy.....	15
Grading System.....	15
Health/Emergencies/Immunizations	16
Home/School Cooperation	17
Homework.....	17
Insurance	17
International Students (F-1 visa).....	17
International Students (J-1 visa).....	17
Lost and Found	17
Lunch	17
Make-up Work.....	18
Parties.....	19
Picking up Students	19

Plagiarism (Academic Dishonesty/Cheating).....	19
Promotion/Retention	19
Release from Class.....	19
Report Cards/Progress Reports.....	19
Schedule – Typical Courses	20
Schedule Changes	20
School Hours.....	20
School Office	20
Security	20
Senior Privileges	21
Student Conduct.....	21
Student Records	21
Summer School.....	21
Telephone	22
Testing.....	22
Uniform Policy	22
ALL uniforms must be purchased from RC Uniforms or HF Golf & Promo	22
Unscheduled School Closings	23
Visitation	23
Volunteer Workers.....	23
ACKNOWLEDGEMENT AND PLEDGE OF COOPERATION FORM	24
Parental Internet Out Form*	25

SEACOAST CHRISTIAN ACADEMY

MISSION STATEMENT

To provide a Christ-centered education, focusing on the whole student, the body, the mind, and the spirit, as an instrument to serve God; assisting students to develop a love relationship with God and equipping them academically so that they will be disciple-makers who will impact generations to the glory of God. (Romans 12:2)

STATEMENT OF FAITH

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Seacoast Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is Seacoast Christian Academy's final interpretive authority on the Bible's meaning and application.

- † We believe the Bible to be the inspired, infallible, authoritative Word of God.
- † We believe that there is One God, eternally existent in Three Persons: Father, Son and Holy Spirit.
- † We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of our Father and His personal return in power and glory.
- † We believe that, for the salvation of lost and sinful man, there is only one way and that is to be born again spiritually by making Jesus Christ one's personal Lord and Savior.
- † We believe in the resurrection of both the saved and lost; that they are saved unto the resurrection of life and lost unto the resurrection of damnation.
- † We believe in the spiritual unity of believers in our Lord Jesus Christ.
- † We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- † We hold the state of marriage to be an expression of a Biblical standard and the union between a man and a woman. Violations of this sacred trust include areas such as fornication, adultery, homosexuality, and co-habitation prior to marriage. (Genesis 1:27, 2:24; Matthew 19:4-5; Romans 12:1, 2, 26 and 27; 1 Corinthians 6:9-10, Ephesians 5:3)

Romans 5:1 - "Therefore, since we have been justified through faith, we have peace with God, through our Lord Jesus Christ, through whom we have gained access by faith into this grace in which we now stand."

PHILOSOPHY

Seacoast Christian Academy desires to be Christ-centered and Biblical. The purpose of the school is:

- † To establish a firm belief in the Bible as God's Word.
- † To establish a firm belief and love for Jesus Christ, the Son of God (Psalms 51:10).
- † To prepare for the fulfillment of God's will in the lives of the students and staff.
- † To build Christian character.
- † To develop patriotic citizens.
- † To maintain high academic standards.
- † To achieve a discipline that will adhere to high moral and ethical principles.
- † To develop good habits for healthy living.
- † To train for future Christian leadership (Romans 12:2).
- † To find a sufficiency in self, through Christ, which will produce a happy, well-adjusted life.
- † To develop God-given talents in the Arts to be an expression of the heart of God in the earth. (I Corinthians 6:19)

Instruction can best take place in an environment that is conducive to learning. Effective instruction requires good order and discipline--absence of distractions, friction, and disturbances that interfere with the effective functioning of the student, class, and school. A friendly, yet business like atmosphere, in which students and school personnel work cooperatively toward mutually recognized and accepted goals, embodies effective instruction.

It is reasonable to assume that an increase in age and maturity will result in assuming greater responsibility for actions as each student progresses in his/her education. The differences in age and maturity will require different types of disciplinary action. However, the procedures identified will apply to all students in all grade levels.

The biblical and philosophical goal of Seacoast Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Seacoast Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior.

EDUCATIONAL OBJECTIVES

For the spiritual and moral growth of students, the school should seek to help parents fulfill their Biblical responsibility:

1. To teach students that the Bible is the inspired and infallible Word of God and to help them develop attitudes of love and respect for the Bible.
2. To teach students the basic doctrines of the Bible.
3. To lead students to a personal decision to accept Jesus Christ as Savior and Lord.
4. To teach students that development in the Christian life is fostered by fellowship with God through Bible reading and prayer and by fellowship with other believers.
5. To help students desire to do the Will of God daily as revealed in the Bible and by the Holy Spirit.
6. To give students an understanding of the Christian's place in the body of Christ and give instruction and encouragement in evangelism.
7. To help students develop a Christian world view by integrating life and studies with the Word of God.

For the social and personal development of students, the school should aim to support parents in helping students:

1. To understand that each one is a special creation of God, and that God has given time and talents to be used for His honor and glory.
2. To learn that it is virtuous to demonstrate love and respect for all persons regardless of who they are, because they are all special creations of God.
3. To become responsible, dependable, and contributing members of society, who realize their need to serve others.
4. To develop a proper Biblical attitude toward marriage, sex, and the family.
5. To know that one's body is the temple of God, and that God wants the student to have clean health habits and use the body wisely.
6. To obtain a proper perspective on material possessions and on the use of these for the glory of God.
7. To develop self-discipline and self-responsibility based upon respect for and submission to God and all other properly constituted authority.

For the intellectual and academic growth of students, the school should endeavor:

1. To train students to evaluate all subject matter according to truth found in God's Word.
2. To promote high academic standards, encouraging students to use their God-given potential and work heartily for the Lord.
3. To work with students at a level appropriate to their development and ability, recognizing the uniqueness of each student as created by God.
4. To assist students to see that their total being, including their mind and learning, is an instrument to serve God.
5. To teach basic facts, concepts, and skills necessary for further education and subsequent experience by:
 - a. Teaching and encouraging good study habits.
 - b. Training students in the development of effective communication skills in the area of reading, writing, speaking, and listening.
 - c. Introducing students to the fundamentals of independent research, critical thinking, logical reasoning, and enjoyment of learning.
 - d. Helping students to use their talents creatively and resourcefully and to develop an appreciation for the talents of others.
6. To assist students to develop the capacity to understand people, including those of other national, ethnic, and social groups.
7. To teach responsible citizenship, preparing students to become participating members of society, with respect for our legacy of freedom, proper submission to authority, and the determination to uphold God's standards.
8. To aid students in the interpretation of international events as under God's sovereignty and ultimate authority.
9. To produce an understanding of and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibility to use and preserve it properly.

Working with school families, the school should desire:

1. To assist parents in instructing their children to lead Godly, Christ-centered lives.
2. To provide parents with resources regarding Christian family living.
3. To foster consistency, cooperation, and communication between the home and school.
4. To help parents understand the purposes and programs of the school and encourage them to be actively involved in the life of the school.
5. To seek parental input on important school issues.
6. To encourage parents and students to attend and become involved in a local, Bible-believing church.

GENERAL INFORMATION

Admissions/Withdrawals

Acceptance to Seacoast Christian Academy is granted to those students of any race, color, and national or ethnic origin who demonstrate a sincere desire to have a Biblically-based education and who meet the requirements of entrance. Prospective students, grades sixth through twelve, will be interviewed by the Administration. A letter of recommendation is required from a youth pastor and/or principal/guidance counselor. New students to SCA will be interviewed by current students, alumni, and faculty, prior to acceptance into the school.

A student is admitted to Seacoast on the basis of his/her former record, available space, and an entrance examination for proper placement. The student will be invited to re-admit for the following school year on the basis of academic progress and his/her disciplinary record.

All students are admitted conditionally on a nine-week trial or probationary period. If the student fails to make acceptable progress, or does not adjust to the program of the school, the parents will be expected to give additional help at home, or find suitable tutoring. The school reserves the prerogative to place the student in a lower grade, if it is deemed necessary. **A student may be asked to withdraw, if it is agreed upon by the teacher(s) and Administrator that he/she might be more successful in another environment.**

As a private institution, Seacoast Christian Academy reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements. It also maintains the right to suspend or expel any student who violates the standards herein.

