

2023-2024

Elementary

Parent/Student Handbook

SFCA



Southwest Florida Christian Academy

# Contents

School Overview .....	3
General Policies.....	10
Secondary Policies.....	26

# School Overview

## Table of Contents

History of SFCA .....	4
Vision	
Mission	
Core Values	
Operating Principles	
Philosophy of Christian Education.....	7
Statement of Faith	
Expected Student Outcomes .....	8
Creation Statement	
King's .....	9
Accreditation	

# Southwest Florida Christian Academy

## History

Southwest Florida Christian Academy was started in 1994 with 75 students in grades K-3. In our second year, we nearly tripled in size with 200 students in grades K-6. For the 1996 school year, we added grades 7-9 and another 100 students. Tenth grade was added in 1997, 11<sup>th</sup> grade in 1998, and 12<sup>th</sup> grade in 1999. We proudly graduated our first class of students on May 26, 2000.

## Vision

Southwest Florida Christian Academy is a ministry of McGregor Baptist Church, dedicated to excellence in education, empowering students to reach their educational goals and to exemplify Christ through a lifestyle of leadership, service, stewardship and worship.

## Mission

Southwest Florida Christian Academy, a ministry of McGregor Baptist Church, will partner with Christian parents to provide their children with a distinctively biblical and academically excellent education that will equip students to be godly leaders and to successfully engage the culture for Christ.

## Core Values

To fulfill its mission, Southwest Florida Christian Academy will honor the following core values:

- The Bible
- The Christian Family
- Quality, Bible-based Education
- The Church
- Qualified, Christian Staff
- Stewardship
- Discipleship of Students

## Operating Principles

SFCA's daily operation will be guided by the following operating principles in an effort to fulfill its mission in accordance with its core values:

### **Core Value #1 – The Bible** (2 Timothy 3:15-17)

*The Bible is the inspired, inerrant, and infallible Word of God that is the authority for all that is done at SFCA.*

SFCA will:

- Teach the Bible as the source of absolute truth.
- Integrate the Bible into all aspects of SFCA life.
- Form the basis of its philosophy of education on the principles of God's Word.
- Develop and implement policies and procedures that are consistent with God's Word.
- Expect all faculty, board, and staff to study the Bible and apply its principles to everyday life.
- Implement a comprehensive Bible curriculum (K-12) that will lead students to study, memorize and apply God's Word to their life.

**Core Value #2 – The Christian Family** (Ephesians 5; Genesis 1)

*The Christian family is the foundational unit for society that is based on the biblical pattern for marriage and family in accordance with God's will.*

SFCA will:

- Develop policies and procedures that honor the Christian family.
- Develop strong home-school relationships through clear and effective communication with parents.
- Develop and maintain unity between home and school by encouraging mutual respect between home and school authorities.
- Teach all students God's ideal for the marriage relationship and the family.
- Pray for and with SFCA's families.
- Help parents understand and fulfill their biblical responsibilities as presented in *Kingdom Education*.

**Core Value #3 – Quality, Bible-based Education** (Proverbs 9:10)

*A quality education encompasses the total educational program based upon the foundation that all knowledge and wisdom are from God.*

SFCA will:

- Design an educational program that will meet the spiritual, mental, physical and social needs of each student.
- Design and use curriculum and teaching methods that are grounded in God's absolute truth.
- Challenge all students to reach their full potential in all aspects of their school life.
- Employ, develop and retain godly teachers who strive for excellence in all areas of their lives.
- Develop a comprehensive K-12 Bible curriculum that will effectively lead the students in a thorough study and application of God's Word.
- Provide teachers with the training necessary for them to effectively plan and implement biblical worldview integration in the classroom instruction.
- Provide teachers with the necessary training on the biblical philosophy of education found in *Kingdom Education*.
- Teach all students that man is born with a sin nature and in need of Christ.
- Encourage students to seek God's plan for their life.
- Develop an educational program that will equip students to engage all areas of the culture for Christ by utilizing the gifts and talents they have received from God.

**Core Value #4 – The Church** (1 Corinthians 12:12-14; Ephesians 4:12-13)

*The church is the body of believers whose purpose is to fulfill the Great Commission.*

SFCA will:

- Develop policies and procedures that will honor the purpose of the local church.
- Recognize that it is a ministry of McGregor Baptist Church and submit to the church's spiritual authority.
- Require all board members, administration, faculty and staff to be active members of a local, Bible-believing church.
- Encourage all school families to become active members of a local, Bible-believing church.
- Teach all students God's purpose for the church so that students will understand the importance of being an active member of and serving in a local church.
- Continually work at developing strong relationships with local churches in the Ft. Myers area.

**Core Value #5 – Qualified, Christian staff** (Luke 6:40; 1 Timothy 3:1)

*A qualified, Christian staff is comprised of born-again Christians who have a calling to Christian education and the training necessary to fulfill their responsibilities.*

SFCA will:

- Develop a staff selection process that will ensure that all staff have a calling to Christian education, possess the skills necessary to fulfill their responsibilities and can effectively communicate the plan of salvation to others.
- Hire staff that have a personal relationship with Christ and live a life in support of the school's statement of faith.
- Provide all staff with a continuing staff development program that will enable them to develop professionally and meet certification requirements.
- Provide all faculty with training in the principles of *Kingdom Education* and effective biblical worldview integration.
- Select, develop and retain board members, administration, faculty and staff who exhibit Christ-like attitudes and behaviors.
- Encourage administration, faculty, staff and students to model Christ by serving others in the school and community.

**Core Value #6 – Stewardship** (James 1:17)

*Stewardship is the awareness that everything one has belongs to God and must be effectively managed for His glory.*

SFCA will:

- See, appreciate, and effectively manage everything, everyone, and every day as a stewardship responsibility from God.
- Model and train students to appreciate and effectively manage all that God provides.
- Establish policies and procedures that reflect biblical principles of stewardship.
- Implement and manage a budget based on biblical principles of stewardship.
- Hold the board, administration, faculty and staff accountable to fulfill their duties in a way that will honor the Lord and assist the school in achieving its mission.

**Core Value #7 – Discipleship** (John 8:31; 1 John 2:6)

*Discipleship is demonstrated by a commitment to a consistent application of the Word of God to all of life.*

SFCA will:

- Encourage staff and students to exemplify the fruit of the Spirit.
- Strive to instill godly character in all students through all the school's educational programs.
- Develop and enforce the school's discipline policies that will emphasize the importance of Christ-like behavior.
- Commit itself to the absolute authority of the Bible.
- Train students in daily Bible study, prayer, devotion and application of biblical principles in every area of life.
- Encourage discipleship relationships across all levels of the school. Integrate the Bible into all subjects and areas of the school.
- Prepare the students for a lifelong commitment to the discipleship process.
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We live in a world with two views of life. It is from these two opposing world views man contemplates his existence and finds value and purpose in life. We believe God is the center of His creation.

God the Father is our loving creator. Out of nothing He created all that we know and all that we are yet to discover. God is active in His creation, having plans and directions for each of His children. Jesus is man's bridge to God. The Holy Spirit is God's gift to us as Christians. He is our helper and our guide as we live the adventure of our spiritual pilgrimage.

Man can only be understood in context of a God-centered world view. Our potential, our reason and our purpose are enveloped in the fact that man is the centerpiece of God's creation.

Education must address the needs of the "whole man." A Christian approach to education will insure sensitivity to the unique needs of each individual. The imparting of God's knowledge and wisdom is the goal of Christian education. The desire to be a life-long learner of His truth is the mark of a maturing disciple. Truth and reality are found only in a world view focused on God.

God's Word, the Bible, is His revelation to man. The daily lives of God's people will be changed as a result of knowing and studying God's Word.

The education of a child or young person must be a cooperative effort with the family. It is the parental responsibility to see that children are taught a proper understanding of the world. Thus, Christian education becomes a partnership between parents, the church and the school in this important task of exploring and discovering a God-centered world view.

Education itself is not the answer to man's problems. It is only as we start with the knowledge of an all-knowing and loving creator that we can successfully educate. In this process of education, we will not only impart wisdom and knowledge for this world, but we will prepare man for eternity!

## Statement of Faith

- *We believe God is the Creator and Ruler of the universe.* He has eternally existed in three personalities: the Father, the Son and the Holy Spirit. These three are coequal and are one God. (See Genesis 1:1, 26-27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14.)
- *We believe Jesus Christ is the Son of God.* He is coequal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords. (See Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; I Timothy 6:14-15; Titus 2:13.)
- *We believe the Holy Spirit is coequal with the Father and the Son of God.* He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living and understanding of spiritual truth and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily. (See II Corinthians 3:17; John 14:16-17, 16:7-13; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:16.)
- *We believe the Bible is God's Word to us.* It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. (See II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 12:6,

119:105, 160; Proverbs 30:5.)

- *We believe people are made in the spiritual image of God, to be like Him in character.* People are the supreme object of God’s creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called “sin.” This attitude separates people from God and causes many problems in life. (See Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2.)
- *We believe salvation is God’s free gift to us, but we must accept it.* We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God’s offer of forgiveness can anyone be saved from sin’s penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (See Romans 6:23; Ephesians 2:8-9; John 1:12, 14:6; Titus 3:5; Galatians 3:26; Romans 5:1.)
- *We believe because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity.* If you have been genuinely saved, you cannot “lose” it. Salvation is maintained by the grace and keeping power of God that gives us this security. (See John 10:29; II Timothy 1:12; Hebrews 7:25, 10:10-14; I Peter 1:3-5.)
- *We believe people were created to exist forever.* We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is eternal existence in Hell. To be eternally in union with Him is eternal life in Heaven. Heaven and Hell are real places of eternal existence. (See John 3:16, 14:17; Romans 6:23, 8:17-18; Revelation 20:15; I Corinthians 2:7-9.)

