



SOUTH JERSEY CHRISTIAN ACADEMY

Educating today's children to be tomorrow's Christian leaders

Sicklerville United Methodist Church
406 Church Road ~ Sicklerville, NJ 08081

Telephone ~ (856) 728-2001

Fax Number ~ (856) 728-2022

www.sumcnj.com ~ www.SJChristianAcademy.org

Student Handbook 2015 – 2016

Mrs. Judy Orme, Principal
Mrs. Nancy Hester, Business Administrator
Mrs. Wendy Bauman, Office Administrator
Mr. Jon Castano, Accountant

*South Jersey Christian Academy is one of the ministries of Sicklerville United Methodist Church
and is governed by and is under the direction of the Administrative Board.*

This handbook belongs to:

Name _____ **Grade** _____

Address _____ **Phone#** _____



A ministry of the Sicklerville United Methodist Church
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Educating today's children to be tomorrow's Christian Leaders

Mrs. Judy Orme, Principal

A Letter from the Principal,

Welcome to the 2015-16 school year! What we are witnessing is nothing short of a miracle. How grateful we are for all that God has done for us in answer to our prayers! We are anticipating a wonderful year and continued growth in the years to come.

We are excited to partner with you to educate and nurture your precious children. Working together we can accomplish great things this year. It is our desire to provide a quality academic education with Biblical truth as our foundation. We pray that we can help strengthen your home, your family and your relationship with the Lord. As stated on our letter head, we are '*educating today's children to be tomorrow's Christian leaders*'.

I hope you sense the same new excitement that we do. We can't wait to see what God is going to do in the lives of our students. It truly is a new day at SJCA! Let's move forward in the spirit of Unity!

If you have- questions or need to speak with us, please contact the school office in person or by phone at 856-728-2001 (option #2) Monday through Friday from 8 am – 3:30 pm.

For the Children,

Mrs. Judy Orme
Principal

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About Us

Mission Statement: The mission of SJCA is to make disciples for Jesus Christ by offering an affordable Christian education for students in Pre-school through Grade 6 in the South Jersey area. We accomplish this at SJCA by providing an exciting and safe atmosphere that promotes positive self-esteem, is challenging, motivating, and academically rigorous. We are committed to the enrichment of each child by providing a nurturing Christian setting. Our hope is to build a strong bond between the child, the parent and the school, while developing a personal relationship with our Lord and Savior. Succinctly, we are *educating today's children to be tomorrow's Christian leaders.*

Vision Statement: Our vision is to become a recognized leader among Christian schools in the greater South Jersey area, with a reputation for academic excellence, demonstrated Christian commitment across the curriculum and noteworthy service and outreach to the community.

What Makes Us Special: Our academic curriculum is a hands-on approach and focuses on every area of development; academic, spiritual, as well as social. All of our teaching staff are degreed with most being state certified. Students enjoy our small class sizes. While praising and rewarding their strengths, every child is also encouraged to strengthen their areas of weakness.

Admission Policy

South Jersey Christian Academy admits children of any race, color, creed or ethnic background to all the rights, privileges, programs and activities made available to the children of the school. Children entering kindergarten must be 5 years old by October 1st and also must be up-to-date with immunizations. Their immunization record must be signed by the child's physician annually and must be on file with the school office in order to attend school.

Registration, Annual Fees, Tuition, Financial Contract, Payments & Extra Care

Please refer to the current year *Tuitions, Fees & Financial Policies* document.

Faculty

The faculty has been carefully selected based on their Christian testimony, as well as education and teaching experience. They are dedicated to loving the children and providing them with a truly Christian education.

School Policies

Absences

A written note from a parent is required when a student returns to school after being absent. **A physician's note is required after three consecutive day's absence.** This information is needed to keep our files accurate. All notes will be added to your child's record. **Should absences rise to 20 days or more, combined or in an observed pattern, a conference between the parents and school officials will be scheduled.** After the meeting, the

administration will determine whether further absences will be accepted. Homebound instruction or other tutoring can assist the student in avoiding learning gaps that may affect promotion to the next grade.

