

Space Coast Christian Academy

1950 Michigan Avenue,

Cocoa, Florida 32922

20XX - 20XX

Parent-Student



Handbook

2 Timothy 3:16-17

HOME OF THE EAGLES

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I. Introduction

Purpose of Space Coast Christian Academy

Recent years have brought many significant changes in American Society, which have had their impact upon the educational institutions in our land. Some of these are:

- The Humanistic, materialistic and God-denying philosophy which teaches faith in man instead of God.
- The disregard for Bible morality resulting in the acceptance of abortion, pre-marital sex, homosexuality, and lesbianism.
- The widespread acceptance of evolution as fact and as the only explanation for the origins of life.
- The spreading disregard for law, authority, discipline and the resulting anarchy.
- The lack of respect for the American flag, for our Founding Fathers and for our nation's heritage and traditions.
- The banning of prayer and Bible reading, which were a staple of the American education experience stemming from the colonial period, resulting in the promotion of an atheistic society.

Space Coast Christian Academy was founded as a result of the devastating effect these teachings and practices were having on Christian homes and on the moral fiber of American society. **SCCA** is a ministry of Bethel Baptist Church and, thus, is designated as a private church school.

The purpose of Space Coast Christian Academy is to provide a Christian environment in which each student will have the opportunity to hear the plan of salvation, to receive Christ as his or her personal Savior, to develop a positive Christian philosophy for living, to be educated for meaningful Christian life and service, and to develop his or her 1h11 potential spiritually, academically, socially, and physically. Space Coast Christian Academy also seeks to provide a disciplined campus lifestyle and a stimulating curriculum that leads to a commitment to Biblical principles and values in each student's life.

At **SCCA**, the Bible is integrated into the total educational program. The Bible is taught to develop deeper character and sound values. We believe that it is a gross injustice to teach children how to make a living and never teach them how to live.

We believe that it is the right and responsibility of parents to educate their children, not that of the State or federal government (Proverbs 22:6, Deuteronomy 6:6-7). Therefore, Bethel Baptist Church has established **SCCA** as an extension of the Christian Home to carry out this obligation.

Mission Statement

The mission of Space Coast Christian Academy is to provide strong, Christian education consistent with Biblical principles. A dedicated faculty presents God as the source of all life and truth. Within a secure, loving environment, students can develop spiritually, socially, and intellectually. We strongly believe that the union of our school, its families, and their churches will equip our students for a life pursuing excellence and integrity under the Lordship of Christ.

Statement of Faith

- We believe the Bible to be the inspired and only infallible, authoritative Word of God (II Peter 1:21, Psalms 12:6-7).
- We believe there is one God, Eternally existent in three persons: The Father, Son and Holy Spirit (I John 5:7, Deuteronomy 6:4).
- We believe in the deity of our Lord Jesus Christ (John 1:1, I Timothy 3:16), in His virgin birth (Matthew 1:18), in His sinless life (I Corinthians 5:21, Hebrews 4:15), in His miracles (John 2), in His vicarious and atoning death through His shed blood (Colossians 1:20), in His bodily resurrection (Acts 1:3, Matthew 28:6), in His ascension to the right hand of the Father (Acts 1:9, Hebrews 10:12), and in His personal return in power and glory (Acts 1:11, I Thessalonians 4:15-16).
- We believe that salvation is “by grace” through faith in the shed blood of the Lord Jesus Christ alone, plus nothing and minus nothing (Ephesians 2:8-9).
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Romans 5:1).
- We believe in the resurrection of life for those that are saved, and the resurrection of damnation for those that are lost (Revelations 20:6-15).
- We believe in the ministry of the local church as God’s established instrument of carrying out the Great Commission (Matthew 28:18-20).

Statement of Philosophy

A Christian school can never take the place of the home or the church. The home is where the fundamental teaching of responsibility and accountability are taught, and it should be the model for Christian living. The church is the place where we gather for fellowship with believers, to learn from the Word, and worship God. The school is meant to prepare young people and to educate them for life. These three major influences must compliment, not contradict each other.

Space Coast Christian Academy’s purpose and philosophy are based upon a Christian worldview, holding that God is the Creator and Sustainer of the universe, the ultimate reality and the source and essence of all goodness and truth. God has revealed Himself through nature, circumstances of human life and history, but most explicitly through His Son, Jesus Christ, as revealed in Holy Scripture, the Bible. The highest good is realized in the exercise of His will and on the part of man in conformity to that will.