## Expected Student Outcomes

A Southwest Florida Christian Academy graduate will:

1. Spiritual
  - 1.1 Trust Jesus Christ as Lord and Savior (CV 3)
  - 1.2 Commit to the absolute authority of the Bible (CV 1, 7)
  - 1.3 Articulate and apply a biblical worldview (CV 1, 3)
  - 1.4 Exhibit servant leadership (CV 7, VS)
  - 1.5 Exemplify the fruit of the spirit (CV 7)
  - 1.6 Engage the culture for Christ (MS)
2. Academic
  - 2.1 Master the content and skills necessary for post-high school success
  - 2.2 Pursue solutions to complex problems by thinking critically and creatively
  - 2.3 Seek to learn and grow intellectually
3. Social/Emotional
  - 3.1 Demonstrate resilience when faced with challenge
  - 3.2 Assume responsibility for attitudes and actions
  - 3.3 Effectively communicate and collaborate with others
  - 3.4 Manage physical and emotional well-being for health and wellness
  - 3.5 Value civic responsibilities

## Creation Statement

We at Southwest Florida Christian Academy feel a strong duty to teach Creation Science as a basis for understanding our origins. We believe in the creation of all that we know out of “nothing.” All life is a wonderful gift from God to be respected and cared for. A true understanding of the present world requires correlation of all the data of science within the framework of the Bible. For us this would include the following thoughts:



- Special creation of all things in six literal days.
- The fact of a universal flood as evidenced by both biblical and geological record.
- Biblical genealogies are for origin purposes. This makes it difficult to use these genealogies for establishing absolute time prior to Abraham. The fossil record and geological record of time support special creation.
- Man's methods of dating yield conflicting ages, and therefore must be viewed as erroneous.

## King's

At SFCFA we are the King's. The name is a witness that we belong to the King of Kings. Each staff member has a personal relationship with Jesus Christ as Lord and Savior. We strive to see each child trust Jesus as personal Lord and Savior. It is our expectation that each student will reflect his/her personal salvation by living a life pleasing to the Lord as they serve the King of Kings.

## Accreditation

Southwest Florida Christian Academy is fully accredited by the Southern Association of Colleges and Schools through Cognia and the Association of Christian Schools International (ACSI). ACSI provides its member schools with such benefits as: a credentialing process for teachers, leadership and training seminars, assistance with standardized testing, curriculum development, and representation of Christian schools in state and national issues concerning Christian education.

# General Policies

## Table of Contents

Admissions .....	11
Nondiscriminatory Policy	
Qualifications for Admission	
Financial Procedures and Policies	
Fees/Payments	
Late Payments.....	12
Student Withdrawal Policy	
Financial Aid	
Fundraising Events	
Christian Giving Opportunity	
Campus Procedures.....	13
Office Hours	
School Hours	
King’s Crew	
FACTS Family Portal	
Transportation	
Student Drivers	
Closed Campus	
Lunch Visitation .....	14
Prox Card Policy	
Hallway Passes	
Off Campus	
Off Limit Areas	
Student Health and Welfare.....	15
Illness and Medication	
Communicable Diseases	
Medication Policy	
Suspected Child Abuse.....	16
Care of Property	
Valuables and Money	
Lost and Found	
Telephone Calls/Messages .....	17
Cell Phones/Mobile Communication Devices	
Backpacks	
Birthdays	
Bicycles/Skateboards/Rollerblades	
Copy Machines .....	18
Field Trips	
Guidelines for Field Trips	
Field Trip Transportation	
Fire Drills.....	19
Lock Down Drill	
Lightning Procedure	
Hurricane Procedures	
Internet Access/Technology	
Network Warning.....	20
Student Technology on Device Usage Agreement	
Responsible Use Guidelines for BYOD.....	21
School Services.....	22
School Counseling	
Lunch Program	
Library.....	23
Standardized Testing	
Are You Saved?	

## Admissions

### Nondiscriminatory Policy

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

### Qualifications for Admission

- The family must support SFCA's doctrinal position and Statement of Faith.
- The student must demonstrate a pattern of achievement on standardized testing that indicates that he/she is prepared to succeed in the grade level at which they are applying. Applicants must score at the 50th percentile or higher on an approved standardized test. Kindergarten students must score at the 70th percentile or higher on the SFCA Kindergarten Readiness Test. Students entering Kindergarten must be 5 by September 1 of the school year they are applying.
- The student must have a "C" average, or a 2.0 GPA, in the present school year as indicated on a current report card or transcript.
- The student must be in good behavioral standing for a minimum of one year in their current school verified by a record of good behavior and attendance.
- In grades K-5, the student must provide one (1) completed educational reference form. In grades 6-12 the student must provide three (3) completed reference forms, Language Arts, Math and Spiritual.
- The student must have a desire to attend Southwest Florida Christian Academy and be willing to comply with the school's standards as printed in the Student Handbook.
- Class placements are made for the duration of the school year or term and are made at the discretion of the administration.

## Financial Procedures and Policies

### Fees/Payments

The enrollment fee must accompany the application. This fee is non-refundable except when the student has not been accepted into the school. If this is the case, only \$75 of the registration fee is completely non-refundable. Textbooks should last five years. Unreasonable wear or loss of the book will result in additional charges.

Payment options for tuition are below. All families are required to have a FACTS Family Portal account with the Financials set-up that includes an active bank account capable of deductions. All payments of the student's applicable tuition must be processed through the Parent/Guardian's FACTS Family Portal account. This will enable tuition to be automatically debited from the active bank account on file.

- Annual Payment Plan: Pay the full amount before July 1 and receive a 2% discount. A FACTS enrollment fee will be charged to parents after the account has been finalized.
- Semester Payment Plan: Pay in two payments, July 1, and December 1. A FACTS enrollment fee will be charged to parents after the account has been finalized.
- Monthly Payment Plan: Pay monthly payments commencing in July, (or month enrolled if after July), excluding February and concluding in May. A FACTS enrollment fee will be charged to parents after the account has been finalized.

## Late Payments

- It is important that all accounts be kept current in order to avoid any additional fees. Non-sufficient funds (NSF) fees for debits that are returned will incur a FACTS fee. If there is a second NSF, then an SFCA fee will be assessed as well as a FACTS fee.
- All report cards and student records will be withheld until a past due account is paid in full. Any family with an outstanding balance, whether in the previous year's tuition or in another program of McGregor Baptist Church cannot enroll the child for another year until the previous balance has been paid in full.
- The school reserves the right to prohibit the student from attending any classes or participating in any school related activities in the event of any delinquency by the Parent/Guardian.

## Student Withdrawal Policy

- Notice must be given via the Opt Out form on our school website [sfcakings.org](http://sfcakings.org).
- All school property must be returned to the office, including items such as textbooks, locks, sports uniforms and any other school property.
- **WITHDRAWAL FEE:** The withdrawal fee will be equal to one full month's tuition for each student in the family. This will be charged to the student's account, in addition to the pro-rated tuition owed up to the date of withdrawal.
- All outstanding balances for tuition, withdrawal fees, NSF fees, before and after school care, sport fees, lunch IOU's, library fines and any other fees that may have been incurred must be paid before student records can be released either to a parent or to a requesting school.
- If tuition was pre-paid, any outstanding balances such as those mentioned above will be deducted from the refund. The Accounting Office will process the refund check and it will be mailed to the parent.
- **NOTE: Transfer of Employment:** If a family's employer requires a job relocation or transfer greater than a 100-mile radius, please send documentation in writing to the school office. The withdrawal fee will be waived for this circumstance.

## Financial Aid

A limited amount of scholarship and financial aid money is available. Financial Aid guidelines and applications are available on the school's website ([sfcakings.org](http://sfcakings.org)) and must be filled out each year for which the aid is requested. Financial aid is awarded in the spring. Late applications may be considered if funds are available.

## Fundraising Events

Throughout the school year, special fundraisers are scheduled to provide for general budget needs, financial aid, specific programs and equipment expansion. It is our hope that every family will participate in these events. These major fundraisers will include the SFCA Fund and an annual auction.

## Christian Giving Opportunities

Parents, grandparents, alumni and friends of SFCA may also support the school by the giving of outright gifts, such as real estate, matching gift plans, cash, securities, wills, life insurance, life income plans and charitable gift annuities. If you are interested in contributing in this way, please contact the school's advancement office.

## Campus Procedures

### Office Hours

The school office is open from 7:30 a.m. to 4:00 p.m. on Monday, Tuesday, Thursday and Friday and 8:30 a.m. to 3:45 p.m. on Wednesday. Please drop off any forgotten lunches, books or sports equipment at the office. If there is a change in pick up or transportation plans, you must call the office before 2:00 p.m., allowing time to get the message to your child. Please limit any other types of messages and phone calls. Personal messages cannot be delivered to students.

### School Hours

The school day begins for all divisions at 8:00 a.m. each day except for Wednesdays in which the start time is 9:00 a.m. Students arriving before 7:45 a.m. each day, 8:45 a.m. on Wednesday, are to report to King's Crew. Dismissal for Middle and High is 2:50 p.m. Dismissal for elementary is 3:00 p.m.

### King's Crew

Morning supervision is from 7:00 a.m. to 7:30 a.m. and after-school care is from 3:30 p.m. to 6:00 p.m. and available for a fee. Beginning at 7:30 a.m. there is not a fee for morning supervision. King's Crew must be paid on a weekly basis. Once a balance becomes one week past due, services will be discontinued until the account is brought to a balance of zero.

Childcare is provided for your convenience and your child's safety. Please do not ask your child to break school rules by not going to childcare during the above hours when they are on campus. Under no circumstances should any student be left on campus before 7:00 a.m. or after 6:00 p.m.

### FACTS Family Portal

It is imperative to have accurate information in your FACTS Family Portal. It is your responsibility to maintain current information regarding personal and family information.

### Transportation

Transportation to and from school is not provided and is the responsibility of the parent. Ridesharing is not permitted.

### Student Drivers

All students driving to school must display a parking permit and park in the designated area. Applications for permits are available from the school office. Driving privileges will be removed if the student fails to follow the guidelines or is tardy frequently when driving to school. Students are not permitted to return to their vehicles during the school day.

### Closed Campus

SFCA operates under a closed campus policy. Upon arriving at school, students are to remain in supervised areas until properly dismissed from school. All visitors must register with the school office. Parents must identify those persons with permission to pick up their child(ren). Any changes in that information must be given in writing in advance of a child leaving campus. **Additionally, students are not permitted to sign out for lunch unless a**

**parent accompanies them.**

## Lunch Visitation

To minimize risk and maintain a healthy environment for our students and teachers, SFCA lunch is closed to parents and off- campus visitors.

