

Elementary School Parent/Student Handbook 2010-2011



Sherwood Christian Academy

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INTRODUCTION

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

God led 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 in withstanding 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 biblically based, Christ-centered education. The Academy's mission statement clearly articulates this purpose. SCA's mission statement, supported by six essential core values and a series of operating principles, provides the Academy with an operating constitution that will guide all of the school's policies, procedures and practices.

Mission Statement

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 will allow SCA to put these core values into everyday 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).

Christ-likeness

Christ-likeness 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 who 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 Academy adheres to Biblical 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 Biblical principles of education as presented in the book, Kingdom Education (see Biblical Principles of Education).

The educational philosophy of Sherwood Christian Academy is based on the Biblical truth that man's ultimate purpose is to glorify God (1 Corinthians 6:19, 20; 10:31). Sherwood Christian Academy exists to assist each student to reach his full potential by striving to help him 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 Biblical mandates (Deuteronomy 6:6,7; Proverbs 3:1-9); therefore, all instruction at Sherwood Christian Academy is Biblically-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 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.

Biblical 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*. It is the desire of the Academy to have all of its committee members, administration, faculty, staff and parents to know, understand and commit themselves to the 10 biblical 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 till 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 biblical 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 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 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 of Albany, Georgia. 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 avoid alcohol, drugs, and tobacco.
5. I agree to avoid cursing, sexual immorality, 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 the dress code as published in the Sherwood Christian Academy Handbook.
7. I agree to submit to the discipline policy of the school.
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 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 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 responsibility to the teacher.

School Background

Founded: 1985

School Colors: Red and White with Royal Blue Trim

Mascot: Eagle

School Verse: Isaiah 40:31

Administrative Prerogative

The intent of this handbook is to give 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, scholarship 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.

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). The administration and faculty of SCA maintain the certification requirements of the aforementioned accrediting agencies. Faculty members also participate in a variety of staff development activities each year.

SCA is a member of the Southern Baptist Association of Christian Schools (SBACS) and the Georgia Independent School Association (GISA).

Admissions

The proper education of one's child is a serious responsibility and one in which we desire to be a part. SCA offers a program for students where Christ is at the center of all we do (academically, spiritually, socially, and athletically). 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, achievements scores, references, 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. Student takes entrance test (first through fifth grade only).
5. Student and at least one parent meet with elementary principal for test results and entrance interview.

Upon completion of these procedures, parents will be notified of the decision. 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). When circumstances dictate otherwise, special approval is required.

Alcohol/Drug Policy

Possession and/or use of alcohol or drugs off campus will be subject to disciplinary action. Possession and/or use of alcohol or drugs on campus will be subject to immediate expulsion.

Appearance Code

Students who violate the appearance code will be required to correct the matter before being allowed in class. Time spent out of class will be considered **unexcused**. Continual violation of SCA's appearance code will result in suspension and possible dismissal from school.

Arrival/Dismissal Times

Students may be dropped off as early as 7:30 AM and should be picked up no later than 3:15 PM. All students are required to be picked up through the afternoon carpool unless attending the STAR Program. Any students who are not picked up by 3:15 PM will be taken to STAR and charged \$5.00 per 15 minutes. Students are not permitted to leave the campus on foot unless accompanied by a responsible adult.

If parents are unable to pick up their child by **3:15 PM** they should enroll the child in the STAR Program or Sherwood Baptist Church's after school care. Information on STAR and the SBC after school care may be obtained through the respective offices.

