



Seacoast Christian Academy

PARENT/STUDENT HANDBOOK
(Grades K - 12)

2022 - 2023

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

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SEACOAST CHRISTIAN ACADEMY

MISSION STATEMENT

Seacoast Christian Academy exists to expand the Kingdom of God in the hearts and minds of students using Christ-centered, challenging curriculum and programs that prepare them to become world changers to the glory of God!

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 to be an expression of the heart of God in the earth. (I Peter 4:10)

Instruction can best occur in an environment that is conducive to learning. Effective instruction requires good order and discipline with an 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.

As each student progresses, it is reasonable to assume that an increase in age and maturity will result in students assuming greater responsibility for their actions. 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.

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 qualities 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.

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 It.
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 POLICIES

The following general policies are designed to familiarize all Seacoast Christian Academy students and their families and guests with school regulations and policies. These policies apply to any student in the following situations: *In attendance at school; on school property; at school sponsored activities; at any other time or place.*

1. In keeping with SCA's Mission Statement and Statement of Faith, we recognize that prayer is a foundational and essential element of the Christian faith and is an integral part of every aspect of school life including morning prayer, devotionals, assemblies, sports events, student meetings, the beginning of classes, and many other activities.
2. Students must attend Chapel each week and behave respectfully.
3. In honor and respect to God, students are required to stand for the Pledge to the Bible.
4. Students are required to stand for The Pledge of Allegiance to the American Flag, in honor and respect of the United States of America.
5. Students are required to stand for the National Anthem when played at a function at our school or at a visiting school.
6. Students should not be involved in any conduct that has a negative effect on maintaining school order and discipline, or protecting the safety and welfare of others, or endangering the reputation of the school. This includes the use or possession of alcohol or drugs, immoral activity either in person or via electronic means, or involvement with law enforcement.
7. SCA does not recognize a student's right to openly protest any school policy or any cause or issue that occurs in world affairs. Students who openly display, protest or organize a protest against school policy or issues will face disciplinary consequences. This includes student sit-ins or student walk-outs.
8. Students are expected to follow the school dress code without exception per the student handbook.
9. Students must treat teachers, staff and students with respect and honor.

GENERAL INFORMATION

Admissions/Withdrawals

Acceptance to Seacoast Christian Academy (SCA), herein known as “Seacoast” or “School”, 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 kindergarten 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 Seacoast may 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. In general, given the size of our school and our available resources, we may not be able to provide requested academic accommodations.

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 Head of School 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.

Seacoast Christian Academy’s 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 – 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
 - Admissions test results and \$35 testing fee per family (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 or custody (if needed)
11. Student/Parent Pledge of Cooperation (signed)
12. Uniform Policy Acknowledgment (signed)

Accident, Illness and Medication

Seacoast 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 Principal will be consulted to determine action. A note must be sent from the parent to the office 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.

As a school, we desire to maintain a healthy school environment to prevent the spread of communicable diseases. As a simple guideline, we ask that you please refrain from bringing sick children to school. If your child has had a fever of 100 degrees or higher in the past 24 hours, has been coughing constantly, has diarrhea, has been vomiting, or shows any signs of any contagious disease (such as a skin rash or irritated pink eye with discharge) or any other signs of illness, we ask that you keep your child at home.

Students must go 24 hours without a fever before returning to school. We consider a temperature to be 100 degrees or higher. Children with any of these symptoms need to rest and seek proper treatment. We want to continue to provide a safe and healthy environment for the other children, keeping the spread of sickness to a minimum. Students in school with a fever of 100 or higher will be sent home.

If your child is diagnosed with a communicable disease, we ask that you inform the school main office at 904-722-1738, in order that a letter may be sent home to the other students in the same class to make parents aware to look for signs and symptoms. 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 (pinkeye) 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.

Athletics/Extracurricular Activities

Students will be eligible to participate in athletics and other extracurricular activities provided they maintain appropriate academic, spiritual, behavioral, and attendance standards. This includes clubs, trips, performance events, and other non-academic 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, 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.

