



South Baldwin

CHRISTIAN ACADEMY

STUDENT / PARENT HANDBOOK

K3-12TH GRADE

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INTRODUCTION

Dear Parents and Students,

Welcome to South Baldwin Christian Academy! We are very excited to see what God has planned for all of us this year. It is a blessing to have your family as part of the SBCA family. We hope this handbook will provide you with the information you need to understand how we can partner together help educate students with excellence in a safe and caring environment while helping them understand the plans God has for their lives.

*Blessings,
SBCA Administration*

Philosophy

Vision

The vision of South Baldwin Christian Academy is to be a Christian academy that serves our local community by collaborating with churches, community members, and parents to graduate students who are both academically and spiritually prepared to succeed and become confident, self-directed lifelong learners.

Mission

The mission of South Baldwin Christian Academy is to provide a Christian education with academic excellence in a safe, caring environment that allows students to achieve their full potential and discover God's plan for their lives.

At South Baldwin Christian Academy we daily strive to fulfill this mission. Our staff is intentional about providing an education that meets the individual needs of each student. We believe that each student is one of God's precious creations. We teach our students that God has a plan and a purpose for their lives. We are intentional about helping our students be the best they can be.

Statement of Faith

- We believe and teach that the Bible, both the Old and New Testaments, is the inspired, the only infallible, authoritative, inerrant Word of God (2nd Timothy 3:15; 2nd Peter 1:21).
- We believe and teach that there is one God, eternally existent in three persons (Father, Son, and Holy Spirit) who created man by a direct immediate act (Genesis 1:1; 26-27; Matthew 28:19; John 10:30).
- We believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1st Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John

11:25; 1st Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

- We believe and teach in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that only by God's grace through faith alone are we saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe and teach the resurrection of both the saved and the lost; that they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe and teach the spiritual unity of believers in our Lord and Savior (Romans 8:9; 1st Corinthians 12:12-13; Galatians 3:26-28).
- We believe and teach the present ministry of the Holy Spirit by whose indwelling and infilling the Christian is enabling to live a Godly life and witness to the saving grace of Christ (Acts 1:8; Romans 8:13-14; 1st Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18; Titus 2:11-14).

Commitments

As we fulfill our mission, we do so with these commitments:

- Christ-centeredness: We recognize the Lord's sovereignty over every aspect of life. Therefore, we continuously seek His guidance and submit to His leadership as we pursue our mission, glorifying Him in all that we do. (Matthew 28:18; Colossians 3:17)
- The Authority of God's Word: We believe the Scriptures to be the Spirit-inspired source of all Truth and the lens through which we are to observe and relate to the world in which we live. Therefore, the Scriptures guide and shape our thinking and practices as we provide a biblically based education for each student in the development of a Christian world-view. (John 17:17; 2Timothy 3:16)
- Excellence: We believe that God is the creator and author of all that is good, beautiful, and wise. Therefore, at SBCA excellence is not simply a word, it is a commitment for which we continuously strive. Mediocrity in any endeavor is simply unacceptable. (1Corinthians 10:31; Colossians. 3:23)
- Partnership with Parents: We recognize the God-given responsibility of each parent to raise their children in the nurture and admonition of the Lord. Therefore, we are dedicated to being a resource for families, encouraging and facilitating the engagement of parents in the education of their children, and supporting the values espoused in the home and church. (Proverbs 22:6; Ephesians 6:4)

- Education of the Whole Student: We believe that students are more than minds to fill and education is more than knowledge to dispense. Christian education recognizes the unique dimensions of each student as a life to shape and a spirit to nurture. Therefore, we are committed to providing a thorough and rigorous educational experience that touches each area of a student's life, including (1st Cor. 12:4-6)
- Spiritual Transformation: We are committed to a desire for each student coming to a saving faith in Christ and to fostering a continuously maturing relationship with Him, His Church and the Scriptures, leading to a life of personal holiness, theological clarity and selfless service. (2nd Corinthians 5:17; Philippians 2:12-13)
- Intellectual Development: We are committed to helping each student acquire the skills essential to critical thinking, discernment, problem solving and effective application of core truths to challenging life situations. (2nd Corinthians 10:5; James 1:5)
- Life Preparation: We are committed to helping each student acquire the understanding and insight necessary for success in pursuing God's calling in college, vocation, community and family life. (Jeremiah 29:11; 1 Samuel 1:27-28)
- Cultural Engagement: We are committed to developing in each student the capacity, wisdom and willingness to engage and critique popular culture and the arts from a sound Biblical foundation. (Genesis 1:28; Romans 12:2)
- Personal Relationships: We are committed to helping our students build and sustain strong relationships with people from all walks of life, while learning to fully and joyfully participate in the dynamics of community and church life. (John 13:34; 2Corinthians 6:14)
- Physical Vigor: We are committed to helping students develop life-long habits of regular exercise, healthy diet and team building, with an appreciation for athletics and recreation. (1Corinthians 6:19; 1st Corinthians 9:24).

