

**2024-2025**  
**Parent/Scholar**  
**Handbook**

**SCHOLARS CHRISTIAN ACADEMY**  
**& LITTLE EAGLES PRE-SCHOOL**  
(Pre-K thru 12<sup>th</sup> Grade)

**Ministries of First Victory Cathedral**  
**Bishop Michael W. Lewis, Sr.**  
**Founder/ Senior Pastor**  
**Founder Est. 1991**

**School Address:**  
**2801 East 17<sup>th</sup> Ave Tampa, FL 33605**  
**[www.scholarschristianacademy.org](http://www.scholarschristianacademy.org)**  
**813-248-5516**

**Church Address:**  
**1920 East Sligh Ave Tampa, FL 33610**  
**[Firstvictorycathedral.org](http://Firstvictorycathedral.org)**

**Home of the Knights!**  
**“Caring Christ-Centered Education”**

Dear Parents/Scholars:

What a privilege it is for Scholars Christian Academy (SCA) and Little Eagles Preschool to be able to incorporate Christian Education principles into our overall school curriculum. We believe this approach will offer students a quality education that will be based upon a Biblical foundation while maintaining a Christian environment. Incorporating a Christian education and a focus on core subjects such as: science, technology, math, reading & comprehension, and history will collectively give our students a solid foundation for a bright academic future.

My prayer is that our children will see the teachers, administrators, and parents working in unity as we all strive together to give the best possible education to our children. We welcome parent involvement because your talents and participation will be essential for school success. Parents can set a great example for their children by using their time and talent in service to God and service toward others. Your help as parents with homework, projects, and school participation will be instrumental for the students to achieve their academic and social goals. We hope and pray that all children will, in turn, use their gifts to honor Jesus as we all set an example before them.

As we begin this educational journey the Scholars Christian Academy and Little Eagles Preschool Administrators and Staff would like to thank you for allowing us the opportunity to provide an excellent educational experience for your children this school year. We solicit your daily prayers, and we look forward to an amazing school year.

Continuing in Christ Service and Yours!

*Renee Edwards*

Prophetess Renee Edwards  
Administrator

# **SCHOLARS CHRISTIAN ACADEMY**

*At Scholars Christian Academy (SCA) we are committed to maintaining a culture wherein words are silenced by actions. We deliberately practice excellence which will empower students to obtain their goals by utilizing resources that will enable them to become lifelong learners. The collaboration of parents, faculty, staff, and community will provide a caring, academically challenging, and technologically advanced environment. This environment will be balanced by discipline and fairness for the cultivation of diverse talents, skills, and interests for life. It is our vision to achieve excellence through the provision of a rigorous and challenging academic program that will also nurture and expand the skills, talents, and interests of our scholars.*

## **PHILOSOPHY**

*We believe that to achieve excellence, the SCA community must prepare our scholars to become responsible and contributing members of a changing, challenging, and global society by deliberately practicing excellence.*

## **VISION**

*The vision of SCA is for all students to become globally competitive through innovative and rigorous instruction that will prepare each scholar for college and professional careers.*

## **MISSION**

*The mission of SCA is to educate EVERY child through experience, exposure, and innovation. To achieve this, in the best interest of all scholars, we will intentionally practice our values of TEAMWORK, EXCELLENCE, CREATIVITY, AND HARD WORK.*

### **School Affiliation**

Scholars Christian Academy is proud to be a member of the Florida League of Christian Schools (FLOCS) and Legacy Fellowship of Churches & Ministries, Inc.

Scholars Christian Academy and Little Eagles Preschool are outreach ministries of First Victory Cathedral and founder Bishop Michael W. Lewis, Sr. services as Presiding Bishop.

### **Admission**

We employ staff who meet the Florida State requirements for private schools, we hold high academic standards for each scholar, and we understand the need for collaboration of education and Christian beliefs and values. We also expect parents to place an emphasis on the child's academic achievement and Christian values.

