SFCA

Southwest Florida Christian Academy

Secondary Parent/Student Handbook

2026-2027

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
SFCA's Lifestyle Statement 9
King's Accreditation

Southwest Florida Christian Academy

History

Southwest Florida Christian Academy, a ministry of McGregor Baptist Church, 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. Grades 7-12 were added in the subsequent years, and we proudly graduated our first class of students on May 26, 2000. In 2024, SFCA merged with two existing preschools on the McGregor Baptist Church campus. SFCA now serves over 1,200 students from 6 weeks through 12th grade, fostering a unified and comprehensive biblical educational experience within one campus.

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 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 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.

Philosophy of Christian Education

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
   - S.1 Trust Jesus Christ as Lord and Savior (CV 3)
   - S.2 Commit to the absolute authority of the Bible (CV 1, 7)
   - S.3 Articulate and apply a biblical worldview (CV 1, 3)
   - S.4 Exhibit servant leadership (CV 7, VS)
   - S.5 Exemplify the fruit of the spirit (CV 7)
   - S.6 Engage the culture for Christ (MS)
2. Academic
   - A.1 Master the content and skills necessary for post-high school success
   - A.2 Pursue solutions to complex problems by thinking critically and creatively
   - A.3 Seek to learn and grow intellectually
3. Social/Emotional
   - SE.1 Demonstrate resilience when faced with challenge
   - SE.2 Assume responsibility for attitudes and actions
   - SE.3 Effectively communicate and collaborate with others
   - SE.4 Manage physical and emotional well-being for health and wellness
   - SE.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.

SFCA's Lifestyle Statement

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)

King's

At SFCA 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 Preschool is licensed by the Florida Department of Children and Families (DCF) and is a member of the Association of Christian Schools International (ACSI). Southwest Florida Christian Academy, grades K-12, is fully accredited by 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
Illness and Medication 15
Communicable Diseases
Medication Policy
Suspected Child Abuse.....16
Care of Property
Valuables and Money
Lost and Found
Telephone Calls/Messages
Cell Phones/Mobile Communication Devices……17
Internet Access/Technology
Student Chromebook and Device Usage Agreement
General Technology Usage Guidelines
Prohibited Tech Usage 18
Network and Security
Guidelines for Using a Device 19
Student Use of AI Tools
Academic Integrity of Using AI 20
Examples of Appropriate AI Usage for Students
Examples of Inappropriate AI Usage for Students
Communication 21
Privacy
Honesty and Safety
Learning
Respect for Self and Others
Respect for School and Personal Property
Technology Use
Backpacks
Birthdays 22
Bicycles/Skateboards/Rollerblades
Food and Drink
Copy Machines
Field Trips
Guidelines for Field Trips
Field Trip Transportation..... 23
Fire Drills
Lock Down Drill
Lightning Procedure
Hurricane Procedure
School Services
School Counseling
Lunch Program…….24
Library
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 the administration of its educational policies, admissions policies, scholarship and financial aid programs, athletics, and other school-administered programs.

Qualifications for Admission and Class Placement

- The family must support SFCA's doctrinal position and Statement of Faith as identified in the New Family Interview.
- A student's standardized test scores must be in the 50th percentile or higher and demonstrate a pattern of achievement indicating that the student is prepared to succeed in the grade level they are applying for. 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 for.
- 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 at all schools attended, verified by a record of good behavior and attendance.
- Students in grades K-5 must provide one (1) completed educational reference form. Please be prepared to enter the teacher's email address in our online application.
- Students in grades 6-12 must provide three (3) completed reference forms: Language Arts, Math, and Spiritual. Please be prepared to enter the teacher/pastor's email address in our online application.
- 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 Parent/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

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.

- Monthly Payment Plan: Pay monthly payments commencing in July, (or month enrolled if after July), excluding January and concluding in May. A FACTS enrollment fee will be charged to parents after the account has been finalized.
- All families are obligated to the financial terms and conditions stated within this Parent/Student Handbook, the SFCA Continuous Enrollment Agreement, and the SFCA Tuition and Fee Schedule.

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, an SFCA fee and a FACTS fee will be assessed.
- All report cards, student records, and access to FACTS academics may 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 31+ day delinquent status of a parent/guardian's FACTS account.
- The school reserves the right to invoke a tuition prepayment penalty in the event of a frequent (60-90+ days late) recurring delinquent status of a parent/guardian's FACTS account.
- Any remaining FACTS lunch credit will be applied to the outstanding FACTS balance owed.

Student Withdrawal Policy

- Notice must be given via the Opt Out form on our school website, sfcakings.org.
- All school property must be returned to the office, including items such as textbooks, locks, sports uniforms, Chromebooks, accessories, and any other school property. If school property is not returned, you will be charged a replacement fee.
- 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 students' 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 requested school.
- Any remaining FACTS lunch credit will be applied to the outstanding FACTS balance owed.

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) and must be completed each year for which 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. Examples of these major fundraisers include Giving Tuesday, End-of-Year Giving, and our Annual Auction/Gala.

Christian Giving Opportunities

Parents, grandparents, alumni, and friends of SFCA may also support the school by giving 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 development 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 3:20 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 on the school's website. 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 and 4th time – new prox card issued and a fee will be charged through FACTS, 30-minute detention, ½ demerit issued to student
- 5th time and thereafter- 60-minute detention and 1 demerit issued

Hallway Passes

Any time a student is outside of a classroom or assigned area, he or she must have a hall pass approved by a staff member and recorded in SmartPass. SmartPass is the school's digital hall pass system used to monitor and manage student movement throughout the school day. Its purpose is to support a safe, orderly learning environment by ensuring students are in appropriate locations and reducing unnecessary hallway traffic. Students found outside their assigned area without an active SmartPass will be subject to disciplinary action. If a teacher or staff member delays a student from arriving to class on time, the staff member will provide a pass so the student is not marked 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 45 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, 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, Yondr pouches, 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 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 have cell phones turned off and placed in their backpacks in their Yondr pouch during the school day. If a student needs to communicate with home, they should come to the school office to call home. 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.

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. Additional information regarding the use, care, and responsibilities associated with Chromebooks is provided in the separate SFCA Chromebook Agreement. Students and parents are required to review and sign this agreement as part of the device issuance process.

Student Chromebook and Device Usage Agreement

The following guidelines outline the responsibilities students accept when accessing the internet for educational use or using any form of digital electronic device, whether school-owned or personally owned. If, in the judgment of SFCA teachers, administration, or Staff, a student violates any of the guidelines, school disciplinary action will be taken, and future access and/or use may be denied. The parent/guardian and student signatures indicating you have read the usage agreement are binding and indicate that the parent/guardian and student have read the agreement carefully and understand the significance of its terms and conditions.

General Usage Guidelines

I, the student, understand that the use of personal and school-owned technology including but not limited to computers, servers, Wi-Fi, the internet, e-mail, smartphones, tablets, wearable technology, or any other wireless communication device and future technological innovations is a privilege and not a right.

To maintain this privilege, I agree to:

- Use all technology for educational purposes only.
- Reserve my school-issued email address for SFCA-approved applications, websites, platforms, and online services and will not register for or access non-approved third-party applications or services, including free apps.
- Obtain teacher permission before accessing the internet.
- Avoid accessing social media, games, or non-academic sites.
- Restrict personal technology to the use of its sole owner and no other students.
- Respect each teacher's authority to deny device usage if not relevant to instruction.
- Prevent my technology use from becoming a distraction.
- Accept that SFCA is not liable for the loss or damage of personal devices or accessories.
- Take responsibility for the loss or damage of school-issued devices.
- Keep personal account credentials and passwords private.
- Understand the risks associated with technology use, including phishing, malware, spam, and deepfake content.