Seacoast Christian Academy also reserves the right to refuse re-enrollment or ask for withdrawal of students or families who have demonstrated disharmony regarding purpose, objectives, standards, policies, rules, and regulations of the school.

Seacoast Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

SCA registration fee is non-refundable. Book fees are refundable up to two (2) weeks after the beginning of school for elementary classes only. A formal withdrawal must be filled out and signed by parent or guardian for accounts receivable to operate promptly and efficiently.

No grades or records will be issued on the day the student withdraws. Please allow 2 working days for this transaction.

NOTE: *It is the policy of Seacoast Christian Academy that its students must reside with their parent(s) or a legal guardian in order to remain in the school. This remains true even if the student has reached the age of 18.*

ENROLLMENT PROCEDURE

SEACOAST CHRISTIAN ACADEMY DOCUMENTS CHECKLIST

The following items are to be on file at the office of Seacoast Christian Academy:

1. Student Application (completed)
 - a. Birth Certificate (copy)
 - b. Student's Social Security Card (copy)
 - c. Recent Picture (original)
2. Copy of last 2 years' report cards, school conduct report/student discipline summary report, SAT/CTBS, FSA, Current IEP (if applicable), plus current year grades – letter of recommendation
 - a. Admissions test results & \$30 testing fee (if applicable)
3. Certificate of School Entry Health Examination

4. Certification of Exemption or Certificate of Immunization
5. Emergency Medical Authorization Form (notarized)
6. Statement of Health History
7. Financial Commitment Agreement (Including completed payroll deduction agreement for employees)
 - a. Registration Fee
 - b. Book Fee
 - c. Tuition & other fees (due at time of registration)
 - d. Exhibit A
 - e. Automatic Tuition Payment Agreement
8. Tuition and Fee Schedule
9. Extended Day Care Registration Form
10. Copy of legal document showing authority as Guardian (if needed)
11. Student/Parent Pledge of Cooperation (signed)
12. Uniform Policy Acknowledgment (signed)

Accident, Illness and Medication

The school is not permitted to administer any internal medication, including aspirin, without parental consent. All medication must be left with the school receptionist and must be in labeled bottles with specific instructions as to its use. The medicine will be dispensed to the student at the prescribed hour from the office. Students are not permitted to carry medication of any kind (not even aspirin). If medication is found on a student, the Administrator will be consulted to determine action. A note must be sent from the parent to the teacher if a student is to use cough drops. In the event a child becomes ill, he/she will be given proper attention, and the parent notified. In the case of a serious accident, parents will be notified immediately. If parents cannot be located, the school will call the physician designated on the enrollment application.

Students with a communicable illness with fever and/or diarrhea must be kept home for at least 24 hours or until the possibility of contagious infection is past. A note from the physician may be required for re-admittance. Students will be excused from P.E. activities only with a note of explanation. A note from the physician may be required in some cases.

NOTE: *Conjunctivitis (pink-eye) is contagious without fever; thus, students should remain home until symptoms have disappeared.*

Accreditation

Seacoast Christian Academy is fully accredited by the Association of Christian Schools International (ACSI), an authorized accrediting organization of the Florida Department of Education.

Anti-Bullying Policy

It is the policy of Seacoast Christian Academy that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, SCA will not tolerate bullying or harassment against any student, employee, visitor, volunteer or agent who works on school-related activities, subject to the control of school officials. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying may be defined as: systematically and chronically, inflicting physical hurt or psychological distress, on an individual that is severe or pervasive enough to create an intimidating, hostile or offensive environment, or unreasonably interfere with the individual's school performance or participation. ***Bullying is a major offense.***

Athletics/Extracurricular Activities

Eligibility SCA is a full member of the Florida High School Athletic Association and a founding member of the Florida Christian Athletic League Conference. Participation in athletics and/or extracurricular activities/competitions (Interscholastic) requires the student to meet the following minimum academic requirements:

- Grades 6 – 8 must maintain a minimum grade point average of 2.0 with no “F’s” on the report card.
- Grades 9 – 12 must maintain a cumulative 2.0 grade point average in all courses with no “F’s” on the report card.

Student-athletes are not permitted to have an “F” in *any* course on their report card. If a student falls below the required grade point average or receives an “F” on their report card, the student will immediately be placed on mandatory 2-week probation. Students who are on probation are permitted to participate in practices, but are not permitted to participate in games or travel with the team to away games. Following the 2-week probation, students must have a “C” or better in ALL classes in order to return to full participation on a team. If the student does not meet these criteria after the initial 2-week probation, they are placed on a week-to-week status until they have a “C” or better in each class.

- All student-athletes are required to pay a participation fee and complete all required paperwork before participating in any sport. Athletic fees will help cover the cost of gym rentals and athletic equipment.
- Home-schooled students may participate in the athletic program provided that they have paid the appropriate athletic fee and registration fee, and completed additional paperwork. Please consult the Athletic Director, as the requirements for home-schooled students are subject to change without notice.
- Students participating in any sports program must show proof of medical insurance. Parents must sign a waiver releasing SCA from any responsibility.

Art - Students in grades 6 through 12 are eligible to participate in art class.

Basketball - Students in grades 6 through 12 may participate on the girls’ and boys’ basketball teams.

Baseball/Softball - Students in grades 6 through 12 may participate on the boys’ baseball and girls’ softball teams.

Clubs – Student in grades 6 through 12 may participate in any of the teacher sponsored clubs.

Dance - Students in grades 6 through 12 may participate in dance.

Drama - Students will present dramatic productions during the school year during chapel and special assemblies, when offered.

Flag Football - Students in grades 6 through 8 may participate on the boys’ flag football teams.

Football - Students in grades 9 through 12 may participate on the boys’ football teams.

Honor Clubs - Academically advanced upper school students with leadership qualities will be invited to become members of the National Honor Society.

Volleyball - Students in grades 6 through 12 may participate on the girls’ volleyball team.

Yearbook - Students will be trained to prepare and participate in the development of the school yearbook.

Note: *Some of the activities listed above may not be available every year, depending on the sponsors, coaches, transportation, etc. available.*

Attendance Policy

Regular attendance is essential to the success of the student. The school schedule should be considered when planning visits, vacations, shopping, dental appointments, and other engagements.

1. Students are permitted no more than 18 unexcused absences for the year, and no more than 7 per quarter. Students who exceed these limits are subject to failing the class(es) for the year/quarter. A note from a parent must be submitted to the school office following ANY absence. However, a parent’s note does not guarantee an excused absence, but is required to receive make-up work. Absences due to illness will be excused only with medical documentation (note from doctor, proof of doctor visit, etc.). Absences due to a death in the family will be excused with a note from the parent/guardian. Absences due to other non-medical reasons will be excused on a case-by-case basis at the discretion of the administration. Please submit all documentation to the school office. The administration reserves the right to evaluate undocumented absences on a case-by-case basis. **Please note that, if a student is absent from school, they are not permitted to attend/participate in any practices, games, and/or school events.**

2. Out of town trip/vacation: Please be sure that you make prearrangements through the school office before leaving for a trip/vacation during the regular school year. While the student will be permitted to turn in missed work, **the absences for vacations are considered unexcused** and will count in the total number of absences allotted per academic year. All academic work must be completed and turned in on the day the student returns to school. All quizzes, tests, examinations, and/or projects (major assignments) must be completed and submitted as directed by the teacher. Students who are absent for trips/vacations and leave without making prior arrangements with their teachers will not be permitted to make up work that is missed due to the absence.
3. Upon returning from being absent or tardy, students must report to the school office to receive an admittance slip. Excused tardies will be evaluated on a case-by-case basis. Over-sleeping is not an acceptable reason to be tardy or absent.
4. Parents must check students in/out through the school office whether leaving early or arriving late. Students must have written parental permission if they are riding home with a driving student and leaving before the end of the day.
5. Seven (7) unexcused absences per quarter are permitted, but not to exceed eighteen (18) per school year. Exceeding the above limits will result in automatic failure for the grading period and/or school year. **Note: Only absences excused with a doctor's note will exclude a student from the above limitations.**
6. Students entering the first period class after 8:00 A.M. will be considered tardy. When tardy, an admittance slip must be obtained from the office to be admitted to class. A student will be counted absent if they are more than 15 minutes late for a class.
7. **Three unexcused tardies equals one absence.**

Awards

Students are recognized for their academic achievement at the end of each quarter and the end of each semester. The Administrator's Award is presented to students who have all "A's" on their report card. Students who have all "A's" and "B's" on the report card receive the A/B Honor Certificate. **Athletic Banquets** are held at various times during the school year to honor and recognize student athletes.