## **Guidelines:**

1. Parents must understand and comply with the necessary documents required by the Florida Department of Education. Such documents include, but are not limited to, birth certificates, proof of physicals and immunizations, and/or ESE records (if applicable).
2. It must be understood that attendance at SCA is a privilege and not a right. This privilege may be forfeited by any student and/or parent who does not conform to the school's standard of conduct and/or who is unwilling to adhere to school policies and procedures.
3. SCA admits students of any race, nationality and ethnic origin and they are afforded all rights and privileges to all programs and activities available. SCA, parents, and students must adhere to all policies and procedures that support its non-discriminatory practices.
4. Parents will meet the financial obligation (if any) and adhere to the required processes of payment required by Florida Department of Education.

To educate scholars in accordance with biblical truths, it is necessary, as part of the admission process, for parents to sign a **Statement of Cooperation**. As stated in Amos 3:3, *"Can two walk together, unless they be agreed?"* SCA, parents and students must work together to achieve academic success. Cooperation between the parents, scholars, and school is so important that SCA reserves the right to remove a child based on the parent(s) or student(s) conduct and action. The Statement of Cooperation is found at the back of the Handbook. Please remove the page, sign, and return to the School Administrator before the school year begins.

## **Scholar Acceptance**

Scholars Christian Academy (SCA) accepts students entering Kindergarten through 12<sup>th</sup> grade upon completion of registration requirements and enrollment availability. Registration requirements may include but not limited to readiness and/or achievement tests, a review of the student's previous records, and/or evidence that the parent/guardian share the same goals, mission, and purpose of the school.

## **Registration**

A child is not officially enrolled until all the following requirements have been met:

The following forms must be completed and received by the school office:

- Signed Statement of Cooperation
- Annual Physical and Immunization/Exemption Records
- Student Records from previous school (if applicable)
- Birth Certificate
- IEP/504 Plan (if applicable)
- Student screening

— Parent interview with Administration.

Meet the following Admission requirements:

- On entering kindergarten, the child must be five years old by September 1<sup>st</sup>
- All students entering the 1<sup>st</sup> grade must be six years old by September 1<sup>st</sup>
- Students entering all other grades must provide recent standardized test scores, previous records and/or take an achievement/assessment test, which will be administered by SCA staff at the time of interview. All final grade placements will be determined by the Administrator based on the academic evidence available.

Financial arrangements for tuition must be made with the school office. Our school will be participating in the School Choice and Step up for Students scholarship programs. Parents will have the option of making payments on the 10<sup>th</sup> or 20<sup>th</sup> of each month for private pay students. Acceptable payment methods will be cash or money order and statements will be sent to parents each month.

## **Academics**

Curriculum:

We incorporate Florida Best Standards and a combination of public and independent curriculums. It is the intent of SCA to be a school that provides children with an education that also helps to shape a sound Biblical world view. We also utilize various educational tools and methods such as hard copy textbooks and electronic course work. Scholars will spend time each day in prayer and study of the Scriptures as well as weekly participation in chapel.

We will expect Students to demonstrate an appropriate degree of success in the classroom to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

## **Academic Probation and Dismissal**

A Student may be placed on academic probation for the following reasons:

- Two D's or an F in any grading period

Students on academic probation and their parents will be required to meet with the principal to discuss the scholar's performance and to collectively devise a plan for performance improvement. Faculty members may be invited to this meeting to help with the performance planning process. During this conference, the following areas will be discussed:

- Factors that are negatively impacting the student's academic performance, e.g., extra-curricular activities and/or learning problems
- Lack of support from home
- Outlining a detailed plan for improvement to include resources and referrals if applicable.
- Setting reasonable goals with a metric to measure the student's performance improvements.