Prohibited Uses

Students are strictly prohibited from using school or personal devices for:

- Pornography or sexually explicit content.
- Discriminatory, defamatory, or harassing materials.
- Bullying or cyberbullying.
- Sharing personal or sensitive information of others.
- Copyright infringement or intellectual property violation.
- Unauthorized software installation or systems.
- Physical destruction or tampering with technology.
- Bypassing school filters or attempting to breach network security.

Violation of these rules may result in immediate loss of privileges and disciplinary consequences.

Networking and Security

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. 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 Student Personal Technology Usage Agreement/Chromebook Agreement and the Student Code of Conduct as outlined in our handbook.
- Using offensive, profane, or threatening language
- Reposting another individual's communications without the author's prior consent
- Copying commercial software illegally
- Using the network for financial gain or for any commercial or illegal activity
- Using the network for personal financial gain, or political activity
- Intentional damage or vandalism of data or networks
- Posting inappropriate or harmful content, 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 Student Personal Technology Usage Agreement/Chromebook Agreement and the Student Code of Conduct as outlined in our handbook.
- 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.

Guidelines for Responsibly Using a Device

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.

Student Use of AI Tools

SFCA recognizes the potential of artificial intelligence (AI) as a powerful educational tool. However, to ensure academic integrity and the development of individual skills, the following guidelines have been established regarding the use of AI in coursework.

Students are prohibited from using AI to complete any part of an assignment unless they have received explicit permission from their teacher. This includes, but is not limited to, generating written content, solving problems, or conducting research. Using AI to complete an assignment without the expressed permission of the teacher may constitute academic dishonesty and therefore result in academic policy consequences as outlined in the student handbook.

If a teacher permits the use of AI for a specific task, students must follow the guidelines provided by the teacher. Proper attribution and acknowledgment of the AI tool used must be included as directed by the teacher.

Our goal is to foster an environment where students develop their own skills, knowledge, and critical thinking abilities. While AI can be a valuable resource for learning, it should never replace individual effort and the gains made through the learning processes required to complete assignments. SFCA is committed to upholding the values of integrity and honesty in all academic endeavors. The responsible use of AI by students is pivotal in offering them the opportunity to grow and succeed in the technologically advanced world in which they live.

Equipping students to use AI tools wisely not only enhances learning but also fosters digital citizenship, critical thinking, and ethical awareness.

Students may use generative AI to support their assignments when explicitly permitted by the teacher.

Academic Integrity in Using AI

- Use of AI should align with the goals of the assignment.
    - If an assignment is intended to assess what a student knows or remembers, the work should reflect the student's own thinking. The use of generative AI is not allowed and is considered cheating.
- Students should submit work that represents their own effort and ideas.
    - For example, asking AI to write an essay and turning it in without meaningful student authorship constitutes academic dishonesty.
- AI should not replace the student's creative or critical thinking.
    - If a student provides a brief or vague draft and relies on AI to develop or elaborate it, this use is dishonest unless explicitly allowed by the teacher.
- Original ideas should come from the student.
    - Students should be able to explain and support their work to demonstrate that they developed the main thoughts and content themselves.
- Guidelines and expectations may vary by subject or type of assignment.
    - Teachers will provide clear instructions about when and how AI tools can be appropriately used.
- Students are expected to contribute meaningful effort.
    - Entering vague or minimal content and relying on AI to complete the assignment does not meet the expectations for student work.

Examples of Appropriate AI Usage for Students

- Research support, not replacement
- Writing and editing assistance, such as brainstorming ideas, checking grammar or sentence structure, or outlining a writing project
- Creating visual representations through text to image AI
- Assistance with study and review – creating flashcards, summarizing lecture notes, explaining math problems, Practicing World Language skills
- Examples of acceptable student AI prompts:
    - "Explain *topic* in a way that I can understand".
    - "Help me brainstorm and explore ideas".
    - "Help me study for an upcoming assessment".
    - "Provide feedback on my work for areas of improvement" (NCDPI)

Examples of Inappropriate AI Usage for Students

- Using AI without permission from the teacher
- Submitting AI-generated work as an original work
- Sharing private or identifiable information
- Bypassing thinking or learning such as asking AI to complete homework assignments, solve math problems, or interpret literature or historical events without student input
- Using AI as a shortcut or substitute for learning
- Not reviewing and verifying AI responses for hallucinations or inaccuracies
- Not being transparent about and disclosing or citing your work with generative AI

By using AI appropriately, students demonstrate integrity and a commitment to genuine learning, ensuring that technology serves as a tool, not a substitute, for personal growth and academic achievement.

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.

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 6 demerits for the school year are ineligible for participation in overnight trips. Those with more than 8 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.

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 Assessments each school year and conduct STAR Reading and Math assessments. 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 11th grade students for candidacy in the National Merit Scholarship competition. Students are also given the opportunity to take the SAT, ACT and CLT.

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 **A**dmitting you are a sinner *(Romans 3:23)* and desiring to turn from your sins to Christ (Acts 3:19); **B**elieving that Jesus Christ is the Son of God and died to pay the price for your sins *(1 Corinthians 15:3-4)* and **C**onfessing 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.

Secondary Policies

Table of Contents

Welcome to SFCA 27

ACADEMICS 28
Graduation Requirements
Community Service
Academic Policies
GPA Scale 29
Grading
Retaking of Courses
Report Cards and FACTS..... 30
Advance Placement Classes
Honors Courses
Online Courses
Credit Transfer Guidelines
Course Scheduling
Dropping Courses 31
Honor Roll
Academic Probation
Academic Notice
Valedictorian/Salutatorian
Honor Graduates
Homework Policy 32
Late Work
Textbook Care
Lockers
Unplugged Retreat Requirements 33
Parent/Teacher Conferences
Technology/Laptop Computer Policy

ATTENDANCE
Arrival and Dismissal
Absences
Excused Absences 34
Unexcused Absences
Pre-approved Absences 35
Excessive Class Absences
Make-up Work Policy
Late Arrivals
Morning Tardies
Class Tardies 36
Early Dismissal
College Visits
Athletic/Extracurricular Requirements
Senior Trip

BEHAVIOR 37
Statement on Human Sexuality and Marriage
Conduct
Code of Conduct
Policy on Drugs, Alcohol and Tobacco..... 38
Warrant-Less Searches
Student Property Search 39
Drug Dog Procedures
Summary of Infractions 40
Minor Infractions
Major Infractions
Discipline Method 43
Classroom Behavior
Behavioral Probation Student Responsibilities
Discipline Procedures……44
Detention
Administrative Referral
Administrative Disciplinary Action
Excessive Demerits……45
In-School Suspension
External Suspension
Expulsion
Policy on Bullying
Policy on Weapons and Threats..... 46
Policy on Sexual Harassment
Due Process

DRESS CODE
Standards for Uniform Dress.....47
General Dress Code Guidelines
Non-Uniform Dress Code Guidelines for Girls
Non-Uniform Dress Code Guidelines for Boys…..48
Senior Dress Day
Senior Dress Code Boys/Girls
Spirit Day Wear
Dress Code Violations

ACTIVITIES/TRADITIONS 49
Bible Teaching and Chapel
Extracurricular Activities
Athletics 50
Standards of Eligibility
Behavioral Guidelines
Student Government
Spirit Week/Homecoming 51
National/ Junior National Honor Society

Welcome to Southwest Florida Christian Academy

Welcome to Southwest Florida Christian Academy's secondary program where students are provided a distinctively biblical and academically excellent education based upon the truth of the Scriptures, demonstrated through an awareness of God's creation. Middle and High school students are instructed by professionally qualified and spiritually equipped staff, called of God to leadership in a Christian school. Instruction is intentional and the balanced educational experience enables students to develop mentally, spiritually, physically, and socially.

