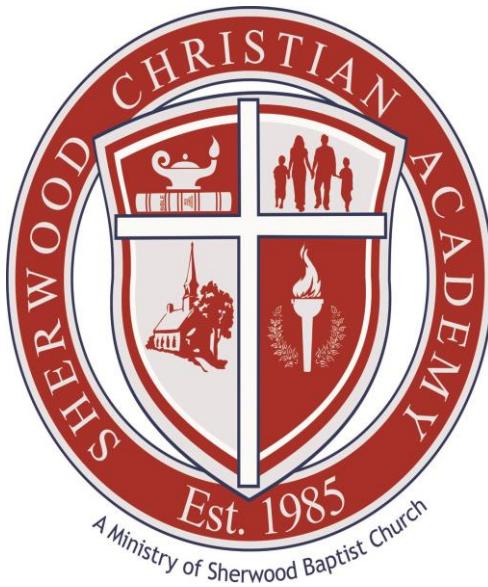


Secondary School Parent/Student Handbook



Sherwood Christian Academy

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Brenda Keefe	Guidance Counselor
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INTRODUCTION

Welcome to another school year at Sherwood Christian Academy. God continues to do amazing things here at SCA, and we are blessed to have you as part of our family. It is our prayer that each student and family feels welcome at the SCA. We trust that this handbook will assist you in this endeavor and provides you with important information, guidance, and understanding of Sherwood Christian Academy.

God led the leadership of Sherwood Baptist Church to start SCA in 1985. Throughout its history SCA has been, and continues to be, committed to a Biblical philosophy of education, *Kingdom Education*, which focuses on bringing the home, church, and school into a partnership for the training up of future generations.

Paralleling this philosophy are the school's policies, procedures and guidelines that provide structure, accountability, and direction for the entire school family. Understanding and adhering to these parameters will provide students with greater success and empower them to withstand the pressures found in today's secular, postmodern culture.

Thank you for choosing Sherwood Christian Academy and for giving us the opportunity to assist you in providing your child with a Christ-centered, Bible-based education.

OPERATING CONSTITUTION

God has established Sherwood Christian Academy for the purpose of impacting students' hearts and minds for eternity through a Bible-based, Christ-centered education. The school's mission statement clearly articulates this purpose. Our mission statement, supported by six essential core values and a series of operating principles, provides SCA with an operating constitution that will guide all of the school's policies, procedures and practices.

MISSION

As a ministry of Sherwood Baptist Church, Sherwood Christian Academy will partner with Christian parents to provide students with a quality, Bible-based education that will lead students to strive for excellence in all things so that they will become Christ-like leaders in their homes, churches, workplaces and communities.

CORE VALUES

In order to fulfill this mission, Sherwood Christian Academy will give priority to six core values. Each core value is supported by operating principles that allow SCA to put these core values into daily practice in every aspect of its educational program.

The Bible

The Bible is the inspired, inerrant, and infallible Word of God found in the original manuscripts. It provides one with God's absolute Truth and gives direction for becoming a godly leader in all of life.

The Christian Family

The Christian family is the God-ordained institution that is the foundational (basic) unit of society whereby children are trained to know and serve Christ.

A Quality, Bible-based Education

A quality education is based on the absolute truth of God's Word and designed to guide each student to achieve his/her God-given potential.

The Church

The church is the Body of Christ and the expression of His kingdom to a lost world. Christ will return again for His church (bride).

Christlikeness

Christlikeness is the ongoing process of aligning one's thoughts, attitudes and actions with the mind of Christ.

Stewardship

Stewardship is the spirit-led administration of SCA's God-given gifts of time, talent and treasure.

PHILOSOPHY STATEMENT

Sherwood Christian Academy is a ministry of Sherwood Baptist Church. As such, it adheres to the Doctrinal Statement of Sherwood Baptist Church. All administrators, faculty and staff must be born-again Christians who have a personal relationship with Christ and are, therefore, striving to be Christ-like in all of life, knowing their lives serve as examples to those whom they teach.

Recognizing that the primary, God-given responsibility for education rests with parents (Deuteronomy 6:4-7; Psalm 78:5-6), Sherwood Christian Academy serves as an extension of the family to aid parents in this task. As such, the school adheres to principles related to child rearing and discipline (Ephesians 6:1-4, Proverbs 22:6; Colossians 3:20-21). Sherwood Christian Academy adheres to the 10 Principles of Kingdom Education as presented in the book, *Kingdom Education: God's Plan for Educating Future Generations* (2003) (see Principles of Education).

The educational philosophy of Sherwood Christian Academy is based on the truth that man's ultimate purpose is to glorify God (1 Corinthians 6:19-20; 10:31). SCA exists to assist each student to reach his/her God-given potential by striving to help him/her develop spiritually and morally, intellectually, physically and socially (Luke 2:52). The administration, faculty and staff recognize that only when a student accepts Christ as Savior and yields to His Lordship can he realize his own unique potential (Romans 10:10-13).

Education and learning are mandates (Deuteronomy 6:6-7; Proverbs 3:1-9); therefore, all instruction at Sherwood Christian Academy is Bible-based (Deuteronomy 4:2-9) and Christ-centered (Colossians 1:9). The specific content grows from the following realities:

1. God mandated at creation for man to have dominion over the earth (Genesis 1:1, 26-28). This mandate requires students to master the subject of language, mathematics, the physical and biological sciences, technology, history and the fine arts.
2. With the fall of man, sin entered the world and man finds himself in a fallen, hostile world. This condition intensifies the student's need to understand more deeply all curricular areas, as well as the social and health related areas of study and a thorough study of the Bible, God's written Word.

3. Christ's commissions are for Christians to evangelize the lost and to disciple believers (Matthew 28:18-20). This further elevates the needs for the student to master all subject areas of learning.

Sherwood Christian Academy seeks to develop young men and women who think and act according to a Biblical worldview (Psalm 24:1) and strive to be Christ-like leaders in their homes, churches, communities and workplaces.

PRINCIPLES OF EDUCATION

Sherwood Christian Academy operates according to a Biblical philosophy of education. This philosophy has been compiled in the book *Kingdom Education: God's Plan for Educating Future Generations* (2003). It is the desire of SCA to have all of its committee members, administration, faculty, staff and parents to know, understand, and commit themselves to the 10 principles found in *Kingdom Education*. These principles are:

1. *The education of children and youth is the primary responsibility of parents.*
Deuteronomy 6:4-9; 11:18-21; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. *The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth til maturity.*
Deuteronomy 6:7; 11:19; Proverbs 22:6
3. *The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation.*
Psalms 78:6-7; Matthew 28:19-20
4. *The education of children and youth must be based on God's Word as absolute truth.*
Matthew 24:35; Psalms 119
5. *The education of children and youth must hold Christ as preeminent in all of life.*
Colossians 2:3, 6-10
6. *The education of children and youth must not hinder the spiritual and moral development of the next generation.*
Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17
7. *The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles.*
Exodus 18:21; I Samuel 1:27-28; 3:1-10
8. *The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.*
Luke 6:40
9. *The education of children and youth must lead to true wisdom by connecting all knowledge to a worldview frame of reference.*
Romans 1:20; Psalm 19:1; Proverbs 4:5-7; 3:19; 9:10, Psalms 104:24; 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; 1 Corinthians 8:1; 13:8; Romans 1:28

10. *The education of children and youth must have a view of the future that includes the eternal perspective.* Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

STATEMENT OF DOCTRINAL BELIEFS

As stated on the Parents'/Guardians' Statement of Support, the parents and/or guardians and the student *acknowledge* receipt of these doctrinal beliefs. Each faculty member signs a statement affirming his or her adherence to these doctrinal positions.

1. **THE SCRIPTURES:** We believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. **GOD:** We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfections, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence and obedience (Deuteronomy 6:4-5; Genesis 1:31).
3. **JESUS CHRIST:** We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally, in glory and power (John 1:1-3; 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).
4. **HOLY SPIRIT:** We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5).
5. **MANKIND:** We believe that in the beginning God created mankind in His image, and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27; 31).
6. **SIN:** We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23).
7. **SALVATION:** We believe that the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death (Ephesians 2:8-10; 2 Corinthians 5:21).
8. **THE CHURCH:** We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25).

9. **EVANGELISM:** We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1:8).
10. **THE HOME:** In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22:6). We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts/principles of life.

PARENTS/GUARDIANS STATEMENT OF SUPPORT

If there is any statement you cannot personally support, please discuss it with the administration in a personal interview. Generally, your honest inability to commit to any of these support measures would not necessarily prohibit acceptance into Sherwood Christian Academy; however, we want you to know from the start the foundational premises of Sherwood Christian Academy, our parental expectations, and how important it is to have your personal support.

1. We have received and read the “Statement of Doctrinal Beliefs” of the school and are willing to have our children educated in accordance with them.
2. We will regularly and earnestly pray for Sherwood Christian Academy.
3. We will fully cooperate in the educational activities of Sherwood Christian Academy by doing our best to make Christian education effective in the lives of our children.
4. We will require our children to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.).
5. We will pay all of our financial obligations to Sherwood Christian Academy on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
6. The school has full discretion in the discipline of our children in accordance with the “dress code policy” and the “discipline policy” as published.
7. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
8. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.
9. We will volunteer for duties and responsibilities for Sherwood Christian Academy as opportunities arise and God provides the time and strength.
10. We will be faithful to attend all parent functions at Sherwood Christian Academy, as best we can. These include open houses, parent-teacher fellowship meetings, parent conference requests, information nights, etc.
11. If we become dissatisfied with Sherwood Christian Academy in any way, we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24).

12. We will seek to support and advance Sherwood Christian Academy in every area possible – spiritually, academically, physically, and financially.

STUDENT CODE OF CONDUCT

Sherwood Christian Academy is a Christian school that is a ministry of Sherwood Baptist Church. It is our desire that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus, is extremely important. Since the testimony of our lives is so important, you are asked to read and sign the following agreement which pertains to student conduct both on and off campus, during and after school.

1. I agree to strive for excellence as a student in all that I say and do.
2. I agree to obey the Bible in speech and conduct.
3. I agree to respect and cooperate with those in authority at the school.
4. I agree to refrain from the possession, distribution, use, or selling of alcohol, drugs, and tobacco/vaping/etc. (1 Cor. 10:23-33, Hebrews 12:1-2).
5. I agree to avoid inappropriate speech, sexual immorality, pornography, witchcraft, dissension, and cheating. (These and other specific acts and attitudes that Sherwood Christian Academy adheres to are cited in Galatians 5:19-21.)
6. I agree to dress in accordance with the dress code as published in the Sherwood Christian Academy Student Handbook.
7. I agree to abide by all school guidelines and rules as outlined in the student handbook. I also agree to submit to those in authority at the school who are implementing its discipline procedures.
8. I understand that once I enroll at Sherwood Christian Academy, I am a part of The Sherwood Christian Academy Family wherever I am. Therefore, I agree to avoid behavior, both on and off campus that would dishonor Jesus Christ, the school, the church, my family, and me.
9. I understand that this is a 24/7/365-day commitment. Subsequently, I can be held accountable by the school for any negative behavior, both on and off campus, at any time during the year.