Attendance

As partners in your student's education, we strongly encourage daily attendance. 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 and tell why a student is absent from school.** Parents need to call 888-2277 or email the school secretary at amyhatcher@scaeagles.com by **8:30 a.m.** to report an absence.
2. The school day begins at 8:05 AM and the tardy bell rings at 8:10 AM. All students arriving after 8:10 AM must enter through the front door and be signed in at the front office by a parent. The tardiness will be either excused (medical appointments, accidents, weather conditions, or emergencies) or unexcused depending on the reason for the tardy.
3. Three unexcused tardies or early checkouts will result in one absence.
4. 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. The student is responsible for all arrangements. Please check www.edline.net to get assignments when your child is absent.
5. Upon returning to school, parents should provide the school with a note that includes the date of absence and reason for the absence. The absence will not be excused without a note. All missed assignments will result in a grade of zero, if unexcused.
6. When a student is absent due to being suspended from school, he will receive a grade of zero on any graded assignments, tests, or quizzes. Length of suspension will be set by the administration. All work will be required to be made up without credit. Students are not allowed to attend any school activity on or off campus on any day of suspension.
7. If a student will be absent from school for more than one day for any reason other than illness, prior permission must be given from the principal.
8. Students who are absent more than nine (9) days in a semester in any given class, may be in jeopardy of losing credit for that class.
9. All school days on the school calendar are considered full school days unless otherwise specified. All days, finals and special activity days, are considered compulsory attendance days. Any absence will be considered unexcused unless an absence is for the following reasons:
 1. Illness
 2. Death in the immediate family
 3. A doctor or dental appointment that could not be scheduled outside of school hours
 4. Out-of-town trips with prior approval
 5. Unusual hardships

If a family emergency happens, parents should contact the school 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 and schedule appointments so that students will not miss class.

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 will 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 may result in a lowered grade.

When children are absent due to illness, they must be free of fever **without medication**, and/or vomiting at least **twenty-four hours** before they return. This is for their health and safety as well as that of other students and staff. Students who show evidence of a communicable health problem will not be admitted to class.

Homework assignments may be picked up in the office at the end of the school day if requested before noon or log on to www.edline.com. *Please do not go directly to a classroom teacher during the school day for make-up work.

Good attendance is imperative for a quality education. **IF A STUDENT MISSES MORE THAN 20 DAYS DURING THE YEAR, HIS/HER PROMOTION WILL BE IN JEOPARDY.** Excessive absenteeism and tardiness (more than 10 per semester) will result in the student being referred to the Attendance Committee for appropriate action.

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 work and be accountable for their academic achievement. Any extenuating circumstances related to class attendance will be reviewed by the school principal.

Awards

A and A-B honor rolls are based on actual report card grades recorded in each grading period.

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 King James Version of the Bible. This will allow consistency in memorization and maintain the integrity of God's Word.

Bus Guidelines

A shuttle service is offered from Albany, Acree, and Sylvester. 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 Albany shuttle pick-up and drop-off location will be at the Doncaster Drive parking lot across the street from Sherwood Baptist Church. The Albany shuttle will **leave** from the Doncaster Drive parking lot at **7:40 a.m.** each school morning. Students should arrive back to the parking lot between 3:45 and 4:00 each day.

The Acree shuttle pick-up and drop-off location will be at the front (County Line Road) parking lot of Acree Baptist Church. The Acree shuttle will **leave** from the lot at **7:10 a.m.** each school morning. Students should arrive back to the parking lot between 4:15 and 4:25 each day

The Sylvester shuttle pick-up and drop-off location will be at the church-owned lot directly across the street from the First Baptist Church of Sylvester. The Sylvester shuttle will **leave** from the lot at **6:50 a.m.** each school morning. Students should arrive back to the parking lot between 4:25 and 4:35 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 unacceptable behavior occurs, the following discipline procedure will be followed:

- 1st Offense: 4 weeks suspension off the shuttle
- 2nd Offense: 8 weeks suspension off the shuttle
- 3rd 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.

Carpool/Dismissal

All students will be required to go to carpool for security and safety purposes. Color-coded carpool security tags must be purchased from SCA and posted on the car visor. Carpool tags need to be used daily throughout the year. When possible, students will be placed in the **back seat** on the left side of the car so teachers and students will not have to walk in front of the vehicle. **It is expected that everyone will drive-through car-pool because it is the safest and fairest way for everyone involved.**

Teachers will be on duty in the carpool area until 3:15 PM. Any student not picked up by that time will be taken to the after-school program, and parents will be charged \$5 per 15 minutes. If the student cannot be picked up by 3:15 on a regular basis, please make sure they are enrolled in STAR or the ROC. Students will not be permitted to wait for parents or be dismissed in the front of the building. There is not a teacher on duty in that area. For protection and safety purposes, students will need to be picked up in the designated area.