Birthdays

Birthday parties should be celebrated at home. Invitations may be given out in class only if all students receive one. Your child may wish to share their special day with their classmates by bringing store bought cupcakes or cookies for snack time. Please make arrangements with their teacher. However, this does not constitute a party. Also, please explain to your child that this is not a time to expect to receive presents.

Cell Phones

Cell phones are not to be used during school hours. All cell phones brought to school by students must be turned off at the beginning of the day. If used during school hours, phones will be confiscated.

1st Offense - confiscated and returned to the student at the end of the school day.

2nd Offense - confiscated and parent must make arrangements to pick it up.

3rd Offense - confiscated where it will remain until the last day of school.

The office phone is available for use by the students in case of emergency.

Closing School

SJCA reserves the right to close school early or cancel school for the day due to inclement weather or any emergency situations. SJCA follows the Winslow Township School District for school closings and delayed openings due to weather. EMERGENCY CLOSING NUMBER 572

Concerns

Any concerns should be handled in an appropriate manner, especially if children are present. We ask that the parent contact the teacher first and then the administration, if necessary.

Conduct and Discipline Policy

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct which occurs outside of the school. SJCA has identified three overarching school-wide expectations for general conduct which reflect the needs of the school community and that have been adopted:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Expectations and behavioral skills are taught and recognized in natural contexts. Discipline is proactive through the teaching of rules, routines, and procedures at the classroom and school-wide level. Students will experience a positive consequence for demonstrating appropriate

behavior. Adult praise, “I like the way you are walking in the hallway” is an example of a positive consequence. Students who choose to demonstrate inappropriate behavior will experience a negative consequence. A lunch detention for failure to comply with adult directions is an example of a negative consequence.

We teach and expect SJCA students to practice the following behaviors in all areas of the school community in order to meet our three school-wide expectations.

- **Keep hands, feet and objects to yourself (KHFOTY)**
- **Follow adult directions/comply with adult directions (FADCADS)**
- **Respect the personal space of others (Stay inside your own hula hoop)**

The disciplinary goal of SJCA is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student’s ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God’s word, will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God’s authority in his own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

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

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

Suspension

Suspension can occur when a student continues to display unacceptable behavior after repeated attempts to correct the behavior. Suspension will be at the discretion of the principal. Any missed work must be completed by the student.

Expulsion

SJCA strives to preserve its high standards of academic success and reputation at all times. If a student displays an inability to conform to school policies and procedures through a continued accumulation of referrals and suspensions he/she may be subject to expulsion. Expulsion is at the discretion of the school principal.

Dismissal

From 3:00 to 3:15 p.m., children are dismissed from a station around the perimeter of the building. Parents are to drive up to their child's dismissal location and remain in their vehicle. The teacher or a member of our Safety Patrol will escort the child to his/her car. All parents must complete a vehicle identification card for each child. This information establishes the vehicle(s) and person(s) who will normally pick up your child. Please be advised that your child will not be released to anyone other than those individuals designated by you at the beginning of the school year. We will gladly allow your child to go home with another if you provide a written request. In such an instance, please direct that individual to go to the school office. After photo identification has been provided, your child will be released. Children staying for After Care are taken directly to Fellowship Hall.

Dress Code

SJCA recognizes the importance of parents and students to select appropriate clothing to be worn to school by students. For the most part, over the years these selections have been in good taste and have contributed to personal and school pride that is essential to learning. SJCA has a responsibility to ensure the health, safety, and welfare of students and to maintain the Christian environment conducive to the educational process. To that end, SJCA establishes the following rules and regulations for those who need direction in determining what constitutes appropriate school and field trip attire.