As a result of this discussion, an academic contract will be written, which the scholar and parent/guardian will sign. If a student does not receive two D's or an F in the following grade period, he/she will be removed from academic probation. If they do receive two D's or an F, but fulfill the goals in their academic contract, they will remain on academic probation and another conference will be held to evaluate the academic contract and to set new goals. If a student remains on academic probation for more than two consecutive semesters, he/she may be dismissed from SCA or held back a grade. Individuals will be dealt with on a case-by-case basis.

## **School Retention**

The Administrator and Teacher may consider retention when a student does not meet the Florida Basic Standard academic requirements for grade promotion. Requirements include but are not limited to a scholar's level of reading, regular attendance, as well as satisfactory social and emotional development.

## **Activity Eligibility**

All scholars participating in school sponsored activities who have below average grades in two or more subjects will be placed on the ineligibility list and will have his/her grades reviewed on a weekly basis. The student may be reinstated for eligibility when all his/her grades have improved to at least a "C" (70% or above). Such activities may include but are not limited to field trips. Activity fees for field trips will be announced prior to scheduled event.

## **Conferences**

Parent/Teacher conferences will be available at the end of each quarter to discuss each scholar's progress.

## **Grading Scale**

The following grading scale will be used for report cards and will be documented on each student's permanent academic record starting with their Kindergarten grades. In addition, the 4-point rating scale used for kindergarten will also be utilized in grades 1-5 in the areas of good attitude, follows direction, displays good manners, works quietly, respect for authority, attentiveness in class, responsibility, and effort.

100-90%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
69-60%	D	1.0
59%-0%	F	0.0

## **Report Cards and Progress Reports**

Report Cards will be issued quarterly approximately one week after the end of each quarter. Mid-term reports will be sent home each quarter. Report cards and mid-term reports will need to be signed by a parent and returned to the teacher.

## **Projects and Homework**

Science projects will be assigned regularly. Teachers may assign homework as a tool to help students achieve proficiency and comprehension in their studies. Projects and homework are useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parents to be involved in the child's learning process. Therefore, we encourage parents to provide a suitable environment for the completion of assignments. Parents are urged to monitor the completion of assignments. However, parents are not allowed to complete assignments and projects for the child. The parent should help the child to become responsible returning all assignments completed and on time. Parents should make a point of finding time each day to discuss what the child has learned at school.

## **Attendance Policy**

Regular attendance is a critical component for success in school. Parents are asked, when possible, to schedule family vacations during school vacation periods to prevent any student from falling behind in any lesson or assignment.

All students are expected to be in attendance each day unless they are ill, or a family emergency arises. Instruction begins at 8:55 A.M. If a student is not in their classroom at 8:55 A.M., he/she must be escorted by a parent to the front office to sign-in.

As per frequent practice among District policy, when a student accumulates five or

more absences during a nine-week grading period, the parent will receive notification. In addition, when a student accumulates ten unexcused absences (not including suspensions) within a 90-calendar day period, a letter will be sent to the parent or guardian. Students who display a pattern of non-attendance may be required to present medical evidence.

### **Excused Absences**

*For an absence to be excused the parent must notify the school via a telephone call the day of the absence or via a written note the first day student returns to school. Please include child's name, date of return, dates of absence, reason for absence, and parent signature.*

Examples of excused absences are:

1. An illness of the student or a medical/dental appointment. Extended illness or frequent absence due to an illness will require a doctor's note.
2. A death in the immediate family of the student and/or close family friend
3. An observance of established religious holiday
4. A preplanned absence for personal reasons that is acceptable to the principal or designee
5. A subpoena by a law enforcement agency or a required court appearance
6. Any emergency for a reason acceptable to the principal or designee (severe weather, fire/flood to the home, incident on the way to school, etc.)
7. School-sponsored activities

### **Unexcused Absences**

*Students will not be permitted to make up work if absence is unexcused.*

Unexcused absences – absences that:

1. Are caused by truancy of the student
2. Are caused by an out-of-school suspension
3. Absences that do not fall under the excused absence standard above.

