

*2022-2023*

*Student Handbook*





# MISSION STATEMENT

- To assist parents in the God-given task of instructing their children.
- To produce successful adults with an understanding of their Creator, His creation, and His purpose for their lives.

## EDUCATIONAL PHILOSOPHY

Space Coast Christian Academy adopts the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, cannot glorify, or know God apart from being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek a restoration of the pupil to a position of true knowledge, righteousness and holiness in Christ by relating the whole person to God spiritually, mentally, socially and physically. All truth is God's truth and must be integrated into every area of school life. Such education is primarily the parents' responsibility (Deuteronomy 6, Psalm 73), and the school functions as an extension of the home to aid the parents in providing this education.

## SCCA Vision & Mission

- To develop the spiritual, moral and academic growth of our students.
- To impart within our pupils through example, a respect for individual differences based on a proper understanding and acceptance of themselves and others as God makes them.
- To teach good citizenship in our student population by developing an appreciation of our Christian and American heritage of freedom and human dignity through Biblical principles, service and knowledge.
- To promote intellectual development by helping each pupil gain a comprehensive command and application of the fundamental processes of communication at his ability level.
- To develop social and occupational endeavors which will enable students to choose future plans wisely.
- To foster wholesome personal relationships through development of social skills based on the Christian concept of love.
- To develop the physical, mental, emotional and social maturation of the student through promoting fitness, maintenance and the skillful use of the body as the temple of God.
- To impart the Biblical attitude toward material things.
- To develop a lifelong love of learning by the formation of good study habits.
- To prepare the students for wholesome and Christian use of leisure time by teaching stewardship of time and talent.
- To assist students in the development of personal qualities such as self-direction, rational thinking, creativity, eagerness for discovery, independence of thought and a sense of the aesthetic.
- To develop an appreciation and Biblical view of the fine arts through curriculum, student and personal involvement.
- To teach the student to use the scientific method in research as a means of problem solving.
- To develop creative and critical thinking skills, logical analysis, fundamental reading, writing, and computation skills utilizing Biblical principles.
- To provide educational opportunities for day trips, project work, and artistic and athletic experiences.
- To provide a wide range of exploratory and socializing experiences.
- To develop a positive self-concept, recognition and acceptance of potentials and limitations by teaching students consistent daily Christian living and service.
- To teach a Biblical sense of right and wrong, fostering self-discipline in the student based on a reverence for God and a respect for authority.
- To help students develop a consistent Christian philosophy of life by integrating all subjects with the Bible.

- To help each student acquire a well-defined set of values by giving the student both historic and living role models to use as guides and mentors.
- To help students recognize and appreciate the multi-cultural heritage of American society through the promotion of positive interpersonal skills based on love and acceptance.

## SCHOOL GOVERNANCE

Space Coast Christian Academy is a ministry of the Space Coast Baptist Church. The Pastor is the primary overseer of the school ministry and directs the School Team. He provides supervision of the Superintendent.

## SCHOOL HOURS

School Office Hours	7:30 – 3:00 p.m.
School Hours	8:00 – 3:00 p.m.
Student Arrival	7:45 a.m.
Student Dismissal	3:00 p.m.

## STATEMENT OF FAITH

### THE INSPIRATION OF THE BIBLE

We believe that the Bible, both Old and New Testaments, is the verbally inspired Word of God and is the absolute and only rule and authority for faith and practice. It is the special revelation of God to man and the only basis for true Christian unity. Furthermore, we believe that the Word of God has been preserved for the English-speaking world through the Authorized King James Version. It is to be used exclusively in all teaching and preaching.

*II Timothy 3:16,17; II Peter 1:19-21; Matthew 5:18; Hebrews 4:12; Acts 1:16; John 10:35; 16:12,13; 17:17; Mark 12:36*

### THE PERSON OF GOD

We believe the only true and living God is a triune God, eternally existing in three persons; the Father, the Son, and the Holy Spirit. He is absolute in His attributes and glorious in His perfection. God is personal, spirit, omniscient, sovereign, perfect, immutable, eternal in being, holiness, love, wisdom, and power. We believe that God is absolutely separate and above the world as its creator, yet every where present in the world as the sustainer of all things. God is self-existent and self-revealing in His relationship with His creation.

*Genesis 1:1; John 1:1-3; Matthew 28:19; Romans 1:2-4; Deuteronomy 4:35; 6:4; Ephesians 4:3-6; I Corinthians 8:6*

### THE SALVATION OF SINNERS

We believe that salvation is wholly of grace and that Jesus Christ is the only way of salvation. Salvation is through the finished work of Christ on the cross and that it is the free gift of God which is neither merited, or secured through the works of man. It is received only by personal faith in Christ and His shed blood on the cross. We believe that all who will repent of sin, trusting Christ alone are saved, made perfectly righteous before God, and given the standing of sonship by the new birth into God's family. We believe that there is no possible salvation outside of Christ and His shed blood.