Automobiles (Students)

All cars, motorcycles, and mopeds must be registered with the Administration on the first day of school or during the year when the student receives his driver's license. Drivers are to use vehicles for driving to and from school. Students are not permitted to leave the school grounds without the approval of school administration. Seniors are permitted to leave campus for lunch and/or after their last class. Junior and senior students will have a designated area for parking. Any non-driver, other than family, who rides in a student vehicle, must have **written permission** on file in the office with notarized parent's signature. Students should not go to the automobile during the day without permission. Contraband articles may be confiscated should a search of the automobile be deemed necessary; Parents will be called before a search, if possible.

Driving is a privilege. This privilege may be revoked for any of the following reasons:

1. Driving an unregistered vehicle.
2. Driving recklessly.
3. Transporting unauthorized students.
4. Not parking in the designated student area.
5. Possession of contraband articles in the vehicle.
6. Being consistently late to class and/or school
7. Breaking school policies and procedures.

"Reasonable school rules regarding student use of automobiles will be upheld (in a court of law), particularly where they are necessary to protect the safety of the students. For example, a female high school student who drove to school, parked her car one block from the school, and went home for lunch every day, challenged a school rule which required that students who drove automobiles to school must park them in the parking lot and could not move them until school was over for the day. The court rejected the student's challenge to the rule, and said that, in the interests of safety and the necessity of preventing hazardous traffic conditions from occurring, such a rule was reasonable." (McLean Independent School District vs. Andrews, 1960.)

Book bags/Lockers

All students will be assigned lockers during the first week of school. Please provide your first period teacher with the combination. Book bags are only permitted to bring books into the school and then are to be placed in the lockers. Book bags/oversized purses will not be allowed to be brought to classrooms or to be placed in the hallway.

Breakfast

Through the National School Lunch Program, every student enrolled in Seacoast will be provided breakfast every school day. Breakfast is offered starting at 7:30 a.m. and served until 7:45 a.m.

Change of Address/Telephone

The school office must have the student's correct telephone number and home address on file at all times. Additionally, the school should have each parent's correct work telephone numbers and cellular numbers. Please contact the office as soon as possible if these numbers change. All such information will be held in strict confidence.

Chapel/Assembly

Chapels will be held weekly for grades 6 - 12th grade, including the Spiritual Emphasis activities. During this time, students will be on a modified schedule. At varying times, students will be challenged through special speakers, groups, and activities. Chapel is a time to sing and learn about God. An invitation to accept Jesus is often given at the conclusion of the service. Students should enter the sanctuary quietly and in a respectful manner. Parents are encouraged to attend.

Computer Use - Personal

Students are permitted to use laptops for school purposes only. The student must present the laptop to the principal for approval of all software. Only academic software will be permitted to be used (ex. Office). Students are not permitted to use their computers for game play or any other non-academic purpose. The first time the student is warned for such use, the computer will be confiscated and not be allowed to be used in the future. The computer will only be returned to the parent.

Computer Lab Rules

1. No faculty, staff member, or student may use the computer lab without first having signed an acceptable use policy statement and/or parent permission form.
2. All faculty and staff may use the computer lab. (See #1 above)
3. Students in grades 6 - 12 will have access to the computer lab during scheduled training time(s) as well as scheduled times when the lab is not in use (See #1 above).
4. Visitors are not permitted in the lab unless accompanied by a faculty or staff member. Visitors are not permitted to use the computer lab for any purposes.
5. Students are not permitted to use the computer lab without the supervision of a faculty or staff member or lab assistant.
6. Students from another class will not be admitted to the computer lab without a proper permission slip filled out from the sending teacher.
7. Computer time will be limited to 30 minutes per person, unless there is no one waiting to use the computer.
8. Software may not be removed from or brought to the school at any time. This is to include freeware and shareware.
9. Students are not permitted to use school computers to "blog" or go onto any of the Social Media sites (Facebook, Snap-Chat, Twitter, Instagram, Pinterest, etc.). Any student caught doing so will lose all computer privileges. Students who are involved in blogging (internet logging) on the Internet which contains inappropriate language/comments, pictures or links to immoral sites, may be asked to withdraw from Seacoast.
10. All faculty, staff members, and students will observe all computer lab policies.
11. Students will **AT NO TIME** bring food, drinks or any type of candy into the lab.

Priority Rules:

1. Users with a lower priority will be expected to promptly terminate their program to make room for those with higher priority.
2. Faculty, staff members, and teachers' aides will have first priority over other users, except during class time, where usage will be on an availability basis.
3. Students signed up on the lab sheet will have first priority over other student users during approved times.
4. Students working on homework assignments or reports will have second priority.
5. Students working on miscellaneous activities will have last priority.

Conferences

Parents may request a conference with the teacher(s). SCA teachers and administration welcome these opportunities and are eager to assist. ***Please call the office to schedule a conference with the teacher and/or the Administrator. You may also email your teacher directly through RenWeb to set up an appointment time.***

NOTE: All parents are welcome to visit classrooms. Please give a one-day advance notice by calling the school office if you would like to visit a classroom. Please check-in with the office first. ***DO NOT GO DIRECTLY TO THE CLASSROOM.*** Do not meet the teacher before or after school or detain the teacher from his/her responsibilities. Teachers are very happy to arrange for conferences with parents at a scheduled time.

Contraband

Since school is a place where learning takes place in a safe and conducive environment, various items should not be brought to school. The list includes: sexually-oriented material, electronic devices, games, toys, comics, weapons (real or toys), magazines, skateboards, skates, roller blades, flammable materials, drugs and paraphernalia, tobacco, alcoholic beverages, products bearing the warning label, "Keep Out of Reach of Children", etc. Parents should be aware of what their child is bringing to school.

NOTE: All contraband will be confiscated, held by the school, and released to the parent at the parent's request. Students are subject to the discipline policies of the school for violation of this policy. The school cannot be responsible for the loss, theft, or damage of ANY materials brought to school by the student. Lockers/bookbags, or other personal items may be searched by school personnel, without prior warning. This list may be revised at any time at the discretion of the administration without prior warning.

Discipline

Discipline is an essential element of child development. It is something positive that is done for a child; it is not something done to him/her. Without proper discipline, the child may suffer lifelong consequences; with it, he/she will be better equipped to live a successful life. In order to have consistency in discipline, cooperation between the school and home is imperative. Any breakdown in this arrangement could directly affect the attitude and behavior of the student. Seacoast Christian Academy will always discipline its students in love. Christian counseling may be required when deemed beneficial. Such counseling may be used instead of other discipline at the discretion of the administrator. Such counseling is paid for by the parent.

It is not the intention of the school to "police" students; rather, the intent is to set a standard of righteousness that will lead the way for each student to prosper in all he/she does to the glory and honor of God. Our hope would be that every student be an "ambassador" of the Kingdom of God wherever he/she may go in life.

Discipline Procedure

The following procedure will be carried out to discipline students who have failed to obey school policies and procedures. The determination of the severity of the offense lies with the Administrator/Principal.

Lunch Detention

Students may be assigned a lunch detention for minor classroom disruptions. Students must report to an assigned room to eat quietly. This is a loss of their social free time.

After School Detention

Detention will be assigned and supervised by a faculty member or administrator. The student will be given at least twenty-four hour notice and must keep the assigned detention. Failure to serve detention will result in an automatic Saturday School. Detention is held every Monday through Thursday from 3:15pm - 4:15pm. Students **MUST BE ON TIME** for detention. Students who are tardy will not be allowed to serve detention and will be issued a Saturday School. Students who are late, disruptive, or non-compliant with the rules of detention will be sent home and will have to attend Saturday School. Students who are serving detention should report to the designated classroom on time. Students who are unable to serve their detention on the assigned date must make arrangements to serve the detention on an earlier date. Students will not be allowed to reschedule for a later date unless the student is absent on the date of the detention. Detentions missed due to absence must be made up the following school day. Students who have planned an early dismissal from school must make arrangements. Failure to return a detention notice signed by a parent will result in a Saturday School assignment.

