

# Sanford Christian Academy

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A Ministry of Calvary Baptist Church



2010–2011

## PARENT ~ STUDENT HANDBOOK

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Sanford Christian Academy  
Calvary Baptist Church  
68 High Street  
Sanford, ME 04073  
207-324-0777



# PARENT~STUDENT HANDBOOK

2010-2011

*Dear Parents,*

We would like to welcome you and your child and extend our appreciation for the opportunity to serve you through the Christian education ministries of the Sanford Christian Academy, a ministry of Calvary Baptist Church.

We firmly believe that education is a joint responsibility of the home and school. We plan to develop a good working relationship with you and we strive to achieve the highest quality education for your child/children. Our chosen curriculum, guidelines, and regulations are all designed to meet that goal. We covet your support.

This handbook was prepared to address some of the questions you might have concerning school. Please read it thoroughly and refer to it when needed.

If any additional questions should arise, we ask that it be addressed promptly with the administration.

We look forward to working with you in the education of your child/children and sincerely hope that you will take an active interest in our school.

*Serving the Lord,*

Pastor Todd Bell and faculty

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SANFORD CHRISTIAN ACADEMY  
2010-2011 SCHOOL CALENDAR

AUGUST

27.....School Orientation Meeting

SEPTEMBER

1.....First Day of School

6.....No School (Labor Day)

OCTOBER

4.....No School (Teacher’s Workshop)

11.....No School (Columbus Day)

28.....PTM           6PM –Kindergarten  
                          6:30PM –1st-6th  
                          7PM –7th –12th

29.....End of First Quarter

NOVEMBER

11.....No School (Veteran’s Day)

24-26.....No School (Thanksgiving)

DECEMBER 22 –JANUARY 3.....No School (Christmas Break)

JANUARY

13.....PTM           6PM –Kindergarten  
                          6:30PM –1st-6th  
                          7PM –7th –12th

13-14.....Mid-Term Exams

14.....End of Second Quarter

17.....No School (Martin Luther King, Jr. Day)

FEBRUARY

21-25.....No School (February Vacation)

MARCH

24.....PTM           6PM –Kindergarten  
                          6:30PM –1st-6th  
                          7:00PM –7th-12th

25.....End of Third Quarter

APRIL

25-29.....No School (April Vacation)

MAY

27.....Last Day of School—School Picnics

27.....Kindergarten Graduation –6PM  
                          Elementary Awards & 8th Grade Graduation –6PM

27.....Senior Graduation –6PM.

# **Introduction**

## **History**

Sanford Christian Academy is a private, non-profit Christian school founded in 2010 as a ministry of Calvary Baptist Church. Calvary Baptist Church was established on November 7, 2005. This school year will be a unique year and a time of building a strong foundation.

## **Statement of Faith**

1. We believe in personal salvation by faith in the blood of Jesus Christ which He shed on the Cross of Calvary for remission of sins for all who believe.
2. We believe that the entire Bible is the inspired Word of God.
3. We believe that the Lord Jesus Christ was raised bodily from the tomb and now sits at the right hand of the Father in Heaven making intercession for all born-again believers.
4. We believe that Christ will return bodily to call His church unto Himself.
5. We believe in the eternal security of the born-again believer.

\*\*\*This is a short version of our beliefs for this Academy. For a complete Statement of Faith refer to the Calvary Baptist Church Constitution & By-laws, Article II /Section 1.

## **Mission**

Our mission is to assist parents in the training of their children to conform to the image of Jesus Christ.

## **Statement of Purpose**

The primary objective and purpose of Sanford Christian Academy is to train the student in the knowledge of God and to give the student a superior education. The teachers of Sanford Christian Academy realize the solemn responsibility before God in molding the life and character of each of their students to give a good foundation for each child's future. The well qualified administration and faculty demonstrate a caring concern for each child under their care.

## **Statement of Nondiscrimination**

Sanford Christian Academy admits students of any race, color, national and ethnic origins to any activity at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics or other school programs.

## **Christian Character**

Sanford Christian Academy is an extension of the home. Therefore, we would expect each student to exemplify a Christian lifestyle outside of the school realm.