The ultimate objective of Christian education must be to help young people realize their full potential as human beings in God’s perfect will for their lives. Each student must be helped to become “perfect”; that is, whole, complete or fully

equipped person in Christ (II Timothy 3:16-17). Accomplishing this objective involves witnessing and hopefully winning the lost child to Christ, providing full intellectual growth and development through academic studies, providing opportunities for social activities consistent with Biblical, moral, and spiritual values.

As ultimate reality and truth, God sets standards by which value judgments are to be made. He has revealed these standards, as well as Himself and His will through His Son, Jesus Christ and through His Word; therefore, Christ and the Bible must be central to every subject or activity.

This means that the Biblical viewpoint must permeate the entire school program, including curriculum, co-curricular activities, athletics, and the business and inter-personal relationships of all those associated with the school. A Christian teacher with a Christian philosophy of education teaches science as God's creation; geography as God's handiwork; history as God's dealings with nations of the world; mathematics as a glimpse of God's orderliness and absolute truth; physical education and health as our responsibility in caring for God's temple; music and art as God's beauty and tools for worship; reading skills to provide the ability to read and understand God's word. All of this will help the student to relate to everyday living and contribute a positive influence for Jesus Christ.

SCCA joins with the parents and the church in a partnership to help train and develop each child to realize his or her fullest potential as a creation of God. **SCCA** attempts to meet its responsibility in this partnership by providing a quality education that emphasizes basic skill mastery to equip each student to be a contributing, functioning adult in today's society. We seek to maintain a Christ-centered, spirit-controlled, Bible-based, student-oriented environment.

Ethics in Education Act

Children's Safety . . . Our First Priority

SCCA will conduct an employment history check for instructional personnel, school administrators or any position that requires direct contact with students. The information received from the previous employer will be documented. Any employee will be automatically disqualified from employment if he/she has been convicted of an act listed under s.1012.315.F.S. [Or the equivalent legal elsewhere].

When an employee is dismissed, terminated [or resigns in lieu of termination] due to misconduct that affects the health, safety, or welfare of a student, there will be NO confidentiality agreement and the information will be disclosed if **SCCA** is asked for a reference.

All prospective employees will be screened through the Employment Screening Tool provided by the Florida School Choice, Department of Education.

All new employees must attend training provided by **SCCA** regarding ethical standards for misconduct that affects the health, safety or welfare of a student. If an employee suspects another employee, instructional, administrative, or anyone who has direct contact with a student of any misconduct, the employee must call the toll-free abuse hotline number that is located on the posters in the school hallways, **(1-800-96A-BUSE)**.

Anyone who suspects misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student can contact the toll-free abuse hotline number at **(1-800-96ABUSE)**.

Statement of Non-Discrimination

SCCA does not discriminate on the basis of race, color, national or ethnic origin, or sex in the administration of educational policies, admissions, athletics, and other school programs.

Affiliation and Accreditation

Accreditation in and of itself only means that a particular set of requirements established by the accrediting board have been satisfied. Accreditation DOES NOT guarantee a good education for your child. The present state of this nations “fully accredited” public school system is a case in point.

Our school’s credits and subjects in all grades are accepted by all public schools for transfer. We meet all of Brevard County’s requirements for graduation and present a diploma recognized and accepted for entrance into any institution of higher learning.

SCCA holds membership with the National Association of Christian Educators (NACE). SCCA is recognized as being accredited by NACE.

II. Admissions

Admissions Policy

Students are admitted on the basis of available space, their character, their scholastic record, and a genuine desire on the part of the parents to have their children educated in a Christian school. If a class is filled, the child’s name will be placed on a waiting list.

Only those children whom we feel will adjust to our particular program, and whose parents agree to cooperate frilly with the school policies, standards of dress, appearance and conduct will be admitted.

Each student applicant above the sixth grade must be interviewed with at least one parent or guardian present.

No student will be admitted who has a criminal record or is a drug/alcohol user of any kind. If the administration feels that a drug user has proven himself / herself to be drug-free, they may be considered a candidate for admissions.

SCCA has the right to refuse enrollment to any student of whom the administration feels will not follow and obey the standards set forth in the handbook and contract.

Enrollment Procedures/Policies

Required Forms:

- Space Coast Christian Academy Contract
- Application for Admissions form
- A financial agreement form
- A student agreement of conduct form. Must be signed by the student and a parent and! Or guardians
- Emergency contact information form
- Records release form (new students only)
- Authorized pick-up list (grades K3 through 6th only)

Re-enrollment Policy

SCCA reserves the right to refuse re-enrollment of students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations and spirit of the school.

