

South Bay Christian Academy



Student Handbook

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SOUTH BAY CHRISTIAN
ACADEMY
STUDENT HANDBOOK

A MINISTRY OF
SOUTH BAY PENTECOSTAL CHURCH
CHULA VISTA, CALIFORNIA

FOUNDED 1977

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OPPORTUNITY

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a "...love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children...: and of Proverbs 22:6 to train up a child in THE way he SHOULD go. Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Participation in this school ministry is a privilege and not a right. The goal of this school is not to reform wayward young people, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the old-time Gospel and the highest standards of morality in Christian behavior.

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CHURCH AFFILIATION

South Bay Christian Academy is an integral and inseparable part of South Bay United Pentecostal Church of Chula Vista.

TEACHERS & STAFF

All faculty members are required to regularly attend and belong to one of the United Pentecostal Churches, or another church whose doctrinal and holiness standards are in harmony with the United Pentecostal Church, Intl...

STATEMENT OF FAITH

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God who was the Father in creation, Son in redemption and Holy Spirit in the Church, Who is revealed to mankind in Jesus Christ, God manifest in the flesh, and who created man by a direct immediate act.
3. The incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven and second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the Holy Spirit and the resurrection of all: to life or damnation.
5. Salvation through believing the gospel, evidenced by repentance, baptism in Jesus Name, and receiving the gift of the Holy Ghost as in Acts 2: 1-4, 37-39.
6. The spiritual relationship of all truly born-again believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

ACCREDITATION OF THE ACADEMY & CERTIFICATION OF THE STAFF

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.

Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are primarily interested in the academic

merits of individual students, rather than in their school of graduation. Thus they evaluate each applicant's academic aptitude through nationally standardized tests. This school is not accredited, neither does it seek accreditation by any outside educational institution. Its program is, however, designed and implemented to properly train students who wish to continue their education beyond high school.

ADMISSIONS PROCEDURE

Inquire & receive "Prospective Student Packet" which contains enrollment information.

1. Read this handbook thoroughly. *We reserve the right to change the handbook at any time.*
2. Return completed application for enrollment to S.B.C.A. office.
3. Schedule parent, pupil, principal interview (allow at least two hours, which may also includes a multi-media presentation.).
4. Parents will be notified of acceptance.
 - a. Receive enrollment forms to be filled out and returned along with enrollment fees before attending.
 - b. If you are attending a local church other than S.B.U.P.C., a letter of recommendation from your pastor will be required.

AGE

A student must be 5 years of age by December 31, to be considered for the Kindergarten Program. In addition, one must qualify with a "Reading Readiness Test."

PLACEMENT

In April of each year students are given a standardized test called the Terra Nova Achievement/Diagnostic Test to measure their achievement. Upon enrollment, a *DIAGNOSTIC TEST* is also administered and is a tool of placement. The Terra Nova, along with classroom achievement, effort and maturity, is the basis on which a student is promoted or retained.

The **placement of high school students** is according to the number of units earned.

MEDICAL GUIDELINES

A Medical Report must be filled out by your physician and submitted to the school office. All students must be vaccinated against polio, measles, hepatitis (type b) and diphtheria. Immunization records must be on file in the S.B.C.A. office before a student may attend, in accordance with California Law.

In instances where a student needs medical attention, the school office will call the parent or family doctor (in that order).

No staff member will be allowed to administer any medicine, tranquilizers, aspirin, pep pills, etc. to any student for headaches, fever, or other reasons without parent authorization. Neither will any student be allowed to possess any medication on his/her person. All medicines must be kept and administered at the school office.

FINANCIAL INFORMATION

This school is dependent upon the tuition and curriculum of the students and gifts of friends for operation expenses. All contributions (except tuition and curriculum) are tax deductible. *We reserve the right to use school finances in any way we deem necessary and/or appropriate.*

FEE SCHEDULE

Obtain a Fee Schedule from the school office for a current list of Tuition, Curriculum and Fees.

FINANCIAL AID

We are pleased to offer financial aid to those families desiring an SBCA education, but are in need of some assistance. Eligibility and verification for financial aid is determined by an independent company contracted by South Bay Christian Academy. The application for financial aid may be obtained at the school office or online. Please refer to the Fee Schedule for the company's web address.