Saturday School

Saturday School is held once or twice a month from 9:00 a.m. until 12:00 p.m. Students are required to wear Seacoast uniforms, bring their schoolbooks, and pay a \$30.00 supervision fee. Students will only be allowed to

read a novel or complete schoolwork during Saturday school. Students who are late, disruptive, or non-compliant with the rules of Saturday school will be sent home. Since Saturday school is a courtesy to the students and is used in lieu of an out-of-school suspension, Saturday school dates will not be changed. Failure to return a Saturday School notice signed by a parent or failure to attend Saturday school or dismissal from Saturday school will result in a suspension.

Out-of-School Suspension

Students serving an out-of-school suspension are not allowed to come on school grounds during the specified suspension. This includes athletic events, extra-curricular activities, or any other function related with the school. Students are allowed to make-up all missed assignments, including tests, upon returning to school. However, one to two percentage points will be deducted from the student's quarterly average **in each class for each day the student has been suspended for the grading period in which the student was suspended**. For example, if a student is suspended for 3 days, they will receive 6 points off the final average in every class. The length of the suspension is left to the discretion of the administration.

Offenses and Consequences

Seacoast Christian Academy categorizes offenses according to their severity. Obviously the following classifications are not an exhaustive list, but are to be used as a guide to help both parents and students. Consequences for inappropriate behavior are at the sole discretion of the administration. Disciplinary offenses accumulate over the school year. Probation will be considered for students who frequently commit offenses. **Probation** means that a student may not be re-enrolled for the next school year, and/or is subject to immediate expulsion from the school.

Offenses and Consequences

Seacoast Christian Academy categorizes offenses according to their severity. Obviously, the following classifications are not an exhaustive list, but are to be used as a guide to help both parents and students. Consequences for inappropriate behavior are at the sole discretion of the administration. Disciplinary offenses accumulate over the school year. Probation will be considered for students who frequently commit offenses. Probation means that a student may not be re-enrolled for the next school year, and/or is subject to immediate expulsion from the school.

CLASS 1 OFFENSES:

Class 1 offenses are minor acts of misbehavior in a classroom, on campus, or at school activities. Such misbehaviors include, but are not limited to:

- Chewing gum
- Body art
- Possession of food or drinks in classrooms
- Dress code violations
- Cell phone ringing in class because phone is not turned off
- Leaving a mess in the lunchroom
- Littering
- Violation of Internet contract or classroom disruptions

These Class 1 offenses will result in starting at Step 1 of the consequences for each offense.

Behaviors such as:

- Disobedience
- Disorderly conduct
- Disrespect toward another student
- Disruptive in class/misconduct in class
- Disruptive in chapel/misconduct in chapel
- Disrespect to faculty, staff, volunteers, or substitutes
- Failure to report to detention
- Public display of affection
- Having a cell phone or other electronic device* out during school hours
- Using your iPod or cell phone and/or text messaging during school hours without teacher permission

These Class 1 offenses will result in starting at Step 2 and 3 of the consequences for each offense.

CLASS 1 CONSEQUENCES STEPS:

1. Verbal warning
2. Parental phone call
3. One day after-school detention

5. Two days after-school detention
6. Administrative conference
7. Out-of-school suspension

CLASS 2 OFFENSES:

Class 2 offenses usually result in after school detention, Saturday school or suspension. These infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Suspensions will not exceed ten days, and disciplinary probation will not exceed one academic semester. In every case of Level 2 consequences, students will have the opportunity to express their side of the issue and the parents will be contacted.

Class 2 offenses include, but are not limited to:

- Destruction of SCA property or the property of others
- Cheating
- Plagiarism
- Stealing
- Lying to school employees or other adult authority
- Profanity
- Inappropriate jokes or language
- Obscene gestures
- Gambling
- Skipping class
- Inappropriate remarks of a sexual nature
- Repeated lower level infractions
- Willfully accompanying another student who is involved with a Level 2 offense.

Each of these offenses will result in starting at Step 1 of the Class 2 Consequences for each offense

Use or possession of:

- Alcohol or tobacco products*
- Fighting
- Recklessly endangering or threatening the safety of self or others
- Insubordination or direct disobedience to SCA school employees
- Leaving campus without the permission of the SCA administration
- Inappropriate touching of a sexual nature
- Possession of sexually explicit materials

Each of these offenses will result in starting Steps 2 and 3 of the consequences for each offense. Students who reach 2 or more Class 2 Offenses will be placed on disciplinary probation. Disciplinary probation results in ineligibility for all co-curricular activities and will not exceed one academic semester.

CLASS 2 CONSEQUENCES:

1. Three days after-school detention
2. Administrative conference
3. One to five day out-of-school suspension
4. Recommendation for expulsion

CLASS 3 OFFENSES:

Class 3 offenses are major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. These infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Class 3 offenses usually result in dismissal and maybe reported to law enforcement authorities.

Class 3 offenses include, but are not limited to:

- Committing a Class 2 offense while on disciplinary probation
- Committing a second Class 2 offense of the same kind in the same academic year
- Fornication
- Sexual misconduct
- Use or possession of drugs or mood-altering substances*
- Bringing weapons on campus
- Threatening the lives of others
- Distribution of pornographic material

- Tampering with any fire equipment
- Vandalism
- Significant theft
- Fighting a faculty or staff member
- Insubordination to parental, school, or civil authority
- Repeated lower level offenses
- Willfully accompanying another student who is involved with a Class 3 consequence
- Any violation of civil or moral law

Note: **When clear evidence is available, students who supply alcohol or illegal drugs to others (on or off campus) will be expelled and referred to law enforcement.*

CLASS 3 CONSEQUENCES:

Expulsion

Please note that a student's conduct off campus and during the summer break must be in line with the school's code of conduct. To emphasize the importance of honesty and integrity, students must adhere to a code of conduct, found on the last page of this book. *Administrative discretion may be used in all expellable offenses.*

* - It is our desire to provide a drug-free environment for our students. The administration reserves the right to require drug testing should a situation occur where there is reasonable suspicion of drug use. SCA will absorb the cost of the testing. If the test is positive, the parent will reimburse the school for the cost of the testing and the student will be expelled from the school.

NOTE: *Students who are arrested or referred to the juvenile justice system are subject to expulsion.*

Probation

Students who are a continuous disruption to the educational environment as demonstrated by their behavior will be placed on probation. The terms of each individual's probation will be at the discretion of the administration. If a student violates the terms of the probation, the student will be expelled.

RESPONSE TO DISCIPLINE

Expulsion

Please note that a student's conduct off campus and during the summer break must be in line with the school's code of conduct. To emphasize the importance of honesty and integrity, students must adhere to a code of conduct, found on the last page of this book. *Administrative discretion may be used in all expellable offenses.*

Note: *It is our desire to provide a drug-free environment for our students. The administration reserves the right to require drug testing should a situation occur where there is reasonable suspicion of drug use. SCA will absorb the cost of the testing. If the test is positive, the parent will reimburse the school for the cost of the testing and the student will be expelled from the school.*

NOTE: *Students who are arrested or referred to the juvenile justice system are subject to expulsion.*

RESPONSE TO DISCIPLINE

When students are disciplined, they should never argue the problem with the teacher in front of other students. If the student feels a misunderstanding exists, he/she should obey the teacher without protest and take the following steps to resolve the matter:

- Make an appointment to see the teacher to discuss the matter privately.
- Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.
- If the problem still exists, the parent should make an appointment to meet with the teacher and administration.

DISCIPLINE APPEAL PROCESS

"To appeal to authority is to acknowledge another's rule in your life. To be in a position of leadership and to hear an appeal is to accept our human imperfection" Gary Ezzo

The administration and faculty of Seacoast acknowledge that it is entirely possible that a teacher may reprimand a student for something that the student feels was unjust. If a student desires to appeal a detention, then they need to approach the teacher at the end of the class and respectfully request the opportunity to appeal the detention. If time allows the teacher may hear the appeal at that time, otherwise the teacher will set up a time that is convenient for both the teacher and student to hear the appeal and discuss the event.

