



# South Baldwin

CHRISTIAN ACADEMY

## STUDENT / PARENT HANDBOOK

**K3-12<sup>TH</sup> GRADE**

**6900 Highway 59  
Gulf Shores, AL 36542**

**(251) 968-1230  
[www.SouthBaldwinCA.org](http://www.SouthBaldwinCA.org)  
[info@southbaldwinca.org](mailto:info@southbaldwinca.org)**

**Revision XII  
July 27, 2023**

# Table of Contents

<b><u>Section</u></b>	<b><u>Page No</u></b>
PHILOSOPHY .....	4
SCHOOL HISTORY .....	8
LEGAL ORGANIZATION AND ADMINISTRATION .....	8
ACCREDITATION .....	8
PARENTS’/GUARDIANS’ STATEMENT OF SUPPORT .....	9
ADMISSIONS REQUIREMENTS .....	9
<b>ACADEMICS .....</b>	<b>11</b>
HONOR CODE .....	11
CURRICULUM .....	11
K-12 GRADING SCALE .....	12
WEIGHTING OF GRADES: QUALITY POINTS .....	12
REPORT CARDS .....	13
PROGRESS REPORTS .....	13
PARENT CONFERENCES .....	13
HONOR ROLL .....	13
K-8 PROMOTION/RETENTION .....	13
HIGH SCHOOL GRADE PLACEMENT .....	14
GRADUATION REQUIREMENTS .....	14
HOMEWORK .....	16
STUDENT RECORDS .....	17
SPECIAL EDUCATION PROGRAMS .....	17
<b>STUDENT ATTENDANCE .....</b>	<b>18</b>
ATTENDANCE POLICY .....	18
ABSENCES .....	18
ACCUMULATED ABSENCES .....	18
TARDINESS .....	19
<b>DAILY ROUTINE .....</b>	<b>20</b>
REMOTE/ONLINE LEARNING .....	20
EXTENDED CARE PROGRAMS .....	20
FIELD TRIPS .....	20
<b>STUDENT CONDUCT .....</b>	<b>21</b>
DRESS CODE .....	21
COMMON COURTESY .....	24
BULLYING PREVENTION .....	24
CELL PHONES/ELECTRONICS .....	26
COMPUTER USE POLICY .....	26
LEAVING CAMPUS .....	26
STUDENT PICKUP/EARLY DISMISSAL FROM SCHOOL .....	27
DRIVING STUDENTS .....	27
<b>DISCIPLINE .....</b>	<b>28</b>
STANDARDS & EXPECTATIONS .....	28

SUSPENSION/SEPARATION .....	29
DISCIPLINARY PROCEDURES.....	29
<b>GENERAL POLICIES.....</b>	<b>31</b>
CHILD ABUSE AND NEGLECT .....	31
COMMUNICATION.....	31
REGISTRATION.....	31
TUITION.....	31
REFUND POLICY.....	31
FORCE MAJEURE .....	32
SEARCH AND SEIZURE POLICY .....	32
GRIEVANCE RESOLUTION POLICY AND PROCEDURES .....	32
OUTSTANDING BALANCES.....	35
WITHDRAWAL POLICY (INCLUDING DISMISSAL OR EXPULSION).....	35
<b>SAFETY PLAN .....</b>	<b>36</b>
HEALTH/MEDICAL INFORMATION.....	37
IMMUNIZATION POLICY .....	37
MEDICATIONS.....	38
EMERGENCY CARE FOR STUDENTS.....	38
VOLUNTEER DRIVERS .....	38
INCLEMENT WEATHER ANNOUNCEMENTS .....	39

# 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 to 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 strive daily 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 worldview. (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. (1<sup>st</sup> 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. (2<sup>nd</sup> 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. (2<sup>nd</sup> 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; 1<sup>st</sup> Corinthians 9:24).

## **School History**

In 2008 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. In 2012, 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. The desire was to establish a Christian school that operated with excellence, was community based and not attached to a single church. Out of that meeting grew the concept to launch SBCA on the current campus along with the transfer of assets from CCLC.