*John 3:3-6, 16; 10:28-29 Acts 16:31; Ephesians 2:8-10; I Timothy 2:5-6; I Peter 1:18-23; Hebrews 9:22*

## **THE PERSON OF JESUS CHRIST**

We believe the eternal Son became flesh in the virgin birth, and that He was Deity and lived a sinless life. His death was vicarious and after He was buried He arose bodily from the dead and ascended into Heaven. He now sits at the right hand of God as our Great High Priest, "ever living to make intercession for us." *Isaiah 7:14; I Thessalonians 4:16; Matthew 1:18; Luke 1:35; John 1:1; 14:3; I Peter 2:22; 3:18*

## **THE PERSON OF THE HOLY SPIRIT**

We believe that the Holy Spirit is the person whose task is to glorify God by convicting men of sin, drawing them unto Christ, and regenerating those who believe on Him. The Holy Spirit also empowers believers for the work of the ministry. He comforts and guides them in their Christian walk. We believe the Bible repudiates the charismatic emphasis upon the experiential oriented tongues and ecumenical practices as any ministry of the Holy Spirit. We also believe that His testimony isn't of Himself but of Jesus Christ and the redemptive truths centered in Christ.

*John 14:16,17; 16:8; Ephesians 1:13,14; I Corinthians 3:16; Romans 8:9; Acts 5:3-4; I Corinthians 12:13*

## **THE FALL OF MAN**

The Genesis account of creation is a true and historical record, revealing that all men have inherited a depraved nature and are lost sinners in need of salvation. This nature is evident early in life by willful acts of sin and disobedience. Man is a creature of his free will and must individually determine his relationship to Christ and in turn his eternal destiny. We do not subscribe to man being "irresistibly drawn" and the false doctrine of "predestination" as they relate to salvation. All men are alienated from the life and family of God, without excuse, under the righteous judgement and wrath of God, and has within himself no possible means of salvation.

*Romans 3:9-19 Ephesians 2:1-3 Genesis 1:27 Isaiah 53:6 Romans 5:12-19*

## **THE FREENESS OF SALVATION**

We believe that salvation is extended to every man as a free gift of God. Jesus Christ shed His blood in order that all men might be saved but only those who respond to the work of the Holy Spirit in the presentation of the gospel will be saved. Man has done nothing and can do nothing to be saved but believe on Christ.

*Romans 4:1-4; Acts 16:31; John 1:12; 3:16; 5:24; 12:46; Ephesians 2:8-10; I John 2:1-2*

## **THE SECURITY OF THE BELIEVER**

We believe that once a person is saved, he is eternally saved. We believe that the blood of Christ cleanses from all sin by the substitutionary atonement of Christ. It is complete and final and the believer can never perish after trusting Christ. This gives the believer freedom to serve Christ by the power of the Holy Spirit within him. He is secure because God has taken the responsibility for his eternal destiny.

*John 10:27-30; I John 2:1-2; Romans 8:31-39; I Corinthians 6:19; Hebrews 2:10; Philippians 1:6*

## THE DOCTRINE OF THE CHURCH

We believe that the visible church is a body of believers that have been baptized by immersion, practicing New Testament principals, believing its doctrines, observing the ordinances of believer's baptism and the Lord Supper, and exercising her autonomy. The officers of the local church are pastor and deacons. The church is distinct from Israel in the Old Testament and Jesus Christ is the head with the pastor accountable to Christ. The local assembly is the visible manifestation of the Body of Christ which is made up of all believers. She is independent from any other assembly and fellowship should be with other local assemblies of like faith and practice.

*Matthew 28:19-20; Ephesians 1:22, 23; Acts 2:41-47; Ephesians 4:11-13; I Timothy 3:1-13; I Corinthians 12:12,13*

## THE DOCTRINE OF HEAVEN AND HELL

We believe in the eternal blessedness of the saved in a literal place called Heaven and the eternal punishment of the unsaved in a literal place called the Lake of Fire. The saved go immediately to Heaven when they die and will be judged in relationship of rewards following the rapture of the church. This will take place at the BEMA. At death, the unsaved are held in Hell until the time of the Great White Throne judgement when they will be raised in bodily form and cast into the Lake of Fire, which is their place of final and everlasting punishment.

*John 5:28,29; 14:2; Luke 16:19-31; Revelation 20:14,15; 21:4; Matthew 25:46; I Corinthians 3:12-15*

## THE DOCTRINE OF LAST THINGS

Prophecy in the Bible is to be taken literally. Therefore, we believe in a premillennial, pretribulational rapture of the church. The next event on God's prophetic calendar will be the rapture of the church. This will be followed by the "seventieth week of Daniel" which is called the Tribulation. At the end of this period of seven years, the Lord Jesus will return bodily to the earth; this is called the Second Coming of Christ. He will establish a theocratic kingdom on the earth for 1000 years. Satan is bound during this time but will be released at the end of the 1000 year reign to be cast into the Lake of Fire.

*I Thessalonians 4:1-5:2; II Thessalonians 2:1-12; Revelation 19:1-20:15; Daniel 9:25-27; Matthew 24:4-25:46*

# CHAPEL

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs will be planned to spiritually challenge students. SCCA have Chapel programs that are Biblically sound, morally and spiritually edifying, and inspirational.

1. All students are required to attend chapels.
2. Students should always bring their Bibles, a notebook for taking notes, and participate in the service.
3. Reverence should always be displayed during any prayer.
4. Conduct should be appropriate for a church service. Reverence for the church sanctuary should be maintained. The following actions will be considered improper conduct: *talking or whispering, passing or writing notes, slouching down in the seat, sleeping, studying for another class, excessive laughing, chewing gum or candy, or using cell phones.*

## PLEDGE

As a demonstration of an individual's love and appreciation for our country, our Savior and the Bible, Space Coast Christian Academy begins each day with the recitation of the following pledge. All students will stand for the pledges with their hands over their hearts.