The student is to abide by the guidelines presented in this handbook. Disrespect, arguing and/or displaying an “attitude” are not helpful if the student is being disciplined. If the student disagrees with the teacher, then he/she should make their disagreement known in private in a respectful manner. The student should be aware, however, that the teacher may not agree and insist upon the discipline as directed. This is the teacher’s right as manager of the classroom. Proper response to discipline, even if the student believes they are wronged, indicates maturity and acceptance of the God-ordained responsibility to the teacher.

SCHOOL BACKGROUND

Founded: 1985

School Colors: Red and White with Royal Blue Trim

Mascot: Eagle; “Victory” Eagle (mascot’s name)

School Verse: Isaiah 40:31

Fight Song: Sherwood Christian Academy Fight Song by Mr. Stephen Hand (2012)

*Fight on, O mighty Eagles, fight and win today;
Fight on, O mighty Eagles, giving God the praise;
Fight on, O mighty Eagles, faithfully we play;
Fight and win, fight on for SCA!*

ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give specific and general, overall guidelines to be adhered to by students and parents. Sometimes new situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

NON-DISCRIMINATORY POLICY

Since God’s love extends equally to all people, Sherwood Christian Academy welcomes and encourages any of His children regardless of race, color, or nationality to apply for admission, financial assistance and any/all programs of the school and does not discriminate on the basis of race, color or nationality in the administration of any program of the school.

As a Bible-based educational institution, SCA adheres to the Biblical teaching that homosexuality is not an acceptable lifestyle. Hence, SCA does not employ teachers and staff, or accept students and parents/guardians, who are knowingly homosexual or bi-sexual or who live in co-habitational arrangements with members of the opposite gender.

GENERAL

ACCREDITATION & AFFILIATIONS

Sherwood Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and The Southern Association of Colleges and Schools (SACS). Accreditation by these agencies provides SCA with recognition at state, federal and international levels. The administration and faculty of SCA maintain the certification requirements of these accrediting agencies.

SCA is also a member of the Southern Baptist Association of Christian Schools (SBACS) and the Georgia Association of Private and Parochial Schools (GAPPS).

ADD/DROP CLASSES

Students must add/drop a class within the first two weeks of a semester. An add/drop form must be filled out and approved by teacher, parents, and counselor. Any change after the first two weeks of a semester must be done by recommendation of the Principal.

ADMISSIONS

The proper education of one's child is a serious responsibility and one in which we desire to take part. SCA is a Christ-centered, college preparatory school that seeks to prepare your child for tomorrow and eternity. The following are the standards and requirements for admission:

1. Submission of a properly completed application, past grade reports, achievement scores, and application fees.
2. Parents must be in agreement with our basic objectives and be willing to actively support SCA.
3. Student's record of behavior at home, church, and school should reflect good citizenship and the student must agree to abide by the standards and guidelines of SCA.
4. All prospective students must take any entrance exams as determined by the administration.
5. The student and at least one parent, or legal guardian, must meet with a member of the school's administration for testing and an entrance interview.

Upon completion of these procedures, parents will be notified of the decision to accept or deny admission to SCA. All students must be enrolled in Sherwood Christian Academy by the student's parents or legal guardian who will be responsible for the student's behavior and tuition. All students are required to live with their parent(s) or legal guardian(s). When circumstances dictate otherwise, special approval is required. All new students will serve a one-semester probation as a precautionary measure.

ALCOHOL & DRUG POLICY

Possession, sale, distribution, and/or use of alcohol or drugs off campus will be subject to disciplinary action and may result in expulsion. Possession, sale, distribution, and/or use of alcohol or drugs on campus will be subject to immediate expulsion.

AP (Advanced Placement) COURSES

In order to be eligible for an AP (freshman college level) class, a student must meet the following requirements:

1. Grade average of 90% in subject area and/or approval from Principal or Counselor.
2. Teacher recommendation—includes work ethic, absences/tardies, class participation/behavior, and effort to analyze/synthesize beyond the minimum (90%) expectation.
3. PSAT/NMSQT scores will be used to identify students who have the potential to be successful in AP courses.
4. Summer work may be assigned to AP students prior to beginning courses in the fall and is due the first day of class. Failure to meet this requirement may result in the student being dropped from the class.
5. Additional charges for books and testing apply.
6. Students are encouraged to take the end of course exam.

Students in AP courses are expected to maintain a grade of 80% or better. Those not meeting this expectation over a nine-week grading period may be reassigned to a grade level or honors class, depending on their academic schedule. Students not meeting the 80% or better will not be eligible for another AP class in that subject area. The Principal has the authority to admit or reject students for AP courses based upon the above criteria. Placement in an AP course is not based on a teacher or parent request, but on the eligibility criteria. AP classes receive an additional five (5) points added to each final nine-week term grade.

ARRIVAL & DISMISSAL TIMES

The front circular drive is the drop-off/pick-up location for middle school. The student parking lot entrance is the drop-off/pick-up location for high school. Students may be dropped off as early as **7:30 AM** and should be picked up **no later than 4:00 PM**, unless staying after school for an organized/supervised sports practice, detention, or school activity.

Middle school students need to report to the Middle School Store upon arrival and stay there until dismissed by the teacher on duty. High school students need to report to the cafeteria and remain there until dismissed by the teacher on duty.

Please understand that the supervision of students is very important to the safety of each child. Therefore, all students are to be under the direct supervision of a teacher and/or coach when remaining after school. All students should be picked up between **3:30-4:00 PM** unless they are under the supervision of a staff member. **If parents are unable to pick up their child by 4:00 PM they should enroll the child to ride the shuttle bus to town.** Information on shuttle bus fees may be obtained through the Business Office.

ATHLETICS

Athletics is an excellent means to help students grow both physically and more importantly spiritually (2 Timothy 4:8). Athletics can provide a valuable opportunity in helping participants develop such Christ-like character qualities as self-control, perseverance, patience, diligence, love, respect, humility, kindness, obedience, and integrity. As SCA athletes grow in Christ, these qualities should also become more apparent in their lives, which in turn will provide greater opportunity to be used by Him, all of which should be the ultimate goal and purpose of Christian athletics (2 Peter 1:5-8).

Athletics also offers the opportunity for an effective witness of the transforming power of Christ in the lives of believers to the viewing community (Acts 20:24). When non-Christian players, students, and fans see the Christian behavior and attitude expressed by SCA coaches, players, students and fans, this behavior will be in sharp contrast to that of the world and, as such, will have the approval of God and hopefully the approval of man (Romans 14:18; 1 Peter 2:12; 2 Corinthians 8:21). This will bring proper attention to Christ and witness to His power. SCA athletics seeks to be set apart for Christ in its purpose, its conduct, its character, its efforts, and its excellence, all of which is keeping with a philosophy of athletics. Refer to the Athletic Handbook for specifics related to the sports program at SCA.

SCA is a member of the Georgia Association of Private and Parochial Schools. Grades 6-12 compete with other GAPPS member schools. Girls' sports are: volleyball, cross country, basketball, soccer, track, cheerleading, and tennis. Boys' sports are: football, cross country, basketball, baseball, track, tennis, and soccer.

All students interested in trying out and participating in interscholastic sports must be re-enrolled for the next school year and must have a current physical form on file with the school. An athletic participation fee is charged to all athletes regardless of number of sports played during the school year. This fee must be paid at the beginning of the sport's season.

Any school or member of a school that uses a GAPPS event for their own purpose of staging a public protest is out of compliance with the Sportsmanship Section of this manual and subject to league discipline which could include immediate ejection from the league.

ATTENDANCE

As partners in your child's education, we expect all students to be present each school day. Written work and assignments can be made up but class discussions and projects cannot be replicated. Therefore it is important that students be at school unless for reasons of illness or unusual circumstances. The following guidelines are in place to help in the case of a student absence.

1. **Parents are required to call in or email and submit a reason for a student being absent from school.** Parents need to call 883-5677 or email the Receptionist at frontoffice@scaeagles.com by **8:30 AM** to report an absence.
2. Parents are notified via automatic e-mail if their child is not present at school during first period.
3. Each student is allowed three (3) tardies during a quarter without penalty. This includes being late to individual classes. See **Tardiness** guidelines.
4. Students must not leave campus for any reason unless a parent signs them out or permission has been given. With or without parental permission, if a student leaves campus for an unexcused reason and misses class time, their absence from that class will be counted as unexcused. Unexcused absences such as these are viewed as truancy may result in a one-day suspension.
5. If a student is absent, they must make up work missed due to absences within the same number of days missed from school, or according to arrangements reached by the teacher and student. If absent one day, the student will have one extra day to complete and turn in the assignment.
6. Students are responsible to meet these prescribed deadlines and/or communicate with the teacher to ensure an understanding of the work due and the time frame in which it is due. Failure to schedule make-up work or failure to make up work according to the agreed upon time limit may result in a lowered grade. Please check FACTS Family Portal (ParentsWeb) to get assignments when your child is absent.
7. When children are absent due to illness, they must be free of fever and/or vomiting **at least 24 hours** before they return, for their health and safety and that of other students and staff. Students who show evidence of a communicable health problem will not be admitted to class.
8. If a student will be absent from school for more than one day for any reason other than illness, prior permission must be given by the Principal.
9. Students who are absent more than ten (10) days in a semester in any given class, may be in jeopardy of losing credit for that class.
10. **Students must be present a minimum of one-half of their assigned classes for a given day in order to participate in after-school activities.**
11. **Athletes that return to the school campus at 11:30 PM or later following an away game, may check in by 9 AM the following morning without penalty. This approval will be communicated by the coach before heading home after the game.**
12. All school days on the school calendar are considered full days unless otherwise specified. All school days and special activity days are considered compulsory attendance days. Any absence will be considered unexcused unless an absence is for the following reasons:
 - Illness
 - Death in the immediate family
 - A doctor/dental appointment that could not be scheduled outside of school hours
 - Out-of-town trips with prior approval
 - Unusual hardships

If a family emergency happens, parents should contact the Principal and a decision about the absence will then be made. Parents are asked to do everything possible to help us protect instructional time by

making sure students are in attendance and on time. Please try to schedule appointments so that students will not miss class.

In the event a student misses class for disciplinary reasons or other unexcused reason during the school day, it will be viewed as an unexcused absence from class and the following actions may be taken:

- The student will receive a zero on any in-class assignment missed or participation grade.
- All work missed must be made up within the established time limits by the teacher.
- The student will have missed a portion or all of the lesson and the notes and it is up to the student to get the information. Teachers are not obliged to reteach material due to an unexcused absence.

These guidelines have been established to help all students achieve their full potential in each of their classes. It is our desire to also help students take responsibility for their actions and be held accountable for their academic achievement. Any extenuating circumstances related to class attendance will be reviewed by the Principal.

AWARDS

SCA will set aside a day in May to honor many deserving students including the five students in grades 6-11 with the highest numeric average for the current year up through their final third term grades. The numeric average will be calculated through their final third term grades (using their first semester final grades and their third term final grades).

A and A-B honor rolls for the year are based on actual report card grades recorded through the third grading period (1st term, 2nd term, Fall semester, and 3rd term).

Senior awards are based on cumulative numeric averages for the four years of high school through the end of the senior year (**cut-off date will be the last day of the 3rd term**).

BIBLE VERSION

SCA recognizes that many versions of the Bible are good and valid and are used by many denominations; however, in the interest of continuity, we will ask the students to have and use one version. The version that we will be using is the **New American Standard Version**. This will allow consistency in memorization and maintain the integrity of God's Word. If you would like an exception due to family conviction/preference, please contact the teacher.

