



**HIGH SCHOOL  
STUDENT HANDBOOK  
2022-2023**

# Table of Contents

Welcome.....3

Faculty & Staff.....4-5

Enrollment.....5-6

Electronic Policies .....6

Lockers, Lunch.....7-8

Course of Study & Grading Policies.....8

Promotion & Graduation.....8-9

Homework & Tutoring.....10

Dual Enrollment Policies.....10

Academic Probation.....11

Honors & Awards.....11

Attendance Policy.....12-15

Dress Code.....16-18

Student Lifestyle Expectations.....18-19

Discipline.....20-24

Health & Safety.....24-26

General Campus Policies.....26-33

Financial Policies.....33-36

## WELCOME TO SOUTHEASTERN CHRISTIAN ACADEMY HIGH SCHOOL

### WELCOME FROM ADMINISTRATION

Greeting High School Warriors,

We want to thank you for choosing Southeastern Christian Academy High School for your child's education and enrichment. As administrators, we are committed to the overall spiritual, academic, emotional and physical development of your child, as he or she becomes a good citizen of our community, our country, and the world. We believe that God has given us a clear vision to have a school like SCA to meet a vital need in the surrounding community. Our desire is that SCA will become an asset to your home and the surrounding areas. We invite your participation in all of our planned school functions throughout the year, and we look forward to the opportunity to get to know you better. May God richly bless you as you allow us to invest in one of your greatest stewardships, your beloved son or daughter.

Yours for a Christ-centered education,

*Kim Lancaster; Head of School & Christian Williams, MA; High School Principal*

**Vision Statement** Southeastern Christian Academy's vision is that all students exemplify biblical principles, Godly character, and academic skills to be life-long learners and productive citizens as they serve Christ.

**Mission Statement** Southeastern Christian Academy's mission is to educate students by exposing them to biblical principles as a framework for all that is taught. The goal for all students is that they be strengthened spiritually, morally, academically, emotionally, and physically to meet the challenges of higher education and their call to serve Christ in the world.

### Core Values

**Academic Excellence** Academic quality will not be sacrificed in exchange for a Christian education. We are committed to offering a challenging academic program that helps students reach their full potential and prepare them to excel in high school, college, and beyond.

**Biblical Truth** Scripture is the revealed word of God. It is taught as truth, integrated into the learning experience, and applied to decision-making at every level of the school.

**The Gospel** Our institution regards the gospel of Jesus Christ as integral to our outlook on life, and gospel-centered spiritual transformation as an essential aspect of learning.

**Personal Relationships** The school exists to serve people and does so through personal relationships which exemplify dignity and respect.

**Integrity** The school's day-to-day practices are a consistent model of integrity, efficiency, and accountability.

**Stewardship** The school's management of finances and other resources reflects an understanding that we are caretakers on behalf of God and those who support the school's mission.

### **Philosophy of Education**

Southeastern Christian Academy believes that God has lovingly called each of us as His children to a saving relationship with Jesus Christ. He has called us to help our students grow in wisdom and understanding in this relationship in every area of their lives. Each child is a special gift of God, with unique mental, physical and spiritual abilities. These characteristics need to be acknowledged in the classroom. Every student should be challenged to use his/her gifts of intellect to the maximum degree according to age level and ability. (Ephesians 4:11 & 12) Only as the home, the church and the school come under the authority of God will children develop their potential to the greatest degree. Southeastern Christian Academy is to be a partner with families. We will endeavor to assist students in guiding their development both academically and spiritually. By assisting the home, we are following God's commandment to ". . . bring them (children) up in the training and instruction of the Lord." (Ephesians 6:4)

As Christian educators, we are called to model Christ before our students. "A student is not above his teacher, but everyone who is fully trained will be like his teacher." (Luke 6:40) The hope of our world resides in the lordship of Jesus Christ. Southeastern Christian Academy is called to assist our children in taking that hope to the unsaved world. "We will tell the next generation the praiseworthy deeds of the Lord, His power, the wonders He has done...so the next generation would know them. Then they would put their trust in God and would not forget His deeds but would keep His commands." (Psalms 78:4, 6a, 7)

<h3><b>SCA ADMINISTRATIVE STAFF AND FACULTY</b></h3>
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#### Administrative Team

**Mrs. Kim Lancaster - Head of School**  
**Mr. Christian Williams, MA - Principal**  
**Mike Absher- Athletic Director**  
**Tammy Porter- Financial Department**

#### Faculty

**English Department - Rachel Walker**

**English Department** - Matthew Carter

**History Department** - Melody Bryant, M.Ed

**Math Department** - Ashely Wood, DC

**Science Department** - Ashley McCoy

**Bible Department** - Ryan McCoy

### ACCEPTANCE

Because SCA High School has been founded as a college preparatory school, students must show strong success patterns through grades and/or testing. Additionally, students must:

- complete the application process to be eligible for enrollment
- have demonstrated achievement for grade level
- exhibit a desire to grow in a relationship with Jesus Christ
- have one parent that has professed faith in Jesus Christ and is actively involved in a local church.

The SCA high school administration would like to be able to accept students of all ability levels, but believes it is unethical to accept tuition from families whose students need a level of individual assistance that SCA is not able to provide.

### ENROLLMENT LIMITATIONS

While it is our desire to meet the needs of every student, SCA cannot provide enrollment to students whose special education, behavioral, or physical needs exceed our existing programs, services, and staff capabilities. A student may be ineligible for enrollment based on achievement and/or individual learning styles but will be assessed on an individual basis. Because SCA is a private school, compliance with IEP's issued by the public school system is not required.

### DISCIPLINARY EXCLUSIONS

SCA High School does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school. (i.e. suspension).

### WAITING LIST

In the event that a grade level is full, a prospective student will be placed on a waiting list. Parents will be notified when space is available. Acceptance is not based on a first-come, first-served policy. Acceptance is based upon student academic needs, boy/girl ratio, and the Admissions committee's recommendation.

## ANNUAL RE ENROLLMENT

Students attending SCA High School will be given the opportunity to re-enroll through RenWeb/FACTS/SIS Family Portal in March.

## ELECTRONIC DEVICE USAGE

### Student Cell Phones

Students may not use cellphones during the school day. **Phones that are kept in the school building should be powered down and stored in lockers to avoid distractions.** At no time is any student allowed to post to social media during the school day.

Any student who uses a cell phone during the school day or has a cell phone ring in class will have their device taken and turned in to administration. The cell phone must be collected at the end of the school day by the respective parent/guardian. Parents are asked to refrain from contacting their child via cell phones during the school day. If a parent needs to get in touch with a student, he or she should call the school office and ask to be put in touch with the student.

### Laptop Computers

Laptop computers may be used on campus for relevant educational purposes only as approved by the administration. The SCA Computer Use and Internet Access Policy applies to the use of laptops at all times while on school property. Students are permitted to use laptops for administratively approved educational accommodations, class projects/research, or online independent study courses. Infractions will result in appropriate disciplinary action.

## COMPUTER USE AND INTERNET ACCESS POLICY

### General Application

All provisions of the Computer Use and Internet Access Policy apply to the use of any SCA school computer facilities, equipment and software by school employees, students, members of the community or others. The SCA computer facilities, equipment and software should be used for authorized educational purposes only.

### Individual Responsibility

Access to computers and the Internet is a privilege granted by SCA. The privilege may be suspended if it is abused in any way. All computer and internet users are expected to use the machines, facilities and internet access in a responsible manner for educational purposes only.

### Computer Use

*General school rules and policies apply to all computer use and activities.*

A Computer user must:

- never use SCA computer resources for any purpose other than authorized educational work.
- never seek to discover or use another person's password or account, or authorize anyone but a faculty or staff

member to use his name or files at any location and for any reason. • accept responsibility for all of his own computer accounts. • never download or install programs, or alter any computer configurations without permission from a faculty member. • never intentionally write, produce, generate, copy, propagate or attempt to introduce any computer code designed to replicate, damage or otherwise hinder the performance of any computer's memory, file system or software. • never tamper with terminals, microcomputers, printers or other associated equipment except as directed by the instructor. • never copy, change or transfer any software or files provided by SCA teachers, staff or students without permission from the supervising teacher. • never violate copyright or general laws in any form, use unauthorized copies of programs or make illegal copies of any legally protected materials. • never intentionally damage or misuse any computer related equipment, program, system or work generated by another person.

