



## SONSHINE CHRISTIAN ACADEMY

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“A Ray of Hope for Our Children”

**2019-2020**

*Parent Handbook*

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## *Introduction*

The rules, policies and regulations herein have been formulated as standards for students at Sonshine Christian Academy (SCA). When all students follow these rules, each student will profit from a quiet and orderly school environment where he or she can learn the most. Even more importantly, there will be a greater manifestation of God's presence when the atmosphere is one of decency and order.

The ultimate goal is to develop students into mature Christians who will set even higher standards for themselves than these, and to build self-discipline which eliminates the need for rules other than those contained in God's Word. The Bible is the basis for all rules of Christian conduct and we have sought to apply its principles in the statements of this handbook.

Teachers, parents, and students are to abide by these policies and regulations to the best of their ability. Any complaints of grievances are to be presented to the Principal according the procedures set forth under the Grievance Section of the handbook or as may be separately established by the SCA School Board.

## *Mission Statement*

The mission of Sonshine Christian Academy is to glorify God by providing a Christ-centered education opportunity to children in the Columbus, Ohio area, leading to a growing relationship to God through Jesus Christ, knowledge of the Bible as the only divinely-inspired Word of God, academic excellence, an atmosphere of Christian love and caring, development of Christian character, and service and leadership in church and community.

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# *Education Philosophy*

It is an essential belief at the Sonshine Christian Academy that the Word of God is the fundamental source of knowledge and wisdom for the “fear of the Lord is the beginning of wisdom, ...the beginning of knowledge, ... and all the treasures of wisdom and knowledge are hid in Christ.” (Proverbs 1:7, 9:10; Colossians 2:3) Moreover, we adhere to a theistic rather than the humanistic frame of reference for the origins of the universe. We believe, “In the beginning God created the heaven and the earth.” (Genesis 1:1)

It is our contention that a student’s adherence to Christian principles, as taught at SCA, will positively affect his/her relationship with society. We will teach our children to imitate positive role models of inspired teachers who exemplify the love, peace, tenderness, kindness, long-suffering, meekness, and gentleness of Christ Jesus. When children are exposed to those Christ-like characteristics, they will imitate them, and in turn, exemplify them to others contributing to a moral society.

Only after receiving a quality education will students learn and accept their purpose in life. Therefore, Christian education is constitutive to the making of the individual, the preservation of the family and the survival of the nation.

At Sonshine Christian Academy, we offer a Christ-centered educational program that enables each student to acquire knowledge, personal qualities, skills, understanding and the qualifications necessary for students to live and thrive in a multicultural and ever-changing society. The achievement of this philosophy demands emphasis on effective learning within a school culture conducive to this end.

The objectives of the Sonshine Christian Academy are:

To provide a Christ-centered educational program, which prepares students to live in a multicultural and ever-changing society.

To impress upon students the need to excel academically.

To expose students to Biblical Truths on a daily basis and teach its relevance to the past, present, and future life.

To mold values around the Word of God so that they are compliant with Biblical teachings.

To employ well-trained, certified and spirit-filled teachers who will be exemplary models of the Christian life, and would be sensitive to the spiritual educational and personal needs of the students.

To establish and foster an allegiance of students, parents and staff which will share the responsibility of education.

To guide the individual to discover and enhance their unique abilities.

Only after learning of God and His purpose for man can we learn of ourselves and our purpose of life. Therefore, Christian education is essential to the making of the individual, the preservation of the family, and the survival of the nation.

## *Statement of Purpose*

Sonshine Christian Academy exists as a coeducational day Academy for grades PreK-8. It is operated as a nondenominational educational corporation incorporated as a non-profit corporation under the laws of the State of Ohio and governed by a member-elected Board of Trustees.

Sonshine Christian Academy will provide a Christ-centered education for the qualified children of the Columbus area and surrounding communities without distinction to race, color, gender, national or ethnic origin or socioeconomic status.

*Sonshine Christian Academy has been established for these purposes:*

1. To establish and maintain a private educational institution which will encompass all departments of learning and knowledge with emphasis on developing high moral character, pride and respect for this free democratic society, and a basic understanding of God's Word.
2. To provide an educational facility consecrated to God's glory and a staff devoted to Christian training and scholastic excellence.
3. To offer a curriculum which, based on a Christian philosophy, is continuously current in subject matter and compliant to the laws of the State of Ohio and the regulations of the Ohio State Board of Education.
4. To dedicate the work of this learning institution to the personages of Bishop Sandy Dunlap and Mother Emma Dunlap, grandparents of the founder, in appreciation and acknowledgment of their spiritual strength, perseverance, leadership and wisdom.
5. To impress upon students the need to excel academically, striving for skill attainment at least two levels above national norms in the area of reading and math.
6. To discipline the student in reasonable and moderate means, training him to become self-disciplined.
7. To teach students to respect government leaders and the laws of the land and to have pride and respect for this free democratic country.
8. To provide auxiliary services as needed to supplement the educational program and enable the school to better meet the needs of the student.
9. To provide a continual program of evaluation to curriculum revision when and where necessary; staying within the philosophy of the Sonshine Christian Academy.
10. To help the students face life with courage and understanding and a living faith in God that will make him a credit to Christ, his family, his church, his community, his nation and to himself.

## *Charter and Affiliation*

Our school is fully chartered by the Ohio Department of Education and is a member of the Association of Christian Schools International.

## *Teachers*

Teachers at SCA are all born again Christians fully committed to the Lordship of Jesus Christ. They also meet the certifications standards set by the State of Ohio and the standards of the school regarding Christian testimony and lifestyle.

## *Non-Discrimination Policy*

Sonshine Christian Academy does not discriminate in its admission procedures on the basis of race, sex, color, national origin or ancestry.

## *Non-Christians*

Students who practice other religions besides Christianity are free to enroll at Sonshine Christian Academy. However, the life of Jesus Christ and the principles of the Bible will be taught throughout the school program. Literature and symbols of non-Christian religions will not be allowed on school premises without consent of school administration.

## *Daily Schedule*

### **MORNING**

7:00 A.M.	Building Open to all Students
7:00 - 7:20 A.M.	Breakfast for Students
7:30 A.M.	Classroom Morning Devotion

***The building will not open to students prior to times above.***

### **LUNCH & RECESS SCHEDULE**

K & PK3 - PK4	Lunch & Recess	10:00 A.M.-10:40 A.M.
1 <sup>st</sup> - 2 <sup>nd</sup> Grade	Lunch & Recess	10:30 A.M.-11:10 A.M.
3 <sup>rd</sup> - 4 <sup>th</sup> Grade	Lunch & Recess	11:00 A.M.-11:40 A.M.
5 <sup>th</sup> - 6 <sup>th</sup> Grade	Lunch & Recess	11:30 A.M.-12:10 P.M.
7 <sup>th</sup> - 8 <sup>th</sup> Grade	Lunch & Recess	12:00 P.M.-12:40 P.M.

## *Recess*

Recesses are not held outdoors during inclement weather or when the temperature is 40 degrees or below. Students will be given outdoor recess on as many occasions as possible. Proper clothing is essential to insure the comfort and good health of your children.