School History

The foundation for South Baldwin Christian Academy (SBCA) was laid in 2008 when a local church, three educators and a group of parents joined together to form Calvary Christian Learning Center (CCLC). CCLC started with three teachers and 35 students. By 2012 it had grown to 9 teachers and 50 students. At that time, a group of parents, business leaders, school administrators and pastors met together to discuss the need for expanding Christian education in the South Baldwin community. Out of that meeting grew the concept to launch SBCA on our current campus. When SBCA opened its doors for the Spring 2013 semester, enrollment quickly grew to 100 students. Today, SBCA has a total enrollment of 175 students (preK – 12), employs 22 qualified and experienced staff members and has added two new buildings to the campus. SBCA is accredited with AdvancED (SACS), National Council of Private School Accreditation (NCPSA), and Association of Christian Teachers and Schools (ACTS).

Legal Organization and Administration

SBCA is governed by a Board of Directors. The Board members and their contact information are listed on the SBCA website.

Accreditation

SBCA is fully accredited by the Association of Christian Teachers and

Schools (ACTS), AdvancEd (SACS), as well as members of the National Council of Private School Accreditation (NCPSA).

Nondiscrimination Policy

South Baldwin Christian Academy admits students of any race, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school.

Parents'/Guardians' Statement of Support

1. I, as a parent/guardian, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and I do state that this training will be carried on in the home. I place my trust in SBCA to extend that training more completely.
2. I do hereby state that I have made a thorough investigation of the school’s program, curriculum, discipline, dress code, etc. and I agree to make them my glad-hearted choice for the coming school year.
3. I understand that I have an obligation to be actively involved in the education of my child. I agree to uphold and support the high academic standards of the school by providing a place at home for my child to study and by giving my child encouragement in the completion of school work.

4. I understand that the standards of South Baldwin Christian Academy expect appropriate speech, action, and dress. Dishonor to the personnel of the school, or continued disobedience will not be tolerated. I will be called for a meeting with school personnel to form a discipline plan of action if needed.
 5. I will faithfully support the school through prayers and positive attitude, and I am committed to giving a good report by sharing any complaints and negative comments only with the people involved. I understand that unresolved issues will be taken care of by the school's administrative team.
 6. I pledge that if, for any reason, my child does not respond favorably to the school, I will do everything in my power to cooperate with the school to help my child make the necessary adjustments. If these adjustments cannot be made, then I agree to quietly withdraw my child.
 7. I will support the school by involvement in parent-teacher conferences, volunteer activities, workdays, and other school-sponsored meetings and activities.
 8. I understand that I must serve a minimum of 10 service hours per year or pay \$250 to cover miscellaneous services for the academic year.
 9. I understand the tuition rates, curriculum fees, and will make the appropriate tuition and fee payments upon registration.
 10. I understand that I am expected to fulfill the full tuition amount whether paid up front or in monthly installments regardless of whether or not my child completes the school year at SBCA.
 11. I understand and will fulfill my financial commitment and have included the \$160 per student registration fee.
- I, as a parent/guardian of the student applicant, do sincerely give my pledge to the above items. I understand that failure of parent or child to comply with the established regulations, or failure to meet financial obligations will forfeit the student's privilege of attending and student records will not be released until all accounts are paid in full.

ACADEMICS

Honor Code

Attendance at South Baldwin Christian Academy is a great privilege, and like all privileges, it comes with certain responsibilities. I, therefore, personally accept each of the following Christian responsibilities:

1. Love God Wholeheartedly- *“Love the Lord your God with all your heart and with all your soul and with all your*

mind and with all your strength." Mark 12:30

2. Serve Others Joyfully-- *"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."* Philippians 2:3-4

3. Obey Authority- *"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."* Hebrews 13:17

4. Work Diligently- *"Whatever you do, work at it with all your heart, as working for the Lord, not for men."* Colossians 3:23

Curriculum

The curriculum will utilize a variety of publishing companies and teaching resources. The Scope and Sequence Guides meet or exceed state and national standards. Curriculum guides for each grade level are available on the SBCA website.

