

**Southern Maryland Christian Academy Student Handbook 2017/2018**  
**Revised 10/17**

1. GENERAL STATEMENTS
  - 1.1. Preface
  - 1.2. Accreditations
  - 1.3. Statements of Faith
  - 1.4. Statement of Purpose
  - 1.5. Statement of Objectives
  - 1.6. Vision Statement
  - 1.7. Mission Statement
  - 1.8. Core Values
  - 1.9 Educational Philosophy
  
2. ENROLLMENT POLICIES
  - 2.1. Statement of Nondiscrimination
  - 2.2. Continued Enrollment
  
3. ADMISSIONS PROCEDURES
  - 3.1. Requirements for Admission
  - 3.2. Order of Enrollment
  - 3.3. Re-registration Procedures
  - 3.4. Withdrawals from School
  
4. FINANCIAL INFORMATION
  - 4.1. Tuition
  - 4.2. Books and Supplies
  
5. HEALTH AND SAFETY POLICIES
  - 5.1. Immunizations and Health Forms
  - 5.2. Medication
  - 5.3. Illness
  - 5.4. Medical Emergencies
  - 5.5. Disaster Preparedness / Fire Drills
  - 5.6. Emergency Information and Authorization to Pick Up
  
6. GENERAL OPERATING POLICIES
  - 6.1. School Office, General Visitation
  - 6.2. Telephone
  - 6.3. Money and Personal Possessions
  - 6.4. Lost and Found
  - 6.5. Inclement Weather / School Closings
  - 6.6. Extended Care
  - 6.7. Lunch
  - 6.8. Drop-off and Pick-up Procedures
  - 6.9. Parking Lot Queuing Procedures
  - 6.10 Custodial Rights
  
7. ATTENDANCE POLICIES
  - 7.1. Tardiness
  - 7.2. Early Departures

- 7.3. Absence
- 7.4. Family Trips/Voluntary Absences
- 7.5. Skipping School
- 7.6. Make-up Work

## 8. FUNDRAISING AND DONATIONS

- 8.1. Tax-deductible Financial Gifts
- 8.2. Campbell Soup Labels & General Mills Box Tops
- 8.3. Grocery Discount Cards

## 9. CODE OF CONDUCT

- 9.1. SMCA Student Lifestyle Commitment
- 9.2. Treatment of the Bible

## 10. STUDENT BEHAVIOR

- 10.1. Behavior Objectives
- 10.2. Student Behavior – In the Classroom
- 10.3. Student Behavior – In other Areas
- 10.4. Electronic Devices
- 10.5. Sexual Harassment
- 10.6. Racial Harassment
- 10.7. Hazing / Pranks

## 11. DISCIPLINE

- 11.1. Discipline Privacy
- 11.2. K2, K3 and K4 Discipline
- 11.3. Elementary Discipline Plan K5-5<sup>th</sup> Grades
- 11.4. Secondary Discipline 6<sup>th</sup>-12<sup>th</sup> Grades

## 12. UNIFORM, DRESS, AND GROOMING REQUIREMENTS

- 12.1. Student Uniforms
- 12.2. Friday Spirit Wear Uniforms
- 12.3. Physical Education Uniforms
- 12.4. Non-uniform Dress Code
- 12.5. Grooming for All Students

## 13. CONFERENCES

- 13.1. Parent-Teacher Conferences
- 13.2. Parent-Administrator Conferences

## 14. ACADEMIC INFORMATION

- 14.1. Grades, Report Cards, Progress Reports, and Exams
- 14.2. Academic Dishonesty
- 14.3. Honor Roll
- 14.4. Standardized Tests
- 14.5. Homework
- 14.6. Resource Center (Grades 6-12)
- 14.7. Summer Academic Requirements
- 14.8. Bible Requirements
- 14.9. Graduation Requirements
- 14.10. Additional SMCA Graduation Requirements
- 14.11. GPA and Weighting

- 14.12. Valedictorian / Salutatorian
- 14.13. Summer School
- 14.14. Field Trips
- 14.15. Add / Drop
- 14.16. College Waiver
- 14.17. Dual Credit Classes
- 14.18. Transferring Middle School Credits
- 14.19. High School Grade Level
- 14.20. End of Year Awards Ceremony
- 14.21. School Code

#### 15. SPORTS / ATHLETIC INFORMATION

- 15.1. Academic Eligibility
- 15.2. Uniform Fees
- 15.3. Practices and Games
- 15.4. Missing Classes
- 15.5. Athletic Physicals and Parental Permission
- 15.6. FAMILYID Account

#### 16. SECONDARY STUDENTS MISC. INFORMATION

- 16.1. Lockers
- 16.2. Student Driving Privilege
- 16.3. Retreats
- 16.4. Senior Breakfast Privilege
- 16.5. Banquets
- 16.6. Guidelines for Semi-formal Dress: Homecoming
- 16.7. Guidelines for Formal Dress: Jr./Sr. Banquet

#### 17. K2, K3, K4, & K5 PROGRAM MISC. INFORMATION

- 17.1. Nap Time
- 17.2. Toys
- 17.3. Field Trips
- 17.4. Parties
- 17.5. Lunch and Snack
- 17.6. Toilet Training
- 17.7. Report Cards
- 17.8. Folders
- 17.9. Clothing

#### 18. POLICY CHANGES

#### 19. APPENDIX

- 19.1 Computer Use and Internet Policy
- 19.2 Library Policy
- 19.3 Letter Jacket Policy
- 19.4 Bring Your Own Device (BYOD) Policy

#### 20. SECONDARY STUDENT PLEDGE

## 1.1. PREFACE

This student handbook has been compiled by Southern Maryland Christian Academy to communicate our policies, philosophies, standards, etc. We trust that any questions one may have will be answered within these pages. Please note that our policies may be amended and supplemented. If the need arises we will issue supplemental policy sheets that should be added to this handbook.

The Holy Scriptures are very clear that the responsibility of educating children rests solely with the child's parents. Deuteronomy 6:5-8 tells parents that they are to instruct their children in the things of the Lord and that they are to integrate their instruction in all areas of their child's life. As Christian educators we believe that Christian schools act "en loco parentis" which is the Latin term which means "in the place of parents". During the course of the average school day, Christian schools are integrating God's truth into all areas of study the children are exposed to. We greatly appreciate your choosing Southern Maryland Christian Academy to be co-partners with your family as we seek to train children to love God with all their hearts.

Southern Maryland Christian Academy follows a policy of non-discrimination. No person is excluded from school attendance or employment because of race, color, sex, or national origin.

While it is not required that you or your child be a member of Southern Maryland Fellowship in order to attend our school, we do encourage you and invite you to visit our church and worship with us on Sunday to become better acquainted with our church. Southern Maryland Christian Academy is an extension of Southern Maryland Fellowship.

We strongly believe in Christian education and the importance of training our children in the things of the Lord.

If we can be of any assistance to you or your family, please do not hesitate to call the church office (which uses the same phone numbers as the school). We teach salvation through Jesus Christ and teach from God's Holy Word.

In His Service,

Stanley Gaines, President  
Colleen Gaines, Chancellor  
Marvin Harris, Pastor  
and the School Board

## 1.2. ACCREDITATIONS

Southern Maryland Christian Academy is dual accredited through the Association of Christian School International and Middle States. Our faculty and staff are involved in ACSI professional development every year to keep current on certification and educational practices.

Additionally, Southern Maryland Christian Academy follows all requirements as mandated by the Maryland Department of Education. Our graduates have enjoyed acceptance at the following institutions of higher learning:

Bob Jones University	Marist College
Cairn University	Mary Mount University
Carson-Newman College	North Carolina State University
Cedarville University	Nyack College
Clearwater Christian College	Pensacola Christian College
College of Southern Maryland	Purchase College
Computer Learning Center	Regent University
Cornerstone University	Salisbury University
Covenant College	Savannah College of Art and Design
Elon College	Shenandoah University
Evangel University	Southeastern College
Frostburg University	St. Johns College
Geneva University	St. Mary's College of Maryland
Grace College	Towson State University
Indiana Bible College	University of Maryland (all campuses)
Indiana University	University of Minneapolis
James Madison University	University of the Sciences in Philadelphia
Lancaster Bible College	University of Tennessee
Lebanon Valley College of PA	Washington Bible College
Lee University	West Point
Liberty University	

We are proud that our graduates come back to visit us and tell us how much they enjoyed their years at SMCA. They inform us that they were fully prepared for college and appreciate the solid foundation and Biblical training they received as a student at SMCA.

### **1.3. STATEMENT OF FAITH**

**WE BELIEVE:**

That “All Scripture is given by inspiration of God, - by which we understand the whole book called THE BIBLE: that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final; that the Holy Spirit guided the holy men of old in all that they wrote.

The Godhead eternally exists in three persons—the Father, the Son and the Holy Spirit. These three are one God, having the same nature, attributes and perfection.

In the Personality and Deity of the Lord Jesus Christ, begotten of the Holy Spirit, born of the Virgin Mary, truly God and truly man.

That man was created in the image of God, after His likeness, as stated in the word of God, but the whole human race fell in the fall of the first Adam. Not only was his moral nature grievously injured by the fall but also he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. “The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. Therefore, he cannot enter the kingdom of God until he is born again by the Holy Spirit.

That Jesus Christ became the sinner’s substitute before God, and died as a propitiatory sacrifice for the sins of the whole world.

In the resurrection of the crucified body of Jesus Christ: that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer’s high priest and advocate.

That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone, and that the moment we trust in Him as Saviour, we pass out of death into everlasting life. At the time of acceptance of Christ as Saviour, He comes to dwell within the believer and to live out His life of holiness and power through Him.

That the Church is composed of all those who truly believe on the Lord Jesus Christ as Saviour. It is the body and bride of Christ. Every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having become members of one another we are responsible to keep the unity of the Spirit in the bond peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart.

That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices. In the evangelization of the world, that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelization of children. In the personal return of our Lord and Saviour Jesus Christ, that the coming again of Jesus Christ is the “Blessed Hope” set before us, for which we should be constantly looking. Our citizenship is in Heaven from whence we look for the Saviour.

That the souls of those who have trusted in the Lord Jesus for salvation do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body shall be reunited with Him forever in glory.

That the souls of the lost remain after death in misery until the final judgment of the great white throne. In the reality and personality of Satan, "that old serpent, called the Devil, and Satan, which deceiveth the whole world."

That marriage is God-ordained and the biblical institution of marriage is, as the Bible teaches, for one man to be married to one woman. That God's order for holy matrimony is between God, a man, and his wife; for the establishment of the individual family unit in human society.

#### **1.4. STATEMENT OF PURPOSE**

1. Southern Maryland Christian Academy is an extension of the Southern Maryland Fellowship Church as a ministry primarily to the families of its congregation.
2. Southern Maryland Christian Academy is an institution that serves the community by providing loving Christian care and high quality Christian education for parents who value and support the Christian education movement.
3. Southern Maryland Christian Academy provides a full educational curriculum that develops spiritual, mental, social and physical realms of the child's personality and character.
4. Southern Maryland Christian Academy desires to serve God and to instruct each child according to God's Holy Word, so that each child will desire to love the Lord with all of his heart and to love his neighbor as himself.

#### **1.5. STATEMENT OF OBJECTIVES**

Southern Maryland Christian Academy was specifically organized to offer students "Academic Excellence with a Christian Emphasis." Our specific objectives are:

...To so effectively teach, that each student will take as his personal commitment and belief that Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.

...To create in each student a firm conviction that the Bible is the Word of God to men and that it is a practical guide to life and living.

...To develop within each child a deep understanding of the fundamentals of God's creation, including all of the academic studies; to cause within his thinking an understanding that Jesus Christ is central in all of these areas; and to instruct him thoroughly in the arts and sciences that he might develop to the glory of God; spiritually, socially, mentally and physically not in his natural energy, but through new life in Christ.

...To so effectively teach the principles of faith that each student will purpose to yield himself completely to God in submission and obedience to His will as revealed in the Bible.

...To cause each student to progress in Christian living through fellowship with the Lord Jesus Christ in studying the Holy Scriptures, prayer and Christian service activities.

...To develop the practice by teachers of applying scriptural principles in the disciplining of children.

...To cause each child to work effectively with perseverance, both independently and cooperatively.

...To develop within each child an understanding of how to think and how to apply himself.

...To develop within each child an effective attitude of self-discipline and responsibility.

...To cause each child to appreciate and desire wholesome recreation.

...To develop in children the proper attitude, ideals, habits, knowledge, and skills which are the necessary preparation for life.

...To give the child the kind of experiences that will help him face life with courage and understanding and to help him experience a living faith in God that will make him a credit to Christ, his community, his nation and himself.

...In order to maintain uniformity for class assignments and verse memorization, we ask that all students use a King James version of the Bible. Although we encourage other versions to be used for personal study and consultation, we feel the King James is the most readily available source for school assignments.

## **1.6 VISION STATEMENT**

Southern Maryland Christian Academy's vision is to be a school of dedicated Christians in a family environment sparking excitement about Jesus Christ and motivating students to grow spiritually, academically, physically, and socially.

## **1.7 MISSION STATEMENT**

The mission of Southern Maryland Christian Academy is to create a nurturing environment that inspires personal academic excellence and the development of a lifelong commitment to the Lordship of Christ.

- SMCA's motto of *Nurture – Train – Equip* expresses this mission. Younger students need more nurturing, but as students move through the grades, they continue to receive that nurturing, as well as stronger training and equipping, until they graduate as young adults ready to do God's will in the world.

## **1.8 CORE VALUES**

All staff and students of Southern Maryland Christian Academy will:

1. Live a life demonstrating a love for God and a love and respect for others.  
(Deut. 10:12)(Matt. 22:39)  
See student handbook section 9.1.
2. Live a lifestyle in thought, word, and deed that consistently reflects a living example of Christ.  
(Matt. 5:16)(Rm. 1:6)(1 Cor 10:31)  
See student handbook section 9.1
3. Respect and honor God's Holy Word in its teaching and in the handling of the Bible.  
(John 1:1)(Matt. 4:4)  
See student handbook section 9.2.
4. Follow Biblical principles of purity in mind, body, and spirit.  
(Rom. 12:1-2)  
See student handbook section 10.2, #11.
5. Conduct themselves in an orderly, respectful manner within the classroom.  
(1 Cor 14:40)  
See student handbook section 10.1-10.2

6. Abide by stated rules and regulations set forth by authority.  
(Rom. 13:1)  
See student handbook section 10.3-10.4.
7. Conduct themselves in a manner that demonstrates respect for others and acknowledges individual value and worth.  
(Phil. 2:3-5)(Rom. 12:16)  
See student handbook section 10.5-10.7.

Additionally,

8. In an effort to reach and minister to all peoples and to embrace all true believers in Jesus Christ, Southern Maryland Christian Academy operates as a nondenominational organization.  
(1 Pet. 3:15)(2 Pet. 3:9)(Rom. 12:18)

## **1.9 EDUCATIONAL PHILOSOPHY**

### 1.9.1. Parents: Educational Authority over Children

Children are given to parents by God (Hebrews 2:13). King David tells us that God formed his inward parts and weaved him in his mother's womb (Psalm 139:13). Jesus says, "Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God" (Luke 18:17, KJV). These scriptures are clear in how important babies and human life are to God. The awesome responsibility of teaching children to love God and to desire to know Him in a personal way rests squarely on the shoulders of the parents.

In Deuteronomy 6:6-7, Moses relates to parents their responsibility to their children.

*"And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up" (KJV).*

These verses contain several key implications we will examine in more detail. The first implication is that parents need to have God's word in their hearts (v. 6). It would be extremely difficult for parents to teach what they themselves do not know. God's word must be hidden in their hearts so that they may in turn teach scriptural truths to their children.

The second implication is that not only are parents to teach their children, but, they are to teach them "diligently" (v.7). The dictionary defines "diligently" as "persevering and careful in work" (Webster's, 1984, 173). Parents must be persistent and routine in teaching their children things of the Lord and they must be careful that they are accurately teaching God's truth. Children need to know that their parents place top priority on their relationship with God.