## Prox Card Policy

Each student is issued a prox card upon enrollment. Returning students entering grades 3,6, 9 and 11 will be required to update their photo and will be issued a new prox card.

Students are required to always wear their prox card around their neck while on campus, except for Kindergarten and First grade students in which teachers keep possession of cards. Students may not loan their prox badges to other students for the purpose of gaining access to SFCA facilities. In addition, students may not prop doors open. Daily prox card checks will be performed throughout the school year. Any student who loses their prox card must report it immediately to the school office and pay for its replacement. Students who maliciously damage prox readers or associated security equipment and cameras will be responsible for damages and related charges.

The following discipline procedure will apply for those students who do not have their cards (per quarter):

- 1st and 2nd time – warning will be given, and parent notification sent via FACTS
- 3rd time – new prox card issued and a fee will be charged through FACTS, demerit issued to student
- 4<sup>th</sup> time and thereafter- Detention and demerit issued

## Hallway Passes

It is the student's responsibility to carry a teacher's pass to be granted permission to report to different areas. A student is expected to report directly to his destination. Students out of an assigned area without a pass will be subject to discipline. If a teacher or staff member delays a student from getting to class on time, they will provide a pass so that the student will not be counted tardy.

## Off Campus

Leaving campus without permission is a serious offense. No student is to leave the campus for any reason during school hours without first receiving both written and verbal permission from a parent/guardian and then signing out in the office. If a student intends to miss a class, he/she must check with the teacher before signing out in the office. At no time should a student be given permission to leave campus with another student unless he/she is a sibling.

## Off Limit Areas

Students are to stay within their respective classroom areas. During school hours, students are not permitted to be in any parking lot area or on elevators unless permission is granted by the administration.

## Student Health and Welfare

The physical health and welfare of each student is of highest priority at Southwest Florida Christian Academy. We realize that our effectiveness in teaching spiritual, academic, and emotional truths is largely dependent on the physical well-being of the child. Please take the initiative to keep your child at home when he/she is ill, for his sake and for the sake of other children. Students who have a fever of 100.4 or are thought to be sick will be sent home immediately or isolated in a separate clinic until a family member can get them. (Never send your child to school with a fever, even if he/she feels fine.)

All student accidents resulting in injury are to be reported to the teacher and the school nurse or athletic trainer immediately. An accident report will be completed and kept on file.

## Illness and Medication

If a student becomes ill during the school day and is unable to return to class, the school will contact a parent. If a student has a temperature of 100.4 degrees or more, has vomited, has head lice or another communicable condition, he/she must be picked up by a parent or authorized person within 30 minutes. A student must be fever free for 24 hours without fever-reducing medication in order to return to campus. If, in the opinion of school officials, an emergency exists, 911 will be called.

## Communicable Diseases

Upon having the following diseases, a child must have written consent from his/her physician or the Health Department in order to be readmitted to school:

- Covid
- Measles
- Scarlet Fever
- Mumps
- Streptococcal Sore Throat
- Whooping Cough
- “Pink Eye” (Conjunctivitis)

The physician, Health Department, or school official may clear a child for re-admittance following:

- Chickenpox
- Fifths Disease
- Pneumonia
- German Measles
- Pinworms
- Colds
- Skin Diseases (scabies, ringworm, impetigo)
- Influenza
- Head Lice (must provide proof of completed treatment)

## Medication Policy

- No student may take medication (prescription or non-prescription) while involved in a school activity unless he/she follows the procedure listed below. All medications must be kept in the school clinic (unless a parent signs a special permission form and is granted approval from administration). Under no circumstances may a student share their medication with another student.

- If possible, ask your doctor to schedule any medication that must be given to be done before or after school hours.
- If medication must be given during school hours, the parent must complete a parent permission form.
- All medications must be in the original container, clearly labeled with the child's name and dosage information. (If you ask, the pharmacist will give you two bottles, one for home and one for school.)
- Non-prescription medications will only be given with a written statement from your doctor. Be sure to label the bottle clearly with the child's name and the dosage.
- If a prescription medication will be given for more than two weeks, the doctor must complete a Doctor's Permission for Medication form. The doctor's office should have these forms, or they can be obtained from the school office.

## Suspected Child Abuse

The state of Florida requires the reporting of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed in a position of acting on behalf of the child and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether there are sufficient grounds to require reporting.

SFCA's Standards of Ethical Conduct and information regarding the Reporting of Misconduct are located on the school's website, [sfcakings.org](http://sfcakings.org), under Parent Resources.

## Care of Property

The appearance of our school is a direct reflection of the respect that we have for one another and ourselves. We want our church and community to know that we are proud of the facilities God has provided for us. We ask that all students participate in making this possible by taking care of our property.

Students are responsible for all property used by them, including buildings, grounds, vehicles used in transportation, books and other school equipment. The student(s) involved, or the parent(s), must pay for any damage or loss whether willful or accidental.

Textbooks are purchased by the school and remain the property of SFCA, and, therefore, should be taken care of properly in order to avoid a replacement fee.

## Valuables and Money

Personal valuables are the responsibility of the owner; therefore, large sums of money and/or valuables should not be brought to school. SFCA is not liable for these items.

## Lost and Found

A student should take care to keep his belongings secure. If a student loses an article, he should check in the school office to see if it has been returned. All students are encouraged to bring any found items that do not belong to them to the school office. Please mark all personal items with your child's name.

## Telephone Calls/Messages



Students will not be called from the classroom for telephone calls. In case of emergency, a message for the student may be left in the office. To prevent classroom interruptions, no messages written, emailed or telephoned will be delivered during the day unless it is an emergency.

Students are not permitted to use any phones in the school or church. In an emergency, the student may ask the teacher to go to the school office for permission to make necessary calls.

## Cell Phones/Mobile Communication Devices

Cell phone/mobile communication device usage is not permitted during class time. Any mobile communication device (including smart watches) carried on campus or on a school sponsored field trip must be secured in the designated area unless permission is given for use. Elementary and Middle School students are not permitted to have cell phones on their person during the school day. High school students must place their phone in the designated phone storage area upon entering the classroom. If a student utilizes a cell phone or earbuds when not permitted, the teacher/staff member will initiate disciplinary action and the phone and/or earbuds will be confiscated.

Possession of a cell phone during a test or quiz for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken. Under no circumstances may a student use the phone to photograph, video, make or receive phone calls, or text message during school hours. Any violation of this policy will result in immediate confiscation of the device, a fine, and other disciplinary action as deemed appropriate.

Note: Because cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the school's normal search and seizure policy and administrative discretion.

## Backpacks

The use of backpacks is encouraged; however, backpacks with wheels are not permitted on campus unless deemed medically necessary.

## Birthdays

Parents may send in refreshments but no gifts for the class on their child's birthday. The teacher must be notified in advance. If your child is having a birthday party and you are giving out invitations, please do so through the mail. The only exception is if every child in the class is invited to the party. Then the invitations may be passed out through the teacher.

## Bicycles/Skateboards/Rollerblades

Skateboards, roller skates, roller blades and bicycles may not be ridden on campus without written permission.

## Food and Drink

Students may have food and drink only in the school cafeteria, unless otherwise specified or on snack break. Gum chewing is not permitted in class unless teacher permission is granted.

## Copy Machines

Students are not to use any copy machine on campus for personal use without permission. When permission is given to make personal copies, students must pay \$ .25 per copy.

## Field Trips

- Field trips will be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of SFCA.
- No student may participate in a field trip without the signed permission form. If extenuating circumstances prevent a student from participating in the field trip, the student must attend school and complete alternate assignments. No refunds will be given.
- SFCA field trips are for current SFCA students only. No other students or siblings are allowed to attend.
- Any student on behavioral or academic probation may be excluded from a field trip.
- Students with more than 8 demerits for the school year are ineligible for participation in overnight trips. Those with more than 10 demerits are ineligible for any off-campus trips.
- School policies are in effect on all field trips on or off campus.
- Students who attend activities (field trips, after-school sports, etc.) must be present for at least 4 hours during the day to participate.
- Students are responsible for any academic material missed while on a school field trip or school activity.
- If a student misses a scheduled test because of a field trip or school activity, the student will be responsible to take the test the next day.

## Guidelines for Field Trips

- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus.
- Students are to be supervised at all times.
- Students will be responsible for being where they are supposed to be on time and doing what is expected.
- Students are not permitted to leave early without permission from SFCA staff.
- Students must wear required field trip attire as specified.
- All chaperones supervising students must have a background check and complete volunteer training.

## Field Trip Transportation

SFCA recognizes that the safest means of transporting students and children is the school bus or van. **All students must ride the school designated transportation to and from the scheduled event.** Only in extenuating circumstances will parents or guardians be permitted to provide transportation for their own child or children.

The following guidelines and procedures are related to the transportation policy:

- If a student cannot ride the school provided transportation because of extenuating circumstances and will be riding with their parent(s) or guardian(s), approval must be obtained prior to the trip. A Transportation Waiver form must be signed and submitted to the office before a student may participate in the event.
- Students who wish to leave with their parent(s) or guardians(s) after the event may do so, provided they have notified the teacher or coach and have signed the appropriate waiver in their possession.

- A student may ride with another parent from the event only if written permission is given by both parents and this is signed off by the appropriate school official. A student may also be dismissed from the event to the care of a pre-approved close relative.
- Students may not be given permission to drive other students to or from any school activity or event.
- It is not the staff's responsibility to take any student home. If a parent is not available to pick up his/her child, it is the responsibility of that family to make arrangements prior to the scheduled event.
- Parents of students in grades 6-12 are not permitted to serve as chaperones for most school trips.

## Fire Drills

Fire drills are held periodically. Students will remain with the class and teacher they are with when the alarm sounds. Everyone will go to designated areas outside the buildings and wait for a signal that it is time to return to class.

## Lock Down Drill

Lock down drills are held periodically. When instructed, students are to move away from all doors and windows to the area designated by their teacher. Students are to remain in this position and silent until the "all clear" signal is given.

## Lightning Procedure

A lightning prediction warning system is located on SFCA's campus. Students are to follow all instructions given to them when a warning or red alert status is issued.

## Hurricane Procedure

SFCA closings and re-openings due to pending weather conditions will be determined independent of Lee County or any other system. Information regarding specific closings or re-openings will be communicated via FACTS.