1. Clothing must be clean, in good repair, and worn neatly. Clothes with holes or that are torn are unacceptable.
2. Safe footwear is required. Students may not go barefoot or in stocking feet. Flip flops/slippers are not acceptable. Exceptions may be made for specific reasons (i.e. Spirit week).
3. Sneakers are required for physical education.
4. Hats, bandanas, and any other headwear deemed inappropriate by the administration must be removed upon entering the building. Exceptions may be made for specific reasons (i.e. Spirit week).
5. No spaghetti straps for girls. Straps should be approximately 1" in width.
6. Students are prohibited from wearing any type of clothing, apparel, or accessory that indicates anything offensive or of non-Christian values. Obscene, indecent, or suggestive graphics and/or messages are not permitted. The same applies to messages favoring substance abuse, illegal activities, violence, or intolerance.
7. Sunglasses may not be worn in the building unless prescribed by a physician. Prescription lenses that darken with increased light are acceptable.
8. Outside coats and jackets are not to be worn in the classroom. Hooded shirts and hooded sweatshirts may be worn as long as the hood is down while in the building.
9. Sleepwear may not be worn as outer clothing at any time.

10. Pants should not be worn low enough to expose skin or undergarments.
11. Belts or pant loops should not have chains attached to them.
12. Specific attire will be required to participate in Physical Education activity classes. Failure to comply with the clothing requirement may result in exclusion from the activity that will affect the student's grade.
13. Gym clothes in our school colors will be worn on gym day. School colors consist of maroon and gray. They may be worn in any combination. Acceptable clothing for gym consists of shorts or sweatpants, t-shirts or long-sleeved t-shirts. No school logo is required, but may be worn.
14. Due to temperature fluctuations, students may have a sweater or light sweatshirt in the classroom, if needed.
15. Shorts, skirts and dresses must be fingertip length, meaning attire must reach the child's fingertips when standing at attention. Shorts for classroom may be worn up to October 1st and may be worn again starting on May 1st.
16. Please see attached information sheet concerning our voluntary standardized dress program.

The final decision for suitability for attire rests with the school principal. The administration reserves the right to determine if any article of clothing creates or has the potential to create a disruption or distraction to the school's Christian learning environment. If that occurs, parents will be notified. For special dress, or spirit week days, the school administrator may waive one or more of those rules and regulations.

Drop-Off

During the morning student drop off is from 8:00 to 8:15 am. Parents are to drive up to their child's drop off location and remain in their vehicle. A teacher or member of our safety patrol will escort the child to the building, where they will then proceed to Fellowship Hall. Prior to 8:00 am children must be signed into before-care by parent/guardian. If you arrive prior to 8:00 and do not want to sign your child into before-care, please wait in your vehicle.

Early Dismissal

If a student leaves school prior to normal dismissal, the parent must sign their child out in the school office. The classroom will be called and the student brought to the office. If returning to school later, the parent must sign-in their child. The child will be escorted back to class.

Emergencies

Parents are always contacted in the event of an emergency, illness or accident. To accomplish this goal, please keep all phone numbers and email addresses current.

Emergency Drills

In an effort to be prepared to respond to an emergency, staff and students participate in fire and emergency drills during the school year. Fire drills are done once a month. In addition, we also have various emergency drills once a month in accordance with the requirements of the state of New Jersey. While the thought of these drills may be unsettling, please realize that we are committed to creating the safest environment that we can.

Health

An obvious aim is to keep students (and staff) healthy. In order to help achieve this goal, please use the following guidelines:

Indicators for keeping your child home:

- *Fever* – child should be fever free, without medication for 24 hours before returning to school. If fever-free, yet symptoms are severe (child is miserable and lethargic) please reconsider sending the child to school.
- *Headache* – If your child complains of a headache, check for fever since a headache often indicates an elevated temperature.
- *Upset stomach* - an upset stomach often indicates a stomach virus (especially if accompanied by a headache)
- *Vomiting* - child should have no vomiting for 24 hours before returning to school.
- *Colds* - if there is frequent coughing, sneezing or producing an excess of mucus
- *Diarrhea*
- *Pink Eye (Conjunctivitis)*

Other healthy reminders:

- Good nutrition
- Exercise
- Plenty of rest
- Frequent hand washing
- Don't share cups, utensils, etc.