The third implication is that parents are to integrate biblical instruction into all areas of life (v. 7). Teachable moments will present themselves and parents need to be ready to take advantage of such situations. Formal instruction, such as structured family devotional times are good; but, informal instruction has its merits as well. An example of informal instruction is when a child comments upon the cow he sees in the field. The parent can seize this opportunity by asking, "Who made the cow?", and start a dialogue focused around God and His creation.

The fourth implication we may draw from these verses is that the parents need to have a solid relationship with their children. We want our children to love God and to serve Him with all of their heart. The Christian lifestyle is one of discipline and God definitely has rules He commands us to follow. We need to have a good relationship with our children so they will be willing to receive instruction. Josh McDowell has coined a very practical phrase for parents: “Rules without relationship equal rebellion” (McDowell, 1987, 80). Parents need to spend time with their children and build and maintain a good relationship with them. The ultimate heartache for any Christian parent is to have a child reject God. Ultimately, it is the child’s choice to accept or reject salvation. Prayerfully, though, if the parent has established the above principles the likelihood of the child accepting Christ is extremely good.

### 1.9.2. Parents and Educational Choices

Parents may choose to delegate the responsibility of teaching their children to other people, to public or private schools, or to Christian schools. The process of delegating responsibility to educate their children is termed “en loco parentis” which means “in the place of parents”. In keeping with the serious biblical implications parents have to educate their children, parents must be very careful whom they give this educational authority to.

The option of Christian parents sending their children to public or private schools is not a good choice. “Public schools are not religiously neutral institutions. They function according to a design that says God is not relevant to education” (Edlin, 1998, 29). Obviously, this thinking that God is not relevant is not supported by Scripture. Scripture states that parents are to instruct their children in the things of the Lord at all times (Deut. 6:6 - 7).

Christian parents may choose to delegate their authority to the local Christian school. The parents must be very careful in selecting a school. There are good Christian schools and there are poor excuses for Christian schools. Dr. Frank Gaebelin gives us six criteria for the ideal Christian school. The parents should consider these criteria when choosing a school for their children.

1. A Christian educational institution must be built upon a thoroughgoing Christian philosophy of education.
2. It must have a faculty thoroughly committed to its distinctive philosophy.
3. The entire curriculum must be Christ-centered.
4. It must have a student body that will actively support its philosophy and aims.
5. It must recognize the two aspects of Christian education: the required and the voluntary.
6. It must actually do the truth through applying the Christian ethic in all its relationships.

(Gaebelein, 1995, 66)

### 1.9.3. The Purpose of Education

The purpose of education is “to lead a child to Christ, to build a child up in Christ, and to equip a child to serve Christ” (Schultz, 1998, 25). This purpose of education is supported by scripture. We are able to draw three key implications from our definition of the purpose of education.

The first implication is that children need to be informed of the gospel of Jesus Christ. A clear plan of salvation must be presented to children so that they will prayerfully, accept Christ as their Savior. Bible classes, chapel, mission conferences, etc. will be of no benefit to the child if he does not accept Christ and dies in his sin and is damned to an eternity in hell.

The second implication is two-fold. Children need to be taught things of the Lord on a continual basis. What is being taught in the Christian school should be reinforced at home with the converse occurring as well. To accomplish this process of “building a child up in Christ” requires the school to use a curriculum that is Christ-centered. Students should be “rooted and grounded” (Ephesians 3:17, KJV) so they “might be filled with all the fullness of God” (Ephesians 3:19, KJV). Students should be saturated with the word of God.

The third implication is that each student should be taught to be “salt” and “light” (Matthew 5:13-14). The great movie actor Charlton Heston (Ten Commandments, Ben Hur, etc.) who often portrayed godly men on-

screen, was interviewed on a television talk show. The hostess asked Mr. Heston a question regarding his personal faith. His response was that his faith is a “private” matter and he would prefer to not discuss it. One can only speculate as to the eternal destination of Mr. Heston; but, an important educational lesson can be learned from his response. Our prayer for our students is that they would feel comfortable discussing their faith with others. Scripture commands us to “be ready always to give an answer to every man that asketh you a reason of the hope that is in you” (I Peter 3:15, KJV). Our desire for our students is that they will make an impact upon this world for Jesus Christ.

#### 1.9.4. Characteristics of the Ideal Curriculum

“A Christian curriculum must recognize a godly foundation as to its core and purpose and must be structured to help students learn about God’s world” (Edlin, 1998, 141). The curriculum should be carefully chosen based upon the vision statement and goals of the school. The school that chooses to shelter their students from the world will choose a different curriculum than the school that has a goal for their students to be “salt and light” to a lost and dying world.

Generally speaking, the ideal curriculum should be written by Christian authors who are able to integrate a Christian world-view throughout the curriculum. Not all Christian authors and/or Christian publishers produce quality work that the Christian school should use. Once again, the curriculum used should be a direct reflection upon the vision and goals statement of the school.

Dr. Pazmino, (1997), gives us seven basic questions that a school should consider when choosing a curriculum:

1. What specifically should be taught?
2. Why should these areas be taught?
3. Where is the teaching being done?
4. How is the teaching to be done?
5. When should various areas be taught?
6. Who is being taught and who is teaching?
7. What organizing principle holds it all together? (226)

As previously mentioned, most curriculums in a Christian school are written by Christian authors. Sometimes, a non-Christian author/publisher may be used in the curriculum as one considers a key epistemological observation made by George Knight. “The Biblical perspective is that all truth is God’s truth, which eliminates the distinction between the secular and sacred truth” (Pazmino, 1997, 94). The classroom teacher that is keenly aware of this basic principle may use “secular” materials and give God the credit for His truth. An example of such an idea is to have high school students prepare for a debate regarding teenage sexual activity versus abstinence. The students are required to research their side and have quotes supporting their position. Obviously, the students arguing for sexual activity will be using secular sources. Through the use of such a debate the classroom teacher will be able to guide his students to develop critical thinking skills as to the lie of “safe sex”. Secular materials must acknowledge the severe risks of sexual activity whether it be sexually transmitted diseases, pregnancy, abortion, etc. These “secular” materials can be used to show that God’s truth is the only way regarding teenage sexuality and that is that they are to be abstinent until marriage. Some other key considerations for the ideal curriculum are does the curriculum meet the specific and general outcomes that have been made? If it is a Christian curriculum does it have solid biblical grounding? The curriculum should be sequential in its presentation of materials or concepts – it should start with simple and build to more complex. This concept is obviously seen in the math and grammar curriculums. A child cannot learn about algebraic equations if he has not mastered fractions. He cannot learn about direct and indirect objects if he has not mastered the concept of nouns.

#### 1.9.5. Role of the Teacher

The selection of teachers in a Christian school is an awesome responsibility because it is the teachers who are primarily acting “en loco parentis”. The teacher must be a born again Christian who has a strong love for children and who desires to bring children up to be disciples of Christ. (Luke 6:39-40).

The teacher should be someone we want our students to emulate. “When the doors of the classrooms close, it is then that the life of the teacher begins to be poured into the lives of the students” (Gaebelein, 1995, 138). The teacher must have a Biblically-based Christian worldview through which he filters and integrates God’s truth into the curriculum. The teacher must fully support the philosophy of the school and be willing to support its goals, vision, rules, etc.

The teacher may play many different roles during the course of instructional time. At times the teacher may be an information dispenser and pour God’s truth into the minds of his pupils. Facts are important, but learning facts for the sake of knowing facts is futile at best. Children need to know why learning such facts are important. Learning a laborious list of prepositions becomes less laborious if the children understand the importance of learning such facts. Children need to know how to apply the facts that are being taught.

Sometimes the teacher plays the role of a babysitter. This is by no means a role the teacher relishes playing but none-the-less, children are at times engaging in childish behavior (I Cor. 13:11). As a means of gaining classroom control, this role must be used to show children that the teacher is in charge. Control can become a battle of wills and the teacher must win! Junior high students can be particularly difficult to control. Their bodies are going through many changes as their bodies become adjusted to “adult” hormones and the process can be quite difficult.

The teacher will sometimes assume the role of being a discipler. What a joy it is to encourage students to further their walk with the Lord. To see students emulate the Savior is a primary goal. The teacher should use his classroom to help the student form his own Christian worldview – to help his student make it a personal view.

The role of comforter is an avenue all teachers will encounter as well. We do live in a fallen world and all students have problems. When life can be particularly difficult for the student the teacher should comfort the student with scripture and perhaps with personal experience. The teacher should pray for his students and communicate to his students that he is praying for them. Children need to know that the teacher does care for them. When they are experiencing heartache, they will feel comfortable coming to the teacher for help.

Perhaps the greatest role the teacher will play for his students is that of being a godly role model. Children are carefully watching us. The teacher should live out in action his personal testimony. The teacher needs to let his children know that he is not perfect. That he will make mistakes and that he respects his students as individuals. The student’s opinions do matter; but in the classroom the teacher has the final say and the students need to show the teacher respect.

The teacher must assume many roles in his classroom. Constantly seeking the Lord for direction is the key to the selection of the correct role. The teacher should love his students and instill in them a desire to know the Lord, to grow in the Lord and to go out into the world proclaiming Jesus as the Savior of the world.

#### 1.9.6. Human Nature and its Relevancy to Education

The Bible tells us that God created man in His own image (Genesis 1:27) to please God and to be pleased in pleasing God (I Thessalonians 4:1; II Corinthians 5:9). He placed man in the Garden of Eden and allowed him to have the freedom of choice (Genesis 2). This freedom in choice is an inborn motivation (Deuteronomy 11:26-28). God allowed man to choose good or evil and man chose evil. Adam ate of the fruit that God commanded him to not eat.

Each person that is born has an inherent understanding of who God is (Rom. 2:15). God chooses to reveal Himself as the Creator God through nature (Romans 1:19-20). When a person accepts Jesus Christ as his personal Savior that person’s spirit is linked to God (I Peter 2:23).

Keeping the above biblical aspects of human nature let us examine some specific educational implications. Mankind is motivated to achieve (Genesis 1:26,28) and he is created to operate within structure (II Timothy 2:5). Goals should be presented to students and a sense of order and discipline established so students may experience pleasure and pride in a job well done. Another implication is that mankind is created to be a social being (Ecclesiastes 4:9-12). The teacher should establish a relationship with his students and also encourage his students to interact with each other in socially acceptable means. A lack of social skills may inhibit a student's ability to be effective "salt and light".

A third educational implication is that a person's self-concept determines how he reacts to the world (I Samuel 30:6). A child needs to experience success and develop a good healthy self-image. If students are to be effective soul winners they need to have confidence in their abilities – confidence in knowing that the Gospel plan they are presenting is truth. People live up or down based upon the expectations of others (Genesis 3:7); therefore, teachers need to set realistic expectation levels and encourage students to strive to do their best. Personal satisfaction is a good means of boosting one's self-image.

A fourth implication is that there is an age of accountability before God (Romans 1:20). Teachers must make certain their students understand salvation and not assume they are believers simply because they are coming from a Christian home. Each person struggles to be his own god (Romans 1). A student who is a believer struggles with this problem because man is basically selfish in nature.

A fifth implication regarding human nature is that when man does sin there are usually three motivations which follow: a) to get rid of righteous standards (Matthew 23:33-35), b) to invite others to engage in wrong behavior too (Genesis 3:6), and c) to seek to blame someone else (James 1:13-15). When we observe students engaging in wrong behavior we need to immediately respond with correction so they will not involve other students. Evil doings need to be condemned as evil doings and not glorified as acceptable behavior. We need to remember that students live up or down to expectations. If the student has a desire to please us then the class will be easier to manage and will get a lot accomplished.

A sixth implication is that man's moral being is created to operate consistently with God's moral laws (Romans 2). Students need to be instructed to develop a Christian world view through which they need to filter all of life's situations. Students need to learn and know God's laws that are written to us in the scriptures.

#### 1.9.7. Major Principles to be Learned

There are major principles of life that students should learn. The first principle is that they need to know Jesus as Lord or they will spend eternity in hell (Revelation 20:15). The second principle is that in order to lead a victorious Christian life they need to be a constant student of the Bible because the Bible is the infallible word of God (Deuteronomy 6:6). They need to continually be growing in their faith. The third principle is that people are dying on a daily basis and if they are not saved they will spend eternity in hell (Revelation 20:15). These people need to be reached with the gospel message.

The fourth principle that students need to learn is that life is not always fair (Matthew 5:45, book of Job). God is always fair and just; but circumstances in this corrupt world are not always fair. People will let them down; but God will never leave them or forsake them (Hebrews 13:5).

A fifth principle that students need to learn is that life is choice (Deuteronomy 30:19). Salvation is a choice. Obedience is a choice. Discipline (as a lifestyle) is a choice. There are consequences for choices that are made. Students can not blame others for choices they make. If a student chooses to do his homework he is rewarded with a positive consequence. If a student chooses to not do his homework then he has earned a negative consequence – a demerit, zero grade, phone call home, etc.

Another major principle students should learn is that forgiveness is a powerful tool from God. Forgiveness mends fractured friendships. Forgiveness is restoring someone to wholeness within a relationship. God forgives us our sins when we ask for forgiveness (I John 1:9) and we in turn should be willing to forgive others.

The principle of being tenacious should be learned. Students need to learn when they choose a marriage partner they have chosen that partner for life. They need to be tenacious and make the marriage work (Mark 10:9). They will definitely need to practice the tool of forgiveness in their marriage relationship. They need to be stubbornly tenacious and not allow the word “divorce” to enter into arguments. They need to make God the center of their marriage and know that marriage does not have to end in divorce even when everybody else’s marriage is falling apart.

A final, though not exhaustive, principle of life we want our students to learn is the principle of responsibility. The dictionary defines “responsibility” as “being dependable” (Webster’s, 1984, 510). The area of responsibility is closely tied to the previous principle of choice. Students need to be responsible before God, before their families and before the Church. Responsibility is closely tied with punctuality, time management and selflessness.

### 1.9.8. Content

There are certain areas of content that should be mastered by all students. All students should be accomplished in language arts. Language Arts comprises several subcategories – spelling, grammar, literature, poetry memorization and recitation, creative writing, and essay writing. Mastery in this content area is important so students will be able to effectively communicate their faith both verbally and on paper.

Students should have mastery in math. We are commanded to be good stewards of our money. We are commanded to tithe. The virtuous woman in Proverbs is admired for being a businesswoman who is good with money. All of these scriptural admonitions have to do with math; therefore, mastery in math is highly encouraged.

Mastery in geography is essential for the student. Jesus’ parting words to his disciples were for them to go forth into all the world and make disciples of all men (Matt. 28). It would be extremely difficult for students to go out into the world if they do not know the countries, bodies of water, etc. that exist in the world.

Mastery in history is important for the student. Church history is fascinating to study. The student is able to gain a greater appreciation for his salvation experience as he studies how God brought the church through time to today. It is also interesting to see how God was able to take negative circumstances and turn them around for His good and to accomplish His purposes. American history is important to study and master so the student can understand how our country was founded upon biblical principles. World history is interesting to study because students will learn about other cultures and their practices and customs. We do not want to offend people from other countries. We want them to be receptive to the gospel. It is also interesting to study history and see how the different philosophies developed. Scholasticism, idealism, realism, and existentialism are a few philosophies students should be aware of so they can observe different trends which occur in world culture.

It is important for the student to have mastery in the sciences. God created the world in seven days and set into motion certain laws of nature. The Christian student should have a desire to discover truths that God has created. God is the source of all truth and as we discover His truths we discover more about who God is. Biological sciences, earth/space sciences, physical, and chemical sciences are all areas that should be explored.

It is a good thing for students to have mastery in the fine arts. Playing a musical instrument or singing wholesome songs are a means of glorifying and praising God (Psalm 100:2). Some students are not gifted with voices capable of holding a tune or of keeping tempo with a musical instrument- these students can become involved with managing the microphones, sound systems, etc. There are ways for all students to become involved with the fine arts.