The following guidelines apply to the appeal process:

- New Information: If the student is able to bring new information about the event to the teacher that he/she was not aware of and/or the student is remorseful and repentant in their attitude concerning the event, then the teacher may consider other options of discipline.
- Arguing or debating a detention with a teacher during class is never appropriate and will not be tolerated. A detention cannot be appealed under this condition.
- Repeat offenders will probably not receive mercy concerning the discipline issued or be allowed to appeal the detention.
- Any appeal must be directed to the teacher first. It is never appropriate to complain to friends, parents, or to the teacher's superiors without first addressing the teacher with an appeal.
- Humility: *"If there is no humility, there is no appeal."* Gary Ezzo
- How often: Appeals can only be made once per event.
- Flexibility: It is the teacher's responsibility to be flexible enough to hear and consider an appeal that is appropriate. The teacher may need some time to think about the information presented at the appeal before making the final decision.
- Privilege: The appeal process is a privilege and may be removed if not used appropriately by a given student.

Electronic Devices and Paraphernalia

Use of Wireless devices and paraphernalia (i.e. cell phones, iPads, laptops, earbuds, headphones, etc.) is not permitted during school without authorization from administration. Students bring wireless devices and paraphernalia to school at their own risk. The school is not liable for stolen, lost or broken items. Such devices MUST not be visible and remain off at all times. If a wireless device interrupts the learning process of a class, it will be confiscated and placed in the school office. Parents must then pick the device up from the school. Students are subject to the discipline policies of the school for violation of this policy up to and including Suspension. Seacoast is not responsible for the loss, damage, or destruction of such devices.

Eligibility for Florida Bright Futures Scholarship Program

The minimum requirements for eligibility are subject to change each year. Students and their parents are encouraged to visit the following web site for current information: www.MyFloridaEducation.com/brfuture.

Eligibility for High School Valedictorian and/ Salutatorian

- The students must have the highest and second highest cumulative GPA (grades 9 - 12) in their graduating class.
- They must have attended Seacoast Christian Academy during their junior and senior years.
- They must have successfully completed the high school graduation requirements: 4 English courses, 4 Math courses, 4 Social Studies courses, 3 Science courses, two years of a foreign language and, at least 2 Bible classes.

Examinations/Written-Exercises/Projects

During the school year, major examinations, research papers, and projects will be assigned. These often constitute a large portion of the quarter and semester final grade. Students must attend on the day of the examination or due date of the written exercise and/or project. In the event of an absence, a doctor's note will be required before any make-up of an exam may be done.

All students in grades 6-11 will be given a standardized test each school year. No student should be absent or tardy during test time. Test results will be given to parents and legal guardians. All tests are the property of Seacoast Christian Academy and may not be distributed outside of the school. Only regular students home-schooled under the SCA programs will be permitted to participate in standardized testing at SCA. The TerraNova 3 is administered to grades 6 and 7 in the spring and the PSAT will be administered to grades 8 through 11 in the fall. Students are encouraged to remain in school for regular classes following the administration of the TerraNova 3 and PSAT. Seniors are encouraged to take the ACT/SAT at least once. Information about the ACT/SAT can be found on the schools' website.

NOTE: *All tests are the property of Seacoast Christian Academy and may not be distributed outside of the school.*

Expulsion/Dismissal

SCA reserves the right to dismiss any student who has, or whose family has demonstrated disharmony regarding the philosophy, purpose, objectives, standards, policies, rules, and regulations of the school. Expelled students may not attend any school functions or visit the school.

Extended Care

Students who are enrolled in 6th – 9th grade may attend daily Extended Care. Extended Care is available 3:15 P.M. until 6:00 P.M., on school days only. It is a structured environment provided at the Upper School building. Extended Care is not offered on school holidays. Pre-registration is required. Only pre-registered students will be permitted to stay, unless an emergency situation makes an after-school drop-in necessary. If students are not picked up by 6:00P.M., additional charges may be applied. FEES ARE PAYABLE IN ADVANCE. “Drop-ins” are not permitted.

Field Trips

Field trips are an important part of our program, and we encourage participation and appreciation on the part of our students. Our area has been blessed with a number of attractions, which are of interest and of educational value. When a trip is planned, parents will be asked to return permission slips with their signatures for approval for their children to participate. Some trips may require a fee and/or a request for a lunch or lunch money. Students are expected to wear uniforms unless other arrangements are made.

Financial Policies

All financial responsibility is handled through the School Office. If you have any questions relating to the fees or tuition, please ask the school receptionist. Please note that you will not be able to register your child for the upcoming year if you have a past due balance. Also, you will only be permitted to carry a balance for one month. After that, you may be subject to being administratively withdrawn from the school. In regards to aftercare, you must have you balance paid each month or your child will not be permitted to attend.

Fire Drills

Fire drills are required by law and are held monthly during the year, so that orderly evacuation of the building may be accomplished without panic in case of a fire. Instructions are posted in each room. After the alarm, students should walk quickly but without talking. Students will remain together with their class groups outside until the teacher takes the roll and accounts for all students in his/her class.

Food, Drinks, Chewing Gum/Candy

The consumption of food, candy, or chewing gum is not permitted in the lobby, classrooms, restrooms, media center, labs, school playgrounds or parking lots, at any time. **DO NOT bring energy drinks on campus.**

Grading System

Each student is graded on the work completed, and parents are notified of the student’s progress or lack of progress at the end of each quarter. Weekly progress reports are emailed to parents via RenWeb. A report card will be issued to inform parents of their children’s progress and grades. If a student is doing unsatisfactory work or has fallen behind, parents will be notified by the teacher. Please note that access to student grades is available 24/7 through RenWeb. The grading system is as follows:

Numerical - Letter Grades:

A= 90 – 100

B= 80 – 89

C= 70 – 79

D= 60 – 69

F= 0 – 59

It should be noted that report cards will not be issued and access will be denied to RenWeb if a student is behind in his/her account.

Incomplete:

If a student has been absent (excused) for a long period, an “I” (incomplete) grade may be given on the report card and in RenWeb. All incompletes must be made up within 10 days following issuance of the report card. If this is not done, the “I” becomes an automatic “F”. In hardship cases, an instructor may grant an extension of time. This time shall be agreed upon by the student and the instructor. **The responsibility for removal of the “I” is placed entirely upon the student.**

GPA’s:

The grade point averages (GPA’s) will be tabulated as follows (*Honors, AP, and DE courses are weighted 1 additional point*):

A= 4

B= 3

C= 2

D= 1

F= 0

Middle School Division Requirements (Grades 6th – 8th)

Math – 3 History – 3 English – 3 P.E. – 1 Bible - 3 Science - 3

Each credit is equal to 150 hours of bona-fide classroom instruction.

Graduation Requirements (Grades 9 - 12)

Bible	3.5
(Bible 9, OT Studies, NT Studies, Life/Career Decisions, Developing a Christian World View, World Religions, Ethics: Defining Truth)	
Bible Life Management	0.5
(Health, Life Management)	
Language Arts	4.0
(English I, II, American Literature, British Literature, AP Literature, AP Language, Dual Enrollment)	
Mathematics	4.0
(Algebra I, Geometry, Algebra II, Precalculus, DE)	
Science	3.0
(Biology, Physical Science, Marine Science, Anatomy/Physiology, Chemistry, AP Earth Science)	
Social Studies	4.0
(Geography, World History, American History (Honors), Economics (Honors), American Government (Honors))	
Performing Fine Arts and/or Visual Arts (* see below)	1.0
Physical Education	1.0
Foreign Language (see below)	2.0
Elective (see below)	1.0
TOTAL	24 Credits

Dual Enrollment (DE): Junior and senior students are eligible to apply for admission in the dual enrollment program with FSCJ. Students must have a current minimum GPA of 3.0 (cumulative) and appropriate scores on the SAT/ACT/PERT enrollment exams. Students admitted to the program must take their core curriculum courses at Seacoast and additional courses through FSCJ. The college courses earn college credit and high school graduation credit. The DE grade is weighted an additional (1) grade point on the high school transcript.

Advanced Placement Courses: Enrollment in AP classes requires parental, faculty, and administrative approval. Students must have a current minimum GPA of 2.85 (cumulative). AP classes have the potential of earning college credit and are weighted an additional (1) grade point on the high school transcript.

Middle School Elective Courses: Art*, Computers for Microsoft Applications, Dance*, Multimedia*, Taekwondo, Physical Fitness.

High School Elective Courses: 2D Art/3D Art*, Computers for College and Career, Dance*, Journalism, Multimedia*, Taekwondo, Physical Fitness, Yearbook.

Foreign Language Courses: American Sign Language I & II, Spanish I, II & III, and FLVS courses with the approval of the administration.