At SFCA, our commitment to Kingdom Education is critical. We partner with parents in providing an education that cultivates an atmosphere where students, teachers, and parents embrace spiritual growth and academic excellence as a primary focus. It is through this pursuit of excellence that students reach their full potential and will be able to successfully engage the culture for Christ.

SFCA provides a rigorous college preparatory program based upon each student's individual needs. High school course offerings include honors courses, dual enrollment, and Advanced Placement. A variety of electives are offered in the practical and performing arts. Athletic opportunities include volleyball, soccer, football, cheerleading, golf, basketball, wrestling, cross country, baseball, softball, swimming, track and tennis.

Middle and High school students are given opportunities to positively engage the world for Christ. Through daily Bible classes, weekly chapels, mission's trip, and community service activities, students are encouraged to boldly exercise the substance of their faith. The Student Leadership Academy provides various leadership training opportunities that assist students in the development of public speaking and debate skills, the research of culturally pertinent topics, the articulation of one's worldview, an attitude of service, and the utilization of their spiritual gifts within the structure of a local church, their community and their nation.

At SFCA, it is our purpose to impart wisdom and knowledge through a framework of a biblical worldview. It is our desire to have graduates that expand their mission field into our world and seek God's will in the major choices and decisions of life. It is an honor to partner with parents in this endeavor!

Academics

Graduation Requirements

Southwest Florida Christian Academy offers a college-preparatory academic program. The following course listing meets both state and SFCA college-preparatory diploma requirements. The numbers of required credits listed are the minimum necessary for the college-preparatory diploma. Students have the opportunity to take one additional class each day, and they can graduate with up to 28 credits.

Objective: **The Career Pathway prepares students to enter the workforce in the local economy in various occupations. Students are also prepared to pursue continuing education in addition to entering the workforce.**	**Objective:** **The College Prep Pathway is a rigorous academic program which prepares students to pursue Trade School and/or Associate Degree programs as well as pursue admission to four-year competitive universities leading to a Bachelor's Degree or a Fast Track to obtain a Master's Degree in five years.**	**Objective:** **The Advanced College Prep Pathway is a highly rigorous academic program which prepares students to pursue admission to highly competitive universities leading to a four-year Bachelor's Degree or Fast Track to obtain a Master's Degree in five years.**
Diploma Requirements: **26 Credits** • 4 Bible • 4 English • 3 Social Sciences • 4 Math • 3 Science • 2 World Language • 1 Financial Literacy • 1 Health & Physical Education • 1 Practical/Performing Arts • 3 Electives	**Diploma Requirements:** **26+ Credits** • 4 Bible • 4 English (Optional Honors, AP) • 3 Social Sciences (Optional Honors, AP) • 4 Math (Optional Honors, AP, CLEP) • 3 Science (Optional Honors, AP, CLEP) • 2 World Language • 1 Financial Literacy • 1 Health & Physical Education • 1 Practical/Performing Arts • 4+ Electives (Optional Honors, AP, Dual Enrollment Level)	**Diploma Requirements:** **26+ Credits** • 4 Bible • 4 English (All Honors, AP) • 3 Social Sciences (All Honors, AP) • 4 Math (All Honors, AP, CLEP) • 3 Science (All Honors, AP, CLEP) • 2 World Language • 1 Financial Literacy • 1 Health & Physical Education • 1 Practical/Performing Arts • 4+ Electives (All Honors, AP, Dual Enrollment Level)

Community Service

Every student graduating from SFCA is required to fulfill 100 hours of community service as part of their Bible credit. Transfer students are asked to obtain 25 hours per year.

Academic Policies

- Students must achieve an average of 60% or higher in their course work for each semester to earn credit. A failed course does not earn credit and must be repeated.
- Students must earn required number of credits per school year to be on track for graduation.
- Semester grades are calculated with each quarter weight as 40% and the semester exam weight as 20%.
- Report Cards and Progress reports may be obtained online through FACTS.

- Semester Exams: Semester exam grades count 20% of the semester average.
- GPA calculations are multiplied by the earned quality points, summed and then divided by all attempted semester credits.
- Exemption policy for fall and spring semester finals:
    - Students in any grade 9-12 will be exempt from finals in ***all*** classes in which a 90% or above average is obtained.
    - Students cannot have 10 absences in a particular class during the semester in order to be eligible to be exempt from the exam. This includes excused and unexcused absences and absences resulting from every four tardies, but this does not include absences due to school activities.
- High school students are required to have a minimum of six (6) credit bearing courses in their schedule each academic school year.
- If a graduate is more than 1 credit short of the required credits, he or she will not be permitted to participate in the graduation ceremony.

GPA Quality Point Scale

Grade	Regular Course	Honors Course	AP Course
A 90-100	4.00	4.50	5.00
B 80-89	3.00	3.50	4.00
C 70-79	2.00	2.50	3.00
D 60-69	1.00	1.00	1.00
F 59-0	0	0	0

Grading

SFCA will follow the percentages below for grade calculations:

Honors and Regular class grades will consist of 50% tests, 30% quizzes and 10% daily work and 10% project, service (Bible), participation, or preparation.

Retaking of Courses

Students in grades 9-12 who receive an "F" in any subject for the semester or in grades 6-8 who receive an "F" for the final grade, must retake that subject in its entirety through an administratively approved provider to receive credit. A fee is associated with this option.

Grade forgiveness is available for students in grades 9-12 for the purpose of improving a grade and must be taken within a year of taking the course at SFCA. Grade forgiveness for courses shall be limited to replacing a grade of

"D", with a grade of "C" or higher earned subsequently in the same or comparable course within a year. On the transcript, the original grade is replaced with a "GF" (grade forgiveness). The credit will be changed to a 0.0 and will no longer be calculated in the GPA. Once the course has been successfully completed with a "C" or higher, the new grade and credit is entered on the transcript and calculated into the GPA. A fee is associated with grade forgiveness options.

Report Cards and FACTS

Parents have the ability to check their student's progress in each class by utilizing the online grade system through FACTS. A username and password are required to set up an account 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 every nine weeks, or each quarter. At the end of each quarter, report cards are issued.

Advance Placement Courses

Qualifying students may enroll in AP courses. Advance Placement courses follow a college curriculum as set by the College Board. Students are required to purchase their books and submit the AP fee prior to the first day of class. Interested students must complete an application for acceptance and must adhere to the guidelines outlined in the AP contract. Students are required to take the AP exam to obtain a 1.0 for AP designation.

Honors Courses

Students enrolled in honors courses will be expected to undergo a more rigorous study of the course content, complete additional projects, evaluative exercises and assignments. Students must maintain a "C" average in each semester for every honors course in which they are enrolled, as well as maintain acceptable grades in their other courses. Administration reserves the right to remove students from honors courses should it be deemed that the student may not be successful.

Online Courses

All high school courses must be taken at SFCA. If a student wishes to take an online course for High School credit, permission must first be obtained from the Counselor's Office. Grades must be turned in to the High School Counselor's Office upon completion of the course. Credit will be granted to the student, but the credit may not count toward graduation requirements and the numeric grade may not be included in the student's High School GPA.

Credit Transfer Guidelines

SFCA will accept credits from accredited high school programs.