It is a good thing for students to have mastery in a foreign language. Mission trips and translating are good means of communicating the gospel to others. Studying a foreign language shows others that you love and care enough about them and their culture to learn their language.

Students should have a good foundation in technology with today's global communication options.

#### 1.9.9. Student Outcomes

Students who graduate from SMCA:

- Are prepared to the best of their ability in all academic areas for future career or academic endeavors
- Are skilled in reading, writing, speaking, listening, and thinking
- Understand the Bible as relevant and applicable to everyday life
- Commit to prayer as a needed part of life as part of a personal relationship with Jesus Christ
- Understand the worth of every human being as created in the image of God and follow Jesus' example of loving and reaching out to people of all ethnicities and cultures
- Appreciate the arts, understanding how they are reflections of God's creation through individual expression
- Treat their bodies as temples of the Holy Spirit
- Know how to utilize technology and available resources to find and evaluate information
- Acknowledge the world's condition as lost and pursue ways to spread the Gospel and reach the lost with God's message of mercy
- Recognize the importance of community and civic activities in the Christian life for uplifting the body of the church and for witnessing to the physical and spiritual needs of the lost
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation
- Are prepared to practice principles of healthy, moral family living

#### 1.9.10. Final Statement to Parents

All students and parents are expected to read and to abide by all policies, rules, procedures, etc. as set forth by this student handbook. We believe that all items in our handbook are reasonable and not difficult to live by. If you find that you are unable to abide by these policies please do not enroll or withdraw your child at SMCA. If the student knows that the parent will get him "off" in regard to our policies, then we as a school have ceased being effective in his life and he will lose respect for his school and his teachers.

Please support all items with a willing spirit. Scripture is clear; "A house divided cannot stand". There is no such thing as the perfect school so please be in prayer for us as we try to impact our student's lives for eternity!

#### 1.9.11. References

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Murray, F. "Explanations in Education." In Reynold, M.C. (ed.) (1989). Knowledge Base for the Beginning Teacher. New York, NY: Pergamon

Pazmino, R. (1997). Foundational Issues in Christian Education. Grand Rapids, MI: Baker

Schultz, G. (1998). Kingdom Education. Nashville, TN: Lifeway

Webster's New World Dictionary. (1984). New York, NY: Warner

## **2. ENROLLMENT POLICIES**

### 2.1. Statement of Non-discrimination

The Southern Maryland Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletics or other school-administered programs.

### 2.2. Continued Enrollment

Attending SMCA is a privilege for students. Every year the administration reviews expectations and performance of students to verify their acceptance of SMCA policies and standards. If this proof is not evident, the student's re-registration will not be accepted. Therefore, we reserve the right to refund you your registration money and ask you to seek an institution other than SMCA to meet your child's educational needs.

## **3. ADMISSIONS PROCEDURES**

Information in this section is applicable to all students in grades K-2 through grade 12.

### 3.1. Requirements for Admission

The following requirements have been established for admission to Southern Maryland Christian Academy.

1. Full completion and submission of application with appropriate fees
2. Satisfactory scholastic and behavioral records from previous school
  - Most recent report card (grades K5-12)
  - Transcript of high school credits (grades 6-12)
  - Behavior report from previous school (grades 6-12)
3. Satisfactory performance on a formal entrance test
4. Official records that meet state requirements (Birth Certificate, Immunization Record, Health Inventory, Lead Screening, Athletics Physical Form)
5. Completion of personal interview for parents and prospective students (This applies to new students and those whose full qualifications are in question.)
6. Reference letter
7. Recent photo
8. Any educational, psychological, or other test results (i.e. IEP evaluations) that may be pertinent

Note: Because educational specialists are needed to properly educate children with special learning needs, we are unable to accept students who:

- have severe physical handicaps;
- have severe learning difficulties;
- are emotionally disturbed;
- have a history of unruly or disruptive behavior;
- have severe medical/health issues

### 3.2. Order of Registration

1. Currently enrolled students and children of members of Southern Maryland Fellowship Church that are in good standing will be given first priority.
2. Siblings of students currently enrolled in Southern Maryland Christian Academy will receive next consideration.
3. New applicants who expect to continue to educate their children until they graduate from high school at Southern Maryland Christian Academy.
4. A waiting pool of applicants will be formed when classes are full.
5. In order to be considered a part of the waiting pool all items on application must be complete and the non-refundable application fee must be paid.

### 3.3. Re-Registration Procedures

Information regarding re-registration will be sent home at the end of the first semester. Account balances must be current prior to re-registration. Parents will be notified regarding the Priority Registration timetable. In order for any classroom spot to be reserved for your children, all registration information along with the registration fee must be submitted during the Priority Registration period. Once the Priority Registration period has lapsed any available spots will be available to qualified applicants. Re-registration may be revoked for students who receive contingency letters based on behavioral or academic concerns at any time.

### 3.4. Withdrawals from School

All withdrawals must go through the administrative office and business office. The administrative office is to be notified three days in advance. Parents must fill out a withdrawal form stating the reason for withdrawing their child and sign a Release of Records form. On the day of withdrawal, the student picks up a withdrawal form from the office. This form is taken to each teacher who collects the book for that class and signs the form. After the last class, the student returns the form to the office. All fees (including tuition) must be current before any records can be transferred to the withdrawing student.

Regarding finances, the Business Office has up to five work days to settle all accounts.

## **4. FINANCIAL INFORMATION**

### 4.1. Tuition

Tuition rates are subject to change yearly. (Please see Financial Information Sheet). Note that tuition is assessed by the entire school year. A student withdrawn on or after August 1<sup>st</sup> will be charged for the full tuition. Late fees will be assessed when payments are delinquent. No reduction in tuition will be given for suspension or for college waiver. If tuition payments are not up-to-date, the Finance Manager may enforce the sit-out policy, a policy which bars the student(s) from any and all SMCA related events until the account is made current. A student in "sit out" status will be withdrawn after two weeks of further non-payment.

All tuition and education/activity fees will be collected by FACTS Management Company. Options for payment are automatic debit or credit card. Each family will set up their individual FACTS account online. No payment will be made to the school for items billed with FACTS. If you choose the annual payment plan, your payment will be withdrawn from your FACTS account by June 1st and you will not be assessed an enrollment fee. If your funds are not available by June 1st, you will be required to sign up for a payment plan and pay the enrollment fee of \$45 which will be charged to your FACTS account. If you choose the 2, 10, or 12 payment plan, you will be required to set up a FACTS account and will be assessed an enrollment fee in the amount of \$45 by FACTS.

#### 4.1.1 Tuition Assistance

Tuition assistance may be available on a *needs only basis* for grades 1st – 12th.

To apply for tuition assistance, the applicant needs:

- An online account on the FACTS website
- A completed and submitted Grant and Aid online application
- Your income tax return from the previous year
- A SMCA enrollment application and \$50 fee submitted to SMCA

#### Deadlines

- All applications for tuition assistance must be submitted with supporting documentation to FACTS Management by April 1<sup>st</sup>.
- Tuition assistance for current families will have grants disbursed at the end of April.
- Tuition assistance for new families will have grants disbursed at the end of May (if funds are remaining).

#### 4.1.2 Scrip Tuition Rebate Program

Scrip is a fundraising program that allows families to save money on tuition by purchasing gift cards at SMCA for use at stores.

Families buy the gift cards from the school at FULL face value and redeem them for FULL face value. Because the school is buying them in bulk each retailer offers a discount. The discount (ranging from 1% to 25%) is applied towards any family's tuition, donated to the school, or received as cash.

Rebate that is selected towards tuition will be applied on the 20th of each month (or next business day if the 20th falls on a holiday, school break, or weekend). Cash rebates will be dispersed on Nov 1 and May 1 (or next business day if the 20th falls on a holiday, school break, or weekend).

To enroll in this program or if you have any questions please contact the Finance Office.

#### 4.2. Books and Supplies

Book fees are included in the tuition. Hardback books must be covered at all times. Teachers will assign books to students by numbers and the condition will be recorded. Charges will be assessed at the end of the year for damages.

A general supply list will be available on SMCA's web site. Individual teachers may require additional supplies/subscriptions/lab materials for their class that are not covered financially by SMCA.

For more information on E-Textbooks, see Section 19 for BYOD Policy.

## 5. HEALTH AND SAFETY POLICIES

### 5.1. Immunization and Health Forms

Maryland State Law requires all schools, public and private, to have copies of a student's current and up-to-date shot record. A copy each child's record is required before being permitted to attend school. The Charles County Health Department requires that the day, month, and year and doctor's signature be recorded for all immunizations. Students can be admitted to SMCA without completed immunizations, but have to show proof of an appointment occurring within 20 calendar days. By law, if proof of immunization after this appointment is not provided, the student will be placed on medical suspension from school.

A copy of your child's birth certificate is required before admission to SMCA. If your child was born in Maryland, a birth certificate can be obtained from the Charles County Health Department in White Plains.

All students K2 through 12<sup>th</sup> grades must have a doctor's physical (Health Inventory) and Lead Testing form (6 years and younger) filled out by the child's physician and parent. This must be completed and turned in to the school nurse within 20 days of the start of school.

Students wishing to play any sports at SMCA will be required to submit a completed Athletic Physical Form each school year.

The following forms are required:

WITH INITIAL APPLICATION	WITH INITIAL REGISTRATION	EVERY YEAR
Birth Certificate (copy)	Health Inventory (completed/signed by Dr. & Parent)	Athletic Physical (completed/signed by Dr. & Parent)
Immunization record	Lead Screening	Immunization record (updated)
		Medication Administration (completed/signed by Dr. & Parent)

### 5.2. Medication

Medication is defined as all drugs, including: prescription, over-the-counter and nonprescription home remedies (i.e. cough drops, Tylenol, antacids, vitamins/supplements, homeopathic medications/oils and lotions and lotion/creams). If needed, medication should be given prior to and after attending school for the day. Medication will be administered **ONLY** with an order from the physician **AND** parent. No medication will be given to your child without a doctor's order (e.g. Tylenol, Mydol, or cough drops).

In the event that medication must be given while at school, the following will need to be provided to SMCA prior to any doses given:

1. A completed Physician's Medication Order form that contains instructions from the child's doctor, date of order to begin and end, drug's name, dose, possible side effects, reason for administration, and the administration time and circumstances
2. A completed form/note from the parents giving permission to administer the medication at school
3. The medication must be delivered by an adult to the school and must be in the original pharmacy container with proper labeling information present. All unlabeled medication will be discarded.

\*Physician Medication Orders are to be submitted at the beginning of each school year and will need to be renewed annually. All medication must be picked up at the end of the school year by an adult.

Students will not be permitted to keep medicine on their person (except for inhalers, oral glucose and epipens with a doctor's order) and will be confiscated if found. All personal medicine is to be administered by the school nurse/administrator/employee and will be kept locked in the school nurse's office.

Overnight Field Trips (Retreats) – Students will need a doctor's order and a parent's signature turned into the office before any prescription or over-the-counter medication will be administered on the trip. A qualified SMCA staff member will administer the medicine to your child.

In preparation for future emergencies, SMCA will allow parents to provide the school nurse with a physician medication order and a three-day supply of medication that will need to be given in the event of a multi-day sheltering at school.

### 5.3. Illness

Please do not send your child to school if he is sick. He may be contagious and infections can spread quickly to other students and staff. SMCA does not permit any child who has a fever, rash, watery diarrhea, or is vomiting to attend school. Students need to be fever free (less than 100 degrees Fahrenheit without the use of fever reducing medicine) for 24 hours or more before returning to school. We do not have an infirmary at SMCA so if your child becomes sick during the course of the day, please come promptly and pick him up. In the event that your child is sent home sick, he may return 24 hours after the symptoms subside. SMCA is unable to prevent the spread of contagious illnesses when sick children are sent to school.

If a child has been found to have lice during the school day, his parent will be notified and required to pick up the child from school. The child will need to report to the school nurse to be assessed for nits or lice before returning to school.

Students must have a doctor's note in order to be held inside during the recess/PE period, extended care, and camps.

### 5.4. Medical Emergencies

In the unlikely event of a medical emergency, the responsible teacher, school nurse and/or administrator will be notified. 911 will be called in all emergency situations. The parent(s) will also be notified as soon as possible. SMCA is not responsible for transportation to or from medical treatment.

### 5.5. Disaster Preparedness/Fire Drills

Southern Maryland Christian Academy has carefully prepared plans for most emergencies. Drills for fire will be practiced regularly.

### 5.6 Emergency Information and Authorization to Pick Up

Parents/guardians are required to complete and keep up to date emergency forms. This information should include a current email address for the parents, phone numbers for parents, emergency contacts and adults who are authorized to pick up their child daily. Please contact SMCA's office to update information as soon as it changes throughout the year.

Legal parents identified on a child's birth certificate are permitted to pick up their child from school even if their name is not identified on the child's registration. This is the case unless official court documents have been submitted to SMCA to state that a parent may not have legal rights to do so.

Adults who wish to pick up a child from school must show proper identification. Students will not be released to adults that are not found on the emergency or pick up list. Phone calls to give authorization for someone who is not on the pick-up list will not be permitted. A fax may be submitted with permission by the child's parent and must

include the following information: today's date, child's name, name of adult wishing to pick up, signature of the legal parent. The signature will be verified. Students will not be released to minors.

## **6. GENERAL OPERATING POLICIES**

### **6.1. School Office and General Visitation**

The school office hours are from 7:40 a.m. to 3:30 p.m., Monday through Friday. All visitors who come to the school for any reason must check in first with the receptionist. Violators are trespassing. All visitors will be given a "Visitor's Pass" which is to be worn while on the campus. Visitors and students from other schools are not allowed in the buildings or on school grounds during the day without permission from administration to minimize instructional distractions. Parents wishing to visit classrooms during the school day should contact the administrator at least two days prior to the proposed visit for permission and guidelines for the visit. During summer break the school office hours are flexible. Please call and leave a message on our voice mail system and someone will return your call as soon as possible.

### **6.2. Telephone**

The school phone is to be used for official school business only. Students will only be allowed use of the phone for emergencies and with a staff member's permission.

### **6.3. Money and Personal Possessions**

Please do not send extra money or valuable personal possessions to school with your child. SMCA will not be held liable for lost (or stolen) money or personal possessions.

### **6.4. Lost and Found**

Articles are kept in the lost and found for only 30 days. Please label all clothing and personal possessions. Encourage your child to look in lost and found as soon as he is missing an item. Please do not take items from the lost and found if they are not your personal possessions.

### **6.5. Inclement Weather/ School Closings**

SMCA follows the same school closing policy as Charles County Public Schools, in regard to cancellation, early closing and delayed opening. If inclement weather occurs during the school day, check the local news media and look for a Parent Alert text to determine if there is an early dismissal. Please note that if school closes early due to inclement weather then extended care is canceled too. In the event of a delayed school opening, students should bring a bag lunch because lunch orders will not be placed.

### **6.6. Extended Care**

Students are not allowed to be unsupervised on school grounds either before or after school. Extended care is provided from 6:00 a.m. to 6:00 p.m. It is required for all students who are dropped off prior to 7:40 a.m. (secondary) and 7:50 (elementary) and who are not provided transportation before 3:30 p.m. Please do not drop your children off before their allotted time. Any student not picked up by 3:30 p.m. will be provided extended care and charged a \$25 "drop in" fee.

After school care will be provided between the hours of 3:30 p.m. to 6:00 p.m. Any pick-up after 6:00 p.m. will result in a late charge.

No Extended Care service will be provided for half-day sessions, for days off, or inclement weather early dismissals. If school closes due to inclement weather, extended care WILL NOT be provided. If the school day has a delayed opening due to inclement weather, extended care will follow the delay guidelines. If school is one hour late, extended care will open one hour late at 7:00 a.m.