## *Transportation*

The Ohio Department of Education affords three (3) options of transportation to those families living outside a two (2) mile radius of the school. The options are: school bus, COTA pass, and reimbursement of personal expenses incurred for transporting your child. Applications for Columbus City Schools' transportation may be obtained from the school office. **A NEW BUS APPLICATION MUST BE FILLED OUT EACH SCHOOL YEAR.** Reimbursement-in-lieu of transportation is provided only if there is no school bus available and no COTA Pass is issued. The due date for full year reimbursement application is September 29, 2017. Late applications will be pro-rated from the date of receipt and stipend mailed in the summer.

## *Academic Program*

### *GRADE CARDS*

As students learn to work to please the Lord (Col. 3:23), achievement and grades will reflect that effort. Because each student is different, we discourage comparing one student's grades with those of another student, especially within the family. Rather, ask whether each student is reaching his or her own potential. Grade cards are available online at the end of each nine-week grading period as designated on the School Calendar.

Grades are explained on the report card. Students who are working below grade level are evaluated with consideration for improved progress. Such evaluations involve the input of the classroom teacher, the remedial reading teacher and/or the academic assistance tutor if applicable.

**\*\*SPECIAL NOTE: Access to Report cards will not be released to students who have:**

- An outstanding account balances i.e. latch key of 50.00 or more fees from a previous school year.
- A class or sports fee due
- Fundraising money due
- Outstanding food service account
- Fees owed for lost or damaged textbooks

### *PROGRESS REPORTS (K-8<sup>th</sup> only)*

Interim reports are available online at the end of four and a half weeks in the middle of each grading period to inform parents of their student's progress and difficulties.

### *ACADEMIC ASSISTANCE PROGRAM*

A remedial reading teacher is available to work with at-risk students on a limited basis. With parental approval, students recommended for the program are tested and scheduled for small group or individual tutoring sessions outside the regular classroom.

### *ACADEMIC DETENTION / SATURDAY SCHOOL*

Academic Detention is not to be confused with a Disciplinary Detention. The purpose of Academic Detention is to compel a student to take time to do the required work that has been neglected or poorly done.

Academic Detention / Saturday School will be held on Saturdays from 8:00 to 12:00 p.m. Saturday School supervision cost will be \$15.00 per student, and will need to be paid by parent or guardian upon arrival. Parents will be notified at least two days prior to the detention. Notices received by the student on Monday, Tuesday or Wednesday will be served on Saturday of that same week. Notices received on Thursday or Friday will be served on the Saturday of the following week. Parents must have their child at SCA a few minutes before 8:00 a.m. and pick them up promptly at 12:00 p.m. An out of school suspension will result if student does not attend an assigned Saturday School.

### *PROMOTION and RETENTION*

- A parent or teacher may recommend retention for a kindergarten student if the student is not

academically, socially, or developmentally ready for first grade.

- A student shall be retained in the first or second grade if deficient in reading, or is failing in math and is also exceptionally low in reading. The heaviest emphasis in first and second grades shall be placed on reading.
- A student shall be detained in all other grades if failing in any two academic subjects. If there is need for an exception to this rule because the student is below average or for other reasons such as social maladjustment, the teacher should confer with the principal.
- Promotion may be possible upon the completion of summer school. This determination can only be made after completion of the summer school session. Promotion or retention decisions are to be made by the administration.
- Generally speaking, a student should not be retained more than twice in the first six grades or more than once in the 7th or 8th grades.
- A student may be detained in any grade at any time, even with low passing grades, if the teacher, principal, and parent agree it will be beneficial to the student.
- Following sound principles of guidance, it is our policy not to advocate the skipping of grades.

### ***GRADING SCALE***

The following grading scale is used for 1<sup>st</sup> – 8<sup>th</sup> grade students (Grades Pre-K and Kindergarten use the following reporting system: O=Outstanding, S=Satisfactory, I=Improving, N=Needs Improvement):

100	O+/A+	78-79	I+/C+
94-99	O/A	74-77	I/C
90-93	O-/A-	70-73	I-/C-
88-89	S+/B+	68-69	N+/D+
84-87	S/B	64-67	N/D
80-83	S-/B-	60-63	N-/D-
		0-59	F

An average of at least one grade per week is recorded in each subject area (at least 9 grades per grading period). Grades are to be earned from the percentages:

Quizzes	30%
Tests	50%
Homework	15%
Participation	5%



## ***HOMEWORK POLICY***

Homework may be assigned as an extension of any classroom instruction. It may be designed to reinforce basic skills, develop self-discipline and independent work habits, provide growth in research skills, or enhance creativity. Assignments are designed to meet individual needs.

Teachers may assign homework to supplement classroom instruction. In most instances, if students use their study time wisely during the day, they will have minimum homework to do in the evenings. Homework should not exceed one hour per evening. Students who fail to complete four consecutive assignments will receive an Academic Detention to be served at the teacher's discretion.

### ***Teacher's Responsibilities:***

1. Provide assignments which are relevant instruction.
2. Provide weekly homework packets to be turned in by the end of the week.
3. Homework will not be assigned as a punishment.
4. Make assignments clear so that students understand what is expected of them.
5. Provide adequate time for students to ask questions.
6. Communicate to students and parents what bearing homework has on grades.
7. Communicate with parents the homework assignments and expectations.
8. Communicate with parents when homework is not being completed.

### ***Student's Responsibilities:***

1. Before leaving class, understand what the assignment is and how to do it.
2. Write down all assignments.
3. Complete and turn in all assignments on time.
4. Find out and complete assignments from all missed classes.

### ***Parent's Responsibilities:***

1. Find out from teacher if homework is being assigned.
2. Be aware of what assignments are being made and how they relate to the total curriculum.
3. Provide daily study time and a place away from distractions.
4. Supervise student's eating and sleeping habits so that proper rest and nutrition are provided.

## ***TEXTBOOKS***

Students shall be responsible for the care of their textbooks. Elementary and Middle School students must cover their textbooks (Contact the SCA Main Office if you have questions about appropriate book covers). Lost textbooks or those damaged beyond normal usage shall be the responsibility of the student and replacement cost(s) shall be assessed accordingly. School fees do not cover the total cost of textbooks used.

## ***SCHOOL SUPPLIES***

A copy of the Sonshine Christian Academy School Supply List may be obtained from the school office. Please label all supplies/clothing with the student's name and replenish all supplies during the course of the school year as needed.

# *Chapel Program*

Chapel will be a period of approximately 45 minutes per week for all students in grades Pre-K through 8<sup>th</sup> Grade. This time is devoted to the development of Christian ethics and Christian principles for daily living. Sonshine staff and invited clergy will present Bible teaching and exhortations. Chapel is enhanced by combining daily devotions and biblical discussions. It is our desire to instill within the student:

1. Reverence for God, His church and His Word
2. Respect for Christian leadership
3. Standard of Christian principles
4. Appreciation of the Bible as God's Word
5. The plan of salvation
6. A desire for commitment to Christ
7. The components of worship through:
  - The ministering of God's Word
  - Prayer and Bible reading
  - Songs of the Christian faith
  - Christian stewardship

# Student Dress Code

Scripture speaks to the relevance of dress in a sincere Christian life, one that is pleasing and glorifying to the name of Jesus Christ (I Timothy 2:9 and II Thessalonians 1:12). Personal appearance should contribute to a holy testimony for Christ. Therefore, guidelines for dress and appearance are made to assist with that testimony and to minimize certain influences which distract from the purpose of the school.