If someone other than approved adults will be picking up a student, a written note with your signature is required. Children will not be released to persons other than those on the release form without a signed note. In case of emergency a phone call will be acceptable, but the parent will need to talk to the school secretary or the principal.

A sign-out sheet is kept in the office to confirm time, date, and persons picking up students. A student's safety is of the utmost importance to us, and we are endeavoring to secure a safe environment for them and a peace of mind for you.

Chapel

Chapel is a time set aside each week 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. Chapels are held on Thursdays at 8:30 for first through fifth grade and on alternate Fridays for preschool.

Cell Phones/Electronics/Video Recording/Audio Recording

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 game systems. SCA prohibits the use of cell phones during the school day and prohibits the use of Ipods and game systems on campus (unless given permission for special functions). We have established the following consequences when these guidelines are not followed:

1st Offense- Parents pick up item at their convenience.

2nd Offense- Parents pick up item and pay a \$25 fee.

3rd and every subsequent offense- Parents pick up item and pay a \$50 fee.

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 electronic item (ipods, headphones, PDA's, etc.) are not allowed on campus unless permission has been granted.

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.

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 biblical way as Christ taught in Matthew 18. To that end, students and parents are encouraged to abide by the following guidelines:

1. If a student has a concern or complaint regarding a specific teacher, staff member, or coach, it is essential that initial communication begin with that specific teacher, staff member, or coach.
2. If the concern is not resolved, the student's parents should speak with the specific teacher, staff member, or coach.
3. The next step, if needed, would be to speak with the 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 Principal. When any situation with a teacher arises in which a parent deems it necessary to be involved, proper protocol dictates that parents should first go to the teacher in order to resolve the situation.

Support Services

SCA provides an active web site at www.scaeagles.com to provide current information about SCA. Also linked to the SCA web site is www.edline.net which will provide a calendar of activities and assignments for each student. Edline also allows parents access to their child's password-protected grades via the Internet. A school newsletter is produced monthly and includes a monthly calendar and pertinent information/announcements for parents regarding upcoming events, activities, deadlines, etc.

Computer and 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 personal integrity and responsibility. Any student that inappropriately uses the SCA computers (damage, hacking, viruses, and inappropriate websites) will receive appropriate disciplinary actions.

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 SCA discipline procedures are established to help create an environment that is conducive for learning 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 Christ-like 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 which will be communicated 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 consistently.

Procedures:

1. The teachers are the first line of defense 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 the office.
2. Any student sent to the office must be accompanied by the teacher, a phone call, or a written explanation of the situation prompting the referral. The administration will keep teachers and parents informed of the necessary consequences.
3. The principal will attempt to deal with each matter in a timely and effective fashion. 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 detention, suspension, and expulsion.

Disciplinary Actions:

1. Detentions will be served on a weekly basis as determined by the principal. Students not attending/skipping a detention will receive an in-school suspension.
2. In-School Suspension
In-School suspension is a suspension served on school property. Students must report to the principal by 8:00 a.m. on the day of the suspension. Students will need to bring all their books to the principal's office and will work on assignments throughout the day. They will be given bathroom and lunch breaks

at scheduled times and will be released at the end of school. Students serving an ISS will not be allowed to participate in extra-curricular events (athletics, fine arts...)

3. Out-of-School Suspension

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. A grade of zero will result on any grades taken on the day(s) of suspension.

4. Expulsion

An 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.

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

Level ONE infractions may include, but are not limited to, the following:

1. Tardiness: the third and subsequent tardy to school and class period
2. Dress code violations
3. Minor classroom disruptions
4. Not following instructions
5. Horseplay in the halls
6. Inappropriate behavior at lunch

Level TWO infractions may include, but are not limited to, the following:

1. Cell phone violations
2. Electronic devices (Ipod, game systems) violation
3. Continual classroom disruption
4. Name calling or disrespect of fellow students
5. Bus misbehavior
6. Harsh teasing

Level THREE infractions may include, but are not limited to, the following:

1. Excessive teasing or bullying
2. Profanity
3. Inappropriate language/material
4. Minor fighting
5. Disrespect
6. Cheating (a zero will be received for assignment, quizzes, and tests)
7. Failure to report to a detention or ISS
8. Lying