### **Make-Up Work**

A student who has been absent and whose absence is **excused** is permitted to make up the work missed after returning to school. All make up work must be completed within 2 days of the student returning to school (excluding holidays and weekends). If not completed within 2 days unfinished, make up work, will result in a zero.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the scholar to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.



**No student is to leave the school premises without first obtaining permission from the SCA office. It is essential that the school be always aware of a student's location.**

### **Excessive Absences or Tardiness**

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

Any student who continues to have excessive absences may be subject to retention in the current grade level and/or removal from school. The school reserves the right, should a scholar exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence.

A student is tardy when the student arrives after the beginning of the school day or when he/she is not in his/her assigned seat or station when the tardy bell rings. A student's tardiness shall be excused when the reason given is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences. A student has the responsibility to be in class on time. A student's excessive tardiness can lead to non-suspension consequences. A student may be suspended if they fail to complete the assigned non-suspension action. Excessive tardiness occurs when a student has accrued five or more tardies within a 9-week grading period.

## **SCHOLAR CONDUCT**

### **Expectations**

Scholars are expected to conduct themselves in a manner that honors God, themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school, participating in a school activity, or away from school. Scholars and parents should understand that the school reserves the right to impose discipline, including dismissal, based upon conduct which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Scholars will refrain from using inappropriate language. Obscene language, excessive grumbling, and complaining will not be tolerated
2. Scholars will exercise courtesy and kindness when dealing with others. Scholars will not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other scholars either physically, mentally, or emotionally
3. Sexual harassment of employees, scholars, visitors, or others will not be tolerated
4. Scholars will show respect for their own bodies

5. Scholars will respect those in authority such as SCA faculty and staff
6. Scholars will show respect for the school facilities by keeping hands and marking supplies away from the wall, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated
7. Scholars will show respect for others by not taking things that do not belong to them
8. Scholars will always exercise the commandment of honesty
9. Scholars will show reverence toward God's Word during chapel time
10. Scholars will be representatives of their school in the community in which they live and will always observe this code of conduct
11. Scholars will not participate in or view inappropriate websites
12. Scholars will not participate in any other conduct that, in the school's discretion, significantly impairs the scholar's testimony or brings discredit to the school and community.

Disregard for, or violation of these standards will be dealt with in accordance with the Scholar Discipline Policy of SCA.

### **Scholar Discipline Policy**

The disciplinary goal of SCA is for each scholar to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the scholar's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. We believe scholars should show respect for both parents and teachers. Staff and parents working together can teach and train children to do what is right according to God's Word which will result in exceptional young leaders who will be ready to impact the world for Christ.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance with the disciplinary policy. The Administrator will be available to assist as needed. Should the unruly behavior of a student be excessively disruptive and impact the learning of other children, the student will be removed from the class and the parent(s) will be called to pick them up that day.

At all times, SCA reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, scholar's age, frequency of misconduct, scholar's attitude, and repentance.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character building. The teacher will use positive responses to elicit

appropriate behavior.

Inappropriate behavior includes, but is not necessarily limited to:

- unexcused tardiness to school and/or classroom
- failure to complete assignments
- classroom and hallway disruptions
- unnecessary talking in class
- disobedience to teacher directives
- public display of affection - inappropriate touching
- stealing
- selling items at school
- possession or use of tobacco, alcohol, or other controlled substances
- fighting
- possession of knives, guns, or other weapons
- misbehavior in the restroom or playground
- disrespect and/or defiance toward staff
- using obscenities or the Lord's name in vain
- any form of harassment or intimidation
- lying
- leaving school without permission from the office
- abuse or willful destruction of school property
- mistreatment of other scholars
- conduct outside of SCA which negatively effects the testimony of the student or school
- critical or derogatory remarks
- possession of nuisance items, such as radios, CD players, games, personal toys, skateboards, pets, etc.
- violation of biblical standards of purity and morality.