## UNIFORM GUIDELINES (PRE-K through 5<sup>TH</sup>)

\*\* Items in **BOLD BLUE** are new to our uniform guidelines\*\*  
**\*\* Please pay close attention to item that are in BOLD BLACK \*\***

Acceptable SCA Uniform Attire	Non-Acceptable SCA Uniform Attire
<ul style="list-style-type: none"> <li>• Loose fitting <b>navy-blue</b> dress slacks with belt</li> <li>• <b>Solid white, yellow, navy or light blue polo or dress shirt tucked inside pants or skirt so that belt may be seen</b></li> <li>• <b>Belts must be worn at all times</b></li> <li>• Tights with feet only</li> <li>• Dress socks (white, black or navy blue - ONLY)</li> <li>• Dress shoes and loafers should have low heels, must cover the entire foot (no sandals, slip-on shoes or boots - black, dark blue, dark brown- ONLY)</li> <li>• <b>Sneakers may be worn (no slip-on – solid black or solid white – ONLY. No colorful shoe strings)</b></li> <li>• Boys - hair must be worn no longer than one inch above the eyebrow or one inch on top of the head, <b>no more than two straight parts</b> may be cut into the hair</li> <li>• <b>Girls – skirts, jumpers or shorts must cover the knee</b></li> <li>• Navy jumper – must wear shirt underneath</li> <li>• Girls - small stud or small hoop earrings ONLY</li> <li>• Girls - fingernails may be painted in solid soft colors or clear nail polish</li> <li>• <b>Sweaters or vests (navy blue, black or white – ONLY – No Colorful sweaters or vests)</b></li> <li>• Snow boots may be worn into the building, <b>student must change once they enter their classroom</b></li> </ul>	<ul style="list-style-type: none"> <li>• Jeans or corduroy, patches, decorative zippers, elastic or drawstring waist</li> <li>• <b>Pants must NOT SAG</b></li> <li>• <b>Absolutely no dyed hair</b></li> <li>• <b>Boys hair can be no longer than 1 inch. No dyed hair allowed.</b></li> <li>• <b>Boys, no earrings are allowed</b></li> <li>• <b>Decorative ornaments designed for body tattoos or piercing (e.g. face or tongue rings or posts, etc. – no henna or any other visible tattoos)</b></li> <li>• Decorative designs are not to be cut into eyebrows</li> <li>• Boys are to remove hats and caps when entering the building</li> <li>• <b>No hooded shirts can be worn in the building</b></li> <li>• Large hoops or dangling earrings, and flashy jewelry are not appropriate for school and are not permitted.</li> <li>• Girls - hair must not be streaked or frosted and may not be dyed or braided in bold colors.</li> <li>• Girls - no makeup may be applied in the classroom, hallway, study hall or lunchroom</li> <li>• Girls - no more than one pair of earrings may be worn at a time</li> <li>• <b>No sandals or flip flops or footies</b></li> <li>• <b>No leggings, jeggings or form fitting pants of any kind.</b></li> </ul>

## GYM UNIFORMS ALL GRADES

Acceptable SCA Gym Uniform Attire	Non-Acceptable SCA Gym Uniform Attire
<ul style="list-style-type: none"> <li>• Solid navy <b>blue or black</b> Bermuda-length shorts or sweat pants</li> <li>• SCA Gym t-shirt</li> <li>• Solid <b>white or black</b> tennis shoes, and socks</li> <li>• Students are to arrive in their gym uniform on their assigned gym days</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No footies</b></li> <li>• Students grades will be effected when not in gym uniform on assigned gym days</li> </ul>

## UNIFORM GUIDELINES – MIDDLE SCHOOL (6<sup>TH</sup> through 8<sup>TH</sup>)

\*\* Items in **BOLD BLUE** are new to our uniform guidelines\*\*  
**\*\* Please pay close attention to item that are in BOLD BLACK \*\***

Acceptable SCA Uniform Attire	Non-Acceptable SCA Uniform Attire
<ul style="list-style-type: none"> <li>• Loose fitting <b>khaki or navy-blue</b> dress slacks with belt</li> <li>• <b>Girls – skirts or shorts must cover the knee</b></li> <li>• Solid white or light blue dress shirt tucked inside pants or skirt so that belt may be seen</li> <li>• <b>Belts must be worn at all times</b></li> <li>• <b>Boys and girls dress shirts ONLY – No polo shirts</b></li> <li>• Tights with feet only</li> <li>• Dress socks (white, black or navy blue - ONLY)</li> <li>• Dress shoes and loafers should have low heels, must cover the entire foot (no sandals, slip-on shoes or boots - black, dark blue, dark brown- ONLY)</li> <li>• <b>Sneakers may be worn (no slip-on – solid black or solid white – ONLY. No colorful shoe strings)</b></li> <li>• Boys - hair must be worn no longer than one inch above the eyebrow or one inch on top of the head, <b>no more than two straight parts</b> may be cut into the hair</li> <li>• <b>Solid navy blue SWEATER with SCA crest</b></li> <li>• Boys - navy blue or black tie</li> <li>• Girls - small stud or small hoop earrings ONLY</li> <li>• Girls - fingernails may be painted in solid soft colors or clear nail polish</li> <li>• Snow boots may be worn into the building, <b>student must change once they enter their classroom</b></li> </ul>	<ul style="list-style-type: none"> <li>• Jeans or corduroy, patches, decorative zippers, elastic or drawstring waist</li> <li>• <b>Pants must NOT SAG</b></li> <li>• <b>Absolutely no dyed hair</b></li> <li>• <b>Boys, no earrings are allowed</b></li> <li>• <b>Decorative ornaments designed for body tattoos or piercing (e.g. face or tongue rings or posts, etc. – no henna or any other visible tattoos)</b></li> <li>• Decorative designs are not to be cut into eyebrows</li> <li>• Boys are to remove hats and caps when entering the building</li> <li>• <b>No hooded shirts can be worn in the building</b></li> <li>• Large hoops or dangling earrings, and flashy jewelry are not appropriate for school and are not permitted.</li> <li>• Girls - hair must not be streaked or frosted and may not be dyed or braided in bold colors.</li> <li>• Girls - no makeup may be applied in the classroom, hallway, study hall or lunchroom</li> <li>• Girls - no more than one pair of earrings may be worn at a time</li> <li>• <b>No leggings, jeggings or form fitting or tight pants of any kind.</b></li> <li>• <b>No sandals or flip flops or footies</b></li> </ul>

At no time may students wear tattoos, hats, scarves or any clothing which promote alcohol/drug use, gang activity, or display messages, which are anti-education or sexually suggestive. Slogan shirts, jogging attire, numbered jerseys, t-shirts, slacks, jeans, or sweatpants with messages are not allowed. Exceptions for special occasions will be communicated to parents. SCA will notify parents when students are permitted to dress out of uniform for field trips or other special occasions.