## Internet Access/Technology

A policy for acceptable use of computer equipment and internet access has been established and is included below. Students are expected to follow this policy and will be supervised by teachers while utilizing the internet. Additionally, students will sign off on the handbook indicating compliance with the handbook and the usage agreement contained within.

## Student Technology and Device Usage Agreement

The following guidelines establish the responsibilities the student accepts when he/she accesses the Internet for its educational use or uses any form of digital electronic device whether belonging to the school or to the student. If in the judgment of SFCA teachers, administration, or other staff members, the student violates any of the guidelines, school disciplinary action will be taken and future access and/or use will be denied. The parent/guardian and student signatures on this document are binding and indicate that the parent/guardian and student have read the agreement carefully and understand the significance of its terms and conditions.

I, the student, understand that the use of personally owned technology and school-owned technology including but not limited to computers, servers, wireless networking technology (Wi-Fi), the Internet, e-mail, smartphones, smart devices, tablets, wearable technology, or any other wireless communication device and/or future technological innovations in the School setting is a privilege and not a right. For the privilege to be granted, I must meet the following requirements:

- I understand that the use of my personal technology and school-owned technology is for educational purposes only.
- I understand that connecting to or accessing the Internet at any time without Teacher permission is strictly prohibited.
- I understand that accessing social media, games, or any other non-academic sites is prohibited.
- I understand that permission for the use of my personal technology equipment is granted to me only and may not be used by other Students.
- I understand that each Teacher has the right to deny my usage of any device if it is not relevant to the class.
- I understand that I am responsible for making sure that my usage of the Internet or any digital device does not become a distraction to the Teacher or other Students.
- I understand that SFCA is not liable for the loss or damage of a student's personal electronic equipment or accessories.
- I understand that my family or I may be held responsible for the loss or damage of school-issued or school-owned devices.
- I agree that I will not share personal account information or passwords with unauthorized individuals.
- I understand that with the usage of the Internet and digital devices, there are risks assumed by the user. These risks include, but are not limited to, hardware or software failure, spam, viruses, and/or malicious attacks.

With device usage and internet access comes the availability of material that may not be of educational value. I understand that I am prohibited from using my personal device or school owned devices from improper purposes, including, but not limited to, pornography, discriminatory or defamatory materials, bullying or harassment, disclosure of personal information of other students or staff members, copyright infringement or other intellectual property right violations, physical destruction of personal or school technology equipment, unauthorized software installation, or attempts to "hack" into the school network. Violation of the Terms and Conditions of this Agreement will result in immediate loss of privileges and possible disciplinary action.

## Networking Warning

Southwest Florida Christian Academy considers the use of computer technology to be vital to the educational process. SFCA takes every precaution to ensure safe and responsible use of computer network and internet resources. SFCA views information retrieval over the network and on local computer workstations in the same capacity as information retrieval from reference materials identified by the school. Specifically, SFCA supports those materials which will enhance research and inquiry abilities of the learner with directed guidance from faculty and staff. **Acceptable uses of network and other computer resources are activities which support learning and teaching.**

With such wide access to computers and people all over the world, there is also the availability of material that may not be considered educationally valuable in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-age children. SFCA has taken precautions to manage access to inappropriate materials.

SFCA will make every effort to provide appropriate supervision; however, it is impossible to control all materials on a global network (internet). The school cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of SFCA, since access to the internet may be obtained from sites other than a school.

It is a general policy that SFCA's intranet environment and internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access.

Unacceptable uses of the network include, but are not limited to:

- Violating the conditions of the Acceptable Use Conduct Agreement for Computer Equipment and Internet Access, Student Personal Technology Usage Agreement and the Code of Conduct policy
- Using profanity, obscenity, or other language, which is offensive to another user
- Reposting another individual's communications without the author's prior consent
- Copying commercial software in violation of copyright law or other copyright protected material
- Using the network for financial gain or for any commercial or illegal activity
- Using the network for product advertisement or political lobbying
- The malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited
- Improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours, which may interfere with the school environment

Use of an electronic mobile device during the school day is a privilege. Therefore, all students must:

- Comply with Acceptable Use Conduct Agreement for Computer Equipment and Internet Access, Student Personal Technology Usage Agreement and the Code of Conduct.
- Use only the specified Wi-Fi network for all network and internet access and refrain from destroying or damaging data, networks or other resources.
- Use all internet filters and network security practices.
- Report network security risks or violations of network security to a school administrator.
- Refrain from creating ad-hoc, peer-to-peer, or other wireless networks with SFCA or student owned devices including the use of wireless hotspots or other similar devices.
- Use the network for instructional and school related purposes only.
- Follow copyright laws which prohibit the reproduction of content, eBooks, music, games or movies.
- Refrain from intentionally accessing, transmitting, copying or creating mobile apps, websites or other material that contains inappropriate information, content, advertisements or any material that is illegal, not age appropriate or inappropriate for a school environment.

## Responsible use Guidelines for “Bring Your Own Device” (BYOD)

SFCA is committed to preparing all students and teachers to fully maximize the integration of technology resources into the academic program. The internet and computers on our network are used to support the educational objectives of the school. Use of the technologies is a privilege and is subject to a variety of terms and conditions. SFCA retains the right to change such terms and conditions at any time.

### Communication

The student will use language that is appropriate when submitting academic work, participating in online forums and working collaboratively. The student will be thoughtful and mindful about the language used when posting online and sending messages to someone else. The student will be mindful of how words are interpreted by others. The student will avoid using profanity or any language that is offensive to anyone.

### Privacy

The student understands that anything done online or electronically is public information for everyone to see and it is monitored. The student will avoid sharing personal information about themselves, family, school, and others. This includes passwords, home addresses, phone numbers, ages, and birth dates. The student understands that devices are subject to inspection if a violation is suspected.

## Honesty and Safety

The student will avoid engaging behavior that puts themselves or others at risk. The student will present himself or herself honestly. This includes accessing the network using only their account. The student will seek help from an adult if they feel unsafe, bullied or witness unkind behavior. The student will only communicate with people they know. The student will follow safety guidelines posted by sites to which they subscribe.

## Learning

The student will have a positive attitude and be willing to explore different technologies. The student understands that there may be items online that are untrue and untrustworthy. The student agrees to document and properly cite all information acquired through online sources, including but not limited to images, music, and videos.

## Respect for Self and Others

The student will respond thoughtfully to the opinions, ideas and values of others. The student will refrain from recording, transmitting or posting photos, videos of any person, persons, or school events. The student will refrain from sending or sharing unkind or inappropriate emails or texts.

## Respect for School and Personal Property

The student will take care of technology equipment on the school campus. The student will report misuse or inappropriate content to teachers and adults. The student will use technology for school-related purposes only.

## Technology Use

The student will take full responsibility for their device and will ensure that their device is ready for a day of learning. The student is responsible for making sure it is charged and connected to the school's Wi-Fi. The students know that their devices may only be used in certain areas and at certain times.

## School Services

### School Counseling

Guidance at SFCA is aimed at helping students in their walk with God and in interpersonal relationships with others. This involves a concern for all phases of the student's development – social, moral, emotional, physical, vocational, academic and spiritual.

Our teachers, administrators and school counselors are available to help as part of their commitment to a ministry of Christian education for every student and may speak with students throughout the year as needed.

Specific guidance is provided during the college planning and application process for high school students.

### Lunch Program

SFCA offers a full-service lunch program through McGregor Baptist Church. Money for student lunch should be loaded to your FACTS Family Portal account prior to purchase. No past due balances are permitted. Students may also bring their own lunch.

### Library

SFCA offers an extensive collection of resources available for student use. Materials not returned or damaged

will be assessed a fee.

## Standardized Testing

Students in grades K-8 will take the IOWA Test of Basic Skills each school year. The Pre-ACT Secure test is given in grades 9 and 10 and the PSAT is given in grades 8-11. These tests familiarize and prepare students for college entrance testing procedures. The PSAT NMSQT qualifies 11<sup>th</sup> grade students for candidacy in the National Merit Scholarship competition.

## Are You Saved?

### Do You Have a Personal Relationship with God?

We believe that everyone must have a personal relationship with God if they want to live an abundant life here on earth and spend eternity in heaven when this life is over. God loves you very much and desires to be in a relationship with you! This requires that a person must accept God's gift of Jesus Christ to be the Savior and Lord of their life (John 3:16).

Asking Jesus to be your Savior includes **Admitting** you are a sinner (*Romans 3:23*) and desiring to turn from your sins to Christ (Acts 3:19); **Believing** that Jesus Christ is the Son of God and died to pay the price for your sins (*1 Corinthians 15:3-4*) and **Confessing** Jesus as your Savior and Lord (*1 John 1:9*).

This abundant life with God can start with a prayer like:

Dear God, I know I have sinned and that my sin separates me from you. I am sorry for my sin. I believe Jesus died on the cross for me so my sin can be forgiven. I believe Jesus rose from the dead and is alive. God, please forgive me. I ask Jesus to come into my life and be my Savior and Lord. I will obey You and live for You the rest of my life. Thank you. In Jesus' Name, Amen.

The SFCA staff and administration would love to answer questions and assist you in making this all-important decision.

