



South Baldwin

CHRISTIAN ACADEMY

STUDENT / PARENT HANDBOOK

K3-12TH GRADE

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**Revision VII
April 23, 2019**

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INTRODUCTION

Dear Parents and Students,

Welcome to South Baldwin Christian Academy (SBCA)! 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 SBCA, 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 enable 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).

We believe and teach God's design for the two sexes – male and female – and define marriage as the joining of one biological man and one biological woman (Genesis 1:26-29; Genesis 2:23-24; Matthew 19: 3-6; Mark 10: 6-9; Ephesians 5:28-32).

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 nearly students (preK – 12), employs more than qualified and experienced staff members and has added three new buildings to the campus. SBCA is accredited with AdvancED (SACS), National Council of Private School Accreditation (NCPA), and Association of Christian Teachers and Schools (ACTS).

Legal Organization and Administration

SBCA is governed by a Board of Directors. The list of Board members is featured 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 (NCPA).

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.

Admissions Requirements

The foundation the SBCA admissions criteria and model is built on the concept of a partnership with Christian families. 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) The following criteria are used to determine admissions:

- Since SBCA is a Christian school in partnership with the family, at least one parent or guardian must acknowledge Jesus Christ as their personal Lord and Savior and be in agreement with the SBCA statement of faith.

- A parent or guardian must submit an Application for Admissions and agree to the Parent Commitment outlined on the Application ([link](#))
- Have documentation showing the student has successfully completed the previous grade by a demonstrated proficiency of at least 70% or higher in reading comprehension, math, and English grammar and composition. If the new student has taken any standardized tests, the student should have earned national scores of at least 50th percentile or higher in reading comprehension, math, and English grammar and composition
- Students and their parents applying for admissions to grades 7-12 will be interviewed in order to assess the students' academic motivation, spiritual maturity, and potential impact on the culture of the school. SBCA administration will consider things such as family cooperation and reasons for desiring enrollment at SBCA.
- Students must exhibit appropriate levels of behavior and maturity and parents must disclose any previous record of social, behavioral, or mental health issues. If evidence of nondisclosure occurs after acceptance, the student could become subject to dismissal. SBCA does not have provisions for special needs children.
- To continue to be enrolled, a student must exhibit satisfactory academic achievement, emotional stability, positive social behavior, good moral character, and willing cooperation with teachers and administration.
- Students must be age three on or before September 1 for admission into our K3 program, age four for admission into our K4 program, and age five for admission into our K5 program. Birth certificates are required upon application of all new students. Students must be of suitable age for their grades. Grade placement is made at the discretion of the Head of School based upon the student's ability to perform the work of that grade level
- The Head of School will make all final decisions concerning admissions and acceptance of applications.

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
- Elective Science

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). The decision for selecting the class

Valedictorian and Salutatorian will be determined by cumulative GPA at the end of the third quarter. 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.

Learning Disabilities

SBCA is not prepared to help children with severe learning disabilities. Children with lesser learning disabilities may be admitted to SBCA with the Head of School's approval.

Definitions

- **Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired (e.g. Down's Syndrome, deaf/mute, blind, etc.)
- **Lesser Learning Disability:** Any condition in a potential student which does not require a separate classroom, program, and staff in order to provide educational services (e.g. minor hyperactivity, dyslexia, etc.).

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.

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 approve 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.

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.

In-School Suspension

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 In-School Suspension.

Also, at the beginning of each new grading period, the tardy count begins at zero. Unexcused absences will be included in the count for In-School Suspension.

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. or 1:15 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 7:45 a.m. and in the afternoons until 5:30 p.m. for preschool and elementary students and 3:30 p.m. for middle and high school students. Please see the school website for the most current afterschool program fees.

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 the uniform policy top, the student will be given an SBCA t shirt and parents will be billed \$20 for the shirt. If a student is in violation of the uniform policy bottoms, parents will be called to bring the student the proper uniform and students will receive a tardy for the time missed out of class to rectify the uniform. This policy is not intended to embarrass students or inconvenience parents. 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 or profane.

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

- SBCA School Spirit Shirt
- 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:** Blue Denim, 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).

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.

High School Privilege

Because SBCA believes that it is important for high school students to be given the opportunity to make decisions within boundaries, high school students who comply with the uniform policy Monday – Thursday will have the privilege of dressing out of uniform, within the boundaries of the dress code, on Fridays.

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. Shoes shall be worn at all times, and as necessary conform to special class requirements (physical education, etc.).
7. Clothing that is obscene, crude, vulgar, offensive, or advertises products prohibited by school board (tobacco, alcoholic beverages, controlled substances, etc.) are prohibited.
8. Clothing with tears, rips, or holes is prohibited.
9. Adornments that could reasonably be perceived as weapons or used

to inflict harm (i.e. chains, spikes, etc.) are prohibited.

10. Athletic uniforms worn during the school day must meet the requirements of this dress code unless specifically stated otherwise by the school administrator.

11. 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.

Anti-Bullying Policy

Bullying will not be tolerated at our school. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words or other behavior such as: intimidation (e.g. name-calling or threatening); physical aggression such as spitting or pushing; or cyber-bullying through e-mails, or various social networking sites. Any student who believes that he/she has been the victim of bullying should report the incident(s) to the Head of School. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or expulsion. Nothing stated above limits the school's authority to act directly on any matter, including disciplinary action and referral to law enforcement if deemed necessary.