**Special Note - Student will lose 'Dress Down' opportunities for each uncorrected Uniform Violation.**

## **“DRESS-DOWN” FRIDAYS STARTING in OCTOBER**

**On Fridays STARTING IN OCTOBER, students will earn “Dress Down” for a fee of \$1.00. If a student violates school uniform Monday – Thursday, they will not earn the privilege to dress down on that Friday.** Students are to dress in appropriate apparel that does not conflict with the school dress codes listed above. If students choose not to participate in “Dress Down”, they must be in their **regular school uniform**. If a student participates but does not pay the \$1.00 fee and/or they violate the school dress code - the student will not be permitted to participate in “Dress Down” day the following week. Parents will be notified if students are not permitted to “Dress Down”.  
**(No leggings, jeggings or form fitting or tight pants of any kind can be worn at SCA)**

**“Dress Down” Days are a *privilege*. Therefore, if a student receives one (1) or more infractions during the week, he or she WILL NOT be permitted to participate in this school-wide event at the end of that week**

### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

*Students should be in complete uniform when leaving home for school.* Should a student not be in proper uniform when arriving to school, the parent/guardian will be contacted and asked to bring the student’s uniform to school by 9:30 a.m. If the parent/guardian is unable to bring the proper uniform to school by 9:30 a.m., the student will not be permitted to attend regular classes for the remainder of the day. After the third dress code violation, parent / guardian will be contacted by the Dean of Students and the student will then be required to serve a Saturday School. Any further dress code violations will then lead to the student being suspended.

## *Student Conduct*

Good discipline is essential if students are to learn. Discipline is taught and learned with the ultimate goal being self-discipline. Discipline is concerned with the rules students know and understand and the consequences that occur when they break the rules.

In order to secure orderly conduct, any adult staff member or parent volunteer shall have the authority to correct students and shall be supported by the Administration. The Administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations of student conduct or to the expressed principles, policies and programs of the school.

## *Student Uniform Discipline Policy / Procedures*

1. Uniform/Dress Code Violation- When student arrives at school, not in proper/correct Uniform (3) Options
  - A. Phone Home - student will be kept out of class until parent/guardian brings missing or correct attire to school.
  - B. Unexcused Absence - Student picked up and taken home for the school day.
  - C. Exemption - Student remain at school, excluded from educational environment/ Activities, (excluding lunch) and receive warning letter, with loss of ‘Dress Down’ privilege for that same week
- **Special Note - Student will lose ‘Dress Down’ opportunities for each uncorrected Violation.**

## ***GENERAL STANDARDS***

It is the expectation of Sonshine Christian Academy that students will behave in a proper fashion in the classroom and at all school activities. Students who violate the following school standards will be disciplined accordingly.

- Students are encouraged to live their lives consistent with Biblical standards at school and away, avoiding any conduct that would bring reproach to the individual's or school's testimony.
- Students are to be punctual in attendance to classes, chapel, special programs and appointments.
- Students are to respect and obey all authority. Disruptive attitudes will not be allowed.
- Students are the school's responsibility from the time they arrive until the time they depart on scheduled school days.
- Destructive and critical attitudes will not be tolerated.
- Electronics such as radios, CD players, Game Boys, MP3, I-Pods, DVD players, video games, baseball cards, toys or any other items that will create a distraction are not permitted on school grounds except with special permission from the classroom teacher. Cell phones are permitted on school grounds but must be turned off and given to teachers upon arrival to class room. Cell phones will be confiscated and given personally to the parent if found in use during school hours.
- Regular playing cards are not permitted at any time.
- Students are not permitted to leave the school property during school hours without special permission from a parent or guardian and must be accompanied by a staff member or supervising adult.
- All students are expected to have a positive attitude toward the dress and discipline codes of the school. Students must recognize and acknowledge that they have been granted a special privilege and that there are frequently special sacrifices made by parents to convey this privilege. Students demonstrate their recognition by their behavior and attitude toward SCA, its administration and staff, their fellow students and parents.

## ***CHILD ABUSE AND NEGLECT***

### ***PURPOSE***

To have a clearly defined process for reporting known or suspected cases of abuse or neglect of students.

### ***RESPONSIBILITY***

The authority of this policy shall reside with the Board of Trustees.

### ***RESPONSIBILITY***

The responsibility for the implementation of this policy shall be granted to the Principal and/or designee.

### ***IMPLEMENTATION***

**Duty to Report:** Any employee who knows or suspects that a child has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that indicates abuse or neglect of a child, must immediately report that knowledge or suspicion to the Franklin county children's services board or to other local law enforcement.

Knowledge or suspicion of abuse or neglect may be based on an employee's direct knowledge or observation or may be based on a report of such from a child, parent or third party.

Reports shall be made regardless of whether that abuse or neglect occurred in the child's home, in the school, or in some other setting.

The duty to report includes the obligation to report immediately to the Franklin County Children Services board or to other local law enforcement knowledge or suspicion that a teacher, administrator, coach, other person in authority at SCA has engaged or is engaging in sexual conduct or activity with a student, including touching for purposes of sexual gratification or arousal.

Reports required under this policy may be made either by telephone or in person.

Employees who report known or suspected abuse or neglect may take or have photographs taken of areas of visible trauma on a child.

Reporting Criminal Activity: The Columbus Police Department (614-645-4545/911) shall be immediately called if criminal behavior is suspected.

Principal to be Informed: An employee making a report as described above shall also notify the Principal. Reporting to the Principal shall not replace or relieve the employee of the obligation to immediately report to Franklin County Children Services and/or Law Enforcement.

Cooperation with Investigation by Franklin County

Children's Services or Law Enforcement Agency: Employees shall comply with any request for a written report made by the receiving agency or officer. Investigations of reports of known or suspected child abuse or neglect will be conducted by the Franklin County Children's Services Board and/or local law enforcement. Employees must cooperate in such investigations, but should not undertake any independent investigation or other action that might interfere with investigations by these other agencies.

Referral to Board of Trustees: If a report of known or suspected child abuse or neglect relates to alleged actions on the part of a SCA employee, the Principal must immediately contact the Board of Trustees Chairperson to consider a process for internal review of the matter and to consider the possible need for appropriate personnel action. Referral to the Board of Trustees is in addition to the mandatory reporting required by this policy.

Confidentiality: Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action.

### ***CELL PHONES / ELECTRONIC DEVICES***

We strongly discourage the students from bringing cellular phones and /or electronic devices to school. However, we do know that students will have cell phones; therefore, the following rules will be enforced.

1. Students are not permitted to use their (nor any other student's) cell phones during school hours. If you need to reach your child please contact them through the school office. Should your child need to reach you (**emergency only**) they will be permitted to use the office phone.
2. Students must check their phones in with the Dean of Students upon arrival to school. It can be picked up by that student at the end of the day.
3. Any students caught using their cell phone during school hours will face their phone being confiscated. Cell phones will not be returned to the student until the end of the same day. Students will receive a written warning and the parents will be notified. At the next offense cell

phone will be confiscated, parent will have to pick it up at the close of the day. A third offense will result in a suspension/or loss of being able to bring cell phone to school.

4. iPods, electronic games and all other electronic devices should not be brought to school unless given permission by the teacher for special use. The same discipline procedures will apply to electronics devices.

SCA will not be responsible for lost or stolen cell phone/electronic devices. We greatly appreciate your attention to this matter as we strive for educational excellence.

### *WHAT IS CYBERBULLYING?*

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, embarrassing pictures, videos, websites, or fake profiles.

### *WHY CYBERBULLYING IS DIFFERENT?*

Students who are being cyberbullied are often bullied in person as well. Additionally, students who are cyberbullied have a hard time getting away from the behavior.