## **Guidelines for Christian Character**

1. Attend church regularly. (Heb 10:25)
2. Have regular Bible study and devotions. ( 2Tim 2:15)
3. Show respect and obedience toward your parents and all those in authority. (Ex. 20:12, Eph 6:1)
4. Honor the Lord by treating your body as a temple of the Holy Spirit. (1 Cor.6:18-20)
5. Refrain from watching unsuitable television and movies. (Gal. 5:16, Prov. 4:25)
6. Refrain from unclean or obscene talk. (Eph 5:4)
7. Dress modestly for all occasions. (1 Tim 2:9, Rom. 14:21)

Also, as parents, you should be aware of acquaintances and friends of your child. (Psalms 1:1)

## **Admissions**

### **Admissions Policy**

1. Students are admitted on the basis of educational records, character, suitable personality, behavioral criteria, and stated objectives.
2. A written application for enrollment must be submitted with appropriate fees. New 7th through 12th grade students and their parents are required to meet with the administrator prior to admission. K3-6th grade students are open enrollment
3. All parents, and 7th through 12th grade students are required to sign a statement of cooperation.
4. Students entering K5 must be 5 years old by January 1st.
5. Students entering K4 must be 4 years old by December 1st.
6. Students entering K3 must be 3 years old by December 1st and be completely potty trained.
7. The academic programs at SCA are designed for average and above average students. No provisions are available for mentally handicapped children or children with severe learning disabilities.
8. The academy reserves the right to reject students whose conduct or attitude is out of harmony with the spirit of our school.

## **Enrollment Procedures**

1. Complete and sign registration forms and pay registration fee.
2. New 7th through 12th grade students and parents meet with the administrator.
3. Complete and sign FACTS registration form.
4. Testing of student, if necessary.
5. Completed immunization record on file as required for students in the state of Maine.

## **Re-enrollment Procedures**

The month of March is designated for returning students to re-enroll. Appropriate registration forms and fees will be due at that time. After March 31, enrollment will be on a first-come, first-served basis.

## **Financial Information**

Sanford Christian Academy endeavors to keep tuition rates reasonable. The school does not receive governmental assistance and is not endowed or supported by outside organizations.

### **Tuition/Fees**

1. Registration fee: \$75 initial registration (non-refundable)
2. Tuition for the school year will be deducted monthly from either a savings or checking account by FACTS tuition management.
3. Tuition is paid regardless of days your child attends each month. All holidays, etc., were taken into account when the tuition rates were set.
4. The book fee is to be paid before any books are purchased. Book fees vary according to grade.
5. Other fees are expected, which will be included with the FACTS management withdrawals.
6. Kindergarten Graduation Fee -\$25 (non-refundable)
7. Senior High Graduation Fee -\$50 (non-refundable)
9. Foreign Language/ Science Lab Fee -\$30 (non-refundable)
10. New Students testing Fee -\$50. If accepted, this fee will be applied to the student registration fee. (non-refundable)

## **Financial Policies**

1. Sanford Christian Academy withdraws tuition through FACTS Management Company.
2. FACTS will withdraw tuition on either the 5th or 20th of each month.
3. If there is insufficient funds in the account, you will be charged a fee of \$25.00.
4. FACTS will attempt to withdraw funds again on the next billing day.
5. FACTS will only allow three insufficient fund withdrawals in a row ( a one month time frame) before your child will not be allowed to return to our school.
6. You must have a FACTS form filled out by the first day of school (or have your tuition paid in full) before your child is allowed to enter our school.
7. After enrollment, arrangements for withdrawals must be made through the school office. A change of status form must be filled out and sent to FACTS.
8. It is the school's policy not to refund or transfer registration fees. If the student is not accepted for admission by the school, then the registration fee will be refunded.

## **Tuition for 2010-2011**

All applicants	
Registration Fee	75.00
Academy (Grades 1st-12th)	
Tuition (CBC tithing member)	\$1,850.00
Tuition (CBC non-tithing or non-member)	\$2,550.00
Academy ( K3-K4-K5)-5 day week	
1/2 day program (CBC tithing member)	\$1,200.00
1/2 day program (CBC non tithing/member)	\$1,850.00
Academy (K3)- 3 day week: Mon, Wed, Fri	
1/2 day program (CBC tithing member)	\$ 850.00
1/2 day prog. (CBC non tithing/non mem.)	\$1,500.00

## **General Information**

Sanford Christian Academy reserves the right to make any changes, amendments, and corrections of the rules and policies of the school at any time, with or without prior notice.