### Internet Access

SCA provides student and staff access to computers and the Internet because electronic information can contribute valuable resources for learning and communicating with others. Because Internet information is uncensored, SCA cannot make any guarantees regarding the benefit, reliability or acceptability of all Internet material. However, the educational advantage of having vast amounts of applicable research information instantly available for learning purposes makes Internet accessibility a required component of modern educational systems.

### Internet Use

*General school rules and policies apply to all internet use and activities.* An internet user must never: • use the internet for any illegal, commercial, immoral, offensive or threatening purpose. This includes all written and visual material. • reveal personal address or phone numbers (students only). • access any website containing sensitive material without written permission and appropriate notification arrangements made by the supervising instructor. • access his or anyone's personal email, folders, files, or general programs, games, chat lines, or social networking sites without teacher permission. • use inappropriate language. • access any website that involves pornography, gratuitous violence, obscenity or anarchist behavior. • use any information from internet research without giving proper credit to the source.

## LOCKERS

A locker will be assigned to each student. Lockers may only have non-glue stickers or magnetic picture frames, etc. on the inside. Students are expected to take reasonable care of their lockers. No open containers of food or drinks are allowed to be stored in the lockers. Students should not store any books or personal items in the hallways outside of the lockers. Students are responsible for cleaning out their own locker at the end of the year—failure to clean out a locker will result in a \$20 clean-out fine to be charged to the parent/guardian.

*School administration retains the right of access to all lockers at any time for any reason. Periodic locker inspection may be held at any time.*

## LUNCH PROGRAM

Lunch may be purchased weekly from school-arranged vendors, or students may bring lunch from home. A schedule is available at the beginning of the school year for daily lunch selections. Students in the 12th Grade may leave for lunch with parent and school administrator permission.

## COURSES OF STUDY

### College Preparatory Courses

This level of study is designed to provide students with the academic level of mastery and the necessary skills needed for admission into a two to four-year college setting. The SCA graduation requirement at this level meets and exceeds the minimum state requirement for completion.

### Honors Courses

This level of study is designed to provide a more academically rigorous level of study for students who are highly motivated learners. This level of study is preferable to students who desire to pursue entrance into a more academically selective four-year college or university. This level of study requires a greater amount of outside preparation, as well as refined independent study skills.

### Drop/Add

Courses may be dropped or added during the first ten (10) days of school with administrative approval or upon teacher recommendation.

## GRADING POLICY

Each teacher will provide a way to objectively assess the student's level of learning mastery. These evaluations will come in many forms that are either formative or summative. Graded assignments may include daily class work, homework, class participation, minor and major projects, quizzes, tests, and exams. Quarterly report card grades will not exceed 100 points. All SCA teachers will use the grading scale below, and the report card grade calculations that follow:

### **Letter Grade All Course Levels**

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

## GRADE POINT AVERAGE (GPA) CALCULATION

A grade point average is calculated by taking the sum of the number of points assigned to each letter grade and dividing the sum by the number of courses. SCA uses the scale approved by the NCDPI (North Carolina Dept. of Public Instruction). The following table shows the point scales used.



## **Letter Grade Standard College Prep Honors AP/Dual Enrollment**

A 4.0 4.5 5.0

B 3.0 3.5 4.0

C 2.0 2.5 3.0

D 1.0 1.5 2.0

F 0 0 0

### **CLASS RANKING**

The student who achieves the highest combined SCA and BCC GPA and with the most credit hours will be awarded the valedictorian status. Students who miss more than 20 days within their senior year will be excluded from the ranking process.

### **CLASS TIME REQUIREMENTS**

The Department of Non-Public Education (DNPE) requires that a student must be in attendance at school for a minimum of four (4) hours each day in order to be counted as “present.” Classes meet for a total of thirty-six (36) weeks or four (4) quarters. Any student who misses more than twenty (20) classes will be expected to make up for the excessive absences outside of the regularly scheduled class time or fail the class, depending on the circumstances and decision of the teacher and administration.

### **PROMOTION AND GRADUATION GUIDELINES**

Students are required to both meet the minimum number of credits for promotion, as well as **successfully pass all core academic subjects**. To be promoted to a sophomore a student must complete 5 units of course work; to a junior, 12 units of course work; to a senior, 19 units of course work. A minimum of 24-26 units is necessary for graduation. Any failed core subject courses, such as **math, English, history, or science**, must be made up.

#### *Academic Graduation Requirements*

##### **26 units that include:**

- 4 units of English
- 4 units of Math (Algebra I, Geometry, Algebra II, and any math beyond Algebra II)
- 4 units of History (World History, US History I & II, a course in Government)
- 3 units of Science required; 4 recommended (one physical science, one biological science and one additional lab course—i.e. chemistry)
- 2 consecutive units of foreign language required
- 10 electives (including the following: PE/Health, 2 units of Bible, and a Fine Art credits, BCC Courses)

#### *Additional Graduation Requirements*

- All seniors are required to take the SAT, ACT, IOWA, or community

college entrance exam by March of their senior year.

### HOMEWORK

Meaningful homework that is deemed gradable will be assigned in order to reinforce the lesson or concept. This homework will be a means of review for the lesson concept to be covered. Students must be mindful of the homework time requirements and plan accordingly. It is strongly recommended that students interested in involvement in extracurricular activities, such as athletics and/or fine arts performances, take into consideration the time requirements of those extracurricular activities before committing to the more time demanding courses. Students that are involved in both rigorous coursework and extracurricular commitments must be disciplined in time management. Every student is admonished that neither academic or extracurricular pursuits should supersede their personal pursuit of spiritual growth in their walk with Jesus Christ.

Generally, no credit is given for late homework. Homework is considered "late" if it is not with the student at the time that the homework is due. However, teachers are allowed to give extensions due to extenuating circumstances or reduce the grade of homework deemed as late.

### TUTORING

Teachers will be available after school to provide tutoring for at least thirty minutes, two days per week.

### INCOMPLETE WORK

A student must complete any assignments that are missed due to excused absences within the time frame established by the school. Course work that is incomplete at the end of a semester may receive a grade of "I" for Incomplete. All pending grades must be converted to a regular grade during the first week of the new reporting period or within one week of the closing of school. An administrator may grant exceptions in extenuating circumstances.

### INDEPENDENT STUDY

Independent Study refers to the practice where a student takes a course outside of SCA and may occur due to many reasons. All Independent Study opportunities must be pre-approved by SCA administration and are the financial responsibility of the family unless otherwise notified.

### DUAL ENROLLMENT COURSES

Students who enroll in classes at local colleges or technical schools must obtain administrative approval prior to enrollment. The subject taken in dual enrollment cannot be a class offered at SCA. Students taking courses during the school year with a qualified institution must have SCA administrative approval and must meet the following criteria:

1. The student is full-time at SCA during the school year.
2. The course is not being offered at SCA or there is an unavoidable schedule conflict.
3. The alternative institution issues a documented transcript for the SCA student records.

### **TEACHER CONFERENCES**

At any time, a parent/guardian may request a conference with a teacher. If a conference is needed with a teacher, please schedule an appointment with the teacher either by school e-mail or by contacting the school office. Parents should avoid contacting teachers at their homes. Teachers have the option of making their telephone numbers available. Please be considerate of their time away from school. Unless it is an emergency, teachers will respond to calls within the next 24-hours.

### **ACADEMIC PROBATION**

A student may be placed on academic probation after the first quarter in order to prevent the possible failure of two or more core subjects (math, English, science, history). The applicable teacher will make every attempt to notify the parent of the student's academic performance. The Principal will notify the parents of the possibility of academic probation, and a conference will be held with the parent and student in regard to academic problems. The purpose of the conference is to bring the administration and the parent together in order to create a viable, tangible solution for the struggling student.