Disciplinary actions that may be used include, but are not limited to:

1. Warning: Teacher will talk to student and explain his/her offense
2. Time-out - in or out of the classroom
3. Missing part or all of recess
4. Work details
5. Call parents
6. After school detention
7. Scholar conference with the administrator
8. Conference with the administrator and parents
9. Probation
10. Suspension - in and/or out of school
11. Expulsion.

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the school in no way implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

Behaviors that will not be tolerated and result in immediate suspension are as follows:

- Physical altercation (fighting) will result in a 3-day suspension for each altercation during the school year. If a child has 3 physical altercations during a given academic year, they will be immediately dismissed from the school. Parent conferences will be held with faculty and administration after the first and second incident. However, immediate termination of enrollment will be the final determination if a third altercation should occur.
- Damage to school property will result in an immediate 5-day suspension. Continued occurrences of damage to school property may result in dismissal from school.
- Inappropriate language and touching will result in suspension. The length of suspension will be determined by the administration. Continued occurrences may result in dismissal from school.
- Other behaviors that are excessive and occur often may result in suspension and dismissal from school.

**Responsibilities** - We believe God has given parents the responsibility for the discipline of their children. The staff at SCA feel that our role is to assist you as parents. We do believe in corporal punishment as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner. Thus, no SCA employee will use corporal punishment.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved, in accordance with the Matthew 18 principles. We ask that grievances that involve the school be brought to the appropriate parties involved to promote peaceable resolutions. If a grievance is with a teacher, we ask that the issue be discussed with the teacher. If the matter is not resolved with the teacher, the parents would then discuss it with the administrator.

### **Probation Policy**

Probation gives the scholar an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be suspension (forced absence from the school for a number of days to be determined by the school administrator). Probation can also result in expulsion (forced withdrawal from the school) if corrective measures do not result in improvement.

A review date will be set at the time the discipline is administered. Specific improvements to be made should be established. The administrator will determine the length of the probation. At the end of the probation period, if the scholar has corrected the problem areas outlined by the administrator, he/she will then be taken off probation and returned to a scholar in good standing status.

## **Uniforms and Dress Code**

All scholars are required to wear the school uniform. (K-12<sup>th</sup>)

Requirements:

1. Black polo shirt with school patch
2. Khaki bottoms (shorts, slacks, or skorts) Must be knee length and loose fitting. (Belts must be worn if there are belt loops). Bottoms must be worn at the natural waist. No cargo pants, joggers, leggings, capris, jeans, cut off pants, or rolled up shorts are permitted.
3. Socks (ankle or knee high)
4. Students must wear closed in shoes at all times. No slippers, slides, or crocks permitted. No heavy military type boots can be worn. Sneakers only.
5. Only black hoodies with the school logo are permitted. No other jackets or hoodies allowed.
6. Braids and extensions cannot extend beyond 3 inches below the collar.
7. Hair must be neat and clean. No hats or scarves are permitted.
8. Artificial hair colors such as pink, purple, blond, etc. are prohibited. Only natural looking hair colors are allowed.
9. Earrings are permitted for girls only. No other body piercing (including lip, tongue, nose, or eyebrow is allowed)
10. Students are prohibited from wearing anything offensive, provocative, or deemed inappropriate by faculty or administration.

Uniform Violations:

1. Level 1 – Verbal warning and phone call home.
2. Level 2 – Student will call their parent from the office to obtain the correct uniform.

After two uniform violations all further uniform violations will result in a behavior referral with consequences. Scholars reserve the right to determine whether clothing, footwear, hair styles, or jewelry are appropriate for the classroom and not disruptive to the learning environment.

## **Parent Involvement**

Parent involvement is critical to SCA's overall effectiveness. Parents can get involved by:

### **Fund-Raising**

Each year SCA will have major fund-raisers. Parent participation will help keep our tuition to a minimum and will help subsidize the school transportation expenses.