NSF/DISHONORED CHECK POLICY

SBCA charges a \$25 fee for each NSF item, plus whatever fees the bank may require.

BILLING

Payments are computed on a 10-month schedule, August-May. All accounts are billed on the 1st and due on the 10th of each month. All tuition payments are to be sent to **Smart Tuition Management Services**. First payment is due on August 10 and last payment is due by May 10. All delinquent accounts (those not paid within 10 days of the due date) will be charged a late fee of \$25.00. An account that remains delinquent until the 1st of the following month, will force the suspension of those students on the offending account until the account is brought up to date. **Note:** *The above costs may change without notice.*

REFUND POLICY: The standard policy is that there are no refunds of money paid to school. Refunds for unused months may be given for the reason of expulsion, early withdrawal or residence relocation.

MISCELLANEOUS CHARGES:

In addition to the regularly scheduled fees outlined above, some miscellaneous items, such as: **Student Convention fees, School Yearbook**, re-issued curriculum, lost report card, lost parent envelope, property damage, extra resource book, league fees, etc., may appear on a bill.

LEARNING CENTER HOURS

SBCA's classes are in session Monday through Thursday, 8:00-3:30. Friday hours (Elementary through Senior High only) are 8:00-12:00 and may be optional.

EARLY ARRIVAL AND LATE PICK UP OF CHILDREN

Since early arrivals and late pickups pose a potential problem, SBCA has the following policy: **No child shall arrive on school grounds more than 15 minutes before school begins, or be picked up later than 15 minutes after dismissal**. Any student still on the property after the 15-minute grace period will be signed into a watch-care service at the parents' expense. **PLEASE NOTE:** A fee of **\$4.00** per hour/ or any part thereof will be due and payable to the SBCA office. A form stating the amount due will be given to the student for the parent to pay by the following morning. **Note:** *Violations may result in SUSPENSIONS.*

There will be **NO STUDENTS** outside on the property. Any left will be either in their watch-care room or off the property. Students whose parent is staffing that day may serve their watch-care in their parent's room if desired. **NO EXCEPTIONS.**

PARENTAL INVOLVEMENT/ PARENT-TEACHER CONFERENCES

Students and parents are expected to regularly and faithfully attend a Bible-believing church, preferably one with which we are affiliated. Parent orientation and conferences promote a good understanding between parents or guardians and the faculty and administration of this church school. **EVERY PARENT IS REQUIRED TO PARTICIPATE IN THESE INFORMATIVE AND HELPFUL PROGRAMS.**

PARENT ORIENTATION

Is a training and orientation session that is required by both parents of each enrolling student. This session will be scheduled at a pre-enrollment interview and will precede a student's attendance. It requires approximately two (2) hours.

The first such meeting will be held at the opening of school. Mandatory Parent Conferences with the Supervisor are scheduled following the first and third quarters. Conferences after the second and fourth quarters are "as necessary."

Teachers are always glad to talk with parents regarding your child's school progress; all parents should feel free to call the school for an appointment. If a child is having difficulty in more than one area, it is wise for the parents to contact the school and arrange a conference with the child's Supervisor. Please, do not just "show up" or walk into a classroom without notifying the office.

SCHOOL-PARENT COMMUNICATION

Since SBCA is a joint effort between home and church, purposed to fulfill God's will in our youth, close communication between the school and the parent is a necessity. Several forms are used regularly for this and should be read and signed by the parent and returned to SBCA.

Basically these communication helps are:

- Home-Goal Cards
- Detention slips
- Parent Envelopes
- Memos

Parents may assist in the daily school activities such as typing, filing, answering the telephone, recess and/or lunch duty, monitoring, etc. If you are interested in assisting regularly or periodically, please call us. We welcome your participation. Some extensive training is necessary in some areas, but not in all.

GENERAL

STANDARD OF CONDUCT

1. Students are judged on their "taking care of" school property and facilities. Every effort has been made to provide a pleasant, neat and sanitary atmosphere. To destroy or to deface school property (i.e.: workbooks, desks, dividers, walls, etc.), is an act against all of the students for whom these facilities are provided. In these cases, disciplinary action, which may include full payment for any damage, will be taken.
2. Students of this school are expected to refrain from talking about or engaging in: cheating, swearing, smoking, gambling, rock music, dancing, drinking alcoholic beverages, movies, television, or any other activities that are not in harmony with Christian conduct. Students who participate in such activities, on or off campus, are

subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude.