Attendance Policy

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

1. 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. 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 that exceed two school days 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 or attends less than 50 percent of the day, they are not permitted to attend/participate in any practices, games, and/or school extracurricular events.***

2. Out of town trip/vacation: Please be sure that you make pre-arrangements 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. Students arriving after 8:00am must check-in at the main office and will be considered tardy. Students entering class after the bell has rung, will be considered tardy. A student will be counted absent for a class if they arrive more than 15 minutes after the start of the class. Three (3) unexcused tardies equals one absence. A parent notification will be sent home after 6 tardies, 12 tardies, and 18 tardies. **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. 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. **In order to be least disruptive to the learning environment, plan to pick up your student between classes, if possible. No student will be dismissed from class for early pick-up after 2:30pm.**

A student may not be released early on a continual basis. Patterns of early departure or consistent appointments made at the same class time will result in a conference with administration. The school encourages all doctor and dental appointments be made after 3pm when the instructional day has ended.

Awards

Students are recognized for their academic achievement at the end of each quarter and the end of each semester. The *Head of School'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*** may be held at various times during the school year to honor and recognize student athletes.

Book bags/Lockers

For grades 6- 12, students will be assigned lockers during the first week of school. Students must rent a lock from the school. 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 breezeway.

For grades K-5, bookbags will be stored in designated areas in each classroom.

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 K - 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 worship 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 and Systems Use Policy

All persons using the school's computers, the school's computer systems, are required to abide by the school's computer use policy rules. This policy also applies to the use of any personal electronic devices (computers, cameras, cell phones, e-watches, PDA's, or other electronic devices) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses. **Note: No personal computers will be allowed on campus without permission from Administration.**

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of SCA's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined online.

In addition, a student accessing any of SCA's computer systems, whether a multi-user, time/sharing system or a single-user terminal, or an approved personal computer must have proper authorization for use or attempted use of accounts within the SCA computer systems. The use of SCA computer systems are limited to academic activities, and must refrain from attempting to tamper with or obstruct the operation of SCA's computer systems. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Be aware that accessing or using another person's computer account or files without that person's permission is illegal, unethical, and prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password; you will be responsible for any activity done on the school's system under your password.** Refrain from any attempt to use SCA's computer systems outside the school.

Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files is illegal, unethical and prohibited. Be aware that using SCA's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate school policy, procedures, and agents. The term "pirated software" refers to the use and transfer of stolen software. Use only legally obtained or licensed data or software in accordance with its license or purchase agreement. Be in compliance with federal copyright laws. There is no justification for the use of illegally obtained software. As with all matters of law and ethics, ignorance of the rules does not excuse violations. The School will not, in any way, be held responsible for a student's own software brought to school for personal use.

Purpose: The purpose of providing access to the Internet and the school's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

Privilege: The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The school community--students, faculty, administrators, and staff, have the privilege of full access to the internet. The School encourages students and teachers to use the internet to expand their knowledge. The Internet allows users to send and receive Email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal drives and only with the permission of the technology staff or supervising teacher. Files are not to be downloaded to the School's local or network hard drives. Students may not use the internet as a means to harass or intimidate others.

While the School provides a basic filtering system, doing so generally can eliminate access to offensive and pornographic materials. No filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or the administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the internet, obtaining material that is explicitly labeled, as not intended for minors will be

considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

School's Right to Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. In such a case, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on your computer or the school's systems are private.

Email: Email, short for electronic mail, is any of the various systems that transmit some form of electronic representation of a page or message from one location to another. Electronic mail cannot be used to harass or threaten others. The School reserves the right to randomly check Email or text messages. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted Emails can be undeleted. Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Administration so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Acceptable Use Policy:

- School technology (computers, printers, projectors, sound system, etc.) and the Internet will be used under faculty supervision and for educational purposes only.
- Students should not rearrange, delete, add, or otherwise change any computer hardware and/or software settings established by the technology or administrative staff.
- Students can download or transmit files from the Internet only with the permission of the technology staff or supervising teacher.
- Students are not to save files to school computers unless directed to by the technology staff or supervising teacher.
- Printing can be done with permission of the technology staff or supervising teacher.
- Students should not save bookmarks or "favorites" on school computers.

- Students should not access or transmit on personal, web-based email accounts.
- If inappropriate material appears on the screen, students need to immediately disengage and notify the teacher/technology staff.

Conferences

Parent conferences are scheduled throughout the year on early dismissal days. In addition, parents may request a conference with the teacher(s) at other times as needed. 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 Head of School. You may also email your teacher directly through FACTS (formerly RenWeb) to set up an appointment time.