BUS GUIDELINES

A shuttle service is offered in between SCA and Sherwood Baptist Church. Parents wishing to use the shuttle will be required to pay a non-refundable shuttle registration fee per child and a monthly shuttle fee. Shuttle prices are published on the shuttle registration form.

The shuttle pick-up and drop-off location will be at the Doncaster Drive parking lot across the street from Sherwood Baptist Church. The shuttle will **leave** from the Doncaster Drive parking lot at **7:35 AM** each school morning. Students should arrive back to the parking lot between **3:50-3:55 PM** each day.

All students riding the shuttle will be expected to be there on time as the bus will not be able to wait. Students are expected to act with respect and courtesy toward fellow students and drivers. The following guidelines will be enforced:

1. Students are to board the shuttle and find a seat immediately.
2. They are to sit quietly until the driver is ready to leave.
3. When the vehicle is out on the road, the driver will give the OK for the students to talk with the student next to them in a low voice.
4. Students are to stay in their seats at all times.
5. Students are to face forward at all times.
6. When the shuttle pulls into the parking lot of the church or the school, all talk will stop immediately until the vehicle stops and the students are dismissed by rows.

If a student consistently displays unacceptable behavior, the following discipline procedure will be followed:

1 st Offense:	1-week suspension off the shuttle
2 nd Offense:	2-weeks suspension off the shuttle
3 rd Offense:	Permanent suspension off the shuttle

A waiting list is maintained of students wishing to ride the shuttle bus.

Once your child is registered for a shuttle, you must notify the Business Office in writing to cancel his/her shuttle reservation and its monthly fee.

CAMPUS SECURITY

SCA takes seriously the safety and wellbeing of every child. Preventive measures have been put in place to ensure we take care of our students and employees.

All exterior doors are locked or magnetized during school hours. The main entrance is magnetized and requires entrance through paging the receptionist. Furthermore, interior, elementary hallways are magnetized for further safety for the elementary students. The entire campus has an eight-foot security fence and the gates to enter are timed to close for the start of school and open for arrival and dismissal. Security cameras have been installed in various places throughout campus to provide further security.

A fully developed security and crisis plan is in place, and staff members are well trained in its contents by our Security Director. All staff members wear name badges to identify themselves as employees. We require all visitors including vendors and contractors to enter the school through the main entrance to sign in and receive a visitor's badge.

CELL PHONES & ELECTRONICS

SCA understands that we live in the age of technology and we enjoy the benefits of advancing technology. We also understand the importance of communication with your child. However, due to these advancements, it is increasingly difficult to monitor the activities of cell phones with text messaging and cameras, Ipods, and gaming systems.

To maintain an environment conducive to learning, **SCA prohibits the use of cell phones during the school day and prohibits the use of Ipods and gaming systems on campus (unless given prior**

permission for special functions). Students may use cell phones in class with a classroom activity under the guidance of a teacher.

To help enforce this policy with respect to cell phones, students are not to have their cell phones on their person during school hours. It may be in their purse, book bag, car or locker, but not on their person (in pockets, etc.). We have established the following consequences when these guidelines are not followed:

1st Offense—Parents pick up item at their convenience within 24 hours

2nd Offense—Parents pick up item after one week at their convenience

3rd Offense—one-day suspension from school

Due to privacy issues, **students are not allowed to take photographs or make video and/or audio recordings while on campus** unless it is done under the supervision of a teacher. Students are subject to disciplinary action for any violations of this guideline.

Any other personal electronic items are not allowed on campus unless prior permission has been granted. **This includes the wearing of any headphones or earbuds.** Students with Nooks/Kindles holding electronic books may get permission to use them on campus from the Principal as long as they are used only to read E-books.

CHAPEL

Chapel is a time set aside each **Thursday** that allows students and teachers to come together corporately and worship God and hear His Word proclaimed. Chapels will consist of presentations by pastors, teachers, and students, worship music, small groups, testimonies, and special groups. Proper behavior and respect is expected of all students during Chapel.

CHEATING & PLAGIARISM

To help students understand the material being taught, to teach them the value and importance of doing one's own work, and to maintain the scholastic integrity of the school, **students are required to do and submit their own work**, unless the teacher has specifically stated that group work or peer help is allowed.

Students deemed having cheated/plagiarized may serve up to a **one-day suspension**. Please note that this includes the student who knowingly assisted another student with cheating. The consequences of a suspension are in effect—the reduction of all term grades by 2 points for each day of suspension during that term. Lastly, the student will be required to complete the assignment. Plagiarism of scholarly work is covered extensively by our English Department.

COMMUNICATION

Sherwood Christian Academy believes that open and clear communication is essential to maintaining an effective home/school partnership. For such communication to take place, there must be an atmosphere of mutual trust and respect. Students will succeed at SCA, in part, because they are integral members of a strong support network in the classroom and beyond.

Parents can expect returned phone calls and emails from teachers within 24 hours.

Parent contacts will be made in a timely and regular manner concerning students who are doing poorly including students earning F's or who are falling into a pattern (3 or more) of not turning in assignments.

Who to Contact

Our goal is to foster an environment where students are given opportunities to solve their own matters. The key is giving the students the skills needed to work through their daily concerns and the positive experience of seeing them solved in a way as Christ taught in **Matthew 18**. To that end, students and parents are encouraged to abide by the following guidelines:

1. If a parent has a concern or complaint with a specific teacher, staff member, or coach, the parent needs to **contact that individual first and express their issue**. If it is unresolved, let the staff member know you will be contacting the Principal or Athletic Director (if sports related). A meeting between the teacher/staff member, parent, and Principal/Athletic Director will be set to resolve the issue.
2. If a student has a concern or complaint regarding a specific teacher, staff member, or coach, it is essential that initial communication begin **between student and that specific teacher, staff member, or coach**. Often times, it is a miscommunication between student and teacher or coach.
3. If the concern is not resolved between student and adult, the student's parents should speak with the specific teacher, staff member, or coach. The next step would be to speak with the Athletic Director, or the respective Principal with all parties present.
4. The Headmaster is the final point of contact regarding conflicts.

If the student needs help in determining how to speak with the teacher, staff member, or coach, he or she may, at any time talk with the Campus Pastor, Athletic Director, Guidance Counselor, or Principal.

Other Forms of Communication

SCA provides an active website at www.SCAeagles.com to provide current information about SCA. Also linked to the SCA website is FACTS Family Portal (ParentsWeb) which will provide a calendar of activities, essential documents and assignments for each student. FACTS Family Portal also allows parents access to their child's password-protected grades and homework via the internet. A weekly email is sent home to apprise all parents of important information. A school blog can be found on our website. A school newsletter is emailed periodically during the school year and includes a monthly calendar and pertinent information/announcements for parents regarding upcoming events, activities, deadlines, etc. See section on FACTS Family Portal.

Parent-Teacher Conference Days

Parent-Teacher Conference Days are held twice a year (fall & winter) to discuss in person your child's academic progress. Please make yourself available for these important days to strengthen the home-school partnership.

COMMUNITY SERVICE

Community Service is defined as:

- Any approved activity that witnesses to the Christian faith
- Activity in which there is no remuneration, either monetary, merchandise or material gain for person, class, or organization
- Any activity that helps another person or organization and is not part of a classroom assignment

Service Requirements

• Freshmen	10 hours
• Sophomores	15 hours
• Juniors	20 hours
• Seniors	25 hours
Total for all years	70 hours

Purpose

The purpose of this program is to fulfill our core values of Christlikeness and stewardship by:

- Instilling or affirming a servant's heart in our students
- Teaching the Biblical lesson of responsibility (Luke 12:48)
- Helping our students to learn to put others first

Expected Outcomes

Our expectations and desired outcomes for our students through this program are as follows:

- Our students will have the opportunity to show God's love through service to others.
- Our students will develop leadership skills and show initiative in seeking out ways they can serve.
- Our students will have the opportunity to get outside of their comfort zone and to impact lives for Christ.
- Our students will learn what it is to serve others and the rewards that come from service to others.

Administration

- Organization, record keeping and oversight will rest with the Guidance Counselor and/or faculty/staff.
- Failure to complete the yearly service requirement will jeopardize the student's re-enrollment for the following year.
- All graduation activities will be suspended for seniors who have not met their requirements by the beginning of May.

Guidelines

- At least 1/2 of required yearly hours should be completed by the start of the second semester.
- Most activities should be pre-approved in writing, to include parental permission.
- A single event can be used to satisfy one semester's requirements only.
- A year equals June to May.
- Multiple activities done over the summer can satisfy the requirements for the year.
- An evaluation of the student's activities and attitudes must be submitted by the sponsor, and the student must submit a "completion form."
- Activities must be scheduled outside of regular school hours.

Recognition

- Individuals completing 250 hours of service will receive a silver medallion at graduation.
- Individuals completing 350 hours of service will receive a gold medallion at graduation.

COMPUTER & INTERNET USE

SCA is committed to providing reliable, secure, and equitable access to the SCA network. It is our desire to glorify God with the use of the technology program. It is our expectation that anyone using the technology resources at SCA will demonstrate purity, personal integrity and responsibility. Any student that inappropriately uses the SCA computers (damage, hacking, viruses, and inappropriate websites) will receive appropriate disciplinary actions. (See SCA Acceptable Use Policy in Appendix B)

COURSE OFFERINGS

See Appendix A

DISCIPLINE

“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11

Policy

The discipline procedures at SCA are established to help create an environment that is conducive for learning, maintaining a Christ-centered environment, shaping individual character, and leading a Christ-like life. We believe it is God-ordained that parents bear the primary responsibility for disciplining their children and we desire to partner with parents to support them in their efforts to raise godly children. We understand that there is no perfect system but we have established the following guidelines to help encourage the correct behavior and actions of each student. Each teacher may have their individual classroom rules that will be communicated to the students and parents at the beginning of each year. Students who disobey the classroom and school rules may lose privileges and receive consequences due to their behavior. If behavior becomes repetitive or severe, the student will be sent to the appropriate administrator. The guidelines in this handbook are school-wide policies and will be enforced as consistently as possible. The administration reserves the right to take necessary disciplinary action to ensure student safety.

Procedures

1. **The teachers are the first point of contact** in the discipline process. Before teachers refer students to the office for minor offenses, they will contact the student's parents to gain assistance in correcting the matter. If this partnering with the parent does not correct the behavior, the teacher will refer them to their respective Principal.
2. Any student sent to the office must be accompanied by the teacher, a phone call to the office, or a written explanation of the situation prompting the referral. The administration will keep teachers and parents informed of the necessary consequences. An email will be sent home to alert parents to the visit to the office and the teacher will follow-up with the parent.
3. The Principal may get involved depending on the situation. Each situation will be examined and consequences will be assigned on an individual basis and according to the offense. Possible consequences include but are not limited to a zero for a participation grade, detention, isolation, suspension, and expulsion.

Disciplinary Actions

1. **Parent Call/Conference from teacher following office referral**

2. **Detention**

Detentions will be served on a weekly basis during Snack Attack. Students not attending or skipping a detention will receive an additional detention and may receive a suspension.

3. Isolation

This measure is typically used as an extended time-out from other students. Students will be sent home or required to work and eat lunch alone for the school day without academic penalty.