### **Parent/Teacher Fellowship (PTF)**

To encourage and organize opportunities for participation of parents and family members in school activities. There will be regular meetings scheduled for planning and coordinating of various projects and events. Leaders will be chosen each year from among the active supporters. We thank you, in advance, for your hours of support and volunteerism for

students and teachers. It is truly an invaluable investment, and it is greatly appreciated.

### **Volunteering**

Parent involvement is an essential part of your child's education at SCA. It helps to build a great parent and school relationship and it is instrumental in keeping down the overall cost of operating the school. The Board and staff welcome and encourage participation in all school activities. Volunteer opportunities include, but are not limited to, special events, school maintenance, classroom and lunchroom help, donations, etc. Please sign in at the office when you arrive at school to volunteer. Thank you in advance for your willingness to serve SCA and the Scholars by the giving of your time, contributions, and talent!

### **Health and Safety**

It is of utmost importance that SCA provide a safe environment for our scholars. Because of this commitment, the following rules will apply:

#### **Distribution and Consumption of Medication**

We request that Parents, when possible, schedule medication to be given at home. Exceptions to these procedures may be granted on a case-by-case basis, as agreed upon by the student's parent(s)/legal guardian(s), school nurse, physician, and/or school administrator, as appropriate. Such exceptions must comply with state law. Any request for over-the-counter medications such as cough drops, ibuprofen, or acetaminophen and self-administered medications such as inhalers and epinephrine may be granted on a case-by-case basis. Please contact the administration office for advance approval.

#### **Administration of Medication**

No staff member of Scholars Christian Academy will be permitted to administer any medication.

**Scholar illness:** (procedures designed to preserve the health of each child and each class)

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. A student with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her home until these symptoms have subsided for 24 hours. If a child has a temperature of at least 100 degrees and/or vomiting, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student's file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

If the student has signs of the following symptoms related to contagious illnesses, they will be removed from school: (note there may be additional symptoms considered that are not included in this list):

100-degree temperature or above

Unrelieved or persistent headache

Diarrhea

Abdominal pain

Persistent cough

Excessive sore throat

Nausea and/or vomiting

Excessive sneezing or runny nose

Unidentified rash

Head lice

Listlessness or extreme sleepiness

Red, inflamed eyes with a thick mucus discharge

### **Responsibilities of SCA Staff**

SCA reserves the right to refuse the attendance of any ill child.

**A note should be sent from the parent or physician if the playground or any other activities should be restricted.**

### **Immunizations/Medical Examination**

***Current immunization records must be on file at SCA for every scholar by the first day of the school year. If not, the child will not be allowed to attend.***

### **Outside Play**

**Please ensure that students are dressed appropriately for weather conditions.** Hats, coats, and gloves need to be sent with your children during wintry weather to be used during recess times. When the weather is dry and 50 degrees (wind chill will be considered) or above, the children will spend time outside.

**If your child is unable to participate in outside recess, please send a note. Physical fitness and outdoor activities are essential activities and we do ask that these types of requests are kept to a minimum.**

### **Emergency Drills**

**Fire** - In case of fire, it is imperative that the building be evacuated quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly. Teachers will instruct their class on proper procedures to follow in case of fire.

**Hurricane or Tornado** - When a hurricane seems imminent children should remain at home. Should a tornado warning be given, the classroom teacher will lead students to a designated shelter-in-place area within the building. Teachers

will be well versed regarding proper emergency procedures and will dismiss scholars from the designated area only when the threat has passed. Drills will be conducted periodically.

## **Lockdown**

A school lockdown can serve several functions during an emergency, including the following:

- Removing students and faculty from the threat.
- Isolating the dangerous situation from much of the school.
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

- Lockdown with warning: The threat is outside the school building.
- Lockdown with intruder: The threat or intruder is inside the school building.

### **1. Suggested Lockdown with Warning Procedures**

The following procedures should be followed when the threat is outside of the school building:

Administrator orders and announces, “lockdown with warning.” This announcement will be repeated several times.