- Cyberbullying can happen 24 hours a day, 7 days a week, and reach a student even when he or she is alone. It can happen any time of the day or night.
- Cyberbullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source.
- Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent.

**Please take note cyberbullying will not be tolerated if it affects the educational process of SCA.**

**Cyberbullying may result in expulsion.**

### *CLASSROOM STANDARDS*

It is the responsibility of the student to respect the teacher's authority and decisions at all times. Respect for authority is required regardless of whether or not the student agrees with the teacher's decision or instructions. The teacher is solely responsible for conducting the class - not the pupil!

- Students must be prepared and ready for class work by having all needed supplies on hand in the classroom.
- Students are not to disturb other classes in session.
- The teacher dismisses students after the bell has rung.
- Students are not to bring toys to school, except for special classroom projects and occasions

### *HARASSMENT POLICY*

In accordance with federal and state laws and school policy, Sonshine Christian Academy WILL NOT TOLERATE HARASSMENT AGAINST ANY STAFF MEMBER OR STUDENT.

This policy prohibits harassment on the basis of sex, race, national origin, religion, age, disability or sexual orientation. Harassment is defined as slurs, jokes, intimidation or any verbal or physical attack directed at someone's sex, race, national origin, religion, age, disability or sexual orientation.

For purposes of implementation and enforcement of this policy, harassment shall be deemed to occur only when the alleged conduct is so severe, persistent or pervasive, that it materially and adversely affects a student's ability to benefit from an educational program or activity, or creates an intimidating, threatening, hostile or abusive educational or employment environment.

ALL students will be told to keep their hands, feet and mouths to themselves. If this simple rule is followed, there should not be a danger of harassment charges being brought forth against your children.

Keeping ones mouth to themselves includes touching someone else with the mouth or saying things to people that can be defined as slurs, jokes, intimidation or any verbal attack directed at an individuals race, sex, national origin, religion, age, disability or sexual orientation. Please remind your children to follow the rules and stay out of trouble. Thank you for your cooperation with this matter.

### ***INFRACTIONS***

A conference between the student and teacher, Dean of Students or Principal will handle infractions of the discipline and/or dress codes. A written report, letter, or phone call will be directed to the parents. Parents may be asked to come to school for a conference. All such infractions will be documented and where a pattern of infractions are identified, additional disciplinary action will be imposed.

Students and parents are expected to support the spirit and intent of SCA disciplinary and dress codes rather than just the letter of such codes. Students and/or parents of SCA students who are unwilling to accept and support these higher standards of conduct should find other educational institutions suitable to their life-styles. To reiterate, the opportunity to attend Sonshine Christian Academy is a privilege.

### ***DISCIPLINE PROCEDURES***

While it is our goal to focus on the student success plan and SCA guidelines, there are times when we need to help students solve problems, make better decisions, improve academic excellence, and/or be more respectful. Our first and foremost goal is to make sure that each child is safe and has access to a positive learning environment. Therefore, it is sometimes necessary to use the discipline procedures to help redirect behavior to keep the student and our school safe. The following describes the LEVELS I, II, and III offenses. PLEASE NOTE THAT HARASSMENT, INTIMIDATION, AND BULLYING ARE AGAINST THE LAW AND HAS MORE SERIOUS CONSEQUENCES.

#### **LEVEL 1: Minor Offenses**

The staff deals with minor offenses when they occur. When dealing with minor offenses, staff members attempt to make it a teachable moment, to help the student become more successful. A behavior referral form may be initiated for minor offenses.

Class Disruption/Interference

Out of Class Disruption

Defiance

Profanity

Truancy

Tardiness/Absences

Cheating

Theft



### Inappropriate Use of Technology

Physical Aggression (Shoving, Pushing, Kicking, Spitting)

The staff deals with minor offenses as they occur. We will attempt to help the child or children problem solve and resolve conflicts.

### **LEVEL 2:** Major Offenses

Defiance

Truancy

Fighting

Detention Refusal

Theft

Alcohol/Tobacco

Vandalism

Drugs

Assault

Weapons

Gang Activity

Inappropriate Use of Technology

Physical Aggression (Shoving, Pushing, Kicking, Spitting)

The Dean of Students/Principal deals with severe offenses as they occur. Habitual infractions lead to further intervention and more severe consequences. Severe offenses affect the safety and welfare of student and staff and cause a disruption the educational process. A behavioral referral form will be initiated for severe offenses.

### **LEVEL 3:** HARASSMENT, INTIMIDATION, BULLYING

SCA is firmly committed to having a positive educational and work environment that encourages respect, dignity, and equality for students, patrons, parents/guardians, applicants, volunteers, contractors, and employees. We will not tolerate discrimination, harassment, intimidation, or bullying in SCA's education or working environment, regardless of whether the discrimination, harassment, intimidation, or bullying is based on conduct that is adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, or female to female.

Discrimination, harassment, intimidation, and bullying on the basis of race, color, religion, ancestry, national origin, gender/sex, age sexual orientation, or disability are prohibited. Harassment includes: a) hostile work or educational environment, b) sexual harassment, c) malicious harassment, and d) intimidation, or bullying.

Hostile environment includes the following conduct, if the conduct has the purpose or effect of substantially interfering with an individual's educational or work environment through unwelcome or uninvited sexual advances, requests for sexual favors, unwanted derogatory comments, slurs, jokes, cartoons, pictures, gestures, innuendos, and other unwelcome or uninvited verbal or physical conduct of a sexual orientation, or disability.

Sexual harassment includes unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendos, and other unwelcome or uninvited verbal or physical conduct of a sexual nature if (1) submission to the conduct is made a term or condition, implied or explicitly, of obtaining an education or employment; or (2) submission to or rejection of that conduct by an individual is used as a factor in decisions affecting that individual's education or employment.

### **LEVEL 3:** HARASSMENT, INTIMIDATION, BULLYING (Continued)

Malicious harassment includes malicious and intentional conduct based on a person's perception of another's race, color, religion, ancestry, national origin, gender, sexual orientation, or disability that: 1) causes physical injury; or 2) causes physical damage to or destruction of property; or 3) threatens a person or group of persons and places the person(s) in reasonable fear of harm. Words alone do not constitute malicious harassment unless the context surrounding the words indicates that the words are a threat.

Intimidation, and bullying means any intentional written, verbal, or physical act, including but not limited to being shown to be motivated by any characteristic, (race, color, religion, ancestry, national origin, gender sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act: 1) physically harms a student or damages the student's property; or 2) has the effect of substantially interfering with a student's education; or 3) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or 4) has the effect of substantially disrupting the orderly operation of the school.

Reprisal, retaliation, or false accusations against anyone reporting or thought to have reported discrimination, harassment, intimidation, or bullying is substantiated. False accusations are prohibited and will be treated as a serious violation of this policy. Classroom teachers will provide and complete initial training about discrimination, harassment, intimidation, and bullying annually, or as directed by Principal. The teacher, Dean of students, or principal may deal with harassment, intimidation, bullying offenses as they occur. Habitual infractions lead to further interventions and more severe consequences. Harassment, intimidation, and/or bullying offenses affect the safety and welfare of student and staff and cause disruption to the educational process. An infraction sheet will be initiated for harassment, intimidation, and/or bullying offenses.