SCCA reserves the right to refuse re-enrollment of a student who has outstanding financial obligations to **SCCA** from the previous school year.

A student who wishes to re-enroll in **SCCA** after being expelled must be recommended by the Administration. That student must show significant progress has been made and must be substantiated by that student's parents.

A student, who wishes to re-enroll in **SCCA** after being expelled for drug use or activity, must have successfully completed counseling from a licensed organization agreeable to the Administration of **SCCA**. This counseling does not guarantee re-admission.

New Student Probationary Policy

All new students to **SCCA** are on probation for 4-1/2 weeks. During this time, the students will be evaluated on the basis of their conduct attitude, academic achievements, and spiritual development. At the end of the probationary period the teacher and the administrator will meet to evaluate the student's progress. At this time, one of the following decisions will be rendered:

- The student will be taken off probation and will be instated as a regular member of the student body.
- An extension of 4-1/2 weeks will be added to the probationary period, for the purpose of further evaluation. After the end of this additional period, which is the end of the first Nine-Weeks grading period, a final decision will be made as to whether or not the student will be retained in school.
- The parents will be asked to withdraw the student from Space Coast Christian Academy.

III. Basic Financial Information

Sports Fee

A fee of \$ 85.00 will be assessed for each sport a student participates in. This fee is to offset the cost of uniforms, equipment, and referees.

Graduation Fees

High school caps and gowns are purchased in the spring of the graduation year by the parents and/or guardians of the students. Cap and gown fees are \$ 25.00, No student will be permitted to graduate or participate in the graduation ceremony until all tuition is paid in full, or if authorized by the administration.

Financial Policies

Method of Payment

Yearly tuition charges may be paid in one-payment or ten equal monthly payments.

Payment schedule

Monthly payments are due on the FIRST DAY OF THE MONTH, beginning on August 1 and ending with the final payment due on May 1, for a total of 10 payments.

Late payments

Payments received after the 10th of the month are late and are subject to a \$25.00 late fee.

Returned Checks

There will be a \$25.00 charge for each check returned from the bank for insufficient funds or closed accounts.

Delinquent Accounts

An account is considered delinquent when payment is 15 days past due. Delinquent accounts are subject to the following remedial actions:

- Administrative dismissal of student from class until payment is made.
- No student will be permitted to graduate or to participate in the graduation ceremonies until all tuition is paid-to-date.
- No student will be re-admitted for a new school year unless all financial obligations from the previous year have been met.
- Report cards will not be issued to any student at the end of the school year whose account is not paid up-to-date.
- In the case of a student who is withdrawn from **SCCA**, the student's cumulative school records will not be released until all financial obligations to **SCCA** have been met

Refund Policy

The Registration / Matriculation fee is non-refundable after 30 days from the time of enrollment, in accordance with the financial agreement entered into at that time. Should a student be withdrawn from **SCCA** before the 30-day deadline, a portion of the Registration/Matriculation fee will be refunded.

Other fees that will be refunded are listed below:

- . Any tuition that was pre-paid. Tuition received for the month of withdrawal will not be refunded.
- . A portion of the book fee may be refunded, if the books have not been used.

Textbook Policy

All books are purchased for appropriate grade levels prior to the beginning of each school year or upon admittance of transferring students. If a book is lost or destroyed, the student will be required to purchase another book through the school office. PACE's cost \$5.00 to replace.

IV. General information

School Hours

Kindergarten	8.30 A.M. --- 12.00 P.M.
Grades 1-12	8.30 A.M. — 3.00 P.M.
School Office	8.00 A.M. — 4.00 P.M.

Before / After School Care

Students in K5 through 6th grade may use the services of our day care facility, Space Coast Childcare. Space Coast Childcare is operated and managed independently of **SCCA**. Parents who wish to use the before and after school childcare program must register their child at the Space Coast Child Care.

Students in grades KS through 6th grade will not be permitted to remain unsupervised on school grounds.

Students in K5 through 6th grade, who arrive on campus prior to 8:15 A.M., must be enrolled in the "Before-School Childcare" program at the Space Coast Childcare Facility.

Students in Grade K5, who remain on campus after their 12:00 P.M. dismissal, must be enrolled in the "after-school Childcare" Program at the Space Coast Childcare facility.