### **Pledge to the American Flag**

*I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

## CHURCH ATTENDANCE

Church attendance is a critical aspect of a child's life and development. Therefore, we encourage families to attend Space Coast Baptist Church, or a church of like faith and practice, as our Lord clearly commands. (Hebrews 10:25)

## PARENT INFORMATION AND POLICIES

Parents have ultimate responsibility for the training and discipline of their children. As parents, teachers, and administrators, we work together to "train up" the children and teens entrusted to us, so they will respond positively and "not depart from it." If parents and school personnel do not work together, the division will lead to confusion and rebellion for the student (Proverbs 22:6).

## ATTITUDE

1. Students at Space Coast Christian Academy are expected to comply with the rules and not create discontent among fellow students.
2. Students are to always show respect to and for adults. A teacher, administrator, or staff member should never be addressed by his or her first or last name alone. He/she should be addressed as Mr., Mrs., or Miss. Students are expected to respond to "yes" and "no" questions with yes/no ma'am or sir.
3. A student should realize that his attitude can be manifested in any number of ways: by what he says, by his tone of voice, by his facial expression, or by the way he stands, sits, or walks. "Body language" often betrays our verbal language.
4. If a student has a question about a teacher's action, he should personally and politely arrange to talk with the teacher after school or during school hours at a free time.
5. No student will be retained who, after being warned, continues to be disrespectful or to have what is considered by the teachers and administration as a "bad attitude."

## HALLS

1. Students in the hall or outside of class during class time must have a pass.
2. There must be no running or horse play.
3. Students are to keep their hands and feet off the walls.
4. Students are to talk softly in the hallways.

# RESTROOMS

1. Students in grades 6-12 must ask for a hall pass to leave the classroom.
2. There is to be no loud talking or horse play.
3. No one is to go to the restroom during class time without permission.
4. Loitering in the restroom is not permitted.

## DISCIPLINE PROCEDURE – PRESCHOOL AND ELEMENTARY

The purposes of discipline at SCCA are to teach each student to be respectful and responsible for his/her actions and to create an atmosphere where students find personal security, true happiness, and an absence of excessive temptations to do wrong. When this type of atmosphere exists, students can achieve academic excellence.

Each teacher is responsible for developing a classroom discipline management system and using it consistently. Records should be kept by the teacher, and severe or repeated discipline issues should be reported to the office and parents.

At the beginning of the school year, all teachers will discuss both classroom and schoolwide behavior expectations with students. Some disciplinary problems will be handled in the classroom. Examples include the following:

- Chewing gum or candy
- Being tardy to class
- Being off task
- Not following instructions
- Not being prepared for class (supplies or assignments)
- Being disrespectful to others
- Behaving inappropriately in the restroom, hallway, etc.
- Failing to follow the school's dress code

Consequences assigned by the classroom teacher may include a warning, a conference with the student, a change of seating, a behavior contract, a lunch detention, or other age-appropriate consequences. Parental assistance will be sought through discipline reports that are sent home.

Serious disciplinary problems will be referred to the administration. These may include the following:

- Being disrespectful to adults
- Repeatedly disrupting classroom
- Fighting, pushing, shoving
- Stealing, damaging or destroying school, church, or individual property
- Cheating on a quiz or test or plagiarizing
- Leaving class without permission or being in an unauthorized area
- Repeatedly violating the dress code
- Using electronic devices without authorization
- Using vulgarity or profanity
- Possessing, using, or distributing a controlled substance
- Possessing a weapon
- Making intentional, inappropriate contact with another student
- Using gang symbols
- Exhibiting racial discrimination

Consequences for serious disciplinary problems may include a conference with the student and parent, behavior contract, loss of privilege, lunch detention, before or after school detention, work detention, being sent home for the remainder of the day, in school suspension, out of school suspension, expulsion, or referral to law enforcement.

## RULES (DEMERIT OFFENSES)

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. Space Coast Christian Academy does not seek to assume a task that God has given to parents, but only to serve in a limited way as the parents' appointed and authorized representative in the child's training process. Space Coast Christian Academy has attempted to align itself as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training to be taught at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize Space Coast Christian Academy might not be the choice in education that suits their needs.

God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within God's family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents. Space Coast Christian Academy's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness, in the same spirit that should be present under Biblical standards when they respond to their parents or guardians. Failure to maintain a Biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action, which is appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by at least encouraging obedience and respectfulness to the action of the school.

**Therefore**, a simple disciplinary system is in place to ensure adherence to the following rules. Ten demerits accrued within one calendar month will result in a 30-minute, after school detention for any student. There will also be a \$10 staffing fee charged to parents and directly payable to the after-school teacher. Demerit totals will reset upon the first of every month.

When a student receives or has received 5 demerits in a week, parents/guardians will be informed by a phone call/e-mail from the teacher. If the behavior is not corrected within the given time frame, the administration will proceed with further disciplinary actions, as deemed necessary, including but not limited to suspension and possible expulsion from the academy. Three suspensions will warrant an automatic expulsion. The judgment of the administration will be final and binding. When minor rules are broken, students will receive a verbal warning. After failure to correct such behavior, a demerit will be issued. A demerit is not discipline, however, it is communication with the parent that discipline is needed (Prov. 29:15).