**CONSEQUENCES:**

**Level 1:**

Written referral  
Saturday School  
Detention  
Task Incentive  
Student Discipline Essay  
Parent/Child Teacher Meeting  
Classroom Loss of Privileges  
Verbal Warning  
CONSEQUENCES: Level 1 (Continued)  
Telephone call Home  
Email Home  
Written Letter of Apology  
Apology Classmates  
Counseling

**Level 2:**

Written Referral  
Short-Term Suspension  
Long-Term Suspension  
Expulsion  
Emergency Expulsion  
Law Enforcement Referral  
Counseling/Child Welfare Referral  
Interagency/Intervention Referral

**Level 3:**

Short-Term Suspension  
Long-Term Suspension  
Expulsion  
Emergency Expulsion  
Law Enforcement Referral/Report

## **Behavioral Referral Forms**

Behavioral referral forms may be issued for Levels I, II, and III offenses. Parent contact will be made by phone if necessary. School personnel will disburse copies describing the offense. Behavior referral forms must be returned the next day, otherwise, students may receive additional consequences. Conferences may be scheduled with parent, teacher/specialist, student, Dean of students, and/or principal. Behavior plan contracts, interventions referrals, student/teacher/parent assistance team meetings, counseling, or legal actions may initiated

## *Conduct Grading*

Each grading period, students will be graded in conduct. The highest possible conduct grade is 100%. The minimum satisfactory grade is 70%. The following will be enforced:

- Student receiving a grade below 70% will be given a warning 1<sup>st</sup>.
- Student receiving two consecutive conduct grades below 70% will warrant a parent conference.
- A student is not eligible for Honor Roll if conduct grade is below 80%.
- A student can not participate in athletic programs if conduct grade is below 70%.

## *Standards for Sonshine Activities*

Sonshine Christian Academy holds that the Bible is the infallible, divine Word of God and that Christianity is a way of life (Romans 12:2) nurtured by His Word and preserved through spiritual growth. Sonshine Christian Academy, therefore, provides an environment conducive to the spiritual growth and development of young people. A standard of conduct based on Biblical imperatives is necessary to provide such an environment. All activities of the school must be subordinate to the glory of God (Colossians 3:17). We will endeavor to avoid practices, which would cause a loss of sensitivity to God-consciousness.

All students will be held accountable to all Sonshine Christian Academy behavior polices, standards of conduct during all special events, or activities held before or after school.

A sense of the need for spiritual growth in the light of these principles has led Sonshine Christian Academy to adopt standards for all school-related activities, including those sponsored by the Parent Liaison Program (PLP):

1. Students must refrain from swearing, using indecent language, smoking, drinking of alcoholic beverages, the abuse of drugs, gambling, and dancing (the exception being "praise" or liturgical dance.)
2. Rhythm and Blues (R&B), Pop, Rock & Roll, Soul, or any such music will not be played at any school functions.
3. All students are to maintain Christian standards in courtesy, kindness, morality and honesty.
4. Any action or activity unbecoming of Christian characteristics will not be tolerated.

The selection of the above-stated restrictions may appear arbitrary to some; but while not condemning others who hold a different view, Sonshine Christian Academy believes the restrictions reflect the types of conduct, which are detrimental to the standards established as our objectives. Students or adults found out of harmony may be asked to leave the school or the attending function. The Governing Board of Sonshine Christian Academy presents these standards as board policy and without apology. It is expected that parents conform to them also while visiting at any school function.

## *For Preschool Parents*

Sonshine Christian Academy encourages parental involvement and grants the parent(s) free visitation to the child's classroom at the appropriate time **with office approval**.

Copies of the programs' inspection report may be obtained from the office.

Questions concerning the program's operation, services, and policies should be directed to the early childhood director and/or the school principal.

Unresolved matters concerning the operation of the program may then be reported to the Department Ombudsman at (614) 466-4839, or the Office of Early Childhood Education at (614) 466-0224.

### *Issues of Discipline for Preschool Students*

Our foremost responsibility is to provide a safe and nurturing environment for our students. Our staff will train the children, by instruction and example, to be caring and respectful to everyone. When children are exposed to adults who role model kind and considerate behavior, they will imitate and in turn generate appropriate behavior to others. A child, however, must be accountable when his/her actions are inappropriate.

Our preschool staff will redirect the child, remove the child from the situation, and discuss the infraction and use "separation" as necessary. They will assist the child in understanding how his/her behavior affects others. The child is required to make any necessary apologies.

Due to the serious threat to the health and safety of our children and staff when considering the dangers of transmission of viral infections such as herpes, hepatitis, and HIV, the Sonshine Christian Academy takes the following position in ensuring to the best of our ability an environmentally healthy climate for our children and staff.

The preschool program at the S.C.A. encourages the enrollment of students who have reached the developmental level of having acquired potty-trained abilities. We suggest that all preschoolers enrolled in our program be potty-trained. However, recognizing that accidents do occur and some children do show signs of "regression" when entering new environments, the preschool staff will take the proper safety measures to ensure that all "accidents" are cleaned and soiled clothing removed and stored appropriately. After three such accidents, parents will be required to provide disposable diapers which will serve as a more sanitary method of ridding our environment of a potential health hazard as opposed to storing the waste. If after working with a preschooler with patience and gentle cajoling for extra "potty" times, and accidents still persist on an average of 3 to 4 times per week (not to extend 4 weeks), that parent will be asked to remove the preschooler until the child has developed at a physical/emotional level which would allow for the control of his bladder/bowels.

Students who bite, spit, and scratch pose serious health issues since the behavior displayed may serve as a catalyst for transmitting viral diseases and does inflict bodily harm on the victim child/adult. Biting, spitting, and scratching are premeditated attempts on the part of one child to inflict cruelties toward another person. The Bible says, "Even a child is known by his doings whether his work be pure, and whether it be right (Prov. 20:11).

Behavior is the concern in these occurrences, and correction of these issues of discipline will include redirection, separation, talking with the child, praise for appropriate behavior, conference with parent, suspension, and possible expulsion.

Methods of correcting destructive behavior of students will be as follows:

1. When inflicting bodily harm – biting, scratching, kicking and no wound is produced on the victim, parents will be called and child separated from class.
2. When inflicting bodily harm – biting, scratching, kicking and the victim child/adult is wounded, parents will be called and the child will be referred to the appropriate school authorities.
3. When spitting "at" a child – warning made and child given "separation".
4. When spitting "on" a child to produce running saliva, the child will be referred to the appropriate

authorities.

5. When fighting or displaying fits of anger which inflict bodily harm – parents will be called and child will be referred to the appropriate authorities.
6. If in spite of our efforts to correct a child, that child is bent upon victimizing other students or adults, that child may be expelled.

*NOTE: The consequence of such behavior (#2, #4 & #5) could warrant suspension.*

All other issues of behavior such as stubbornness, disobedience to staff, tantrums, disrespect for other students, blatant defiance of school rules, will be corrected as follows: Separation from class, recess detention, in-school suspension with a school administrator or designee, exclusion from field trip and other special events, referral to the appropriate school authorities (repeat offenses) and ultimately expulsion.

Parents are notified (verbally and/or via conduct report) if their child has required a disciplinary action. If a child is injured an incident report will be provided. Although our desire is for the well-being of each individual student, the health and safety stance taken by the SCA governing board when dealing with issues of discipline is what is most conducive to the welfare of the collective body of students and staff at the Sonshine Christian Academy.

Our methods of discipline shall apply to all persons on the premises.