### 6.7. Lunch

Students may bring a bag lunch or may purchase a hot lunch. Hot lunches are delivered to SMCA from restaurants in the community. Salad, fruit, and milk are available for daily purchase. See the Lunch Menu sheet for prices and availability. Students may not take food or drinks (other than water) from the cafeteria after the lunch period. There are no microwaves available for students.

Lunches are ordered in the child's homeroom by 8:30 a.m. If a student arrives to school after 8:30 (including on delayed-opening days), he needs to bring a bag lunch. Each family has a lunch account which is visible via RenWeb. Payments are accepted in the Finance Office. You may carry a credit balance on your account; however, charges due must be paid immediately.

### 6.8. Drop-off and Pick-up Procedures

#### Morning Drop-Off

Please remain in your car. Parking and walking your child into school slows the traffic. If you must enter the building, please use the crosswalk for safety.

- Elementary Students – may be dropped off as early as 7:50 a.m. They are considered tardy if they are not in the building by 8:10 a.m.
- Secondary Students - may be dropped off as early as 7:40 a.m. They are considered tardy if they are not in their seat in homeroom by the 7:55 a.m. tardy bell.

#### Afternoon Pick-Up

Again, remain in your car or use the crosswalk.

Elementary Students – are released at 3:00 p.m. and should be picked up no later than 3:30 p.m.

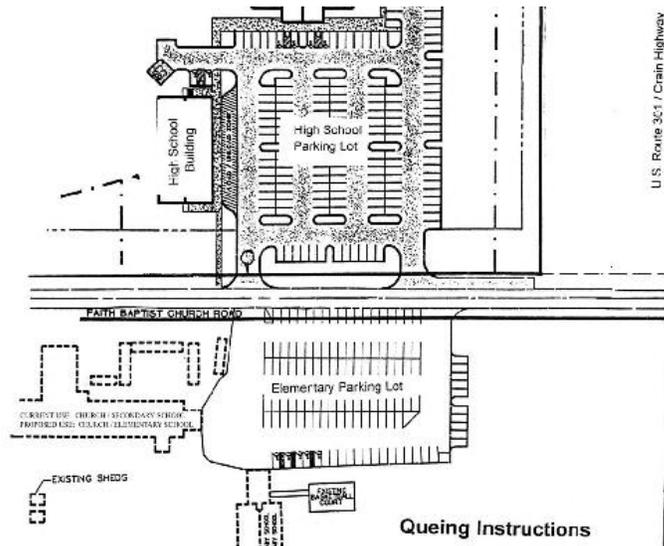
Secondary Students - are released at 3:00 p.m. and should be picked up no later than 3:30 p.m.

Student drivers should report to their cars at 3:00 p.m. Student athletes should report to their coaches with their belongings and remain in designated areas at dismissal time.

In the afternoon, once dismissal has taken place, the students are not allowed to re-enter the buildings. If an item is forgotten then the student may pick it up the next day when he reports back to class.

### 6.9. Parking Lot Queing Procedures

As you enter the Southern Maryland Christian Academy Complex for drop-off or pick-up; turn at the first available right entrance into the High School area parking lot. Continue making two consecutive left turns until you have completely circled the entire parking area. Come to a STOP prior to crossing Faith Baptist Church Road and wait for traffic personnel to direct you.



**6.10 Custodial Rights**

SMCA follows the most recent court documentation provided to front office. If no court documents are provided, the birth certificate is used to determine parental rights. Parents without legal rights may not provide written permission to other individuals on their behalf.

**7. ATTENDANCE POLICIES**

**7.1. Tardiness**

Upon arriving tardy to school each student is to report to the office for a tardy pass. If your child is tardy, write a note stating the reason he is tardy. A tardy will only be marked as excused in the office with a doctor’s note. Tardies are noted on Renweb.

5 unexcused tardies to school per quarter = 1 unexcused absence  
and 1 point deducted from the grade of every class

An absence due to tardiness will prevent a child from earning a "Perfect Attendance Certificate". A student is ineligible to apply for a Learner’s Permit before the age of sixteen with more than ten unexcused absences.

**7.1.1 Secondary Student Tardiness to Class**

The student should be in his seat with supplies and materials needed for class before the tardy bell rings.

3 unexcused tardies in a quarter to one class = 1 point deducted from the class grade

**7.2. Early Departures**

Please do not schedule any appointments/engagements that require you to withdraw your child between 2:30 pm and 3:00 p.m. This time of day is very busy as teachers are ensuring all students have their assignments together, etc. The parking lot is extremely busy during this time too and we have determined that it is best to not dismiss any students for early departure during this time.

If you need to pick up your elementary child early from school at another time of day, send in a note (that specifies who will be the pick-up) with your child to give to his teacher. Please do not call the office and inform them of the early departure. An approved adult must show identification and sign the early departure log in the office to pick up the child for the early departure. Students who are age 18 or older must provide written parental permission for early dismissal.

Extenuating family-related circumstances may prompt a parent to remove a student from school, prior to the completion of a full day. If these particular early departures do not exceed more than two per semester, a student's grade in any class missed because of the early departure will remain unadjusted.

### 7.3. Absence

The student who is absent should return to school with a note from his parents or doctor explaining the nature of his absence. An emailed note from a parent is also acceptable. If a student fails to bring that note, up to four additional days is given to bring the note. If the note is not received within that time, the absence is considered unexcused. It is the student's responsibility to submit the note to the homeroom teacher. A student must be in school for at least 3.5 hours of the day to be considered present for the day.

The only excused absences are:

1. Sickness - verified by a note from the parent. Absence due to illness in excess of four consecutive days requires a note from your doctor.
2. Doctor's Appointment - verified by a note from the doctor.
3. Death in the immediate family - verified by a note from the parent.

1 unexcused absence = 1 point deducted from the grade of every class missed
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Secondary absences - If the student is tardy to school following an absence, he should report to the main office and present both the tardy note and absence note before reporting to class.

If the student is tardy for school following an absence, he should go immediately to the class then in progress and present both a note for his absence and a pass from the office for his tardiness. Students absent from a school day may not participate in after-school activities.

After five unexcused absences, the administrator may notify parents through a letter or by phone. After 10 absences, parents are contacted. A meeting may be set to develop an attendance plan. More than 16 absences during the school year may result in a student failing for the year.

### 7.4. Family Trips / Voluntary Absences

Notification of absences not received one class day\* before the absence is considered unexcused. A student may be excused for a family trip, etc. by submitting a notification (written or email) from parents to the Dean of Student Affairs (for secondary students) or Elementary Principal (for elementary students) at least one class day\* prior to the date of expected absence. Upon notification, the secondary student is responsible for getting the absence form from the Dean of Student Affairs and having the teacher of each affected class initial the form to become informed of missed assignments or taking tests in advance of the absence. All missed work should be completed by the day the student returns to school. A maximum of 8 days of voluntary absences will be approved for students in K5 through grade 12. Please plan your activities with consideration of the school calendar. Though parental notification allows for an excused absence, the missed school day is calculated as a day of absence in the total number of allowed days of absence.

\*In effect, elementary students should notify one calendar day prior to absence. Secondary students in the block schedule will need to notify each teacher of missed classes at least by the prior A or B Day that the class is held.

### 7.5. Skipping School

If it is determined that a student skipped school or a class, the student will be marked with an unexcused absence and receive disciplinary action.

## 7.6. Make-up Work

As a general guideline, a student will be allowed the same number of school days to complete make-up work as number of days absent with a maximum of five school days from the time of absence to complete make-up homework and classwork. (See late work policy in section 14.5) All work must be made up by the close of the marking period. Work not completed at that time will be averaged as a zero.

Elementary students - present the absence note (written or email) to the classroom teachers. (Most parents send this note in via the class-home folder system.) The elementary teachers will make sure all students get their make-up work, etc.; however, the note from home must be received.

Secondary Students – It is the student’s responsibility to check for work on Renweb, make up all assignments missed, and make arrangements with each teacher to complete the necessary classwork and homework and schedule make-up tests. Make-up tests may be different tests.

If a student misses:	Tests must be made up within:
1 day	2 days
2 days	4 days
3 or more days	5 days

Students who need to make up a test can do so at lunch, during study hall, or after school. Late make-up assessments will receive a maximum grade of 50%.

Please make sure your student is in school for tests and exams. Please do not schedule doctor appointments, etc. on scheduled mid-term or final exams. Check the school calendar when planning events.

## **8. FUNDRAISING AND DONATIONS**

Southern Maryland Christian Academy strives to keep its costs low; however, tuition and fees do not cover all the expenses of operating our ministry. As a means to help alleviate this deficit of funds it is often necessary to seek other opportunities. The PTF will sponsor optional fundraising efforts throughout the year and participation is greatly appreciated.

Teachers frequently throughout the year express the need for a particular item. Please check with the office or your child’s for a “wish list” item you feel led to donate.

### 8.1. Tax-deductible financial gifts

Tax-deductible financial gifts may be made at any time. We will gladly supply you with the proper paperwork for tax purposes if you should feel led to support the ministry through monetary gifts!

### 8.2. Campbell Soup Labels and General Mills BOX TOPS

Campbell Soup Labels (Proof of purchase bar codes) and General Mills BOX TOPS are collected and redeemed for educational products.

### 8.3. Grocery Discount Cards

Designate SMCA as the recipient of **Giant** Food A+ Program and donate to your school every time you use your grocery discount card.

## 9. CODE OF CONDUCT

### 9.1. SMCA Student Lifestyle Commitment

The regulations and procedures included in the Handbook exist to assist you in your SMCA experience and to contribute to the accomplishment of SMCA's objectives and goals. Foundational to the mission and lifestyle commitment of SMCA is the belief that the Word of God establishes principles, which are to guide personal character development and govern behavior.

These principles include the responsibility to:

- Love God (Matthew 22:37). This involves a wholehearted commitment to know and obey God's Word as it applies to both thought and action, and management of our intellect, abilities, sexuality, relationships, and time.
- Love our neighbor as we love ourselves (Matthew 22:39). This involves the willingness to not be selfish and put others first. That is, to know their needs and to help them bear the burden of those needs.
- Be a friend to others. This means to be a person who is quick to forgive and to encourage. One also, at times, might need to lovingly, humbly, and courageously confront, rebuke, instruct, and correct one another (Matthew 18:15-17). It means to grieve when others are grieving and to celebrate when others are celebrating. It means to be careful to not offend others.
- To be a witness to others who do not know Jesus Christ as personal Savior. To be "salt" and "light" so that others may see Christ living through us.

It is important that all members of the SMCA family agree to live according to the SMCA lifestyle commitment and standards. Some aspects of this commitment reflect our Biblical convictions. For example, we believe the Bible clearly instructs us not to engage in slander, immorality, dishonesty, or other acts potentially harmful to others.

No married or pregnant students will be allowed to attend SMCA.

Other regulations reflect institutional preferences and their potential impact on the mission of the school. Examples of this lifestyle commitment would include uniform and appearance regulations, and respect for authority.

It is our desire that as you enjoy the privileges of being an important part of our family, you also willingly accept the responsibility of membership. Your enrollment is interpreted as a willingness to adhere to and support SMCA's standards and regulations. Those who fail to make acceptable adjustments to this distinctive kind of environment may be requested to withdraw at any time.

### 9.2. Treatment of the Bible

"In the beginning was the Word, and the Word was with God, and the Word was God." God was and is His Word. What a blessing to have the Word! It should be treated with the greatest of care.

1. No mark should be made on the Bible cover. For purposes of Bible study, biblical notes and/or underlining are allowed.
2. It should NEVER be placed under your feet.
3. If carrying a stack of books, the Bible should always be on top.
4. The Bible should never be thrown, dropped, or used for anything other than reading or studying or memorization or pledges. Should you accidentally drop the Bible, it should immediately be picked up.

## **10. STUDENT BEHAVIOR**

### 10.1. Student Behavior - Objectives

Christ-like behavior is expected of all students. Certain rules have been outlined to help define our expectations of the students. They have been designed to represent the needs of a successful student and structured classroom. Parents are expected to support and promote the adherence of all school policies and regulations. Most students respond well to teacher admonitions; however, the administration reserves the right to administer appropriate forms of correction.

### 10.2. Student Behavior – In the Classroom

Each classroom teacher establishes the procedures to ensure structure within the classroom. Consult the class syllabus or classroom policy letter for these procedures.

### 10.3. Student Behavior – In Other Areas

1. Respect the rights and property of themselves, others, and the school.
2. Respect the authority of the faculty and administration.
3. Respect classes in session by walking quietly in the hallway.
4. Respect school property by eating at lunchtime or at times when special permission has been granted in designated areas and not chewing gum.
5. Only regular school equipment and materials are to be brought to school unless permission has been granted. Unapproved items may be confiscated and kept in the office. Knives and other weapons (including mace and pepper spray) are never to be brought to school.

### 10.4. Electronic Devices

Unapproved electronic devices, games, and recording devices (cell phones, games, walkie-talkies, IPOD/MP3, or any device for using, storing, or receiving data) should not be turned on or be used during the normal school day between the hours of 7:40 a.m. and 3:00 p.m. These devices should not be visible (such as worn, carried, or held by students) during school hours.

Web-enabled devices may not be used without submitting a completed BYOD Policy form for that device. (See Section 19 for complete Bring Your Own Device - BYOD policy.) Devices using cellular data may not be used during the school day without administrative approval.

If a student is given permission to use an electronic device on a field trip or during a school special event, it is assumed that he is following the guidelines his parents set for using that device. If one of these devices is used in a manner inconsistent with the above policy, it may be confiscated and held until a parent/guardian picks it up from an administrator. Students may face additional penalties, including suspension, for misuse of electronic devices.

SMCA and its employees are not responsible for damage, destruction, loss or theft of any personal electronic device.

### 10.5. Sexual Harassment

SMCA affirms its commitment to Biblical mandates of sexual behavior. Affectionate behavior, even though consensual, which is inconsistent with the Word of God and SMCA standards, will not be tolerated. Further, sexual harassment violates federal law and is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. God created sexual relations to occur within the bonds of marriage and any perversion of God's plan will be interpreted as sexual harassment and will not be tolerated.

## 10.6. Racial Harassment

SMCA believes that interpersonal relationships are to reflect the Biblical principle that all people are made in God's image and are equal in value. Therefore, racial harassment (which includes, but is not limited to, racial/ethnic slurs and otherwise intimidating communication) or promotion of racist attitudes will not be tolerated.

## 10.7. Hazing/Pranks

Hazing is defined as subjecting others to hurtful, abusive, or humiliating pranks. Any student who participates in "just for fun" pranks or in abusive pranks will be held responsible for his actions. School is not the place for any pranks to take place. Regardless of motive, the consequences for such actions will be severe. Students are to respect the rights and property of others - this includes other student's lockers and cars. Students are not to go into other student's lockers without permission from the supervisor/principal. Students are to leave other student's cars alone. Water fights and the use of shaving cream, toilet paper, or other materials are not permitted at SMCA premises or functions.

## 10.8 Bullying/Intimidation

Bullying, harassment, and intimidation are repeated intentional behaviors including verbal, non-verbal, physical, written, or electronic communication conducted with the intent to cause harm or make an imbalance of power which interferes with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. It is 1.) motivated by an actual or perceived personal characteristic including race, national origin, gender, religion, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; 2.) threatening or seriously intimidating; or 3.) substantially disrupts the orderly operation of the school. SMCA staff will not tolerate this behavior. Students will be taught to follow the Biblical example in interacting with each other.

Repeated harassment, bullying, or intimidation after a parent conference may result in further disciplinary actions or expulsion.

# **11. DISCIPLINE**

## 11.1. Discipline Privacy

Please note that all discipline is handled confidentially and SMCA will not inform or discuss discipline penalties, etc. that have been assessed to any of its students. This policy applies to students who have been involved in interpersonal problems, who have been involved in the same infraction, etc. Please do not ask us to discuss or disclose to you how someone else's child was disciplined because we will not disclose this information to you. This information is private. We will discuss with each parent his own personal child's behavior, etc. and any form of discipline that is deemed necessary on the part of SMCA.