### Discipline Procedure – Grades 6-12

Students at Space Coast Christian Academy are expected to represent Christ by maintaining a good testimony at home, in public, and in school. Any student who brings reproach upon the school by ungodly or improper behavior in public will be disciplined and may be suspended or expelled from the school.

During the middle school and high school years, it is vital for students to learn and practice self-discipline and responsibility. At the beginning of the school year, all teachers will discuss both classroom and school-wide behavior expectations with students. Minor disciplinary problems will be handled in the classroom. Chronic minor disciplinary problems and serious disciplinary problems (blatant disrespect, fighting, stealing, cheating on a test or exam, leaving class without permission, dress code violations, etc.) will be referred to the office.

In the middle school and high school a demerit system is used. Demerits may be issued for offences that do not warrant more serious discipline. Demerits are accrued on a semester basis and become a part of the student's permanent file. The following actions will accompany the stated accumulation of demerits:

- Parents will be notified when their child has accumulated 5, 10, and 20 demerits in a semester.
- The accumulation of 25 demerits in a semester may result in a one-day suspension.\*
- The accumulation of 40 demerits in a semester may result in a multiple-day suspension.\*
- The accumulation of 60 demerits in a semester may result in expulsion.\*\*

\*Suspensions will be counted as absences. Work that is missed is due upon the student's return to class. If a student accumulates excessive demerits within the final three weeks of the semester, disciplinary action may be deferred to the following semester. Deferred disciplinary action may be in the form of probation or demerits.

\*\*Expulsion will be effective immediately upon the notification of the parent/guardian. Application for reinstatement must be reviewed by the administration.

The following list of offences, though not intended to be comprehensive, provides a guideline for the demerit system used for student discipline:

#### ***One (1) demerit***

- Dress code violation (1st or 2nd offense)
- Unexcused tardy
- Unprepared for class
- Unauthorized use of electronic device (1st offense)

#### ***Two (2) demerits***

- Talking / disturbing class
- Gum chewing
- Unauthorized use of electronic device (2nd offense)
- Unexcused absence (exceptions may be made for absences when advance arrangements are made through the school office)
- Dress code violation (3rd offense)

#### ***Three (3) demerits***

- Crude or inappropriate language
- Disrespect toward faculty
- Failure to sign in/out
- Unauthorized use of electronic devices (3rd offense)

Violations in the following areas will result in discipline, at the discretion of the administration, ranging from demerits to legal action:

- Reckless driving on campus
- Vulgarity / profanity
- Intentional, inappropriate contact with another student
- Bullying
- Dishonesty (stealing, lying, cheating)
- Possession or use of tobacco in any form (including vaping)
- Offensive or profane literature
- Possession or use of an alcoholic beverage
- Possession or use of a controlled substance
- Vandalism
- Sexual misconduct
- Possession of a weapon

## **RACIAL NONDISCRIMINATION**

Space Coast Christian School admits students of any race, color, national and ethnic origin to all the programs, privileges, and activities of the school. We do not discriminate based on race, color, national or ethnic origin in our educational policies or admission policies.

## **MODEL RELEASE**

Any student's or parent's picture taken at a school function may be used in any Space Coast Christian Academy publication, web site, etc.

## **COMMUNICABLE DISEASES**

Upon having the following conditions listed by the Department of Health Services, a student must have consent from a doctor before returning to school:

*Head Lice, Ringworm, Hepatitis, Salmonellosis, Measles, Scarlet Fever, Mumps, Streptococcal sore throat, Conjunctivitis "Pink Eye", Chickenpox, Tuberculosis, Whooping Cough*

## **HOMEWORK**

Homework is an important part of each student's educational process. Our teachers do not assign unnecessary homework. That which is assigned, will be checked. Parents should review homework assignments with their children as a matter of interest, but the parent must not do the assignment for them.

## CORPORAL PUNISHMENT

No agent of the school will use any form of corporal punishment as a disciplinary measure. You as parent may come to school to administer discipline at your discretion, but permission will not be granted to school administration to administer said discipline.

## LINES OF AUTHORITY

1. **Teacher** - the teacher is the first line of discipline in any classroom setting. In case of a disagreement, parents and students are to follow the Matthew 18:15-16 Principle.
2. **Principal** (or designated school administrator) - the Principal is responsible for all disciplinary actions and classroom management programs. The Principal is responsible for the discipline of students in all non-classroom settings where a student has been referred to the office by a teacher. The Principal has the right to utilize parental conference, work assignments, detentions, suspensions and other appropriate measures as outlined in the Parent/Student Handbook. Suspensions and expulsions will involve the Superintendent.

## APPROPRIATE COMMUNICATION WITH ADMINISTRATION

If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Support the administration and call the school or e-mail the teacher for all the facts.
2. Realize the school has reasons for all rules and that they are enforced without partiality.
3. Realize that your child's reporting is emotionally biased and may not include all the facts.
4. Realize that you may be biased to your child and need to talk to the teacher.

If a meeting needs to take place with any staff member, a meeting must be scheduled. Our teachers and staff keep a busy schedule but will accommodate special meetings according to their availability. No meetings should be expected without prior arrangement. If you have a staff member's phone number, please only utilize under normal business hours (Monday-Friday, 8-5).