Biblical Integration

South Baldwin Christian Academy is a Christ-centered school focused on helping students discover plans God has for their lives. As such, it is vital that there be integration of biblical principles and precepts in all areas of academic accomplishment. The primary means to accomplishing Biblical Integration at SBCA encompasses the provision of a Christ-centered atmosphere for

school personnel, students, and families. This atmosphere will be realized and enhanced through consistent prayer, devotions, training, nurturing, and shepherding of students and their families. A second path to attaining Biblical Integration at SBCA is through the deliberate merging of the Biblical Worldview into all areas of curriculum content as the instructional staff consistently strives to inform and influence student learning. This will be achieved by intersecting the truths of Scripture with the teachings of the various curricula. Biblical Integration includes the immersion, demonstration, and influence of Biblical doctrine and truth as it relates to all aspects of learning.

Grading Scale

Grades for most subjects will be on a numerical basis using the following grading scale:

Letter Grade/Grading Scale

- A 90 -100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59
- I Incomplete
- E Excellent
- G Good
- N Needs Improvement
- U Unsatisfactory

Report Cards

South Baldwin Christian Academy uses four nine-week grading periods during the school year. Report cards

are sent home at the end of each nine weeks.

Honor Roll

At the end of each grading period, Honor Roll students will be recognized. Two levels of academic achievement will be recognized:

1. All A Honor Roll – Students must have an A in each subject. All other grades can be no lower than G.
2. A/B Honor Roll – Students must have an A or B in every subject. All other grades can be no lower than G.

Promotion/Retention

Promotion from one grade to another shall be determined by a student's proficiency in the knowledge and skills contained within the curriculum for the grade level in which the student is enrolled.

The decision to promote or retain a student shall be primarily based upon teacher recommendation. The parents of students who are not mastering the knowledge and skills of the curriculum shall be notified as early as is reasonable. Parents shall be involved in the discussion whether to retain a student. At the school level, the final decision to promote or retain a student rests with the Principal.

Absenteeism will be considered of prime importance in the decision to retain borderline students. If a student has exceeded 20 days of absences for the school year, promotion to the next grade will be in jeopardy.

Homework

The purpose of homework is to complete basic and enrichment assignments begun in class, to introduce or reinforce material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time. Generally homework given will be in proportion to the grade level of the student. Parents are asked to help students regularly and check on completed homework to be certain it is satisfactory. Homework is not to be done by the parents. However, the parents should assist the teacher in enabling the students to develop independent study skill habits. It is not our purpose to overburden the students with homework or to interfere with family life. If you have a question about the amount of homework your child is receiving, please contact his/her teacher. Moderate homework may be assigned any night of the week.

If the student has any work not finished during the day, it automatically becomes homework. Students are expected to develop responsibility and maturity by turning their work in on time. Assignments turned in one or more days late will incur grade penalties. Assignments are not optional – they must all be completed to reinforce good character.

When students are unable to complete homework on time for one reason or another, parents should send an explanatory note to the teacher on the date that the work is

due. If this problem persists, parents should schedule a conference with the teacher.

Student Records

Permanent records for students are kept in school office and include grades, scores from standardized tests, teacher evaluations, special achievements, and other pertinent information. Information from the permanent records is not released outside the school without parental permission. Upon written request by the parents/guardians, records will be forwarded to another school for students whose tuition, fee, and fine accounts are current.

Parent Conferences

We are happy to meet with parents upon request to resolve any issues that arise. If a parent wants to request a meeting with a classroom teacher and/or principal, we ask that you allow 24 hours to make the arrangements. In most cases, we will be able to meet with the parent the same week as the request unless it falls immediately before the weekend or a scheduled break/ school holiday.

Graduation Requirements

Diploma Requirements

- Bible*** **4 units**
- English** **4 units**
- Social Studies** **4 units**
 - World History
 - U.S. History I
 - U.S. History II
 - Government and Economics

Mathematics **4 units**

- Algebra I
- Geometry
- Algebra II
- Integrated Math

Note: Advanced Math options available.

Science **4 units**

- Biology
- Chemistry
- Physical Science
- Physics

Physical Education **1 unit**

Health **0.5 unit**

Fine Arts **0.5 unit**

Foreign Language **1 unit**

Computer Applications **2 units**

Elective Course **4.5 units**

Total Units 29.5 units

*Bible is required by SBCA each year. Most state agencies count Bible as an “elective” credit. Specific courses offered are subject to change.

Honors Given

Students graduating with a cumulative GPA of 3.5 or higher will be recognized by the addition of a stole to the graduation regalia.