4. Out-of-School Suspension (OSS)*

OSS may be given as a consequence for repeated or severe actions. Parents will be contacted and required to pick up their child and take them home to serve a suspension. Suspensions will range from 1-10 days. Parents are responsible for contacting teachers concerning assignments. Students serving OSS will not be allowed to participate in extra-curricular events or attend any school events (athletics, fine arts, etc.) on the day(s) of the suspension.

* If a student receives one-day OSS, the following actions will be taken.

- The student will receive a **2-point reduction in all term grades for each day** of suspension during that term.
- All work missed must be made up within the established time limits by the teacher.

The following guidelines have been established to help students make up work when absent from class.

- Any work assigned prior to an absence will be due upon the student's return to class. Failure to turn in assignments on time may result in a lowered grade.
- Work assigned during an absence, including tests and quizzes, is to be made up within a maximum of one day for each day absent from class. Students are responsible to meet with the teacher on the day that he/she returns to class and schedule a time to make up any missed work. Failure to schedule make-up work or failure to make up work according to the agreed upon time limit will result in a lowered grade.

5. Expulsion

Expulsion will be used in extreme cases of repeated misbehavior or severe misbehavior. All efforts will be taken to work with parents and students before an expulsion is warranted. Students expelled from SCA will not be allowed to attend any school function for the remaining portion of the school year. There will be a one-year waiting period before a student expelled from SCA will be considered for readmission.

The following is a general, not all-inclusive, list of possible violations that will be dealt with in an appropriate manner.

Level ONE infractions (consequences of warning/detention/phone call home/loss of privileges) may include, but are not limited to, the following:

1. Tardiness
2. Dress code violations
3. Minor classroom disruptions
4. Not following instructions
5. Horseplay
6. Food or drink in classrooms or the hall
7. Traffic violations
8. Not following procedures (e.g., parking, before and after school)

***Repeated infractions will result in a Level Two consequence.**

Level TWO infractions (consequences of detention/phone call home/sent to office) may include, but are not limited to, the following:

1. Disobedience
2. Public display of affection
3. Continual classroom disruption
4. Inappropriate behavior
5. Name calling or disrespect of fellow students
6. Failure to report to a detention

***Repeated infractions will result in a Level Three consequence.**

Level THREE infractions (consequences of parent conference/isolation/suspension) may include, but are not limited to, the following:

1. Excessive teasing or bullying
2. Profanity
3. Inappropriate language/material
4. Skipping class
5. Fighting
6. Disrespect to authority
7. Cheating for all students involved
8. Lying to a staff member

***Repeated infractions will result in a Level Four or Level Five consequence.**

Level FOUR infractions (consequences of parent conference and multiple-day suspension) may include, but are not limited to, the following:

1. Harassment
2. Sexual misconduct
3. Possession of or use of tobacco products
4. Vandalism

Level FIVE infractions (consequences of multiple-day suspension/may result in expulsion) may include, but are not limited to, the following:

1. Illicit behavior
2. Assault on staff or students
3. Possession of a weapon
4. Threats of any kind
5. Possession, use, distributing, or selling of illegal drugs or alcohol
6. Pregnancy

DRESS CODE

The purpose of the SCA dress code is to establish guidelines that are neat and modest and allow for an appropriate learning environment. It is generally true that a neat and modest dress code will foster proper classroom behavior and effort. Enforcing the dress code is not the sole responsibility of SCA. We do ask that parents partner with us in making sure that students leave the house in proper dress code attire. Students who leave the house out of dress code will usually arrive to school out of dress code. **Students may be sent home if they are out of dress code and will be counted unexcused for the time they miss. Furthermore, repeat dress code violations will result in further disciplinary action as deemed necessary by the Principal.** The following is the SCA dress code:

Young Ladies

Clothing - Clothing must be Lands' End Uniform items (landsend.com). Shirts do not have to be tucked in unless the shirt is long/long tail but belts must be worn where belt loops are present. Hems should be no shorter than 4" above the knees. Undershirts and leggings must be solid colors. Neither animated characters nor TV and/or movie personalities are permitted on clothing, book bags or lunchboxes at any grade level. No accessorizing of uniforms beyond jewelry and hair holders/bows.

- **Outerwear** – Coats, jackets, and hoodies can only have small logos (approx. 3 x 3 in. or smaller). Any SCA issued jacket or hoodie may be worn during school day.
- **Footwear** – Athletic shoes, sandals, and dress shoes are to be worn. **Flip flops are not allowed.**
- **Hats** – Hats are not to be worn in the buildings.
- **Body piercing** – Limited to two (2) earrings per lobe (**the lower, soft, part of the ear**). Additional earrings or other piercings are not allowed at any SCA function, including school sponsored trips and athletic events.
- **Tattoos** – No visible tattoos are allowed at any SCA function, including school sponsored trips and athletic events.
- **Hair** – Extreme bleached hair colors are to be avoided. These include but are not limited to red, yellow, green, purple, or white.
- **Dress Clothes/Dress Up Days for Ladies** – All dress clothes for young ladies must meet the following requirements: **Maxi-dresses/maxi-skirts or dress pants with modest blouses are required.** This standard applies to all special events, school ceremonies, and class projects including class debates, head shots for performances, Veterans' Day Program, Junior Ring Ceremony, Awards Programs, and all other school-sponsored events in which a young lady will be wearing dress clothes. Young ladies who do not follow these requirements will not participate in the program.
- **Athletic Wear - All running shorts must be accompanied by sliders or compression shorts that show at least 2" below the length of the shorts.** This applies to musical theater practices, Sherwood Cup Day, assisting with Elementary Field Day, attending any SCA athletic contests, and all other school-sponsored events in which a young lady will be wearing running shorts. Young ladies who do not follow these requirements will not participate/attend event until dress code met. Athletic attire for SCA sports teams (practices and games) will continue to be under the direction of the individual coaches and athletic director.
- **Formal Dress for Ladies (Jr./Sr. Banquet, Homecoming Court)** - Guidelines which will be the standard for all ladies, regardless of body type, size, and height are: Dresses should be high in front – no cleavage exposed when standing or bending. Watch out for the Sweetheart neckline and V-neck. Both will have to have a fabric piece added which can/will change the look of your dress: The back of the dress should be as high as a regular bra strap - not plunging to the waistline. This means that any type of open or strappy back is not an option unless the opening is filled in with fabric. The hem line of or any split in your dress should be 2 to 3 inches above the

knee when standing and sitting. We will be using the “horizontal” dollar bill test to help us determine the appropriate hem **length** for short dresses. This is done by holding a dollar bill horizontally at the top of the knee as a guide. For more details, with pictures, please see junior class sponsor Sabrina Davidson.

Young Men

Clothing – Clothing must be Lands End Uniform items (landsend.com). Shirts must be tucked in including afterschool hours. Belts must be worn where belt loops are present. Undershirts must be solid colors. Neither animated characters nor TV and/or movie personalities are permitted on clothing, book bags or lunchboxes at any grade level.

- **Outerwear** – Coats, jackets, and hoodies can only have small logos (approx. 3 x 3 in. or smaller). Any SCA issued jacket or hoodie may be worn during school day.
- **Footwear** – Athletic shoes or dress shoes are to be worn. **Flip flops and sandals are not allowed.**
- **Hats** – Hats are not to be worn in the buildings.
- **Body Piercing/jewelry** – No body piercing or inappropriate jewelry allowed. Boys may not wear excessive necklaces. This applies to all SCA functions, including school sponsored trips and athletic events.
- **Hair** - Men’s hair should be neatly cut off the ears, top of the collar, and eyebrows. Longer hair tucked behind the ears is not acceptable. Extreme haircuts and designs cut into hair are not permitted. Extreme haircuts include, but are not limited to, colored hair (red, yellow, green, purple, or white) or spiked hair. All sideburns must be no longer than the middle of the ear. Parents - please anticipate the need for haircuts and plan before it is too long.
- **Facial Hair** – Must be clean-shaven every day. If skin issues exist, please contact Jayson Davidson.
- **Tattoos** – No visible tattoos are allowed at any SCA function, including school sponsored trips and athletic events.
- **Compression tights** – Boys may only wear long tights under their uniform shorts from **Nov. 1-Mar. 1.**

Jeans Days—students may wear neatly hemmed (no frays, rips, or holes) jeans with a uniform top. Boys must tuck in their shirts. Students may wear athletic shoes— no sandals or open-toed shoes for boys; no flip-flops for boys or girls.

Theme T-shirt Days—students who purchase an annual theme t-shirt may wear it with uniform bottoms on Theme T-shirt Days. Students may wear athletic shoes—no sandals or open-toed shoes for boys; no flip-flops for boys or girls.

Dress Down Days—students may participate in these days for a nominal cost. Guidelines will be posted in the hallways to the particulars.

Spirit Week—during Homecoming/Region Tournament, students may participate in spirit days per posted guidelines in the hallways and in weekly emails.

DUAL ENROLLMENT

Dual Enrollment is a program that provides funding for students at eligible high schools that are enrolled to take approved college-level coursework for credit towards both high school and college graduation requirements.

Over the years, the Georgia Student Finance Commission (GSFC) has become the administrator of more than twenty state- and lottery-funded scholarships, grants and service cancelable loan programs that ensure Georgians have an opportunity to access education beyond high school. In addition, GSFC provides free financial aid consultation to K-12, postsecondary institutions and community organizations across the state to help students and their families prepare to pay for college.

Currently, SCA offers dual credit courses on our campus and online through various colleges. The above information and answers to additional questions can be found on the Georgia Student Finance Commission (GSFC) website. Please direct any questions regarding the Dual Enrollment program to the Guidance Counselor.

SCA Eligibility

- Students must have an overall HOPE GPA of 3.0 up to and through their junior year
- Completion of all academic requirements **through 10th grade**
- SAT or ACT test scores that meet the following minimum standards as determined by the GSFC
- SCA must approve all postsecondary classes taken.
- Postsecondary classes must be scheduled around those available at SCA.
- Participation in the Dual Enrollment program will not result in a discount in SCA tuition.
- Dual Enrollment grades will be transferred to a high school transcript at their numerical value. If only letter grades are available and a numeric value cannot be determined, they will transfer in at their mid-point numerical value.

EARLY CHECKOUT & DISMISSAL

Students are expected to be in attendance for the entire school day unless unavoidable circumstances require their early dismissal. End-of-the day activities are just as important as beginning-of-the day activities; therefore, early checkout by students is given the same consideration as excessive tardies and may result in disciplinary action by the Principal.

When the parent has to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the office. A note from the parent explaining the reason for the absence should be given to the office for record keeping purposes (**please bring note to office or email before school**). Please refer to the attendance section to see which absences are excused and how they are to be verified. Please keep these to a **minimum**, and attempt to schedule appointments after school whenever possible. These absences can seriously impact academic performance. **Please do not ask your child to leave class during testing.**

Any student leaving campus for **any reason** without following appropriate procedures will be considered truant (skipping school) and subject to disciplinary action (suspension).

Early dismissal days will be published in the school newsletter, the school calendar and on FACTS Family Portal (ParentsWeb). Email reminders will be sent to registered shuttle riders prior to early dismissal days announcing adjusted shuttle return times for those days.

ELIGIBILITY

Students competing in varsity level interscholastic sports must meet all eligibility requirements set forth in the GAPPs Interscholastic Rules and Regulations for that year. The first priority for all student-athletes is to maintain passing grades in all classes. **Standard Rule:** Athletes must pass four classes in previous term to be eligible. Participation in extra-curricular activities is a privilege and students may lose this privilege if grades in one or more classes fall below passing.