At the discretion of administration, an academic probation contract will be drafted outlining the following areas:

1. guidelines for the academic standards the student is expected to maintain;
2. the tutorial plan to help the student recover from failing marks;
3. an agreement that the student will fulfill any missing assignments by a due date set by each teacher involved;
4. the duration of the probation, as set by administration.
5. If the student is still failing after two successive quarters, the parents may be asked to withdraw their child due to SCA's inability to meet the student's academic needs.

### **HONORS AND AWARDS**

Students at Southeastern Christian Academy High School are encouraged to strive to do their very best academically and to fully utilize their God-given talents and abilities. Students are given the opportunity to not only earn recognition for commendable schoolwork, but also to receive recognition through various regional, state, and national competitions. Below is a list of honors and awards that we will recognize at the end of each year, based on academics and character. The list is not necessarily comprehensive.

<b>ACADEMIC</b>
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**Valedictorian and Salutatorian**

A senior with the top cumulative GPA during his/her entire high school career will be honored as Class Valedictorian (highest GPA) and Salutatorian (second highest GPA). Cumulative grade point averages (GPA) are rounded to hundredth of a point (example 4.135 is rounded up to a 4.14 or a 4.134 is rounded down to a 4.13). In the event of a tie, the cumulative GPA will be rounded to a thousandth of a point in determining this honor. Students may not be in their first year of enrollment at SCA or have been subject to any significant disciplinary consequence in order to receive this honor. The student who achieves the highest combined SCA and BCC GPA and with the most credit hours will be awarded the valedictorian status. Students who miss more than 20 days within their senior year will be excluded from the ranking process.

**A Honor Roll or A/B Honor Roll**

During the end of the year awards assembly, students who have received A's in all of their courses at year end will receive an achievement certificate for the A Honor Roll. Likewise, students with A's and B's in all courses at year end receive an achievement certificate for A/B Honor Roll.

**Academic Departmental Award**

This award is given to one student per academic department and is based on the student's demonstration of a love for the subject as reflected in grades, assignments turned in on time, and great class participation.

<b>ADDITIONAL HONORS</b>
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**Perfect Attendance Award**

This honor is awarded only to those students who are marked present for every scheduled class period of every school day. (Students who are tardy to class or dismissed early from class are considered present. School sports dismissals and school-arranged field trips are not counted as absences.)

**ATTENDANCE**

The absence policy at SCA is written in a spirit of compliance with North Carolina's compulsory attendance law, G.S. 115C-378. All students are expected to attend school each day school is in session between the hours of 8:20 a.m. and 2:45 p.m. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, peer interaction, and structured study. Students can never totally make up or compensate for absences from class. State law requires that each student attend a minimum of four hours per day to be considered present for the day. Excessive absences in the same academic year may result in a failure to receive credit for the affected course(s). The Department of Non-Public Education permits that exceptions may be granted in extenuating circumstances at the discretion of the Head of School (i.e. prolonged illness which is documented by a physician).

Therefore, SCA has adopted *four* categories of absence: *Excused, Planned, Unexcused, and School-Related.*

## EXCUSED ABSENCES

A student who returns to school after being absent must have a note from a parent, guardian, physician, etc. stating the reason for the absence. All excuses require a written or emailed note from a parent/guardian. Phone calls may not be accepted.

**Examples of EXCUSED absences include, but are not limited to:**

- Illness resulting in fever, stomach, or intestinal problems—*students should remain symptom-free for 24 hours before returning to school*
- Verifiable injury
- Death in the family
- Medical or dental appointments that cannot be made outside of school hours
- DMV visit to obtain Learner's Permit or Driver's License
- College Visits with written confirmation of the visit from the College Admissions Office

## PLANNED ABSENCES

The NC compulsory attendance law does not condone or encourage unnecessary absence for any reason. However, it does leave some flexibility for school administrators to permit planned absences. Parents are encouraged to plan family trips; youth group retreats, mission's trips, etc. around the scheduled school holidays.

Students who plan to miss classes due to family trips, youth group trips, etc. should be prepared to submit any missed assignments upon the first day of return. The student is also expected to inform his/her teachers in advance of the absence.

A maximum of FIVE (5) Planned Absences per school year will be excused. If the student exceeds the number of planned days or fails to get administrative pre-approval, the absences will be recorded as *Unexcused*, and the student may expect point deductions on any missed assignments, tests, or quizzes. *The student and parents should expect extended absences to have a negative impact on the student's grades. UNDER NO CIRCUMSTANCES SHALL THE TEACHER BE EXPECTED TO PROVIDE MAKEUP TUTORING. The student and parents will be solely responsible for ensuring that the student learns material taught during the period of absence.*

## MAKE-UP WORK DUE TO EXCUSED ABSENCES

Students are required to make up all missed work, including homework, tests, and/or quizzes. If an assignment was given prior to absence, it is the student's responsibility to turn it in on the day they return to school and or contact their teacher(s) in advance. It is the student's responsibility to schedule make-up appointments for missed assessments and assignments. For each day absent DUE TO ILLNESS, two days are allowed for the completion of work missed. For

an excused planned absence, including extracurricular school trips, a student must be prepared to turn in all assignments and be prepared to take all missed assessments upon return. The teacher may grant extensions in unique circumstances. Failure to make up an assignment or assessment within the allotted time will result in a grade of 0. (See MAKE-UP WORK DUE TO EXTRACURRICULAR ABSENCES)

### UNEXCUSED ABSENCES

**Unexcused Absences include, but are not limited to:**

- Failure to bring a valid excuse note from parent or physician within three days upon return to school
- Oversleeping/late night activities
- Recreational trips (i.e. hair appointments, shopping excursions, etc.)
- Studying/completing schoolwork
- Personal trips that have not been pre-approved by administration
- Out-of-school suspension
- Working a job during school hours

#### *Consequence for Unexcused Absences*

All absences hold a natural consequence for students. In the case of unexcused absences, a teacher may also choose to deduct points from late assignments or other missed work, quizzes, or tests. Teachers generally make students aware of grading practices during the first week of school.

Additionally, NC State Compulsory Attendance Laws require that parents/guardians of students who accumulate ten (20) or more unexcused absences in a given year be reported to the Department of Social Services, if no reasonable attempt to explain or excuse the absences has been made after being notified by the school. SCA will make such notifications via email and mail delivered to the home address on record.

### SCHOOL-RELATED ABSENCES

The student's attendance record will not reflect the following school-related activities as "absences" from either class or school.

- Field trips sponsored by the school
- School-initiated and scheduled activities
- Athletic events requiring early dismissal from school

### LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

For students to receive credit in each class, total semester absences may not exceed ten (10) per class per semester or may not exceed twenty (20) per class per year. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted in unusual circumstances after parental consultation with administration.

### TARDINESS

Students are expected to be on time for their classes. Students will be considered “tardy” if they arrive in class after the bell. Students who are tardy to any period of the day should report to the school office before going to class. A note for tardiness to class or tardiness to school (i.e. doctor’s note or parent note) should be brought the day of the tardy. If a student does not provide a written excuse within 24 hours of the tardy, it may be unexcused.

#### *Excused Tardy*

**Examples of excused tardies:** • Non-habitual student or parent automobile delays in route to school • Detainment by administration, office personnel, or teacher (a pass will be given before returning to class) • Temporary, verifiable illness (a pass will be given by the school office before returning to class)

#### *Unexcused Tardy*

**Examples of unexcused tardies include, but are not limited to:**

- Oversleeping
- Arriving late for any reason not in keeping with reasonable prudence
- Any tardiness in getting to class during the school day without a valid pass
- Off-campus lunch delays
- Not bringing a note within 24 hours of a tardy to school or not bringing an excuse note the same day for an in school tardy to class
- Arriving late due to working a job during the school day

#### *Consequences for unexcused tardies*

- 3 unexcused tardies to the same class during the same semester will result in a warning.
- Additional unexcused tardies will result in increasing disciplinary action at the discretion of administration.