Level FOUR infractions 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 may include, but are not limited to, the following:

1. Assault on staff or students
2. Possession of a weapon

3. Threats of any kind
4. Possession or use of, or selling illegal drugs or alcohol

Dress Code

The purpose of the Sherwood 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 clean dress code will breed 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 will be sent home if they are out of dress code and will be counted unexcused for the time they miss. The following is the 2009-2010 SCA dress code:

Girls – K4 through 5th Grade

- ***Clothing*** - must be Sunshine School Uniform items. Shirts must be tucked in and belts must be worn where belt loops are present. Sweatshirts and hoodies must be Sunshine Uniform or SCA Booster Club issue.
- ***Footwear*** - Shoes are to be worn every day. Shoes must have a closed back or strap around the heel. **Flip flops and Crocs are not allowed.**
- ***Hats*** are not to be worn in the buildings.
- ***Body piercing*** is limited to two (2) earrings per lobe (**the lower, soft, part of the ear**). Additional earrings and nose studs 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.

Boys – K4 through 5th Grade

- Must be Sunshine School Uniform items. Shirts must be tucked in and belts must be worn where belt loops are present. Sweatshirts and hoodies must be Sunshine Uniform or SCA Booster Club issue
- ***Footwear*** - Shoes with a back must be worn at all times. **Flip flops and Crocs are not allowed.**
- ***Hats*** - Hats are not to be worn in the buildings.
- ***Body Piercing*** - No body piercing or inappropriate jewelry allowed. Boys may wear only one necklace. This applies to all SCA functions, including school sponsored trips and athletic events.
- ***Hair*** - Young 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. Parents - please anticipate the need for haircuts and plan before it is too long.

- **Tattoos** – No visible tattoos are allowed at any SCA function, including school sponsored trips and athletic events.

An In-School-Store will be held each summer for parents to have students fitted on site. Other purchases may be made online at www.sunshineuniforms.com or by phone at 1-800-354-7724. SCA will hold uniform exchange/resale events during the school year so parents can donate and/or purchase additional clothing items at greatly reduced prices.

Any student who comes to school out of uniform will be kept out of class until he/she is dressed appropriately.

Neither animated characters nor TV and/or movie personalities are permitted on clothing, book bags or lunchboxes at all age levels.

Early Checkout/Dismissal

Students are encouraged 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 teacher for record keeping purposes. 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 their academic performance. **Do not ask your child to leave class during testing.**

Any student leaving campus for ANY REASON without following appropriate procedure 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 the Edline calendar. Email reminders will be sent to registered shuttle riders prior to early dismissal days announcing adjusted shuttle return times for those days.

Edline

Edline is computer technology available 24 hours a day, 7 days a week for student and parents. There is no extra fee for Edline accessibility. Teachers update assignments, tests, quizzes, etc. weekly and grades are posted on Tuesdays and Thursdays. This enables parents to know the course averages and the assignments, tests and quizzes from which the grades were derived. Important school information, school calendar, grade level activities, etc. are also available on Edline. Activation codes and directions for setting up parent accounts are mailed out before school starts to new students and parents and any account holders who have not yet activated their accounts. If you forget or lose your activation code, please email lynneclower@scaeagles.com for assistance. If your Edline (grades & assignments) are not being updated regularly, please notify the principal.

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.

Field Trips

The classes will make trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand of these trips. A vehicle emergency form must be filled out before each field trip to ensure accurate and adequate information is available for contacting parents in an emergency. Small fees may be charged to cover expenses. We ask that all students ride the bus to the field trip location. If your child will be riding home with you from a field trip, please make sure you sign them out in the front office before departure and also with the teacher at the end of the field trip. This helps the school keep track of our students.

At times, the teachers will be asking different parents to chaperone our field trips in order to help with the students. Please check with the teacher upon arrival at the school to determine the areas where she will need your assistance. **Younger siblings are not permitted on field trips.**

Financial Assistance

TUITION REDUCTION - CERTIFICATE PROGRAM

The SCA Certificate Program is a method of earning credit to offset tuition costs. By purchasing gift certificates from SCA and spending them like cash at the participating businesses, a percentage of the amounts purchased will be applied to your school tuition account. Credits earned from May 1 through April 30 will be applied to tuition for the following year. Complete details are available in the school office. SCA is not responsible for modification in this program made by participating stores. Certificates will be sold from 9AM to 2 PM daily.