Valedictorian and Salutatorian

The graduating senior with the highest average GPA will be named Valedictorian. The senior with the second highest GPA will be named Salutatorian. However, no student will be named Salutatorian or Valedictorian who has not qualified for honors (GPA of at least 3.5 out of 4.0). While home school credits may be

accepted by SBCA for transfer, a student's grade point average for purpose of honors will be calculated using only work completed at SBCA and/or work done at a recognized, traditional public or private high school, excluding home school credits. The Valedictorian or Salutatorian will be determined without consideration of grades earned in a home education system. All course work attempted in a recognized high school program, whether passed or failed, from grades 9-12 inclusive, will be considered when calculating the GPA. If a course is repeated, grades on both the original and the repeated course will count. When there is an exact tie in the GPA (without rounding), the respective grades will be averaged, using raw grade averages (those reported on the report card and transcripts). If an exact tie still exists, two students may share the title of Co-Valedictorian or Co-Salutatorian. However, a tie shall not be assumed whenever the respective academic averages can be separated by as much as .001 of a point. To be considered for Valedictorian or Salutatorian a student must have attended at least two full/complete years of high school (grades 9-12) at SBCA. Credits earned at another accredited institution will only receive honors credit, additional weight, if the course is offered at SBCA as an honors/AP course and is an SBCA weighted class. If the course is offered at SBCA the same weighting scale will be used when calculating Valedictorian and Salutatorian. If the course is not offered at SBCA, credit will not be weighted for the class when

calculating Valedictorian and Salutatorian.

The administration has final discretion on the awarding of all honors. Policies regarding how honors are calculated are subject to change.

STUDENT ATTENDANCE

Attendance Policy

In order to gain the most from South Baldwin Christian Academy, it is important that each student attend school regularly. We recognize that certain absences are unavoidable, and that parents may take their children out of school when they consider it necessary. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work.

Please note: A student must be present at least half of the school day to be counted present.

Absences

Students who are absent must provide a written explanation from a parent explaining the nature of the absence.

The parent must send a written excuse within three days of the absence. The written excuse should be dated and give the reason for the absence. If the student visits the doctor or dentist, the parent should

request an excuse from the doctor's/dentist's office.

An absence is considered "**excused**" when caused by:

- a. personal illness,
- b. medical/dental appointments,
- c. death in the family, or
- d. serious family emergencies

Students will be assigned "Make-Up Work" when a note from the parent stating one of the above reasons is the excuse for the absence.

Absences not defined above will be considered "**unexcused.**" Homework and tests will be due at the teacher's discretion without the usual make-up privileges.

Accumulated Absences

After the fifth absence due to personal illness in a semester students will be required to obtain verification from a physician for absences to be excused for personal illness reasons. For a medical/dental excuse students must provide verification from a physician. Administration will not recommend a trip if the student's total absences, both excused and unexcused, exceed 5 for the semester in which the trip is to be taken. Absences in excess of 20 or 10 unexcused over the school year will jeopardize promotion to the next grade. Students may not exceed 5 unexcused absences per semester. If a student develops a chronic problem with absenteeism the administration may assign

Tardiness

Promptness is an important aspect of character and a measure of school citizenship. Being late to class is disruptive and this practice is to be avoided. Consideration for excused tardies will be given to students who arrive late due to inclement weather, unavoidable transportation difficulties, and medical appointments. More than 3 tardies is considered excessive and will result in an unexcused absence. Excessive tardies will be monitored by the Principal and will result in notification of the parents. A continued pattern of consistent tardies will result in disciplinary action.

Tardy/Late Check-In Procedure

Any student arriving late to school must obtain a pass from the school office prior to reporting to their teacher.

Saturday School

Because our instructional program is progressive and sequential attendance is so important to your child's success.

Consequences will begin on the 4th tardy. Students with 4 or more tardies will have to attend "**Saturday School**". Students will serve 15 minutes of "Saturday School" for every tardy that they receive during the month. The charge for Saturday School is \$15.00 an hour paid in one hour increments.

At the beginning of each new grading period the tardy count begins at zero. Also, after attending “Saturday School” your tardy count will begin at zero. Unexcused absences will be included in the count for Saturday school.

Make-up Work

A student with an excused absence will be responsible to make up all work.

DAILY ROUTINE

The school day begins at 8:00 a.m. for all classes and ends at 1:00 p.m. for preschool through grade 3 and 1:15 for grades 4 through 12. Students should arrive no earlier than 7:45 a.m. and will be considered tardy if they are not in class by 8:00 a.m. Also, students should leave promptly at 1:00 p.m. If a parent is going to be late to pick up a student, the school should be notified as soon as possible. Students will be placed in aftercare at 1:15 p.m. and parents will be charged a \$10 aftercare drop in fee.