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.

Meetings with administration must be scheduled by appointment. Drop-ins may not be accommodated.

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, but is not limited to: sexually-oriented material, electronic devices, games, toys, comics, weapons (real or toys), magazines, skateboards, skates, roller blades, flammable materials, drugs and paraphernalia, tobacco, vapes, 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.

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 Head of School. 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 Head of School/Principal.

Detention:

Detention will be assigned and supervised by a faculty member or an administrator. The student and parents will be given at least twenty-four hour notice and must keep the assigned detention. Failure to serve detention will result in in-school consequences and possible suspension. Detention can be held during lunch or after school, at the teacher's discretion. Assigned after-school detention would be held Monday through Thursday from 3:15pm – 4:15pm. Late pick-up fees will be applied if students are not picked up promptly at 4:15. Students must be on time for detention. Students who are tardy may need to repeat the detention. Students who are late, disruptive, or non-compliant with the rules of detention will be sent home and will have additional consequences as determined by the administration. 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.

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 to the school. Students are allowed to make-up any tests upon returning to school. 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.

Examples of CLASS 1 Offenses:

Class 1 offenses are minor acts of misbehavior in a classroom that disrupt the learning environment, on campus, or at school activities. Some examples are:

- Chewing gum
- 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
- Disorderly conduct/horse playing
- Disrespect toward another student
- Public display of affection
- Having a cell phone or other electronic device out during school hours
- Using your cell phone and/or text messaging during school hours without teacher permission
- Three or more Class 1 violations will become a Class 2 offense

CLASS 1 Consequences as Determined by Administration:

- Parental call and Verbal warning
- Campus clean-up duty
- Detention
- Administrative conference

Examples of CLASS 2 Offenses:

Class 2 offenses are significant violations of school policy and are not limited to school campus or activities. These offenses will result in suspension. Each occurrence of suspension may not exceed ten days, and the student may be placed on disciplinary probation at the discretion of the administration. In every case of Level 2 consequences, a fact-finding investigation is completed, students will have the opportunity to express their side of the issue, and the parents will be contacted.

Some examples are:

- Destruction of SCA property or the property of others
- Violation of the Chromebook user agreement
- Disruptive in class/misconduct in class
- Disruptive in chapel/misconduct in chapel
- Disrespect or disobedience to faculty, staff, volunteers, or substitutes
- Failure to report to detention
- Plagiarism/Cheating (*See chart on page 21*) **
- Stealing
- Tampering with teacher electronic devices or personal property
- Lying to school employees or other adult authority
- Profanity
- Inappropriate jokes or language
- Obscene gestures
- Gambling
- Skipping class
- Inappropriate or obscene remarks including but not limited to jokes, sexual comments and teasing.

- Repeated lower-level infractions
- Willfully accompanying another student who is involved with a Level 2 offense.
- Leaving campus without the permission of the SCA administration
- Tampering with school equipment, including computers and other devices (higher)
- Harassment of another student or staff member via verbal or electronic means
- Two Class 2 violations will become a Class 3 offense.

Examples of 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 may be 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
- Continued violation of school policy (behavior, uniform, academics)
- Fornication
- Sexual misconduct
- Use or possession of drugs or mood-altering substances*
- Bringing weapons on campus*
- Threatening the lives of others
- Possession or distribution of pornographic material
- Possession or distribution of illegal items for minors, including cigarettes, vapes, or alcohol
- Tampering with any fire equipment
- Vandalism
- Significant theft
- Recklessly endangering or threatening the safety of self or others
- The action of violence, conflict or aggression
- Physical aggression such as fighting that may cause injury to another person
- Repeated disrespect or insubordination to parental, school employees, or civil authority
- Willfully accompanying another student who is involved with a Class 3 consequence
- Recording and/or posting images or videos of students violating school rules
- Any violation of civil or moral law
- Actions contrary to Christian character

Note: *When clear evidence is available, students who supply alcohol or illegal drugs to others, or bring weapons to campus (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. Disciplinary probation results in ineligibility for all extra-curricular activities. If a student violates the terms of the probation, the student will be expelled.