Participating Merchants are as follows:

Businesses	% Earned	\$ Increments
American Eagle Outfitters	4.50%	\$25.00
Applebee's	4.00%	\$25.00
Bath&Body Works	6.50%	\$10/\$25
Belk	3.50%	\$25.00
Burger King	2.00%	\$10.00
Chili's	5.50%	\$25.00
Chuck E. Cheese Pizza	4.00%	\$10.00
Cracker Barrel	4.50%	\$10.00
Dillard's	4.50%	\$25.00
Family Christian Stores	4.50%	\$10.00
Harvey's	2.50%	\$10/\$25/\$50/\$100
Honeybaked Ham	6.00%	\$10.00
Kohl's	2.0%	\$25.00
Logan's Roadhouse	4.00%	\$25.00
Longhorn Steakhouse	5.50%	\$25.00
Old Navy/Gap	4.50%	\$25.00
Outback	2.50 %	\$25.00
Pizza Hut	4.50%	\$10.00

Businesses	% Earned	\$ Increments
Red Lobster/Olive Garden	4.50%	\$25.00
Ruby Tuesdays	4.00%	\$25.00
Starbucks	3.50%	\$10/\$25
Steak N' Shake	3.00%	\$10.00
Wendy's	2.00%	\$10.00
Winn Dixie	2.50%	\$10/\$25/\$50/\$100

Publix shopping cards are available in the office. Funds received from these purchases go directly to the school, not individual accounts.

TUITION REDUCTION - TUITION ASSISTANCE

Need-based Tuition Assistance (scholarship) is available. Families must complete a Tuition Assistance Application and submit it to The Sherwood Foundation within thirty (30) days of registration. Forms and information are available from the Admissions Offices, beginning with re-enrollment. Grants are awarded on the basis of financial need as determined by the FFNA (Family Financial Need Assessment). Application does not guarantee the receipt of a grant. Processing applications takes 4-6 weeks, which means that in cases of late application, a response from the FFNA 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 scholarship efforts, please contact The Sherwood Foundation at the secondary campus.

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 at all hours and all functions. Students are reminded that possession of a weapon (firearms, knives, 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/Drink/Gum

Students are not allowed to have food, drinks, or gum in the classroom unless special permission is granted by the classroom teacher.

Fund-raising by School Related Groups

Any class, club or other school-related group (athletics, fine arts, etc.) involved in fund-raising must clear its project through the principal. Such activities are potential sources of conflict and must be coordinated according to an overall master plan. 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 organization. Sherwood Christian Academy prohibits students from selling or soliciting door to door. Our concern is for the safety and well being of our students.

Grading

Grading Periods

Semesters consist of two nine-week periods, evenly weighted.

Grading Scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 0 - 69

(70 is the lowest passing grade.)

If a student has a failing yearly average in Reading or Math, or a failing yearly average in two subjects he/she will be retained for the following school year.

Health & Immunization Requirements

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

#3231 - **Georgia** School Certificate of Immunization Form

#3300 - Eye, Ear, & Dental Form

- Effective July 1, 2007 all children less than five years of age who are attending school or child care facilities must have a pneumococcal conjugate vaccine (PCV).
- Additional doses for existing vaccine requirements for children entering kindergarten, sixth grade, or any new entrant in any grade are mumps – second dose varicella.

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 is not permitted to give students over-the-counter medications. Epipens are to be kept in the front office.

Homework

Homework is an integral part of school; therefore, teachers give homework to aid each student in the advancement of his or her studies. Each student is expected to complete the homework assignments. **Late assignments will receive a 15-point deduction the first day, a 30-point deduction the second day, then a zero.**

Homework is given for several purposes: drill, practice, remedial activity, special projects, etc. Students that are absent may access their homework assignments at www.edline.net.

Honor Roll

A- Honor Roll - Any student that has all A's on their report card for each grading period.

A-B Honor Roll - Any student that has all A's and B's on their report card for each grading period.