If your child is going to be absent, please call the school office before 8:00am (or the evening prior) and leave a message. Thank you for your cooperation in these matters.

Immunizations (Vaccinations)

State law requires each child to have evidence of proper immunization series for diphtheria, tetanus, whooping cough, polio, hepatitis, mumps, measles and rubella immunizations. A tetanus booster is mandatory every 10 years.

Late Arrivals

If arriving to school after your child's teacher has picked-up the class from the Fellowship Hall, you must bring your child to the office and sign in. Please make every effort to have your child here on time.

Lunch

SJCA offers a meal every school day at an extra cost. Students not buying from the school menu must bring their own meal. Menus are sent home the second week of the previous month. Please follow the directions thoroughly. Incomplete menus may be rejected. Orders must be returned by the due date printed on the menu. *There are no exceptions to this rule!* (Beverages and snacks are not included in the cost.) Payment for lunch, by separate check, is due when submitting the menu. Lunch payments are non-refundable. In addition, no credit is given for missed lunches (e.g. absences, vacations, etc.) **If your child is without lunch, the school office will notify the parent who must make arrangements to have a lunch brought to school.** Please minimize sugary items for lunch. Encourage your child to eat nutritious foods before eating any snack. We

will offer snacks during lunch. These snacks will be provided by our sixth grade. They will use this as an opportunity to learn some basic business skills. They will begin the first full week of school. No candy will be offered. SJCA recommends fruit or a salty food item as a substitute for a sugar treat. We request that you put milk or juice instead of soda in your child's lunch. We will not provide the following items for a child with a packed lunch: utensils, cups, napkins, or microwaving. However, water will be available, but you must provide a cup. As a reminder, please have meals cut at home, as knives are not permitted in school.

Medication

The school nurse, school administrators, school secretary or the child's parent/guardian are the only individuals authorized to administer either prescription or non-prescription medicine. If your child must bring medication to school, the following are required (forms to provide this information may be obtained in the office):

Prescription Medicines

When medication is to be administered in school for an extended or limited period, the following is required:

- A written order from the physician including diagnosis, which designates the length of time that the medication is to be administered.
- A current label on the medication which should include the following:
 - Name of patient
 - Name of medication
 - Dosage instructions
 - Physician's name
 - Date
- Written parental permission releasing the school of any liability thereof.

Non-prescription Drugs

Dispensing of any non-prescription drugs, (e.g., aspirin, Tylenol, etc.) requires written parental permission and an order from a physician. In addition, the medication **MUST** be in original container. The note must be from your child's doctor and include:

- Name of student
- Name of medication
- How much and how often to be given
- Purpose
- Parent's signature

Promotion and Retention

A student will be promoted based on academic achievement or demonstrated proficiency of the subject matter for the course or grade level.

Standards for Promotion

In grades Pre-K through Kindergarten, promotion to the next grade level shall be based upon satisfactory performance (S) in language arts and mathematics.

In grades 1-6, promotion to the next grade level shall be based upon an overall average of 70 on a scale of 100 based on grade level curriculum standards for all subjects taken with a grade of 70 or higher in language arts and mathematics.

Promotion-Retention Committee

In all cases where a student does not meet the standards for promotion as stated in this policy a promotion-retention committee shall be convened to examine all data and circumstances related to the student's academic performance and to make a decision about promotion or retention.

Data to be reviewed by the promotion-retention committee shall include; student's grades, testing results, teacher recommendations, and any extenuating circumstances related to why the student failed to meet the academic standards for promotion.