When SBCA opened its doors for the Spring 2013 semester, enrollment quickly grew to 100 students. Today, SBCA has nearly 180 students (pre-K – 12), employs more than 25 qualified and experienced staff members and has added three new buildings to the campus. SBCA is accredited with Cognia (formerly known as AdvancED), National Council of Private School Accreditation (NCPSA), and Association of Christian Teachers and Schools (ACTS).

## **Legal Organization and Administration**

South Baldwin Christian Academy, Inc. (SBCA) is organized as a non-profit and is recognized by the IRS as a 501c3 tax exempt organization. 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), Cognia (formerly known as AdvancED), and is a member of the National Council of Private School Accreditation (NCPSA).

## **Nondiscrimination Policy**

SBCA admits students of any gender, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of gender, race, color, national, and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.



## **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 schoolwork.
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. I understand the tuition rates, curriculum fees, and enrollment fees, and will make the appropriate payments upon registration. I understand and will fulfill my financial commitment.
9. I understand that my child will not begin the school year until the registration process is completed, required fees are paid in full, and tuition plan is established.

## **Admissions Requirements**

The foundation of 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.
- Parents must 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 will be interviewed to assess 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.
- To be officially enrolled at SBCA for a new school year, new and existing families must have completed the registration process, paid the registration and curriculum fees in full, and have established a payment plan for tuition.

## 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

Curriculum includes not only the textbooks used in the classroom, but also the lessons and additional academic content taught in any specific course. Both textbooks and curriculum content are important factors within the SBCA educational framework and must be carefully formulated.

To establish the best learning environment for all students, curriculum committees composed of teachers, administrators, SBCA Board of Directors Academic Review Committee members, and selected parents are utilized. The committees shall screen potential textbook adoptions to determine how closely they align with the SBCA philosophy, objectives, and appropriate standards.

It is recognized that Christian publishers provide a Christian perspective especially needed in the social and physical science content. Christian publishers provide an emphasis on Christian values and thinking. Therefore, when deemed appropriate for the particular class, specific Christian textbooks are selected. In other areas, secular textbooks may be used, but the curriculum is infused with the fundamental Christian values expressed in the SBCA philosophy. The curriculum will utilize a variety of publishing companies and teaching resources.

The Scope and Sequence Guides meet or exceed state and national standards. Information regarding curriculum for each grade level is 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 accomplish 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.

## **K-12 Grading Scale**

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

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 50 – 59
- I Incomplete
- E Excellent
- G Good
- N Needs Improvement
- U Unsatisfactory

## **Weighting of Grades: Quality Points**

The weighted grades process begins ninth grade year and continues through grade twelve.

<b>Honors Courses and Dual Enrollment Core Courses</b>
A = 5 points
B = 4 points
C = 3 points
D = 2 points
F = 0 points

## **Transferring Weighted Grades**

South Baldwin Christian Academy accepts weighted grades from a transfer student *only* when they match SBCA's weighted course offerings.

## **Report Cards**

South Baldwin Christian Academy uses four nine-week grading periods during the school year. Report cards are sent home with students at the end of first, second, and third quarters. Fourth quarter report cards are mailed to all families at the end of the school year.

## **Progress Reports**

South Baldwin Christian Academy sends mid-quarter progress reports home with students to ensure parents remain informed of student progress.

## **Parent Conferences**

Parents are strongly encouraged to schedule conferences with the classroom teacher(s). If a parent wants to request a meeting with a teacher and/or principal, we ask that arrangements be made at least 24 hours in advance. In most cases, conferences can be scheduled the same week as the request unless it falls immediately before the weekend, a scheduled break, or school holiday.

## **Honor Roll**

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

1. **A Honor Roll** – Students must have an A in each subject. All other grades can be no lower than G (Good).
2. **A/B Honor Roll** – Students must have an A or B in every subject. All other grades can be no lower than G (Good).
3. **Perfect Attendance** – Students must have perfect attendance for the quarter and no tardies.

## **K-8 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 Principal will make the final decision to promote or retain a student.

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.