## **Communicable Disease Policy**

Sanford Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. A teacher or administration official who has reason to suspect that a student or employee has a communicable disease shall immediately notify the office.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, SCA may require an independent physician's examination of the student to verify the diagnosis of communicable disease.

Sanford Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## **Clinic and Medication**

For the welfare of your child and others in the school, all children who are sick should be kept at home. If a child becomes ill at school, the parents will be required to check him/her out of school. Parents will be called if the student is running a fever or throwing up.

Medication: If a student is to take any medication while at school, he must have this on file at the school office. The medication to be dispensed will be kept there and dispensed by the secretary according to the doctor's instruction. Medicine must be in the proper container and be properly labeled. Under no circumstances are students allowed to possess, store in their locker, or administer any type of prescription or non-prescription drugs. Exception: Students may keep on their person asthma inhalers.

**PLEASE NOTE:**

The school will not dispense any type of medication (prescription or non) to a student if the student does not have their medication (prescription or non) on file at the school office.

**Field Trips**

Students participating in trips, whether one day or overnight, will be expected to adhere to all school policies and regulations. All students must ride on the bus if a bus is provided. Chaperones and guests are expected to conform to SCA standards of dress and behavior.

**Bad Weather Condition**

School closing announcements will be made over channel 6 news. This can also be found on the web at [www.WCSH6.com](http://www.WCSH6.com) or our church/school website.

**Social Activities**

Although SCA is an academic institution by nature, it also strives to provide fun and wholesome activities for its students. Throughout the year, various outings, banquets, and special events are planned. These activities are designed to meet the social needs of the students. All such events are chaperoned and adequately supervised for the safety and well-being of all. For this reason, students may feel comfortable in participating in any of the activities. Even though some activities are off campus, school policies will always apply and be enforced.

**Telephone**

The telephone in the school is for school business. If a student is sick, the school office will call the parent. No student or teacher will be called out of class to answer the telephone. Please do not call and ask to speak to a student. In case of emergency, call the office. It will be handled by the administration. A teacher may return your call when on break or after school.

**Visitors & Volunteers**

When parents or visitors or volunteers come to the school for any reason, please come to the school office first. Do not go directly to the classroom. Forgotten lunches, homework, etc., may be left with the secretary for the students. All visitors, parents or volunteers to SCA classrooms and lunchroom are expected to conform to SCA standards of dress and behavior.

## **Athletics**

Sanford Christian Academy believes that participation in an interscholastic sports program gives a student the opportunity to not only exercise his body, but also to put into practice the Christian character training and spiritual principles he has received in the classroom.

The goals of the athletic programs are the same as the goals of SCA. The athletic program attempts to teach Biblical principles of living and build Christian character in the lives of our athletes while promoting excellence in our athletic program. Our students are taught that “true winning” is more than just winning on the scoreboard; it is always giving one’s best to the glory of God. We teach our students that it is no disgrace to lose or fail, but it is a disgrace to do less than your best.

## **Physical Education**

All students will have P.E. three times each week. (This is subject to change due to the facility used.) Students are to wear their school approved P.E. uniform to each P.E. class. It is the parent’s responsibility to ensure that their child’s uniform fits them properly throughout the year. P.E. uniforms would be appropriate to wear to sports practices. Please mark the student’s name on all P.E. clothing.

## **Restrictions on Child Pick Up**

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the school office a certified copy of the court order of final judgment.

If your child is being picked up by someone other than a parent, you must notify the school office. If you cannot be reached, your child will not be allowed to leave with them. This is for your child’s safety not for your inconvenience.

## **Extended Daycare**

Extended daycare is provided for Kindergarten through sixth grade at an extra cost. Please see the school office for more information. Parents who habitually pick up students late or drop off students for school early may incur a daycare fee according to the rates. No student should arrive before 8:00 am or remain on campus beyond 3:00 pm

## **Lunch Program**

Students may bring a packed lunch or order lunch from the school when available. Please limit the need for the microwave as most days there is not sufficient time to wait in line for them. Kindergarten and elementary students have a snack time each day. This snack is not provided by the school and will need to be provided by the parent.

## **Lost and Found**

There is a central location for lost and found items. Personal articles should be labeled with the name of the owner to the greatest extent possible. Articles not claimed by the end of each quarter will be given to a charitable agency. There is a \$1.00 fee for each item acquired from the lost and found.