<b>ABSENCES/TARDIES SURROUNDING EXTRACURRICULAR ACTIVITIES</b>
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If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. *This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity later that afternoon or evening.* Students involved in athletics, fine arts, or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. *Athletes or artisans who are tardy may still be eligible to participate, provided the student is in school for at least four (4) hours, and the excuse for tardiness is not illness.*

#### *Make-up Work due to Extracurricular Absence (i.e. Athletes/Artisans)*

Students who are absent from class due to an extracurricular school event (athletic or fine art early dismissal) are still required to turn in all work due the day of the event. It is the student athlete or artisan’s responsibility to submit the work that is due *prior to leaving* for early dismissal. It is also the student’s responsibility to make prior arrangements with teachers if they will miss any assessments (quiz or test) due to early dismissal. Student athletes or artisans who miss the entire day due to an extracurricular school event will be expected to have completed any assignment due the day after the event in all classes as well as be prepared to take any assessment scheduled for the next day. It is the

student athlete or artisan's responsibility to get work they will miss *before* leaving school.

### LEAVING CAMPUS DURING THE SCHOOL DAY

Generally, no student is allowed to leave the school campus at will during the day. Leaving campus without parental or administrative permission will result in a serious disciplinary action. Students may only leave the campus during the school day with parental permission, either by phone, writing, or in person. If a parent needs a student to check out of school, they **MUST** call the office and sign the student out. Parents must **NOT** call their child's cell phone and tell them to check out. Students who do not drive will only be released to those listed as custodial parents, legal guardians, or emergency contacts in FACTS/SIS. Students who leave campus during the day must come to the school office to sign out. If they return the same day, they should sign in at the school office before returning to class. Conditions for leaving campus during the school day are listed below.

- **Illness:** In the case of illness, the school office will establish phone contact with a parent or legal guardian, and verify permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the school for a parent, legal guardian, or emergency contact to arrive.
- **Parental Note:** Students who need to leave early should bring a note stating the reason for leaving and the time of dismissal and approximate time of return. A parent or guardian must sign the note. *If the reason for leaving is not determined to be an excused absence, the student's attendance records will reflect an unexcused absence, and the student may be held responsible for the consequences of an unexcused absence.*
- **Off-Campus Lunch Privilege:** Seniors (12<sup>th</sup> grade) are granted off-campus lunch every day. This is a privilege that is mutually granted in writing, by both parent/guardian and school administration. This privilege may be revoked by either parent/guardian or the administration at any time. Any senior leaving campus during lunch, whose off-campus privilege has been revoked, will result in serious disciplinary action. Seniors must sign out at the school of ice before leaving campus. Students returning late from off-campus lunch will be unexcused.

### DRESS CODE

#### DRESS CODE

SCA desires to maintain a culture that promotes excellence in faith, in life, and in learning. Clothing can both influence and reflect cultural attitudes and identity. We hope that our student and parent body will strongly support our dress code as defined below so that we can all work together to keep the main objectives of teaching and learning at the center of our school. Many of the



details of our dress code are created simply to increase the learning focus in school, and should not be taken as a judgment of the moral integrity of those who choose to wear certain items of dress in their daily lives outside of SCA. To maintain a common guideline among the variety of family and church backgrounds within our school community, we have defined a daily dress code as follows.

Students are expected to maintain a style of dress, appearance, and hairstyle that is safe, neat, clean, modest, does not draw undue attention from others, is not disruptive or embarrassing to the student or others, and is a positive Christian role model that is both appropriate and respectful. These standards apply on campus, on field trips, and on school-sponsored events and activities. The Administration may grant exceptions for special, school-sponsored dress-up days.

The Administration reserves the right to make final decisions regarding all dress code standards in individual circumstances and to modify these guidelines as situations arise that are of concern. If a family has a question regarding whether or not an item of clothing or hairstyle is appropriate, the family should contact the school office and inquire in advance. Distracting, unclean, unsafe, or immodest clothing will not be permitted—no facial or body piercings.

Monday (Chapel):

Same as the SCA Family. SCA Chapel Shirt and Khaki/Navy bottoms.

Friday:

Same as the SCA Family. SCA T-Shirt & Appropriate Jeans.

Tuesday - Thursday:

All clothes must be appropriate in size; no overly tight or baggy clothes are allowed.

**Pants/Shorts:** All pants and shorts should be neat, clean, modest, and without holes or tears. All pants and shorts should fit properly and be worn at the waist. The only approved shorts for ladies are cargo length shorts. Ladies may not wear leggings or stretch pants unless they are worn under a dress or skirt of appropriate length. For men, no athletic shorts or short shorts are allowed.

**Dresses/Skirts:** Dresses and skirts should be safe, clean, and modest. Dress and skirts must be no more than 1" above the knee. Leggings or stretch pants may be worn under dresses or skirts of reasonable length.

**Shirts and Blouses:** The only T-shirts allowed for male and female students are SCA T-Shirts or solid T-Shirts (any color other than white). All other shirts worn by young men must be collared. All other shirts worn by young ladies must not be bare midriff cut, backless, off the shoulder, low-cut necklines, questionable designs, skin-tight, sleeveless, or show visible undergarments. Tops should fully cover the belt line when standing AND sitting.

**Feet Covering:** Footwear is required at all times. Leather flip-flops may be worn. Students should not wear unprofessional foot coverings such as slippers.

**Hair:** Hair should be clean and neat and must be a natural color. The hair length for boys

should be no longer than the eyebrows in the front, no longer than the top of the collar in the back, and no longer than the bottom of the ear on the sides. Hair length for athletes is at the discretion of the coach during the season. Sideburns may not go beyond the bottom of the ear.

**Not Allowed:** Hats\*, tattoos (including temporary tattoos), sheer, or immodest clothing. Clothing with band names or band artwork. Earrings are not allowed for boys. Extreme or distracting hairstyles. \* Note: Hats may be worn outside. Hats must be worn facing front, not sideways or backward.

Please note the dress code may be changed at the discretion of the Administration.

### **Physical Education Dress Policy**

All students in grade 9 are required to wear the designated SCA P.E. uniform. This uniform consists of an official SCA T-shirt, official SCA sweatpants or shorts and athletic shoes of your choice. Official SCA P.E. clothing **MUST BE** obtained through **Custom Logoware and School Outfitters** located at **7213 Ogden Business Ln # 218, Wilmington, NC 28411. (910) 681-0888 (May call to place orders)** [www.customlw.com/collections/southeastern-christian-academy](http://www.customlw.com/collections/southeastern-christian-academy)

## **ROLE OF SELF GOVERNANCE AND PERSONAL RESPONSIBILITY**

### **STUDENT LIFESTYLE EXPECTATIONS**

*“A good name is to be chosen rather than great riches, loving favor rather than silver and gold.”* Proverbs 22:1

As a college-preparatory educational community, the administration and teaching faculty will encourage a high level of self-governance and personal leadership among the student body. Teachers will instill a sense of personal accountability in their classes, and students will be given the opportunity to self-govern various aspects of the dress code, Honor Code, and general student conduct. Students are called to take personal responsibility for their actions, reactions, and academic progress. While teachers will strive to partner with parents in the educational goals of their child, the outcome of that education will be placed squarely on the shoulder of the student.

## **CONDUCT/CITIZENSHIP**

SCA encourages both staff and students to conduct themselves in a manner of **mutual respect** and desire for **mutual success**. SCA believes that citizenship is of primary importance. Educational opportunities are wasted if a student has not acquired proper social habits by the time he or she reaches senior high school. To be dependable, to know how to work and find pleasure in it, to exhibit qualities of self-control and cooperation, and to work at the highest level of achievement are indications of good citizenship.

### *Unacceptable Student Conduct*

SCA maintains the right to remove any student from its enrollment if the administration feels that the student demonstrates a lack of harmony with the

SCA community. Examples of behavior showing students are not conducting themselves in a manner of mutual respect and a desire for mutual success are:

- Inappropriate dress
- Inappropriate electronic usage
- Sexual Misconduct
- Inappropriate language
- Honor Code violation
- Inappropriate behavior or failure to follow instruction
- Skipping class or chapel (absent 5+ minutes without excuse)
- Leaving campus without permission
- Fighting, bullying, or harassment

Or Classroom Disruption

### HONOR CODE

SCA seeks to have its students be men and women of honor—to walk in integrity in everything. Therefore SCA has adopted the following Warrior Honor Code:

- spiritual pursuits by taking personal responsibility for their daily walk with Jesus Christ while encouraging others to do the same, to clearly demonstrate my faith by my works (James 2:14- 20).
- academic pursuits by doing 100% of the assignment with 100% of their own effort and ability, 100% of the time; therefore, not sharing or receiving information during or after a gradable assignment, not allowing themselves or others to copy graded assignments, and not plagiarizing the work of another.
- social pursuits by walking in a spirit of unity among their school family, a spirit of mutual respect among their school family, a spirit of protection for the reputation of the school family.