## 11.2. K-2, K-3 and K-4 Discipline Policies

SMCA will practice positive reinforcement that helps to develop a child's self-esteem. Praise will be given for appropriate behavior, which calls attention to and positively reinforces correct behavior. Corporal or physical punishment will not be used at SMCA.

Our disciplinary goal is to help each child gain self-control through learning acceptable behavior.

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

### K-2, K-3, and K-4

Positive Recognition:

- Praise
- "Star" system – children accumulate stars beside their name on the board for good behavior

- Treasure Box – children with an age-appropriate number of stars may choose from the box at the end of the week.
- K3 - Daily reports

Consequences:

- Loss of star
- K3/K4 Timeout (one minute per age of child)
- • 1<sup>st</sup> offense - parent notified (by note or telephone)
- • 2<sup>nd</sup> offense - conference scheduled
- • 3<sup>rd</sup> offense - child sent to Elementary Principal’s office, parent telephoned
- • 4<sup>th</sup> offense - parent telephoned and child sent home for the day

11.3 Elementary Discipline Plan K5-5<sup>th</sup> grade

Behavior Management Chart:

Each classroom will display a behavior management chart with each student’s name. The child’s color earned is reported daily. Students in K5-1<sup>st</sup> grade fill in a daily calendar. Students in grades 2-5 record the color on their planners. All classrooms will display the class rules and behavior management plan.

The colors and what they mean are described below:

Blue	Fantastic Day and was a positive role model
Green	Great day and followed all of the rules
Yellow	Good day and followed most of the rules
Orange	Fair day and only followed some rules
Red	Referral to the office and note home

11.3.1. Elementary Office Referrals

Before a student is sent to the office, the teacher will follow his/her classroom management plan. After that and/or depending on the severity of the situation, the following consequences may be taken:

1. First offense- Student conference with the Elementary Principal is held. A notification will be sent to parents about the student conference.
2. Second offense- Another letter of notification will be sent and a phone call made to the parent.
3. Third offense- The parent is notified and a required conference is scheduled between the parents, teacher, and student to develop an individual behavior plan. In-school suspension or suspension may occur.
4. Fourth and Subsequent offenses- The student is suspended from school. A re-entry conference is required with the parent(s), student, teacher and Elementary Principal.

SMCA is not required to impose the same discipline in all instances. We work with individual students and take into consideration previous behavior of that individual student. Serious disciplinary action will be taken into consideration when the individual student repeatedly violates SMCA policies. All work (including tests) a student misses while on suspension must be made up in the allotted amount of time the teacher sets.

11.3.2. Elementary Positive Reinforcement

Motivational parties are on the first Thursday of every month. Students earn a dress down day and the chance for extra play by demonstrating good behavior throughout the month. Those students who have enough “green” days during each month participate on the motivational day. Students who earn a blue card or are caught doing something good or encouraging, get to put their name on the WoW board in the classroom. The WoW board urges students to motivate each other towards a fun class prize or event

when the board is full. Enrichment teachers and other SMCA staff are permitted to help the teachers in recognizing outstanding behavior.

#### 11.4. Secondary Discipline

SMCA maintains clear Biblically-based standards, which flow out of our basic value system. SMCA recognizes that its students come from a variety of backgrounds. The school assumes that every student who is accepted and attends SMCA agrees to abide by the school's rules and regulations. All students are expected to respect SMCA policies. Students considered not following SMCA's mission, standards, and overall spirit of the school may be denied the privilege of attendance.

While SMCA reaches out with love to its students, it would not be faithful or fair in its responsibility to the student, to the school community, and to its graduates if it did not respond to those individuals whose behavior and actions are not acceptable. SMCA believes that Biblical grace and justice work together in the discipline process. Therefore, we believe that discipline should be:

- A learning experience that encourages the individual to learn responsible and appropriate behavior.
- Consistent with the best interest of the offending student and the student body at large.
- A restorative process through which the individual may experience and receive forgiveness from God and from the individual(s) he has offended. (This does not mean that repercussions for the offense will be waived. Biblical justice does not show that repercussions are waived through forgiveness. Jesus forgave the criminal on the cross next to Him. Jesus did not take away the penalty for the criminal's wrong doing.)

SMCA is not required to impose the same discipline in all instances involving the same standards. We work with individual students and take into consideration previous behavior of that individual student. Serious disciplinary action will be taken into consideration when the individual student repeatedly violates SMCA standards.

##### 11.4.1. Demerits

A demerit is given to a student for a variety of infractions as a reminder to help a student realize when his conduct is not acceptable or appropriate. We trust that when the right way is shown to the student, he will want to change accordingly. The following is a list of possible infractions for which they may be given: abuse of property, class disruption, repeated unprepared for class, uniform violation, etc. Upon its issuance the student should completely fill out the demerit, sign it and return it to the teacher. If the student does not feel that a demerit was given fairly, he should not argue or act in a rebellious manner, but note on the demerit that he would like to talk privately at a convenient time to the teacher who gave the demerit. It may be withdrawn if the teacher agrees. If the teacher does not agree, the demerit should be accepted graciously. Refusal to sign a demerit is considered insubordination and will result in a reprimand. Detailed demerit reports are available on Renweb.

##### 11.4.2. Reprimand – Definition

A reprimand is the next step following a demerit, given for repeated behaviors after correction or for more serious offences. Reprimand accumulation will lead to behavioral punishment.

##### 11.4.3 Detentions

After-school detention may be assigned for repeated or persistent behaviors that occur after correction, actions requiring more severe discipline than demerits/reprimands, or for accumulation of reprimands. Students are assigned cleaning or maintenance duties during detention. A \$25 fee will be charged.

##### 11.4.4. Demerits/Reprimands – Possible Accumulation Penalties

3 demerits in a day and/or 7 in a week = 1 reprimand

2 reprimands = After-school detention

5 reprimands = 1 day suspension with written assignment

7 reprimands = 3 day suspension with written assignment

9 reprimands = recommendation to the School Board for possible expulsion

#### 11.4.5 Secondary Office Referrals

1. First Offense – Student conference with Dean of Student Affairs is held. A notification will be sent to parents about the student conference.
2. Second Offense – A reprimand is issued and notification sent to parents. A writing assignment with Bible study may be given for the student to complete at home.
3. Third Offense - A letter is sent to the parents requiring a conference with the teacher, parent(s), and student to develop an individual behavior plan. A detention is assigned.
4. Fourth and Subsequent offenses – The student is suspended from school. A re-entry conference is required with the parent(s), student, teacher, and Dean of Student Affairs.

While the above penalties serve as a general guideline in disciplining our students, Administration reserves the right to deal with each student and each situation on an individual basis. Penalties may be adjusted as necessary.

#### 11.4.6. Suspension from School

The purpose of suspension is to communicate to the child the gravity of his actions/decisions. An appropriate essay will be assigned for the student to complete while he is serving suspension. Suspended students may not be on school/church property while school is in session, nor attend official school functions/activities until they have returned for a full day of classes. There will be no refund of tuition/fees during the time period a child serves for suspension. The following is a list of offenses, which may result in suspension. This list is NOT comprehensive. The circumstances involving these infractions may be grounds for expulsion.

- Disrespect for authority, Secret clubs, Dishonesty/lying/cheating, Using suggestive/profane/obscene/sacrilegious language or gestures, Buying/possessing/using tobacco products, Gambling, Possessing or using fireworks, Abuse of school property, Misusing/tampering with school fire alarms or extinguishers, etc., Theft/fencing/disposing of stolen items, Verbal/physical abuse of others and slander, Attendance at a bar/nightclub/etc. (This does not include a restaurant that may serve alcohol.), Unauthorized use of personal cell phone

#### 11.4.7. Expulsion from School

A student may be expelled when he has accumulated nine reprimands in a quarter. When the administration determines that the student's actions warrant expulsion, a recommendation will be sent to the Board. Expelled students may not be on school/church property while school is in session, nor attend officially sponsored school activities without prior approval by the administration. If money is due on the account then all records will be held. If a parent chooses to withdraw a child prior to expulsion then full semester payment is due.

Including the above offenses for suspension, the following is a list of offenses which may result in expulsion. This list is NOT comprehensive.

- Sexual misconduct (including but not limited to: sexual intercourse outside of marriage, homosexual acts, etc.); Having or assisting someone in having an abortion; Bringing a weapon to school; Legal drug and illegal drug substance abuse (purchasing, possessing, selling, etc.); Purchasing, possessing or selling alcoholic beverages; Any situation involving a member of the opposite sex in a motel/hotel room; Violation of local, state, or federal laws; Sexual harassment; Racial harassment; Repeated Bullying/Intimidation; Communication which consists of gossip, slander, disrespect which can cause serious harm to others and to the SMCA family. "And if a house be divided against itself, that house cannot stand." (Mark 3:25)

#### 11.4.8 Secondary Positive Reinforcement

Students with three or fewer demerits with no detentions, reprimands, or office referrals each quarter are recognized as “Leading Lights” and rewarded with several dress-down days. Other award activities are implemented throughout the quarter for students without demerits for shorter periods of time.

All secondary teachers and administration will pass out “Mustang Tickets” throughout the week. Students can earn these tickets by following rules, going over and beyond for a classmate or staff member, working well with others, etc. Students can earn one ticket per class per week. Students can choose to exchange their tickets weekly for incentives such as homework passes, or special privileges or enter a drawing for a larger prize each month.

## **12. UNIFORM, DRESS, AND GROOMING REQUIREMENTS**

Uniforms are required for all students at all times while the student is at school. SMCA requires all students to abide by the official uniform code. Official school uniforms are to be purchased from the supplier Lands’ End. Clothing purchased at retailers other than the one mentioned may not meet uniform standards and are not permitted. Parents should make a regular evaluation of the student’s uniforms to determine if they need to be replaced because of size, fit, appearance, or wear. Non-school coats or jackets may not be worn in the classroom.

### 12.1. Student Uniforms

Official uniform list is kept in SMCA’s main office. Please obtain your Lands’ End catalog and list of approved uniforms in the main office. (\*See approved items list)

- SMCA mesh polo with logo in burgundy, gray, or classic navy\*. These shirts must be proper fitting, not oversized. Students are not to wear turtle-necks, mock turtle-necks, or long-sleeve shirts under the uniform shirt. T-shirts under the uniform shirt should be white, gray, navy, or burgundy.
- Bottoms: in classic navy, khaki, or gray\* (Skirts and shorts must be no higher than 2 inches above the knee and proper fitting)
- K2- 5<sup>th</sup> grade girls only– jumper in gray, khaki, or classic navy\* may be worn in lieu of bottoms listed above – with polo shirt. Jumper must have official school logo.
- Socks – solid color (navy, gray, brown, or black)
- K2/K3/K4 Shoes – Velcro (tennis or dress) shoe only – no ties. No sandals
- K5 – 5<sup>th</sup> grade Shoes – Any tennis or dress shoe (no clogs, backless shoes, or sandals; boots are acceptable for Friday Spirit Wear days and dress down days only)
- 6<sup>th</sup> – 12<sup>th</sup> grade Shoes – Solid neutral-colored leather shoes (black, brown, or gray)
  1. no athletic shoes
  2. no contrasting-colored patterns or logos, but soles may be a contrasting neutral color
  3. no metallic colors
  4. no backless shoes, sandals, clogs, or high tops (no higher than ankle)
  5. boots are acceptable for Friday Spirit Wear days and dress down days only.
- Boys grades 6<sup>th</sup> – 12<sup>th</sup> - Solid black or brown leather belt with a buckle no larger than 2” in diameter, should be worn with both shorts and long pants (Underwear should not be visible.)
- Students in grades K3-6<sup>th</sup> are permitted to wear their church-based club shirt with their Lands’ End uniform bottoms on Wednesdays. If you have a vest, it must be worn over the burgundy SMCA uniform polo.
- See approved items for optional embroidered sweaters, jackets, blazers\*. Non-approved items may not be worn in the classroom.

NOTE: Preschool students in grade K2, K3, and K4 ONLY are encouraged to wear the Lands' End approved bottoms; however, they will be permitted to wear navy bottoms purchased from other distributors. Official SMCA polos with the official logo are required.

### 12.2. Friday Spirit Wear Uniforms

On Fridays a "Spirit Wear Uniform" option is available in which all students may participate. This option is to wear the any official SMCA shirt approved through administration with the pants listed below. Spirit Wear shirts are sold in the SMCA Finance Office. The official school uniform may be worn instead of the official "Spirit Wear Uniform." P.E. uniforms are not acceptable for all-day wear on Spirit Wear days. The SMCA Spirit Wear Shirt must be proper fitting and the outermost layer of clothing. Students are permitted to wear layers (no questionable logos / sayings permitted) under these items.

The shirt(s) are to be worn with:

- Jeans or khaki/twill/chino pants that are in good repair – no holes, rips, etc. – and are modest and proper in fit (As a guideline: the pants fabric should not be skin tight or consisting of a large percentage of stretch material.) No capris, shorts, fleece, athletic pants, leggings, or jeggings are allowed. Underwear should not be visible.
- OR the official Lands' End uniform bottoms

The shoes that are to be worn on Fridays are athletic shoes, boots or nice casual shoes. No sandals, clogs, backless shoes, open toes.

### 12.3. Physical Education Class Uniforms

All secondary P.E. students are required to wear the official SMCA P.E. uniform for class each day. The P.E. uniform may not be worn during other periods of the school day. Non-uniform clothing items may not be visible under or over the P.E. uniform. Students should wear well-fitting athletic shoes with the P.E. uniforms. Physical education uniforms should be taken home regularly to be laundered.

### 12.4. Non-uniform Dress Code

SMCA students are required to dress modestly while participating in school functions both on and off campus. This includes all activities ("dress-down" days, awards ceremonies, family fun nights, trips, sports practices, etc.) on the SMCA campus and all SMCA related events off campus. Students may dress down on their birthdays unless it has been announced as a non-dress down day. Please follow the general guidelines below:

- General grooming requirements always apply
- Clothing must be neat and in good repair (no holes, rips, etc.)
- Capris and long shorts (no shorter than 2 inches above knee) are acceptable
- Pants should be modest and proper in fit. (As a guideline: the pants fabric should not be skin tight or consisting of a large percentage of stretch material.) No leggings or jeggings are allowed. Underwear should not be visible.
- No tank tops or spaghetti straps
- Tops may not be low-cut or see-through
- No questionable / offensive logos or printing on clothing is permitted
- No sandals, clogs, backless shoes, or open toe shoes should be worn to class.

### 12.5. Grooming for All Students

#### 12.5.1. Boys

Extreme faddish hair styles are not acceptable at SMCA. This includes, among other things, tails, the spiking of hair, lines/shapes cut into hair, and/or unnatural coloring. Traditional and conservative tapered cuts are the standard. The back may be tapered, semi-tapered, or block-tapered. The sides and top must

be tapered or faded so that no line(s) separate or distinguish the sides from the top. Hair must not touch the collar or eyebrows and must not cover more than half of the ear. The grouping of hair by or with any means is unacceptable. Hair height may not be any higher than two inches. Male students may grow a mustache which shall not grow past the corners of the lip nor touch the lip in any way, but are to otherwise be clean-shaven every day. No new visible tattoos. Offensive tattoos must be concealed. No visible body piercing. Earrings, make-up, and nail polish are not permitted. The administration reserves the right to make final judgment on all personal grooming standards, and shall determine the period in which to correct hair violations, usually 3 days to one week.

#### 12.5.2. Girls

Extreme faddish hairstyles, including unnatural coloring, are not acceptable at SMCA. No more than two earrings are permitted per ear. Hoops and dangled earrings that are longer than 1 ½” in size are not permitted. Excessive necklaces or bracelets should not be worn. No pins or buttons are permitted (unless they are official SMCA Spirit Buttons.) No new visible tattoos. Offensive tattoos must be concealed. No visible body piercing. Students in the elementary grades may not wear make-up other than lip balm or clear lip gloss. Skirts and shorts length should be no higher than 2 inches above the knee.

