

Smithtown Christian Academy

Student Handbook

Train up a child in the way he should go: and when he is old he will not depart from it. -Proverbs 22:6 KJV

Mission Statement

Our mission is to provide parents and students with an effective and affordable Christian education founded on Christian values. We strive to equip students with the necessary skills to excel academically, socially, and as leaders in their communities. Creating a school community that promotes a biblical worldview and inspires students to freely express their christian beliefs.

ACCREDITATION

A private, Christian school is not required to be accredited. This does not inconvenience a student who is enrolling into a college or university. A certificate of course completion and transcript must be accepted by any in-state college or university.

ADMISSIONS POLICY

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

Selection of students is based on past achievement, the testing program, interviews with the administration, and openings in the particular grade. Family life, church status, general behavior, and character references are carefully considered. Smithtown Christian Academy is not equipped to accept children with special needs.

ADMISSIONS PROCEDURES

1. Submit completed application, accompanied by registration fee and previous report card
2. Submit medical history form and shot record prior to the first day of school. Children will not be allowed in school without appropriate forms.
3. A medical report must be filled out by a physician and submitted to the school office for out-of-town or state transfers, Kindergarten, and Sixth grade students. All students must have the following immunizations: Diphtheria, Polio, Measles, and Rubella. Unless medically exempt.
4. An interview between the principal/administration, the student, and at least one parent, must be held before any student is considered registered.
5. Students and their parents must sign a statement of cooperation and return it to the school with all other forms.

REGISTRATION

The registration fee is due when the application is submitted. This fee is non-refundable unless a student cannot be accepted. The yearly tuition is divided into 9 monthly payments or can be paid in annually. The first payment must be paid by August 1st. Our school accepts no grants or financial assistance from outside agencies. Information on fees, tuition charges, and payment information can be obtained in the front office. Each child presented for registration must have his/her age verified before enrollment can be completed. Verification of age can only be done by presenting a full-size copy of the child's birth certificate from the vital statistics office. Items necessary for registration:

1. Birth Certificate (certified, full-size copy)
2. Medical Examination (current year for Kindergarten & Sixth grade students and/or most recent for other students).
3. Immunization Certificate (second measles vaccine in Sixth grade). Kindergarten: To be eligible for Kindergarten, a child must be five (5) years of age before October 1st . This policy may be altered under special circumstances to be determined by the Administrator.

SCHOOL HOURS

All students from K-5 through 12th grade are to arrive between 7:30 am and 8:0 am each morning. The school day at SCA begins promptly at 8:00 am and dismisses at 3:00 pm. If a parent/guardian needs to drop their child off before 8:00 am or pick him up after 3:30 pm, other arrangements need to be made

VISITORS

All visitors, including parents, must sign in at the office upon entering the building. No one is allowed to enter or exit from 8:30 am - 3:00 p.m, unless given permission from school authority. This is for the safety of our students. *Note to Parents & Visitors* Please refrain from smoking while on school property. Also, clothing which is to any degree immodest, is not to be worn by anyone who is dropping off or picking up a child. We are not asking you to follow the dress code, but we must insist on modesty. This is a Christian school and we are representing Jesus Christ.

ATTENDANCE

One of the most important areas of character development in a young person is a matter of school attendance. Parents who encourage their children to come to school "rain or shine" will be ensuring that their child receives all the academic and spiritual training available. Occasionally, some parents take a very light view at their children's attendance. This undermines the training of "faithfulness" in their children and sets bad habits which can be detrimental later in life, especially in the areas dealing with responsibility. Please try and avoid scheduling appointments for your child during school hours. Students arriving after or leaving before 11:30 am will be counted absent. If you must be absent, arrive late, or leave early, you should see your supervisor for assignments and due dates. All assignments must be completed and turned in on time. *** IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE PACES TO MEET ESTABLISHED GOALS. ***

*** Always send a dated note, stating the reason for the absence, with your child on his/her return. The following are considered excused absences: • Illness of the student • Court appearances • Death in the student's immediate family • Other valid reasons as determined.**

AN UNEXCUSED ABSENCE is any reason not found in the excused category. Students who are suspended will be considered unexcused. No student will be permitted to attend school that has accumulated more than nine (9) absences in a semester without a doctor's excuse. Nine (9) unexcused absences in a semester will warrant us to contact the McCreary County Board of Education. Any child who has been absent from school without a valid excuse for 3 or more days is considered truant. **If a student falls behind in his/her work, they are still required to complete the required number of paces for their grade level.**

PRE-APPROVED ABSENCES A pre-approved absence is excusable, provided that it is known of and approved by the principal at least three (3) days prior to the planned absence.