- Important: Special attention will be paid to classes that are outside of the school building, such as playgrounds and ball fields.
- An alternate lockdown location will be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows.
- Move all people away from the windows.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement but continue classes. Disable bells. Move on announcement only.
- Once the threat has subsided, the building administrator will announce “all clear.”

### **2. Suggested Lockdown with Intruder Procedures**

The following procedures will be followed when the threat or intruder is inside of the school building:

- Administrator will announce “lockdown with intruder.” This announcement will be repeated several times.



- The administrator will immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor and turn off the lights.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, they will be moved as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator will announce “all clear.”

*\*Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.*

## **High School Program**

1. Each student accepted into the High School Program must be able to work independently. Students must be self-starters and able to be self-motivated.
2. New students must pass an entrance exam.
3. Students must have average to above average behavior.
4. Students must be recommended for the Program by a teacher.
5. Students must strictly adhere to the dress code requirements.
6. Students must demonstrate integrity in all academic assignments and responsibilities.
7. Unauthorized access, listening to music, scrolling the internet, accessing social media platforms, or any other misuse of school computers will result in immediate disciplinary action and a parent conference will be required before computer and online curriculum access can be restored.
8. Any form of cheating is prohibited and will result in immediate disciplinary action and a parent conference will be required.

## **General and Miscellaneous Information**

### **Cell Phones**

Students are not allowed to have cell phones during school hours. All cell phones must be turned off before entering the school building and placed in the designated area prior to entering the cafeteria and will be returned at the end of the school day. If there is a legitimate need for the cell phone students must get permission from the office to use it on a case-by-case basis. The first time a cell phone is found on a student, it will be turned over to administration and a warning note will be sent home to the parent. The phone will be returned at the end of the day. The second time a cell phone is found on a scholar, the phone will only be returned to a parent and the scholar will be advised not to bring it to school again.

### **School Enrichment**

School Enrichment will begin immediately after school only for students enrolled in the Early Learning School Readiness Program.

School Enrichment Schedule:

2:15pm – 2:30pm (Snacks)

2:30pm – 3:30pm (Homework/Tutoring)

3:30pm – 4:00pm (Reading, Math drills, and educational games)

4:00pm – 4:30pm (Arts & Crafts, Reading, etc.)

### **Awards & Achievements**

Character Awards - Presented to a scholar who displays exceptional character and behavior on a consistent basis.

Scholar of the Month - This award can be presented to the scholar(s) that model the SCA values daily as well as demonstrate high academic achievement. One or more scholars can receive this award monthly.

Academic Achievement - This award is presented to scholars who excel in academics on a regular basis.

Other - Teachers are encouraged to use other forms of praise and recognition for their individual classes.

### **Campus Visitors**

SCA welcomes parents/guardians to visit our school. For safety, all visitors, including parents and guardians, are required to report to the office upon arrival and departure. Children not enrolled at SCA are not permitted to visit unless accompanied by an adult at all times.

### **Conference Scheduling**

The staff is always happy to discuss a scholar's progress or address any questions during planned times or conferences scheduled before or after school. In addition, parent-

teacher conferences will be available at the end of each 9-week grading period for all scholars.

### **Transportation:**

The following information outlines our transportation policy for this school year. The transportation service for SCA is a privilege and therefore the following are a list of requirements that must be observed:

1. Transportation is available to assist parents in transporting students to and from school. Transportation is not available in all zip codes and bus stop locations may be necessary.
2. Transportation is a privilege therefore students must maintain good behavior and adhere to all safety rules and directives. Any disruptive behavior, while being transported, can result in suspension from utilizing the transportation service. After which the parents will be responsible for transporting the student to and from school the remainder of the school year.
3. Transportation availability is limited and therefore on a first come first serve basis.
4. Parents will need to ensure students are at their assigned bus stops on time as drivers will not be able to wait and are prohibited from making any special stops. Bus stops and times will be assigned a week before the start of the school year.
5. The monthly transportation fee is as follows:  
\$40 per household address for pick up and drop off.  
The designated fees will be due on the first day of each month via cash app or cash. If fees are not received by the due date, students will not be placed on the transportation roster until fees have been paid.
6. All students must wear seat belts and will need to wear masks while being transported.
7. Parents who utilize school transportation will be expected to participate in school organized fund raisers that support the transportation service.