Students in 1 through 6 grade, who remain on campus after 3:15 P.M. Must be enrolled in the "after-school childcare" program at the Space Coast Childcare facility.

Students in 7th 12th grade who remain on campus after 3:15 must be in the sports program or in the after school study hall.

Drop Off and Pick Up Procedures

A.M. Procedures

MI parents who drive students to school should use the parking lot located in front of the school building

P.M. Procedures

Parents of VPK and Kindergarten students may pick up their children before or after lunch, at the classroom or in the gymnasium. Students in the 1-6 grades may be picked up from the playground at 3:00. Students remaining after 3:15 will be placed in "after-school care," and the parents will be responsible to pay that bill. Students in the 7-12 grades may be picked up at 3:00. These students should be between the school and gym buildings.

Parental School Visits

All parents are welcome in the school. When visiting the school for a scheduled teacher's conference, to drop off something to your child, to pay a bill or get information from the office, we ask parents to abide by the following guidelines.

- Abide by the posted speed limit signs when driving in the school parking lot. Be observant and careful; watch for children.
- Please dress modestly.
- Please **DO NOT** proceed directly to a classroom. All unscheduled classroom visits must be arranged through the school office. If you wish to talk to your child's teacher, please arrange through the school office. Teachers are prepared to meet with parents at convenient times.
- Please do not detain the teacher from his/her responsibilities immediately before or after school. If in the classroom before school begins, please leave the classroom 5 minutes before class time.
- If a parent must drop off a student's lunch, homework, books, or other items, it must be delivered to the school office; **NOT TO THE CLASSROOM.**
- To be a visitor on the school campus, you must come by the office and inform the office staff Chapel. Chapel services are held every week for all classes. From time to time, there will be special musical and educational programs as well as guest speakers.

Field Trip Policy

Field trips will be scheduled during the school year in order to supplement classroom instruction. Student Dress Code for field trips may vary. In the absence of a special communication regarding dress, normal school attire should be assumed.

Parents are welcome to attend field trips as chaperones as space permits. Any open slots will be given on a first-come basis. As a parent chaperone, your purpose is to watch the children and you will be expected to do so. Parent chaperones are expected to come to all school activities dressed modestly and appropriately.

Photo Policy

Parents who enroll their child into **SCCA** and **SCCA** High School should agree to allow their child to be photographed by approved school and church photographers. If this is unacceptable to you, there is a place on the contract in which you should NOT initial. Photos may be used in school publications, promotional material and ads.

Fire Drills

Monthly fire drills will be held during the school year. In each class an evacuation plan is posted. At the sound of the fire alarm, students are to stand and with, their teacher, proceed out of the building in an orderly manner to a designated

marshaling area. At the marshaling area, teachers will take roll to ensure that all students have successfully evacuated the building. At the appropriate signal, students are to return to class in an orderly manner.

Fund-Raisers

At **SCCA**, we have tried to keep the cost of a quality education as affordable as possible. In past years, our successful fund-raisers have helped to make this possible. Our school has a couple of major fund raisers per year. Fund-raiser proceeds are used to help maintain **SCCA** facilities as well as to make capital improvements in the school. Parent participation is required. Those not willing or able to participate in fund raising efforts may be required to pay an extra fee of \$50.00, which will be due by the end of the fundraising date.

Natural Disasters

Our reaction to natural disasters will be governed by the instructions of the Local Authorities. We follow the instructions given to the Brevard County Public Schools in regards to natural disasters. Please monitor the local news channels for Emergency Broadcasts and information on school closings and re-openings.

Student Accident Insurance

SCCA has an accident policy that covers students injured while on school grounds. This insurance is secondary, and pays only the portion of the medical expenses, which the parents insurance does not pay. Also covered are injuries that occur off-campus while attending a school-sponsored activity.

Social Functions

At school approved and sponsored gatherings; the school dress code will be in effect. No one will leave until all leave, except in the case of a student whose parents come for them. Invited guests should be cleared by the Administration made aware of the conditions under which they are welcomed, and that they must obey the same rules and regulations, as well as heed the same adult supervisors as the student. High school students are reminded of the standard of conduct form they signed at the time of their enrollment.

Summer School

Most every summer we offer a summer school program and will continue to do so unless otherwise specified.

Rates and schedules are published in the spring of each year.

V. Medications, Illness, Injury Policies

Medications

Florida state law does not allow school personnel to administer medicine without explicit written instructions from the parent or guardian. All medications and instructions are kept and administered in the school office. No prescriptions, non-prescription medications or vitamins are permitted on campus unless the parent or guardian has completed the appropriate Prescription Administration Form.