## PETS

**No pets shall be allowed on school property for any reason.**

## SCHOOL HOURS & PICK UP TIMES

### School Office

If you need to reach the school office during school office hours, you may call 386.957.3182.

When entering the school between 7:30 a.m. - 3:00 p.m.; you will press the RING security button and the school secretary will greet you. For the safety and security of our faculty and staff no one is permitted to enter the classroom areas for any reasons. Our school secretary will be glad to receive any backpacks, lunch boxes, medicine, homework or items necessary for our students. We appreciate your understanding and patience when it comes to the safety measures we take to protect our faculty and staff.

## Daily School Schedule

8:00 a.m. – 8:20 am	Chapel
8:20 – 8:30 am	Restroom breaks and transition to classroom
8:30 a.m.	Classroom Instruction

## Snack and Morning Recess

K – 2 <sup>nd</sup>	10:20 – 10:40 a.m.
3 <sup>rd</sup> – 6 <sup>th</sup>	10:00 – 10:20 a.m.

## Lunch and Recess

K- 2 <sup>nd</sup>	12:15 – 12:45 p.m.
3 <sup>rd</sup> – 6 <sup>th</sup>	11:45 – 12:15 p.m.
7 <sup>th</sup> – 12 <sup>th</sup>	11:15 – 11:45 a.m.

3:00 pm	Dismissal
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## Student Arrival

Students may arrive to school no earlier than 7:45 a.m. Students will enter the school through the double glass doors at the front driveway loop. Students will be greeted by a SCCA teacher and directed to morning Chapel. For your child's safety, please have your child stay in the vehicle until a teacher has opened the car door to let your child out of the vehicle.

## Student Dismissal

Students will leave their classroom at 2:50 pm. At the end of the school day, students will be picked up in the front of the school in the driveway loop. A teacher will escort your child to your car. For the safety of your child, please do not call your child to your vehicle while in the parking lot or loop, and conversation with teachers should be limited to a quick salutation.

## Late pick-up

Thank you all who pick up your children on time! We realize that there will be situations that will arise to cause you to pick up your student late. Please communicate with the school office when you will be late and make arrangements to have your child be picked up by an authorized person.

**If late pick-ups become an issue, families will be charged \$10.00 every five minutes per child after 3:10. The fee will be paid to the teacher or faculty member who remains with your children until they are picked up.**

## Early Dismissal

Once the school day has begun students are not allowed to leave without permission. Any student needing to leave campus during school hours must be signed out in the school office. The school secretary will bring the student to the parent. For the safety of our faculty and staff, no one is permitted in the classroom areas during school hours. If someone else other than a parent or guardian is picking up a student, please notify the school office. No one will be permitted to pick up a student without showing a photo ID.

## TRANSPORTATION

Space Coast Christian Academy does not provide transportation to or from school. Due to the liability of transporting students, the faculty and staff of SCCA are not permitted to transport students to school or home. If your children will be carpooling with other parents, please complete the carpool permission slip.

## PARKING LOT

While in the parking lot for everyone's safety please refrain from using a cell phone or having the volume of your music up that it can be heard from outside your vehicle. Also, in order to quickly dismiss our students in an orderly and timely manner please limit your conversation with the teacher to a quick salutation.

## THE GRADING SCALE

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-0

## PROGRESS REPORTS

At the fourth week of each grading period, students will receive a progress report. Parents are urged to contact the teacher upon receipt of a low report. The progress report for all students can be viewed at any time by parents. Report Cards are issued at the end of each nine-week period

## ATTENDANCE POLICY

**Excused Absences:** The following are acceptable reasons for student absences:

- Illness of the student.
- Major illness of an immediate family member
- Death of an immediate family member.
- Absences for trips, doctor/dental appointments, or other parental requests as judged as appropriate for the student by the school administrator, provided the request is approved with 24 hours prior notice in writing.
- If a student is absent, it is the parent's responsibility to call the school office to report the absence. The day following an absence, the student must bring a written excuse signed by the parent/guardian stating the reason for the student's absence if requested to bring a note by school administration.

### **Tardy Policy**

When students have not arrived at school and in chapel by 8:05 that student will be marked tardy. Once a student has accumulated 5 tardies this will equate to 1 absence. Demerits will be given at the discretion of the teacher.

# DRESS CODES AND PERSONAL APPEARANCE

All students must wear uniforms. The administration and staff have the discretion to determine the appropriateness of all attire, hairstyles and accessories. But as a general guide the following uniform standards must be adhered to.