Extended Care Program

SBCA offers after school extended care sessions. On campus supervision will be provided in the mornings beginning at 7:45a.m. and in the afternoons until 5:30p.m. for preschool and elementary students and 3:30p.m. for middle and high school students. Families will be assessed a late fee of \$1 per minute

per student for students not picked up by 5:30p.m.

Snacks

A snack time (instead of a lunchtime) will be provided mid-morning each day. Students should bring a snack from home or purchase snacks from the snack bar.

Field Trips

Field trips will be taken during the school year. Field trips are fun and informative learning experiences, primarily designed to enrich the curriculum. Parents will be given information, forms, and pricing prior to the trip. All paperwork must be completed before the student attends the field trip.

STUDENT CONDUCT

Dress Code

The dress code should be followed daily unless otherwise noted. Student’s appearance must be suitable and appropriate for school. The dress code is intended as a guideline in assisting all students in developing a Christ-centered attitude toward their outer appearance.

If a student is in violation of uniform policy, the student will be issued a uniform from the office for the day or parents will be called to bring in an appropriate uniform. Please be aware that these uniforms are generic and vary in size. This is not an attempt to embarrass students. Our focus is on education not dress.

All students are expected to be groomed and dressed appropriately for school and required school activities. Student dress deemed by the school administrator to be inappropriate or disruptive to the educational environment, offensive, vulgar, obscene, provocative, revealing, profane, or which endangers the health or safety of the students, faculty, and/or staff of the school is prohibited.

The school administrator has the authority to implement and enforce the school dress code in a manner that is age appropriate, considerate of sincerely held religious beliefs, and takes into account documented medical-related requirements. Reasonable accommodation will be made by the school administrator for students involved in special duties, activities, or projects approved by the school. This includes, but is not limited to, athletics, vocational classes and projects, physical education classes, special events, and other activities that require non-conforming dress on the school campus during a school-sponsored event.

Shirts

- Shirts must be collared or turtlenecks with sleeves
- Color: White, Navy or Grey
- Small unobtrusive logo is allowed (one that can be covered by a quarter)

Bottoms

- Color: Khaki Tan, Navy or Grey
- Boys: Pants or shorts

- Girls: Pants, shorts, skirts, capris, skorts, jumpers or dresses

Pants must be secured at the waist and cannot be sagging.

Length: Shorts, skirts, dresses and jumpers must extend beyond the fingertips when a student extends arms downward.

Outer Wear

There are no restrictions to outer wear with regard to color or pattern when worn outside of the building. Any jacket, sweater or sweatshirt worn in the building must be worn over a uniform shirt and must be solid white, gray or navy blue in color or a school approved, logoed sweatshirt (sweatshirts can be purchased from Land's End).

Friday - Jeans Day

On Fridays, students may wear jeans and their school spirit shirt or regular school shirt.

Shoes

There are no restrictions on shoes worn by middle and high school students.

Preschool and elementary students shoes must be fully enclosed. No sandals or flip flops. Tennis shoes are allowed with no color restriction.

Dress and Appearance Guidelines

The specific guidelines listed below are not intended to be all-inclusive, but shall apply as basic guidelines for all students as deemed appropriate by the principal.

1. Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health or safety hazard.
2. Clothing must be of appropriate length and fit. To be acceptable, short pants and skirts must extend beyond either the fingertips when a student extends arms downward along the sides or reach the mid-thigh, whichever is longer. Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited.
3. Excessively baggy or excessively tight fitting clothing is prohibited.
4. Shirts must completely cover the midriff area when sitting and standing and expose no cleavage. Low cut, halter, see-through and/or spaghetti strap tops are prohibited.
5. Undergarments shall not be visible at any time. Pajamas are prohibited.
6. Headgear (sweatbands, bandannas, do-rags, hoods, sunglasses, etc.) will not be worn inside the school building.
7. Shoes shall be worn at all times, and as necessary conform to special class requirements (physical education, etc.).
8. Clothing that is obscene, crude, vulgar, offensive, or advertises products prohibited by school board (tobacco, alcoholic beverages, controlled substances, etc.) are prohibited.
9. Clothing with tears, rips, or holes is prohibited.
10. Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
11. Athletic uniforms worn during the school day must meet the requirements of this dress code unless specifically stated otherwise by the school administrator.
12. Gang related apparel is prohibited at all times at any school-related or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the school administrator.