Illness

If a student becomes ill, or a teacher feels that a student is ill, the child will be sent to the school office. The school secretary will inquire as to the nature of the symptoms and take the child's temperature. If the symptoms are acute or the child's temperature is above 100 degrees, the parent will be called immediately to come and pick up the child.

Accidents, Injuries, Medical emergencies

Any time a student is involved in an accident, the teacher files an accident report which is filed in the students' cumulative folder. In case of injury, the child will be sent to the school office where first aid will be administered for superficial wounds (cleaned, topical ointment, Band-Aids, etc.). If additional non-emergency (stitches, broken bone, etc.) medical assistance is needed, the parent will be contacted. When emergency medical treatment is necessary, the local emergency response 911 SYSTEM will be utilized and the parents will be contacted immediately.

Communicable Diseases

SCCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable disease. The term "communicable disease" shall mean an illness that arises as a result of specific infectious agent, which may be transmitted whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school and school activities during the period of communicability. Students and employees for whom immunization is not available shall be excluded from school while ill.

If a nature of a disease and circumstances warrant, **SCCA** may require an examination of the student or employee by an independent physician to verify the diagnosis of the communicable disease. **SCCA** reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within in the school.

Special note on Head Lice: Students having any nits, dead or alive, will need to be sent home. That student may only return after they have been checked by a **SCCA** teacher and are "nit free." Communicable diseases include but are not limited to the following:

Acquired Immune Deficiency (AIDS, Aids Related Complex (ARC), Abebiais Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma, Inguinale, Hansen's Disease (leprosy), Hemorrhagic Fever, HJV, Legionnaires Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles, (Rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Ricketts, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis,

Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever, Head Lice.

VI. Dress Code and Personal Appearance Standards

Dress Code

SCCA believe that it is necessary to dress appropriately and modestly at all times. In order for students to mature spiritually, the teaching of Biblical separation is a vital part of the school's program. Because the Bible teaches that Christians should not embrace the world's standards of fashion when the fashion or fad in clothing is immodest or that it does not reflect the Christian life. Our students are taught to dress modestly. The school will continue to maintain a high quality of dress.

Please realize that while you may not agree with the specific standards we maintain, as an institution, we must prescribe specific standards. It is requested that parents cooperate in enforcing these standards.

Uniform Information

All school uniform shirts must be purchased from Sir Walters, Inc. (address listed below). Skirts and culottes may be purchased from any source. Ladies' pants **MUST** be purchased from Sir Walters.

Sir Walters, Inc.

500 S. Plumosa Ave.

Merritt Island

Phone: 459-0646

Uniform Choices Will Consist Of:

Boys: Pants — Navy blue or khaki

Shorts For grades K4 7th uniform style in blue or khaki

Shirts — Polo shirts in your choice of white, maroon, navy, gold or hunter green.

Girls: Skirts/Jumpers/Divided Skirts (culottes) — navy blue or khaki

Shorts — for grades K4 7th — uniform style in blue or khaki purchased only from Sir Walters Uniforms.

Slacks — uniform style in blue or khaki purchased only from Sir Walters Uniforms.

Shirts — Polo shirts in your choice of white, maroon, navy, gold or hunter green.

Any color combination may be worn on any day, except for grades 1-12 on Chapel day.

K5 girls may wear culottes or skirts with shorts underneath for modesty.

Chapel Day Attire

5th1 2th Grade:

Boys: Navy blue pants, white dress shirt, tie.

Girls: Navy blue skin or jumper, white blouse.

Personal Appearance and Grooming Requirements

In addition to the school uniform guidelines, the following standards will apply. Any type of appearance that causes a disturbance or distraction in class will not be tolerated. **SCCA** recognizes the difficulty of addressing all considerations in a written policy. For this reason, **SCCA** reserves the right to determine what is proper apparel and appearance for its students and to make final decisions on any situation that is not specifically addressed in this policy.