#### 12.6. Violation of Dress Code and Grooming Requirements

Students who do not conform to dress, hair, or grooming requirements, etc. will be issued a uniform infraction (a demerit for secondary students) for every day they are in violation. Three uniform infractions may result in the loss of privileges. If the violation is extreme and/or not rectified in a timely manner the administration reserves the right to not allow the student to return to school.

Our goal is to honor our Lord and Savior, Jesus Christ, with our appearance at all times.

### **13. CONFERENCES**

#### 13.1. Parent-Teacher Conferences

Cooperation between home and school is a must if the total educational process is to be a success. Both teachers and parents are welcome to meet with a teacher at a mutually convenient time. (Most conferences are scheduled prior to school starting 7:20 am or immediately after school 3:00 p.m. Most teachers have families of their own and these times are most opportune for the teacher.) When parents desire direct communication with a teacher, email is the preferred method. Email addresses can be found in Renweb. The teacher will reply within 24-48 hours. Parents should never approach a teacher for conferences or discussions during regular school hours without a scheduled appointment. Parental classroom observations are permitted with prior administrative approval. The administration requests a minimum of two days notice for such requests.

#### 13.2. Parent-Administrator Conferences

Parents are required to discuss any problems or concerns with the teacher before bringing them to the administrator. This principle is in keeping with Matthew 18:15 -16.

## 14. ACADEMIC INFORMATION

### 14.1. Grades, Report Cards, Progress Reports, and Exams

The report card describes the student's progress in school and is prepared at the end of each nine-weeks. The quality of the students` work is indicated by the use of letter grades:

A 93 - 100	B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	F 0 - 59
A- 90 - 92	B 83 - 86	C 73 - 76	D 63 - 66	INC= Incomplete
	B- 80 - 82	C- 70 - 72	D- 60 - 62	

\*This grading scale is in effect for students enrolled in the 2017-2018 school year. High school transcripts will be retroactively adjusted to this grading scale for previously earned credits for these students.

Progress reports will be emailed to all students midway through the nine-weeks.

Report cards will be available through RenWeb at 3:30 pm at the end of each quarter. Dates for all report cards are listed on the school calendar--expect them.

Middle school students will have semester exams that cover that semester`s work in all core classes and are calculated as 10% of the semester grade. High school students will have cumulative exams for the material covered to that point in all core classes and are calculated as 20% of the semester grade. A high school student may be exempt from a final exam (but not a project) if he has maintained an A average and has shown that they have synthesized the information throughout the entire year in that particular course.

### 14.2. Academic Dishonesty

SMCA views academic dishonesty as a serious violation. Academic dishonesty may include, but is not limited to, the following items: cheating on quizzes and tests, copying homework from other students, inquiring from other students as to the content on quizzes and tests, etc. Typical penalties for such behavior may include, but is not limited to, the following items: a grade of zero will be given for the quiz/test in addition to an office referral / reprimand being issued which could result in the following: a reduction in the overall grade given for the course, failure for the entire course, suspension, etc.

### 14.3. Honor Roll

A student with a grade point average of B- or better is eligible for the Honor Roll each quarter provided the student does not have a grade of D or F in any subject.

1. "A" HONOR ROLL - Students achieving an A- or above are included on the "A" Honor Roll.
2. "B" HONOR ROLL - Students achieving a B- or above are included on the "B" Honor Roll.

### 14.4. Standardized Tests

Various tests are used to help evaluate and improve the efforts and programming of the entire school. This permits both the school and the parent to gauge how the child is progressing in comparison with children nationwide on the same grade level. Please check the official school calendar for testing dates.

#### 14.4.1 Terra-Nova 3

All students are administered standardized testing in grades 3, 5, 7, and 9.

#### 14.4.2 Pre-ACT

All sophomores take the Pre-ACT. This test predicts performance on the ACT and can be used as an indicator of college and career readiness. In addition, it provides useful information about career paths. A nominal fee will be assessed for the tests.

#### 14.4.3. Preliminary Scholastic Aptitude Tests (PSAT)

PSAT's are taken by all juniors. The purpose of this test is to provide an indication of national placement when compared with college-bound sophomores and juniors in the U.S. The taking of this test is good practice for the SAT and may qualify the student for scholarships. A nominal fee will be assessed for the tests.

#### 14.4.4. Advanced Placement (AP) Test

Qualifying students will be offered the opportunity to take AP exams for potential college credit. These tests are given at SMCA in the spring for the required test fee. All students enrolled in AP classes are required to take the exam.

#### 14.4.5. Scholastic Aptitude Test (SAT) or ACT

Juniors are encouraged to take at least one of these two tests in the spring. The Dean of Student Affairs has information concerning online registration forms, as these Saturday tests are not administered at SMCA. This is an important part of the college application process, providing an indication of national placement of college-bound students. These results are used as one factor in determining acceptance. Most of our seniors who have desired to go on to college have been accepted at the college of their choice. Early planning is the key to college placement.

### 14.5. Homework

The purpose of homework is to reinforce what has been taught. Any assignments turned in one class day late will receive a maximum grade of 75%. Homework completed prior to the end of the quarter will receive a maximum grade of 50%. Work not completed by the end of the quarter will receive a zero. We try to minimize (not delete) homework on Wednesdays.

#### 14.5.1. Secondary Homework

Parents should expect their children to bring work home, and should encourage daily study for the following day. Middle school students will receive no more than 20 minutes of homework/study time from each class held that day. High school students will have no more than 30 minutes of homework/study time from class held that day. AP and Dual Credit classes may have more homework.

### 14.6. Resource Center (Grades 6-12)

The aim of this program is to enhance the individual skills of each student. Students may be assigned to the center to take an advanced online course through Sevenstar Academy, complete a course using the Accelerated Christian Education (ACE) program, take a course at a lower grade level, or supplement another course with additional resources.

Students enter the program for many reasons. Some students have schedules that do not allow them to take a course during the same period as their classmates due to transfer credits. Honors students may wish to take advanced-level courses as electives to better prepare for college. Some students need extra help in a particular subject or work better in an individualized study environment.

Students in the ACE program are expected to complete the minimum number of requirements as defined for them at the beginning of each school year. Students taking English or math courses may be diagnostically evaluated and the workload and grade level of work prescribed accordingly. The student may be required to attend summer school to finish incomplete work.

When a student takes a course at a lower grade level in the Resource Center, he does so as part of a tiered instructional approach with the goal to raise the student's work to grade level so he can return to a traditional classroom environment.

#### 14.7. Summer Academic Requirements (6-12)

Summer reading and math are required for all middle school and high school students. See SMCA's website for the official summer reading list and math requirements.

#### 14.8. Bible Requirements

SMCA is a Christian school and Bible is the most important subject. Knowledge without the Bible is worthless. The Bible is God's Holy Word. In this Book, He communicates His thoughts and standards for us. It is important that each student knows how to properly use the Bible. The following will be taught and reinforced in Bible class throughout the student's time at SMCA:

1. The sixty-six books of the Bible
2. The Roman's Road:
  - 1) "As it is written, There is none righteous, no, not one" (Romans 3:10, KJV).
  - 2) "For all have sinned, and come short of the glory of God" (Romans 3:23, KJV).
  - 3) "But God commendeth His love toward us in that, while we were yet sinners, Christ died for us" (Romans 5:8, KJV).
  - 4) "For the wages of sin is death, but the gift of God is eternal life through Jesus Christ, our Lord" (Romans 6:23, KJV).
  - 5) "That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved" (Romans 10:9).
  - 6) "For whosoever shall call upon the name of the Lord shall be saved" (Romans 10:13).

We hope that, in time, each student will accept Christ as his Savior and, in turn, share his experience with others using the Roman's Road or other Scripture he has learned.

Only the King James Version of the Bible will be used for verse memorization.

#### 14.9. Graduation Requirements

A minimum number of credits (Carnegie units) earned in the ninth through twelfth grades is required for graduation, distributed as follows:

<b>Subject Area</b>	<i>Credits for standard diploma</i>	<i>Credits for Scholars Diploma *</i> (see section 14.10.3)
<b>Bible</b> (One credit for every year at SMCA)	<b>4</b>	<b>4</b>
<b>English</b>	<b>4</b>	<b>4</b>
<b>Science</b>	<b>3</b>	<b>4</b>
<b>Mathematics</b>	<b>4</b>	<b>4</b>
<b>Social Studies</b>	<b>3</b>	<b>4</b>
<b>World Language</b> (at least two credits in same language in consecutive years)	<b>2</b>	<b>3</b>
<b>Technology Education</b>	<b>1</b>	<b>1</b>
<b>Fine Arts</b>	<b>1</b>	<b>1</b>
<b>Physical Education</b>	<b>1</b>	<b>1</b>
<b>Health</b>	<b>.5</b>	<b>.5</b>
<b>Financial Literacy</b>	<b>1</b>	<b>1</b>
<b>Capstone</b>	<b>1</b>	<b>1</b>
<b>Other Electives</b>	<b>.5</b>	<b>.5</b>
<b>Total</b>	<b>26</b>	<b>29</b>

#### 14.10. Additional SMCA Graduation Requirements

##### 14.10.1 Community Service

Student must have documentation on file verifying 4 approved Community Service Projects.

To be eligible for graduation from SMCA each graduate must have on file 4 approved community service projects. These projects will be listed on the student's final transcript. The student may begin accumulating these projects beginning the summer they have passed 8<sup>th</sup> grade. The community service projects are to be worked at non-profit agencies without pay being received. If there are any questions regarding an appropriate source for service, please check with the Dean of Student Affairs.

#### 14.10.2 Capstone Project

The Senior Capstone Experience provides the opportunity for each senior to demonstrate the ability to link knowledge across disciplines and make relevant connections among those disciplines. The Senior Capstone combines Research, Composition, Technology, Presentation, and Social Skills with the integration of Biblical knowledge to benefit a community, advance future career endeavors, and complete scholarly work. Through participation in the Senior Capstone Experience, each senior will demonstrate the embodiment of the Student Outcomes stated in the SMCA Student Handbook. (see item 1.9.9)

#### 14.10.3 Scholars Diploma Requirements

A Scholars Diploma requires that three of the four credits earned in English or math be honors courses. At least one credit earned must be in an Advanced Placement (AP) course. In addition, the student must have a minimum of a cumulative 3.7 GPA (A average) for high school.

#### 14.10.4 High School Diploma Requirements

A student must meet the minimum requirements listed above including 26 standard level credits, Community Service, and the Capstone Project.

#### 14.10.5 High School Certificate

A student must be working on a high school (9-12) level in order to earn high school credits. By the twelfth grade if the student has worked himself up to an acceptable grade level, but cannot satisfy the requirements of the high school diploma, he may be issued a general High School Certificate.

#### 14.10.6. Honor Graduates

Honor graduates are students who have earned a minimum of a cumulative 3.7 GPA (A average) for high school and have taken at least one honors level course.

#### 14.11 Grade Point Averages and Weighting

For college admission purposes the grade point system that is used is the following:

<b>GPA</b>	<b>Letter Grade</b>
<b>4.0</b>	<b>A</b>
<b>3.7</b>	<b>A-</b>
<b>3.3</b>	<b>B+</b>
<b>3.0</b>	<b>B</b>
<b>2.7</b>	<b>B-</b>
<b>2.3</b>	<b>C+</b>
<b>2.0</b>	<b>C</b>
<b>1.7</b>	<b>C-</b>
<b>1.3</b>	<b>D+</b>
<b>1.0</b>	<b>D</b>
<b>0.7</b>	<b>D-</b>
<b>0.0</b>	<b>F</b>

Honors Courses receive are weighted by adding one-half point (.5) for each grade in GPA calculations.

(A = 4.5, B = 3.5, C = 2.5)

Advanced Placement and Dual Credit Courses are weighted by adding 1 point for each grade in GPA calculations.

(A = 5.0, B = 4.0, C = 3.0)

Note: Grades of D+ or below in Honors, Dual Credit, or AP courses will not receive this extra weight for calculations.

#### 14.12. Valedictorian and Salutatorian Awards

Determinants used for calculating first honor and second honor graduates are as required:

1. Grade Point Average must be no lower than 3.7.
2. Students must have attended SMCA for a minimum of two of their high school years.
3. Qualify for a Scholars Diploma

#### 14.13. Summer School

Summer School is designed to help those students who have had trouble in an academic area during the school year. When a course is failed or not completed, that subject must be taken in summer school. Students in grades 9-12 must make up deficiencies before graduation; junior high students may fail only one subject to be promoted to the next grade unless made up in summer school. English and math classes failed in grades 6-12 must be made up in summer school before receiving credit and moving to the next grade. Parents will be warned of the potential of summer school through progress reports and will be informed when summer school is required before promotion to the next grade is granted. A maximum of two classes may be taken in the SMCA 3-week Summer School. Contact the Finance Office about tuition.

#### 14.14. Field Trips

Field trips are a required part of our curriculum; therefore, each child is expected to participate or an unexcused absence will be recorded. Field trips are scheduled for a variety of reasons: to reinforce or enrich information that has been studied in the classroom, to reinforce or enrich social relationships with peers, for aesthetic enrichment, etc. When a teacher plans a field trip, he plans on all of the students in his particular class attending the trip. All costs associated with the trip are figured based upon the number of students in the class; therefore, even if your child does not attend the field trip, he is still expected to pay as if he were attending the trip.

Chaperones are expected to act in an appropriate manner and in accordance with SMCA standards (see Expectations for Chaperones form). If you would like to transport your child on a field trip, see the main office for a Field Trip Release form.

#### 14.15. Add/Drop Classes

Students will have one week after beginning classes to make any changes to their schedule. However, changes can be made only with the consent of the teacher, administration and parent.

#### 14.16. College Waiver

College Waiver privileges may be granted to students entering their senior year. Request should be made before the close of the student's junior year. If a student meets the necessary academic requirements and has parent permission, this privilege will be granted. Once the new year begins, the decision "must stand" since schedule changes are not possible. No reduction in tuition is given for college waiver. The student must attend classes at SMCA for a half day classes and then must take a minimum of 6 credit hour courses from the college in order to remain on college waiver. If the student is not doing well in a particular course he must return to SMCA for a full school day. (See Dean of Student Affairs for details.)

#### 14.17. Dual Credit Courses

Dual Credit courses are considered to be advanced level coursework designed to prepared students for the rigor of a college level curriculum and have weighted grades (e.g. A=5.0, B=4.0, C=3.0 \*Grades of D+ or below will not receive the extra weight.) By offering dual credit courses, students are eligible to earn college credits in high school. Course requirements and textbooks for these dual credit courses are set by Colorado Christian University and SMCA staff jointly. Enrollment and fees are separate from SMCA tuition and paid directly by the parent to CCU.

#### 14.18. Transferring Middle School Credits

Transferring of credits earned from other middle schools when entering SMCA will only be accepted as High School credits if the final grade is a B or higher and the student passes SMCA's final exam for that course. The credit must be from an approved accredited school. Spanish 1, Algebra 1, and Algebra 2 are the only courses that will be considered for credit from middle school. SMCA's graduation requirements for high school credits cannot be met with transferring middle school classes.

#### 14.19 High School Grade Level

SMCA reserves the right to require a minimum number of credits to move to the next grade level. Generally speaking, at the beginning of the school year, a sophomore should have a minimum of 6 credits, a junior should have a minimum of 13 credits, and a senior should have a minimum of 20 credits. An individual academic program may be developed to help a student successfully meet graduation requirements.

#### 14.20. End of Year Awards Ceremony

Students are honored for their achievements at the Awards Ceremony at the end of the year. Students must be present at the end of year awards ceremonies to receive their trophies. Certificates are available in the Main Office the following business day for those who miss the ceremony.

##### 14.20.1 Preschool Awards

Preschool students receive awards at the end of the year ceremony on the last day of the school year. Students receive various academic, creative, and spiritual awards. Each child receives a certificate with their name and awards received.