Common Courtesy

Students demonstrate classroom courtesy by:

- Being Punctual: All students must be in class and seated when the bell rings.

- Being Prepared: Students are expected to come to class prepared each day (pencil, paper, textbooks, etc).
- Participating: Students are expected to be participants (involve themselves in discussion, respond when called upon, etc.) in class activities.
- Follow classroom rules: Students are expected to follow classroom rules at all times.

School property is to be treated with care and respect. Students are responsible for deliberate damage and neglect.

Cell Phones/Electronics

In order to ensure an educational environment students are not allowed to bring any type of electronic game or device. Cell phones are to remain off and out of sight during school hours. If a student must make a call it must be made through the school office. If a parent must contact a student it must be done through the school office.

If a student is seen on school property with an electronic device, it will be collected and placed in the office safe for parent pick-up.

Computer Use Policy

Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that network's Acceptable Use Policy (AUP). Users are responsible for

citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property. Users will honor the legal rights of software producers, network providers, copyright, and license agreements. Individual users are responsible for their behavior and communication over school networks. It is presumed that users will comply with school standards for behavior.

Leaving Campus

If a student needs to leave school during school hours for any reason other than an emergency, a parent must notify the office. The student will be given permission to leave. For a student driver, after permission has been granted, the student must sign the sign out sheet in the office and sign back in upon return to school. For students who are to be picked up by a parent, that parent is responsible for signing out the student and signing back in upon return to school.

Students leaving campus without checking out are subject to suspension.

Driving Students

1. All cars must be parked correctly in parking spaces.
2. Students driving inappropriately on school property will lose their driving privilege.
3. After arrival on campus, cars may not be driven off campus until the student is officially checked out and leaving for the day.

4. The speed limit is 5 mph on school property.
5. Students are not permitted to go to any cars during school hours unless they receive permission from a teacher or the school office.
6. No writing, pictures or symbols shall be displayed on any cars which promote a philosophy contrary to the philosophy of SBCA.
7. While on campus all music must remain at a considerate level.
8. Consequences for not following these policies may include revocation of driving privileges.
9. All student drivers must obtain a parking permit to be placed on the lower coming of the passenger's side windshield, and they must park in their specified location.

DISCIPLINE

Standards & Expectations

Each of the faculty members of SBCA is committed to the moral training and the Christian character development of each student. Realizing the uniqueness of their design by a loving heavenly Father, our desire is to help each student develop a perspective of life founded upon biblical, moral and ethical truth, demonstrated through godly character and choices. Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his own accountability to others and to God. The main objective of discipline in a

Christian school is to help students learn to make wise choices, to face poor choices honestly and to see a pattern of consequences for the choices they make.

All students should be aware of and are expected to adhere to the following list of school rules.

1. Students are to show respect and obedience to all faculty, staff members, and parents/adults on campus. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected from each student. Requests from the teacher should not have to be repeated.
2. All are to take proper care of school and personal property, demonstrating cleanliness in work, action, and dress (this includes following the school dress code).
3. Students are to demonstrate respect for the Word of God. During devotions and prayer, attention and reverence should be observed.
4. Students are to speak in a respectful manner to fellow students as well as to all staff, faculty and administration. All conversation should be encouraging and constructive. Dirty or suggestive language, stories or drawings, gossip, profanity, taking God's name in vain, vulgar hand gestures, or any "putting down" of other students, whether in jest or in a serious manner, will not be tolerated and may cause a student to be

immediately separated from the school.

5. Students are to refrain from inappropriate bodily contact. The particular circumstance may seem innocent but can escalate into an improper relationship or conduct which is not conducive to an educational atmosphere.
6. Proper sportsmanship is expected at all athletic activities.
7. No electronic devices are allowed at school unless special permission is granted by a teacher.
8. Cell phones and out of sight while on school property.

Although not all-inclusive, the following may result in suspension or immediate separation from the school:

- a. Use of tobacco in any form or alcoholic beverages on or off campus. Possession of these or of illegal drugs on campus or at school functions is cause for immediate separation from school.
- b. Weapons of any kind on school grounds or at school-sponsored events. The term "weapon" includes handguns or rifles, pellet guns, paint guns, BB guns, blank pistols, knives, chemical defensive devices or other items that the administration could consider a violation of this restriction.
- c. Insolence, disrespect or insubordination.