- Specific transfer courses that meet SFCA requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
- Honors GPA weight will only be granted to a transfer student if the equivalent honors course is offered at SFCA.
- Home-schooled students may be evaluated through credit by exam.

Course Scheduling

SFCA strives to develop a schedule for each student that best meets their academic needs and interests. In the spring of each year, students will fill out the courses desired for the following year. The course request is for the purpose of setting the school's master schedule of classes. Students may not request specific teachers or sections of a course.

Dropping Courses

Once classes begin, students will have until the third day of the semester to submit a request for schedule changes. After that time, only administrative initiated changes will occur when necessary.

Honor Roll

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

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

Academic Probation

Students are placed on academic probation if their grade point average drops below 2.0 (70%) at the end of a semester grading period **or if multiple notices have been given for the same class and sufficient progress has not been made. Students on academic probation are ineligible for any extra-curricular activities or events that would hinder academic progress during the probationary period.** Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one semester. During this time, SFCA faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive any "F" for a semester average during the semester probationary period. If such grades do re-occur during this period, the student may not be allowed to reenroll for the following school year. Students who are asked to leave SFCA for academic reasons may re-apply after one full calendar year. If they choose to return to SFCA after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

Academic Notice

If deemed necessary, students who receive an "F" or below in any subject area at the end of a grading period, may be placed on Academic Notice by administration. Students who receive multiple notices for the same class may lose eligibility for extracurricular activities. If a student becomes ineligible, they will be reevaluated at the next 3-week mark or quarter to determine reinstatement of eligibility. Eligibility determination is at the discretion of the administration and all decisions are final.

Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative semester grade point averages (GPA) of courses taken at SFCA at the conclusion of the first semester of senior year. Students must have attended Southwest Florida Christian Academy's High School for three years to be eligible for this honor.

Honor Graduates

Eligibility is based on the cumulative eight semester grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

Cum Laude GPA 3.5-3.69

Magna Cum Laude GPA 3.7 to 3.99

Summa Cum Laude GPA 4.0 and above

Homework Policy

The primary purpose for homework is to reinforce class content and instruction. 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. 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. 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

The policy for major projects, reports, research papers, and other assignments that will be recorded in **Test** or **Quiz** categories is as follows:

It is late if not turned in at the time it was due:

- Work turned in within the first class day after it was due will receive a **10**-point penalty.
- Work turned in up to two class days after it was due will receive a **20**-point penalty.
- Work turned in up to three class days after it was due will receive a **30**-point penalty.
- Work turned in up to four class days after it was due will receive a **40**-point penalty.
- No credit will be given for work turned in more than four class days after it was due.

The policy for assignments that are not recorded in a Test or Quiz category but are in the categories for daily work, labs, homework, classwork, etc., is as follows:

It is late if not turned in at the time it was due:

- Work submitted to the teacher by end of same day receives 25% reduction in grade.
- Work submitted to the teacher the next day receives 50% reduction in grade.
- No credit will be given for work submitted two or more days after it is due.

Textbook Care

All Students enrolled in an AP course are responsible for obtaining their textbooks by the first day of school. For the majority of the classes, SFCA assigns electronic textbooks. Physical textbooks will be provided by the school should it be needed for a student to use throughout the year. Textbooks provided by the school must be covered with non- adhesive book covers. It is the student's responsibility to always keep a suitable book cover on each book. Books and other school materials used by students must be returned showing only normal "wear and tear." Excessive wear, damage, or loss will result in charges being assessed.

Lockers

Students in grades 6-8 are assigned lockers. Students in grades 9-12 may utilize lockers upon request. Backpacks and other belongings are to be placed in lockers and are not to be left out on counters, in the classrooms or hallways. Backpacks with wheels are not permitted unless deemed medically necessary. Students should keep their lockers locked at all times. The school will provide locks for MS students, but students will be required to pay for locks which are lost or damaged. The school is not responsible for items taken from a locker which is left unsecure. Lockers are subject to inspection at any time by school officials. Any items or substances found in a student's locker will be considered as the student's property. Students may place acceptable pictures, etc., inside the lockers with tape or sticky tack. Stickers that will be difficult to remove must not be used. Nothing should ever be placed on the outside of the lockers. At the end of the year, lockers must be clean. Any cleaning, repairs needed, or lost locks will be charged to the student's account.

Unplugged Retreat Requirements

All students in grades 9-11 are required to participate in the Unplugged retreat week each year they are enrolled at SFCA. The Unplugged retreat is a week in which students are immersed in an environment that requires them to break out of their normal routines, grow spiritually, and form lasting friendships, all while enjoying the great outdoors. This week provides intense biblical worldview training and is considered a part of the high school curriculum. **Attendance is mandatory.** Students who do not participate in the Unplugged retreat will be required to attend school each day the students are gone, complete the designated assignments and pay a fee. Failure to attend Unplugged or school will result in unexcused absences, regardless of the reason. Unexcused absences during the time of Unplugged will be counted toward exam exemption eligibility, the days needed for graduation and are subject to the unexcused absence policy.

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 or divisional school counselor.

Technology/Laptop Computer Policy

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 Student Personal Technology Usage Agreement/Chromebook Agreement and the Student Code of Conduct as outlined in the handbook 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 page pg. 17 for specific Internet Access/Technology guidelines.)

Attendance

Arrival and Dismissal

Parents are asked to remain in their vehicles when dropping off or picking up students. Students in grades 6 through 12 arriving before 7:45 a.m. report to the designated morning room. After 7:45 a.m. students will report to home room. **Students arriving between 7:00 a.m. and 7:30 a.m. will be charged a fee for this supervision. There is no charge for students arriving after 7:30 a.m.** Please **do not park** and leave your vehicle in this area. If you need to park and walk in to speak with someone in the school office, please use designated parking areas.

At 2:50 p.m., grades 6 through 12 are dismissed from class and report to the pick-up area in front of the library. Parents should drive through the pick-up lane to pick up students. **Please do not ask your child to meet you in any other location. Students not following the protocol will receive disciplinary action.** Students are to remain in supervised areas until picked up. **Students not picked up by 3:20 p.m. must report to King's Crew. After-school arrangements must be made <u>in advance</u>. Contact the school office for registration and prices.**

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.

- Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
- Students who are not present for four full academic periods 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.
- The best method of obtaining homework assignments is from another student or via Canvas/FACTS. Otherwise, the student or parent should e-mail the teacher requesting the assignments. Teachers do not always check their e-mails during the school day, resulting in some responses to e-mails late in the afternoon or the next day.
- Students will have the number of days they were absent plus one additional day (maximum of 5 school days) to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
- If a student misses a previously announced test or quiz, he/she will be required to take the test or quiz within two days of return to school.
- If a student is present at 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 15 days within a semester may be denied credit and an F will be posted on their transcript.
- Each multiple of four tardies to a class shall be counted as an absence from the class and will accrue toward exam exemptions and the limit for awarding credit.

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. These absences DO count in the total for exam exemption absences. Examples of 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

For unexcused absences, no credit will be given for make-up work, and any assignment due during the time of an unexcused absence will be considered late. The student is responsible for requesting make-up assignments upon returning to school after an absence. In the case of an extended illness of 3 days or more, a parent may call the school office and request assignments be turned in at the office to be picked up by the parent.

Pre-Approved Absences

If students will be absent 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 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. Please be aware that sending in a note does not automatically excuse a student's absence and if standardized testing/exam days are missed a fee of $50 will be assessed per day for make-ups. Only the school administration is authorized to excuse a student's absence.