##### 14.21.2 Elementary Awards

Elementary students are recognized for good behavior at the end of each quarter. Academic awards are presented at the end of the year ceremony. K5 students receive awards during the graduation ceremony.

Students may receive the following types of awards:

1. Academic
  - a. Honor Roll
    - i. *Students are awarded the A-honor roll trophy for a final average of 92.5 or higher.*
    - ii. *Students are awarded the B-honor roll trophy for a final average between 84.5-92.4*
  - b. Individual Subjects
    - i. *Bible, English/Language Arts, Math, Reading, Science, and History receive certificate of excellence if the final average meets criteria in any academic subject*
      - *Principal's Honor 97.5 and higher*
      - *High Honors 94.5-97*
      - *Honors 92.5-94 in any academic subject.*
  - c. Highest Overall Average  
*Students with the highest overall average in each class are recognized with a special trophy.*
  - d. President's Award for Educational Excellence  
*To be eligible for this award, students must have maintained an A average 1<sup>st</sup>-5<sup>th</sup> grade and scored 85% or higher in English and/or Mathematics on the Standardized Achievement Test*
  - e. Personal Academic Excellence  
*Any student not on honor roll, receive this award for personal academic effort.*

2. Non-Academic
  - a. Enrichment teachers select various students to receive a certificate of outstanding excellence in the following areas:
    - i. *Enrichments- Art, Music, STEM, LMT, Spanish*
    - ii. *Physical Education- PE class, Presidential Physical Fitness Awards, Field Day overall winner*
    - iii. *Book-It*
    - iv. *No Tardies*
    - v. *Most-Improved*
    - vi. *Most shine tokens for the year*
    - vii. *Good Conduct*
    - viii. *Perfect Attendance*
  
3. Spiritual
  - a. Principal's Christian Character Award
    - i. *Presented to 1-2 students in each class, who have had good behavior, good citizenship, have shown kindness to others, and have put forth consistent effort all year. A certificate and medal are presented.*
  
  - b. Principal's Christian Leadership Award-
    - i. *Presented to 1-2 students in each class, who have consistently demonstrated leadership skills through their behavior and actions with classmates, teachers, and others throughout the school year.*

#### 14.20.3 Secondary Awards

1. Classroom Awards (Given in classrooms during the last week of school)
  - a. Highest Overall Honors by Class Certificate
  - b. Honors by Class Certificate – *cumulative A average for that particular class*
  
2. Departmental Awards (recommended by department teachers)
  - a. The Curie Award – Excellence in the Discoveries of Science  
*Exceptional excellence in the study of Science, a desire to pursue more scientific inquiry in discovery learning, and passion for Science is unwavering*
  
  - b. The Morris Kline Award for Mathematics  
*Demonstration of a connection of mathematics to God's creations, analytical insight, and unwavering passion for learning all applications of mathematics*
  
  - c. STEM Award  
*Dedication, effort, imagination, academic excellence, and a humble desire to pursue more knowledge in STEM (Science, Technology, Engineering, and Math)*
  
  - d. Quill Pen Award  
*Exceptional knowledge of grammar and style, promise in creative writing, writing in a clean cohesive manner, and use of an extensive vocabulary*
  
  - e. The Thinker Award  
*Ability to comprehend and analyze texts from a variety of genres, contribution of valuable ideas*

*to discussions and reflections, and an interest in reading extra-curricular material*

f. WordMaster Award

*Excellence in word analysis, vocabulary comprehension, and an extensive understanding of spelling, including enjoyment of the study of word origin and context*

g. Excellence in Bible Award

*Exemplification of character and Christian discipleship, a desire to learn from and follow after God, studies and behavior in class shows an attitude of Christ, and a realization that Christian life is more than just saying a prayer, but a full pursuit of Christ and Godliness*

h. The Theologian Philosopher Award

*A cunning desire to instill apologetics into thought and understanding, the ability to use various forms of analysis and argument to understand, explain, test, critique, defend or promote an array of religious topics- a philosopher's desire to think critically about theology desires to apply Theology into every aspect of his or her walk with Christ.*

i. Dr. D. James Kennedy Award for Excellence in Biblical Integration in the Social Disciplines

*Excellence in biblical integration in the study of Government and passion in political endeavors*

j. The Historian Award

*Passion, effort, and diligence in the study of each era of history*

k. Excellence in Foreign Language

*Joy in learning the language; excellence in dialect, grammar, and vocabulary; application of comprehension, communications, and creativity in the implementation of language*

l. Cultural Awareness Award

*Acute awareness and strong desire to understand cultural differences, and an embracing of diversity and culture to impact that culture for Christ.*

m. Creative Artistry Award – Excellence in Art

*Creative artistry that goes beyond required expectations, using imaginary thought, showing passion in a creation, and dedication in the study of art*

n. Shakespearian Award – Excellence in Drama and/or Speech

*Creative excellence in the participation of drama and/or speech possibly in and/or out of the classroom setting, taking a leadership role to promote a production, demonstration of a high level of interest in the field, ability to work with others, and to communicate effectively*

3. Student Life Awards

a. Christian Character Award

*Character is doing the right thing because it is the right thing to do. This award is based on teacher recommendations. One recipient per grade level*

b. Christian Leadership Award

*Leadership is having social influence that changes the actions of others by that positive character. This award is based on teacher recommendations. One recipient per grade level*

c. Perfect Attendance Award

*No absences for the current school year*

- d. Student Government Association Officer Recognition  
*Elected President, Vice President, Secretary/Treasurer, and Chaplain of the SMCA student body*
  - e. Class Officer Recognition  
*Elected President and Vice President of each middle school and high school class*
  - f. Extracurricular Competition Recognition  
*Spelling Bee, Math Olympics, Chess Teams for outside of school representation*
  - g. Drama Production Participants Recognition  
*From fall and spring productions for their weeks of dedication (high school student also receives varsity letter/pin)*
  - h. Leading Lights Award  
*Demonstration of continuous good citizenship and receiving no demerits for the year*
4. Academic Excellence and Achievement Awards
- a. President's Award for Educational Excellence  
*Presented in the 8<sup>th</sup> and 12<sup>th</sup> grade level to students who were on the A Honor Roll ever quarter for the entire (middle school or high school) level and have a standardized test score of 85% or higher in English and/or Mathematics during that level*
  - b. President's Award for Educational Achievement  
*The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects at each award level (8<sup>th</sup> and 12<sup>th</sup> grade), but do not meet the criteria for the President's Award for Educational Excellence. The recipient of this award meets the President's Award of Educational Excellence, but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work. This award is given by recommendation by a teacher plus one other staff member. Its purpose is to encourage and reward students who give their best effort, often in the face of special obstacles.*
  - c. Academic Competition Awards Recognition
  - d. Dean's List: Cumulative GPA for overall years in High School
    - i. Summa Cum Laude - "With Highest Honors" trophy- *GPA of 4.0+*
    - ii. Magna Cum Laude – "With Great Honors" medal- *GPA of 3.8-3.9*
    - iii. Cum Laude – "With Honors" certificate - *GPA of 3.7*
  - e. Dean's List: Middle School by Grade Level
    - i. With Highest Honors - *highest grade by grade level*
    - ii. With Great Honors - *second highest grade by grade level*
    - iii. With Honors - *third highest grade by grade level*
  - f. Yearly Honor Roll
    - i. A-Honor Roll trophy - *A- or above cumulative for year (high school – also Varsity Letter or Pin)*
    - ii. B-Honor Roll trophy - *B- or above cumulative for year*
5. Senior Awards
- a. Valedictorian and Salutatorian Medals (see section 14.12)
  - b. Scholars Diploma Graduates Medals (see section 14.10.3)

- c. Honor Graduates Medals (see section 14.10.6)
- d. National Honor Society Graduates Cords – *for members in good standing according to the SMCA Chapter By-laws*

14.21 School Code

The Southern Maryland Christian Academy College Board Code is: 211058

## 15. SPORTS/ATHLETIC INFORMATION

SMCA's Sports Programs are for students in grades 6-12. Sometimes Sports Programs are offered to elementary students. Information will be sent home regarding grade placement requirements and eligibility. Sports physical forms are required to be turned in to the Athletic Director prior to participation in SMCA sports programs.

### 15.1. Academic Eligibility for Sports

Representing the school as an athlete is a privilege not a right. Using this concept as a basis, the following eligibility policy was developed. For a student to be eligible to participate in sports activities, the student must maintain a cumulative average of C- or better in all subjects with a grade of F in no more than one subject. These averages will be checked on nine-week intervals. There will be no averaging of grades between intervals for students to be reinstated during the season when they meet eligibility requirements according to the schedule listed above. Eligibility for fall sports will be determined by academic grades received on the spring quarter report card or in summer school.

1. FALL SPORTS - Mid-August through November
2. WINTER SPORTS - November through March
3. SPRING SPORTS - March through June

### 15.2. Uniform fee

All sports require a sports fee. The game uniform must be returned to the Athletic Director at the end of the season.

### 15.3. Practices and Games

Students involved in after-school activities will report directly to the sports holding tank to be picked up by the coach in charge. Students may not leave school and return to the activity without written permission from their parent and the Supervisor. Upon exiting the building in the afternoon all student athletes should take all needed items from their lockers as they will not be allowed to gain re-entry into the buildings.

Parents are expected to provide transportation for their student immediately following practices and games. Schedules will be provided for each team member.

Any student that is not picked up on time may be suspended or dismissed from the team or charged an emergency drop in fee for Extended Care. We realize that participating on an organized team can sometimes be frustrating for the player, teachers, coaches, and parents. We therefore ask that the player's entire family prayerfully consider all the positives and negatives of participation. If the family determines that participation will cause too much conflict then we ask that the child not participate at all. All team members must ride with the team to games. They may ride with parents from games as long as the coach is aware of this plan.

### 15.4. Missing Classes

Any team member that misses a class because a team is dismissed early is responsible for all work missed. The athlete should get all assignments and take all tests prior to missing class.

Athletes are expected to be in school the day of the game and the day after a game (assuming it is a regular school day). Any team member absent from school the day of a game will not be eligible to play. Any team member absent the day after a game will not be eligible to play in the next game unless prior permission is obtained from the administration. A team member may not attend practice if he has an unexcused absence for the school day.

When it is necessary for a class to be missed for any approved school-approved activities the following procedures will adhere:

1. Student will be marked present in homeroom while participating in approved school-related activities.

2. The teacher's attendance list should reflect the student as having an excused absence for class periods missed.
3. The student bears sole responsibility for getting assignments in advance and making up any work that is missed. This may include making up quizzes, tests, getting homework and class work assignments, getting notes, etc. All tests and quizzes must be taken in advance (or made up in the following class period with advanced teacher permission.)
4. The student must attend all classes in a given day prior to time of dismissal to participate in any approved school activity unless approval is given by administration.

#### 15.5 Athletic Physicals and Parental Permission

All students wishing to participate in SMCA sports must have completed the Athletic Physical and Parental Permission forms. A physician must clear each student medically before the student will be permitted to practice and play games. These forms are found on RenWeb.

#### 15.6 FAMILYID Account

All athletes must have a current FAMILYID account.

\*See SMCA Athletic Handbook for further details about athletics.

## **16. SECONDARY STUDENTS MISCELLANEOUS INFORMATION**

### 16.1. Lockers

Students in upper grades are assigned a locker and should use only the locker assigned to them. If a lock is brought from home it is to be a combination lock only and the combination code must be given to the Dean of Student Affairs. Lockers are the property of SMCA. SMCA reserves the right to examine the contents of a locker. Pictures, drawings, or other items which are placed inside the locker must be of a nature that is not offensive and is keeping within the general status of good, acceptable taste. Stickers or other permanent items may not be posted inside the locker. Nothing is to be posted on the outside of the lockers. No student is permitted to go into another student's locker without expressed permission.

### 16.2. Student Driving Privilege

Students may drive to school as long as they have permission from their parents and they meet and keep SMCA student driving standards. Students who wish to drive to school need to submit a completed Student Driving Permit Registration and Agreement Form (available from the Dean of Student Affairs or on Renweb and due the first day a student drives to school). The student may be assigned a parking space and may only park in the high school parking lot during school hours. Student drivers are expected to drive safely and courteously on SMCA's campus. All rules of driving must be followed as stated in the Student Driving Regulations. Student drivers will have their driving privileges revoked if the regulations are not followed.

#### 16.2.1 Student Driving Regulations

Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to these Driving Regulations. Student drivers consist of juniors and seniors only. Sophomores who wish to drive must gain special exception from the Dean of Student Affairs. SMCA assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by the following rules:

1. Students must observe a proper speed while on the school grounds. (15 mph or less)
2. Students must park only in the high school parking lot during the school day.
3. Students may not park in faculty parking spaces or visitor parking spaces.
4. Students must be out of their cars and in school by 7:55 a.m.

5. Driving privileges may be denied for violation of Attendance Policies (absences, tardies and/or leaving school without permission).
6. Cars are to be parked within parking lines.
7. Students are not allowed to move their cars without permission from the office.
8. Students are not allowed to go to their cars during the school day.
9. Students are to complete a Student Driving Permit Registration and Agreement form, available from the Dean of Student Affairs and on RenWeb.
10. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the administration.
11. Students are not to loiter in their cars.

#### Loss of Driving Privileges:

Driving privileges will be revoked if a student driver has:

1. Excessive tardiness
2. Been absent (unexcused) for more than ten consecutive days or a total of at least fifteen days;
3. Been suspended from SMCA for use/possession of illegal drugs, alcohol and/or weapon

#### 16.3. Secondary Spiritual Retreats

Retreats (fee) are an important part of our program at SMCA, giving students time away from academics for spiritual growth and social bonding. Please check the SMCA calendar to make sure students have that date noted for attendance. Reflection projects from the retreat experience is a part of the student's Bible grade. Attendance at these retreats is required.

#### 16.4. Senior Breakfast

Once a month (typically the first Friday of each month) the senior class is permitted to meet together as a class at a local restaurant for breakfast. The location will be determined by the class and agreed upon by their Sponsor/Supervisor. They are to arrive at the restaurant no later than 8:00 a.m. and are to return to school no later than 9:30 a.m. Transportation to and from the restaurant is the responsibility of the senior. Costs for the breakfast (including appropriate tip) is the responsibility of the senior. Seniors follow the Non-Uniform Dress Code policy for the day.

Senior breakfast is a privilege which may be revoked individually or collectively if SMCA deems necessary. Violation of the dress code for the day will result in the student earning a uniform infraction.

#### 16.5. Banquets

SMCA traditionally sponsors two annual banquets. The first banquet is the Homecoming Banquet. This banquet traditionally takes place in the fall and is open for all students in grades 9-12. Students in grades 9-12 do not have to play sports to be allowed to attend this banquet. Parents, grandparents, etc. are invited to attend the festivities.

The second banquet SMCA sponsors is the Junior/Senior Banquet. This banquet takes place in the spring and it honors the seniors who will be graduating. All Juniors and Seniors are required to attend this banquet. Additionally, it is traditional for parents, grandparents, etc. of Juniors and Seniors to attend this grand function. If a junior or senior invites a date to this event, that date is defined as "a high school student of the opposite sex who will sit at dinner with the invited person and accompany that person throughout the event."

Dress code guidelines for the banquets are listed and apply to the student and his/her guest. If a student or his/her guest is not dressed accordingly, he/she will be sent home from the banquet immediately.

All non-SMCA students attending SMCA banquets and dances are required to submit a completed Special Event Guest Form for approval.