## High School Grade Placement

(Effective for all High School Students as of August 9, 2023 and Thereafter)

- Grade 9 (Freshman) – Successful completion of Middle School
- Grade 10 (Sophomore) – Successful completion of 7 credits
- Grade 11 (Junior) – Successful completion of 14 credits
- Grade 12 (Senior) – Successful completion of 21 credits

## Graduation Requirements

(2023-2024 Sophomore – Seniors)

Bible*	4 units of credit
English	4 units of credit
Social Studies	4 units of credit
• World History	
• U.S. History I	
• U.S. History II	
• Government and Economics	
Mathematics	4 units of credit
• Algebra I	
• Geometry	
• Algebra II or Algebra II with Trigonometry	
• Consumer Math or Pre-Calculus	
Science	4 units of credit
Biology	
• Physical Science	
• Elective Science	
• Elective Science	
Physical Education	1 unit of credit
Health	0.5 unit of credit
Fine Arts	1 unit of credit
Foreign Language	2 units of credit
Computer Applications	1 unit of credit
Elective Courses	3.5 units of credit
<b>Total Units</b>	<b>29 units of credit</b>

*\*Bible is required by SBCA each year. Most state agencies count Bible as an "elective" credit. Specific courses offered are subject to change. For students transferring to SBCA, Bible is required only for the years attended.*

## 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.

## Graduation Requirements

(Beginning with the 2023-2024 Freshman Class)

Bible*	4 units of credit
English	4 units of credit
Social Studies	4 units of credit
• World History	
• U.S. History I	
• U.S. History II	
• Government and Economics	
Mathematics	4 units of credit
• Algebra I	
• Geometry	
• Algebra II or Algebra II with Trigonometry	
• Consumer Math or Pre-Calculus	
Science	4 units of credit
• Biology	
• Physical Science	
• Elective Science	
• Elective Science	
Physical Education	1 unit of credit
Health	0.5 unit of credit
Fine Arts	1 unit of credit
Foreign Language	2 units of credit
Computer Applications	1 unit of credit
Elective Courses	2.5 units of credit
<b>Total Units</b>	<b>28 units of credit</b>

*\*Bible is required by SBCA each year. Most state agencies count Bible as an “elective” credit. Specific courses offered are subject to change. For students transferring to SBCA, Bible is required only for the years attended.*

## 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 fourth quarter grading period. All coursework 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 or Dual Enrollment Core 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.

## **Homework**

The purpose of homework is to complete basic and enrichment assignments begun in class, to introduce or reinforce material presented in class, , or to research topics which cannot be completed in class due to lack of time. Generally, homework assigned 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. 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 the 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 paid in full.

## **Special Education Programs**

Presently, SBCA is unable to meet the educational needs of students who would require a separate classroom, program, or staff member. Minor academic accommodations can be provided to students who are currently receiving academic therapy from a licensed, private therapist off-site.

# STUDENT ATTENDANCE

---

## Attendance Policy

To ensure students are academically and spiritually prepared to succeed and become confident, self-directed lifelong learners, it is important they attend school regularly. We recognize that certain absences are unavoidable; however, they do place an extra burden upon both the student and the teacher to complete missed work. All missed assignments and tests must be completed by the designated due date.

## Absences

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

The parent or guardian 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."** Assignments and tests will be completed at the teacher's discretion without the usual make-up privileges.

**Note:** All absences due to suspected or confirmed cases of COVID-19 will be considered excused.

## Accumulated Absences

Students may not exceed 5 unexcused absences per semester. After the fifth absence due to personal illness in a semester, students will be required to obtain verification from a physician to be excused for personal illness reasons. For a medical or dental excuse, students must provide verification from a physician when they return to school. If a family elects to take vacation time or a trip during regular school hours, the principal must be notified at least a week in advance and all missed assignments and tests must be completed with the classroom teacher.

Administration will not approve a personal family vacation or trip if the student's total unexcused absences- exceed 5 for the semester in which the trip is to be taken. More than 20 absences (or 10 unexcused absences) will jeopardize promotion to the next grade level.

## **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 five tardies is considered excessive and will result in an unexcused absence. Excessive tardies will be monitored by the Principal and reported to parents. A continued pattern of consistent tardiness will result in disciplinary action.

## **Tardy/Late Check-In Procedure**

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

# DAILY ROUTINE

---

The school day begins at 8:00 a.m. for all classes and ends at 2:45 p.m. Students should arrive no earlier than 7:40 a.m., unless they are enrolled in the Before School Care program. Students are marked tardy if they arrive after 8:05 a.m. Also, students should leave promptly at 2:45 p.m. If a parent is going to be late picking up a student, the school should be notified as soon as possible. Students will be placed in the After School Care program at 3:15 p.m., and parents will be charged a \$10 aftercare drop-in fee.