NOTE: Graduating seniors must have paid all fees and tuition for the school year in order to participate in the graduation exercises.

Health/Emergencies/Immunizations

All students are required to present a certificate of immunization (HRS 680-Blue card) or certificate of exemption from immunization (HRS 681). Only a statement signed by a licensed physician or an authorized representative of the Health Department is acceptable as evidence of immunization. A child may be certified as fully immunized if he/she has received the following:

1. DPT or DT (Diphtheria-Tetanus)
2. Polio
3. Measles (7-day red)
4. Rubella (German - 3 day)
5. Hepatitis B series (before 7th grade)

Home/School Cooperation

We feel that a great part of our success at SCA will be the close relationship between the school and the home. We realize that we need to work together in order to meet the academic, emotional, social, and spiritual needs of the student. If you have any questions about procedures or have any problems relating to the school, please feel free to call the school office. If a conference between teachers and parents, or Administrator and parents is needed, we will be pleased to arrange for such a conference.

At times, you may be called upon to help with special projects in and around the school. It is of great importance that you assist in whatever way you possibly can to help keep our operating expenses at a minimum.

Homework

All students are expected to complete their homework assignments and return them on time. Whenever possible, teachers will attempt to provide daily assignments for students who have been absent for an extended period. The parent should call the school and request that assignments be collected for the child and indicate the approximate length of the absence. You may also contact the teacher through RenWeb to collect assignments. An assignment sheet will be available the next morning in the student's classroom. Student planners will be issued for grades 6 - 8. Planners should be kept up-to-date and initialed by parents daily. A fee of \$10 will be charged for lost planners. Teachers may assign homework in reasonable amounts each night of the week except for Wednesday. A test or quiz may be scheduled for Thursdays, if given advance notice at the beginning of the week.

Insurance

Questions regarding student insurance should be directed to the insurance representative of HCMC. The office manager will inform you of the proper extension.

International Students (F-1 visa)

Seacoast Christian Academy is certified by the United States Department of Immigrations and Customs as a *Student and Exchange Visitor Information System (SEVIS)* school. SCA is authorized to issue I-20 forms to International students who choose to enroll at Seacoast. International students must provide the school with proof of insurance and a copy of their passport in addition to a completed enrollment application and other required documentation.

International Students (J-1 visa)

Seacoast Christian Academy admits International exchange students on a case-by-case basis. International students must provide the school with proof of insurance and a copy of their passport in addition to a completed enrollment application and other required documentation.

Lost and Found

All lost and found items will be turned into the office and kept there for one month. Items not claimed after one month will be given to a charitable group. SCA cannot be responsible for any items lost or stolen before, during, and after school hours. Each student, parent, visitor, and employee must be responsible for his/her own belongings. Parents are encouraged to label student's clothing with student's name.

Lunch

Every family shall submit the National School Lunch Program (NSLP) application. Each enrolled student will be supplied a lunch through the NSLP and will have the opportunity to choose three (3) of the five (5) items offered.

Students may bring their lunches from home, but they must follow the recommended lunch suggestions (below) or purchase from SCA. *Parents are discouraged from delivering food to students*. Seniors are the ***only*** students who are permitted to leave campus for lunch unless the student is with a parent. Seniors who leave campus for lunch are not permitted to return to school with food. If a parent is taking students other than his/her own, to lunch, a release from responsibility from SCA should be turned in the day prior to event and approved by the administration. On the rare occasion when a parent brings lunch to their student, please come to the school office. Be sure that it is in-keeping with the school's healthy eating program.

Bag Lunch & After School Care Recommendations

Sandwiches should be made with whole wheat or whole grain bread (check ingredients to ensure that there are no refined, enriched flours. Check sugar content and go for less than 3 grams of sugar). You may also use whole grain pita bread and/or tortillas for sandwich wraps.

Fillings for sandwiches:

- Sliced deli meat (avoid meats with nitrates)
- Hummus with pita bread
- Hamburgers
- peanut butter and no-sugar-added fruit spreads
- egg salad or fried eggs
- tofu/soy burgers
- homemade chicken salad
- homemade turkey salad
- chicken, turkey, ham, roast beef, sliced pork
- tuna salad

Salads prepared and placed into plastic container should include dark leaf lettuce and/or fresh spinach with other salad ingredients, such as cut broccoli, tomatoes, artichoke hearts, heart of palm, sliced mushrooms, red/yellow bell peppers, etc. Be sure to include protein, such as left over chicken and/or boiled eggs. Send salad dressing in small plastic container to add during lunch. Look for salad dressings that have fewer than 3 grams of sugar per serving. Ranch and blue cheese usually have 0 grams of sugar. Use olive oil and vinegar with Italian seasonings rather than bottled Italian dressing.

As access and use of a microwave is minimal, please limit sending food that requires reheating.

We do not have refrigerators for student lunches; therefore, please send lunches in a container with a cold pack to keep food cool.

Snacks can include:

- Cut celery with ranch/blue cheese dressing or peanut butter
- Cut broccoli with ranch or blue cheese dressing
- Sliced squash and/or zucchini with dressing
- All nuts
- Cheese sticks
- Sliced cheddar cheese
- Whole grain goldfish
- Whole wheat/whole grain pretzels & crackers
- Boiled eggs, deviled eggs

Items to avoid:

- White potatoes in any form
- White breads, white rice, all pasta except whole grain
- All soft drinks (they deplete bones and teeth of calcium); regular soft drinks are full of sugar, while diet drinks contain toxic chemicals (aspartame)
- Fruit drinks with sugar added

Make-up Work

Make-up work is required following a student's excused absence. The student must take initiative to secure missed assignments from the teachers. The student will have an equal number of days to complete the work as the number of days he/she was absent (unless this was a planned vacation). However, if a student has been notified of a test or project prior to his/her absence, he/she will be required to take the test or hand in the project on the day of his/her return to school. A student may not make up work if the absence is unexcused (no note from parent) or it is excused after the make-up period is over. For information regarding make-up work for planned absences, please see the section on ***Attendance***.

NOTE: This policy only pertains to unexpected absences due to sickness, emergency, and/or death in the family. For information regarding make-up work for planned absences, please see the section on ***Attendance***.

Parties

All parties during school hours must be approved one week in advance through the Administrator's office. If there is food, the party must take place in the cafeteria.

Picking up Students

Persons permitted to pick up the children are parents or legal guardians, those whose names appear on the student enrollment forms, and others for whom a parent has made prior written arrangements through the office. *Unless there is written notification or a legal document in a student's file to the contrary, the school will assume that a student's natural parent is the custodial parent.*

Late Pick-ups: ALL students (grades 6-12) **must** leave the school building and outside property no later than 3:30 p.m., unless involved in extracurricular activities under direct adult supervision. Students not picked up at this time will have to attend the aftercare program and **will be a \$15.00 charge per event.**

Plagiarism (Academic Dishonesty/Cheating)

During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor. It shall further include receiving written or oral information from a fellow student. In the instance of papers written outside of class, academic dishonesty shall include plagiarism. The instructor involved may specifically define plagiarism. Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any printed source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately the source. Plagiarism shall further include letting another person compose or rewrite a student's written assignment.

Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination, project or homework. A student who shall knowingly assist in the form of dishonesty mentioned above shall be considered equally guilty as the student who accepts such assistance. In instances of academic dishonesty, the instructor shall confront the student immediately. The minimum penalty that can be imposed by the instructor is failure of that assignment, and in such cases he/she shall notify the Administrator. In cases of infractions that may warrant more serious action, the instructor may refer the matter, through his/her supervisor, to the Administrator for possible further disciplinary action. In all instances, discipline will be conducted in accordance with the guidelines found in the section on Discipline in this handbook.

NOTE: *The above explanation applies to all work assigned by the instructor, whether it is to be done in class or at home. Unless instructed otherwise, all work is to be done solely by the individual student. Plagiarism is a major offense.*

Promotion/Retention

Grades 6 - 12:

Each student will be promoted according to his/her accumulation of academic credits (See *Graduation*). Credits will be assigned upon successful completion of a course. Promotion will be based on a student's final averages.

Students who fail any course for the year MUST attend summer school. Students who do not satisfactorily complete summer school may be retained.

Release from Class

When it becomes necessary for the parent to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the school office.