## **Student Automobile Policies**

It is a privilege to be able to drive a car to school.

1. All student-driven cars are to be registered in the school office.
2. Each driver should be an example of courteous, careful driving habits. Follow the directions of those directing traffic. Use vehicle turn signals.
3. Cars are to remain parked until students leave for the day. Parking areas will be assigned when the car is registered.
4. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or anytime after school.
5. At no time may a student leave the campus in someone else's vehicle unless parental permission has been granted by a note to the teacher or a phone call to the school office.

## **Student Lockers**

Each student in junior and senior high will be issued a locker. A combination lock may be issued at the student's request. Students may not use personal locks on their lockers. The assigned lockers will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. Should a student lose or damage his lock, he must pay a lock replacement fee of \$5. Lockers must be kept neat and clean at all times. The school will not be responsible for missing locker items that are not properly safeguarded.

It is a privilege to use a locker. Students should take care of their locker by keeping it orderly and not overloaded.

It is a serious offence to enter another student's locker. No student is to give another permission to enter his locker.

**Stickers are not to be placed inside or outside lockers.**

Magnets may be used to put up pictures inside the locker. The pictures should not be that of any musicians or worldly influences. No tape or other material should be used to hang items. Locker privileges will be lost if they are abused.

Accounts will be charged a \$5 fee if locks are not turned in at the end of the school year.

### **Student Telephones and Beepers**

All students who carry beepers and cellular phones must have them turned off during the academic day from 8:15-2:45 p.m. If they are turned on during class time, they will be confiscated and a detention will be given. 7th-12th Grade students will have a designated area in which they may use the cell phone for emergency purposes. Any student who has their cell phone on during the academic day while not in the approved area will have their phone confiscated and it will not be returned to them until they pay a \$10 fee.

### **Items Not Allowed at School**

Wizardry Books, toys, etc.	Halloween Items
Pokémon	Easter Bunnies
CD Players (iPods, Mp3 players)	Santa Claus
Trading Cards	Pictures of Pop/Rock Stars
Pictures of Disney or CCM stars	

### **Promotion Policy**

Students in kindergarten through eighth grades who make an "F" in two or more required subjects will repeat the grade. No student can make less than a 63% in any given subject.

Students in ninth through twelfth grades who are enrolled in a full-year course shall receive a full credit if the student completes both semesters and the averaging of the grades obtained for each semester results in a passing grade. Students who make an "F" in two or more required subjects will repeat the grade. A student who fails Bible for two consecutive semesters will not be allowed to return to the Academy the following semester.

## **Computer Policy**

Computer technology at SCA is designed to enhance student learning. To help protect computer equipment and ensure computer security, students may not use diskettes from home on school equipment.

## **Attendance**

### **Punctuality**

The greatest ability is dependability. Being on time is important. Classes begin promptly each morning at 8:15 a.m. A student who is not seated in his assigned desk by class time is tardy.

### **Absences**

A student who must leave before 10:00 a.m. will be counted absent for the school day. Students who leave or arrive after 10:00 a.m. but before 1:00 p.m. will be counted present one-half day. Students leaving after 1:00 p.m. will be counted present for the day. Students have one extra day, along with the amount of days they missed to complete all make-up work. If work is not made up within that time frame, it could result in a zero on all late work.

### **Excused Absences:**

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns to school. There are not excused absences except for illness, or death in the immediate family, emergency, and absences approved in advance. Absences approved in advance requires a written parental request at least one week in advance. This gives the student adequate time to complete the required work prior to departure. It is the student's responsibility to contact his teacher for class assignments.

### **Unexcused Absences:**

Unexcused absences are given when a student misses school for reasons other than those listed above—such as truancy, suspension, chronic alarm failure, transportation difficulties, activities such as shopping, birthday celebration, and entertaining friends and relatives. Students (K-2) receiving an unexcused absence will have their next test score reduced by

one letter grade. Students (3rd-12th) receiving an unexcused absence will be given a zero daily grade in all subjects missed.

**SPECIAL NOTE:** Any student in 7th-12th grade who is absent 15 days or more (excused and unexcused) in one semester cannot pass that semester's work. Elementary students who are absent 30 or more days during the school year cannot pass to the next grade.

### **Tardies**

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. A student is considered tardy if he is not in his assigned seat by 8:15 a.m. Students who are tardy must sign in at the school office and may have to wait there for Bible class to end.