The promotion-retention committee will be comprised of the following individuals;

The parent/legal guardian

The principal/school administrator

The student's teacher or teachers in language arts, mathematics, science, social studies, and Bible

One additional member of the SJCA administrative team

After examining all the data, the promotion-retention committee shall decide whether to promote the student. Should the committee fail to reach consensus to promote the student, then the principal has the final decision making authority.

Recess

Students will have approximately thirty minutes of recess daily after lunch. Most often, this will be outside. Therefore, students should dress in accordance with the weather. Staff will provide supervision and monitor student behavior. Please encourage your child to respect the adults in charge and to respect their fellow students- no bullying, no pushing, and no harassing. During inclement weather, recess will be held in the building. Appropriate indoor games and activities will be provided. During the months of January and February, special indoor activities can be developed for each grade level, if needed.

Safety Patrol

This group of students is formed to increase the safety of our children during drop-off and dismissal. The main job of each member is to assist teachers at pick-up. In order to qualify, your child must be in 5th grade or above and achieve (and maintain) a mark of B or better in every subject. Please encourage your children to follow their direction and to cooperate with them.

Teacher Meetings

Parents cannot detain teachers beyond 8:15am as they are preparing for the day ahead. A meeting with the teacher should be scheduled to address your concerns. If the need is pressing, please contact the office.

Textbooks

We ask that all hardback textbooks be covered. Normal wear from usage is expected. Should a book become damaged beyond original cost, replacement becomes your responsibility. All non-consumable books must be returned in order for your child to receive his/her report card.

Toys (Personal Possessions)

Toy guns, swords, knives, etc. are not permitted on school grounds. Any student discovered with a toy weapon may incur a severe penalty. Students should not bring toys, electronic equipment, etc., to school unless intended for a specific purpose in the classroom or aftercare and with the teacher's permission. Common sense and consideration are the best guides in determining whether to bring personal possessions to school. SJCA will not be liable.

Transfers

In order for a student to transfer to SJCA, the child must be registered and all academic records must be in the possession of the school prior to the child attending school. The parent is responsible for meeting all requirements necessary to complete this process. To transfer records from SJCA, your financial account must be paid in full. In addition, all textbooks, library books and other school materials must be returned.

Vacations

Parents should try to arrange vacations during school breaks. If not possible, please try to give their teacher ample notice. The amount of work assigned is up to the discretion of the teacher. Special circumstances will be discussed with the school principal.

Visitors/Volunteers

During school hours, all parents and visitors are required to report directly to the school office. No one is permitted in the halls, in the all-purpose room during lunch, in the classrooms, or on the playground without authorization from the office. Parents participating in the classroom or who have made arrangements with the teacher to visit the classrooms should sign the visitor's log in the office and take a numbered badge to wear and then return it when you sign out. We welcome all parent volunteers who enrich our school, share our tasks and help us to enhance learning. Many of you have hobbies, skills and interests that may be shared in the classroom. Consider the following opportunities to serve:

- *Computer Assistant – Help students with the computers as they complete various projects,*
- *Office Assistant - Assist with various tasks.*
- *Classroom Helper – Work closely with a classroom teacher on a variety of tasks which might include room set-up, preparation of materials, assisting students in small groups.*
- *Room Mom – Plan and assist with class parties and events.*
- *Lunchroom Aide – Assist with facilitating lunches and monitoring children.*

Welcome Packet

Information pertaining to the new school year is available in the school office and on the school website. Parents will be informed regarding the necessary forms that must be returned to the school.

Academic Information

Grading

Kindergarten

- E - Excellent
- G - Good
- S - Satisfactory
- N - Needs Improvement NA - Not Applicable
- U - Unsatisfactory

Key

- + - Area of Strength
- S - Satisfactory
- N - Needs Improvement

First through Sixth Grade:

- A = 93 – 100%
- B = 84 – 92%
- C = 73 – 83%
- D = 65 – 72%
- F = 64 and below
- I = Incomplete

Note: Some teachers may use other grading systems for class or seat work.