#### Honor Code Violations

In order to be a school that operates in “strength and honor,” it will be the responsibility of both teachers and students to maintain the Honor Code. Honor Code infractions should be reported to administration. Reports will remain confidential unless an administrator deems otherwise.

### STUDENT RELATIONSHIPS

The goal of SCA is to help students develop into mature, fully devoted followers of Jesus Christ. An important facet of their maturity is in the area of sexual purity. While enrolled at SCA, all students are expected to refrain from sexual promiscuity, including immoral activities with the opposite sex or same sex. Any student found to be engaged in such activities will be placed under probation with the goal of biblical restoration. Unwillingness to do so will result in dismissal from school. A genuine relationship with Jesus Christ will

have a transforming effect on all other relationships, including those with the opposite sex. The concept of “dating” is not specifically discussed in Scripture, yet there are biblical principles that relate to morality in relationships (See 1 Corinthians 6:12-20; 2 Corinthians 6:14-18; Ephesians 5:3-7; Hebrews 13:4). Students who participate in “dating” relationships are not allowed to publicly display affection (i.e. kissing, frontal hugging, hand holding, etc.) while on school grounds or at any school-sponsored function. Failure to keep physical relationships with the opposite sex “above board” and affection-free at school or during school-sponsored events will result in disciplinary action.

The following behaviors are prohibited at SCA: • Showing inappropriate public displays of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc. • Giving the impression of having involvement in immoral activities or activities that are contrary to the philosophy of SCA (1 Thessalonians 4:3-8). Evidence of immorality will be reported to the parents so that they may take the proper corrective actions. • SCA prohibits the practice of same sex relationships among students, and the promotion of homosexuality in general, since this is not in harmony with our educational philosophy nor the authority of Scripture (See Romans 1:26-32; 1 Corinthians 6:9-11; Revelation 21:8). Due to their testimony as followers of Jesus Christ students are expected to practice moral relationships outside of school as well. Evidence of immorality will be reported to the parents so that they may take the proper corrective actions.

## DISCIPLINE

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11*

SCA believes in a model of discipline that includes discipleship. Stemming from the Latin word *disciplina*, which means to instruct or educate, the aim of discipline is to be purposeful and restorative. Likewise, SCA exists to assist parents in their God-given responsibility to train or instruct their children. In formulating a philosophy of school discipline, SCA has attempted to align itself as closely as possible with biblical principles directed at parents to provide utmost consistency for the child between training at home and school.

## METHODS OF DISCIPLINE

Student infractions will be dealt with initially through warnings unless the situation merits automatic disciplinary action. After a warning has been given, a Discipline Referral Form will be issued. The infraction will be marked or stated on the form as well as the consequence. Both student and parent must sign a Discipline Referral Form, and failure to comply may result in greater disciplinary consequences. The SCA Head of School and/or Principal reserve the right to, at any time, interview all students in an attempt to resolve discipline referrals, to investigate issues involving student relationships, to maintain a safe campus, or in an attempt to resolve any discipline issue.

There are six (6) types of disciplinary actions depending upon the infraction.

<b>Fine</b>	Fines are rarely used, except with property damage.
<b>Loss of Privilege</b>	Students can have privileges suspended temporarily or permanently depending upon the degree of the infraction. This includes privileges such as off-campus lunch, computer use, cell phone use at lunch, dress code, etc.
<b>Detention</b>	This 50-minute detention is held after school on assigned days in a designated room. Failure to appear or failure to return the Discipline Referral Form with both parent and student's signature will result in additional disciplinary action.
<b>Saturday Detention</b>	This is a 4-hour detention (8:00 AM to 12:00 noon) monitored by an assigned teacher and requires a \$50 fine to be paid to the detention monitor by the student. Failure to attend or pay the fine will result in further disciplinary action.
<b>Suspension</b>	This is one to three days out-of-school suspension. A student under school suspension will not be allowed to be on the campus while serving the suspension and will not be allowed to participate in any after-school athletic or fine arts events. A student that serves a suspension will be placed on disciplinary probation.
<b>Expulsion</b>	It is not the desire of SCA to see any student removed from the school community; however, not all students have a genuine desire or will to be a positive part of our school family. Expulsion results in the student not being able to return to SCA.

#### **STUDENT HARASSMENT POLICY (BULLYING AND SEXUAL HARASSMENT)**

All students and staff at SCA have the right to feel happy, safe and included. Students and staff have the right to work in an environment without harassment, intimidation or fear. All bullying, of any sort, is therefore unacceptable. Students who experience bullying will be supported. SCA recognizes the effects that bullying can have on a student's feelings of worth and on their schoolwork. The school community will actively promote an anti-bullying environment:

- To reduce and to eradicate wherever possible, instances in which students are subject to any form of bullying.
- To respond effectively to all instances

of bullying that are reported to teachers and/or administration. • To establish a means of dealing with bullying, and of providing support to pupils who have been bullied. • To provide support for students who are accused of bullying, who may be experiencing personal problems. • To ensure that all students and staff are aware of the policy and that they fulfill their obligations to it. • To meet any legal obligations which rest with the school.

#### *SCA Definition of Bullying and/or Harassment*

Bullying involves dominance of one student by another or dominance of a group of students over another individual student. Bullying and/or harassment is premeditated, usually forms a pattern of behavior, and is therefore:

- Deliberately hurtful (physically, mentally, or emotionally)
- Repeated, often over a period of time
- Difficult for victims to defend themselves

Harassment or bullying can take many forms, but the main types are:

• **Physical:** hitting, kicking, taking another's belongings or defacing another's property • **Verbal:** name calling, insulting, making offensive remarks or pressuring to conformity • **Indirect:** spreading nasty stories about someone, excluding from social groups, being made the subject of malicious rumors, sending malicious emails, text messages or videos on cell phones, or malicious postings on social networking internet sites (i.e. Facebook, Instagram, Snapchat, etc.). Acts of bullying on the Internet are referred to as "cyber bullying."

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. Within school, students and staff will pay particular attention to:

- Racial harassment and racist bullying
- Bullying because of one's religious or political beliefs
- Sexual bullying or false accusation regarding one's sexual orientation
- Bullying of students who have special educational needs or disabilities

#### *Reporting Bullying and/or Harassment*

Any students who feel that they are being harassed or bullied by another should report their situation to a SCA teacher or a school administrator directly. Administration will handle all cases of bullying or harassment to determine severity and proceed with appropriate disciplinary action as outlined in the METHODS OF DISCIPLINE.

<b>DISCIPLINARY PROBATION POLICY</b>
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Disciplinary Probation is enacted in order to prevent the possible dismissal of a student due to behavioral issues that are beyond the scope of our school. This action seeks to create a viable, tangible incentive for the student and parents to seek behavioral and spiritual reform. Students receiving a suspension will

automatically be placed on disciplinary probation.

If administration determines that it is beneficial to place a student under a disciplinary probation, a conference with the parent(s) and student will be called, and a Disciplinary Probation Contract will be drafted for the student outlining:

- Behavioral guidelines that the student is expected to maintain
- Duration of the probation
- Consequences of failing to fulfill the probation

### **DISMISSAL (EXPULSION)**

SCA reserves the right of suspension or dismissal at any time during the school year. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications, who exercises poor citizenship, who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school.

Appeal of a dismissal may be made in writing to the Head of School within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend SCA may not be permitted to attend school-related events.