Excessive Class Absences

After 7 absences in a class, parents will receive an email warning that the student is at risk of failure due to excessive absences. Students with more than 10 absences (excused or unexcused) will be notified by email of the potential failure of the class and a meeting or phone call will be scheduled. Any exceptions to this policy must have the approval of the administration.

Students who are absent an excessive amount of time may jeopardize their credit for a class. The school considers absences of 15 or more days in a semester to be excessive. School-related absences and pre-approved college visits (Juniors and Seniors only) are excluded from the absence total.

Make-up Work Policy for Absences

Students with excused absences are allowed to make up work according to the following policy:

- Major projects and papers must be delivered to the school on the assigned date by the start of the school day if the student is unable to attend. Any exceptions are made only by the administration.
- All assignments, tests, and quizzes missed on the first day of absence should be completed within two days of a student returning to school. An alternate time may be arranged with each individual teacher at the teacher's discretion.
- The student will be given as many days as were missed plus one (maximum of 5 school days) to complete work assigned during the absence. It is the student's responsibility to determine missed assignments and to turn in completed work within this time frame.

The above requirements also apply to all school-related absences including field trips, sports, college visits, performances, and competitions. All assigned work must be given to the teacher prior to leaving campus.

Late Arrivals

When the student arrives late to school, they must sign in at the office. In the case of appointments, a note from the medical or dental office is required. A student arriving late to school without a note or email of excuse will be given an unexcused absence. A student must be present for at least half of the class to be counted present for that class.

Morning Tardies

Students arriving after the tardy bell must check in at the office to receive a note admitting them to class. The following is the policy for morning tardies per quarter:

- At 3 tardies, an email will be sent alerting parents their child is receiving a warning.
- At 4 tardies, a 30-minute detention will be assigned to the student, ½ demerit issued. Every 4 tardies in a class

results in an absence.
- At 6 tardies, a conference with parent(s), administration and student may be required.
- Accrual of over 10 tardies in a quarter will result in further disciplinary action, including driving privileges revoked and/or possible dismissal from school.

Class Tardies

Students are expected to be in their seats, ready to work, when the tardy bell rings. Each teacher will manage classroom tardies after first period individually. A detention will be given for the fourth tardy to a class and each tardy thereafter during a quarter. At the sixth tardy to class, a parent conference will be required. Excessive tardies to a class may result in a loss of credit for the course.

Early Dismissals

If it is necessary for a student to leave school during the day for an appointment, he/she must present a note, signed by a parent, prior to the start of the school day. The note must give an explanation of the circumstances and the time of departure. In addition to the note, the parent or guardian must call the school office to verify the request for dismissal.

Any student leaving school grounds must report to the office to sign out before leaving. If a student returns that same day, he/she 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. A student will be recorded as absent from all classes missed.

College Visits

Juniors and seniors are allowed three school days for college visits each year. Athletes invited for an official college visit are granted five school days per year per the NAIA/NCAA guidelines. Parents must submit a note or email of request to the Counselor's Office five days in advance stating the college that will be visited and the date requested. College visits will not be counted as absences if the visits are approved and the student turns in a *College Visit Form* (found on the school website) upon their arrival back to school, signed by the college admissions office and stamped with the official college seal. Any form turned in later than 48 hours after the visit will not be accepted and will be counted as an absence. No college visits may be scheduled for the month of May or during the Unplugged retreat or senior class trip. If there is reason to believe that a college has already been chosen, or the student has no serious interest in attending it, permission to miss school will not be granted. (See Make-up Work Policy)

Athletic/Extra-curricular Participation Attendance Requirements

Students must attend at least four full class periods to play or practice that day. Exceptions to this policy include a justified medical reason with a note from a doctor. Extreme circumstances must be approved by the administration.

Senior Trip

The senior trip is a part of the educational experience of SFCA and includes mimicking the trek of Paul through Greece. Students that choose not to go on the senior trip must complete an approved internship with a reputable business in the area in which they are interested in pursuing a degree. An academic grade is assigned to students upon completion of each of these opportunities. A fee is associated with both options.

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

We believe it is God-ordained that parents hold the primary responsibility for teaching their children proper behavior and attitudes. SFCA seeks 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 will adhere to the use of appropriate language and interactions on social networking sites. These sites should not be used to bully, slander, verbally attack, threaten, etc. another student or staff member. Nor should these sites be used to call for the violation of laws or school rules. 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 is defined as any attempt to gain an unfair advantage and may include, but is not limited to: copying someone's work to submit as one's own (classwork, homework, or other assignments), using artificial intelligence such as ChatGPT or similar to assist with assignments outside of communicated guidelines and without explicit teacher permission, 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.

Policy on Drugs, Alcohol, and Tobacco

It is expected that every student will refrain from the use or possession of illegal drugs, alcoholic beverages, mood-altering substances, drug related paraphernalia, prescription or non-prescription drugs not registered with the school clinic, tobacco or any other controlled substance defined herein, including e-cigarettes, vapes, etc.

- Under the Influence of Illegal and Illicit Substances or Alcohol, on Campus or at School Events - The school will notify the parents of any student perceived to be intoxicated or under the influence of any drug during a school day, on school or church property, or at an after-school event. The safety of the student and others is of primary concern. Law enforcement and others may be notified, particularly if the student is perceived to be a threat to himself or others. The student will be expected to submit to a drug test or breathalyzer as soon as possible. All related policies will be applied and enforced whether the event is held on our campus or at another site.
- Drug Testing - The school may ask a student to submit to a drug test at any time, with or without cause. This may be done at random or based on behaviors reported by teachers, peers, or parents. Students may be refused opportunities to visit their lockers, vehicles, bathrooms, or other areas unsupervised before submitting a sample. Any student that refuses to submit a sample must withdraw from Southwest Florida Christian Academy immediately. Students testing positive for any illegal or illicit drug will be subject to the appropriate disciplinary action. In addition, they will be required to pay for the drug test.
- Use or Possession of Products or Devices to Alter or Falsify Drug Test Results - The use or possession of any product, substance, or device designed to alter or in any way tamper with the results of a drug test will result in immediate expulsion without the opportunity for readmission. Any student providing another student with a product, device or substance to alter or falsify a drug test result will be suspended and face other penalties as determined by the administration.
- Tobacco or other controlled substance - Use of tobacco or other controlled substances is forbidden on campus or at any school event. Any student possessing, smoking, or chewing tobacco or possessing or using a controlled substance will be subject to disciplinary action.

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. Stationery 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.

Search of Student Cars, Bags, Lockers, or Clothing

- Student Property - Cars, purses, school bags, athletic bags, and clothing on school or church grounds can be searched by school administrators when there is reasonable suspicion that the student may be in possession of a substance or item that is illegal, forbidden by school policy, or a threat to the safety and well- being of any members of the school community.
- Lockers - Student lockers are school property and may be searched or inspected by administrators at any time, with or without cause.
- Possession - Students are responsible for items in their cars, lockers, bags, or on their person, and will be assumed to be in possession of any items discovered.
- Seizure of Items - School administrators will seize any illegal, inappropriate, or forbidden items discovered on school property and issue the appropriate punishments, including expulsion if warranted. School officials may involve local law enforcement if any search or inspection reveals any items that are illegal or that suggest illegal or criminal activity.
- Parent Permission - School administrators are not obligated to obtain parental permission to conduct searches based on reasonable suspicion. When the situation permits, administrators may call parents as a courtesy. Cooperation is expected from parents.
- Refusal of Search - Refusal of permission to search cars, bags, lockers, and clothing either by the student or by parent or guardian will require the immediate withdrawal of the student from school. Students will be assumed to be hiding illegal or forbidden items or substances. If school officials suspect illegal or dangerous items or criminal activity, the police will be notified.