TARDY

Tardiness is not accepted. A student is considered tardy if he/she is not in his/her seat or at assembly when the bell rings. Excessive tardiness will necessitate a conference with the parents and/or dismissal from school

EARLY STUDENT RELEASE

If a student must leave school at a time other than normal dismissal time, the student must bring a signed and dated note from home stating the reason, departure time, and if the student will be returning to school. The note must be turned into the front office the morning of the event OR the parent may pick up and sign the student out at the front office.

CANCELLATIONS AND DELAYS OF SCHOOL

When necessary to close or delay school for any reason, you will receive a phone call by 7 am. **WE DO NOT CLOSE WITH THE COUNTY SCHOOL SYSTEM..** Make sure your telephone number is in our REMIND APP.

EMERGENCY DRILLS

Emergency drills will be conducted throughout the year. Everyone will move in an orderly and quiet manner to points directed by their teachers. At this point, roll will be taken to reassure all students present and out of harm's way. If the alarm rings when the students are in the hallways, they should exit the door closest to them

TELEPHONE

The school phone will be used for student calls only in the case of an emergency (sickness, injury, etc.). A student should bring everything needed for the day and have all after school arrangements made before arriving at school. **EMERGENCY DRILLS** Emergency drills will be conducted throughout the year. Everyone will move in an orderly and quiet manner to points directed by their teachers. At this point, roll will be taken to reassure all students present and out

of harm's way. If the alarm rings when the students are in the hallways, they should exit the door closest to them

FOOD AND BEVERAGES AT SCHOOL

Everyone must work together to keep our school clean and attractive. No food or drink is allowed in the classrooms. Please do not leave trash on school grounds.

LUNCH

Students must bring their own lunch. We have plenty of refrigerator space and microwaves are available. Students may be allowed to order out on pre-determined days. Parents will be notified in advance when this is possible.

LUNCHROOM

Students are to enter the lunchroom in an orderly and quiet manner.

1. Courtesy and proper manners are expected at all times.
2. Floor, tables, and chairs must be kept clean.
3. Students must remain in their assigned lunchroom at all times. No student may leave the lunchroom without a supervisor's permission.
4. All students will be required to help keep the lunchroom clean. This teaches personal responsibility.

STUDENT AUTOMOBILE POLICY

1. StudentS must be a Junior or Senior
 2. Students must maintain an 80% overall average.
 3. All student-driven vehicles are to be registered in the school office.
 4. Student drivers must show proof of insurance.
 5. Vehicles are to be parked in the lot beside the church.
 6. Vehicles are to remain parked until the student leaves for the day.
 7. Vehicles are not to be occupied during school hours. Students are not permitted to sit in parked cars while waiting for school to begin,
 8. Student drivers cannot have excessive tardiness or absences. Failure to observe the above policies will necessitate cancellation of the student's privilege of driving to school.
- We have adopted a ZERO NIT for lice; this means that your child must be nit free (dead or alive nits) in order for them to return to the classroom.

CONDUCT AND DISCIPLINE

One of the most important objectives at SCA is to teach students to be responsible for their own behavior and to develop respect for themselves, fellow students, and the staff. Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order is maintained. Students are reminded that they must adhere to a good code of conduct, not only for their benefit, but for the benefit of others as well.

All parents are required to sign a cooperation form. A pledge by parents to back the authority of the school, to insist that their children abide by the policies of the school, and to promote a spirit of cooperation is necessary for admission.

DISCIPLINE IS WHAT YOU DO FOR A CHILD, NOT TO A CHILD.

SCA has a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the Lord Jesus Christ and to the total school family. SCA wants to see its students grow spiritually and achieve excellence in an atmosphere that is Christ-honoring. SCA utilizes a system of merits and demerits to appropriately reward actions. All disciplinary actions are administered to encourage Godly character.

DETENTION

Detention will be either in-school or after-school. Parents will be notified before the student has to stay after school. During detention, no school work, homework, or anything else will be done. An assigned paper will be given to the student to write during this time. If the student does not write this paper during detention, another detention day will be given to serve the following day. Arrangements must be made by the parents to pick the student up from school. After-school detention will be from 3:35 pm - 4:00pm, unless changed by the principal. Three detentions, within a 4 ½ week period, will result in a one-day suspension.

SUSPENSION

A suspension is a disciplinary action taken by the principal that temporarily prohibits a student from attending classes and other school events. Students under suspension will not be allowed on the school grounds or in the building during the suspension time. Students will not be allowed to participate in school activities during the suspension. If a student receives a suspension the last week of school, he/she will begin the next school year with this suspension on his/her file. Also, 24 hours of service will be required to the school. These service hours must be completed before the student is allowed to start school in the fall.