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, or principal. If a parent or teacher believes there is an academic or behavior concern that warrants testing, support or intervention, they should contact the principal or guidance counselor. The principal and guidance counselor 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 or guidance counselor to learn more about the program available.

Legal Injunctions

It is necessary that all affected parents provide information pertaining to an injunction be directed to the principal of the student's grade level. Parents will provide a copy of the original court order document to the principal at the time the injunction is presented. The principal or designee 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.

Lost and Found

In the elementary grades, we urge parents to mark clothing and personal articles with the child's name. If properly marked, articles that are lost will be easy to return. We periodically show the items to the students in an attempt to verify ownership. Lost articles, including books, clothing, valuables, etc., may be reclaimed from the designated lost & found collection areas. At the end of each month items in lost and found will be donated to a local mission.

Lunches

Sherwood Christian Academy provides a hot nutritious lunch for students. Menu schedules and payment envelopes are sent home at the beginning of each month. The envelope with payment enclosed should be returned to school the following day. Students may bring their own lunch, however microwaves are not available. Please do not send beverages that are carbonated, high in caffeine or sugar content. This includes fast food beverages.

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 code of conduct, may be subject to disciplinary action. **The school assumes that parents, by having read the application form 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 enrollment. Our design is not to displace parental authority or responsibility, but to cooperate in maintaining a Christian reputation for our school.

Orientation

SCA encourages students and parents to attend Orientation. **SCA requires new students to attend with at least one parent.** Orientation will provide important classroom information and is a great get-acquainted time for students, parents and teachers.

Parent-Teacher Organization (PTO)

The PTO of Sherwood Christian Academy was established with a two-fold purpose. It first exists to provide an avenue for parents to uplift, encourage, and support the teachers who are instrumental in the spiritual and academic growth of their children. Secondly, the PTO's intent is to initiate projects to foster positive relationships among SCA family members.

PTO meetings are held periodically throughout the school year. All parents are encouraged to attend.

Parents' 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. Resolve personal conflicts by using the Matthew 18 principle.

Pets on Campus

SCA loves animals and pets but requests that they not be brought on campus. Animals may frighten some children and may also leave things on campus that are not pleasant. Pets can be an added liability if one reacts in a way that could harm others. Dogs used for handicap purposes 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.

Positive Encouragement

SCA wants to anticipate and recognize the positive behavior demonstrated by students. Character traits such as generosity, responsibility, honesty, kindness, obedience, respect, self-control, and leadership are just a few examples of actions that teachers will look for. Students will be recognized and rewarded for such actions. Possible rewards may be dress down days, homework passes, or extra treats.

Promotion Policy

Grades 1-5

If a student's end-of-the-year average in **math** or **reading** is an "F," the student will 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 reading) 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.

Re-Enrollment

See Admissions.

Report Cards/Progress Reports

Report Cards

Printed report cards will be distributed at the end of each nine-week grading period. Report cards should be signed by a parent/guardian and returned the following day. Teachers are willing to meet with parents to discuss their student's progress. Parents must make an appointment by calling the school office at 888-2277.

Progress Reports

Printed midterm progress reports are issued at midpoint of each grading period and will show the average, at that point, for each class as well as any concerns the teacher has regarding a student. Progress reports should be signed by a parent/guardian and returned the following day. Be aware that grades can change dramatically up or down between this report and the end of the term.

Progress reports on Edline are updated for parental review each Tuesday and Thursday afternoon. Report cards are posted to Edline at the end of each grading period.

School Cancellation

School may be canceled due to inclement weather. Notification will appear on local T.V. and radio stations. Stations that should be checked include T.V.: WALB-Channel 10; WFXL-Channel Fox 31; Cable Channel 15-The Sherwood Channel. Radio stations include: 97.3 FM; 90.7 FM; 1250 AM; and 1450 AM. A decision on whether to make up any days missed will be made by the Administration of *Sherwood Christian Academy*.

School Hours

The first bell rings at 8:05 AM calling students to class. Students are to be in their seats when the tardy bell rings at 8:10. School dismisses at 2:40 PM (preschool), 2:50 PM (1st-2nd grade) and 3:00 PM (3rd-5th grade). The school office is open from 7:30-4:00 PM weekdays.