## **Uniform compliance includes the following:**

- All students will come to school in clean and presentable uniforms. If the uniforms your family received through the school office become stained, dingy, worn or too small, you will be asked to purchase replacement uniform items through the church office.
- Pants and shorts must fit properly and not be too tight or be baggy.
- Shirts must be tucked in throughout the school day.
- Uniform shirts must be worn under outerwear, jackets, sweaters, sweatshirts, etc.
- Outerwear such as jackets, sweaters, hoodies or sweatshirts will not have any screen prints. Any logo must be school appropriate.
- Nothing should be worn on a student's head, including but not limited to hats, hoods, sunglasses or other items of clothing and/or accessories. Reasonable hair bows, barrettes, headbands are permitted for girls.
- No sandals or flip-flops may be worn, only closed toed shoes.
- Girls are to have no more than two piercings in each lobe. There are to be no cartilage piercings, gauges, or body piercings. [i.e. tongue, cartilage, nose] Only traditionally-styled earrings are to be worn per the administration's discretion.
- No tattoos of any kind are to be visible.
- Hairstyles (curly or straight) are not to be excessive or distracting in any way as determined by administration. If you are unsure of the acceptance of the haircut, style or color, see the school administrator before going to the stylist. The color must be a natural color (i.e. pink, purple, blue, etc.) and should not be dyed more than one color. The administration reserves the right to ask any student to change their haircut/hair color if determined to be distracting by administration.
- Hair must be clean, combed, and neat. Boys' hair will be above the collar, ears, and eyebrows
- Boys are not permitted to wear earrings or gauges
- Middle school and High School girls may wear lightly applied make-up and match the natural skin tone.
- Lunch boxes and back packs may not promote movies, music groups, teen or adult icons or other secular influences

***Students who are not in compliance with SCCA dress code or personal appearance expectations will be sent home. It is expected that students will return to school that day in compliance of SCCA's dress code and personal appearance and expectations.***

## **After School Dress**

Students remaining after school for various activities are required to be in either their school uniform or the designated clothing for the appropriate activity.

# PERSONAL HYGIENE

The purpose of this policy is to protect the health of the school community and help students manage their own personal hygiene routines. Personal hygiene is the action, habit or practice of keeping oneself clean, especially as a means of maintaining good health. The practice of personal hygiene will protect the health of others.

**Hand hygiene** is a general term referring to any action of hand cleansing. It includes hand washing with soap and water and the use of antimicrobial hand rubs.

**Personal hygiene** such as bathing is expected daily. For the comfort of your child, other students, and faculty at SCCA please make sure your children wash their hair and body with soap and the use of deodorants is encouraged when necessary.

In school, where children are in close and frequent physical contact with each other, infectious diseases can spread rapidly. SCCA seeks to help protect children and staff from infections and reduce the risk of outbreaks, illnesses, or infestations. If it becomes necessary to speak with you as a parent regarding personal hygiene concerns; please remember it is not our intention to embarrass or offend any family or student; but it is our goal to provide a learning environment that is clean, healthy and comfortable for all students. Thank you in advance for your support.

## BEHAVIORAL EXPECTATIONS

The highest of Christian standards are to be always maintained at Space Coast Academy on and off school grounds. In order to preserve a standard of excellence in the classroom and in the realm of the spiritual life, we must have clearly defined limits and guidelines as to behaviors, attitudes, and the resulting consequences.

The purpose of discipline in a Christian school is to bring the student into maturity in Christ so that he/she will exercise self-control at school, at home, at church, and in every other area of life. In seeking to develop godly character within our student body, we have prayerfully selected scriptural consequences designed to deter ungodly behaviors and attitudes, promote and develop Christian maturity, and maintain a safe Christ centered atmosphere in and around the classroom.

Space Coast Christian Academy must provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

The Standard of Conduct is to ensure that Space Coast Christian Academy can be successful in achieving its mission. Space Coast Christian Academy desires to provide an environment that is conducive to spiritual, academic, and character growth. It is expected that students will reflect Christ-like behavior in all they do.

### **That means students will:**

- Maintain Christian standards; examples include but are not limited to kindness, language (no profanity), morality, and honesty.
- Refrain from engaging in bullying, harassment, sexual immorality, swearing, and any illegal or immoral activities.
- Refrain from euphemistic words (A euphemism is an innocuous word or expression used in place of one that may be found offensive or suggest something unpleasant, especially ones used in relation to Hell, Jesus, God, or other curse words)
- Respect teachers, administrators, students, and property.
- Follow the rules and regulations of the school including all aspects of conduct, dress, and attitude.
- Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Space Coast Christian Academic ideals may be invited to withdraw even though there may be no special breach of conduct. In this atmosphere of definite and positive

Christian standards of conduct, good scholastic planning and supporting relationship between faculty and student, there is fine opportunity for development of strong Christian character.

## RESPECT AND STANDARD OF CONDUCT

The following items on respect are to be followed and complied with by every student. **Definition of respect:** *To consider worthy of esteem, to honor.*

### Respect for yourself

To see and accept yourself as God sees and accepts you. “And God created man in His own image, in the image of God created he him, male and female created he them.” (Genesis 1:27) **Personally**

- Comply with all SCCA rules and expectations.
- Comply with each aspect of the dress code.
- Abstain from every form of evil and choose only those ways that are holy, pure, and right.
- Develop godly character and integrity.
- Carry yourself with dignity.
- Conduct yourself in a manner pleasing unto God.

### Academically

- Accept responsibility for your own learning.
- Meet all course requirements.
- Work to your ability level and accomplish your tasks.
- Work with all your heart, as if you’re doing it for the Lord. (Colossians 3:23)

### Socially

- Use discernment in your friendships.
- Demonstrate the fruit of the Spirit in all social situations (Gal. 5:22-23).
- Respect the personal boundaries of others.
- Let your speech be with grace, encouragement, truthfulness, and discretion.

### Respect for others

- To love others in obedience to Christ.
- *Beloved, if God so loved us, we ought also to love one another.* (1 John 4:11)

### Teachers, staff and others in place of authority

- Follow the rules/guidelines in the school.
- Speak with respect to all in authority. \* Obey staff and teacher’s instructions.
- Accept correction and change inappropriate behavior(s) immediately.
- If you feel unjustly reprimanded, speak privately with the authority at an appropriate time.