WITHDRAWAL/DISMISSAL

Attendance at SCA is a privilege, not a right. Any student who does not conform to the standards and regulations of this school may forfeit this privilege. The school may request withdrawal of any student at any time that, in the opinion of the school, falls under anyone or more of the following categories:

- Attitude incompatibility
- Uncooperative spirit
- Rebellion toward discipline
- Chronic complaining
- Sowing discord
- Lack of parental cooperation
- Nonconformity to standards of conduct and grooming
- Chronic unexcused absences or tardiness
- Fighting, stealing, lying, cheating, open rebellion, and immoral conduct

The above **WILL NOT BE TOLERATED**. Each of these offenses will result in punishment ranging from demerits, detentions, reports, and/or expulsion from school, depending on the severity and nature of the offense. The administration's discretion will determine such.

WHEN PROBLEMS ARISE

We insist that proper order be maintained as well as responsibility developed and character built. One of the ways in which these goals are reached is through discipline that is administered in love. The administration is staffed with experienced personnel aimed at meeting needs of young people and helping them to be "found in favor with God and man". Effective discipline for the betterment of our young people requires courage, consistency, conviction, and enthusiastic effort on the part of the parents and school personnel. When problems and disagreements arise during the school year, for the best interest of our school, it is extremely important that they be dealt with in a Christian manner. We believe and practice the following:

- The supervisor is in full control of the classroom.
- The supervisor will handle all misconduct of a general nature.
- Rules are enforced without partiality and are in the best interest of our students.

Please give staff the benefit of the doubt. The administration places much confidence in the judgment and ability of a Godly, spirit-filled supervisor. Any parent of a student with a legitimate complaint about a disciplinary procedure or method used, should call the school and ask for an appointment for a conference with the supervisor.

Appointments must be made 24 hrs. in advance, unless okayed by the individual(s) receiving the appointment. Do not call the supervisor at home unless the teacher requests you to do so. **DO NOT GO TO THE PASTOR OR PRINCIPAL FIRST WITH A PROBLEM.** He will have no comment on a matter until the supervisor has been contacted. If you are unable to get the problem solved, you may call the school and request a conference with the principal. Please do not simply drop in. You may not be able to see the principal unless an appointment is made.

GENERAL RULES

1. Respect is to be shown to all teachers, staff, and visitors. All adults should be addressed as Mr. or Mrs. with their last name. Yes sir and yes ma'am must be used at all times.
2. Sarcastic or abusive comments will not be tolerated to any staff member of the school.
3. Arguing, murmuring, griping, profanity, offensive slang, or taking the Lord's name in vain, will not be tolerated and will be dealt with accordingly.
4. Class begins at 8:30 am. After this time you must get a tardy slip from the front office.
5. Restrooms are to be used during break time only unless the teacher gives special permission.
6. No loud talking, pushing, or running in the hallways.
7. Bring all supplies necessary for class to class with you.
8. Do not touch other students at any time. Keep your hand to yourself.
9. No student will be allowed to leave school with any person other than those specified on file.
10. No student will be allowed to leave on his/her own without the proper procedure. ALL STUDENTS MUST SIGN OUT BEFORE LEAVING THE SCHOOL PREMISES
11. not deface school property. First offense will result in a suspension. The second offense will result in expulsion.
12. iPods, radios, beepers, cellular phones, hand-held games and watches that play music are not allowed on school property. If you have a question about what is appropriate to bring, request a conference with the principal.
13. Young men and women, 6th - 12th grade must keep at least a 6 inch space between them when sitting or standing together.
14. In the event that situations arise that are not covered in our handbook the administration has full discretion to make its decision as to how that situation should be handled.

PERSONAL APPEARANCE

Our outward appearance is a reflection of the heart and mind. There is a uniformity of dress that will reflect decency and modesty. If as a parent you do not support a decent and modest appearance at all times, you are telling your child that you do not believe nor agree with the character traits that you are

paying to have taught to your child. SCA students must adhere to the following dress code:

The dress code for ALL STUDENTS, K-5 through 12th grade, will be as follows:

Boys:

- Uniform pants -Khaki or Blue Jean
- Pants should fit around waist
- No cuts, or holes in pants
- Uniform shirts-Polo- Any Color
- Solid color
- No logos or emblems
- Must be long enough to tuck in and stay tucked in at all times
- Cannot be form fitting • All undershirts must be white or navy
- No backless shoes- Flip-flops, clogs, crocs, etc.
- Winter Coats may be worn in the building, but not in the classroom
- Sweaters/hoodies are allowed in the classroom as long as they do not have any images or words.

Girls:

• Uniform Jumper 1st level and Skirt 2nd level with Polo/blouse that is modest.
Dresses are also acceptable if they go to the knee.