EMERGENCY CONTACTS

Parents are responsible for providing the school with updated phone numbers (home and business) and changes in living address and or email addresses. The school must also be informed of changes in emergency contact people.

EXTRACURRICULAR PARTICIPATION (In addition to GAPPs guidelines)

The priority of putting in extra time and effort in studies takes precedence over practice and sometimes games.

Students leaving school early for game/event participation must have ASSIGNED WORK COMPLETED ON TIME WHEN THEY RETURN. This necessitates getting class and homework assignments prior to leaving school.

A student absent from school cannot participate in practice or event (game, meet, etc.) on the day of absence. **Students must attend at least half of their classes in a school day to participate in extra-curricular activities.**

FACTS FAMILY PORTAL (FORMERLY PARENTWEB)

FACTS Family Portal (ParentsWeb) is a school information system available 24 hours a day, 7 days a week for students and parents. Teachers update assignments, tests, quizzes, and projects weekly and grades are posted throughout the week. This enables parents to know the class averages and the assignments, tests and quizzes from which the grades were derived. Important school information, the school calendar, grade level activities, etc. are also available on FACTS Family Portal. Instructions for setting up your free account are included at the bottom of the announcements emailed to families each week. If you forget your username or password, please email lynneclower@scaeagles.com for assistance. If your FACTS Family Portal information (grades & assignments) is not being updated regularly, please notify the Principal. **Note: students are responsible for all assignments and tests/quizzes whether or not they are posted on FACTS Family Portal.**

Families that have been blocked from FACTS Family Portal due to past due tuition balances may contact individual teachers for your child's current progress.

FINANCIAL ASSISTANCE

Tuition Assistance

Needs-based Tuition Assistance is available. Families need to visit the school's website and complete the online application with FACTS Grant and Aid Assessment. Grants are awarded on the basis of financial need as determined by FACTS. Application does not guarantee the receipt of a grant. Processing applications takes a few weeks, which means that in cases of late application, a response from FACTS may not be made prior to the beginning of the school year. In this case, parent agrees to make full payments when due until a grant is awarded. If you would like to make a donation towards SCA's financial assistance program, please contact The Sherwood Foundation at Sherwood Baptist Church.

FIRE ARMS

SCA's policy prohibiting possession of weapons on campus is a direct reflection of State Code 16-11-127.1 which provides for school safety zones. This policy strictly forbids possession of weapons on your person, in your locker, or in your vehicle, while within the school safety zone which includes all secondary campus grounds. This applies to all hours and all functions. Students are reminded that possession of a weapon (firearms, knives with blades 3" or longer, martial arts weapons, bludgeons, etc.) within a school safety zone is a felony in the state of Georgia. This offense will normally result in expulsion.

FOOD/DRINKS/GUM

Students are not allowed to have food or drinks in the classroom except water in clear bottles with a top. Students in grades 6-12 are allowed to chew gum.

FUNDRAISING BY SCHOOL GROUPS

Any class, club or other school-related group (athletics, fine arts, etc.) involved in fundraising must clear its project through the Headmaster. All club/class money and accounts must be maintained in an SCA school activities account specifically for the purpose of the activity. No separate bank accounts may be maintained by any student/school organization. Sherwood Christian Academy prohibits students from selling or soliciting door to door.

GRADING POLICY

Grading Periods

Semesters consist of two nine-week grading periods, evenly weighted, plus final exams in high school. Numerical grades, not letter grades, are posted on transcripts and sent to colleges and universities.

Grading Scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 0 - 69

(70 is the lowest passing grade.)

Advanced Placement courses will be weighted with five (5) points added to each final 9-week term grade.

Honors classes will be weighted with three (3) points added to each final 9-week term grade.

No final semester grade may exceed 100 except AP or honors classes due to the HOPE adjustment (see HOPE Scholarship).

GRADUATION REQUIREMENTS

Students graduating from SCA must meet the minimum high school graduation requirements set by the School Committee. These requirements are in accordance with those set by the Georgia State Board of Education. No student will graduate from SCA unless he has been enrolled for at least one year and has successfully completed the requirements of that year (unless there are extenuating circumstances). SCA offers a college preparatory diploma with 26 units, which includes the required 23 college prep Carnegie units, in order to graduate.

English	4 units
Science	4 units
Math	4 units
Bible	4 units
History.....	2 units
Social Sciences (Government/Economics)	1 unit
Health/PE	1 unit
Foreign Language	2 units
Fine Arts/Technology/Add. Foreign Language	1 unit
Electives	up to 3 units

Please note: A senior who has failed both semesters of the same subject or who has more than 1 full credit to complete in summer school will not be allowed to walk during the graduation ceremony with his/her classmates.

Community Service Hours are required for graduation. See Community Service Hour requirements.

GUIDANCE SERVICES

SCA offers extensive guidance services to help students with their course selections, high school credits, summer school, standardized testing, college placement testing, career job shadowing, community service requirements, scholarship opportunities, and information for life after high school.

Beginning in the 9th grade, each high school student will meet with the Guidance Counselor at least once a year to go over his/her academic plan. An annual parent meeting will be held each fall to assist parents with particulars for that grade level in preparation for graduation and college admission. Career and college information will be sent home at different times of the year to assist parents and students. Please call or make an appointment with the Guidance Counselor to learn more about the role guidance services plays in your child's education.

HALL PASS (Passport)

Students outside of a classroom during class hours are required to carry a hall pass/planner from their classroom teachers. Students out of class without a hall pass/planner will be considered as skipping class and/or sent back to class. Teachers will monitor what is a reasonable amount of time each student should be gone from the class for each particular request. Students may not go to the cars/parking lot unless they have been given permission by the Principal or are escorted by a teacher. The passport pages in the

back of student planners purchased from the school are used as hall passes. Additional pages can be obtained from the Receptionist when pages are full.

HEALTH & IMMUNIZATION REQUIREMENTS

All students must have the following immunization forms on file in the school office prior to their first day of attendance:

- Form #3231 – Georgia School Certificate of Immunization Form
- Form #3300 – Eye, Ear, & Dental Form

Children entering 6th grade and any new entrants into any grade K5-12 need the following:

- Mumps – 2nd dose required or proof of serologic immunity.
- Varicella – 2nd dose required or proof of serologic immunity.

Medication

Students requiring prescription medications will be administered those medications in the front office as directed. Medications must be in the original bottle with the prescription label attached. The parent must complete a **Medication Authorization Form**.

The office staff is not permitted to give students over-the-counter medications without written permission from the parent stating the reason for medication, type of medication, amount to be given, and how often it may be administered. This information along with the medication (in its original bottle) should be turned in to the front office. Medication Authorization Forms are available in the front office. Epipens are to be kept in the front office.

All students interested in trying out and participating in interscholastic sports must be re-enrolled for next year and must have a current physical form on file with the school.

HOMESCHOOLERS INVOLVEMENT AT SCA

Because SCA is committed to partnering with Christian parents for the purpose of a Biblical education, SCA welcomes the opportunity to serve homeschooling families in the training of their children. Consider the following opportunities and guidelines for homeschooled students to be involved at SCA.

Academics

Homeschool students in grades 6-12 may take classes at SCA to supplement their education upon administrative approval and if space is available in the courses desired. Homeschool students must undergo the same admissions process as current SCA students. All current application and enrollment fees apply. Fee structure for desired courses is set by the school annually. Homeschool students may take up to three courses as a part-time student. Enrolling in four courses or more would constitute full-time status as an SCA student and will be charged full tuition and fees.

Homeschool students choosing to enroll in a secondary (grades 6-12) drama/musical theatre class must be enrolled in the course for at least two full school years before being allowed to try out for a lead role.

Please note homeschool students taking courses at SCA would be accountable to all school rules and policies highlighted in the Student Handbook including wearing an SCA-approved uniform during the school day.

Standardized Testing

Homeschoolers are welcome to take standardized tests during testing weeks at either campus as long as space and materials are available. Please contact the building level Principal for participation. Fees for testing apply.

Athletics & Extra-Curricular Activities

Only full-time students enrolled at SCA may participate in interscholastic athletics and activities. Summer camps offered by an individual SCA teacher or coach that are offered to the community are open to homeschoolers.

For consistency and liability purposes, homeschoolers are not allowed to participate in any SCA-sanctioned mission trip.

HOMEWORK, TESTS, FINAL EXAMS

Regular homework is an important aspect of helping students achieve and develop effective work habits. It is designed to reinforce the skills taught in class. Homework is expected to be completed and turned in on time as determined by the teacher.

Guidelines

Homework should:

1. Be based on the core objectives of the curriculum.
2. Be done at a time when the student can practice independently what he/she has learned in class.
3. Be structured and have a clear purpose.
4. Be developmentally appropriate for age of students.
5. Be reasonable in amount.
6. Be meaningful and worthwhile.

Amount of Homework

The professional literature states that the amount of homework a student receives should be no more than 10-15 minutes times the student's grade level. For example, a 6th grader should not have more than 90 minutes of homework on any given night. Keep in mind that there are several variables that come into play when it relates to a student's individual homework load: **work pace of individual student, subject familiarity by the student, the degree a student is involved in extra-curricular activities, and the student's on-task time and ability to use free time well during the day.**

To address this issue, we have developed the following guidelines with a few qualifiers.

The **maximum** amount of homework (written and studying) on any given night in the secondary school will be as follows. Please understand this is not an average amount of homework but a maximum amount you could expect.

- 6th Grade – 90 minutes (1½ hours)
- 7th Grade – 105 minutes
- 8th Grade – 120 minutes (2 hours)
- 9th Grade – 135 minutes
- 10th Grade – 150 minutes (2½ hours)
- 11th Grade – 165 minutes
- 12th Grade – 180 minutes (3 hours)

Qualifiers

Every teacher is committed to beginning written assignments in class to give students a head start and to assess understanding while still in class. It is up to the student to use this time well.

Every study hall teacher is committed to maintaining an environment conducive to learning throughout that class period. Again, it is up to the student to use this time well.

When studying for upcoming tests and quizzes, encourage your child to study a little each night so that they can spread the load out. Besides, a little studying each night will increase retention of information for the test.

Wednesday Night Homework Guidelines

In an effort to support the Christian family and allow time for students to attend mid-week services/youth group on Wednesday nights, we have the following **Wednesday Night Homework Guidelines** in place.

No written assignments due Thursday except Math (with maximum of 15 problems) because of the need for continuous practice. The other exceptions are: **1.** An assignment given in class that sufficient time was given for it to be completed but wasn't completed by the student, **2.** An assignment assigned Tuesday that is due Thursday.

No tests are allowed on Thursdays (except AP History and Math only in high school) but quizzes are allowed. Only quizzes allowed on Thursday are quizzes that are scheduled for that day every week, e.g., vocabulary, spelling, etc., open book quizzes, or end of class period quizzes to assess that day's lesson. **Tests may be added with administrative approval due to calendar issues, etc.**

Late Homework Policy: All homework is due at the moment the teacher asks for the assignment. If it is not turned in at that time, the assignment is considered late. Likewise, if a student arrives late to school (tardy, medical appt., etc.) and a class was missed that required homework to be turned in, it is incumbent on the student to go and turn in said homework to the teacher that day before leaving school. Failure to do so may result in a late penalty.