WHEN A CHILD RECEIVES AN UNEXCUSED TARDY THREE DAYS IN ANY GRADING PERIOD, IT WILL BE MARKED AS AN UNEXCUSED ABSENSE. THREE UNEXCUSED TARDIES TO HOMEROOM WILL RESULT IN A DETENTION. EXCESSIVE TARDIES COULD RESULT IN A PARENT BEING ASKED TO WITHDRAW THEIR CHILD.

Junior and senior high students are counted tardy between classes if they are not in their assigned seat when the bell rings. Ample time is given after each class for students to prepare for the next class.

STUDENTS RECEIVING THREE TARDIES IN A CLASS WILL BE GIVEN A ZERO DAILY GRADE FOR THAT CLASS. THIS GRADE IS IN ADDITION TO ANY OTHER GRADE RECEIVED.

### **Appointments**

Parents are asked to notify the teacher ahead of time when a student must leave early for appointments.

## **Home/School Communication**

### **Parent Orientation**

It is required for parents to attend orientation at the beginning of the school year. Dates and times are listed on the school calendar.

## **Parent-Teacher Conferences**

Please feel free to consult with the school regarding problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parents and student. Each teacher welcomes a visit or conference from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after-school hour. If you feel that a conference is necessary, please call the school office and arrange a time for the meeting. To keep student's needs and problems confidential, impromptu conferences should be held with discretion.

## **Parent-Teacher Meetings (PTM)**

The parent-teacher meetings are held each grading period (see school calendar). Policies vital to the consistent training of your child are discussed.

## **Notification of Change of Address or Telephone**

Parents are to notify the school immediately of any change of address or telephone number (home or business). It is imperative that we have the correct information in case of emergency.

## **Carline**

All students being picked up at school must use the carline at the side of the church. Junior and senior high students not involved in sports or other school activity should be picked up by 3:00. Elementary students should be picked up by 3:00. Any student not picked up by 3:00 will be charged the extended daycare price.

## **Academics**

### **Grading Scale**

94-100.....	A-Excellent
85-93.....	B-Above Average
77-84.....	C-Average
70-76.....	D-Below Average
0-69.....	F-Failure
I.....	Incomplete

## **Requirements for Graduation**

SUBJECT	CREDITS
Bible*	4
English**	4
Science	3
Math	3
History	3
Typing/Computer Education	1
Physical Education	1
Fine Arts	1
<u>Electives</u>	<u>4</u>
Total Credits	24

\*One year of Bible is required for each high school year.

\*\*Two years of extensive emphasis on composition and two years on literature.

Students in 9th through 12th grades may also receive 1/2 credit each for performing duties such as teacher assistant, music assistant, and for drivers education.

A total of 24 credits are needed along with a 2.0 GPA to qualify for graduation from Sanford Christian Academy.

### **Bible**

Bible study is recognized as of fundamental importance and is a required subject. **Only the King James Bible is used.** A student who fails Bible for two consecutive semesters will not be allowed to return to the Academy the following semester.

### **Achievement Testing**

Stanford Achievement tests are administered each spring. Appointments may be arranged through the school office for parents wishing to discuss achievement test scores.

### **Progress Reports**

These slips are to serve as an indicator of the progress or difficulty being experienced by your child. These slips are to be signed by the parent and returned the next school day.

### **Student Preparation for Class**

Junior and senior high students must be prepared for class on a daily basis. Chronically being unprepared for class could result in a detention!

## **Report Cards**

Report Cards are given to students to return home at the close of each quarter. There is a charge of \$5.00 for replacement of lost report cards. Report cards are to be signed and returned by Monday of the following week.

## **Honor Roll**

The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into High Honors and Honors. High honors is for students who have all “A’s”. Honors is for students with no grade lower than a “B”.

## **Homework**

Students in SCA will normally have homework. We believe it is an integral part of the school program which will aid students in advancing their studies. Students are expected to complete the homework assigned. Parents are expected to monitor their child’s homework activity. Students are required to record all their homework assignments daily in a notebook.

A child in the elementary who does not have their homework completed on any given night will lose one merit the following morning in class. Junior high and high school students who fail to complete their homework assignments three times in any given class will be required to go to the administrator’s office and complete all of the missing homework assignment. They will receive a zero on all tests and quizzes missed while in the office. If homework offences continue, the student could be asked to leave the school.