The Prohibited Actions are as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a center shall receive the center's written discipline policy. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

### *Birthdays Celebrations*

Celebrations are welcomed, but must be **pre-arranged** with student's teacher.

## *Visitors*

Adult Visitors/Parents are welcome at the school and in classrooms. However, it is requested that an appointment is scheduled prior to your visit. Upon approval, ***you must stop by the school office and report your presence when you enter the building. At that time you must give your driver's license in exchange for a visitors badge before going to the classrooms for an observation.*** Teachers can not be interrupted by impromptu visits for inquiry into student's academic and/or behavioral progress. Again, it is requested that prior to your visit, notify the office to schedule a time with the teacher.

## *Volunteers*

Since our mutual concern is that your child has a rewarding school experience, we appreciate all the assistance you can lend on field trips, class parties, and other school activities. Your child appreciates it too. You are also welcome to assist in the lunch room, playground and with individual or small groups of children in the classroom. Your help would be greatly appreciated and we feel that you would enjoy the experience!

All Sonshine volunteers must have a current background check (BCI & FBI) on file prior to volunteering at the school. Once a volunteer's BCI is on file at the school, all volunteers must stop at the school reception desk and sign in before reporting for a volunteer assignment.

## *Student Records*

Parents are to report to the school office any change in their home address or telephone number for home, cell phone or place of employment. Any other major changes in the information recorded on the registration forms are to be reported to the office immediately. Copies of birth certificate, record of immunizations, medical and health records, and academic records from previous schools must be submitted and maintained in student files.

## *Attendance*

### *ARRIVAL AND DISMISSAL*

The school day starts at 7:30 a.m. and ends at 2:30 p.m. Unless students are participating in the Latch Key program, they are not to be on the grounds before 7:00 a.m. or after 2:45 p.m. without adult supervision. Upon arrival at 7:00 a.m. all students will proceed to the gym area. Teachers will escort students to their classrooms at 7:30 a.m. Students are considered tardy at 7:45 a.m. Students arriving after 7:45 a.m. must report directly to the school's office and receive an Admittance Slip to class. Preschool students must sign in and out of the building by their parent/guardian each school day.

Student absence must be reported to the school office before 8:00 a.m. In the event that such a report is not made, the school office shall attempt to notify the student's parent/guardian regarding the student's absence.

During the school day, students cannot be dismissed to a parent or anyone else unless they have been signed out at the school reception desk. The receptionist / secretary will call for the child to be sent to the office for early dismissal.

If there should be a change in a student's normal departure routine on a particular day, please call the office no later than 1:30 p.m.

If a student is to go home with another student, written permission must be granted from both parents. Special arrangements must be made with the bus company for bus students.

Any students in the building at 2:45 and not in tutoring with a staff member will be signed into Latch Key.

### ***DROP OFF and PICK UP***

Students are to be dropped off and picked up in the designated areas. Bus zones must be left clear for the safe movement of both buses and children. **No parking is allowed in the front of the school Building during drop off/pick up times.**

### ***AFTER SCHOOL ACTIVITIES***

Students are not permitted to remain after school for home athletic events, unless they are under the supervision of a responsible adult.

The SCA Afterschool Program will consist of adult-tutors, in structured classrooms, to assist children with their homework. Snacks will be provided, and students will have an opportunity to participate in an organized sport.

### ***ABSENCE POLICY***

Absence from school is legal for the following reasons under section 3301-51-13 of the Ohio Administrative Code:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Work at home due to absence of parents or guardian
- Observance of religious holidays

Family emergency or set of circumstances which in the eyes of the principal, constitutes a good and sufficient cause for absence from school (see family vacation). Absence for any reason other than those cited above presumably is illegal, constitutes truancy and is unexcused. A grade of zero will be given on work missed during unexcused absences. Persistent absence may result in suspension or dismissal.

Any suspension of child abuse (emotional physical or sexual) or neglect shall immediately be investigated and referred to the appropriate authority as mandated by the State of Ohio Abuse Reporting Laws (ORC:2151.421).

### ***REPORTING AN ABSENCE***

In accordance with the Missing Children's Act, we require that you call the school office at **614-291-6840** by 8:00 a.m. to report a student's absence each day of the absence. These absences require also a note of explanation from a parent or guardian. If the student is under a doctor's care, a note from the doctor should be sent to the school office. Exceptions to this policy will only be made in the event of unusual circumstances. Each case will be reviewed by SCA administration. If your student is receiving an EdChoice Scholarship, you are limited to no more than 20 excused days absent per school year. (per the ODE guidelines)

### ***RETURNING TO SCHOOL AFTER AN ABSENCE***

Upon returning to school, a note explaining the reason for the absence must accompany the student. All absences without a note will be considered unexcused until a note is received. Following a consecutive 3-day absence, a doctor's note is required.

### ***EXCESSIVE ABSENCE***

SCA policy holds school attendance as a high priority. A student's progress is greatly affected by a high rate of absenteeism. A student who is absent 30 days or more may not be promoted to the next grade if academic performance does not meet class expectations. A long-term illness or injury would require the parent to seek outside tutoring. We will notify FCCS, stating educational neglect.

### *MAKE-UP WORK*

Credit will be given for make-up work for an excused absence. After returning to school, the student will have the same number of school days to complete the missed assignments as the number of days absent. If a student wishes to make up work during an excused absence, teachers must be given at least a day's notice in order to properly prepare the needed work. Teachers cannot disrupt the class to search for workbooks and materials to be sent home.

### *INCOMPLETE GRADES*

When absent near the end of a grading period, a student may receive an "incomplete" on their grade card for work not yet completed. After returning to school, the student will have the same number of school days to complete the missed assignments as the same number of days absent.

### *FAMILY VACATIONS*

We strongly urge families to schedule family vacations and long weekends during school breaks. The teacher and the principal must be informed in writing one week in advance of any family vacation taken during the school year. All schoolwork must be completed and turned in upon a student's return to school. Parents are encouraged to include an educational visit to a museum, zoo, etc. as part of the trip. The student is expected to share his/her findings with the class.

### *TAKE YOUR CHILD TO WORK DAY*

Absences for the "Take Your Child to Work Day," must be prearranged and will be recorded as an excused absence.

### *TARDINESS*

It is the responsibility of the parents to see that their student(s) arrives at school on time. The first few minutes in the classroom are important. When a student comes in late, the class is disrupted.

**All students arriving after 7:45 a.m. will be considered tardy and must report to the school's office** and be signed in by the person dropping them off. Students who are tardy will not be admitted to class without a tardy slip from the school reception desk.

Students arriving **after 11:00 a.m. will be considered as absent for ½ day.**

### *EXCESSIVE TARDINESS*

Every 4 Unexcused Tardies, will result in 1 Unexcused Absence. If your student is EdChoice, you are only permitted 20 Unexcused Absences per school year. An example of an Excused Tardy is a student has an appointment (Doctor, Dentist, Court) prior to coming to school, and they have a documented note from that appointment. Excessive unexcused tardiness will result in a principal/parent conference and may result in truancy official involvement.

### *EARLY DISMISSAL*

When possible, a note should to be sent to the office in the morning indicating the time and reason for early dismissal. A parent or pre-approved-designated person must sign out the student at the school office.