## **Peers**

Do not engage in bullying behavior, such as punching, shoving or other acts that hurt people physically; spreading rumors about people; keeping certain people out of a “group”; teasing people in a mean way; or getting certain people to “gang up” on others.

## **Respect for Property**

- To be good stewards of the God-given facilities and resources the Lord has entrusted to us (Matthew. 25:21)
- Do not engage in vandalism.
- All property is to be treated carefully in a nondestructive manner.
- Be godly stewards of what we have and use.
- Keep the classrooms, cafeteria and playground areas clean.

# **STUDENT CONDUCT**

Students who fail to abide by this policy and the administrative regulations supporting it will be disciplined for:

- conduct which disrupts or interferes with the education program.
- conduct which disrupts the orderly and efficient operation of the school or school activity.
- conduct which disrupts the rights of other students to obtain their education or participation.
- conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

## **Examples of Offenses**

- Inappropriate language
- Disrespect (minor)
- Disobedience (minor)
- Class/Chapel Disruption
- Dress Code Violations
- Electronic Device Usage Without Permission
- Disrespect for School Property
- Wrestling/Rough Housing
- Public Display of Affection
- Gross Disrespect (Major)
- Willful Disobedience (Major)
- Lying
- Abusive or profane language
- Cheating/Plagiarism
- Fighting
- Use or possession of an illegal or illicit substance
- Possession, arranging sales, taking, or being under the influence of alcoholic beverages
- Non-prescription drugs
- Smoking
- Use or possession of a weapon

- Immorality
- Stealing
- Any behavior which puts the teachers or students at SCCA in danger

## **Bullying**

We have a zero-tolerance policy for bullying. Each and every one of our students is made in the image of God, being fearfully and wonderfully made (Psalm 139:14, Genesis 1:27, 2:7). Bullying is a gross epidemic in our world that shall have no place in our Christian school. Bullying is not limited to physical acts of oppression. Bullying involves the use of condescending speech, humiliating humor, or a “group mentality” which purposely shuns certain students at work or at play.

If bullying occurs, the student will be cited and a written record of the offense will be sent home. If bullying reoccurs without interruption, the violator will be suspended for three school days in hopes that expulsion can be avoided. Examples of bullying are as follows;

- Punching, shoving, or other acts that physically hurt people
- Spreading rumors about people
- Keeping others out of a “group”
- Teasing people in a mean way
- Getting certain people to “gang up” on others
- Activities which lead to both physical and emotional scars

## **PUBLIC TECHNOLOGY FOR INFORMATION**

Any student who uses one of the following ways of posting information, in giving specific statements, representing themselves and/or SCCA will be held accountable for their use of language, behavior, defamation of character, threats, bullying, slander of students, staff or school employees. Facebook, Twitter, texting, emails, live chats and such sources not limited to this list. Students who slander will be held accountable. Students are liable to hand over printouts of conversations to the Administration if asked to do so. If any of the above occurs and/or any inappropriate photos are displayed, the parents will be notified, and the student will be asked to change the information or photo(s). Appropriate discipline will be applied which can include suspension, probation, or expulsion. Students will not access personal email accounts on school computers. Students will not purposely seek any Internet site promoting (but not limited to) pornography, violence, hate, homosexuality, gambling, harassment or any entertainment sites concerning people or activities that promote these things.

If a student accidentally opens a questionable site, he will immediately turn off the computer monitor and report the firewall break to the supervising staff member. These systems are in place to protect our students from the dangers that exist on the internet.

*The Principal and/or Superintendent reserves the right to administrate and apply discipline and consequences to all minor, moderate and major student school violations as deemed appropriate. This includes but is not limited to detentions, suspensions, probation, and expulsion.*

## **OUTDOOR RECESS GUIDELINES AND EXPECTATIONS**

- Students will respect all school property and playground equipment.
- Only one student will slide down the slide at a time.

- Students will go down the slide only.
- Only one student is permitted on a swing at a time.
- Students will not jump from the swing while swinging.
- Students will play and climb on the swing set appropriately.
- Students are not permitted to be on the playground without adult supervision.
- Students are not permitted to have any technology on the playground.
- Students are not permitted to leave the playground area without permission.

## LUNCH

Space Christian Academy does not provide lunch for our students. Parents are responsible to send in lunch with your student(s). We encourage healthy lunches and snacks while at school. Please refrain from sugary drinks and candy. When the weather is comfortable, we will eat outside under the pavilion. If the weather is unfavorable students will eat in the Fellowship Hall. All students are expected to follow all behavior guidelines during lunch.

## OFF CAMPUS RIDING POLICY

Students 9-12 will be allowed to leave campus with parental approval (please see release form) but will not be permitted to leave campus with other student drivers. All off-campus lunches will be scheduled in advance and approved per administration and parental consent.

## GENERAL POLICIES AND INFORMATION

### **Birthdays**

Birthdays in elementary are special days to celebrate, however we strongly discourage them in the upper grades unless it's done so at lunch time. If your student is in middle or high school and you plan to do something at lunch, you must notify the office in advance and check in and out through the office on that day. No matter what grade your child is in, we ask that you make advance arrangements with the teacher. As a rule, and so that no child's feelings are hurt, invitations should not be given out in the classroom, unless they are given to every child. Said invitations will be handed out by our teachers, and celebrations will be held during lunch, recess, or snack time at the discretion of the teacher.