## **Responsibilities of Homework**

Teachers– assign the appropriate type and amount of homework. In doing so, they should explain the material, motivate the students, correct the material once handed in, and follow up on those having difficulty with the assignment.

Students– Keep track of the assignments, complete the assignments to the best of their abilities, seek help when needed, review errors and file for later use in test review, and know when test and/or quizzes are being held and study accordingly.

Parents- Provide time and an appropriate environment for homework on a consistent basis, monitor student progress

according to age and need of the student, assist when needed, in providing resources, clarification, and/or quizzing on mastery of the material, provide positive encouragement, communicate with teachers when needed, and train children early to work independently.

### **Proper Environment for Homework**

The following contribute to accomplishing homework effectively: A designated area that is quiet, well-lighted and is separated from other activities as possible. A family schedule that allows the recommended study times.

### **Typical Time Required for Homework**

Length will vary from day-to-day (generally 1/2 the amount on Fridays) and from student to student. No homework will be given on Wednesday. Following is an estimated time for homework:

1st-2nd grade	1/2 hour
3rd-4th grade	45 minutes– 1hour
5th-6th grade	1 hour– 1 1/4 hour
7th and up	20-30 minutes per class

### **Help Class-Tutoring**

Help-Tutoring classes are offered at an extra charge for students experiencing difficulty in a particular subject. Should you desire help for your child, you should contact your child's teacher to set up an appointment. The charge will be \$15 per hour.

## **Discipline**

### **General Classroom Conduct**

There are three basic rules to follow:

1. No talking without permission
2. No getting out of your seat without permission
3. Eyes on the teacher

Effective classroom discipline is a necessary key ingredient for a good learning environment. In order to maintain a good learning environment, we expect students to conduct themselves

appropriately. The teacher is responsible for maintaining appropriate classroom behavior. Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior:

- talking without permission
- failure to complete assigned work
- Fighting, lying, stealing, disrespect,
- cursing, chewing gum,
- forging another's name,
- cheating, not complying with the school's dress code.

Students will receive a fee of \$15 at minimum for deliberately defacing or damaging school and/or another's property, **SCA expects full cooperation from both student and parent in the education of the student.**

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Typical corrective measures are loss of recess time, detentions, a student/teacher conference, parent/teacher conference, and suspensions.

To encourage good behavior, Kindergarten through sixth grade students earn merits each day. The following is a list of the merit system:

- No offenses— Super
- One offense— Great
- Two offenses— Good
- Three offenses—Parent contacted;  
one night detention (3-6)

**It is a privilege to attend Sanford Christian Academy not a right. We will enforce all discipline rules to the fullest extent.**

### **Detention**

Students serve detention from 3:00-4:00 p.m. and must complete work as assigned by the teacher who issued the detention. All students receiving a detention will be given a detention slip to be signed by the parent. All detentions are to be served the day after the offense. Three detentions in one quarter will result in a Saturday detention to be served from 7AM to 10AM, where the student will be charged a fee of \$25 to pay for the teacher to watch them. Students can be suspended for an accumulation of detentions and for major behavioral problems.

**SCA expects full cooperation from both student and parents in the education of the student.** If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. If the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of SCA, whether or not there is a definite breach of conduct, he may be requested to transfer out.

Attendance at Sanford Christian Academy is once again a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and spirit of Sanford Christian Academy.

## **Suspension**

### **In-School**

Students whose deportment has been shown to be unacceptable may be subject to suspension. Students will spend the entire school day in the school office and must still complete all assigned work. Major behavioral problems could result in Out-of-School suspension or dismissal.

### **Out-of-School**

Students with an Out-of-School suspension are not allowed on the school grounds to attend any functions. A zero daily grade will be given in each class and averaged in with the current term's grades. All tests and class work missed must be made up the day the student returns to school. A suspension will cause the student to become ineligible for sports for the remainder of the season in which they received the suspension. Further behavioral problems could result in dismissal.

## **Dismissal**

Students who are involved in any of the following forms of misconduct may be dismissed immediately from the school and reported to authorities as necessary.