Girls

- Modesty is the rule. In general, clothing should be non-revealing and loose fitting, not close or form fitting.
- Girls must be neat and clean. This includes good hygiene practices and the use of deodorants.
- Avoid strong perfumes
- No frayed, worn, dyed or torn clothing is permitted.
- Proper undergarments must be worn.
- Skirts and jumper length must cover the kneecap.
- Shoes must be worn at all times. Athletic or canvas type shoes are acceptable for classroom wear. Flip-flop shoes are not permitted. All shoes must have at least a strap around the heel. This is a safety concern on the stairs and during fire drills.
- Platform shoes with excessively high heels are not permitted.
- Extreme fad hairstyles are not permitted. This includes dying hair to fad colors (Purple, orange, etc.).
- No temporary or permanent tattoos are permitted. Those coming to our school with tattoos must keep them covered.
- Shirts must be tucked in when not participating in sporting events.

* Jeans: These are acceptable ONLY during field trips or AFTER school activities. PLEASE NOTE: These clothing items MUST be MODEST, APPROPRIATE AND LOOSE-FITTING.

* Hooded sweatshirts may be worn; however, hoods must be kept off the head while in any building on campus.

Boys

- Boys must be neat and clean. This includes good hygiene practices and the use of deodorants.
- Frayed, worn, dyed or torn clothing is not permitted.
- No temporary or permanent tattoos are permitted. Those coming to our school with tattoos must keep them covered.
- Necklaces, bracelets, earrings or body piercings are not permitted.
- Shirts must be tucked in when in the classroom.
- Pants:

Belts must be worn.

Pants must be properly pulled up at all times.

No tight fitting or excessively loose clothing is permitted.

- Socks are required.
- Shoes must be worn at all times. Athletic shoes are acceptable for classroom wear. Sandals are not permitted. Shoes should have non-marking soles for the student to be permitted on the gym floor. Shoelaces must be tied.
- For Field Trips, jeans are permitted. They must fit well, not too loose or too tight.
- Facial Hair:

No beards or mustaches of any kind are permitted.

High school students must shave if necessary.

Any visible facial hair is not permitted.

- Hooded sweatshirts may be worn; however, hoods must be kept off the head while in any building on campus.
- Hair shall be neat and short enough not to be shaggy or bushy. Must meet the following criteria:

In the back, hair must be tapered and not touch the collar of a regular uniform shirt.

On the sides, hair must not touch the ears.

In the front, hair must not touch the eyebrows when in normal wearing position.

No fad or extreme hairstyles such as bowl cuts or Mohawks are permitted.

Sideburns must be no longer than the bottom of the ear.

VII. Attendance

Absences and Tardies

The intent of the following absence and tardiness policies is not to cause hardships on parents or students . . . quite the contrary. We feel it will benefit the students and cause them to have more disciplined lives while a student is at **SCCA**. Missed classroom discussions and interactions cannot be made up and will be detrimental to the student. A student must have a minimum of four hours in the classroom.

Excused Absences

Excused absences are:

- Absence due to illness
- Absence due to death or serious illness in the immediate family

- Absence due to a doctor or dental appointment
- A prearranged absence approved by the School Administrator if an absence is not prearranged, then a written excuse, giving the dates of the absences, and signed by the parent must be presented at the school office the day of the students return to school. If no note is brought, an unexcused absence, with its academic penalties, will be assigned. The unexcused absence can be changed to excused, if a note with an excusable reason is brought the next day.

Unexcused absences

Unexcused absences are:

- An absence without the knowledge and consent of the parents and/or guardian (constitutes truancy).
- An absence, which occurs with parental permission and consent, but deemed not acceptable to the school Administration as a justifiable reason to be absent from school.
- Students who leave the school grounds during school hours without being signed out by a parent or receiving permission from a member of the Administration will be charged with an unexcused absence.
- A student arriving at school after 11:30 or leaving before 12:30 will be charged with an unexcused absence, unless an excusable reason is explained in a note by the parent to the teacher. My student leaving early must have a note, signed by the parent, excusing the student for the day. Only in the case of an emergency, or if the parent wishes to dismiss the student, they may do so by calling the office secretary.

State of Florida Policy

When a student has accumulated a total of 20 absences within a school year, he/she has reached the state's 20-day maximum limit. For each absence thereafter, the student is required to furnish the school office with a letter from their treating physician in order to be readmitted to school. This applies to each absence in excess of 20 days.

Tardiness

Realizing that occasionally being late is beyond the control of the student, the Administration will determine whether a tardy is excused or unexcused. Chronic tardiness will be handled by the Administration and may result in a consultation with the parents. If a student is late for class because another teacher or staff member detains him/her, the student should bring a pass to the teacher from the individual who detained the student.

Students who are late for school should report to the school office for a tardy slip. Tardy students are not admitted into any class without a tardy slip from the office.