3. A "Standard of Conduct" form & pledge will be filled out and signed by every enrolling and re-enrolling student.
4. Chewing gum is not permitted on the school grounds at any time.
5. Cameras, etc. are permitted only with special permission.
6. Cell phones must be turned in to the office or Supervisor upon student's arrival at school.
7. Cell phones, jewelry, yo-yos, squirt guns, or any unauthorized materials are out of place at South Bay Christian Academy. **They will be taken away and not returned.**
8. The rules explained in this booklet are those which will be followed in all Learning Centers. Please read them, and think about them carefully, noting why they are important. Any questions should be referred to the principal for explanation.

LEARNING CENTER CONDUCT

Class conduct is shared by everyone. Therefore, each person must help to make the Learning Center a place of learning. In order that the very best learning situation exists, there are rules of order which must be followed.

There is to be no talking among students at any time in the Learning Center, except of course during monitored class discussions. No getting out of seat without permission.

- The rule is quiet -

No calculators are allowed without specific Supervisor's permission.

No activities are to be conducted in a student's office that do not directly relate to the learning of a prescribed instruction unless he has earned the privilege.

Raise one's hand or other classroom signal for Supervisor guidance in academic problems.

Use restroom and get drink during break-time.

Each Supervisor may have some rules which apply only to his Learning Center which he knows are necessary in order for students to best profit from his teaching. These rules will be explained by the Supervisor.

DETENTION

The paramount rule is "Do Not Disturb." Demerit marks are given for disturbances or broken rules. The first two are grace. Mark three results in a twenty-minute detention (4=30 minutes; 5=45 minutes; 6=1 hour.) When a student receives a detention, a "Detention Slip" is sent home with the student to be signed by parents and returned the following morning. All detentions will be served on Friday, if total time exceeds the limit. SEE "FRIDAY DETENTION."

FRIDAY DETENTION

It is possible that a student (grades 4-12) could be required to attend "Friday School", 8a.m.-noon. If so, full uniform and Learning Center procedures will be in effect. The student will be required to pay a \$25.00 surcharge upon arrival. A student will be assigned "Friday School" for conditions including but not limited to:

1. An accumulation in excess of 2 hours detention time during that calendar week (including tardies, incomplete goals, etc.), or:
2. Academic Probation (see MINIMUM ACADEMIC REQUIREMENTS, p. 20), or:
3. An Expired Target Test Date, or:
4. An excess of 6 tardies. (There is no such thing as an "excused tardy").
5. VOLUNTARY ATTENDANCE: If a student wishes to voluntarily attend on Friday to do extra work, that is fine if space is available. The following will apply:
 - A. Must register with Supervisor no later than the day before. Don't just show up.
 - B. Full uniform as usual.
 - C. Full-session attendance is required. Cannot come for just an hour or two.
 - D. No fee will be required, *except the last Friday School of the quarter.*

We greatly appreciate the vast majority who have been so very cooperative. However, for the sake of a few, here are the consequences should the above policies be violated:

1. Fail to show up = 1 week suspension.
2. Come late (but not over 1 hour late) = 2 days suspension.
3. Come, but not in uniform = Will not be allowed to attend; will be sent home. Therefore, #1 above will apply.
4. Come without the \$25.00 surcharge: Student is OK, and may bring the money the following Monday, but no later than that Monday. If he/she comes Monday without the fee, the student will not be allowed in the class until money is brought from home.

No absence will be considered EXCUSED without a written doctor's note.

NOTE: I know that the above consequences seem very severe but we have found them to be very necessary. Please don't "get sick" or "run out of gas" on a Friday Detention Day.

PLEASE! DO NOT ASK FOR AN EXCEPTION TO THE ABOVE POLICY!!!

DISCIPLINE

This is not a corrective institution. Consequently, we ask that parents do not enroll their child with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.

All new students are admitted on probation for the first six weeks. Students must at all times conduct themselves in a manner becoming a Christian. **Griping is not tolerated!** If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that his reporting is emotionally biased without all the information.
3. Realize that we have reasons for all rules and that they are enforced without favor.
4. Support the Administration, and call us for all the facts.