Alcohol	Indecent Language	Pornography
Drugs	Immorality	Tobacco
Chronic Behavioral Problems		Assault
Gambling	Rock Music/Concerts	Firearms/Weapons

## Uniform Dress Code

A sense of the need for appropriate dress standards has led SCA to adopt standards of conduct and appearance. All students are to be neatly dressed in school uniforms during school hours and for all Academy-sponsored after school activities. Parents and guests of students are requested to dress modestly while on school property and while attending Academy functions.

Students violating the uniform dress code may, at the discretion of the administration, be asked to leave campus until their appearance meets Academy standards. The school administration reserves the right to initiate policies on new fads and changes in lifestyles throughout the school year. Our dress standards are as follows, and keeping them are necessary to remain a student at Sanford Christian Academy.

### **GIRLS—**

1. Expected to maintain a standard of modesty in all clothing.
2. Uniform skirts and jumpers are expected to touch the floor when kneeling. Parents please pay particular attention to growing girls that their jumper or skirt do not become too short or too tight during the school year.
3. Skirts must be worn at the waist, and not around hips.
4. Proper undergarments **MUST** be worn at all times.
5. Extremely heavy makeup, earrings in the nose, tongue, cartilage, or extreme body parts are not permitted.
6. White tights, nylons, or socks are to be worn at all times.
7. Black **DRESS** shoes are to be worn. **NO sneakers, hiking boots, or athletic type shoes or socks are allowed.**

**K3-K4-K5 GIRLS—**Do not need school uniforms but must wear skirts or jumpers below the knee. **NO denim material**

### **BOYS—**

1. Expected to wear school approved polo with black dress pants.
2. Shirts are to be tucked in and a belt must be worn at all times.
3. Pants are not allowed to be down around the hip area. **They must be belted at the students waist.**
4. Black **DRESS** shoes and socks are to be worn. **NO sneakers, hiking boots or athletic type shoes or sock are allowed.**
5. Boys must maintain a haircut that includes a neat trim and

tapered on the sides and back. This means: not touching the eyebrows, not touching the ears, not excessively bushy, not turned up on the ends because of length, and not on the shirt collar. Bowl, braids, wedge, pigtail cuts, and symbols cut into the hair are not permitted. Extreme hair styles or color are not permitted.

6. Beards, mustaches, goatees, or sideburns that extend below the middle of the ear are not permitted.

7. Boys may not wear neck jewelry or earrings at anytime while on campus or at off campus school sponsored events.

8. Students may not wear hats and caps anytime in any campus building.

**K3-K4-K5 BOYS**—are expected to wear collared shirts and dress pants. No shorts may be worn. **NO denim material**

**ALL STUDENTS GRADES 1ST –12TH MUST HAVE THE APPROPRIATE SCHOOL APPROVED UNIFORM ON THE FIRST DAY OF SCHOOL.**

**(See the uniform order sheet)**

## STUDENT SUPPLY LIST

### **KINDERGARTEN:**

- \_ Box of tissues
- \_ Back Pack
- \_ Lunch Box

### **1st-3rd grade:**

- \_ KJV Bible
- \_ Wide ruled loose leaf
- \_ Scissors
- \_ Pencils / erasers
- \_ Crayons
- \_ Assignment notebook
- \_ Back pack
- \_ Box of tissues
- \_ Glue sticks (no liquid please)
- \_ 12 inch ruler with metric side
- \_ Small pencil case
- \_ 2 two- pocket folders
- \_ Lunch box
- \_ Clorox or Lysol wipes

### **4th-6th grade:**

- \_ KJV Bible
- \_ College ruled loose leaf
- \_ 12 inch ruler metric side
- \_ Compass
- \_ Back Pack
- \_ Red pens
- \_ 2 two-pocket folders
- \_ Clorox or Lysol wipes
- \_ Box of tissues
- \_ Scissors
- \_ Pencils / erasers
- \_ Protractor
- \_ Erasable pens (blue/black)
- \_ Lunch box
- \_ pre-dated assignment book

### **Junior and Senior High**

- \_ KJV Bible
- \_ Graph paper
- \_ notebook each subject
- \_ 3 x 5 cards
- \_ pens, pencils, erasers
- \_ 12 inch ruler
- \_ good quality compass
- \_ Box of tissues
- \_ College ruled loose leaf paper
- \_ Assignment notebook
- \_ 4 x 6 cards
- \_ highlighters
- \_ small protractor
- \_ calculator (11th– 12th only)

**SPECIAL NOTE: Please write your child's name on all items. They will be collected on the first day of school.**