Homework

Homework is an integral part of schooling. Please encourage your child to give these assignments high priority. Students should strive to turn in homework that is neat, complete, and prompt. The amount of homework and time needed to complete it starts small in the lower grades and progressively increases in length through the upper grades. If homework is not completed when due, a written explanation from the parent is required. Late assignments will receive a mark reduced by one letter grade or ten points for each day without legitimate excuse. Homework will need to be made up after excused absences. Each teacher will alert you as to that time frame. Work not completed will receive a zero grade.

Report Cards

Report cards are given to students four times per year. Marking periods are outlined in the school calendar. Parent/Teacher conferences are held the first and third quarters. Report cards are given at these conferences if accounts are in good standing. Standardized test results (for grades 2-6) are included with the final report card.

Activities

Back to School Night

One evening each year, usually in the early fall, is set aside by our school as Open House, when all parents are encouraged to come and meet teachers and other school personnel. The program provides the parents with an opportunity to visit the various classrooms and hear the teachers present the general content of each subject area, routines, procedures and guidelines for that classroom. Hopefully, it allows the teachers and parents to become acquainted with each other while at the same time it acquaints the parents with some aspects of school life.

Musical Programs – Fine Arts Festival

Musical Programs are scheduled twice each school year in winter and spring. All students must perform in both events as it is part of their grade for music. In addition, this is a part of their education in ministering to others through the arts. If a student makes the decision not to participate in a concert their grade will be lowered. Please note our school calendar for dates.

Assemblies/Field Trips

At least one supplemental activity per quarter for all grades will either be brought into the school or experienced in the field. These activities are extensions of the classroom. Some fun and recreation are included in this educationally based concept. Permission slips will be required for each off-site activity.

Spirit Week

This activity is always scheduled for the last full week of school. Each day has a unique and fun theme. Information about this activity is sent home toward the beginning of June.

Calendar

A school calendar is provided at the end of the handbook and in your welcome packet. This list highlights important dates throughout the school year. Please refer to our website, if necessary.

Awards Ceremony

A special program honoring our students is held at the end of the school year. Students may receive awards for academic achievement based on report card grades and/or they may receive character awards as determined by the teacher.

Hours

Our school day hours are 8:15am to 3:00pm. Before Care hours are 7:00 to 8:00am. After Care hours are 3:15 to 6:00pm.

Kindergarten Tea

All kindergarten students will receive an invitation for the “tea” which will take place before the first full day of school. This will be an opportunity for the students to meet their classmates and their teacher. It will give them an occasion to view the school before the upper grades attend their first day. At this time, parents are invited to meet with the principal.

Parent Teacher Fellowship (PTF)

We have a very active, involved Parent Teacher Fellowship. The Parent Teacher Fellowship membership is open to all parents and immediate adult family members of students attending South Jersey Christian Academy and to all school staff, as well as to the staff of the sponsoring church. Parental involvement is very important to us and to your child. We encourage you to participate in the PTF programs and special activities throughout the year.

Perfect Attendance

During the Awards Ceremony, special recognition is given to those students who achieve perfect attendance. To be eligible your child must have no absences and no more than five days of tardiness. Please encourage your child to go to his/her appropriate assigned destination when dropped off. A child is considered late when arriving to class (or chapel) after 8:20 am.

Spiritual Life

Bible Study

Appropriate Bible courses are used for each grade level. Every grade begins with a Bible lesson and prayer.

Chapel

Chapel is held once a week for our students. Our Chapel is open for your attendance.