# Elementary School Policies

## Table of Contents

<b>Welcome to SFCA</b> .....	25	<b>Code of Conduct</b> .....	35
<b>ACADEMICS</b>		General Conduct Expectations	
Academics		Playground Rules.....	36
Curriculum and Program of Studies		Lunchroom Expectations	
Pledges		Discipline.....	37
Bible.....	26	Behavioral Offenses	
Language Arts		Classroom Discipline Procedures.....	38
Mathematics		Administrative Referrals	
Science		Administrative Disciplinary Actions	
Social Studies.....	27	Excessive Referrals	
The Arts		Work Detail.....	39
Physical Education		Demerits	
STEM		Suspensions	
Foreign Language		In School Suspensions	
Grading		External Suspensions	
Report Cards & FACTS.....	28	Behavioral Probation	
Homework Policy		Expulsion	
Late Work		Serious Offenses.....	40
Helping Your Child Succeed.....	29	Policy on Bullying	
Honesty Policy		Policy on Weapons and Threats .....	41
Academic Probation		Policy on Sexual Harassments	
Parent/Teacher Conference.....	30	Warrant-Less Search	
Honor Roll		Due Process.....	42
Elementary Awards		<b>DRESS CODE</b>	
Technology/Laptop Computer Policy		Uniforms	
Standardized Testing.....	31	General Dress Guidelines	
<b>ATTENDANCE</b>		Dress Up Guidelines.....	43
Purpose		Outward Body Tattoos and Piercings.....	44
Arrival and Dismissal		Hair	
Absences			
Excessive Absences.....	32		
Excused Absences			
Unexcused Absences.....	33		
Pre-Approved Absences			
Standardized Testing Make-up Policy			
Make-up Work			
Tardy Policy			
Early Dismissal.....	34		
Extracurricular Activities			
<b>BEHAVIOR</b>			
<u>Statement on Human Sexuality and Marriage</u>			
<u>Conduct Guidelines</u>			



## Welcome to Southwest Florida Christian Academy

It is the distinct purpose of SFCA to provide a program of elementary education, which, while upholding a standard of scholastic excellence, has its integrating center in the Triune God, and fosters vital Christian living.

The training of children is regarded as the joint responsibility of the home, the church, and the school; and a definite effort is made to have all three units in a fully integrated program so that positive Christian personalities may be developed. We are very happy to have your child enrolled in our school. We feel privileged that you have given us the opportunity to share in his/her spiritual and academic training. We encourage our parents to take an active part in the activities. This means a great deal to the children and their school. We will endeavor to work closely with you in every way we can to help make this year successful and pleasant.

We trust that you will pray daily for your child, his school and his teachers. It is our prayer that through a Christian education these young people will find rich fellowship and deep devotion to the Lord, Who alone is capable of directing their lives.

The world today is full of opportunity for those who are willing to prepare themselves spiritually, physically and academically. The board, administration and faculty of Southwest Florida Christian Academy continually evaluate and improve the type of school program that will prepare the student to meet this challenge. We sincerely desire that each will take full advantage of the opportunity present here.

### Academics

#### Curriculum and Program of Studies

Southwest Florida Christian Academy offers a college preparatory program designed to meet the spiritual, academic, social and emotional needs of each student. The curriculum is designed to provide students with an academically challenging program that is based on the Bible, and that trains them to be spiritually discerning while applying God's truth to their lives.

### Pledges

We salute the Bible because we love the Word of God given to us in written form. The Bible is the foundation for all we do. We strive to direct students toward using biblical teachings as the guide for their lives.

We salute the Christian flag because we love Jesus Christ, our Lord and our Savior. The Christian flag is a symbol, and the words of the salute remind us of the Heaven that God has prepared for those who love Him. The salute also helps us to remember what Jesus did to make a way for us to go to Heaven to be with Him.

We salute the American flag because we love the free country God has given us, and we promote patriotism. The flag is a symbol to remind us of our great nation and of our job to be good citizens. The Bible teaches that we should respect our country and its leaders.

### Pledge to the Bible:

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

### Pledge to the Christian flag:

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.”

### Pledge to the American flag:

“I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

## Bible

In order to provide a solid biblical foundation, students learn Bible lessons from the Old and New Testaments and are provided with a basic background in doctrine and biblical principles. All students memorize verses that apply to concepts studied. Monthly character qualities are taught and practiced. The goal of the Bible program is for each student to apply biblical principles to his or her life on an increasingly regular and independent basis.

Each morning will begin with prayer time and pledges to the Christian and American Flags and to the Bible. Inspirational chapel services are held weekly for elementary students. Students sing hymns and choruses, hear testimonies, and hear character building messages from God’s Word. Parents are encouraged to worship with us at chapel services.

## Language Arts

Students will learn to read using an intensive phonics approach through second grade. Writing is stressed in all subject areas and students are expected to present information orally for a variety of purposes. The goal of the language arts program is for each student to be a proficient writer and speaker on topics appropriate to his age level and to be able to analyze with discernment information received from a speaker or from print.

## Mathematics

To enable the students to see the logic and order of God’s world, instruction includes computation and mathematical reasoning. Mathematics is presented as a tool used to analyze, measure, quantify, and describe God’s wonderful creation and manage our existence within it. Students are expected to master and go beyond facts into mathematical applications. The goal is for each student to solve real world, multi-step problems requiring the use of mathematical concepts.

## Science

Science classes allow students to discover God’s creation and the physical laws He has put in place. Students are provided with activities that require them to observe, classify, measure, communicate, infer and experiment. The goal of the science program is for each student to understand and discern the plausibility of scientific theory based on biblical fact.

## Social Studies

Social studies classes provide students with the opportunity to see God's sovereignty in history and geography. Students are expected to know facts, understand concepts, and make generalizations. The goal of the social studies program is for each student to demonstrate an understanding of God's hand in U.S. and world history.

## The Arts

In order to help students recognize the creativity of God and the creativity He has placed within them, students in art and music classes are exposed to a variety of art forms. Students are provided with opportunities to discover and develop the abilities God has given them through class work and through public performances. The goal of the performing arts program is for each student to understand that our creative God can be praised through music and art and to learn to use their creative gifts to His glory.

## Physical Education

The physical education program is designed to help students recognize that their body is the temple of God. They are encouraged to discover their athletic abilities and develop healthy habits. Students are exposed to a variety of competitive and non-competitive activities. The goal of the physical education program is to help students discover the physical abilities God has given them and to help them develop a lifelong habit of activity so that they will be physically prepared to serve.

## STEM

STEM, taught in grades K-5, consists of the natural sciences, technology, engineering, and math. These four areas share an emphasis on innovation, problem-solving, and critical thinking in which students integrate the processes and concepts in real world contexts. STEM curriculum aims to help students develop basic skills that apply to many parts of life. Through STEM opportunities, students develop key skills including:

- problem solving
- creativity
- critical thinking
- teamwork
- collaboration
- independent thinking
- initiative
- communication
- digital literacy

## Foreign Language

In order to communicate the Gospel to people of other cultures, students need to be able to speak a second language. Students in foreign language classes learn basic vocabulary and communication skills and cultural traditions and practices of the particular language group.

## Grading

The purpose of our grading system is to work with parents to keep them informed of their child's progress throughout the year. SFCA will follow the percentages below for grade calculations which is consistent 1<sup>st</sup> grade through 12<sup>th</sup> grade:

Class grades will consist of 50% tests, 30% quizzes, and 20% daily work/homework.

Grading scale for grades 1-5:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

Grading scale for Kindergarten and all Specials:

- |                     |           |
|---------------------|-----------|
| O Outstanding       | 98-100%   |
| S+ Satisfactory     | 90-97%    |
| S Satisfactory      | 80-89%    |
| S- Satisfactory     | 70-79%    |
| N Needs Improvement | 60-69%    |
| U Unsatisfactory    | Below 60% |

### Report Cards and FACTS

Parents have the ability to check their student's progress by utilizing the online grade system through FACTS. A username and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided to parents at the beginning of the school year. Students' progress is reported through FACTS. Report cards are posted at the end of each quarter.

### Homework Policy

The primary purpose for homework is to reinforce class content and instruction. We also believe that maximal learning occurs when there is support, encouragement, and reinforcement of concepts taught at school. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors. Parents should not do the work for the student but should provide encouragement and supervision. If children are spending more than a few hours a week on home assignments, or if they never seem to have assignments, parents should discuss this with the teacher. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. Weekend and Wednesday evening assignments are kept to a minimum, which may include studying for tests and quizzes, to encourage children to participate in church programs. It is expected that students will have access to a computer and the internet to complete assignments. Homework is expected to be completed and turned in as assigned to receive credit.

### Late Work

Classroom assignments are to be turned in on time to receive full credit. The standard policy for major

projects, reports, research papers, and other assignments is as follows:

- Work turned in after the teacher requests it will receive a 10-point penalty.
- Work turned in the second day after the due date will receive a 20-point penalty.
- Work turned in the third day after the due date will receive a 30-point penalty.
- Work turned in the fourth day after the due date will receive a 40-point penalty.
- Work turned in the fifth day after the due date will receive a 50-point penalty.
- No credit will be given for work turned in more than five days after it was due.
- The teacher will state any variation from this in written directions given to the students.

### Helping Your Child Succeed

The following are some of the practical ways you, as parents, can help your child be successful at school:

- Pray for your children, their school, and their teachers.
- Show genuine interest in your child's school work and accomplishments.
- Provide a healthy and happy home environment for your children.
- Provide a special place and time for children to study, free from distractions.
- See that your children develop good habits by limiting T.V. time, by making homework a priority, and by requiring early retirement to bed.
- Support the teachers and administrators in the presence of your children. Communicate with the school before drawing conclusions.
- Assume the responsibility for punctuality and good attendance.
- Schedule conferences with teachers when you sense the need for clearer communication.

### Honesty Policy

We believe that integrity is of utmost importance. Based on strong Biblical principles, SFCA adheres to a strict policy on honesty. Therefore, cheating is a serious offense resulting in the following:

- 1<sup>st</sup> offense - "0" on the assignment in question and parent notification/ demerit issued
- 2<sup>nd</sup> offense - "0" on the assignment in question and 1 day in-school suspension/parent called/demerit issued
- 3<sup>rd</sup> offense - "0" on the assignment in question and further disciplinary action as deemed appropriate by the administration/demerit issued

### Academic Probation

Probationary status is given when a student's academic work has reached the point where there is substantial doubt as to the appropriateness of their placement at SFCA. A student earning an "F" in any core subject will be placed on Academic Probation and parents will be notified of the probationary status. This probationary period shall be determined by the Administration and written notification of probationary status will be given.

- Students in grades 1-5 must achieve an average of 60% or higher in core subject areas each quarter.
- Failed core subject areas in the Final Grade for the school year could result in a requirement to repeat the grade level or recommendation for dismissal from SFCA.
- Students who are in danger of failing one or more academic subjects during the school year may be subject to mandatory tutoring or an automatic grade retention.

## Parent-Teacher Conferences

Conferences may be scheduled throughout the year as deemed necessary by either parents or teachers. To arrange a conference, please contact the teacher directly via email or phone. Please refrain from discussing personal or student issues at Parent Pick Up/Drop off. This preserves the integrity of our program and respects your child's academic/behavior privacy. There will be a specified conference month/day scheduled toward the beginning of the year that parents are encouraged to take advantage of.