For daily assignments that are critical for that day's lesson (i.e., Math), the assignment is considered incomplete and will receive a zero.

For other assignments including papers and projects, the student has 24 hours to turn the assignment in to the teacher to receive the one-day late consequence. If the assignment is not turned in to the teacher in 24 hours, the assignment is then deemed two-days late. Regardless of reduction, the assignment needs to be completed to prepare for any upcoming test that may cover the matter in the assignment.

One-day late: 15% reduction before paper is graded.

Two-days late: 30% reduction before paper is graded.

After that: Zero

Tests, Quizzes, Unit Exams

For sake of clarity, quizzes are defined as an assessment of 20 or less objective questions. Tests are assessments that exceed 20 questions and generally cover a chapter of material. They will be administered in one or two class periods.

All tests and quizzes are added to a test calendar to assist the teachers in planning students' test load. Students in any grade level are not to have more than the following on any given school day:

3 Quizzes; 2 Tests & 1 Quiz; 1 Test & 2 Quizzes

Final Exams

At the end of each semester, three half days will be set aside for final exams for high school students. Exam blocks will be approximately 90 minutes in length. Final exams will be required in four core subjects: Math, English, Science, and Geography/History/ Government/ Economics.

Students may exempt **one exam if he/she has at least a 95 as a cumulative average since the beginning of the semester before honor points are added. Students may not exempt the same subject twice** in one year. Students who opt not to take an AP exam, this will serve as your exemption. Seniors who have college classes that do not have a cumulative exam, this will serve as your exemption

Study guides for final exams will be handed out to students at least **two weeks** before exam week. Senior exams in the second semester will be 2-day exams to accommodate regular schedule days. Final exam grade weight will be **15%** of a student's semester grade.

HONOR ROLLS

Headmaster Scholar – Any student that has all A's on his/her report card for each grading period.

Principal Scholar – Any student that has all A's and B's on his/her report card for each grading period.

HONORS CLASSES

In order to be eligible for honors classes, a student must meet the following requirements:

1. A student must have made **85** or above in the preceding class in that subject area.
2. Teacher recommendation from previous subject area teacher based on grades, work ethics, etc.

These courses are for the highly motivated student who possesses good study habits and has a high aptitude. These courses move at an accelerated pace and are more in-depth than regular classes. Students in honor courses are expected to maintain a grade of 80% or better. Those not meeting this expectation will not be recommended for honors level classes for the following year. **Honors courses have three (3) points added to each final 9-week term grade.**

HOPE SCHOLARSHIP

Eligibility for the HOPE Scholarship requires that graduates have a cumulative 3.0 grade point average (GPA). The following scale will be used to convert numerical grades to a 4.0 scale.

A = 4.0 (90 – 100)

B = 3.0 (80 – 89)

C = 2.0 (70 – 79)

F = 0 (below 70)

*** Failed courses are reported, whether or not credit was earned, and will be calculated into the HOPE grade point average.**

Academic classes to be counted in the calculation of the HOPE grade point average include the following high school courses:

All English courses with course numbers beginning with the numbers 23
All Mathematic courses beginning with the numbers 27
All Science courses beginning with 26 and 40
All Social Studies courses beginning with 45
All Foreign Language courses beginning with 60, 61, 62, 63, or 64

** Please note that some Bible courses may be classified as English or Social Studies courses. It is important that students are aware of the corresponding course numbers.*

The Georgia Student Finance Committee (GSFC) will calculate student eligibility for the HOPE Scholarship using un-weighted grades. Only AP classes will have uniform weights added by the GSFC before grade calculations are made. The final HOPE grade point average (GPA) will not be rounded up.

LATE EXTRA-CURRICULAR EVENTS

If an extra-curricular event ends late resulting in the students participating **getting back on campus by 11:30 PM**, students may come to school by the beginning of 2nd period at **9:00 AM** the next morning.

LEARNING ENRICHMENT CENTER

The Learning Enrichment Center (LEC) is a self-funded, educational support service for families at Sherwood Christian Academy. The LEC exists so that a Biblically-based education can be available to as many students as possible regardless of disabilities or other obstacles that might hinder a student from succeeding academically or behaviorally. There are levels of service available to help individual students with their specific needs through the LEC. Each level has a corresponding fee. Support services are available upon recommendation only by the LEC resource teacher, guidance counselor, and/or Principal.

If a parent or teacher believes there is an academic or behavior concern that warrants testing, support or intervention, they should contact their Principal. The Principal will make a recommendation to access the services of the LEC if they feel it is appropriate. Once a recommendation is made, the LEC resource teacher will begin an observation period to determine the specific needs of the student. An intervention plan will be made with the Sherwood Student Support Team which includes the family. The necessary forms will be completed and services will be implemented according to the Sherwood Student Improvement Plan (SSIP) that the team agrees upon. Those families not enrolled in the LEC program who are interested in services should contact the Principal to learn more about the program available. **Please note that curricular modifications are only extended to students who have been through the referral process and modifications are recommended by the LEC teacher.** See the LEC Director for fees associated with services.

LEGAL INJUNCTIONS

It is necessary that all affected parents provide information pertaining to an injunction to the respective Principal. Parents will provide a copy of the original court order document to the Principal at the time the injunction is presented. The Principal will see the parent as soon as possible. If the parent has more

than one child in different grades, the parent must contact each Principal. A copy of the injunction will be filed in the student's permanent record. Parents will provide a current picture of the spouse to the Principal's office at the time of notification. A copy of said photograph will be attached to the injunction notification form which the parent must sign giving permission for distribution to any/all adults in charge of the care of the child. The court document serves as the final decision in all cases—no verbal rescinding allowed of any court order.

LOCKERS

Lockers are provided for students to store textbooks and personal belongings. Athletic bags may be placed on shelves in the hallway. **SCA is not responsible for any personal property that may be stolen or misplaced.** Personal items of value need to be secured in a student's locker.

All lockers are the property of Sherwood Christian Academy. Students may decorate the inside of the locker but not the outside. **Only magnets may be used to hang items.** Pictures and other items must be in keeping with Christian standards. Outside decorations will be approved for "School Spirit" events. Students are expected to keep lockers clean and orderly and not leave food inside overnight. **LOCKERS & CONTENTS ARE SUBJECT TO SEARCH WITHOUT NOTICE.**

LOST & FOUND

Lost articles, including books, clothing, valuables, etc., may be reclaimed from the designated lost & found collection areas before or after school. At the end of each term, items in lost and found will be donated to a local mission.

LUNCH

SCA provides a delicious hot lunch program at a reasonable cost for its students. Costs and menu schedules may be viewed on FACTS Family Portal (ParentsWeb) or from the menu links in weekly announcements. Lunch is purchased both on a charge and cash basis. Parents must pre-pay their accounts online or through the Business Office. Negative balances on lunch accounts **may not exceed \$20.** No additional charges will be allowed during the last month of each semester.

Students may bring their own lunch. Please note that microwaves are **not** available for student use.

Lunch times are as follows:

Elementary Lunch: 10:50-11:45 AM

Middle School Lunch: 12:12-12:42 PM on regular days/12:00-12:30 PM on Chapel Days

High School Lunch: 1:08-1:38 PM on regular and 12:45-1:15 on Chapel Days

MISSION TRIPS

Mission trips are designed to enhance the educational experience and provide opportunities for high school students to grow in Christ and serve others in His name. Previous trips included visits to Peru, Kenya, Holland, New Orleans, and Baltimore. Eligible students choosing to participate will be responsible to raise the funds needed for the trip. Likewise, any schoolwork missed is the responsibility of the student. Visit with our Campus Pastor for further details on upcoming trips.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is one of the nation's oldest and largest recognition programs for high school students in grades 9-12. NHS honors those students who have demonstrated excellence in

the areas of **scholarship, leadership, service, and character as determined by the faculty**. The National Honor Society was founded in 1921 by the National Association of Secondary School Principals.

It is estimated that over one million students participate in the National Honor Society and National Junior Honor Society (NJHS). NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada.

Once selected by the high school faculty, a student is awarded membership in the local chapter at a special induction ceremony. With induction, each member assumes certain obligations as outlined by the chapter and the national constitution including paying chapter dues. Accepted students must continue to meet the prescribed standards to maintain membership. Regular meetings of the chapter can be held to conduct chapter business.

NATIONAL JUNIOR HONOR SOCIETY

Established in 1929, the National Junior Honor Society (NJHS) is one of the nation's top organizations that recognize outstanding middle level students. NJHS, which was created by the National Association of Secondary School Principals (NASSP), honors those students who have demonstrated excellence in the areas of **scholarship, leadership, service, and character as determined by the faculty**. These characteristics have been associated with membership in the organization since its predecessor, the National Honor Society (NHS), was created in 1921.

Today, it is estimated that over one million students participate in NJHS and NHS. Honor society chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership recognizes students for their accomplishments and also challenges them to develop further through active involvement in school activities and community service.

Once selected by the middle school faculty, a student is awarded membership in the local chapter at a special induction ceremony. With induction, each member assumes certain obligations as outlined by the chapter and the national constitution including paying chapter dues. Accepted students must continue to meet the prescribed standards to maintain membership.

OFF-CAMPUS LIFE

Sherwood Christian Academy is a Christian school and seeks to maintain a Christian testimony in the community. Obviously, this testimony will be determined to a great extent by the behavior and lifestyle of the student body. Therefore, the student's activities "off-campus" are important in the building and maintaining of the school's testimony and reputation. Any student, who involves himself in activities that are out of harmony with the school's philosophy of life, the statement of cooperation, or the Student Code of Conduct, will be subject to disciplinary action. **The school assumes that parents, by having read admissions materials, the application and Student Handbook, are in agreement with the lifestyle advocated by the school.**

Any student or parent who takes the position that the off-campus life of the student is "none of the school's business" should not be affiliated with Sherwood Christian Academy and should not seek or maintain enrollment. Our design is not to displace parental authority or responsibility, but to cooperate in maintaining a Christian testimony for our school.

PARENT CONNECTION (PC)

Parent Connection is a parent organization whose primary purpose is to connect parents who, in turn, support and encourage the faculty and staff of SCA. Committees exist to assist in various areas of ministry to the school. Please consider joining and sharing your gifts and talents to bless SCA. PC meetings will be held periodically throughout the school year. Parents are encouraged to attend.

PARENT COVENANT

Parents play a vital part in the total educational program of SCA. Working together, parents and teachers can strengthen students and provide an excellent school experience. Together it is our goal to “Train up a child in the way he should go and when he is old, he will not depart from it.” (Proverbs 22:6) We encourage you to do the following as we seek to partner together in the education of your child.

1. Pray regularly for the teachers, administrators and staff at SCA.
2. Give of your time and energy to help make SCA successful and achieve excellence.
3. Attend meetings and school functions.
4. Recommend SCA to others as opportunities arise.
5. Help support the school financially as the Lord blesses.
6. Maintain open and regular communication with staff.
7. Resolve personal conflicts by using the Matthew 18 Principle.

PETS

SCA loves animals and pets but requests that they not be brought on campus. Animals may frighten some children and can be an added liability if one reacts in a way that could harm others. Service dogs are allowed.

PLEDGES

The basic tenet of our Christian faith and heritage is reflected in love of God and country. It is therefore expected that all students will voluntarily participate in these pledges as a testimony of that belief.