Drug Dog Procedures

Search of Lockers

- If the dog alerts to suspected drugs in a locker, the school administrator will identify the student assigned to the locker, remove the student's lock from the locker and, in the presence of another party, search the contents of the locker.
- The administrator may call the student to the office and inform him that his locker has been searched. If drugs and/or drug paraphernalia are found in the locker, the administrator will seize the drugs and/or drug paraphernalia.
- If appropriate, the administrator will notify the parents.

Search of Vehicles

- If a dog alerts to suspected drugs in a vehicle, the administrator will designate a person to keep the vehicle in plain view to prevent anyone from entering the vehicle. The administrator will then identify the student driver of the vehicle.
- The administrator will contact the student driver and inquire of them as to the identity of the registered ownership of the vehicle. If it is determined that the student driver is the registered owner of the vehicle, he/she will be asked to allow school officials to search the vehicle. If it is determined that another party is

the registered owner of the vehicle, such as a parent or guardian, permission will be sought from the registered owner to search the vehicle. Denial of permission to search the vehicle either by the student as registered owner, or by parent or guardian as registered owner, will require the immediate withdrawal of the student from school.
- If permission to search is granted by the registered owner and the search results in the discovery and seizure of drugs and/or drug paraphernalia, the items will be seized.
- Refusal of permission to search a vehicle that has been identified by law enforcement as suspicious will require the immediate withdrawal of the student from school.

Search of a Student's Purse, Book bag, Gym bag, or Other Container for Carrying Personal Possessions

- If a dog alerts on a student's book bag or other container used to carry possessions, the administrator will seek to identify the owner of the bag or container by the most practical means necessary which will usually require that the bag or container be opened. When applicable, the bag or container will be searched in the presence of the student and another party.
- If drugs and/or drug paraphernalia are found and seized during the search the administrator or his/her designee will decide on the course of action to be followed.
- Refusal of permission to search a purse, bag, or container that has been identified as suspicious will require the immediate withdrawal of the student from school.

Summary of Infractions

Minor Infractions

The following is a non-comprehensive list of minor infractions. **Non-compliance will result in an immediate detention and corrective action will be required.**

- Minor classroom disruption
- Failure to comply with the SFCA dress code including prox cards
- Refusal to participate in class
- Disregard of pick-up procedures
- Loud or disorderly conduct while in hallways, classrooms, lunchroom and restrooms
- Failure to clean area in the lunchroom
- Unauthorized elevator use

Repeated violations of minor infractions will be considered a major infraction and may result in behavioral probation.

Major Infractions

Although not all-inclusive, the following list of major infractions may result in detention, suspension or immediate separation from the school. In all cases, the administrator reserves the right to make the final decision for any disciplinary action.

The following is a non-comprehensive list of major infractions:

- Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and/or showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action. Directed profanity/disrespect will result in a minimum of a one (1) day suspension.
- Disruptive Behavior: Repeated classroom disruptions that prohibit learning in classroom situations will not

be tolerated. Multiple disruptions in one class will result in a minimum of a one (1) day suspension.

- Aggressive Behavior: Students who use any action, word, or gesture intended to cause physical, psychological, or emotional harm to another person or property will result in disciplinary action.
- Bullying: Systematic or repetitive threatening, intimidating, use of ridicule or causing bodily harm to any person will result in disciplinary action.
- Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, gaining assistance from AI, or forgery. In addition, students will receive a "0" on the assignment in question.
    - 1st Offense – Minimum 60-minute detention
    - 2nd Offense – Minimum 1 day suspension
    - 3rd Offense - Further disciplinary action
- Drug Use/Substance Abuse: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter drugs, is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing at the parent's expense and are subject to expulsion. Violation of this rule will be dealt with whether on or off campus. SFCA is considered a drug/alcohol-free zone and therefore practices a zero-tolerance policy as it relates to the possession, use and/ or distribution of illegal drugs or controlled substances on its campus. Minimum Suspension: Five (5) days with possible expulsion.
- Tobacco Use: The possession, use or distribution of tobacco or tobacco products such as but not limited to electronic or regular cigarettes, vaping devices (including non-nicotine), cigars, chewing tobacco etc. is prohibited. SFCA is considered a tobacco free zone. Minimum Suspension: Five (5) days.
- Gum is strictly prohibited on campus during school hours. Any violation of this policy will result in the following disciplinary actions (semester):
    - First Incident: Warning sent through FACTS
    - Second Incident: 30-minute detention
    - Third Incident: 60-minute detention
- Chromebook: Accidental or intentional damage to a school issued device will result in the following disciplinary actions.

  Accidental Damage:
    - First Incident: $50 deductible; Warning sent through FACTS
    - Second Incident: $100 deductible; Warning sent through FACTS
    - Third Incident: Full cost of repair or replacement ($300); Further disciplinary action

  Intentional Damage:
    - First Incident: Repair or replacement ($300); One day suspension
    - Second Incident: Repair or replacement ($300); Two-day suspension
    - Third Incident: Repair or replacement ($300); Further disciplinary action

  *Chromebook and case must be turned in at the end of the year or fees will be charged.
- 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 and the Internet are subject to appropriate disciplinary action at the discretion of SFCA Administration.
    - 1st Violation - One day suspension
    - 2nd Violation - Two-day suspension
    - 3rd Violation - Further disciplinary action
- Cell Phones/Mobile Devices: Mobile device usage (including smart watches and wearable devices) is not permitted in the classroom or during school hours. Students must have their cell phones turned off and in their backpacks (HS students place cell phone, Air Pods and smart watch in Yondr pouch) during the school day. Any violation of this policy will result in immediate confiscation of the device and the following disciplinary process (semester).
    - 1st Violation - $10 fine, device must be picked up from school office.
    - 2nd Violation - $20 fine, device must be picked up from school office.

- 3rd Violation - $30 fine, device must be picked up from school office.

Note: Student devices 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. Possession of a mobile device during a test or quiz for any reason will automatically be considered cheating and appropriate academic and disciplinary action will be taken. Damaged Yondr pouches will incur a $35 fee for replacement.

- Non-designated Area: Students are expected to be in class or assigned location unless they have a pass. Students who are not in class without a pass are subject to disciplinary action to be determined by SFCA Administration.
- Horseplay: Students are prohibited from rough, boisterous, or rowdy play, typically characterized by energetic physical activity that may include shoving, scuffling, or any activity that pushes boundaries that are restricted. Minimum 60-minute detention.
- Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school. Minimum External Suspension: Two (2) days.
- Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, fire extinguishers, using matches, lighters, or firecrackers, will be considered serious offenses. Minimum Suspension: Three (3) days.
- Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact, homosexuality and any issue associated with pornography, whether on or off campus. Minimum Suspension: Three (3) days.
- Insubordination/Disrespect: Insubordination will result in an automatic suspension. Sleeping in class will be classified as disrespect and result in detention, suspension or further disciplinary action.
- Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. This includes tampering with or taking items from another student's locker. Minimum Suspension: Two (2) days and responsible for return or replacement of stolen items.