## **Remote/Online Learning**

If school must be closed due to inclement weather or for any other reason, schoolwork will be posted online. In the event of an extended closure (such as a pandemic), schoolwork will be provided in paper form to students unable to access this work online. The specifics of any closure will be communicated to families via Sycamore messaging and posted on the website. Students will be expected to complete their schoolwork per the guidelines provided at the time of the closure.

## **Extended Care Programs**

SBCA offers before and after school extended care sessions. The Before School Care program begins at 7:15 am and ends at 7:40 am. Any SBCA student can enroll in this program. The After School Care program is designed - for preschool and elementary students. It begins at 3:00 pm and concludes at 5:30 pm. - Please see the school's website for the most current extended care program fees.

## **Field Trips**

Field trips will be taken during the school year. Field trips are fun and informative learning experiences primarily designed to enhance 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. The appearance of all students 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. All students are expected to be groomed and dressed appropriately for school and required school activities. If a student is in violation of the uniform policy, the student will be asked to change and/or the parent will be notified to bring the proper uniform clothing.

The school administrator has the authority to implement and enforce the school dress code in a manner that is age appropriate and considerate of sincerely held religious beliefs. Reasonable accommodation will be made by the school administrator for students involved in special duties, activities, or projects approved by the school.

### Preschool through Fourth Grade

#### Girls:

##### Bottoms

- Plaid jumper (Zoghby's Only)
- Plaid skort (Zoghby's Only)
- Navy skort (Zoghby's Only)
- Khaki pants

##### Tops

- White Peter Pan collared shirt
- Navy polo
- Red polo

#### Boys:

##### Bottoms

- Khaki pants
- Navy pants
- Khaki shorts (can be AFTCO style - size long)
- Navy shorts (can be AFTCO style - size long)

##### Tops

- Navy polo
- Red polo

**Optional Girl and Boy Outerwear: (may be worn in the classroom)**

- Navy vest
- Navy cardigan
- Navy blazer (Zoghby's Only)
- Navy SBCA hoodie
- Navy SBCA sweatshirt

**Girl and Boys Shoes**

- Closed toe tennis shoes

**Note:**

- Plaid jumpers must be worn with a white Peter Pan collared shirt.
- SBCA spirit shirts may be worn on Fridays. (SBCA 2022-2023 spirit attire may be worn.)
- Hats, crocs, sandals, and cargo pants are not permitted.
- There are no restrictions to outerwear with regard to color or pattern when worn outside of the building.

**School Spirit Store: (Items will be sold year-round beginning mid-June 2023)**

- Navy and red SBCA spirit shirts
- Navy SBCA hoodie
- Navy SBCA sweatshirt
- Navy SBCA windbreaker

**Fifth Grade through Twelfth Grade**

**Girls:**

Bottoms:

- Plaid skort (Zoghby's Only – Length must be mid-thigh)
- Navy skort (Zoghby's Only – Length must be mid-thigh)
- Khaki pants
- Khaki or navy shorts (Length must be mid-thigh)
- Jeans (non-ripped)

Tops

- Navy polo
- Red polo
- White collared blouse
- SBCA spirit shirt

**Boys:**

Bottoms:

- Khaki pants
- Navy pants
- Khaki shorts (can be AFTCO style - size long)
- Navy shorts (can be AFTCO style - size long)
- Jeans (non-ripped)

### Tops

- Navy polo
- Red polo
- White collared shirt
- SBCA spirit shirt

### **Optional Girl and Boy Outerwear: (may be worn in the classroom)**

- Navy vest
- Navy cardigan
- Navy blazer (Zoghby's Only)
- Navy SBCA hoodie
- Navy SBCA sweatshirt

### **Girl and Boys Shoes**

- Closed toe tennis shoes

### **Note:**

- Jeans and hoodies are not permitted on chapel day.
- Hats, crocs, sandals, cargo pants, and joggers are not permitted.
- There are no restrictions to outerwear with regard to color or pattern when worn outside of the building.
- SBCA 2022-2023 spirit attire may be worn.