Devotions

We encourage you to have a daily time of Bible reading and prayer with your child. "Faith comes by hearing..." (Romans 10:17)

Student Body

The following conduct in our students is seen as pleasing to the Lord:

- Be mentally and physically prepared for the process of learning: (1 Corinthians 6:15)
- Rested and calm
- Eat a nutritious breakfast
- Be good stewards of their time and other resources (Romans 14:12)
- Students should come to class fully prepared with paper, pens, homework, books, etc. (Luke 14:28-30)
- Students are to work and listen quietly without interrupting the teacher. (1 Thessalonians 4:10b-11)
- Recognize that school is work and both spiritual and academic development is the primary result: (2Timothy 2:15)
- Students are to complete all homework, class work, and exams without complaint.
- All conversation during classes should pertain to the subject at hand.
- Show respect to those in authority over them: (1Peter 2:13, 14, 18)
- Students should always speak in a courteous manner.
- Teachers, staff, and other adults should be addressed as Mr., Mrs., or Miss.
- Students must refrain from mimicry or derogatory remarks about teachers, staff or other students. (2 Kings 2:23)
- Observe normal classroom manners:
- Students should enter class quietly in an orderly manner. (2Thessalonians 3:12)

- Students are to raise their hands and be acknowledged before speaking.
- Students may leave their seats or room only if specific permission has been granted.
- Be accountable for their actions:
- Students must accept constructive criticism and discipline.
- Students are expected to replace materials and equipment damaged or destroyed by their negligence.
- Respect school and personal property: (Philippians 2:4)
- Books, building and equipment of the school should always be handled carefully.
- The belongings of others should always be left alone.
- All trash and litter must be put in the receptacles provided.
- Respect other students. (Ephesians 4:32)
- Treat all other students as equals.
- Be courteous to other students.
- Never engage in name-calling or derogatory remarks.
- Show reverence to all spiritual things.
- Be quiet and attentive during prayer, Chapel, Bible class, and devotions.
- Never mock or make unkind remarks about spiritual things.

Study Skills

- Encourage your child with skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:
- Come to class prepared with pencil, paper, and other necessities.
- Be a good listener and active participant in class.
- Ask questions to clarify.
- Use what is learned and apply it to new situations.
- Plan your day and schedule time for homework.
- Complete work on time with a positive attitude.
- Strive to do the very best work possible.

Telephone Usage

The school's telephones are not for children's use unless it is an emergency as determined by the school. Forgetting books, notes or assignments are not emergencies. Our goal is to help students develop more responsibility for gathering the necessary materials required daily for school prior to coming to school. Emergencies include forgotten lunch or torn/wet clothing. Students and teachers will not be interrupted in their classrooms to receive telephone calls. If you need to speak with a teacher, you may contact the school office and a message will be given to them. You may expect a call back within 24 hours.

Testing Program

We are committed to student achievement. Therefore, a variety of assessments are administered to students throughout the school year to determine academic progress and to guide instructional planning by teachers. Teachers continually assess your children through observations, individual conferences with them about their work, formal and informal testing, performance opportunities, and projects. We assess students in grades kindergarten through sixth. Assessments that may be administered to students include;

- Nationally recognized standardized achievement test, usually administered in the spring semester.
- Early childhood readiness skills test, usually administered in the fall to Pre-K, Kindergarten, and 1st Grade students.
- Diagnostic reading, phonics, and math assessments are used to evaluate reading and math sub skills in order to guide teachers in working with your child.
- Unit tests are administered by teachers following the major instructional units to determine student mastery of the content taught.
- Other assessments that guide and inform instruction may also be administered.

Transportation Form (B6T)

Most counties offer a transportation rebate in lieu of bus service for each child attending a private school. To qualify, you must live two or more miles but not more than twenty miles from the school. The parent should complete a B6T upon enrolling. It is also the parent's obligation to keep the office informed as to their current address and phone number. Should this information change, a new B6T form should be requested for each student enrolled. SJCA is only responsible for submitting the original (completed) B6T received from the parent. It is the duty of the parent to confirm receipt and submit any additional forms required by the county. If qualified, checks are usually sent in January and June.

PLEASE NOTE: The contents of this handbook may be revised at any time. You will be notified of any change.