Any student who receives more than three unexcused tardies in a quarter may receive a \$10.00 tardy charge upon the fourth occurrence and each thereafter until the end of the quarter.

Truancy

Deliberate absence without the parent's knowledge or permission is truancy. The student will be dealt with by the Administration. A student in grades 7-12 may be issued a 1-hour detention each day for 1 week to make up the missed day. A student who is continually truant will be turned over to the local juvenile authorities in charge of dealing with this problem.

Leaving Campus

The school operates under the "closed campus" policy. Once a student arrives on school property in the morning, he/she is not permitted to leave school grounds until dismissed from school in the afternoon. A student will only be permitted to leave and return back to campus for a doctor's appointment, provided they are checked out through the office by a parent or have a signed note from a parent.

VIII. Communications

Parental Concerns

There are legitimate ways to handle any problem that may arise during the school year. **SCCA** encourages each parent to respect the teacher as a professional and, likewise, the teacher to respect the parents. The common goals of the teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. Therefore, special mention is made of the best method for dealing with problems and/or complaints. Please heed the following guidelines:

- When a problem, situation, or concern arises, the parent should first take the problem to the teacher. A telephone call or a note is all that may be necessary, in many cases, to resolve the situation.
- If a conference is needed with the teacher, contact the school office and schedule an appointment.
- If the above actions do not resolve the situation, a conference with the parent, teacher, and school Administrator may be necessary. Contact the school office and schedule an appointment.

Dos and Don'ts

- DO NOT try to talk to the teacher during school hours whether by telephone or in person without a scheduled appointment. DO schedule an appointment through the school office.
- When a problem arises, DO NOT contact the School Administrator first. DO start problem resolution with the teacher first.
- DO NOT take school problems to the Pastor.
- DO NOT bring your problems to the school Secretary.

Parent-Teacher Conferences

Parent requested conferences should be made by definite appointments with the teachers, preferably not during school hours. Teacher requested conference might be requested in order to discuss disciplinary or academic concerns with the parent.

IX. Athletics

Goal

At **SCCA**, the athletic program is secondary to the student's spiritual growth and academic development. The goal of sports program is not, as with most sports programs, to win as many games as possible. While winning is an added bonus, it is not the primary objective. Team sports have much to offer in the way of lessons that are applicable to real life. It is the goal of **SCCA** to use sports as a teaching tool in which athletes are taught how to apply Christian principles to real life situations; such as:

- . Working with others, as a team, toward a common goal
- . Dealing with success, as well as disappointment, in a mature and Christian Manner
- . Dealing with anger and confrontation in a mature and Christian Manner

General information

In order for a student to participate in the athletic program, **SCCA** must have signed permission of the student's parent on file in the school office.

A fee of \$85.00 will be assessed for each sport in which a student participates. This fee is to offset the cost of uniforms, equipment; travel expenses (away games), facilities (gymnasium electricity) and referees.

Home School Student Participation

Home school students are welcome to participate in the athletic program at **SCCA**. Parents interested in the program should contact the Athletic Director to make arrangements. All home school students requesting to participate must abide by the **SCCA** standards of conduct, appearance and dress.

Requirements for participation

Age Requirements

The Sunshine Christian League rules require that a student be over the age of 10 and in fifth grade, but under the age of 19 years and 9 months to play high school sports. The only exception would be that of a student who turns 19 after the month of December.

Academic requirements

Students in the P.A.C.E. curriculum are allowed to be one PACE behind per subject. After falling behind by more than one PACE, the student will not be allowed to practice or play until they are within the academic requirement.

Conduct

On the field of play, the conduct of **SCCA** athletes is expected to be in-line with the principles of the school. The attitude and conduct of our athletes is a direct reflection on **SCCA**. As such, any attitude or conduct unacceptable to the School Administrator or the Athletic Director will not be permitted and will be dealt with by the coach and when necessary the Administrator. Disciplinary action may include being benched for one or more games or, when deemed appropriate, expelled from the team.

Conduct considered inappropriate is any unsportsmanlike behavior, including, taunting players on the opposing team, arguing with the referee's call, showing displeasure with the referee's call, celebrating a score in an unbecoming manner, or flagrant fouls. Fighting with teammates or members of an opposing team will warrant at least a one-game suspension and possible expulsion from the team as decided by the coach and/or administration.

X. Discipline

General

An important objective of **SCCA** is to develop character in our students. The aim of Christian discipline is to assist the child in developing a lifestyle consistent with God's expectations for daily living. Teachers, both by precept and example, must acquaint the students with God's expectations of daily conduct as presented in the Bible. Proper and loving discipline will result in our students maturing as responsible young people.