- Any Color 2-4 button polo
- Skirt must be mid-knee length or longer
- Cannot be form fitting
- Shirts must be long enough to stay tucked in at all times
- Shoes and sock/pantyhose or tights must be worn everyday
- No backless shoes- Flip-flops, clogs, dress shoes, crocs, etc.
- Winter Coats may be worn in the building, but not in the classroom during instruction.
- Sweaters/hoodies are allowed in the classroom.

UNACCEPTABLE CLOTHING:

- Bell bottoms
- Capri pants
- Hip-hugger pants
- Stretch pants
- Shorts
- Ripped seams on pants

- Transparent clothing
- Sleeveless tops
- "Revealing" clothes
- Any clothing that is not uniform and/or out of dress code

Other:

- Only wear securely fastened shoes
- Socks, pantyhose, or tights are to be worn at all times
- Necklaces, earrings, rings, etc. are not permitted to be worn by boys
 - Girls are allowed one small studded earring per ear
- No black or dark nail polish
- No jewelry for boys
- No hats are to be worn inside the church or school building
- Winter coats, jackets may not be worn in class or Chapel

Boy's/young men's hair:

- Must be in good taste/clean
- Should not be shaggy in appearance
- No unnatural hair coloring
- No distracting hair styles. (This is determined by the administration)

Girls and young ladies' hair

- Must be in good taste, clean, and not distracting students.
- No unnatural coloring

Young ladies:

- Make-up will only be allowed in moderation to enhance natural beauty
- No dark, thick, gothic make-up will be allowed
- Fingernail polish cannot be dark.
- No excessive/distracting jewelry or piercings besides in the ears.

HOMEWORK

It is the student's responsibility to complete all homework assignments.
Supervisors will notify parents when failure to turn in work becomes a problem.

REPORT CARDS

Report cards are calculated on a 9 week basis. A parent must pick up the first 9 week report card on conference day. Conferences will be scheduled through your child's supervisor. If you feel a conference between report card times is needed, please call the office.

SUPPLIES FOR

1st Level Students

- Personal Bible (must be King James Version)
- Pencils (#2)
- Eraser
- Ruler (12 in.)
- Scissors (blunt tip) 11
- Crayons (24 pack)
- Glue (liquid or glue stick)
- Small box to hold supplies
- Kleenex Your child's supervisor may add to the list as needed.

SUPPLIES FOR 2nd Level Students

- Personal Bible (must be King James Version)
- Dictionary (paperback is acceptable)
- Pencils (#2) 2 at all times
- Blue ink pen
- Erasers
- Notebook paper (for reports)
- Ruler (12 In.)
- 3x5 file box and card for research notes (ages 9 & above)
- Kleenex Your child's supervisor may add to this list as needed.

AWARDS

At the end of the school year, each student with outstanding accomplishments will be celebrated in the Awards Ceremony and/or at Graduation, The following are some awards that SCA students will be working for:

- Perfect Attendance
- Certificate of Improvement
- A Honor Roll
- A/B Honor Roll
- Top Students

- Runner-up Top Student
- Certificate of Outstanding Achievement
- Christian Character
- Diplomas/Certificates of Completion (K-5th, 6th-8th, 12th)

GRADING SCALE

The passing score for any PACE is 80% or above before going on to the next PACE in that course of study.

GRADUATION EXERCISES

All students are required to attend graduation exercises. They must dress according to the dress code. Any student not wearing the correct apparel will not be allowed to participate in graduation exercises. Any student not participating WILL NOT receive his/her award(s). Exceptions to this must be approved by the principal/administration.

CURRICULUM

We will use the **PACEs** from Accelerated Christian Education to provide individualized instruction for every student in Reading, Language Arts, Math, Writing, Science, and Social Studies. Additionally, we will provide cooperative learning opportunities for students with peers in their same age range when appropriate in a project based manner.

A.C.E. School of Tomorrow® has taken the conventional-style textbook and divided it into bite-sized, achievable booklets called PACEs. Each PACE is similar to a unit in a textbook. Each level consists of **12 PACEs in each subject**. PACEs integrate Godly character-building lessons into the academic content, and self-instructional activities are carefully designed to develop thinking skills and create mastery learning.

A.C.E. stands out from other curriculum providers with its individualized, self-instructional, mastery-based approach. With minimal assistance, PACEs allow students to absorb subject material according to their own learning ability rather than being pushed forward or held back by age. For instance, a student placed in the fifth grade by a conventional school may be working PACEs in Level 4 math, Level 5 science, and Level 5 English in the A.C.E. program. Students may move ahead in some subject areas and proceed at a slower pace in others.