When a child's attitude is not in harmony with school policies or principles, the child will be placed on probation; both parents are to be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before all men." Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life:

*"Children, obey your parents in all things; for this is well pleasing unto the lord."
Col. 3:20.*

"Let every soul be subject to higher powers." Rom. 13:1a

"Obey them that have the rule over you, and submit yourself". Heb 13:17a

"For the commandment is a lamp; and the law is right; and reproofs of instruction are the way of life." Prov. 6:23

*"He is in the way of life that keepeth instruction; but he that refuseth reproof erreth."
Prov. 19:18*

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Prov. 22:15

CORPORAL CORRECTION

SBCA is honored that you have asked our staff to assist you in training your child for Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. We appreciate your confidence in our program. To carry out your wishes for total character development, we believe it is necessary to follow Scriptural admonition to correct a child when his/her behavior is in violation of proper or reasonable rules and procedures. *Corporal correction will be administered for reasons including, but not limited to: excessive (more than 6) demerits, lying, fighting, filthy language, disrespect, and defiance.* When warranted, corporal correction will be exercised under the following guidelines:

1. The offense will be clearly discussed with your child.
2. A staff member will discuss Spiritual applications and will pray with your child.
3. A reasonable number of firm strokes, not to exceed 2, will be administered by a staff member of the same gender as your child, using a simple, flat paddle.
4. A staff witness of the same gender as your child will be present if possible.
5. Your child will not be physically restrained. (If he or she refuses to submit to paddling, you will be asked to come discuss the matter; and if it is believed to be in the best interest of the school, the child will be withdrawn from the church-school.)
6. After administering the strokes, the staff member will pray with your child, assuring him (or her) of their love.
7. A written report will be made of the date, offense, number of strokes, and the names of the correcting staff member and witness. A copy will be sent to you.
8. We reserve the right to make exceptions to this policy as we feel necessary.

STUDENT DRESS CODE

Specific school uniforms will be worn by all students of S.B.C.A. The specifics of which are listed on the "Uniform Requirements" sheet included in the "Prospective Students Packet."

GENERAL STANDARD

GIRLS:

1. Hair must be allowed to grow without cutting, trimming or dyeing and must be neatly combed to present an attractive appearance.
2. Lipstick, eye shadow, colored nail polish, and all other make-up, including cover-up, shall not be used, neither coloring of the hair.

3. Skirt length, and slits must be sewn to be below the knee at all times for all girls, with appropriate undergarments to insure modesty.
4. Garments are to be loose enough to ensure a modest appearance at all times (not form fitting).

BOYS:

1. The hair must be neatly cut and combed so as not to present a shaggy, or worldly appearance; length to be above the natural hairline and off the ears at all times; no stubble, beard, mustache; sideburns to be mid-ear approximately; no dyeing of hair.

Levi's or jeans shall not be worn in lieu of the prescribed uniform.

GENERAL:

1. The school uniform should be cleaned, pressed and in good repair at all times.
2. No jewelry whatsoever shall be worn.
3. Shoes and socks shall be worn at all times. This does not include unauthorized footwear such as sandals, sneakers, etc. Tennis shoes are authorized to be worn only at P.E.
4. Unauthorized modifications of the school uniforms must not be made without the specific written approval of the School Uniform Committee. Long-sleeve shirts are to be worn "long-sleeve", not rolled up.

OUT OF UNIFORM

1. A STUDENT MUST BE IN UNIFORM TO ATTEND SCHOOL.
2. Since some items need to be ordered, a student may attend without the item if it is on order, but he/she must dress in clothing which is in accordance to the Standard Dress Code.
3. A full uniform is to be worn each day. A note from home, signed by parent, does not excuse a student for not being in uniform. Please do not ask for an exception to the Uniform Standard. We suggest having extra uniforms for "emergency" circumstances.
4. Student with items of uniform missing or substituted will be dealt with by the Supervisor:
 - a. A 45" detention will be given.
 - b. A memo describing the deviation will be sent home.
 - c. Student will not be "sent home", but should he come the next day without having the problem remedied, he will be separated from Learning Center, and the parents will be called to pick up the student.
5. S.B.C.A. fully reserves the right to be more strict and "JUST SEND A STUDENT HOME" if we have a recurring problem.
6. Boys must wear their ties on Chapel days only. If, however, a boy does not have his on that day, he will then be assigned to wear it everyday for at least a month. It then

becomes a major part of his uniform, and he will be sent home if he comes without it.