The purpose of the disciplinary system of **SCCA** is to uphold the standards of the school in order that an atmosphere conducive to academic and spiritual growth may be maintained.

The Mark System

The mark system is a daily disciplinary measure to direct the student's behavior in the classroom. Marks are accumulated each day; when the day is over, marks are erased. The mark is not a demerit and will not accumulate throughout the year. However, each mark given represents a ten minute detention, which will be served the following day. If a student earns 6 marks in a day, that student will be sent home for the day, and will receive 15 demerits. The student may return to school the next day, unless their demerit total warrants more suspension time.

Marks are issued as follows:

Possession of inappropriate items (bongs, pipes, condoms, etc.)	30
Robbery / extortion	45
Truancy	45
Physical contact (sexual, rough horseplay)	45

Threat / intimidation 45

Expulsion

Dispersing or using prescription or non-prescription drugs without permission 125

Harassment / offensive touching 125

Possession / use of a weapon 125

Possession/use of alcoholic beverage 125

Possession/use of an illegal drug 125

Possession/use of tobacco in any form 125

Immoral behavior (fornication, adultery, homosexuality, etc.) 125

Fighting determined by the administrator other unbiblical conduct determined by the administrator

*** Demerits are subject to change at any time.**

NOTE: Administration has the right to determine whether a student will be expelled, or whether other means of punishment will be used. These determinations will be based on previous behavior, meetings with parents, and attitudes of the student, etc.

POSSIBLE DISCIPLINARY RESULTS

30 DEMERITS - A student will be placed on a one day suspension. Administration may schedule a meeting with the parents before a student is allowed to return to school.

60 DEMERIT - A student will receive a three-day suspension. Administration may schedule a meeting with the parents before the student is allowed to return to school.

90 DEMERITS - A student receives a five-day suspension. Administration may schedule a meeting with the parents before a student is allowed to return to school.

125 DEMERITS - The student will be expelled and will not be allowed to return to **SCCA** for at least one calendar year. Consideration for re-enrollment will be made only if significant progress has been made and substantiated by the student's parents.

Prohibited Articles

The articles listed below are not permitted on school property. Students found in possession of any of these items will be subject to disciplinary demerits, including possible suspension or expulsion. These items will be confiscated and must be reclaimed by parents:

- Parents who desire to address the administration or pastor must make a request and submit that request to the school office.
- The situation will be researched and considered.
- The pastor and administration will then make a decision to address or consider.

XL Immorality and Homosexual Conduct

1. HUMAN SEXUALITY

SCCA believes that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2:24, Genesis 19:5, 13, Leviticus 18:1-30, Romans 1:26-29, Hebrews 13:4)

2. STANDARD OF CONDUCT

A student may be dismissed or expelled from the school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off school property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

NOTE: This implementation will also be applied to the conduct, support, and spirit of parents.

PARENTAL SUPPORT

Our staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. Maximum effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student's continued enrollment in the school.

3. DEFINING IMMORAL BEHAVIOR

PHYSICAL CONTACT/IMMORALITY

Demonstration of romantic involvement between students on the school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Boys and girls must maintain a six-inch distance at all times Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, immoral conduct will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for sinful

behavior. The following will not be tolerated in any form and may constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Genesis 2:24, Genesis 19:5, 13, Romans 1:26-29, Hebrews 13:4).

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and / or homosexual acts.

Examples: "I am gay." "I am a homosexual." "I have a homosexual orientation."

Homosexual conduct defined as acts or identifying statements, is incompatible with enrollment at Bethel Christian Academy and is a basis for dismissal.

XII. STUDENT WEBSITES

Any student who decides to operate a personal online website or contribute to a blog must register the website/blog with the pastoral staff (Ex. Facebook.com, Twitter.com, Myspace.com, blogger.com, etc.) The web site must be registered immediately upon its creation. Any student who creates a website or blog prior to attending Space Coast Christian Academy must register the website/blog as soon as he/she is accepted as a student.

All websites/blogs will be monitored for content. Any student, including homeschool students, found with an unregistered website/blog or website/blog material that is deemed in violation of **SCCA** Standards of Conduct and inappropriate to the purpose and mission of the academy will be in direct disobedience to this ruling and will be subject to disciplinary action up to, and including, immediate ineligibility to attend Space Coast Christian Academy.