Dismissals may occur for any of the following circumstances:

- Possession or use of drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off school property
- Selling or supplying prescribed or illegal drugs
- Possession, consumption, supplying or selling of alcohol on school property or at school-sponsored events
- Possession of E-cigarettes on SCA property
- Repeated violations of discipline that have resulted in suspensions
- Failure of parents to cooperate with SCA in the discipline of their children
- Assault or battery of a teacher or student
- Sexual/physical misconduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendos and gestures, or other serious sexual misconduct
- Moral misconduct, the causing of pregnancy, computer/internet use for immoral purposes, or other serious moral misconduct
- Habitual lying
- Stealing
- Possession or use of a knife or weapon in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device of any type, whether loaded or unloaded, on school property or any school-related activity

#### *Continued Enrollment Policy*

SCA reserves the right to deny continued enrollment to any student whose actions demonstrate that it is not in the best interest for all concerned and who is deemed “at risk.” The Head of School will assess a student who has demonstrated habitual disciplinary action, poor academic performance, or reported lack of interest in being at SCA. After this initial assessment, a conference with the parents will be scheduled. As a result of that conference, the Head of School may determine that it is acceptable to allow this student to re-enroll in the fall under a probationary contract. If administration deems that a student’s continued attendance is no longer a benefit to the greater student population, the parents will be informed of the decision to have

their child withdrawn from SCA. Efforts will be made on behalf of the staff and administration to prevent this from happening, but SCA recognizes that the choice also lies with the erring student as well. \*In the event of any legal proceedings taking place between SCA students or families, SCA may request that all students involved remain off-campus until the legal proceedings are complete.

### *Post-Dismissal Restoration Policy*

Any student dismissed from SCA, or allowed to withdraw for disciplinary reasons, will not be allowed to apply for readmission for a minimum of eighteen (18) weeks to a maximum of thirty-six (36) weeks. The parent(s) must request readmission in a written statement addressed to the Head of School. A post-disciplinary readmission meeting with the SCA administrative team will be scheduled.

Restoration at a Christian school is always a difficult matter. Students who have been expelled from SCA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student, under these conditions, desires reinstatement, the student must become involved in an eighteen (18) to thirty-six (36) week accountability program involving his local church and/or youth pastor. This accountability program may involve professional counseling at the parent's expense. During the restoration period, academics must continue at another school or home school. Upon completion of the prescribed restoration program, written recommendation by the student's pastor, youth pastor, and designated professional counselor will be considered by administration and SCA Admissions Board to determine the student's reinstatement. Students who are reinstated will be automatically placed on disciplinary probation for one academic year.

The SCA Board reserves the right to make the final determination regarding readmission. SCA reserves the right to deny readmission to any student whose actions demonstrate that it is in the school's best interest to refuse readmission.

## CAMPUS SAFETY PLAN

SCA has adopted a Campus Safety Plan. The goal of the plan is to provide a safe learning atmosphere. The administration asks that each parent, student, and visitor be mindful of the plan in order to maintain campus safety. The practices listed below have been established to maintain a safe campus.

- All visitors and approved vendors are required to register at the school office and wear a "visitor" badge while on campus. Visitors must be pre-approved by the administration before visiting student lunch periods or visiting in classrooms. Visitors who have not been pre-approved by administration may be asked to leave the campus. Former SCA students and Alumni in good standing are not required to obtain pre-approval.
- Unauthorized or suspicious persons will be reported to the Head of School who will follow the Crisis Management Plan.



## CAMPUS VISITORS POLICY

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. For the purpose of maintaining campus safety, visitors must go to the school office, sign in, and receive a visitor's badge.

### *Parental campus visits*

All parents are welcome to visit SCA during the school day if the visit has been scheduled with administration in advance. Please try to be considerate of the instructional times and minimize interruptions. Parents should register at the school office before going directly to a classroom. Parents may not go to a classroom without a pass.

### *Student campus visits*

Due to limited seating, visitors may not attend classes during the school day. SCA students may have visitors at lunch with written parental and administrative approval. Student guests must be neat and modest in their attire. Visitors who arrive without pre-approval may be turned away. Visitors to any school dances must be pre-approved by Administration.

## ILLNESS PREVENTION

In consideration of the health and well-being of all students and staff, parents are asked to keep any student with a fever or contagious illness at home. When students return to school, they need a signed and dated note from the parent stating the reason for the absence and the number of days the student was absent. It is school policy that a student must be free of the following:

- Fever, vomiting, diarrhea (24 hours free)
- Flu symptoms
- Signs of infection (colored nasal discharge, pinkeye/conjunctivitis)
- Persistent cough
- Strep throat (24 hours on medication)
- Lice (until treated)

## MEDICATION

All medication (prescription or over-the-counter) must be administered by approved school personnel only. The school office generally keeps a supply of ibuprofen (Motrin/Advil), acetaminophen (Tylenol), Benadryl, triple antibiotic ointment, and anti-itch cream (Benadryl Cream), but the parent must sign a School-Supplied Medication Permission Form permitting the use of any product before it will be dispensed. Any other medication must be supplied by the parent, along with a Parent-Supplied Medication Permission Form indicating the name of the medication, dates of usage, dosage, and times to be administered, and any other pertinent information. All medication forms are available for download in the Resource Documents tab on the Family Portal and also in the school office. **Students are not allowed to keep any medication on their person, in book bags/ purses, or in lockers and are not permitted to dispense any form of medication (prescription or over-the-counter) to any other student for any**

reason, unless approved by administration (i.e. epipens, inhalers, etc). Failure to comply will result in a serious disciplinary action.

### **MEDICAL EMERGENCIES**

If a child becomes ill or is seriously injured at school, parents will be notified immediately. Emergency information is required on the student application. If there is a change in contact information or emergency information, the parent is responsible for notifying the school office in writing. Please make sure the emergency contact has written permission to authorize medical treatment when parents are not present.

### **CHILD ABUSE AND NEGLECT**

All employees of SCA shall report or cause to be reported any case of suspected abuse or neglect of any student under the age of 18 by his/her parent or other person responsible for his/her care to the Brunswick County Department of Social Services. A school employee is immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Each employee who suspects child abuse or neglect should notify his/her administrator immediately; however, this does not relieve the employee of the responsibility for directly reporting to the Brunswick County Department of Social Services. The identity of the individual making the report of suspected child abuse or neglect is confidential and may only be examined by court order, except that the child or his/her attorney has the right to examine the report. (For more information Google NCGS 7A-516 through 7A-552, *Screening of Abuse and Neglect Complaints*. NCGS 115C-400, *School Personnel to Report Child Abuse*)

### **CRISIS MANAGEMENT**

SCA has adopted a Crisis Management Plan similar to the Brunswick County School's crisis management plan. This plan is a part of the SCA Staff Handbook and will be reviewed annually. The administration will follow the designated Security Alert or Lockdown procedure in the event of a campus security risk in which local law enforcement is notified. The school's Crisis Management Plan also includes emergency procedures in the case of fire or serious inclement weather conditions. Parents/guardians will be notified once conditions are deemed "safe" by local authorities.

### **FIRE SAFETY AND TORNADO DRILLS**

Students are informed about fire safety and tornado procedures at the beginning of the school year. Teachers are trained annually on evacuation procedures in the event of a fire or tornado emergency. Fire safety drills will be conducted monthly and there will be two designated tornado drills during the course of the school year.

### **SECURITY ALERT AND LOCKDOWN POLICY**

In the event of a school Security Alert or Lockdown, parents or any non-law enforcement personnel will not be allowed to access the school building. All

students and staff will be directed to be in their designated areas during a lockdown and will remain there until the Head of School or designated law enforcement personnel has given an “all clear”. There will be two designated Security Alert/Lockdown Drills during the course of the school year.

### **ALCOHOL, ILLEGAL DRUGS, AND WEAPONS**

SCA has adopted a zero tolerance policy regarding alcohol, illegal drugs, and weapons. SCA reserves the right to invite the Brunswick County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. Students found violating this policy will be subject to the disciplinary actions of the school that may include immediate expulsion.