- d. Fighting, stealing or gambling.
- e. Sexual immorality.
- f. Leaving school campus without permission.
- g. Academic dishonesty, including lying, cheating, plagiarism or forgery.
- h. Threatening, intimidating or causing bodily harm to any person.
- i. Profanity, inappropriate language, or taking God's name in vain.
- j. Possession of any device designed to disrupt the school day or school event (Example: stink or smoke bombs).
- k. Vandalism or destruction of school or personal property.

Disciplinary Procedures

At SBCA, it is the heart of the administration and staff to lovingly encourage and disciple students in their relationship with God and development/reinforcement of strong character. The goal of discipline is to promote wisdom through appropriate incentives and intervention strategies. It is important to understand that unwise choices have consequences.

Steps to Resolving Discipline Problems

1. Teacher talks with, counsels, and prays with student.
2. Administrator talks with, counsels and prays with student.
3. If necessary a conference will be set with parent(s) over the phone or in person.

Disciplinary action may be taken in keeping with the offense.

South Baldwin Christian Academy is committed to developing the spiritual as well as the academic qualities that characterize each child. As an important element of its program of total character development, we believe that it is necessary to follow scriptural admonition to correct a child when his or her behavior is in violation of school or classroom rules and procedures.

In-School Suspension

Suspension from school is a result of serious or repeated minor misconduct. In-school suspensions range from one to three days at the discretion of the administration. A student who receives an in-school suspension will be required to be at school for the normal duration of the school day in proper school uniform. The student will not be permitted to attend the regular class schedule but will be required to complete assignments. The student may not participate in any school activities including athletics. Extra assignments or physical work may be given at the administrator's discretion.

Out-of-School Suspension

A student who receives an out-of-school suspension is separated from the school community entirely and is not permitted to attend any school related activities including athletics. Regular assignments must be completed before the student returns to the classroom.

Expulsion

SBCA's disciplinary measures are structured to give students the

opportunity to reflect on their actions and then demonstrate a desire to remain at SBCA by changing behavior. The written system of corrective actions cannot deal explicitly with every situation; however, it provides a pattern or guide which will enable those involved in student discipline to follow an orderly method of using biblical wisdom to determine an appropriate course of action. If a student's behavior fails to demonstrate sufficient improvement or a major violation takes place, he/she may be asked to separate from the school. When expulsion occurs, a student may not be on campus or attend school events for a designated time (usually the remainder of semester or school year).

Disciplinary Probation

Any student with excessive discipline problems during a semester may be placed on disciplinary probation for a specific time. During this time of probation, any violation of a major school rule or standard of conduct may result in more serious consequences or immediate expulsion.

GENERAL POLICIES

Child Abuse and Neglect

South Baldwin Christian Academy is obligated by Alabama law to report the reasonable suspicion of abuse or neglect. Any suspicion of child abuse must be reported to and discussed with the administration.

Registration

Registration fees are charged each year and are payable upon

registration. Returning student registration fees need to be paid before the end of January to reserve a space for the next school year.

Tuition

Tuition is an annual fee. Upon enrollment of your student, you agree to pay the full annual tuition amount.

Refund Policy

All fees and tuition are non-refundable and non-transferable.

Returned Checks

A \$35.00 returned check charge will be strictly enforced and added to your account balance upon notification from our bank that your check has been returned. This fee also applies if a direct debit is rejected by your bank. A notice will then be mailed to you, and you will be expected to immediately reimburse the school for the check or debit amount and the \$35.00 fee.

Outstanding Balances

No final report cards or transcripts will be given for any student until all balances due the school are paid. No student will be allowed to return the following year if there is an outstanding balance due on his account. Please understand that we, too, have financial obligations. We are striving to establish a strong Christian testimony not only with students, parents and teachers, but with those with whom we do business. We strive to meet all of our obligations promptly.

Withdrawal Policy

(Including Dismissal or Expulsion)

Our operating budget at SBCA is based on the concept that your student is enrolled for the entire year and not on a month-to-month basis. We are obligated to our teachers, staff and vendors for the entire year. **A 30-day advance written notice of intended withdrawal is required. All tuition obligations and fees must be paid before any records will be released.**

SAFETY PLAN

School safety and emergency planning are of the highest priority at South Baldwin Christian Academy (SBCA). Our commitment to students, parents, faculty, and guests is to provide a safe and secure environment to worship, grow, and serve while on, entering, and exiting the school campus and parking areas. To this end, we have prepared a safety plan which will serve as the basis for our actions focused on safety. The safety plan includes four aspects: prevention, preparedness, recovery, and response.