  Note: Lunchroom Stealing: the above consequence applies with the addition of the following: the student will be required to pay twice the value of the item taken (minimum charge of $10).
- Visible tattoos and/or body piercing: Tattoos and/or body piercing are not permitted while a student is at SFCA. Any student who obtains a visible tattoo or body piercing will be subject to disciplinary action. Corrective action must also be taken to address the issue.
- Driving: Students must follow the safety procedures outlined on the "Permission to Drive" form when on campus. Failure to follow the rules will result in the following:
  - 1st Violation- Warning
  - 2nd Violation- 30-minute detention, demerit issued
  - 3rd Violation- 60-minute detention, demerit issued

  Violations thereafter will result in suspension and/or driving privileges revoked as determined by SFCA Administration.
- Truancy/Skipping Class: Skipping class or missing school without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On campus or off campus truancy – Minimum One (1) Day Suspension.
- Vandalism: Destruction or defacing of property belonging to the school, MBC, or others, including textbooks and Yondr pouches, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) day, plus full restitution, including labor and cost of repairs.
- Possession/Threat of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapons 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.

Discipline Method

Students should make every effort to avoid compromising situations which may give the appearance of being involved in any of the above activities. If your child disagrees with a policy or discipline given, 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 teacher and administration and call for 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 administration. All contact should be made in a courteous and respectful manner by phone or in person. Also, please see Parent(s)/Guardian(s) Acknowledgement of Terms and Conditions on the Continuous Enrollment Agreement.

Classroom Behavior

To maintain a classroom environment which is conducive to effective learning, teachers will establish standards they deem necessary. However, all classes will maintain the following standards:

- Students must always demonstrate respect for and cooperation with teachers. Therefore, any disrespect, insubordination, rebellion, or contempt will not be tolerated.
- Students will be on time to each class and be prepared with a proper mental attitude and all their necessary materials, books and assigned work.
- Communication of any kind between students, which is disruptive to the teacher or to classmates, is unacceptable.
- Hats, hoods and/or sunglasses are not to be worn inside the building.
- Personal grooming is not to be done during class time.
- The teacher's desk, briefcase, laptop and other personal belongings and work area is personal property and will be treated as such by students.
- Students are expected to remain in compliance with the classroom teacher's rules, policies and procedures and recognize that a referral to the office for administrative discipline is a serious matter.

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 8 demerits. 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.

Student Responsibilities

- If a student questions a teacher's decision, he/she should speak to the teacher privately after class. At that time, he/she should respectfully explain the situation and wait for the teacher's response to his/her explanation.
- Students are not only expected to adhere to school policies, but also to promote them and encourage their peers to follow them. This will assist the staff and faculty in maintaining a Christian environment and upholding biblical principles.
- Students who know of violations of biblical or school standards have a moral obligation to help their fellow classmates. Following the principles in Matthew 18, this would include privately confronting them and, if necessary, informing the administration or a faculty member of the violation.

Discipline Procedures

When a student's behavior or attitude conflicts 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 and expectations have been clearly defined to students, the following methods of maintaining classroom discipline will be followed:

- The student will receive a verbal warning the first time.
- The student will receive a written warning the second time that will be sent home to the parents via FACTS and a conference may be requested.
- The teacher will assign a penalty to the student in the form of a detention, written assignment, or other discipline deemed appropriate if there is a third occurrence of discipline issues.
- The teacher will refer the student to the Administration if a fourth incident arises.

Detention

Students are required to serve detention when assigned by the administration or a teacher. Detentions assigned by teachers are 30 minutes. The administration may assign longer detentions. Students are required to make arrangements for transportation in advance.

Students are not excused from detention because of sports, practices, games or any other extracurricular events. Discipline takes precedence over extracurricular activities. If a student misses a detention, two additional detentions will be assigned in place of the one missed. This includes those who arrive late for detention (i.e., ½ hour becomes a 1-hour detention to be served on the next detention date; a 1-hour detention becomes 2 hours of detention to be served on the next two detention days.) If the student misses one of those, he/she will receive a one day in-school suspension.

Detention will meet Wednesday morning from 8:00-9:00 a.m. No student will be admitted after 8:00 a.m. Students with two 30-minute detentions will serve the full hour at the next detention period. All detentions will be served as assigned. It is the student's responsibility to make all alternate arrangements with the discipline coordinator if a conflict exists.

Administrative Referrals

If, after a reasonable amount of time, 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 chooses from as he/she determines the action for each individual situation:

- Student conference/warning given
- Parent/teacher/student conference with Divisional Counselor and the Principal
- Detention
- In-school suspension
- External suspension
- Restriction from extra-curricular activities, field trips
- Behavioral Probation
- Recommendation to withdraw student from school

- Immediate expulsion

Students are subject to disciplinary actions of in-school or external suspension or expulsion, at the discretion of the administration, and in keeping with the campus-wide discipline program.

Excessive Demerits

Demerits are assigned based on the disciplinary infraction. Any student who has accrued over 6 demerits will become ineligible for any SFCA overnight trips. Any student who has accrued over 8 demerits will be placed on behavioral probation and become ineligible for any extracurricular activities or events, including field trips, during the probationary period. Students who reach 12 demerits will prompt an administrative review that may result in dismissal from SFCA. Students and their parents agree and acknowledge that SFCA's decisions regarding disciplinary action shall be final.

In-school Suspension

An "in-school" suspension (ISS) 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 work for the day. One demerit will be issued. It will be the student's responsibility to obtain all missed assignments from each teacher. No credit will be given for late work. A student who receives an in-school suspension will not be allowed to participate in any extra-curricular activities for a minimum of three school days following the suspension. This includes all field trips, practices and games.

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 athletics, 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 assigned schoolwork not turned in on the due date during the suspension period. Tests, quizzes and major projects may be made up for full credit upon the student's return. Students may be required to give up their class or student body offices for the year if they are suspended. Repeated suspensions may result in expulsion. Two demerits will be issued.

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.

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 another 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
- 3rd 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.

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.

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

The administration reserves the right to determine if a student is dressed and groomed appropriately. SFCA has chosen to implement the dress code policy by the adoption of a uniform program. It is required that all uniforms be purchased from Renegades Uniform Company. There are clear biblical principles which ought to govern choice for dress:

- Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ. (1 Timothy 2:9-10)
- Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan. (Deuteronomy 22:5)
- Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself. (1 Corinthians 6:19-20)

Standards for Uniform Dress

The official school uniform consists of pants, shorts, capris and polo shirt 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.

General Uniform Dress Code Guidelines

- 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 outwear.
- Uniform polos 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, head coverings 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 for any reason without administrative approval. Pants that are torn, shredded or ripped will not be permitted.
- Shorts for gentlemen are not to be rolled at the waist or cuffs and must exceed finger-tip length.
- Girls are permitted to wear pants and capris only.
- Shoes must be worn at all times. All 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.
- 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 length must not extend beyond the collar and must be trimmed above the eyebrows.
- 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.)
- Boys are not permitted to wear nail polish.
- 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.

Non-Uniform Dress Code Guidelines for Girls

- Dress and skirt length must extend to the knee. No portion of the hemline may fall above this length, including slits.
- Shirts or dresses must not have revealing necklines. Clothing items should not be extremely tight fitting nor show undergarments inappropriately.
- Leggings may be worn but the garment worn over the leggings must adhere to the dress code guidelines.
- On dress up days, students are not permitted to wear jeans, shorts, sweatpants, t-shirts, or clothing with prominent logos or written messages.
- No bare midriffs even when arms are raised.
- Bare shoulders are not permitted. No spaghetti straps, backless tops or tank tops may be worn.

Non-Uniform Dress Code Guidelines for Boys

- On dress-up days for all students, jeans, shorts, sweatpants, t-shirts, or clothing with prominent logos or written messages are not permitted. Boys must wear dress pants and a collared shirt.
- Shirts should not have any writing on them that is inappropriate in nature.
- Tank tops are not permitted.