7. The same principle applies to P.E. uniforms.

INCENTIVE PROGRAM (for AOP Curriculum)

Level "A" Responsibilities

1. Complete 1 1/2 UNITS per week.
2. Maintain academic balance.
3. No more than 45 minutes detention during the preceding week.
4. Memorize weekly Bible selection.

Level "A" Privileges

1. Leave 10 minutes early for all breaks.
2. Can read approved literature in office after daily goals are completed.
3. Can engage in extra-curricular activities in office: art, inspirational tapes, etc.

Level "C" Responsibilities

1. Complete 2 UNITS per week.
2. Maintain academic balance.
3. No more than 30 minutes detention during the previous week.
4. Memorize Bible selection.
5. Present a special five minute oral report on an interest area, project, etc.

Level "C" Privileges

1. Leave 20 minutes early for all breaks.
2. Can read approved literature, and listen to inspirational tapes in student's office.
3. Can engage in extra-curricular activities in office or other assignments outside of classroom.
4. Can be out of seat without permission for classroom functions.
5. Can work at the reading table.

Level "E" Responsibilities

1. Complete 2 UNITS per week.
2. Maintain academic balance.
3. No detention during week.
4. Memorize weekly Bible selection.
5. Read and report on literature book or a book selected from a prepared list (both written and oral report).
6. Be available for Chapel participation.

7. Must be engaged in some form of Christian service in their local church on a regular basis: choir, play piano, nursery, visitation, teach a class, usher, etc.

Level "E" Privileges

1. Leave office and Learning Center *for approved projects* when not committed to other responsibilities or functions.
2. Can attend approved, off-campus functions of a spiritual or educational nature.

Other Privileges

Special recognition is awarded to a student who masters "no incomplete goals" for an entire quarter. In part, such a student could earn either a partially paid or totally complimentary special "end of the year" school outing.

APPLICATION FOR PRIVILEGE

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for requesting an Application for Privileges on the last day of the school week preceding their week of privilege. They should complete the form and submit it that day. At opening exercise on Monday the principal will present the privilege status emblem for the student to display during the week.

PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are given to students to present to their parents the Wednesday following each nine-week period. The report is to be signed by the parent and returned to school at the Parent-Supervisor conference. Five dollars will be charged for duplicate Report Cards.

HONOR ROLL TRIP

On a designated day of each quarter, students whose average for the quarter is B (Honor Roll) or A (Principal's Honor Roll) and who have completed 13 UNITS (that number might vary if special circumstances exist) are taken on a special outing.

HONORABLE MENTION is for those students who were very close to making Honor Roll but didn't quite make it. Exact criteria will be given by their Supervisor. The student will not receive the Honor Roll Status, but they can go on the Honor Roll Trip with their class.

END-OF-THE-YEAR ALL-SCHOOL TRIP

Each year SBCA traditionally takes an all-school outing of a significant nature. The entire family is invited, with certain restrictions, to be a part. By accomplishing "no incomplete goals" for one or more quarters a student could have part, or even all of his/her way paid for by SBCA.

EXTRA CURRICULAR ACTIVITIES

South Bay Christian Academy is a member of CALIFORNIA CHRISTIAN ATHLETIC ASSOCIATION, which sponsors team sports for boys and girls of Junior and Senior High age. Currently offered are volleyball, basketball, golf, and flag football. A couple of special events are also sponsored, such as a softball tournament and a track meet. Minimum academic standards must be met in order for a student to qualify and participate.

MINIMUM ACADEMIC REQUIREMENTS

****ANY STUDENT COMPLETING LESS THAN 9 UNITS IN ANY ONE QUARTER WILL BE PLACED ON PROBATION FOR THE NEXT QUARTER. THE STUDENT WILL REMAIN ON THIS ACADEMIC PROBATION UNTIL THE SHORTAGE HAS BEEN MADE UP, PLUS 9 STARS FOR THE CURRENT QUARTER. HE/SHE WILL NOT BE ALLOWED TO PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITIES, NEITHER CAN BE A "PRIVILEGED" STUDENT. IF, BY THE END OF THE SCHOOL YEAR, AT LEAST 36 UNITS HAVE NOT BEEN COMPLETED, THE STUDENT WILL ABSOLUTELY NOT BE ALLOWED TO RE-ENROLL THE NEXT YEAR.****

HOMework

The responsibility for scholastic achievement is placed on students in our program. It is believed that no student should need to take academic work home. The goals set by the student and/or Supervisor are not more than the child is capable of completing during the school day. Should the student not meet his quota for that day, he will be required to complete the work at home or after school in the classroom at the discretion of the Supervisor.