Prevention means keeping everyone safe, every day. It means understanding where our children, staff, and guests are at all times, providing a safe, supervised transit from one place to another and supervision on campus whether in class, physical education, or free play. We want to always be in a safe and secure environment. To this end, our facilities have been constructed with the highest standards. Appropriate supervision, safe entrance, exit, and travel routes are provided.

Preparedness means being aware of and connected to what is going on in our surrounding community including inclement weather, intruders, chemical spills and other hazards which may occur. Pre-established means of communication and monitoring changing conditions will be in place. Preparedness also means practice. All our staff will be trained on the safety plan and its contingencies and periodic drills will be conducted.

Response is what we actually do during the event. It's when the drills become real. Our response will be considered, appropriate to the situation and involve community support agencies when needed without abuse of that support. Our response includes how we communicate with each other during an emergency, and how we communicate with outside agencies, students, and families. Our first priority during any response is the safety and health of our students.

Recovery is also part of being prepared. We don't expect events to occur, but if they do, we want to be prepared both during the event and after. Roles and responsibilities will be assigned in advance. Plans will be in place for documentation of incidents which occur and a provision will be in place for discussion with the students, staff, and parents involved in any incident. We will review and learn from any which occurs.

Parents may review the Safety Plan at the school office or request a copy from the Head of School.

Health/Medical Information

Illness

In the event a student becomes ill, a parent will be notified to pick up their student. The aide will monitor the student until the parent arrives. Our goal is to provide a safe environment for students until such time as a parent or other designated adult is notified and picks him/her up. Please make sure your contact information is current. This will enable us to contact you more efficiently should the need arise. See MEDICATIONS for information concerning the administering of prescription and over-the-counter medications.

Communicable Childhood Diseases

Upon having the following illnesses, a child must have written consent from either a physician or the Baldwin County Health Department to return to school, or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping Cough
6. Pinworms
7. Scabies
8. Ringworm
9. Impetigo
10. Pink Eye
11. Lice
12. Fifth disease
13. Shingles

Immunization Policy

Alabama State law decrees that each student must present to the school a current Alabama (original) immunization certificate. Non-compliance with this regulation will result in referring the student to the proper authorities. Immunizations may be obtained from the Baldwin County Health Department or your doctor's office. The immunization program must be completed and dates on file in the office no later than the fifteenth (15th) day of school or the child will be excluded from school until the program is completed.

In keeping with the Alabama State immunization law, non-compliance will result in the following procedure:

1. The school will send a letter to parents of those students with missing and/or expired certificates. This letter will be sent within the first 2-3 weeks of the school year.
2. The school will follow up 1 week later with a phone call to the parent if no action has been taken.
3. If action still has not been taken, a meeting will be scheduled with the Principal and parent if necessary.

Medications

SBCA staff is not permitted to administer prescription medications. Parents are welcome to visit the office to administer any medicine their child will need during the school day. The office staff can give basic over the counter medication as directed if the

student has a medication permission form on file. Students may carry Epipens to school and on school trips with parent authorization given to the office. Parents are encouraged to provide multiple Epipens, but a child is allowed to carry an Epipen themselves. Epipens can be kept in the office or in the child's backpack – forms need to be filled out and kept in the office.

Emergency Care for Students

1. Trained personnel will be in attendance during regular school hours and for extracurricular school activities. Trained personnel may include instructors/staff that are certified in CPR/First Aid. First Aid supplies are on campus in the office. Trained personnel will initiate First Aid treatment as necessary. In the case of significant injuries, the student will be treated in place until EMS personnel arrive. For less significant injuries, students will be brought to the school office where they will be treated. Responses will incorporate information provided by the parents on the student's Emergency Information Form. If needed, the trained personnel will call 911.

2. Trained personnel will stay with the injured person until a parent or EMS help arrives or until the student can return to class. The responsible SBCA representative will contact a parent and will have emergency information on hand. The responsible SBCA representative will also document the incident on the SBCA Accident Report form and notify the

Principal of the incident and status of the student.

Student Pickup/Early Dismissal from School

Students may only be picked up at the end of a school day or for early dismissal by a parent or guardian. Parents may designate someone to pick up their child from school. If person is not listed on pick up list, parent must submit a written notice to the school office. (Emergencies are taken into consideration by the Head of School) Any person picking up the student should be prepared to present a photo identification to staff prior to release of the student.

Inclement Weather Announcements

In case of hurricanes or other severe weather, SBCA will follow the lead of the Baldwin County Public Schools. Please listen to radio stations WHEP (1310 on the AM dial) or WBHY.

A text notification will be sent to all parents concerning school closures.