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:

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 Teachers or administration. Students bring wireless devices and paraphernalia to school at their own risk. (Does not include SCA approved Chromebooks). 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, 3 Social Studies courses, 3 Science courses, two years of a foreign language and, at least 2 Bible classes.

Examinations/Written-Exercises/Projects

At the conclusion of each semester, major examinations, research papers, and/or projects will be assigned. These often constitute a large portion of the 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 K-12 will be given a standardized test each school year. No student should be absent or tardy during test time. Test results are available to parents and legal guardians upon request. 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 Renaissance Star Test is administered

to grades K - 12 in the fall and the spring semesters. The PSAT will be administered to grades 10 - 11 typically in the fall. Juniors and Seniors may schedule either the ACT or SAT as they prepare to attend college. For more information about the ACT, visit www.act.org. For more information about the SAT, visit www.sat.org. Both web sites offer substantial information about the assessments including practice tests, registration information, and test dates.

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 Kindergarten – 5th grade may attend daily Extended Care. Extended Care is available before and after school. Morning care is 6:30 - 8:00 A.M. and after school care is 3:15 P.M. until 6:00 P.M., on school days only. It is a structured environment provided at the Elementary 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 6:00 P.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 abide by all school rules and policies on field trips and wear school uniforms unless other arrangements are made. Students who are on suspension or academic or behavior probation may be excluded from participating in school field trips, per administration.

Financial Policies

All financial responsibility is handled through the Admissions Office. If you have any questions relating to the fees or tuition, please ask the Director of Enrollment. 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 regard to aftercare, you must have your 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 and 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 FACTS. 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 FACTS. The grading system is as follows:

Numerical - Letter Grades: **A = 90 –100** **B = 80 – 89** **C = 70 –79** **D = 60 – 69** **F = 0 – 59**

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**

Report cards will not be issued, and access will be denied to FACTS if a student/family account has a past due balance.

Incomplete Grade:

If a student has been absent (excused) for a long period, an “I” (incomplete) grade may be given on the report card and in FACTS. 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.**

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 a maximum of three days to complete the work he/she missed (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**.*

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 certain 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: Advanced Placement Courses may be offered on a year-by-year basis. 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.

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 an up-to-date 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 they meet the requirements for vaccination for the Florida Department of Health.

Harassment and 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.

We consider that aggressive, abusive, or insulting behavior or language from a parent/visitor presents a risk to staff or students. Unacceptable behavior is such that makes a member of staff or student feel threatened. This can be through face-to-face contact, on the telephone, or in written communication (including social media). The following is not an exhaustive list but seeks to provide illustrations of such behavior:

- any kind of insult as an attempt to demean, embarrass or undermine
- any kind of threat
- raising of voice so as to be intimidating
- physical intimidation, e.g., by standing very close or in the use of hand gestures
- physical abuse
- allegations that turn out to be vexatious or malicious
- racist or sexist comments
- breaching the school's safety and security procedures

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.***

Any unwanted or offensive sexual conduct occurring on school property or at a school event must be immediately reported in accordance with the Harassment and Bullying Policy. Students are to refrain from public displays of affection on campus or any school-related events, including holding hands, hugging, and kissing, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Students are subject to disciplinary procedures for violation of this policy.

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 Head of School and parents is needed, we will be pleased to arrange for such a conference.

- Parents are required to attend Orientation at the start of each school year.
- Parents are encouraged to volunteer at various times during the year and for special events.

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 FACTS to collect assignments. An assignment sheet will be available the next morning in the student's classroom. Student planners will be issued for grades K – 5. 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.

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

Seacoast Christian Academy participates in the National School Lunch Program. Our meals are prepared in-house by our Culinary Team and meet all federal and state nutrition and food safety requirements. Students are allowed to only bring water to classrooms. Students are not permitted to bring coffee or soft drinks to campus.

Five Key Ingredients to Our Program:

1. Studies show that school lunches are often healthier and less expensive than those brought from home. So, by having your kids eat at school you will not only be saving time in the morning but money, too.
2. National School Lunch Program, School Breakfast Program and the Farm to School initiative help to ensure healthy, nutritious meals are available to all students daily, regardless of household income.
3. Research shows those who enjoy breakfast have better memory, focus and academic success. Thankfully, the School Breakfast Program makes it easy for kids to start their day off on the right foot.
4. By teaming up with local Florida farmers, schools are providing the freshest, in-season produce for students. You'll

never have to worry about your kids' daily nutritional intake.