## 16.6. Guidelines for Semi-formal Dress: Homecoming

Females:

Dresses

- non-revealing and modest
- length – no more than 2” above knee
- no cleavage or thigh showing
- strapless dresses or spaghetti strap dresses are allowed **if pre-approved**
- back may be open but not past the lowest part of the shoulder blades
- dress slits may be no higher than the knee
- no tattoos or body piercing may be visible

Males:

Suit and tie OR jacket, dress shirt, tie, and dress slacks

- non-revealing and modest
- no tattoos, earrings, or body piercing may be visible

## 16.7. Guidelines for Formal Dress: Jr./Sr. Banquet

Females:

Dresses

- non-revealing and modest
- length – no more than 2” above knee
- no cleavage or thigh showing
- strapless dresses and spaghetti strap dresses are allowed **if pre-approved**
- back may be open but not past the lowest part of the shoulder blades
- dress slits may be no higher than the knee
- no tattoos or body piercing may be visible

Males:

Suit, jacket and tie OR tuxedo

- non-revealing and modest
- no tattoos, earrings, or body piercing may be visible

## **17. K-2, K-3, K-4, and K-5 MISCELLANEOUS INFORMATION**

### 17.1. Nap Time

Each day is planned to be exciting with active learning experiences. A nap period each afternoon is mandatory for preschool (K2, K3, & K4) children. Children are not forced to go to sleep, but are required to lie quietly so as not to disturb other children.

A small pillow, a blanket and a single or crib fitted sheet must be sent for the use of each child. These linens should be taken home each Friday for washing and returned the following Monday.

### 17.2. Toys

Certain appropriate toys are provided for play at the SMCA School. Children should not bring toys from home except for designated show-n-tell days. Toy knives and other weapons are never to be brought to school even for show-n-tell. Lost, broken and unshared toys can cause many tears. We cannot be responsible for lost or broken toys.

### 17.3. Field Trips

Due to seatbelt regulations, all K2 students must be transported by their chaperones.

### 17.4. Parties

Newsletters will include information about special foods and supplies to be brought in by each student for these occasions. Birthdays may also be celebrated at school. Please contact your child's teacher in advance to make arrangements to send a birthday snack to school. All snacks sent in for parties must be store bought, not home baked.

### 17.5. Lunches and Snack

Snack - SMCA will provide a nutritious snack for all preschool students every school day. When there is a two-hour delay for inclement weather, a snack will not be provided.

Special Diet - If there is a special restriction on your child's diet, a statement from your doctor is needed. Please advise SMCA of any allergies or other health problems or dietary requirements due to health.

Lunch - Each child must eat at least half of his sandwich before continuing with the rest of the lunch. Lunches are kept in the child's cubby and cannot be refrigerated or heated. All fruit should be pre-peeled and cut (no fruit snacks). No candy please. Please put napkins and plastic forks/spoons in with lunches and snacks if they are needed.

Each child may purchase a hot lunch Monday through Friday from the cafeteria. Lunch orders have to be placed first thing in the morning and should be given to the teacher by 8:30 a.m., so food can be ordered. If the lunch order is not received by 8:30 a.m. the parent/guardian must furnish a packed lunch for the child. If lunch is forgotten, the child will charge a lunch from our lunch program or the parent may bring in a lunch from home. Menus will be sent home at the beginning of the school year. Low-fat or fat-free milk will be offered at lunch to each preschool child unless otherwise indicated. Chocolate milk may be ordered from the cafeteria. Please write a note to your child's teacher with the lunch order desired and place it in your child's folder. Money must be put on the lunch account through the Finance Office.

### 17.6. Toilet-Training

K2 Students do not need to be toilet-trained. Parents and teachers will work together to achieve toilet-training goals. Until toilet-training is achieved, all supplies (diapers, wipes, etc.) need to be sent in from home. All children in grades K3 and up who attend SMCA must be toilet-trained. This includes the ability to satisfactorily clean after a bowel movement in a sanitary fashion. While we realize that accidents do occur, if this problem becomes persistent, your child will not be able to attend SMCA preschool.

### 17.7. Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress or lack of progress made. Report cards are issued two times a year for preschool children.

### 17.8. Folders

Folders are sent home on a daily basis and will contain the student's work, a monthly calendar or a newsletter from the teacher explaining the week's activities. The folder is to be reviewed by the parent and returned to the teacher the following day.

### 17.9. Clothing

On dress down and special days avoid clothes with long zippers, like jumpsuits. All children must participate in outside activities unless a note is received from a physician. A child that is too sick to go outside is usually too sick to be at school. For preschool, one complete change of clothing should be kept at school in case of an accident. This should include underwear, shirt, pants or skirt, and socks. If and when an accident occurs, clothes should be replaced for the next school day. Accident clothes should also be adjusted seasonally and for proper size. Make certain that your child's first and last name is on everything removable (hats, gloves, sweaters, jackets). Be alert to your child bringing home items that are not his and return them to SMCA the next day.

Only Velcro (tennis or dress) shoes are permitted in the preschool even on dress down days.

### 17.10. Supplies

Individual supplies will not be returned in the event of an early withdrawal.

## **18. POLICY CHANGES**

### 18.1 General Appeals

The policies set forth in this Student Handbook have been established as a standard for behavior and procedure. The administration recognizes that occasionally there may be extenuating circumstances. For that reason, should a student feel that he should be exempted from a particular policy for a specific reason, he may appeal to the supervisor/administrator. If the supervisor/administrator deems the request has merit, he may revoke the policy for the student at that time and for that time only. The policies in this handbook are not inclusive of all rules and standards that may be applicable to all situations and circumstances; therefore, SMCA reserves the right to apply Biblical principles to handle any such situations and/or circumstances that are not addressed herein.

### 18.2. Addenda to Handbook

Due to changes that sometimes occur within the school program, it is sometimes necessary to add, change or remove policies, rules, statements, etc. within this student handbook guide.

## 19. APPENDIX

### 19.1 Computer Lab and Internet Use Policy

Students at SMCA have the potential to access the Internet while learning to use computer technology and complete academic projects. As part of their technology education, students will be required to receive training in its use and etiquette. While the educational possibilities of the Internet are limitless and exciting, students must recognize their responsibilities to ensure cyber security, cyber safety, and cyber ethics.

#### *Computer Use Rules, while in the computer lab during or after school:*

- Computer settings, desktop images, icons, and passwords must not be changed.
- Any cutting and pasting of information must be for academic purposes only and stored in the student's folder.
- Computer loading or downloading of programs or information is strictly prohibited.
- Be respectful and gentle when using computer hardware, such as, keyboards, monitors and printers.
- Report hardware or software problems to the teacher, please do not troubleshoot.
- No food or drink is allowed in the computer lab.
- Computer lab stations must be kept clean.
- Think Green...Avoid excessive printing, only printing academic assignments.
- Students should use anti-bacterial hand sanitizer, provided in the lab, before using the computer.

#### *Internet Guidelines:*

- Before using the Internet, student must receive direct permission from the teacher.
- All computer activity during and after school must be academically related (no social networking sites, no chat rooms, no social emailing, no computer games, no on-line shopping).
- Student must not send, receive, or display morally offensive or questionable content, images or materials.
- Students should always have a specific topic of interest before researching on the Internet.
- No software may be downloaded from the Internet.
- Remember that once information is uploaded to the Internet, it is a permanent record that is not fully erased when the user deletes it.
- If having to contact someone through the Internet, due to an academic assignment, be kind and professional.

Suggested websites for more information about Internet safety:

[www.getnetwise.org](http://www.getnetwise.org)     [www.wiredsafety.org](http://www.wiredsafety.org)

Any computer misconduct, including failure to follow the above rules and guidelines, will result in immediate discipline.

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I understand the above policy and authorize \_\_\_\_\_ to have Internet access privileges for the current school year.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand and agree to accept these rules and guidelines.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 19.2 Library Policies

### Who can check out a book?

All teachers, staff and students grades K-5 through 5<sup>th</sup> grade will be allowed to check out one (1) library book. If a student needs a library book for research purposes they may check out one (1) additional book. If the student has a book that is overdue, no additional books may be checked out.

Permission must be given by the librarian if additional books are needed to complete a project.

### Loan Period

All books may be checked out for a period of two weeks (14 days) during the months of October through April. Students grades K-5 through 5<sup>th</sup> grade will check out books on their assigned library day and return them the following week on their library day. Students can return a book at any time by placing the book in the drop box.

Weekends and holidays are counted in the one week period. Great effort is taken to make sure books are not checked out over an extended holiday period (such as Christmas Break). If a holiday lands on the day the book is due, the book will be expected the following day and will not be charged as overdue. Books can be renewed unless there is a waiting list for that book. If additional time is needed, permission may be given by the librarian.

### Fines for overdue books

When the book becomes overdue, an email notice will be sent home to the parent/guardian. A one (1) week deadline date will be given to return the book. If the book is not returned within one week of the overdue notice, the book will be considered "lost" and a fee will be charged on the student's account.

### How the fee is determined:

The cost of the book is determined by replacement value according to Amazon.com, plus shipping, plus a replacement fee of \$5.00

*For example:*

*Cost of book = \$10.00*

*Replacement fee = \$5.00*

*Shipping and Handling = \$4.99*

*Total fee charged to the student's account = \$20.00*

The total will be rounded up to the nearest dollar.

If parents/guardians chose to replace the book themselves, there will be no fees charged.

### Fines for damaged books

When a book is returned damaged, the librarian will determine if the book should be repaired or replaced based on cost. If the book needs to be repaired, the cost of the repair will be charged to the student's account. If the book needs to be replaced, the replacement cost will be calculated the same as an overdue book.

### 19.3 Letter Jacket Policy

Any SMCA student, staff or parent may purchase a letter jacket. The letter jackets will be able to be worn in the classroom and during the school day as part of the SMCA uniform for high school students. Only SMCA approved letters, patches and pins may be added to the letter jackets. Letter jackets, letters, patches and pins are only to be awarded to students in grades 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades. SMCA will award only **one** SM letter per student.

A letter may be given for the following:

1. Varsity sports (soccer, basketball, cheerleading, baseball, track & field, cross country)
  - a. Student must have been academically eligible the entire sport season.
  - b. Student must have attended practices, displayed good sportsmanship and teamwork and be in good standing with his/her coach every week.
  - c. Student will receive an SM letter (1st time) and a pin representing the sport played. Each consecutive year, the student will receive a sport pin to be placed on the SM letter for that sport.
  - d. Letters and/or pins will be awarded to the eligible students after their sport has ended.
  - e. Special pins may be given at the end of year awards ceremony (MVP, Capt. etc.).
  - f. Athletic director and coaches will give a list of eligible players to be awarded.
2. Academic
  - a. "A" Honor Roll Students will receive a letter (1<sup>st</sup> time) and an academic pin. Each consecutive year, the student will receive a pin to be placed on the SM letter to represent that year's academic achievement.
  - b. Letters and/or pins will be awarded to the eligible student at the end of school year awards program.
3. Arts
  - a. Students who perform in a SMCA Drama Club performance
    - i. The Drama Club Director will identify the eligible performing students that have attended all meetings including practices.
    - ii. Students will receive a SM letter (1st time) and a DRAMA pin representing Arts achievement. Each consecutive Drama Club performance that a student participates in, he/she will receive a DRAMA pin to be placed on the SM letter.
    - iii. Letters and/or pins will be awarded to the eligible students after their performance has ended.

Patches and pins will be given to the students for the following:

- a. Other Groups & Associations
  - i. National Honor Society will receive a patch upon induction
  - ii. Student Government Association officers will receive a pin.
- b. At the discretion of the Dean of Student Affairs, additional special awards (patches and/or pins) may be given when students show exemplary effort at national competitions.
- c. At the discretion of the Athletic Director, additional special awards (patches and/or pins) may be given when sports teams or individual athletes show exemplary effort at league, county or state levels.

## 19.4 SMCA Middle School and High School BYOD POLICY

Students participating in the Bring Your Own Device (BYOD) Program will have the opportunity to bring their personally-owned computing devices from home to use in the classroom.

### **What devices can be used at school?**

Only Tablets or Laptops that meet minimum recommendations(i.e. iPad, Surface, Android) - No phones or other devices with cellular data capability.

### **How do I get started?**

1. Submit a completed, signed copy of this policy form.
2. Bring in the device to be registered with SMCA. Only one device may be registered per student and only that device may be used at school.
3. The SMCA staff will give directions to download an e-textbook from an emailed link during the first week of school. An email address will be assigned specifically for this purpose. SMCA has the ability to and will monitor these accounts. The e-textbook may also be downloaded to a computer at home. The only material that should be downloaded at school is the assigned e-textbook.
4. All high school students will receive SMCA email accounts for school-related matters only. Parents can request their student's password from the administrator at any time.

### **What can I do with my device at school?**

Students can use the device to access assigned e-textbooks, read assigned class books, and use online instructional material. A student must have explicit permission from the teacher in each classroom to use the device in class, otherwise it should remain closed/face down and turned off. Students not getting permission to use the device will receive the same penalty of suspended device use that students receive for device misuse. Students should always follow the computer internet guidelines in Section 19 of the Student Handbook.

### **What can't I do with my device at school?**

Devices cannot be used to record video or take photos in class. The sound should be turned off at all times and no headphones can be used at school. Personal data content should not be shared with others while at school and should meet the school's expectations for content. There should be no questionable desktop graphics. Students may not access social media (Facebook, Instagram, personal email, etc.) or unapproved websites (including random surfing) at school. If a student is given permission to use a tablet at school, it is also assumed that he is following the guidelines his parents set for content on that device. A personally-owned device should not be used by anyone other than the owner.

### **Can I recharge my device at school?**

Students should bring a charged device to use each day. No charging on school grounds is permitted. Consider purchasing an inexpensive portable power bank if your device might need charging. (It is then the student's individual responsibility to use the portable power bank for recharging.) If a device is not functioning, the student will sign out a loaned paper textbook for the day. The student is responsible for signing the paper textbook back in with the teacher or be responsible for paper textbook fees.

### **What if a device is stolen, lost or damaged when brought to school?**

Students are responsible for the security of the devices they bring to school. Teachers will not store student devices. It is always a good idea to record the device's serial number to have in case of theft. SMCA is not responsible for the theft of a device or for damage done to the device while at school. If an incident occurs, the student should notify a school administrator. SMCA recommends labeling the device with the student name and carrying it in a padded sleeve.



## 20. Secondary Student Pledge

Each student on the secondary level (grades 6-12) must agree with and sign a photocopy of the following statement. The students will sign this paper on the first day of school. This signed statement will be held on file.

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### SECONDARY STUDENT PLEDGE

By signing the bottom of this paper I do hereby pledge the following:

1. That I understand I am responsible for completely reading the SMCA Student Handbook and understand that I will be held accountable for ALL information contained therein.
2. That I will respect with a positive attitude all SMCA: school employees, students, policies, rules, guidelines, etc.
3. That I will not permit myself to speak negatively about SMCA or its employees, or its policies, or its rules, or its guidelines, or about any other SMCA student.
4. That I will faithfully pray for my continued spiritual, academic and social growth.
5. That I will faithfully read God's Holy Word and apply His Word to my life.
6. That I will apply the Scriptural formula Jesus gives us in Matthew 18 regarding conflict with another student or with a teacher/employee of SMCA. (I recognize that I will not be allowed to miss class time to resolve conflict. I will ask the Lord to present time for me to handle it with the other person while "free time" is available—lunch, in-between class, before school, immediately after school, etc.)

Here is the formula:

- a. Pray (it is a good idea to pray for a day or so to seek the Lord's guidance and to determine if the "dilemma" is one that should be addressed or simply overlooked with grace on your part). Privately (do not broadcast or discuss with fellow students the ongoing crisis) go to the person with whom you have a problem and through humbleness and openness of mind seek Christ's guidance to work out the problem. Pray.
  - b. Pray. **Practice apologizing and practice forgiveness.** We are commanded in Scripture to practice both these principles. Pray.
  - c. Pray. If the disagreement cannot be resolved then bring a teacher you have a good rapport with into a different session to help resolve the problem. Pray.
  - d. Pray. If the disagreement still cannot be resolved then take the problem to the Administrator. Pray.
7. That I recognize I must (with a good attitude) follow all school rules, etc. because younger students are watching my behavior and attitudes and I desire to set a godly role-model for them.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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