### **SEARCH AND SEIZURE POLICY**

In order to protect the safety and welfare of students and personnel, SCA reserves the right to search students’ automobiles, lockers, book bags, purses, and clothing for illegal drugs, alcohol or weapons brought onto the school premises, and to seize any contraband found in the search, under the circumstances outlined below. Any alcohol, illegal drugs, drug paraphernalia, or weapons found in lockers, cars, etc. under the student’s control will constitute possession. Students having possession of illegal drugs or weapons may be turned over to local authorities. Parents will be contacted immediately and severe disciplinary action will follow. Severity of the situation may dictate immediate expulsion from SCA.

#### *Personal Searches*

A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reason to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent’s permission or the student’s permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student’s person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the school to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student’s privilege to attend SCA will be revoked.

#### *Automobile Searches*

Students in 11th and 12th grades are permitted to park on SCA premises as a matter of privilege, not a right. SCA retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of students’ automobiles on campus. The interiors of students’ vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

### *Seizure of Illegal Materials*

If a properly conducted search yields illegal or contra-band materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **STUDENT TRANSPORTATION/DESIGNATED DRIVERS**

Transportation to and from SCA is solely the parent/guardian's responsibility. During registration, the parent/guardian must specify who will be allowed to provide transportation for their child to and from school. Should transportation arrangements need to be altered, the parent/guardian will need to notify the school office of any changes in designated drivers. Parents/guardians must also specify if their child will be allowed to provide transportation to other students.

## **PARKING LOT SAFETY**

### *Student Driver Parking Policy*

Driving on campus is a privilege and should be regarded with the utmost responsibility. Students in 11th and 12th grades are allowed to apply for an SCA parking permit. Student drivers must register their vehicles with the school office in order to obtain a valid parking decal. Parking decals must be displayed clearly on the driver's side of the rear windshield. A copy of the student's valid driver's license and proof of insurance must be provided when registering a student's car for on-campus parking. Students who fail to follow the parking permit policies may lose their parking privileges temporarily for single infractions or permanently for multiple infractions.

### *Vehicle Restrictions*

Students are not allowed to keep prescription medication, tobacco, alcohol, illegal drugs, drug paraphernalia, electronic cigarettes, or weapons in their vehicles. Students are not allowed to be in their vehicles during the school day.

## **VOLUNTEER PARENT DRIVER**

Parent sponsors may be asked to help provide transportation, and if so, must provide a clear copy of their driver's license, proof of insurance, and a Parent Driver Authorization Form, which is available for download in the Resource Documents section of the Family Portal or in the school office. One form will suffice for the entire school year. Parent drivers may not operate school-owned vehicles unless the school's insurance company approves them before providing transportation.

## **CHAPERONE POLICY**

Due to liability restrictions, SCA rarely uses parent chaperones for any school-related trips or events, even if the parent has served as a driver. Normally approved staff and coaches who have passed a thorough

background check will be allowed to accompany students on school-related trips and events. School staff and coaches are not allowed to share a room with a student alone during a school-related trip, nor allowed to be in a room alone with a student during said trips.

If space is available, parents are often welcome to accompany students on field trips, but will not have any chaperoning responsibilities. Parents who choose to accompany their student on a school trip must pay for their own expenses. There may be a minimal charge for field trips to cover expenses. Students and parents must follow school dress code unless notified otherwise.

#### REQUIRED ANNUAL AHERA NOTIFICATION

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. SCA has been provided such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires schools to annually notify families that SCA is aware of the AHERA regulation, and that the school is in compliance. The Management Plan is available for review at any time during normal school hours. The Head of School is our designated Asbestos Program Manager, and is available to answer any questions about asbestos in our buildings (910-754-2389).

#### OTHER POLICIES AND PRACTICES

#### CONFLICT RESOLUTION

Occasionally during the course of the year misunderstandings or problems may arise. This is often the result of a lack of communication between those involved. Parents/guardians are encouraged to follow the biblical directives given by Jesus Christ (Matthew 18: 15-17 and Matthew 5:21-26). If a conflict arises between the parent and teacher or administration, the parent is encouraged to address this matter privately with the teacher or administrator. It is expected that parents, teachers and/or administrators will treat each other with mutual respect. Complaints or problems will be handled according to the following procedures:

1. All questions, problems, or complaints should first be taken **directly to the appropriate person** (Matthew 18) before anyone else is involved.

2. If the situation is not resolved **directly with the appropriate person**, the issue should then be referred to the **next level of supervision**.
3. If the situation is not resolved at this level through direct contact, it should then be referred to the Principal.
5. Students and parents are also asked to follow these guidelines with one another.

#### **PARENTAL SUPPORT POLICY**

SCA believes that the teaching of sex education is primarily the role of the parent. Parents need to be aware that in our society students have already become sexually aware by middle school, and are being bombarded by sexual images and enticements. While SCA does not seek to usurp the God-given role of the parents to educate their child on the proper, biblical role of sex, the school will address this subject in various classes (i.e. Anatomy, Biology, and PE/Health). Parents must notify the school of any restriction regarding sex education. SCA supports the biblical view of abstinence before marriage and opposes all forms of sexual perversions including homosexuality.

#### **PRIVACY POLICY REGARDING SOCIAL NETWORKING SITES**

SCA does not allow video recording and/or posting of video of school activities (including classroom activities) on the Internet (i.e. YouTube, Facebook, etc.) without expressed written consent by the Head of School. Students and parents must avoid placing pictures of school faculty or other students on social networking sights (i.e. Facebook, YouTube, etc.) without expressed consent of those in the pictures. Parents and students are discouraged from posting disparaging comments or from defaming SCA (i.e. administration, faculty, or students) on social networking sights since this would be considered a violation of the Support Agreement and Conflict Resolution Procedure.

Students and parents are discouraged from committing acts of “cyber bullying” by posting messages that are threatening or harassing toward another student or employee of SCA. Likewise, students and parents are discouraged from committing acts of “sexting” (texting inappropriate messages of a sexual nature that is deemed as sexual harassment). Sexting and cyber bullying will be considered an Honor Code violation and will be dealt with according to the Honor Code. (See STUDENT BULLYING AND HARASSMENT POLICY for further explanation)

#### **SOLICITATION POLICY**

Solicitation is prohibited at SCA. This policy will include selling of any non-SCA related item, distribution of political or religious materials, and the circulation of petitions. Promotion (e.g. posters) of Christian-based events must be pre-approved by the Head of School.

#### **STUDENT RECORDS**

All student records are kept in the office and are confidential. Teachers must use discretion in reviewing a student's record. When a student withdraws during the year, a withdrawal form must be completed. A parent or guardian must complete a request for a transfer of records before records are released. Student accounts must be current, or records and report cards will not be released. A transcript of a student's grades will be provided, free upon request, to the student's parent or guardian. For any additional transcript, a nominal \$5.00 mailing fee will be charged.

Parents who have legal custody and/or legal guardians are allowed to view relevant student files as long as they have scheduled an appointment with the Guidance Office, and view the files in the designated viewing area. Student files may not be taken out of the school office or off school property by anyone. Copies of student files will be released to another school by signed request or by court order.

#### **STUDENT TEXTBOOKS AND SUPPLIES**

Textbooks and supplementary books will be provided for each student as covered in the student Book Fee. These non-consumable books are the property of SCA and must be treated appropriately. Deliberate mutilation, defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students will be issued a textbook(s) for most courses and the condition will be assessed at the beginning of the course. Textbook fines will be imposed if the condition of the textbook(s) is deemed less than its original condition when issued at the beginning of the course. Students may retain possession of "consumable" books.

General classroom supplies are not furnished by the school and are the responsibility of the parent/guardian or student to provide. Some classes may require the purchase of additional items such as calculators, novels, art materials, etc. A supply list will be provided before the beginning of the school year. In an effort to help contain the cost of a high school education, families will be asked at the start of each school term to voluntarily supply specific items that are used by the entire student body (i.e. copy paper, Expo markers, etc.).

#### **VEHICLE LIABILITY**

SCA does not assume any liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity. Bicycles should be chained and locked, and cars should be locked at all times.