- When kids incorporate healthy habits into their daily routine at younger ages, they're more likely to adopt and carry this positive lifestyle into adulthood.

Students may bring their lunches from home, but it is recommended that lunch contents are healthy choices and follow NSLP guidelines. **Parents are discouraged from delivering food to students and students are not allowed to order food delivery, as this disrupts the campus.** 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. 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.

Parties

Middle & High School Campus - All parties during school hours must be approved in advance through the Head of School's office. If there is food, the party must take place in the cafeteria, or outdoors. No food should be distributed, or consumed in the classrooms.

Elementary Campus - All parties during school hours must be approved in advance through the Head of School's office.

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. **No early pickups will be permitted after 2:30 pm.**

Late Pick-ups: ALL students (grades K-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. An initial reminder will go home with the student, after the first late pick-up. After this first occurrence, a late pick-up fee will be charged of \$10.00 for the first 15 minutes, and \$15 for every 5 minutes after.

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 copying, 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 all instances, discipline will be conducted in accordance with the guidelines found in the Plagiarism Consequence Matrix below

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.

Web Source: Copying (partially or fully) work from a published internet or print resource without proper credit.

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Parent Contact by Teacher	X	X	X	X
Resubmit for full credit	X			
Resubmit for 0% - 50%		X		
Automatic zero, disciplinary consequences			X	X
Parent Contact by Administration, disciplinary consequences			X	X
Academic Probation, disciplinary consequences				X

Sharing of Work: Copying or allowing others to copy information from someone else’s work. Including but not limited to classwork, homework and exams.

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Parent Contact by Teacher	X	X	X	X
Resubmit for 0% - 50%	X			
Automatic zero, disciplinary consequences		X	X	X
Parent Contact by Administration, disciplinary consequences			X	X
Academic Probation, disciplinary consequences				X

Promotion/Retention

Elementary School: a student may be retained based on the recommendation of the teacher, communication with the parents, failing grade(s), and administrative consultation.

Middle School: Students must maintain a core subject GPA of 2.0 in grades 6-8 to progress to the 9th grade. In the event a student fails a core subject for the year, summer recovery is required for promotion to the next grade level. In the event a student fails more than one core subject, the student will be retained and is subject to an academic withdrawal at the discretion of school administration. Core subjects include: Bible, English, History, Math, and Science.

High School: Students who do not pass a core academic class will be required to remediate the failed subject(s) with a passing grade prior to the start of the next school year.

Graduation Requirements: Seacoast Christian Academy issues a standard diploma to students who satisfactorily complete all required academic courses with a cumulative GPA of 2.0. At least 27 credits must be earned during the four years (grades 9-12), including the following requirements:

- Bible – 4 credits (1 credit for each year of attendance)
- English – 4 credits
- Math – 4 credits
- Science – 3 credits
- Social Sciences – 3 credits (1-World history, 1-United States history, .5-Economics, .5-Government)
- World Language – 2 credits (same language, consecutive years)
- Fine and Performing Arts or Practical Arts – 2 credits
- HOPE (Health Opportunities through Physical Education) – 1 credit
- Electives – 4 credits

Report Cards/Progress Reports

Parents are notified of student progress on a regular basis via our online Parent Portal. Weekly progress reports are sent via email through FACTS. The report card is issued at the end of each quarter. Report card grades are final. Elementary, Middle and High School report cards are mailed. Copies of report cards are available from the main office with one business day’s notice.

NOTE: If parents have any questions regarding their child’s grade, they must first contact the appropriate teacher(s) to request information. 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 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. At 3:15 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 (904)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 via email, and then the Principal.

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. The Raptor Visitor Management System is active in all of our buildings to strengthen our program of campus safety for students and faculty. Students are expected to obey safety rules set down by the school. All visitors must register with the school office. Security Officers are on campus throughout the day.

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 Principal.

Student Driver Policy

All student drivers and their vehicles must be registered with the Administration on the first day of school or during the year when the student receives his driver's license. Student drivers must park in the designated student parking area. Students are not permitted to leave the school grounds without the approval of school administration, and when approved, must sign out at the front desk. Seniors only are permitted to leave campus for lunch and/or after their last class. Student parking is first come first serve, requires the purchase of a parking pass, **which must be displayed in their vehicle whenever on campus.** 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.)