School Pictures

Individual school pictures are taken each fall and spring. Dates for all pictures will be announced and order forms sent home to be used to order pictures, if desired. Order forms or pictures should be returned to the school in a timely manner.

Standardized Testing

Testing is an important component of Sherwood Christian Academy's academic program. Grades K-8 will take the Stanford Achievement Test. Individual student results will be shared with parents upon receipt.

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 whole giving students a sense of accomplishment through persistent effort. Spiritual values can be reinforced through the various student activities at SCA. The student life can be divided into four categories (some activities only available at the middle/high school level):

1. Academics - GISA competitions, ACSI competitions, Geography Bowl, Spelling Bee
2. Athletics - Football, softball, cross country, volleyball, cheerleading, basketball, wrestling, track, baseball, tennis, golf, soccer, swimming
3. Spiritual - Chapel, See You at the Pole, mission trips, Student Leadership
4. Social - Talent show, student council, spirit week, homecoming, banquets, Miss SCA, Junior Miss SCA

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 in writing to the principal. Such request 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 October 1, 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.

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 homeroom and all classes. When students are late to school and/or class, it disrupts the learning that is taking place.

A student arriving to school after 8:10 must be signed in by an adult. The tardiness 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. Excessive tardies will jeopardize perfect attendance awards.

Three (3) unexcused tardies or early checkouts will constitute one unexcused absence.

Telephones

Students are not to use the school office phone for personal calls except for emergencies determined by office personnel. **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.

Calls will not be allowed to have things brought to school that are routinely forgotten. (Books, homework, shoes, etc.)

Tuition and Fee Payments

All tuition and fee payments should be made on time for the greatest efficiency of operations. Please make checks payable to Sherwood Christian Academy. If paying with cash, please obtain a receipt at the time of payment. If paying with a credit card, the administrative costs will be passed on to the user at a rate of 4% of the amount charged. Tuition payments and bus fees may be included in the same check. **No financial adjustments are made for absences of students.**

There are two options for tuition payments:

Discounted Tuition Payment: Payment is due in full on or before June 1, preceding each school year. If you select to take advantage of the Tuition Assurance Fee (old Early Termination Fee/ETF), that fee is due in full on or before June 1, each year. (Refer to the Tuition and Fee Schedule for specific amounts.)

Monthly Installment Plan: The monthly installment plan generally begins June 1, prior to the school year, and goes through May 1 of the school year. The Tuition Assurance Fee (old Early Termination Fee/ETF) will be due in full with your first tuition payment.

Payments are due in the school office on the first of each month. If a payment has not been received by the 10th, a late fee of 1.75% (21% per annum) of the balance due will be assessed. If a Parent's account is more than forty-five (45) days past due and the Parent has not made satisfactory arrangements with the School's Business Office, the student(s) will not be permitted to return to school until the account is current. Parent understands

and authorizes that no reports, tests, exams, grades, or records of any kind will be administered or released by the School 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. **There is a \$30.00 charge for returned checks.**

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 (old Early Termination Fee/ETF).

Tuition Assistance

See Financial Assistance.

Used Uniform Sale

Each year there is a school sponsored used uniform sale. Dates will be announced.

Visitors

All visitors, parents, and guardians **must** report to the school office upon entering the building and **sign in** stating the basic purpose of the visit and obtain a visitor's pass. Because the school day at Sherwood Christian Academy is used for quality education, class interruptions should be minimal. All visitors (excluding vendors and repair personnel) to our campus are asked to honor the SCA dress code. **School visitors have to park in the parking area in front of the main office before checking in.**

Volunteers

Sherwood Christian Academy is greatly indebted to the work and financial support of many volunteers/parents. The Booster Club and PTO coordinate the work and valuable input of parents, grandparents, and other friends of Sherwood Christian Academy at both the Elementary and Secondary Schools.

Withdrawal Procedures

Withdrawals from school must be made through the school office by the parents. 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.

APPENDIX A Curriculum List

Curriculum Offerings For Grades K - 5

1. Bible
2. English/Reading/Phonics/Spelling
3. Math
4. History
5. Science
6. Physical Education

Enrichment Classes: Computer, Music, Library, Spanish