Please plan to pick up a student between classes if leaving early or for appointments. Upper School students will not be called to the office for pickup until the end of class period to avoid interrupting classes. Please plan your needs accordingly.

Report Cards/Progress Reports

Parents are notified of student progress on a regular basis. Weekly progress reports are sent via email through RenWeb. The report card is issued at the end of each quarter. Report card grades are final. Middle and high school report cards will be mailed.

NOTE: *Parents must first contact the appropriate teacher(s) concerning a student's grades. Administration will not discuss a student's grades unless the teacher(s) has already been consulted. Report Cards will **NOT** be issued if a student's account is not up-to-date or other fees are in arrears.*

Schedule – Typical Courses

The following is a typical schedule for middle school:

6th Grade

Bible – Redemption
Language Arts 6
Math 6
Geography
Science 6
Elective
Elective

7th Grade

Bible – Route 66
Language Arts 7
Math 7
World Studies
Science 7
Elective
Elective

8th Grade

Bible – Proverbs
Language Arts 8
Math 8 or Algebra I
US History
Science 8
Elective
Elective

The following is a typical schedule for high school:

9th Grade	10th Grade	11th Grade	12th Grade
Bible/Life Management	Bible 10	Bible 11/Biblical Finance	Bible 12/Biblical Finance
English I	English II	American Literature or AP English Lit/Lang	British Literature or AP English Lit/Lang
Algebra 1 or higher	Geometry or higher	Algebra 2 or higher	Math for College Readiness or Precalculus
World Cultural Geography	World History (or honors)	U.S. History (or honors)	Economics/U.S. Government
Biology	Physical Science	Chemistry/ Anatomy/Physiology/ Marine Science or AP Environmental Science	Other courses as needed for graduation requirements
First year of foreign language	Second year of foreign language	ACT/SAT Prep	Financial Management
Elective	Elective	Elective	
		Dual Enrollment courses are available to qualified students	Dual Enrollment courses are available to qualified students

Each high school (9th-12th) student must complete one credit of Physical Education and a Performing Arts or a Practical Arts class.

Schedule Changes

Pertaining to grades 6 - 12, no changes may be made in a student's classroom schedule beyond the fifth (5) day of that student's enrollment in the school. The student must continue through the semester before a change can be made.

School Hours

The tardy bell rings at 8:00 A.M. and the school day begins at that time. Dismissal is at 3:00 P.M. For security reasons, please do not drop off your student before 7:30 a.m. unless enrolled in Extended Day Care.

NOTE: At 3:20 P.M., duty teachers will direct all remaining students to Extended Day Care (EDC fees may apply). Students participating in after-school activities will not be directed to Extended Care, provided they are under the constant supervision of a coach/sponsor. Failure to cooperate with this security measure will result in immediate disciplinary action.

School Office

The school office hours are from 7:30 A.M. to 3:30 P.M. When coming to the school for any reason, please come to the office and the receptionist will direct you to the proper office or person(s) you need to see. **DO NOT go directly to the classroom.** Homework may be left in the school office to be delivered to your child. If you need assistance and are not sure who to contact, please call the school office (722-1738) and someone will be glad to help you. If you are calling about a classroom problem or general needs for your child, it is best to contact the teacher first and then the Administrator.

Security

Seacoast Christian Academy is equipped with a sophisticated security and video monitoring system; every effort is made to ensure the safety of our students. Students are expected to obey safety rules set down by the school. All visitors must register with the school office.

Senior Privileges

Seniors may receive certain privileges such as dress down days and off campus lunch. Privileges may be revoked if abused. Seniors must sign out when leaving campus at any time. The senior class is authorized to travel on one class trip. The sponsor and class are to present to the Administration a detailed itinerary of the trip. Daily group devotions and a quiet time are to be a scheduled part of each day. The administration and faculty are to schedule the trip and oversee the development of the itinerary. Only the senior class, sponsors and chaperons are permitted to travel on the trip. The senior trip of Seacoast Christian Academy is taken during regular attendance days. All of the seniors are expected to participate in the trip. Any exception to this requirement will be considered by the Administrator.

Student Conduct

Every student accepted and admitted to Seacoast Christian Academy is expected to live their lives in a way that will bring honor to their parents, their school, and to God. Unselfish and considerate actions are the "Badge of Honor" that all SCA students should strive to attain. It is our hope that every SCA student will behave, both in and out of school, in a way that would warrant words of praise from those they come in contact with.

Basic courtesy and respect for teachers, staff, and other students is expected, in and out of the classroom. As such, all teachers and staff should be addressed with proper titles and, when spoken to, should respond with "Sir" or "Ma-am". "Yeah" and other slang words and the use of street-talk is never appropriate. Name-calling and slandering other students is also not acceptable at SCA: instead, students must treat each other with respect and honor.

Basic classroom etiquette requires students to:

- Refrain from talking without permission.
- Refrain from leaving one's seat without permission.
- Face the front of the room
- Refrain from talking when the teacher leaves the room.
- Pay attention and look at the teacher when he/she is talking.
- Be prepared for class.
- Complete the work assigned in a timely manner.

Student Records

The following is maintained for each student in a file in the main office:

1. Student Application
2. Permission from parents for the school to seek medical help in emergencies
3. Field trip permission form
4. Cumulative grade card
5. Cumulative attendance record
6. Records from previous schools
7. Health records
8. Birth Certificate
9. Standardized Test Scores
10. Recommendation letter (6-12)

The school office will not release copies of student records without the written consent of a custodial parent/guardian. Originals of records cannot be given to anyone. Parents may request copies, and other schools may request transcripts.

Parents and students (18 or older) have the opportunity to inspect this file containing the pupil's educational records. This can be done by contacting the school office. The disclosure of information from a student's record is limited to those who have the written consent of the custodial parent or student (18 or older), the custodial parent or guardian of a student, or professional employees of SCA who have a specific need and right to the information. *All tests are the property of Seacoast Christian Academy and may not be distributed outside of the school for any reason.*

Summer School

Depending upon the number of students requiring summer school, SCA may offer a summer program. If not, your child will be referred to a public or private school near you. Specific requirements for those who must attend summer school are explained in the sections on Grading, Graduation, and Promotion. Summer school records from other institutions should be given to the Principal.

Telephone

Students may only use the phone in the office for emergencies. Parents should not call in messages for their children unless there is an urgent need. The office telephones are for business use only. Parents should not call a student on his/her cell phone or text the student during school hours.

Testing

All students in grades 6-11 will be given a standardized test each school year. No student should be absent or tardy during test time. Test results will be given to parents and legal guardians. All tests are the property of Seacoast Christian Academy and may not be distributed outside of the school. Only regular students home-schooled under the SCA programs will be permitted to participate in standardized testing at SCA. The Terra-Nova is administered to grades 6 and 7 and the PSAT will be administered to grades 8 through 11. Seniors are encouraged to take the ACT/SAT at least once. Information about the ACT/SAT can be found on the schools' website.

Uniform Policy

ALL uniforms must be purchased from RC Uniforms or HF Golf & Promo

- All students are required to wear uniforms purchased from RC Uniforms or HF Golf & Promo Monday through Friday. Uniforms must be worn in the manner they are designed – do not shorten the hem of skirts beyond the standard at the uniform store. *No style of clothing or the manner in which it is worn may expose undergarments.*
- Non-Seacoast sweatshirts are not permitted. During cool weather, SCA uniform sweatshirts may be worn or a long sleeve shirt; white, black or gray, may be worn under the uniform shirt.
- Inclement Weather Days: the school will make special announcements regarding appropriate dress during extremely cold weather.
- ALL students must wear appropriate shoes and belts as required under the uniform policy. P.E. uniforms are required to participate in P.E. classes.
- Students out of uniform must call a parent to bring an appropriate uniform to school. If the student drives to school, they must go home and change and return (parental approval required). *Students will receive zeros for missing classes due to uniform violations.*
- In the event a parent cannot be reached, students will not be allowed in class and may receive disciplinary measures or zeros. The third offense of a dress code violation could result in a 1-3 day suspension.
- SCA Athletic Team Uniforms: Only the uniform jersey may be worn on game days. Cargo pants/shorts, camo-colors, baggy or skinny pants, and double-knee Dickie's, are examples of items that are not permitted.