## Honor Roll

Following each quarter, students attaining academic achievement will be recognized with the following distinctions:

- A Honor Roll/Principal's List -Awarded to all students earning all A's at the end of each quarter
- A/B Honor Roll/Principal's List – Awarded to all students earning all A's and B's at the end of each quarter.

## Elementary Awards

The student will consistently demonstrate the stated characteristics, and the teacher can articulate specific instances of the characteristics.

Timothy Award: Academic Criteria:

- Gold Seal (A Honor Roll) - All A's in graded courses
- Silver Seal (A/B Honor Roll) - All A's and B's in graded courses

Daniel Award: Recognition for application of godly character traits.

“Add to your faith, goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love.” 2 Peter 1:5-7

Paul Award: Recognition for a steadfast work ethic.

“Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain.” I Corinthians 15:58

Stephen Award: Recognition for outstanding service.

“If anyone wants to be first, he must be the very last, and the servant of all.” Mark 9:35

Elijah Award: Recognition for perfect attendance.

“For everything there is a season, and a time to every purpose under heaven.” Ecclesiastes 3:1

## Technology

The purpose of all electronic resources is to support the school's educational mission. Applying information and technology skills is an integral part of teaching and learning at SFCA. Students are expected to follow

the requirements of the Acceptable Use Conduct Agreement for Computer Equipment and Internet Access, Student Personal Technology Usage Agreement and the Code of Conduct with regard to technology use. Any use of technology in the classroom is up to the discretion of the teacher. Headphones may only be worn when in a classroom activity as directed by the teacher. They may not be worn/displayed at any other time. The student assumes complete responsibility for the use and safety of their personal laptop computer and any other electronic devices, releasing the school from any liability. Any use of the laptop computer or other electronic devices for anything other than educational purposes will result in suspension from bringing personal electronic devices to school and possible further disciplinary action. (See pg. 22 for specific internet/technology access guidelines).

## Standardized Testing

Standardized tests are administered to students in grades K-8 in the fall and spring of each year.

## ATTENDANCE

### Purpose

The purpose of this policy is to establish the definitions, procedures, and consequences associated with student attendance at Southwest Florida Christian Academy. Daily attendance in school is essential if a student is to be successful in academic life and other areas. Students are expected to attend school daily, barring illness or family emergency. There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where the teachers carefully plan learning experiences.

### Arrival and Dismissal

Parents are asked to remain in their vehicles when dropping off or picking up students. Elementary students are to arrive at school no earlier than 7:00 a.m. All students arriving between 7:00 a.m. and 7:45 a.m. must report to the designated morning drop-off room. If you need to walk in and speak to someone in the school office, please park in the designated areas. Please do not drop your child off anywhere else, as they will be unsupervised. There will be staff members there to assist you. There is a morning-care fee for those arriving before 7:30 a.m.

Students arriving after 7:45 a.m. should report directly to their classrooms. Students on campus before 7:45 a.m. are not allowed to be in any part of the campus except the morning drop-off locations or King's Crew.

Students in grades K-5 may be picked up at 3:00 in their designated pick-up area. Both the east and west drop off and pick-up areas will be utilized in the morning and afternoon. Parents may drive through the pick-up line to pick up their students only. Elementary students may not cross the pick-up lane or enter the parking lot for any reason. If a parent needs to talk with a teacher or a teacher needs to talk with a parent, they should wait until 3:30 p.m. so teachers can perform their assigned supervision duties.

Please do not ask your elementary child to meet you in any other location. Each student remains supervised until picked up. Students not picked up by 3:30 p.m. are taken to after-school care (King's Crew) and must be picked up there.

### Absences

When your child is absent from school, there are specific procedures that must be followed. The following

procedures apply to absences:

- Teachers and the school office will maintain an accurate record of attendance. The attendance record will appear on FACTS.
- Students **who are not present for four full school hours** will not be considered present for daily attendance and may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
- If an absent student needs homework assignments, the best method of obtaining the homework assignments is via FACTS or the parent should e-mail the teacher requesting the assignments. Teachers are not always able to respond to their e-mails during the school day, resulting in some responses to e-mails late in the afternoon or the next day.
- In the case of an extended illness of 3 days or more, a parent may email the teacher and request assignments be turned in to the office to be picked up by the parent.
- If a student is present at the school or a school activity any time during the day, the student must turn in all work due, get new assignments given in all classes and arrange for tests or quizzes with the teacher.
- An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card and is marked as SA (on campus) or SO (off campus). These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return.
- In accordance with the State of Florida guidelines, students who miss more than 30 days in the school year will be subject to their final grades being lowered a full letter grade.

#### Excessive Absences

After 7 absences (excused or unexcused), parents will receive an email warning. Elementary students (grades K-5) missing 15 or more days during a year will be notified of their excessive absences. If a student in grades K-5 misses 30 or more days during a year there may be an automatic grade reduction of one letter grade in each subject. Excessive absences and/or tardies may also result in retention in the same grade level or dismissal from SFCA.

#### Excused Absences

Attendance is essential to a student's academic success, and students are required to attend all classes, activities, retreats, and field trips during school hours. The following absences will be considered excused if the school receives a note or email from the parent. These absences are still reported with the student's total absences on the report card, but without penalty for makeup work or tests if made up during the designated period of time. Academically excused absences include:

- Personal illness or injury
- Medical or dental appointment that cannot be scheduled outside of school hours\*
- Serious illness or death of an immediate family member
- Court appearance
- Impassable road due to inclement weather, natural disasters, or car accident
- Pre-approved absences

\*For appointments, a note from the medical or dental office must be submitted to the school office upon the student's arrival back to school.



## Unexcused Absences

The student is responsible for requesting make-up assignments upon returning to school after an absence.

## Pre-Approved Absences

If a student will be out for a pre-planned event, **the absence must be requested on a Pre-Excused Absence Form and pre-approved by the Administration prior to the days of absence in order for it to be excused.** Pre-Excused absence Forms may be picked up in the school office or accessed on the school website and must be submitted **three days** in advance if requesting assignments. If calendared Standardized testing is missed a fee of \$50.00 a day will be assessed. Please be aware that sending in a note does not automatically excuse a student's absence. Only the school administration is authorized to excuse a student's absence.

## Standardized Testing Make-up Policy

If a student is absent during achievement testing, a make-up testing fee will be imposed unless the absence is deemed excused by the Administration. Vacations are not considered emergency situations and, therefore, will be deemed unexcused. Scheduled appointments should not be made during this time.

## Make-Up Work

When a student returns to school from an excused or unexcused absence, the student will be given the number of days missed plus one additional day (with a maximum of five school days) to submit the make-up work for full credit. If the absence is unexcused, no credit will be given for assignments missed.

It is the student's/parents' responsibility to get all make-up assignments and be sure they are turned in. Assignments that were due on the first day of an absence must be turned in the day the student returns to school. Tests and quizzes missed on the first day of an absence must be taken on the day the student returns. All other tests and quiz make-ups must be arranged within the given time by the student and are to be made up at the teacher's discretion. For lengthy illnesses or special emergency situations, teachers may make arrangements for the student to make up work within a reasonable time period. Any incomplete make-up work handed in after the allotted time will result in a zero. If a student is out of class or school without permission from parents and/or school, all work missed will receive zero credit.

## Tardy Policies

Students are expected to be in their seats, ready to work, at 8:00 a.m. (M, T, Th, F) and 9:00 a.m. (W). Plan to drop students off early enough so they will be in class on time. If a student arrives after 8:00 a.m. (M, T, Th, F) and 9:00 a.m. (W), he or she is considered tardy and must sign in at the school office.

- The first 5 tardies of each semester will be deemed "Excused" with no penalty if the reason for the tardy follows the policy regarding excusable absences. Every tardy after the fifth, regardless of the reason, will be deemed "Unexcused."
- At 8 tardies, a warning notification will be sent home and a student may be required to miss recess time or other activities to make up missed work.
- At 12 tardies a conference with parent(s), administration and student may be required.
- Accrual of over 16 tardies in a semester will result in further disciplinary action including possible dismissal from school.

## Early Dismissal

If it is necessary for a student to leave school during the day for an appointment, he/she must present a note, signed by his/her parent, prior to the start of the school day. The note must give an explanation of the circumstances and time of departure.

Any student leaving school grounds will be called from class after being signed out in the school office by a parent. If a student returns that same day, he must sign in again at the office. All persons who come to pick up students during the school day must come to the office before the student will be allowed to leave with them.

Early dismissals are granted only for illnesses, medical appointments, court appearances, family emergencies, or funerals.

## Extra-Curricular Activities

Students who are absent from school (or not present for at least 4 hours during the day) may not be allowed to participate in sports or other extra-curricular activities on that same day.

To gain the privilege of participating in extra-curricular activities, students must be in good academic and behavioral standing. Students who fall below the academic and conduct standards may not be eligible for participation.

# BEHAVIOR

## Statement on Human Sexuality and Marriage

We believe sex is a gift from God to be enjoyed within the marriage relationship. We believe that marriage was instituted by God and, as such, the term “marriage” has only one meaning, regardless of current legal or cultural definitions. The Scriptures define “marriage” as the joining of one man and one woman in a single, exclusive union. We believe that God has commanded abstinence from any form of sexual or intimate activity outside of a marriage. We believe that participation in fornication, pornography, homosexuality, bisexuality, bestiality, incest, polygamy, or adultery are all sinful perversions of God’s gift of sex. We also believe that gender is a gift from God, and He created human beings male and female; therefore, we hold the distinction between the two sexes to be sacred. We believe that God disapproves of and forbids any attempt to change one’s gender by any means. (Genesis 2:15-25; Psalm 139:13-16; Isaiah 53:1-6; Romans 1:18-32; 1 Corinthians 11:11-12; 2 Corinthians 5:19-21; Ephesians 5:22-33)

## Conduct Guidelines

We believe it is God-ordained that parents hold the primary responsibility for teaching their children proper behavior and attitudes. SFCAs seek to serve students who are sensitive to the many principles of Christian living that are found in the Bible as well as provide an atmosphere of order that is essential in allowing a student to foster self-control and Christ-like behavior. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. When the ideal of self-discipline breaks down, correctives are necessary. In harmony with Scripture, any corrective discipline will be handled in love and concern for the student’s welfare as a child of God. Students and their parents agree and

acknowledge that SFCA's decisions regarding disciplinary action shall be final. Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

## Code of Conduct

Students are expected to represent Southwest Florida Christian Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students may be subject to discipline for conduct occurring off-campus or during non-school hours.