## *Emergency Procedures*

Should an emergency arise during the school day due to student illness or injury, school personnel will attempt to contact the parent/guardian first. Otherwise, the emergency contacts specified by parents/guardians will be called. It is requested that such responsible party pick up the student within ½ hour of notification. Instructions given on the Emergency Medical Authorization Form will be followed if neither parent/guardian nor specified emergency contacts can be reached.

### *MANAGEMENT OF COMMUNICABLE DISEASES*

The following precautions shall be taken for children suspected of having a communicable disease: The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (a) Diarrhea (more than one abnormally loose stool within a twenty-four period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch (es);
- (h) Unusually dark urine and/or grey or white stool; or
- (i) Stiff neck;
- (j) Evidences of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B) (2) of this rule as well as the following:

- (a) Unusual spots or rashes
- (b) Sore throat or difficulty in swallowing
- (c) Elevated temperature
- (d) Vomiting

A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the preschool program. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.

Students reporting illness will be sent to the school nurse who will attend to the patient and assess the gravity of the problem. On days when the nurse is not in the building, students reporting illness will be sent to the school office where the school secretary will attend to them.

The school secretary will call parents to pick up students who register temperatures at and above 100 degrees. No teacher or staff member is permitted to administer medicine of any kind to students. Prescription medicine can be administered, however, when written authorization is granted by the physician (form available in the school office). When possible, medications should be times so that their administration can occur outside of school hours. Should your child have a chronic health problem, ask your physician to submit a medical statement for the child's school records. Update the information at regular intervals to ensure accuracy. Mutual understanding regarding the health issues will enable us to better care for the students. It is suggested that the parents schedule a conference with the school nurse in cases of serious health issues.

*Emergency School Closings*  
**SCHOOL CLOSING DUE TO WEATHER OR CALAMITIES**

If for any reason SCA will be closed during a regularly scheduled school day, it will be announced that morning on local radio and television stations. School closing information shall be received by listening to or viewing any of the major local stations listed below - please do not call the school or staff.

**T.V.:** WBNS-10 TV

*No radio or television announcement means school will be in session as usual. Students who ride school buses should watch for that school district's announcement. Student's whose buses are not running will receive an excused absence or tardy.*

**EARLY DISMISSAL DUE TO WEATHER OR CALAMITIES**

Occasionally, severe weather creates an emergency situation. During emergencies and impending bad weather, all classes will be held and appropriate action will be taken for the safety of the students. Parents **MUST** pick up their child early by signing them out at the school office. **NO PM BUS TRANSPORTATION WILL BE AVAILABLE**

*Enrollment Process*

SCA welcomes all applicants of good character with acceptable academic standing, regardless of race, color, or national origin. We believe when the family, school, and church are working in unison, the growth of the whole child will be accomplished. When the family does not believe or live out at home the Biblical foundations taught at SCA, seeing two different standards will confuse the student.

**APPLICATION, FAMILY INTERVIEW & TESTING**

The principal will interview students and parents after all enrollment forms are completed. Students and their families shall be admitted on the basis of their agreement with and positive response to the purpose and philosophy of our school ministry. After evaluation of all factors, the principal will inform the parents of the student's admittance or non-admittance. The principal will assign students to the proper grade, based on interview, cumulative records, testing and any other applicable criterion. **A nine-week academic and behavioral probationary period will apply to all new students.** The policy of SCA is to continue to follow the practice of racial non-discrimination and justice in its enrollment procedures.

**ENROLLMENT**

Enrollment will be held in the spring of the preceding school year and is first open to currently enrolled students. Enrollment is not complete until all forms and fees have been received. Enrollment Fees are non-refundable.

**NEW STUDENT ENROLLMENT PROCESS:**

1. The New Student Admissions Application must be completed and submitted to the school office.
2. A photocopy of each student's birth certificate and most recent report card is required.
3. A record release form must be signed so that transcripts and records from the previous school may be obtained.
4. All the above forms and fees must be completed and turned in before a family interview and testing can be scheduled. The school secretary will contact you to schedule a family interview and testing.
5. **Each student must be tested for grade placement.**
6. Prospective Pre-K3 and Pre-K4 students must be three and four years of age, respectively, by September 30<sup>th</sup> of the school year.

7. Prospective kindergarten students must be five years of age by September 30th of the school year.
8. Prospective first graders must be six years old on or before September 30th and have successfully completed an approved kindergarten program or found to be developmentally ready for grade one as defined in S.B. 140, Section 3321.01 (C). 9. Upon acceptance to the academy, a **non-refundable** Registration Fee must be paid to reserve a student's placement.

### *RE-ENROLLMENT WITH A PAST DUE ACCOUNT*

A family **will not** be allowed to register for the next school year if they carry a past due balance on any of their accounts (tuition, food service, extended care, sports fees, etc.).

If a family's account should become past due after their registration has been accepted, their account must be paid in full before the new school year begins in order for their student to begin attending classes. Failure to make payment in full will result in the loss of their student's secured placement and their registration fees will be transferred to their past due account.

### *WITHDRAWAL*

Before a withdrawal can take place, the school office must have written notification of said withdrawal. (Records request, or an SCA withdrawal form) Tuition will be charged until such notification is received and the student is officially withdrawn from classes. Upon withdrawal from SCA, all student accounts must be satisfied before student records will be transferred to the new school.

### *Tuition Payments*

All self-pay accounts are requested to complete a Credit/Debit Pre-authorization Form to make their monthly tuition, Latch Key, and meal payments:

1. **Payments in Full** – Families that pay the full annual tuition by August 15<sup>th</sup> will receive a 10% discount (a savings of \$477.50) off of the annual tuition. A lump sum payment of \$4,775.50 is due by August 15<sup>th</sup> under this Plan.
2. **Half Annual Payment** – Families that pay one-half of the annual tuition by August 15<sup>th</sup> will receive a 5% discount (a savings of \$218.75) off of the annual tuition. A lump sum payment of \$4,556.25 is due by August 15<sup>th</sup> under this Plan. Payment of the remaining balance will then be made under the 10 Month Payment Plan.
3. **10 Month Payment Plan** – The 10 Month Payment Plan begins in August and ends in May; the monthly tuition payment is \$477.50 under the 10 Month Plan.

Monthly tuition payments are due by the 5<sup>th</sup> or the 20<sup>th</sup> of the month for the 10 Month Payment Plan. A late fee of \$20 will be charged for tuition payments not made by the 20<sup>th</sup> of the month.

Tuition, Afterschool Program, Meal and Dress Down payments can be made directly in the SCA office by Credit/Debit Pre-authorization Form.

With a second dishonored SCA Credit/Bank Card payment, clients shall be required to pay a deposit equal to two months of tuition, in addition to the dishonored payment(s). Students may be removed from Sonshine Christian Academy for non-payment after their tuition account is two (2) months in arrears. Students shall be removed from Sonshine Christian Academy whenever their account becomes four (4) months in arrears.

Grade cards and academic records will not be transferred until all accounts are paid in full. During the school year, accounts must be kept current for students to receive report cards. Final grades will be available online in mid-June providing the family's accounts are paid in full.



*School Song*

**Come let the Son shine in...**

**We have a work to do,**

**To teach and learn of Jesus**

**As His Word commands us to.**

**We have a lot to learn...**

**Achievers we must be.**

**God sends a “ray of hope” –**

**The Sonshine Christian Academy!**