### **School Spirit Store: (Items will be sold year-round beginning mid-June 2023)**

- Navy and red SBCA spirit shirts
- Navy SBCA hoodie
- Navy SBCA sweatshirt
- Navy SBCA windbreaker

## **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 school administrator.

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. Undergarments shall not be visible at any time.
3. Clothing that is obscene, crude, vulgar, offensive, or advertises products prohibited by the school board (tobacco, alcoholic beverages, controlled substances, etc.) is prohibited.
4. Clothing with tears, rips, or holes is prohibited.

5. Adornments that could reasonably be perceived as weapons or used to inflict harm (chains, spikes, etc.) are prohibited.
6. Distracting hair colors or cosmetics, decorative contact lenses, and facial or tongue jewelry (other than ears) are prohibited.
7. Any jewelry deemed to be a distraction or safety issue is prohibited.
8. Throughout the year, the school may have themed dress days. All dress code requirements are still to be met on theme days.
9. Parents will contact the school administrator if a documented medical condition needs to be accommodated.

## **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 in class activities (involve themselves in discussion, respond when called upon, etc.).
- **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.

## **Bullying Prevention**

It is the desire of SBCA to create an environment in which our students feel safe and secure. A safe and secure atmosphere will aid all students in pursuing their academic, physical, and spiritual goals. It is the intent of the school to implement a bullying policy to protect this sense of safety and security.



## **A. Definition of Bullying:**

Bullying is intentional, repeated hurtful acts, words, or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim.

## **B. Types of Bullying:**

1. **Physical bullying** is using one's body and physical bodily acts to exert power over peers. Punching, kicking, and other physical attacks are all types of physical bullying.
2. **Verbal bullying** is a means of using words in a negative way such as insults, teasing, put downs, etc., to gain power over someone else's life.
3. **Cyber bullying** is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of text. Cyber bullying and harassment deliberately threatens, harasses, or intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to self or damage to the individual's property or reputation; or has an effect of substantially disrupting the orderly operation of the school.
4. **Emotional bullying** includes ejecting, terrorizing, extorting, defaming, humiliating, blackmailing, and rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.
5. **Sexual bullying** includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

## **C. Reporting of Bullying:**

1. Students should report incidents of bullying to a teacher or an administrator. An incident report should be completed and turned in to the administrator for follow up. A student may make an anonymous report by leaving a written, phone, or e-mail message for a teacher or administrator. All reports will be addressed and investigated.
2. SBCA staff should report incidents of bullying to their immediate supervisor.

## **D. Consequences of Bullying:**

The administration will contact parents of the bully and victim in all incidents of bullying and plan counseling by school staff. Consequences will fit the type of bullying as stated in the Student Handbook. Consequences may include loss of privileges physical and internet, extracurricular activities, and/or suspension for a period of time. Consequences may also include expulsion for severe cases of bullying.

## **Cell Phones/Electronics**

To provide a safe, educational environment, cell phones are to remain out of sight during school hours. If an emergency arises, parents should contact the front office. The office staff will locate the student.

Students are not allowed to bring other electronic devices, including smart watches, to school. If a student is seen on school property with these electronic devices, they 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 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. If a student is checked out through the front office for the day, they may not return to campus without a note from a doctor. The front office will only contact parents for students to leave campus due to illness.

## **Closed Campus**

SBCA is a closed campus, secondary students may not checkout and return after lunch. Students leaving campus without checking out are subject to suspension.

## **Food Delivery Services**

Students may not use food delivery services to deliver food during lunch. Parents using food delivery services must have deliveries sent during the assigned lunch time. Food delivery that arrives prior to the lunch period will be available at the assigned lunch period. Food delivery that arrives after the lunch period will be available at the end of the day.

## **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 a person is not listed on the pick-up list, the parent must submit a written notice to the school office. Emergencies are taken into consideration by the Principal or 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.

## **Driving Students**

1. All cars must be parked correctly in assigned 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 and display a parking permit, 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 students progressively learn to develop habits of self-control and recognize- their 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.
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 conversations 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 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. Cell phones must be out of sight while on school property.

8. Students are to respect all school property including computers and textbooks. Parents assume financial responsibility for any destruction of school property.