The Administration will deal directly with any student who violates the Code of Conduct or draws attention to SFCA in a negative manner which may result in disciplinary action or a student's dismissal from school. The Administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing students' conduct or to the expressed principles, policies and programs of the school.

This section addresses policies and guidelines regarding expected student conduct for both on and off campus, as well as behavior portrayed via any media.

- It is expected that every student at SFCA will conduct him/herself in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel, following all adult direction without comment. Such obedience should be willing and immediate.
- It is expected that every student at SFCA respects the feelings and rights of others. This includes students, teachers, and visitors. Students should learn to be quiet in class, raise their hands to speak, not interrupt others, walk quietly in the buildings, and eat with proper manners.
- It is expected that every student at SFCA adhere to the use of appropriate language and interactions on social networking sites. These sites should not be used to bully, slander, verbally attack, etc. another student or staff member. Any student found to be engaging in this type of activity will be subject to disciplinary action to include detention, suspension, or expulsion.
- It is expected that every student at SFCA will conduct himself in an honest manner, avoiding such actions as lying, stealing, and cheating. Cheating may be any of the following: copying someone's work to submit as one's own (classwork, homework, or other assignments), giving or receiving answers or stealing tests, and plagiarizing (copying material without properly acknowledging the source).
- It is expected that every student at SFCA will maintain interpersonal relationships that are above reproach and that would draw people closer to God. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden. Additionally, physical displays of affection are not permitted.
- Students who display a pattern of conduct as "mockers or scorners" will not be tolerated at SFCA. This includes such actions and body language as indifference, "rolling the eyes," repeated inattentiveness, rebellion either verbally or through expressions, disinterest in chapel, Bible classes, or consistent disinterest in an academic class(es). Students who repeatedly display such conduct will be dismissed from SFCA.

## General Conduct Expectations

- Running or playing in the school walkways or classrooms is not permitted.
- All adults are to be addressed as Mr., Miss, Mrs., Sir, or Ma'am. This is a common courtesy.
- Defacing or misusing school property, including trees and landscaping, is disrespectful and will carry serious consequences.

- Inappropriate language, name-calling, and gossip are not permitted.
- It is expected that every student at SFCFA adhere to the use of appropriate language and interactions on Social Networking sites. These sites should not be used to bully, slander, verbally attack, etc. another student or staff member. Any student found to be engaging in this type of activity will be subject to disciplinary action to include detention, suspension or expulsion.
- Whispering, writing and passing notes in class is not permitted.
- Knives or weapons of any kind are strictly prohibited.
- Personal items such as electronic equipment, e-readers, and laser pointers are not permitted on campus unless special permission is granted by the teacher.
- Students may not photograph, video or audio record other students or adults without their permission. Special rooms (such as the kitchen, maintenance, storage, teacher's lounge, etc.) are off limits for students, unless a teacher grants permission.
- Students are never permitted to leave the school grounds before the end of the school day without permission from the office. Parents wishing to have their children released during the school day must give written notice prior to dismissal and should sign them out in the school office.
- Students should not bring pets to school unless given special permission by their teachers.
- Riding bikes, skateboards, or roller blades on school grounds before or after school is not permitted.
- Gum chewing is prohibited unless teacher permission is granted.
- Students are not permitted to use the school office or classroom telephones unless a medical emergency call is necessary, or special permission is granted by a teacher or administrator.
- Classroom rules set forth by teachers carry the same importance as rules listed in this Handbook.

### Playground Rules

The following are not permitted:

- Leaving playground area without permission.
- Walking up a slide, always use the steps.
- Throwing a swing or swinging around in a circle.
- Going to the restroom without permission - must first check out with a teacher/supervisor and check in when returning.
- Climbing or pulling down limbs on trees.
- Going into street or parking areas to get balls. Teacher or supervisor will get them or give you permission to do so.
- Hitting other students or rough- housing (Tag may be played by touching only.)
- "Closed" games – let others play.
- Throwing trash on school grounds or in buildings. Please pick up any trash that you find.
- Throwing stones, sand, dirt clods or wood chips.
- Bringing personal equipment such as bats, balls, basketballs, skateboards, etc., to school without permission from the classroom teacher.
- No monopolizing the playground equipment. Take turns.

### Lunchroom Expectations

- Walk to and from the lunch area.
- Stay in your seats and ask permission to leave the table.
- Talk only to your friends at the same table using quiet voices.
- No playing with or throwing food or trash.
- Use your best table manners at all times.

- Pick up all the trash, trays, food, etc., around your table area and put it in the trash can. Remember to push your chairs up to the table.
- Use of the restrooms shall be done before or after lunch, NOT during lunch, unless permission is given by the teacher.
- No sharing of food.
- Students must pay for all items taken from the lunchroom. If a student takes an item without paying for it, the following consequences will apply:
  - 1st offense – 1 day internal school suspension (ISS)/demerit issued
  - 2nd offense – 1 day external school suspension (ESS)/demerit issued
  - 3rd offense – 2 day external school suspension (ESS)/demerit issued
  - 4<sup>th</sup> offense – Expulsion will be considered by administration

## Discipline

We desire that, as children are disciplined in our school, these criteria will be met and communicated in a loving way to the child. We also strive to maintain clear lines of communication with the home to prevent serious problems from developing.

Note: If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting is emotionally biased and may not include all the information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Support the Administration and call the school for all the facts.
- If you have a question concerning a situation in the classroom, please contact the teacher first, and then if there is no resolution, please contact the area Administrator. **All contact should be done in a courteous and respectful manner.**

## Behavioral Offenses

- Inappropriate classroom behavior
- Failure to follow the school rules as listed in this handbook
- Disrespect to adults/students both verbal and nonverbal
- Insubordination
- Uniform violations/improper dress
- Destruction of church/school property (includes writing on tables, walls, buildings)
- Defiance
- Fighting/play fighting/physical aggression (includes pushing, shoving and any violent act towards another person)
- Lying
- Cheating
- Stealing
- Weapons
- Inappropriate language (includes profanity-vulgarity)
- Chronic tardiness
- Coercion, harassment or intimidation of another person
- Other conduct inappropriate for an SFCA student

## Classroom Discipline Procedures

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the needed change and improvement needed to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher.

Once the classroom rules have been clearly defined to students and reviewed, the following methods of maintaining classroom discipline will be followed:

- The student will be redirected verbally by the teacher.
- The teacher and student will conference regarding the misbehavior, a written warning will be issued. Parents will be notified via FACTS.
- The teacher will assign a loss of privileges, such as reduced recess time or other discipline deemed appropriate. Parents will be notified via FACTS.
- The teacher will make phone contact with parents when necessary.
- The teacher may request a conference to include the parent and student.
- The teacher may refer the student to the Administration.

## Administrative Referrals

If, after the above discipline measures have been attempted, the teacher believes there is a continuing problem in behavior or attitude, he/she will refer the student to an administrator for further disciplinary action. In certain acts of serious misbehavior, students will be referred immediately to an administrator.

## Administrative Disciplinary Actions

The following is a list of actions that the administrator typically follows as he/she determines the action for each individual situation. Demerits may be attached to some infractions per the administrator's discretion.

- Student conference/warning given/write-up in FACTS
- Student conference/parents notified of write-up in FACTS/loss of privileges or other discipline deemed appropriate is assigned/possible demerit issued
- Parent/teacher/student conference with divisional counselor and the assistant principal or principal is requested/write-up in FACTS
- Work detail as assigned by administrator/write-up in FACTS
- In-school suspension/immediate phone contact with parents and conference request/write-up in FACTS/demerit issued
- External suspension/immediate phone contact with parents and conference request/write-up in FACTS/demerit issued
- Restriction from extra-curricular activities, field trips
- Probation
- Recommendation to withdraw student from school
- Immediate expulsion

Every effort is made to use progressive discipline to redirect student behavior; however, students are subject to disciplinary actions of demerits, in-school or external suspension, or expulsion, at the discretion of the Administration and in keeping with the campus-wide discipline program.

## Excessive Referrals

Excessive referrals to the principal's office could result in the following disciplinary actions:

### Work Detail

Students who have excessive negative classroom behavior could be subject to an in-school work detail. The length of this detail will be determined by the administrator giving the detail, up to 1 hour. All details will be supervised by a designated staff member. Failure to report to a detail will result in a detention.

### Demerits

Any student who has accrued more than 8 demerits will become ineligible for any SFCA overnight trips. Any student who has accrued over 10 demerits will be placed on behavioral probation and become ineligible for any extracurricular activities or events, including field trips, during the probationary period. If a student has 15 or more demerits, a conference will be scheduled by the administration to decide if the student is able to continue attending SFCA.

### Suspensions

#### In-school Suspension

An "in-school" suspension is used as a form of discipline at times before an external suspension. A student who receives an in-school suspension will be removed from class and assigned written work for the day. It will be the student's responsibility to obtain all other missed assignments from each of the teachers.

#### External Suspension

An external suspension is a severe form of discipline. A student may be suspended from attending SFCA for a period of time to be determined by the school Administration. Parents will be notified of such action. Any student suspended from school automatically becomes ineligible for participation in or attendance at extra-curricular activities, such as sports, field trips, social events, etc. The length of the ineligibility period will be a minimum of 5 school days or longer as determined by the Administration. No credit will be given for school work missed or due during the suspension period. Only tests may be made up for full credit upon the student's return. Repeated suspensions may result in expulsion. A student who receives an external suspension of any kind will forfeit the privilege of participating in extra-curricular activities and/or field trips.

#### Behavioral Probation

A student may be placed on behavioral probation at any time during the year when there is substantial doubt as to the appropriateness of his/her placement at SFCA. This includes any student who has accrued over 10 demerits within the school year. Students on behavioral probation are ineligible for any extra-curricular activities or events, including field trips, during the probationary period. The length of the probationary period shall be determined by the Administration. Students who have been on probationary status longer than a semester may be recommended for dismissal from SFCA.