PLEDGE TO THE AMERICAN FLAG

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

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag
and to the Savior for whose Kingdom it stands.
One Savior, crucified, risen, and coming again
with life and liberty to all who believe.

PLEDGE TO THE BIBLE

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

PROMOTION POLICY

Grades 6 - 8

If a student's end-of-the-year average in **Math** or **English** is an "F," the student may be retained in that grade level another year. A passing grade in summer school, for the subject area in which he failed, will permit promotion. If a student's end-of-the-year average in any 2 or more subjects (other than Math or English) is an "F," the student will be retained in that grade level another year. A passing grade in summer school in one of those subject areas will permit promotion, if only 2 subjects have been failed.

Grades 9-12

A student failing **English** or **Math** for the year must attend an approved summer school and pass that course before the next academic year. **A student may be allowed to complete up to one full unit (2 semesters) in summer school.** This consists of either a full year of one subject or half credits for each of two subjects. Exceptions made only for seniors.

RE-ENROLLMENT

Students in satisfactory standing are offered re-enrollment each spring. In some cases, students that have exhibited behaviors and/or attitudes contrary to the mission and policies of the school will be placed on probation for the spring term. No change in the student's behavior and/or attitude will result in the student not being offered re-enrollment.

REPORT CARDS & PROGRESS REPORTS

Report card links will be emailed to parents when report cards are available on FACTS Family Portal (ParentsWeb). Teachers are always willing to meet with parents to discuss their child's progress. Parents must make an appointment by calling the school office at 883-5677 or email individual teachers.

Mid-Term Progress Report links will be emailed to parents when they are available on FACTS Family Portal.

SCHOOL CANCELLATION

School may be canceled due to inclement weather. Notification will appear on local television stations as well as via FACTS Family Portal (ParentsWeb), Parent Alert, and our website. Stations that should be checked for television include WALB-Channel 10 & WFXL-Channel Fox 31.

SCHOOL HOURS

The first bell rings at **8:00 AM** calling students to class. Students are to be in their seats when the tardy bell rings at 8:05 AM. School dismisses at **3:30 PM**. The school offices are open from 7:30 AM-4:00 PM weekdays.

SCHOOL PICTURES

Individual school pictures are taken each fall and spring for grades 6-12. Team and individual pictures are taken of all sports teams. Dates for all pictures will be announced and order forms sent home to be used to order pictures, if desired. Rising seniors are mailed deadlines for submitting senior portraits and pages early in the summer following their junior year.

SENIOR PRIVILEGES

A privilege is given to seniors that are responsible and are willing to work for extra benefits. They will receive off-campus privileges during lunch. A senior must declare if he/she will be using such privileges. **If using them, students must leave until 3:30 PM. Seniors who elect to remain on campus during their free periods will be assigned a class/study hall.**

If a senior does not act responsibly, his/her privileges will be taken away by the administration. Before any senior is awarded senior privileges, he/she must have a signed parental permission form in the office. A senior who is failing a class for a grading period (including progress reports) may lose their senior privileges until the next grading period.

SENIOR TRIP

The senior trip is designed to provide an enjoyable yet impacting time before graduation. Trip details and costs will be communicated in the fall. All seniors are invited to participate in the senior trip.

SNACK ATTACK

To help students remain fresh and attentive during the morning hours, a short snack break is offered in designated areas for the middle school and high school. Students may bring snacks or purchase snacks from the school.

STAFF INTERACTION AND COMMUNICATION WITH STUDENTS POLICY

As employees of a Christian ministry and educational institution, we are held to a higher standard by parents, students, colleagues, and members of the general public. The following categories are accountable to this policy: full- and part-time employees (administration, faculty, support staff), community coaches and other contracted/stipend employees, substitute teachers, and volunteers who complete a background check (volunteer coaches, regular classroom volunteers, chaperones to overnight trips). Furthermore, this policy extends to an employee that moderates/coaches a non-school-sanctioned, student group, e.g., travel or club sports teams, church groups, civic groups.

The leadership of SCA supports and endorses a strict policy of respect toward students and expects employees to act **at all times** as adult role models that are Biblically above reproach. In addition, students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established at the onset of the staff member-student relationship. Therefore, employees should ensure that they do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence.

The following are examples of inappropriate staff interactions and communications with students. This list is not all inclusive, and other, similar activities should also be avoided:

- Calling students on their cell phones or at home for non-school related matters;
- Encouraging or allowing students to call staff members by an inappropriate nickname;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when you are highly emotional;
- Giving your phone number or asking for other students' phone numbers for use in situations other than for legitimate school reasons;
- Making too personal of comments to students (about their clothing, hair, nail polish, smile, personal habits, etc.)

- Being alone with a student in a room, vehicle, or other area;
- Permitting or inviting students to sit on your lap;
- Sending e-mails, texts, or writing notes to students of a personal nature;
- Giving students car rides, except in emergency situations (see below);
- Engaging students to complete personal errands for staff members;
- Discussing staff member's personal affairs or the personal affairs of other students or your colleagues;
- Speaking with innuendo or about sexual subjects to suggest a deeper relationship;
- Using the boys' or girls' restrooms when students are present;
- Flirting;
- Visiting with students to "hang out" in their or staff member's hotel/cabin rooms when on field trips or sporting events;
- Swearing, making inappropriate sexual or racial/ethnic comments;
- Communicating with students on a social networking site or 'app' (e.g., Snapchat) on a personal level;
- Telling off-color jokes; and
- Dating or engaging in consensual emotional and physical relations with students.

It is imperative that communication with students must be done so with the utmost of care and wisdom and kept on a professional level (school-related conversations). **If and when staff members need to communicate with a student, employees will exercise the '2-Adult Rule' which means including a second adult in any and every communication with a student (face-to-face, email, text, social media, phone call) as another layer of protection.** Additionally, we ask that emailing with students be done through a school email account for added protection. The SCA Social Media Policy will govern teacher use of social media (see SCA Social Media Policy).

Current best practice is to keep all student relations public and avoid physical contact. Any physical action that can be misconstrued as inappropriate damages one's ministry effectiveness, the reputation of the school and Jesus Christ, and may disqualify one from further ministry/teaching/coaching of young people. Please limit physical contact to handshakes and the like—**any hugs must be done on the side.**

In addition, employees should never physically grab, move or touch a student, or take something from a student with aggression or because of frustration. **Staff members should never treat a student with anything less than respect and dignity.** In the case where a student does not follow directions given as expected, the staff member should communicate clearly their instructions again, and, if the student does not listen or respond accordingly, the staff member should take appropriate action, which could include any number of responses, such as walking up to the student and ensuring that the student clearly hears the communication with him/her; separating the student from the group; removing the student from the activity entirely including sending the student to the office; communicating with the parent after the event; writing a referral report; etc.

We certainly encourage effective relationships between faculty and students. However, **no non-school related, personal contact with students is allowed outside the normal school day** including transporting students in a staff member's vehicle alone, being at staff member's or another residence alone, going to a local establishment, etc. **Any exceptions to this guideline must be cleared first by the Principal or Headmaster (e.g., mentoring).**

STANDARDIZED TESTING

Testing is an important component of SCA's academic program. Students and their parents will be provided specific information regarding which tests are available, deadlines for application, and dates of administration.

1. Grades 6-8 will take the Terra Nova Standardized Achievement Test
2. Seventh grade students who meet the requirements of the Duke University Talent Identification Program (TIP) may take the Scholastic Assessment Test (SAT).
3. All 9th and 10th grade students take the Preliminary Scholastic Assessment Test (PSAT).
4. All 11th grade students take the PSAT/NMSQT
5. Juniors and seniors take the SAT and/or the ACT, and they may also take AP tests.

STUDENT COUNCIL

The SCA Student Council is elected by its peers and works under a teacher-advisor. The council seeks to promote good citizenship, school spirit, and Christian behavior. They plan and organize projects and activities that will foster spiritual, social, civic development as well as school unity.

STUDENT DRIVERS

Students who bring a vehicle on campus must meet the following criteria:

1. Be a high school student.
2. Be a properly licensed driver.
3. Observe a 15 mph speed limit on campus.
4. Drive safely at all times, which includes wearing seatbelts on campus.
5. Keep the volume of the vehicle's sound system at a level where it cannot be heard outside of the vehicle while on campus or when arriving/departing.
6. Offensive inappropriate stickers, specialty tags, music, etc. are prohibited.
7. Students are to drive on the paved surfaces and are not to park in reserved spots.
8. There is to be no loitering in the parking lot in the morning before school or at lunch.

NOTE: Students who violate any of these rules are subject to suspension of driving privileges and/or suspension from school.

During school hours, no students are allowed in the parking lot areas without written permission from the Principal or escorted by a teacher.

STUDENT LIFE

It is our desire to provide exposure to interest areas outside of the classroom so that students can develop their God-given abilities. Activities are designed to build unity as a whole, giving students a sense of personal accomplishment. Spiritual values can be reinforced through the various student activities at SCA. The student life and involvement can be divided into four categories:

1. Academics – GAPPS competitions, ACSI competitions, Geography Bowl, Spelling Bee
2. Athletics – Interscholastic sports
3. Spiritual – Chapel, See You at the Pole, mission trips, class retreats
4. Social – Student Council, Spirit Week, pep rallies, Homecoming, Jr./Sr. Banquet, Sherwood Cup

STUDENT RECORDS

The school maintains complete records, including a cumulative academic record, for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made to the Principal. Such requests will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor or Principal so that proper explanation can be given.
3. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
4. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:
 - a. Staff members of the school who have legitimate educational interest.
 - b. Court or law enforcement officials, if the school is given a subpoena or court order.
 - c. Certain federal, state, or local authorities performing functions required by law.
 - d. Officials of other schools in which the student intends to enroll.
5. Release of report cards, etc., to non-custodial parents.
 - a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of 1982, State Statute 61.13, "Dissolution of Marriage; Support; Custody."
 - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Principal, if the school is to comply. Such documents shall be placed in the student's regular file.
 - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

STUDY HALL

1. Study hall teachers will write passes for students to go to another teacher's classroom if the other teacher requests it. If a student needs help with homework being done in study hall from another teacher, **the study hall teacher needs to email or call the subject area teacher and get a response from him/her to see if this is a good time to send the student to get help.**
2. Students cannot be tardy to study hall because they are getting passes; this should be done ahead of time.
3. Make-up tests can be taken during Study Hall. Teachers should give the test to the study hall teacher and the student should return the test to the study hall teacher. Study hall teachers return the test back to the teacher or place it in the teacher's mailbox. Students should NEVER be allowed to leave the classroom with the test.

4. The study hall environment will be conducive to studying and learning up to the end of the period. Students should bring their work with them and not be allowed to roam the hallways to get their assignments and materials. The study hall teacher will encourage the efficient use of time and maintain the correct environment in the classroom so all can benefit from Study Hall. **Failure to maximize study hall time may result in the student being assigned to another elective class.**

TARDINESS

SCA is committed to the core value of stewardship in all aspects of the school's program. It is essential that time is used wisely as a gift from God. Students are expected to be on time for class at the beginning of the day and throughout the day. When students are late to school and/or class, it disrupts the learning that is taking place.

A student arriving to school after **8:05 AM** should bring a note to the office stating the reason for being late. The tardy will be either excused (medical appointments, accidents, weather conditions, or emergencies) or unexcused, depending on the reason for the student's tardiness. Please refer to the Attendance section for explanations of excused and unexcused absences.