## **Suspension/Separation**

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

1. Use of tobacco in any form, vaping, 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.
2. 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.
3. Insolence, disrespect, or insubordination.
4. Fighting, stealing or gambling.
5. Sexual immorality.
6. Leaving the school campus without permission.
7. Academic dishonesty, including lying, cheating, plagiarism, or forgery.
8. Threatening, intimidating, or causing bodily harm to any person.
9. Profanity, inappropriate language, or taking God's name in vain.
10. Possession of any device designed to disrupt the school day or school event (Example: stink or smoke bombs).
11. 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 to develop and reinforce 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 the student.
2. Administrator talks with, counsels, and prays with the student.
3. If necessary, a conference will be set with parent(s) over the phone or in person.

Disciplinary action may be taken in accordance 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.

### **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 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 reasonable suspicion of abuse or neglect. Any suspicion of child abuse must be reported to and discussed with the administration.

## **Communication**

Sycamore is the primary communication tool for grades and teacher and communication. The administrative staff may be contacted through their personal email addresses or phone calls to the school.

## **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/re-enrollment of your student, you agree to pay the full annual tuition amount or create a financial contract using the student management system. All payment to the school will be subject to the terms of the financial contract. 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 the 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.

## **Force Majeure**

The duties and obligations of SBCA may be suspended indefinitely without notice during all periods in which SBCA is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the control of SBCA. SBCA has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the educational duties and obligations of SBCA may be postponed for a period of time until the school can deliver its contingency course instruction or until such time as SBCA, in its sole discretion, may safely reopen. In the event the school is closed for a period of time or must deliver coursework remotely due to an event under this clause, parents agree SBCA is under no obligation to cancel, waive, or refund any portion of tuition that is owed or paid to SBCA. The SBCA Board of Directors and leadership understand such an event can cause hardship for families. In the case of such an event, the Board will consider what can be done to assist families in a consistent and appropriate manner in regard to financial obligations and balance such consideration with the Board's duty to honor its commitments to teachers, accreditation requirements, and financial viability so the school is able to operate and continue after such event when school may return to normal.

## **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 is in possession of an item prohibited by school rules, deemed significantly disruptive, or dangerous to the overall operation of the school programs which may constitute a criminal offense under the laws of this state. 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 SBCA reserves the exclusive right to have the local police department conduct routine and random checks for illegal activity on the 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, in accordance with 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 the 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 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.

## **Outstanding Balances**

No final report cards or transcripts will be provided to students 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 staff members 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 all student contact information is current. This will enable us to contact you more efficiently should the need arise. Students must be fever free without medication for 24 hours before returning to school.

### **Communicable Childhood Illnesses**

SBCA follows Centers for Disease Control (CDC) recommendations for guidance related to communicable illnesses. Students with symptoms of communicable illnesses such as those listed below, are subject to school office approval before returning to school.

1. COVID-19
2. Lice
3. Chicken Pox
4. Measles
5. Mumps
6. Scabies
7. Ringworm
8. Impetigo
9. Pink Eye
10. Fifth disease (Etc.)

### **Immunization Policy**

Alabama State law decrees that each student must present to the school a current Alabama (original) immunization certificate or certificate of exemption.

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 (15<sup>th</sup>) 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 the 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 parents if no action has been taken.
3. If action still has not been taken, a meeting will be scheduled with the Principal and the parents if necessary.

## **Medications**

SBCA staff are 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. Medial forms need to be filled out and kept in the office.

## **Emergency Care for Students**

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.

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.

## **Volunteer Drivers**

SBCA may utilize vehicles belonging to volunteer drivers in meeting its transportation needs. However, the use and operation of such vehicles shall be subject to the following criteria, which shall be strictly enforced. It is intended that the definition of volunteer vehicle means a vehicle owned, operated, and insured by a SBCA staff member or the parent or grandparent of a SBCA student. Proof that the volunteer vehicle is currently insured at, or above, levels required by the State of Alabama and a cleared background check must be on file with the SBCA administrative offices before any SBCA students and staff members are permitted to travel in the volunteer vehicle. The maximum number of SBCA students, coaches, and staff members permitted to ride in the volunteer vehicle is limited to the number of properly operating seat belts in the volunteer vehicle including the driver.

## **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.