#### **STUDENT OPPORTUNITIES**

*"And whatsoever ye do in word or deed, do all in the name of the Lord Jesus,*

*giving thanks to God and the Father by him.”*

Colossians 3:17

## **ATHLETICS AND FINE ARTS**

Athletic competition and Fine Art dramatic productions are a privilege at Southeastern Christian Academy. Athletes and Fine Art participants represent the school to the community and must display Christian character. Students participating in athletics or fine art productions must also maintain academic eligibility. If these requirements are not met, students will be suspended from all athletic competition and/or dramatic production rehearsals until they are deemed eligible by administration.

In order to participate in interscholastic sports, students are further required to provide a Sports Physical Form and a Concussion Form each year. SCA waives any liability for any student who is injured while participating in its organized sports program.

### *Academic Eligibility for Athletics/Fine Arts Participation*

A student participating in athletic competitions or fine art (non-graded) performances must not have more than one “D” and no “F” in any one course during the current quarter. Academic eligibility will be checked at the midway point in each grading period and again at the end of the quarter. A student will be suspended from participation if deemed academically ineligible. A student will remain under suspension until the administration or Athletic Director re-checks the grades at regular, weekly (5 school days) intervals. The student will be restored to participation status when they have met the eligibility requirements.

## **CHAPEL SERVICES**

SCA holds a weekly chapel service for students which takes place in a whole-school setting each week. These assemblies are designed for student participation in worship, prayer, and biblical instruction. The administration will schedule local and national speakers (i.e. pastors, youth leaders, etc.) to participate in these assemblies. Parents and visitors are welcome to attend chapel services. Students are required to attend weekly chapels and lack of attendance will be considered skipping unless a written request is made from a parent or legal guardian to excuse participation.

## **PROM**

All female students or female guests attending the banquet are required to have their dresses pre-approved by the designated dress code committee. SCA students are allowed to bring a student guest who is not currently enrolled at SCA following conditions have been met:

- The guest must be compliant to our dress and dance standard;
- The guest must complete a Prom Approval Form, which will include a character reference from a SCA parent, a character reference from the guest's high school principal, and a signature of the guest indicating their compliance to the code of conduct. The guest may not be over



the age of 18.

This prom is a chaperoned event. All music must be approved by the administration. Dancing must be deemed appropriate by the administration and chaperones. Suggestive dancing that involves prolonged physical contact will not be permitted.

## FINANCIAL POLICIES

Southeastern Christian Academy seeks to keep tuition affordable; therefore, it is vital that tuition payments are made on time through the FACTS/SIS Tuition Management System utilized by Southeastern Christian Academy.

- A FACTS management account is **required** for all students. Students may not be enrolled in Southeastern Christian Academy if an account is not active with an **active** form of payment.
  - Acceptable methods of payment are:
    - Checking or savings account automatic draft, • VISA
    - MasterCard
    - American Express
    - Discover
  - A FACTS fee of 2.75% will be added to payment for all credit or debit cards.
- All tuition payments are processed through FACTS Management System and are made in one annual payment, two semi-annual payments or eleven monthly installments.
- Monthly installments are automatically drafted by FACTS on the fifth or fifteenth of each month from July-May.
- The financially responsible party on the FACTS account is required to make all payments for the student(s) attending Southeastern Christian Academy. It is understood that the financial responsible party is accountable for reviewing the payment date(s)/amount(s) on the account. • If a student enters school after the first month of the new school year, tuition is assessed for the actual days enrolled. Book, Material, and Technology Fees are not prorated and must be paid in full.

### FACTS Policies

- Any account that pays tuition in installments throughout the year will use the service of FACTS Tuition Management for automatic debit from the account of your choice.
  - In the case of a returned FACTS payment, a \$30 FACTS Returned Payment Fee is automatically deducted within 5 days of the date the payment was returned.
  - Returned payment fees are payable to FACTS for each payment attempt that is returned. These are fees associated with the FACTS Tuition Management system and have to be paid to FACTS before any payment can be made at Southeastern Christian Academy.

- Non sufficient fund (NSF) fees may also be applied from your bank. • Any changes to your FACTS account are made through the school.
  - Changes include:
    - Address
    - Phone number
    - E-mail address
    - Banking information • Payment Dates
- If there is a need to change the payment date or payment amount, you must contact the front office who will notify FACTS if any changes are to be made. ALL changes must be received by the office at least five (5) business days prior to the payment date in order to affect the upcoming payment.
- A maximum of two payment date changes per FACTs account per semester are permitted.
- All communications are to be made via email to Accounting. Any other communications (i.e. via text, Facebook, etc.) cannot be guaranteed as received.
- Southeastern Christian Academy cannot move payments that have already started processing within the FACTs application.

#### **Fees**

- The Application Fee is required for all new students and is due at the time of application. This is a non-refundable fee that covers costs associated with the admissions process.
  - The Registration Fee is due at the time of or re-enrollment or within five business days of acceptance of new students. This fee is non-refundable.
  - All starting fees are non-refundable and are to be paid by the first day of school.
  - Students are not allowed to attend school until fees are paid in full.

#### **Extra Expenses**

- Students can incur extra expenses throughout the school year for various student events, lunches, extracurricular activities, field trips, sports, and more.
- Parents and guardians will be notified of extracurricular activity expenses and are required to sign permission to the school to withdraw money from the account at the time stated on the forms.
- Payments for extra expenses are required to be paid before the student participates.
- The student will not be able to participate if payments are not made and tuition is not up to date.

#### **Discounts**

- For families who have multiple children enrolled at SCA, a 25% discount is applied, by parent request, to each additional child within that household.

### **Delinquent Accounts**

- As stated, the financial responsible party is responsible for the FACTS account and FACTS payments. It is imperative that all accounts are paid to ensure operational support of Southeastern Christian Academy.

#### **Delinquency:**

- An account becomes delinquent with one attempted and failed FACTS payment.
- Past due balances are to be paid as soon as they are missed.
- If FACTS is unable to collect tuition on the scheduled date, a late payment fee will be charged to your account by FACTS in accordance with your payment agreement

- Any student with an account that is not up to date **will not** be able to attend field trips, the After School Program, attend special events, receive report cards, order lunches, etc. No extra charges are allowed to be charged on the account until all mandatory tuition payments are made.
- Accounts must be current at the end of each nine-week grading period. Report cards **will not** be issued nor will transcripts be released if an account is not current for tuition, lunch charges, book fines, etc.
- Students **will not** be promoted to the next grade if tuition, fees, and extra expenses are not paid in full by June 30.
- Southeastern Christian Academy **will not** release academic records if the FACTS account is not paid in full.
- Students with outstanding tuition balances **will not** be allowed to graduate from SCA or register for the next school year without consent from the Board of Directors.
- Students with over two months of missed payments and/or an amount totaling more than \$700 **will not** be able to attend school until payments are up to date.
- Southeastern Christian Academy reserves the right to withdraw students for continued missed payments. In certain circumstances, the financial responsible party must agree to written alternative arrangements as deemed appropriate by Administration and meets all arrangements within the written guidelines
- If a student(s) is involuntarily withdrawn from SCA due to non-payment, the student(s) will be ineligible for re-admission to SCA for the remainder of the school year.

### **Student Withdrawal**

- Upon the enrollment of a student, SCA makes year-long financial commitments and expenditures that are non-recoverable. For this reason, the first two (2) tuition installments are **NON-REFUNDABLE** if a student withdraws at any time.
  - A \$500 Withdrawal Fee is also assessed at the time of withdrawal for each student.
  - If a student withdraws during the school year, the financial responsible

party is

accountable for tuition for the entire month of withdrawal. If tuition has been paid

beyond the month of withdrawal, a refund will be given for the excess.

- The family must complete a Student Withdrawal Form and submit it to the school

office at least two days prior to their next scheduled FACTS payment in order for the

school to stop payment on the automatic draft.

- The Withdrawal Fee also applies to students who are expelled if:

- The violation is covered in the handbook

- A student gets in trouble and is warned

- The student knows a consequence to their repeated action is expulsion

A student who knows the handbook policies and chooses to continue to use certain behavior also chooses to withdraw from the school due to insubordination. This will result in automatic withdrawal. • The only time the Withdrawal Fee does not apply is if it is beyond the school's scope of "ability" or that the school cannot meet our end of expectation.