ATTENDANCE

Any time a student is absent, the Office tries to call the home to verify that the parent is aware that the student is absent. A written acknowledgment signed by parent or guardian must be presented to the Supervisor when a student returns to school after an absence.

If a student fails to bring a note acknowledging his absence, he will receive an automatic one hour detention. The note must then still be brought the next day in order to be admitted to class.

Excessive absences will inhibit the student's progress. Four unexcused absences in a quarter will necessitate a conference with parent and Principal. Above 6 unexcused (*) absences will result in expulsion from school for the balance of the entire school year.

***UNEXCUSED** means any absences not accompanied by a written doctor's excuse. -Should a student be suspended from school for a number of days, those days will be considered excused.

TARDINESS

At 7:55 a.m. a 5-minute bell will sound, followed by the tardy bell at 8:00. Any student not inside the Learning Center will be considered tardy. Detention will be given for Tardiness: (a student's detention will equal the amount of tardiness plus 20 minutes.) This time will be applied toward the student's cumulative weekly total and could result in a Friday Detention Day.

Each Tardy counts as 1/2 day absent.

Six tardies in a quarter will necessitate a conference with parent and principal. Above six will result in the student being required to attend Friday School. The student will then be suspended a day each time he/she is tardy thereafter.

LUNCH PROCEDURES

Students are to eat only in the lunchroom. Put trash in waste baskets provided. Go to recreational area after dismissal from eating area. No food or drinks are permitted outside of the lunchroom.

HOT LUNCH PROGRAM: An *a la carte* hot lunch may be secured daily for around \$2.50 per meal. Multi-lunch discount coupons may also be available. A menu is provided monthly.

STUDENT INSURANCE

Through our church's insurance company, we have coverage for injuries to pupils going to and from school, while at school and on all school-sponsored trips. There is a small deductible after which the plan covers all costs. See the School Office for details.

LOST AND FOUND

Items which are found should be taken to the office. If an article is lost, put your name on a sheet of paper with a description of the item, and give it to the secretary. Please mark your student's items.

FIRE DRILLS

At the sound of one (1) continuous bell, students are to stand and march out of the building in an orderly manner to a designated place. At two (2) bells, return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing or running. Each Supervisor will be with his/her group.

TELEPHONE

The school telephone is not to be used by students. A student may certainly give a message to the teacher, which will then be forwarded to the office, and staff will attempt to contact a person on behalf of the student's need.

GRADUATION REQUIREMENTS

A minimum of 44 units* of credit is required for graduation. A prescribed course of study will be determined through a conference among the staff, parents and students. Transfer students must complete at least one year in this school before receiving a diploma.

School ends at noon on the last day of the Fourth Quarter. Any student who has not completed their work by the 'end of school' has several options to complete their work: enroll in Summer School; re-enroll for the Fall term; or pay a fee of no less than \$20/hr or part thereof, for a faculty member to supervise them while they complete their coursework (exact amount will be determined by the administrator). This fee cannot be waived.

***Minimum Graduation Requirement**

Math= 6 Units

English= 8 Units (6 units must be via AOP curriculum)

Social Studies= 6 Units

Science= 6 Units

P.E. = 6 Units

Bible = 4 Units

Total Mandatory = 36 Units

Plus Elective = + 8 Units

Total Required = 44 Units

*Specific levels of each subject are listed on a separate form detailing each area.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law and love for flag and country.

PLEDGE OF ALLEGIANCE 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 OF ALLEGIANCE 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 for all who believe.

PLEDGE OF ALLEGIANCE TO THE BIBLE

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

GENERAL

Devotions: Students meet in a devotional each Monday. Principles of life are outlined, illustrated and discussed. Achievement awards are presented.

Chapel: Weekly chapel sessions are held where the student identifies his education with the ministry of the church. Local pastors and staff are invited to preach the Word of God in these services.