### **Delivery and Pick Up of Scholars**

For student drop off and pick up to run smoothly and efficiently it will be imperative that every driver follow the guidelines that govern the parking lot. Scholars may enter the school at 8:30am. Students will need to be picked up by the end of the school day at 2:15pm. Students that are not picked up by 2:20pm will be assessed a \$15 late fee. SCA early release days are on Fridays and students are released at 12:45pm.

Transportation for afternoon drop off will leave the school by 1:55pm on regular school days. Please see Transportation policy for additional information.

### **Breakfast and Lunch**

It is said that breakfast is the most important meal of the day. Parents please be sure that your children are provided with the fuel they need to be alert and ready to learn.

SCA provides a breakfast and lunch program for students. Breakfast will be served daily from 8:30am to 8:55am. Lunch will be served daily. Children may bring an additional snack for lunch but please refrain from candy or any sugary drinks. Wholesome nutritious snacks are allowed.

## STATEMENT OF COOPERATION

1. I have read and understand the school's philosophy of Christian education and its mission, and I agree with both as written in the SCA Parent/Scholar Handbook.
2. I will support the school by being involved in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
3. I agree to actively participate in the Volunteer Program of SCA as stated in the Parent/Scholar Handbook.
4. I give permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve SCA, faculty, and administration from any liability to me or my child because of any injury sustained at school or during any school activity, with the understanding that I will maintain health insurance for my own child while enrolled in the school year.
5. I understand the standards of SCA in that they will not tolerate profanity, obscenity in word or action, use of cell phones, physical altercations, destruction of property, dishonor to the Word of God or disrespect to the personnel or scholars of the school. I also understand and will adhere to the consequences of such actions.
6. I herewith agree to authorize this school to employ such discipline as it deems wise and expedient for my child. I both understand and agree with their policies in this area as outlined in the parent/scholar handbook as it relates to appropriate disciplinary actions.
7. Realizing that my attitude toward the teachers and policies of SCA affects the emotional and academic stability of my child. I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration.
8. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises regarding my child, I agree that I will adhere to the policy of:
  1. Discussing the issue with the child's teacher
  2. If not resolved, discussing the issue with the administrator and teacher
  3. If the issue remains unresolved, meet with a member of the Scholars School Board to discuss your concerns as a course of action recommended by Matthew 18:15.These steps will be addressed privately and confidentially.
9. I fully understand that SCA does not accept children on a month-to-month basis, nor on a one-semester basis. Upon enrolling my child, I affirm that I am morally and financially obligated to maintain enrollment for the complete school year. It is my understanding that the school's policy is to make no refund on registration fees

or tuition unless there is no slot available for my child.

10. I pledge to pay tuition and fees in a timely manner if applicable. I understand that my child **may be dismissed** when an account is two installment payments delinquent. In the case of unexpected financial hardship, it is my responsibility to contact the school office to arrange a meeting with the Administrator.
11. A spot for the upcoming year will not be held for a scholar if any tuition or fees are past due by 30 days or more. A scholar may not begin school in the fall until all amounts due for the prior year are paid in full by June 30<sup>th</sup>.
12. I understand that there will be no reduction in tuition for time missed by a child due to illness or other reasons.
13. I understand that if my child is dismissed or withdrawn during, or at the end of the school year, scholar records **will not** be released to anyone until the school account is **paid in full**.
14. I understand that pictures and videos may be taken of my child for school related purposes. If I do NOT want my child's picture taken or included in the video, I will notify SCA immediately.

Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

\_\_\_\_\_