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 corner 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. Students 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 are to be out of sight while on school property.
9. Students are to respect all school property including computers and textbooks. Parents assume financial responsibility for any destruction of 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.

SBCA 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

SBCA 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.

Communication

Sycamore Education is the primary communication tools for grades and teacher and office communication. Official school communications may also be sent by text message and email.

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. All tuition obligations and fees must be paid before any records will be released.

Refund Policy

All fees and tuition are non-refundable and non-transferable except for the following circumstances:

1. The student moves a distance that would prohibit him/her from attending the school.
2. The school determines that the student is unable to meet the demands of South Baldwin Christian Academy by no fault of the student/parent. This will be determined by administration or the board of directors.
3. The student is unable to attend due to prolonged illness, injury or death.

In the circumstances described above, tuition will be refunded on a prorated basis. Registration fees and all other student fees will not be refunded.

Search and Seizure Policy

Authorized school personnel may conduct a reasonable search of a student or his/her locker, and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules, deemed significantly disruptive, or dangerous to the overall operation of the school programs. Such searches may be conducted on campus or at any school event. An administrator and at least one other school employee will conduct all searches. The administration of South Baldwin Christian Academy reserves the exclusive right to have the local

police department do routine and random checks for illegal activity on school campus.

Grievance Resolution Policy and Procedures

The SBCA Board believes that grievances should be resolved at the lowest possible level within the SBCA structure, within accordance to Matthew 18:15-17. The goal is to resolve conflicts, restore fellowship, exhibit love and respect, and exercise proper response to authority. Anyone with a specific problem or complaint about personnel should first contact that person directly in an attempt to identify, clarify and resolve the differences before moving up the chain of authority.

Classroom or Teacher-Related Problem

If a problem arises in the classroom or with a student, a person should first go to the teacher and attempt to resolve the problem. If a solution cannot be worked out, the next step would be to go to the appropriate Principal.

The principal will endeavor to work with both the parent and the teacher to come to an agreement. Should the matter not be able to be resolved, the party shall submit the matter in writing to the principal, requesting this resolution procedure be followed. The principal will respond in writing as soon as possible but within a maximum of seven [7] school days of their meeting.

If the party is not satisfied after reviewing the principal's response, the party must notify the principal in writing of its desire to continue the resolution procedure (within 1-8 school days maximum). The principal will pass all the written documents to the Head of School for review.

School Actions or School Personnel

If there is a problem or grievance about an action taken by the school or school personnel that is not classroom related, the party should meet with the person involved directly in an attempt to resolve the issue. If resolution is not reached, the chain of command should be followed.

Should the grievance reach the level of Principal and the Principal is unable to resolve the problem to the satisfaction of the party or parties concerned, the petitioner shall submit the matter in writing to the Principal, requesting the Resolution Procedure be followed. The Principal will respond in writing within a maximum of seven (7) more school days.

If the party is not satisfied after reviewing the Principal's response, that party may notify the Principal in writing of its desire to continue the resolution procedure within 1-7 school days. The Principal will pass all the written documents on for final administrative review.

Final Administrative Review

The Head of School will be responsible for a final administrative effort to resolve the situation. Whenever a resolution issue is

submitted for final administrative review, it shall be processed in accordance with the procedure stated below.

The Head of School shall seek to meet with the petitioner within seven (7) school days, provided a mutually satisfactory time can be set. The Head of School may, at his/her discretion, have the issue discussed with the petitioner and the administrative team before a decision is rendered. If the issue is heard by the administrative team, there may be a need for more than seven (7) days, but every effort will be made to hear the matter within ten (10) days, and there will not be further need to meet with the administrator separately as part of the resolution procedure. The Head of School shall render a decision in writing to the petitioner as quickly as possible following that meeting (but not to exceed 10 days).

If the Head of Schools decision in the written response is unsatisfactory to the petitioner, the petitioner may request in writing a Board review of the grievance or complaint. The petitioner will submit this request to the Head of School no later than 1-7 school days of receiving the response. At this point, all information and data must be part of this written record. No new witnesses and data may be added to the grievance beyond this point.

Board Level

The Head of School will attach all related documents and forward the request to the Chair of the Board of

Directors. These documents should include all those of the petitioner as well as the school staff. It is the intention that all arguments and all information in regard to the issue are part of that data.

The Chair will direct the grievance to an appropriate committee of the Board or to the entire Board for final decision. Within a maximum of thirty (30) days of receiving the grievance, a written decision shall be rendered to the petitioner.

The Board of Directors is the final authority on all matters pertaining to the school. Hence, the Board must prayerfully consult, ponder, and evaluate the issue. The petitioners must reconcile themselves to the final decision of the Board of Directors.

General Standards

- a) Letters sent to the Board or individual Board members will be referred to the appropriate level of authority to handle in accordance with this policy.
- b) Problems should be resolved as quickly as possible. No more than seven (7) school days should take place before the execution of each additional step of the process.
- c) Sometimes due to the workload of the administrator, the seven (7) days needed for him to respond may be extended. In such a case, the administrator will inform the parties in writing of this problem before the expiration of the seven (7) days but still shall endeavor to complete his/her response within three (3) more days (total of 10).

- d) If a petitioner with a grievance fails to follow through to the next step within the time period suggested, it will be assumed that the petitioner has accepted the decision and /or explanation rendered to him and will not hold grudges or spread dissension within the school family.

Returned Checks

A \$36.00 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 \$36.00 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. 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 Head of School 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.