Student Respectable 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 qualities 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.
- 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 in writing, 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/Cell Phone

Students may only use the phone in the office for emergency phone calls or to call a parent. If an emergency rises, parents should call the main office, not directly call their child’s cell phone. 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.***

Uniform Policy

All students are required to wear uniforms purchased from ***RC Uniforms, 11160 Beach Blvd., Jacksonville, FL 32246 (904) 646-0493.*** Students are prohibited from wearing clothing that is a distraction to the learning environment, or that is political in nature.

- Uniforms must be kept clean and laundered.
- 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.*
- Girls may wear uniform-approved skirts that must be no shorter than 3 inches above the top of the knee. Please refer to RC Uniforms for styles and age-appropriate guidelines.
- Non-Seacoast jackets, sweaters, sweatshirts, or other outerwear is not permitted. ***During cool weather,***

SCA uniform jackets may be worn or a long sleeve shirt; white, black or gray, may be worn under the uniform shirt. Girls may wear solid color leggings under skirts that are white, grey, blue or black.

- Uniform-style pants only are permitted, in khaki or navy. Cargo pants/cargo shorts, camo-colors, skinny pants, or yoga/stretch pants are examples of items that are not permitted.
- 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.
- K-5 students must have shirts tucked in and belts worn with pants.
- P.E. uniforms are required to participate in P.E. classes. Sweatpants and sweatshirts are permitted during colder months and during PE **only**. Sweatpants and sweatshirts must be either grey or navy.
- Students are not allowed to carry blankets on campus.
- 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 to 3 day suspension.

Hair/Skin:

- **Students' hair must be neat and professional in appearance.** Hairstyles should not be a distraction to the educational environment. No unnatural hair color.
- Length of boy's hair must not exceed two inches or cover eyebrows.
- No extreme hairstyles such as, but not limited to, wicks, pony tails or man-buns (boys), Mohawks, shaved designs, beads, etc.
- Boys may wear neatly styled cornrows/braids, twists no longer than two inches.
- Boys may have facial hair, cut low and neatly trimmed.
- Tattoos and body art with wording, images, or placement (e.g., tongue) that are inappropriate or offensive in a Christian school environment must be covered or removed while on campus.
- Head coverings, including, but not limited to full bandannas, caps, do-rags, bonnets, 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 school buildings
- Boys may not wear earrings or piercings while on school property or while on school sanctioned activities
- Girls may not have more than two piercings in each lobe of the ear while on school property or while on school sanctioned activities (no body piercing)

Make-up/jewelry:

Girls may wear fingernail polish/embellishments that are modest in color and length. Boys are **not** permitted to wear fingernail polish. All girls wearing make-up should be tasteful and conservative. Extreme makeup should be avoided. No jewelry that is rebellious in nature or distracting from the uniform will be permitted.

Shirts/Pants:

Only school jackets/sweaters/sweatshirts may be worn over uniforms in the school building. Pants must be worn on the waist, not hips and must be properly hemmed. Uniform shirts must be the appropriate size. Uniform shirts may be tucked or un-tucked. The uniform shirt must be long enough to cover the midriff when worn un-tucked. Non uniform shirts (i.e. tank tops, t-shirts, etc.) must not be visible under the uniform shirt. Students are not permitted to remove the uniform shirt during school hours except when dressing-out for P. E. or any of the dance classes, however, proper uniform attire must be worn.

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: shoes with heels higher than 1 1/2 inches, bedroom slippers, backless shoes, flip/flops, sling-backs, Crocs or sandals, for safety reasons (fire code).

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.

Appropriateness of student dress code is at the discretion of administration. The administration reserves the right to amend these policies as necessary.

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 Principal. 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.

PURPOSE OF THIS HANDBOOK

This Handbook was developed to address many of the commonly asked questions that students and parents or guardians may have during the school year. The Handbook contains important information about the school's policies and information about student rights and responsibilities. Parents or guardians and students are responsible for reading and agreeing to its contents.

The school reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Parents/guardians and students will be given a copy of the handbook acknowledgement to sign at the time of registration.