Please note that excessive tardies will jeopardize perfect attendance awards.

Each student is allowed **three (3) tardies per quarter**. See the consequences below for further tardiness.

- 1st tardy – Grace
- 2nd tardy – Grace
- 3rd tardy – Warning/Parents Notified
- 4th tardy – 1 Silent Snack Attack/Parents Notified
- 5th tardy – 2 Silent Snack Attacks/Parents Notified
- 6th tardy – Parent Conference
- 7th tardy or more – Suspension

TELEPHONES

Students may use office telephones with permission. **If a student is ill, office personnel, not the student, must make the call.** In the event a student receives a call, he/she will be called out of class ONLY in case of an emergency; otherwise, the message will be delivered to the student between classes.

To foster personal responsibility, calls will not be allowed to have things brought to school that are routinely forgotten (books, homework, shoes, etc.)

TUITION

All tuition and fee payments should be made on time for the greatest efficiency of operations. Please refer to the Registration and Enrollment Agreement for specifics.

Payments are due the first of each month. There is a \$30.00 charge for returned checks. If a parent's account is more than forty-five (45) days past due and the parent has not made satisfactory arrangements with the Business Office, the student(s) will not be permitted to return to school until the account is current.

The Parent understands and authorizes that no reports, tests, exams, grades, or records of any kind will be administered or released by SCA (including FACTS Family Portal access) to anyone including Parent, until all financial obligations with the school are current for all children for whom Parent signed a Registration and Enrollment Agreement or for whom Parent is financially responsible.

No refunds will be made on tuition. The payment of tuition for the full school year is unconditional. See the Registration and Enrollment Agreement for reimbursement terms for those who pay tuition in full **and** pay the Tuition Assurance Fee.

For Tuition Assistance—see Financial Assistance.

VALEDICTORIAN & SALUTATORIAN

The senior with the highest overall cumulative numeric average for their four years of high school will be awarded the Valedictorian honor. The second highest cumulative numeric average will qualify a senior for Salutatorian. Cut-off for class rank is at the end of the third term.

Honor graduates are seniors with a cumulative numeric average of 90 or higher for their four years of high school. Senior awards are based on cumulative numeric averages for the four years of high school through the end of the senior year (cut-off date is the last day of the 3rd term).

NOTE: To qualify for Valedictorian, Salutatorian, or STAR Student, a student must have attended Sherwood Christian Academy their full junior and senior years. To be eligible for Valedictorian or Salutatorian, students must have taken a minimum of one honors or rigor course each year for a minimum of four rigor courses in grades 9th-12th.

A rigor class would consist of honors, AP, or college dual enrollment courses.

VISITORS

Student visitors must be approved by the Principal to attend chapel, various programs, and lunch. **Student visitors to classes are not allowed unless special permission has been granted by the Principal (i.e., former students who moved out of the area returning, etc.).** Students who come to the campus unauthorized will be sent home. Permission is granted for prospective students to shadow in classrooms during the school day.

Parents, church leaders, and other such adult visitors may obtain a visitor's pass through the front office to attend chapel, various programs, and lunch. Former students/alumni may visit during the school day with permission from a teacher or the administration. Like any visitor, they must sign in at the front office.

VOLUNTEERS

Sherwood Christian Academy is greatly indebted to the work and financial support of many volunteers/parents. The Athletic Booster Club, Fine Arts Boosters, and Parent Connection coordinate the work and valuable input of parents, grandparents, and other friends of Sherwood Christian Academy. Anyone wishing to volunteer should contact the school about possible opportunities.

WITHDRAWAL PROCEDURES

Withdrawals from school must be made through the school office by a parent. **A parent must speak to a Principal or the Business Manager before the withdrawal is approved.** Advance notice must be given in order for students to receive records at time of withdrawal, and please allow 2-3 working days for all records to be finalized and recorded. Records will not be released or forwarded to the new school until all school property has been returned and all outstanding fees and fines are paid and a parental release form has been received from the new school. The receiving school initiates the actual release of records.

WORK POLICY

SCA's work policy is applicable for students who meet the following requirements. Only seniors may leave early for work purposes.

- Must furnish SCA a letter from Employer.
- Must furnish SCA a letter from Parents.
- Must fill out required work permit in school office.

APPENDIX A **Course Offerings**

Course Offerings for Middle School (Grades 6-8)

The middle school program is designed to expose students to different learning experiences that will peak interests while preparing them for high-level academic achievement.

6th Grade

Bible 6	English 6	Math 6
General Science	New World History	Physical Education/Technology

7th Grade

Bible 7	English 7	Math 7
Life Science	World Studies	Physical Education/Technology

8th Grade

Bible 8	English 8	Pre-Algebra <i>or</i> Algebra I
Earth Science	American History	Spanish/Technology

Electives: Art, Chorus, Drama, Study Hall

Course Offerings for High School (Grades 9-12)

The high school program is designed to prepare students for the rigors of college and for the challenges of life after college. The curriculum meets the Georgia Department of Education graduation requirements for admission to state college and university programs.

In addition to the required classes, there are opportunities throughout the year for students to participate in a variety of elective classes and additional activities.

Some offerings are subject to change depending on enrollment/demand.

Course Policies for Grades 9-12

1. The semester system is used for students in grades 9-12. For each subject taken and passed in a single semester, the student receives $\frac{1}{2}$ credit. If necessary in the senior year, the two semester grades of a subject may be averaged if that obtains a passing grade for the year and a full credit can be received.
2. To audit a class, prior to the first day of class, the student must submit in writing a letter from his/her parent explaining the reason to audit. No one is allowed to apply for auditing once classes have begun.
3. To add or drop a class, the student must complete a schedule change request form (during the add/drop period) and acquire all necessary signatures. All class changes must be approved by the

Principal or Guidance Counselor. Once the process has been completed, a new schedule will then be issued to the student.

4. A student transferring into SCA must meet the school's credit requirements. SCA reserves the right to allow or deny a transferring credit.

Class offerings are dependent each year on student enrollment and/or interest.

9th Grade

Bible 9
Physical Science
Speech (1-sem)

English 9
Spanish I**
Electives***

Algebra I *or* Geometry
Geography (1-sem)

10th Grade

Bible 10
Biology *or* Honors Biology*
Electives***

English 10 *or* Honors English 10*
World History

Algebra II *or* Geometry
Spanish II**

11th Grade

Bible 11
English 11 *or* College English 101 and 102****
Algebra II *or* Geometry *or* Pre-Calculus *or* Algebra III
Chemistry *or* Honors Chemistry*
United States History *or* AP United States History****

Personal Fitness (1-sem)
Health (1-sem)
Electives***

12th Grade

Bible 12
English 12 *or* College English 201 and 202****
Algebra III *or* Pre-Calculus *or* AP Calculus
Forensic Science *or* Anatomy *or* Physics
Electives if needed***

Government (1-sem)
Economics (1-sem)

* Honors Class requirements: A student must have maintained a 90% yearly average in the previous class and must have a recommendation from the previous teacher.

** Students must have two consecutive years of a foreign language to meet state graduation requirements.

*** One year (two semesters) of fine arts or technology credits are required to graduate.

**** To take college courses, a student must be HOPE eligible—visit www.gacollege411.org. We will help in determining this eligibility when completing schedules.

Electives*:**

Musical Theater
Technology
Study Hall

Teacher Aide
Visual Art I & II
Yearbook/Digital Media

Appendix B

SCA Student Technology Acceptable Use Policy

The following ***Technology Acceptable Use Policy*** provides guidelines for 1. Students, 2. Faculty and staff, and 3. Administration on the ethical use of telecommunications technologies at Sherwood Christian Academy. These guidelines apply to all telephone, video, radio, computer network, and Internet uses.

1. **Sherwood Christian Academy faculty, staff, and students are responsible for all material posted from their accounts.** Users must employ a password and may not allow others to use their passwords or their accounts. No pseudonym or anonymous messages may be sent. Students should not join in chats unless they have a teacher's permission to do so as a part of legitimate class activities. Users should not give out personal information over the Internet and are encouraged to bring any questions that concern them about messages to an administrator or teacher.
2. **Accessing the accounts and files of others is prohibited.** This rule protects all users on the Sherwood Christian Academy data, video, and voice networks and applies to all networks in general. Users are expected to make no effort to bypass systems and procedures that protect individual user's material. Taking advantage of another user who inadvertently leaves a computer without logging out is no different from entering an unlocked room or car, reading a personal letter, or destroying someone's personal property.
3. **Attempting to subvert network security, impair network function, or bypass a restriction is prohibited.** Users are to respect the need for security and confidentiality of electronic material. The school will have information stored electronically that is not open to the public and/or limited to certain users. Users are to make no efforts to bypass security systems and/or gain access to information to which they have no rights.
4. **Improper use or distribution of information is prohibited.** All materials obtained through research on the telecommunications networks and then used in academic work are to be properly documented. There shall be no copyright violations. If there are any questions about what constitutes a violation, consult with a teacher, or a member of the technology support staff.
5. **Using the Sherwood Christian Academy networks and their content for personal political and/or personal commercial purposes or in the support of illegal activities is prohibited.** SCA maintains all telecommunication networks for academic purposes and for school-related and personal communication. If in doubt about whether a particular activity is acceptable, see the Director of Technology.
6. **School rules and disciplinary procedures regarding behavior such as hazing, harassment, and plagiarism are applicable to network users.** The network includes all Academy telecommunications technologies that are available to users from inside and outside the school. Users may be held accountable for their actions while off-campus and thus for material posted from their accounts while off-campus. Delicate or difficult communications should take place face-to-face.
7. **Use of the telecommunications technologies is a privilege and not a right.** Use of network resources will be tracked by the system administrator for activities that clog the system (for example,

computer games, chain letters, mailing lists, large downloads, etc.). In cases where use of data networks appears to be excessive, individuals may be required to decrease usage or on-line time.

8. **Faculty, staff, and students using SCA's telecommunication technologies are representatives of SCA and are expected to behave accordingly.** The ethical questions surrounding the access and use of technology are the same as the values the Sherwood Christian Academy community is expected to uphold. Those who are unsure of what constitutes appropriate use should ask themselves, "Will my actions reflect well on the Sherwood Christian Academy community?"
9. **All telecommunications network users should be aware that some of the material on the Internet is pornographic or otherwise objectionable.** While the Sonic Firewall protects users of the SCA network from objectionable material, users will not attempt to access information of this sort (pornographic material, vulgarity, gambling, militant extremist, etc.). As with other material available in print or on television, parents should review their expectations with their children.
10. **SCA networks, including all voice, video, and data lines, are the property of SCA.** Sherwood Christian Academy will, to the extent possible, respect privacy of all account holders on the network. However, SCA is responsible for investigating possible violations and for enforcing SCA rules governing the network. SCA network users should keep in mind that SCA reserves the right to monitor any information stored or transmitted over SCA's networks.

Consequences for the misuse of telecommunications technologies may include restriction of one's network account, loss of one's privileges to use telecommunications technologies, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunications technologies.

SCA SCHOOL DAY - SECONDARY SCHOOL

First Bell	8:00 AM
Tardy Bell	8:05 AM
Dismissal Bell	3:30 PM

www.SCAeagles.comwww.factsmgt.com**SHERWOOD CHRISTIAN ACADEMY**

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