Note: *The accepted school uniform may be purchased at RC Uniforms located at: 11160 Beach Blvd., Jacksonville, FL 32246 – (904) 646-0493 or HF Golf & Promo by contacting Betsy Gard at Betsy@hfgolfpromo.com, 404-915-7409.*

Note: *The administration reserves the right to amend these policies as necessary.*

Hair/Skin

- Boy's hair must be neat in appearance (no finger combed looks). No fad haircuts.
- Length of boy's hair must not exceed the bottom of the ears on the sides, the collar on back or touch eyebrows.
- No unnatural hair color
- No extreme hairstyles such as, but not limited to: Afro hair styles longer than 2 inches, corn rows for boys, dreadlocks, Mohawks, pony tails (boys), shaved designs, etc.
- Facial hair shall be cut low and trimmed neatly.
- No visible tattoos
- Sideburns must not extend past 2/3 of the ear
- Head coverings, including, but not limited to bandannas, caps, do-rags, hats, and stocking caps, shall not be worn on school property unless required by a physician or authorized school personnel.
- Sunglasses are not permitted in the classroom.
- Boys may not wear earrings or piercings.
- Girls may only wear two piercings in each lobe of the ear (no body piercing).

Shirts/Pants

- Only SCA school jackets/sweaters/sweatshirts may be worn over uniforms at school. **Non-Seacoast hoodies and sweatshirts are not permitted.**
- **Pants, Shorts, and Skirts** - appropriate colors are navy and khaki. Plaid skirts are available for girls. **ALL** students are required to be in dress code - no exceptions. Pants must be the proper size and must be worn on the waist, not below. Pants must be properly hemmed. Students must wear a belt that is black, brown, tan, or navy.
- **Socks** - students may wear short or crew length socks of any color. For girls: Knee-high socks must match the color of the uniform.
- **Boys** - Pants/Shorts must be worn on the waist.
- **Girls** - Skirts/Shorts/Skort: the uniform standard is no higher than 4 inches above the knee. **Do not re-hem the uniform bottoms higher than this standard.** Tights and leggings may be worn – must be solid color of white, navy, or black.
- On game days, student athletes are permitted to wear their team jersey. No other part of the team uniform may be worn.
- Uniform shirts and slacks must be the appropriate size. Uniform shirts may be tucked or untucked. The uniform shirt must be long enough to cover the midriff when worn untucked. Students are not permitted to remove the uniform shirt during school hours except when dressing-out for P. E. or dance class.

Shoes

- Shoes must have a closed toe and cover the heel. They may not contain inappropriate words or pictures. Shoes designed with laces must be laced and tied appropriately. No backless or open-toe shoes allowed at any time.
- The following footwear are not permitted as normal attire: boots, shoes with heels higher than 1 1/2 inches, bedroom slippers, backless shoes, flip/flops, or sandals.

Makeup/Jewelry

- Girls may wear natural shades of fingernail polish.
- Boys are not permitted to wear fingernail polish.
- All girls wearing make-up should be tasteful and conservative. Extreme makeup should be avoided. Jewelry that is rebellious in nature, extravagant, or distracting from the uniform is not be permitted (this includes such things as, but not limited to facial jewelry, gauges, spiked earrings, or large hoops).

Dress Down

A dress down day is permitted when announced by administration and on appropriate Field Trips. The dress code for dress down day will be announced.

Field Trip Attire

Unless otherwise specified, uniforms are worn on field trips. Dress code for off campus activities is at the discretion of the administration.

Unscheduled School Closings

SCA follows the lead of the Duval County school system in all weather-related school closings up until the 1st day. After the 1st day, please call the school; listen to local news, and radio for updates. In most situations, we will open the following day. In the event that SCA is closed due to a providential hindrance or safety-related issue, the administration will attempt to inform parents as soon as possible, or via local radio when advance notice is not possible.

Visitation

Parents must check in with the school office before going to their children's rooms. Parents wishing to visit the class should make an appointment through the school office. Students may not bring visitors to school without permission in advance from the Administrator. Students who are visiting need to conform to school policies, including dress. A written permission note is required from the visiting student's parent. For the security of the students, all visitors are required to check-in with the school office before entering classrooms.

Volunteer Workers

The teachers and administration greatly appreciate parents who volunteer their time and talents to help in the programs of the school. Please contact the office for information about volunteer opportunities.

The administration has made a conscientious effort to address every school policy. However, changing fads and unforeseen circumstances may require changes or additions.

ACKNOWLEDGEMENT AND PLEDGE OF COOPERATION FORM

Student's Name: _____ Grade: _____

The purpose of the *Parent/Student Handbook* is to help your son/daughter gain the greatest possible benefit from his/her education.

I know that the *Parent/Student Handbook* contains a list of rules for students' behavior at school. I understand that it is my responsibility to learn what those rules are, and to know what will happen if I break a rule. I understand that Seacoast Christian Academy reserves the right to dismiss any student who does not cooperate with any phase of the educational program or whose attitudes and actions are not in harmony with the aims and ideals of SCA. By signing this pledge, I agree to abide by the policies of SCA, and I understand that enrollment in SCA is subject to all terms and conditions of this handbook.

In preparing our students for the 21st Century, each Seacoast Christian Academy student will be assigned a computer network login that will provide the student with access to the internet. Unless a parent has signed the "Internet Opt-Out" form, each student will be given access to the SCA network and Internet. I have read and reviewed the Guidelines for Safe and Acceptable Use of the Computers and the Internet. Please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. Your child is responsible for all activity that happens in his/her account. We also reserve the right to access and review any files or other electronic information stored on SCA network servers. With this permission, you and your child waive copyright on any material posted on the SCA network and website. SCA currently uses an Internet filtering and monitoring system, but be aware, however, that there is inappropriate and controversial material on the Internet that your child might still access.

When a student is assigned SCA property such as textbooks, athletic equipment, or computer equipment, they are required to exercise reasonable care to protect against its loss or damage. In the event SCA property is lost or damaged while in the care of a student, the student's parent/guardian will be financially responsible for reimbursing SCA the reasonable cost of repair or replacement of the item.

Seacoast Christian Academy publishes a variety of information about our school on a portion of the Internet known as the World Wide Web. From time to time we may wish to include your child's work (stories, poems, reports) and/or photo on our web site, bulletin boards, newsletters, fliers or other forms of communication. No last names are used under elementary student work. No names will be placed under photos. Student photos will only be used generically. No identifying marks or physical characteristics, clothing, or other articles bearing a student's name or any other means by which a student can be identified will be photographed. No other personal information about the student, such as e-mail address, phone number, or home address will be published on the Web, bulletin boards, newsletters, fliers or other forms of communication. Our School will also videotape and will occasionally use portions of video for educational purposes.

***Please initial one:**

- ____ I consent to my child's work, photo, video or name being used in any digital communication form as described above.
- ____ I do not give consent to my child's work, photo, or name being used in any digital communication form as described above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Note: Failure to return this acknowledgement form will not relieve a student or the parent/guardian of the student from responsibility for knowledge or non-compliance of the contents of the *Parent/Student Handbook* and *Internet Use Policy*.

Parental Internet Out Form*

In preparing our students for the 21st Century, Seacoast Christian Academy students will be assigned a computer network login that will provide the student with access to the internet. Unless a parent has signed this "Internet Opt-Out" form, each student will be given access to the Internet. The proper use of the Internet provides opportunities for research, learning, and web based educational programs. **Some enrichment and curriculum resources programs are only accessible through the Internet, including some specific intervention and grade recovery programs.**

The purpose of this form is to give you the opportunity to choose not to allow use of the Internet by your son or daughter. If you **DO NOT** want your child to access the Internet while at school, please fill out and sign this form and return it to your child's school. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing.

I understand that this means my child will NOT have access to the online research resources, and online intervention, enrichment and curriculum resources, this may limit the classes your child can participate in.

I hereby release Seacoast Christian Academy, its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's inability to use the Internet, including, but not limited to, claims that may arise from the unauthorized use of.

I will emphasize to my child that they are not authorized to use the Internet at school and they will not use a computer that is logged in by anyone else or use another student's logon to access the Internet. Their network account will be blocked from accessing the Internet but this is not a complete guarantee that your student will not come into contact with the Internet while at school.

Student Name (please print)

As the parent or guardian of this student, I request that my child **NOT** be given access to the Internet through his/her school network login.

Parent name (please print)

Parent signature

Date

***Return this form if you do not want your child to use the internet.**