#### Expulsion

Expulsion (to include administrative withdrawal) is the dismissal of a student from school for behavioral or academic reasons. A student cannot return during the school year in which he/she was expelled and must remain out for at least two additional semesters.

### Serious Offenses

The following shall constitute good cause for suspension or expulsion:

- Any display of insubordination, rebellion or contempt
- Skipping class or leaving the buildings or school grounds without proper permission
- Habitual profanity, vulgarity, or open persistent defiance to the authority of school personnel
- Stealing, lying, gambling
- Cheating
- Tobacco Use: The possession, use or distribution of tobacco or tobacco products such as but not limited to electronic cigarettes, vaping devices (including non-nicotine), cigars, chewing tobacco etc. is prohibited. SFCA is considered a tobacco free zone. Minimum Suspension: Three (3) days.
- Fighting - Students are to follow a “hands-off” policy. (No fighting, hitting, biting, or slapping.)
- Development of negative attitude, which is contrary to the philosophy of the school
- Tampering with security systems, fire alarm system, or fire extinguishers, etc.
- Willfully cutting, defacing, or otherwise injuring or damaging in any way, property, real or personal, belonging to SFCA or other students – The student shall be responsible for all damages he causes.
- Bullying, harassment, intimidation, or threats directed towards any student, faculty, or staff member
- Other serious offenses as determined by the Administration and Board
- Cell Phones/Mobile Devices: Mobile device usage (including smart watches) is not permitted in the classroom or during school hours. If a student has a cell phone/smart watch, they are required to turn it off and place it in their backpack while at school. Any violation of this policy will result in immediate confiscation of the device and other disciplinary action as deemed appropriate by the administration.
- Electronic Device: Misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Students may not photograph, video or audio record students or staff. Additionally, students must understand that inappropriate material or depictions sent, posted, shared, or possessed on any electronic device including cell phones, smart watches and the Internet are subject to appropriate disciplinary action at the discretion of SFCA Administration.
  - 1st Violation – Loss of use of device in the classroom for a period set by Ms. Kackley
  - 2nd Violation – One day out of school suspension
  - 3rd Violation – Further disciplinary action

### Policy on Bullying:

Bullying is defined as: Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to; teasing; social exclusion, threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; destruction of property; and cyber bullying.” Bullying has no place in a Christian school. The school will educate students on improving relationships through classroom character education, Bible classes, chapels, and special assemblies.



In keeping with the school's responsibility to provide a safe learning environment, the following stance has been taken on "sexting." Sexting is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or an administrator.

The following discipline procedures will apply for students involved in bullying or sexting:

- 1st time – Documented warning and parent contacted
- 2nd time –Administrative Review, Behavioral Probation and Suspension
- 3<sup>rd</sup> time – Expulsion

### Policy on Weapons and Threats

The possession, use, sale, storage or distribution of firearms or weapons, or any other object deemed as a weapon or weapon paraphernalia, is prohibited on school or church property, at any school or school-sponsored function or event, or on any school-sponsored transportation.

Verbal, written, or electronically communicated threats, suggestions, or predictions of violence against the school, church or any affiliated person, by any person or group to any affiliated person, school, or church-owned facility is prohibited. In addition, any form of harassment, intimidation or acts of bullying are strictly prohibited.

Violation of these policies may result in expulsion and/or any other appropriate disciplinary action.

- **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, lasers, pepper spray, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) days with possible expulsion.

### Policy on Sexual Harassment

Southwest Florida Christian Academy will not tolerate sexual harassment. A valid complaint of sexual harassment will lead to strict disciplinary action, which may include expulsion. Sexual harassment involves unwelcome touching, demands for sexual acts, and unwelcome comments which create a hostile or offensive environment. Any complaints of sexual harassment should be promptly reported to the administration.

### Warrant-Less Searches

School officials may conduct a warrant-less search of a student's person, book bag, or any other storage area on Southwest Florida Christian Academy/McGregor Baptist Church property, if such officials have reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or hidden therein.

A random search of students without specific cause may be conducted on Southwest Florida Christian

Academy/McGregor Baptist Church property, at school-sponsored activities away from school property and at all other times when students are subject to the disciplinary control of school officials. Students, property and areas to be included in the search shall be determined on a documented, completely random basis. Stationary or hand-held metal detectors may be used to assist in a random search for firearms and weapons. Specially trained animals may be used to assist in the random detection of weapons or illegal substances. Visitors, who elect to remain in the search area following notice, may be subject to the random search process.

### Due Process

The Office of the Lead Pastor of McGregor Baptist Church will serve as an appeal audience for students and/or parents wishing to appeal a decision for expulsion. Any appeal must be presented in writing within four calendar days of the date of expulsion. An appeal will be considered and acted upon within three business days of receiving the appeal. The decision by the Office of the Lead Pastor is final in all appeal cases.

## DRESS CODE

### Uniforms

The official school uniform consists of a dress, polo shirt, pants, shorts, or skorts purchased from the school's uniform supplier. There are to be no substitutions. Uniforms are to be worn at all times, unless permission is granted from the administration. Shirts must be buttoned with no more than two buttonholes open at the top. Shorts, skorts, shirts and pants may not be altered in length for any reason without administrative approval. Pants that are torn, shredded or ripped will not be permitted. Note: The uniform company will tailor or alter uniforms to fit your student. **Students may only wear SFCA/Uniform issued outerwear or in Elementary only, a solid navy blue, white or gray hoodie can be worn.** There is a quarter zip outerwear shirt available only at the SFCA Spirit Store/Athletic office. A solid white, navy, gray or gold undershirt may be worn provided it does not exceed the length of the uniform shirt. Shoes should be comfortable and safe and worn at all times. They must be closed-toed and closed-heeled. Open heeled shoes or shoes with back straps only are not acceptable. **Hats are not permitted to be worn inside the building by any student.** Scarves are permitted at the discretion of the teacher. Hoodies should not be worn on the head unless extreme weather warrants it, and never inside the building.

Fridays are SFCA school t-shirt and blue jeans day. Blue jeans (no shorts) may be worn for \$1.00 and must be neat, full or capri length, loose fitting, but not baggy with no tears, rips or shreds. Chains or other attachments are not permitted. Blue jeans must be worn correctly at the waist. Jean money is a donation to support the school's athletic program. Students who choose to participate, but do not follow the guidelines, shall lose this privilege.

Students not in proper uniform or dress will remain in the office until someone can bring in the proper clothing, or they will be provided appropriate uniform wear from the school uniform closet. Students who choose not to follow SFCA dress guidelines for field trips will not be permitted to attend. Failure to comply with dress code requirements may result in further disciplinary action.

### General Dress Guidelines

- Students are expected to dress modestly and in good taste. The following should be kept in mind:
- All parts of the uniform must fit properly. Extremely small or extremely large

uniforms will not be permitted. Administration reserves the right to determine if the fit is appropriate.

- Only uniform-colored undershirts (without writing) may be worn under uniform shirts. (navy, white, burgundy, gray). Undershirts must be tucked in.
- Students may only wear SFCA/uniform issued outerwear.
- Uniform polo's are to be worn under outerwear, including full zip jackets. The only exception to this is the SFCA issued hoodie and the SFCA issued half zip pullover. These two items may be worn with a uniform-colored undershirt rather than a uniform shirt.
- Hats/hoods or sunglasses may not be worn on campus during school hours.
- Shirts must be buttoned with no more than two buttonholes open at the top. They may be worn untucked.
- Shorts, capris and pants may not be altered in length (this includes rolling of the waist or cuffs) for any reason without administrative approval. Pants that are torn, shredded or ripped will not be permitted.
- Shoes must be worn at all times. Boys' shoes must be closed-toed and closed-heeled. High School girls may wear sandals if they have a back strap and fit properly on the foot. Bedroom slippers, skeletoes and shoes with wheels are not permitted. Administration reserves the right to determine if a shoe is acceptable.
- Boys must be clean shaven at all times. Beards, mustaches and facial hair are not permitted. (Shave before school on Monday and you are good for the rest of the week.)
- Earrings may not be worn by gentlemen while a student at SFCA.
- Gauges and body piercings (defined as any location other than the ear) are not permitted on SFCA students.
- Visible tattoos are not permitted on SFCA students.
- Shorts and skorts must extend to the knee.
- Skirt/dress hemlines must be no shorter than top of the knee. No portion of the hemline may fall above this length, including slits.
- Shirts should not have any writing on them that is inappropriate in nature.
- No bare midriffs even when arms are raised.
- Shoulder and neck straps need to be at least two inches in width. No spaghetti straps, backless or tank tops may be worn. This includes dress for picture day.
- Shirts or dresses must not have revealing necklines. No clothing items are to be extremely tight fitting nor show undergarments inappropriately.
- No hats are to be worn by any student in the building during the school day.

### “Dress-Up” Guidelines

Consider it “Business” dress; not “Glamour” or “Formal” dress. Modesty must be displayed in all attire.

- On dress-up days students are not permitted to wear jeans, shorts, sweatpants, t-shirts, or clothing with prominent logos or written messages.
- Ladies may wear dress shoes/sandals which must be of reasonable height for safety concerns. Gentlemen must maintain the closed-toe closed heel shoe policy.
- Tops with straps thinner than 2 inches in width are not allowed without a cover.

Students who choose not to abide by these guidelines are given one warning only. Any offense after that will result in a removal of privileges for the year.

## Outward Body Tattoos and Piercings

- Visible tattoos and body piercings are not permitted on SFCA students. Any student who obtains a visible tattoo or body piercing will be subject to disciplinary action.
- Earrings may not be worn by gentlemen while a student at SFCA.

## Hair

Hair should be neat, well groomed, and not cause a distraction. No extreme hairstyles permitted. Highlighting and coloring of hair are permitted if the highlights and color are a natural hair color and the highlights blend with the hair color. Boys' hair may not touch the top of the collar, must not go below the earlobe and must be trimmed above the eyebrows. Boys may not have man-buns, ponytails, etc.

We realize that there are no universal standards of appropriateness, but we reserve the right to make the final decision as to what is acceptable on school grounds and at any school function.