Special Meetings: For one week during the fall and again during the spring, the students plan and assist in implementing a series of revival and evangelistic meetings to which attendance is required. Students must bring Bibles to all devotional, chapel and special meetings.

Student Conventions: Each Spring, SBCA is privileged to participate in the Oregon ACTS Student Convention. The trip/event lasts approximately 4 days and is an important part of our training program. ATTENDANCE AND PARTICIPATION IN THIS CONVENTION IS MANDATORY OR A STUDENT MAY NOT BE ALLOWED TO RE-ENROLL IN SBCA.

Student Offices: Offices are assigned, changed only by Supervisors and must be cared for. Students may bring tacks, a chair cushion, or a desk mat. Anything to be placed in student offices must be approved by the Supervisor. Do not lean on or sit on office. Electric outlet is for approved school equipment only. Offices are private -- do not invade.

Holidays: School holidays may not always coincide with public school holidays. See the school calendar for this and general information concerning school functions.

Testing Policy: Absolutely no talking while testing. The test is issued after the Unit is completed, including all projects, experiments and essays, and then re-studied. 70% or better may advance; less than 70% will require repeating that Unit with a charge of \$5.00 for its re-issuing. Gripping is not tolerated: (Detentions are issued for violations).

Vandalism: Marked on or defaced property is to be replaced at offending student's expense.

Contraband: All items such as (but not limited to): guns, matches, lighters, knives, radios, cell phones, ipods and gum are not permitted on campus.

Racial Non-discriminatory Policy: This school shall have a racially non-discriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, national or ethnic origin.

Searches: We reserve the right to make searches at any time for any reason. Searches for the suspicion of illegal or unauthorized materials may include, but are not limited to: automobiles, backpacks, purses, pockets, lockers, desks, persons, etc.

Language: Use only words which glorify the Lord.

Breaktime: Some breaks are "stand & stretch," "restroom," or "snack" breaks. Some breaks may involve physical exercise (recess). When a student checks out physical education equipment, he is responsible to return it or pay for it.

Off Limits: Students are not permitted to communicate or be out of their office without permission.

1. Other student's offices.
2. Teacher's desk and files.
3. In classroom without staff.
4. P.E. area except under supervised activity.
5. Closed campus policy: students cannot leave the school area during school hours without permission, neither can non-students visit on the campus.
6. Pay phone, all vehicles, etc.

Music: Christian music-- only that which glorifies the Lord is permitted. Instruments are to be played only in supervised music classes.

Books/Magazines: Must be approved in writing by parents and approved by Supervisors upon arrival at school.

Parties: Parties are not school-sponsored unless parents receive a notification letter from the Principal. Students are encouraged not to have more than one party per month. Any parties designated as a school party on these grounds must be coordinated through the Principal and building and grounds supervisor.

Expulsion: It is possible that a student's behavior, attitude, and/or scholastic performance necessitate discipline of extraordinary proportions. S.B.C.A. reserves the right to expel individuals for non-compliance after repeated violations, unheeded warnings, or gross misbehavior. Under normal circumstances, the family may re-apply for admission at the beginning of the next school term.

note: There are extenuating circumstances wherein a student may be forever ineligible to re-apply. In this case, the only way for a former student to return to S.B.C.A. is if there is a change on the part of the individual so drastic that it becomes apparent to everyone. The administration may then, at its discretion, approach the individual with an offer of re-enrollment.

Transportation: Bikes and cars should be locked. They are off-limits during school. Valid driver's license and proof of insurance are required for those driving to and from school.

Physical Education: It is a state requirement and policy that no student is excused from the required Physical Education course offered without a doctor's excuse. If a student is excused from actually participating, dressing out is still necessary. Detentions will be given if child fails to be in complete P.E. uniform each P.E. period.

School Supplies:

General Supplies for All Students

- Personal Bible (King James Version, print size determined by ability to read).
- Dictionary (as prescribed by Learning Center Supervisor).
- Pencils (two are required at all times).
- Blue-ink pen.
- Standard notebook paper for reports and compositions.
- (Spiral) notebook required for taking notes in Elementary through Senior High.
- Supply box.
- Folders and carriers to insure that materials being carried home are kept in good condition.

***Grades K-3 have special supply list issued by Teachers.

***The above list is mandatory, but will probably be added to as necessary.