Senior Dress Day

Seniors have the option of participating in Senior Dress Day on Wednesdays or they may wear their school uniform. The guidelines are as follows:

Senior Day - Boys Dress Code:

- All attire must be in line with dress code guidelines.
- Non-ripped, shredded or torn jeans, dress pants, dress shorts (no Chubbies) or uniform bottoms may be worn.
- Collared dress shirts (i.e., polo or button down) may be worn.
- T-shirts (unless worn under a sweater or covered by a button down), tank tops and non-SFCA hoodies are not acceptable for Senior Dress Day.
- Shirts may not have inappropriate writing or pictures on them.
- Wrinkled, severely worn or stained shirts are not permitted.

Senior Day - Girls Dress Code:

- All attire must be in line with dress code guidelines.
- Non-ripped, shredded or torn jeans, dressy pants or uniform bottoms (no charge for the jeans) may be worn. Tights/leggings, sweatpants, yoga pants, or anything similar are not permitted.
- Dressy tops **must not have revealing necklines,** nor should they expose bare shoulders, backs or bellies. The only exception to this is the cold shoulder tops (shoulder straps should be attached to the garment and a minimum of 3 inches). Clothing items should not be extremely tight fitting nor show undergarments inappropriately (**no bodysuits**).
- T-shirts, sleeveless shirts, off the shoulder shirts and tank tops (unless covered by a sweater, button down or cardigan) are not acceptable for Senior Dress Day.
- Non-SFCA hoodies are not permitted on Senior Dress Day.

Note: Students choosing to violate any of the above guidelines will lose the privilege of Senior Dress Day for the year. All decisions are final and are not open to appeal.

Spirit Day Wear

Fridays are SFCA School Spirit Day. Jeans (no shorts) may be worn for $1.00 and must be full or capri length with no tears, shreds, holes or rips. Jeans must be worn correctly at the waist. Shirts must be issued by and clearly display SFCA. Handmade spirit shirts or shirts with any handwriting on them are not permitted. Jean money is a donation to support the school's athletic program. Students who choose to participate, but do not follow the guidelines, will lose this privilege for the year.

Dress Code Violations

Students not in proper uniform or dress will be sent to the office to check the used uniform closet for a proper uniform. If none are available, students will have to call home and have an appropriate uniform dropped off. All

work missed while out of class will be required to be made up. Out of uniform violations will be recorded in FACTS and a detention will be given after the second time coming to school out of uniform and each time thereafter during the first **quarter**. In the second, third and fourth quarters, only one warning will be given and a detention issued. Students who choose not to follow SFCA dress code guidelines for field trips and other special events such as Homecoming activities will not be permitted to attend.

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

Activities/Traditions

Bible Teaching and Chapel (reFuel)

Since SFCA is a Christian school, daily Bible teaching is an integral part of the education offered. In addition to Bible classes, biblical principles are integrated throughout the curriculum. A person is not truly educated until he understands the Truth, God's Word. We strive to not only teach the facts and principles of the Bible, but also apply those teachings in life.

Prayer will be held in each classroom and pledges to the Christian and American flags and to the Bible will be completed during homeroom.

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.

Inspirational chapel (reFuel) services are held weekly. ReFuel is led by staff members or outside speakers. Students are expected to enter with a "chapel attitude" giving the speakers and/or performers undivided attention and respect. All students are encouraged to participate in reFuel using the talents and gifts that God has given them.

Extra-Curricular Activities

SFCA offers a wide range of activities for every student. Various activities for both boys and girls will be offered. These will include leadership opportunities, sports, music, drama, and class trips.

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

Students who are not present for at least 4 hours during the day may not be allowed to participate in sports or other extracurricular activities on that same day.

Athletics

SFCA is a member of the Florida High School Athletic Association and the Private Eight Conference for grades 9-12 and the GCAC conference for grades 6-8. The King's compete in middle and high school athletics in both boys' and girls' sports. All competition is dependent on the interest generated for each sport. The "Athletic Handbook" contains further guidelines and explanations for an athlete and his/her family.

Standards of Eligibility

- To be eligible, students must maintain a "C" average or above (2.0 GPA) each semester while in middle school and a cumulative "C" average or above (2.0 GPA) while in high school (SFCA standards were formed in compliance with the Florida High School Athletic Association.).
- Students whose grades drop below a "C" average (2.0) for the semester will be removed from participation by the administration until the next semester. Students who receive an "F" at the quarter grading period will be placed on Academic Notice and may lose eligibility if their grade does not improve by the next three-week period. Eligibility for fall activities is determined by the grades received for spring semester the previous school year.
- Students must have a current physical on record in addition to all the other athletic paperwork prior to beginning practice for any sport.

Behavioral Guidelines

The following are general rules governing extra-curricular activities, which are applicable to all students, whether they are participant or spectator:

- All activities are under the supervision of the school and students are expected to be as responsible and cooperative at an activity as they are in the classroom.
- Team members or participants must use school transportation unless other means have been specifically authorized by the administration.

Student Government

The student government consists of class officers at each grade level (6-12) elected by the students to assume positions of academic and spiritual leadership. If either of these areas comes into question, a conference will be held with the class advisor to see if a probationary period or dismissal from that office will take place. Elections are held in the Spring for the upcoming school year. Students must be reenrolled to be eligible to vote.
To qualify for an office, a student must:

- Complete an application.
- Have one teacher recommendation from a **current** teacher.
- Be re-enrolled for the following school year.
- Be at SFCA for a minimum of one full semester.
- Be in good academic standing, having a 2.0 GPA with no failures.
- Be in good behavioral standing (demerit count must not exceed 4)
- Demonstrate a consistent Christian testimony.
- Demonstrate a consistent testimony in support of SFCA's philosophy and standards.
- Exhibit positive leadership qualities in his/her class.
- Be a member of SFCA's Student Leadership Academy one year prior to running for office as well during the year of service in Student Government for grades 7-12.

Probation: Candidates may be placed on one semester of probation for any of the following issues:

- The candidate is no longer in good academic standing.
- The candidate exceeds 4 demerits.
- The candidate's leadership or Christian character is compromised (includes, but is not limited to, any of the "serious offenses" listed in this handbook.)

Spirit Week/Homecoming

Each year a week is chosen and designated as Spirit Week. The Student Government is responsible for the organization and planning of this week. Usually there is a different dress-up theme for each day of the week. A football game, the presentation of the Homecoming Court, and the crowning of a king and queen culminate the week.

Those chosen for High School Homecoming Court must agree to represent SFCA by attending all Homecoming activities including the dinner on Saturday. Only High School students attend the dinner and dance.

National/Junior National Honor Society

Students eligible for the National Honor Society and National Junior Honor Society are inducted in the fall of each year. Applications are sent to those students who meet the initial eligibility requirements. Those applications must be completed and turned in to the appropriate person by the appointed deadline set forth in the packet in order to be considered. A faculty council will make the final decision for membership.

Students in middle school and grade 9 are eligible for National Junior Honor Society membership if they have attended SFCA for one full semester, achieved an overall GPA of 3.5 or above, and demonstrate leadership, service, character and citizenship.

Students in grades 10-12 are eligible for National Honor Society membership if they have attended SFCA for one full semester, achieved an overall GPA of 3.5 or above, and demonstrate scholarship, leadership, service and character. Only courses taken at SFCA, or another approved accredited institution, are considered when factoring the GPA.

NHS/NJHS Officers will be selected during the second semester of the school year and will remain in office through the first semester of the next school year. Officers must be current members of each abiding body.