### **Campus Visitors**

During the school day, all visitors to the school campus must first check in at the school office.

## DISPENSING OF MEDICATION

Medications from a licensed pharmacy and with the child's name on the medication; will be dispensed by the office according to the Authorization to Dispense Medication form. Other non-prescription medication must be provided by the parent with an Authorization to Dispense Medication Form giving the office personnel permission and complete dispensing instructions.

Prescription medication must be turned into the office by a parent. Students are not allowed to carry around any kind of medication. Students are not to keep medications in their book bag or handbag/wallet. We keep Tylenol, Band-Aids, anti-itch cream and Neosporin on hand for minor scrapes and bites. If needed, school personnel will administer these

with your written permission on the medical release form. For the purpose of needing one of these over-the-counter medications, a parent should keep their contact information up to date.

## TELEPHONE CALLS

**Students** will not be permitted to come to the office telephone during instructional time. Messages from parents are delivered to the students at breaks, lunch, or after school.

**Teachers** are not available to speak with parents during the instructional school day. Please leave a message with the school office and the teacher or faculty will return your phone call within 24 hours.

## CELL PHONE POLICY

While the use of cell phones has become a valuable means of communication, they have also been used in ways that are detrimental and destructive. SCCA has created the following policy regarding cell phone usage while on school campus and during the school day.

Cell phones will not be used during the academic school day, at lunch or recess for any reason. If a child needs to contact a parent for any reason, the child will be sent to the school office for assistance. Student cell phones will be collected by their teachers at the beginning of the day and will be returned at dismissal. Phones may be powered on but on silent.

Students and parents should be aware that the following practices are unacceptable at SCCA under all circumstances:

- Use of cell phones during class for any reason.
- Taking pictures during the school day.
- Accessing illicit or pornographic content
- Taking pictures of anyone, including self, in any state of undress.
- Taking any picture of another person for the purpose of ridiculing the other person  
(falling asleep, chewing food, mocking another person in anyway, etc)
- Use of cell phone or any device to cheat.
- Use of cell phone or any device to harass another person
- Use of cell phone or any device to perpetuate a crime or threats.

If it is alleged, believed or suspected that any of the above violations, SCCA will determine the appropriate discipline, which may include one of the following: detention, suspension or expulsion.

## SEVERE WEATHER POLICY

In the event that Volusia County Schools were to close due to inclement weather; we will follow suit. School closings that are not in the normal school schedule or calendar will be communicated to SCCA families as soon as we are aware of the need to close the Academy.



# AFFIRMATION OF READING & COMMITMENT

*to following Space Coast Christian Academy Student Handbook, Student Photo/ Image Policy and Computer/Internet Policies and Procedures as set forth in this handbook:*

**Student Handbook:** Each parent needs to be of one mind with the school staff in understanding the purpose and policies of the school and complying with all handbooks. Consequently, SCCA asks that at least one parent affirm that he/she has read the Parent-Student Handbook at the beginning of the year and agrees to support and practice the policies and procedures stated therein.

Please sign the appropriate space below indicating you have read this handbook and agree to support and practice the policies, procedures and stipulations provided for parents and students.

**Student Photo/Image Policy:** SCCA enthusiastically promotes student success through live-stream events, social media, newsprint articles, school yearbook and promotional materials. Your student's image may be used in the above aforementioned. You must visit the Registrar's office and sign the "Non-use of student image form" if you do not want your student's image used in the above aforementioned.

**Computer/Internet Use by Students at SCCA:** Students will not access personal email accounts on any school computer for any reason other than to email an assignment to a teacher or to email themselves material or web sites that they are using for a current school project or assignment. Students will not at any time utilize Instant Messaging, social networking sites or any similar type of program allowing real time or delayed chat.

- Students will not purposely seek any Internet site promoting [but not limited to] pornography, violence, homosexuality, gambling, harassment or any entertainment sites concerning people or activities that promote these things.
- If a student accidentally opens a questionable site he/she will immediately turn off the computer monitor and report the firewall break to the supervising staff member.
- Students will not attempt to attach any type of electronic device [i.e. cell phones, cell phone watches, iPods, palm pilots, iPads, MP3s, etc. for the purpose of accessing information, downloading from the Internet, or up- loading to a computer. Students will not change the settings on any school computer.
- Students will not attempt to access any school program or database for the purpose of changing or altering any type of information.
- Student computer activity may be monitored, captured, and printed at any time by the Administration, Computer/ Library staffs, or the IT Department for purposes of review for consideration of disciplinary action.
- Misuse of the Internet, email, chat rooms, message boards, online journals, personal or public websites [and like items] for the purpose of harassing or defaming a student or staff member, whether on or off campus, will be dealt with by the guidelines of this handbook.

Filed for 2022-2023 school year. I have been provided with the opportunity to read and [or] review the Space Coast Christian Academy's Standards/Guidelines, Photo/Image Policy and Computer/Internet Use by Students Policy at SCCA and agree to abide by them [or] agree that my student will abide by them.

**My signature acknowledges that I have read and understand Space Coast Christian Academy's Student and Parent Handbook and agree to comply and support the Uniform Policy and Personal Behavior Expectations.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please  
print name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade