

Sweethaven Christian Academy

A Ministry of Sweethaven Baptist Church

Elementary Handbook

Revised 2011

Sweethaven Christian Academy is a member of the Old Dominion Association of Church Schools (ODACS) and has been granted full membership status by the North American Christian School Accrediting Agency (NACSAA).

Front Desk hours: 6:00 AM to 5:00 PM

Attendance (call before 9:00 AM)484-4082

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Sweethaven Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

OUR PURPOSE5
STATEMENT OF PHILOSOPHY5
DOCTRINAL STATEMENT6
ADMISSION POLICY7
REENROLLMENT.....8
ACADEMIC POLICIES9
ATHLETIC PROGRAM.....14
BOOKS AND SUPPLIES15
ARRIVAL AND DISMISSAL.....16
LUNCH PROGRAM16
ATTENDANCE17
SCHOOL CLOSING20
MEDICATION POLICY.....20
COMMUNICABLE DISEASES POLICY21
CHILD ABUSE POLICY22
DISCIPLINE.....22
CARE OF SCHOOL PROPERTY28
PHONES AND ELECTRONIC DEVICES28
PROBLEM SOLVING29
ADMINISTRATIVE OFFICES.....29
LOST AND FOUND29
VISITING STUDENTS29
DRESS CODE.....30
DRESS DOWN GUIDELINES32
FINANCIAL INFORMATION.....34
VOLUNTEERS35
WITHDRAWAL FROM SCHOOL36
FUTURE POLICIES36

OUR PURPOSE

Sweethaven Christian Academy, as the educational ministry of Sweethaven Baptist Church, has set as its purpose the goal of reaching young people with the message of Christ, teaching them the life changing power of the gospel message and demonstrating positive, day-by-day guidelines for living as set forth in the Bible, while laying a strong academic foundation for being a productive citizen.

STATEMENT OF PHILOSOPHY

Sweethaven Christian Academy is dedicated to the philosophy that Biblical education is the only true education. This view holds that God is central and that everything else exists in relation to Him. The Bible says that the “fear of God” is the beginning of both knowledge and wisdom. Therefore, any valid education must have this “reverence of God” as its starting point and “doing the will of God” as its goal.

It is our conviction that a Christian school should provide both an environment and a curriculum conducive to effective learning. Therefore, we believe quality education includes building strong spiritual character, patriotism, and self discipline.

The basic objectives for which we strive are to:

1. Provide sound academic training integrated with a Biblical view of God and the world.
2. Uphold the Bible as specific in stating the principles which underlie Christian education.
3. Instill a solid belief that Jesus Christ is the Son of God and that the Bible is the inspired Word of God.
4. Build personal character.
5. Develop citizenship.
6. Retain good health and related habits.
7. Lay the foundation for a vocation.
8. Impart fundamental skills.
9. Maintain high academic standards.

10. Teach enduring patriotism.
11. Achieve self-discipline.
12. Maintain high moral standards.

In light of these objectives all students will be expected to recite the pledge of allegiance to the Bible and to the Christian and American flags each morning without exception.

DOCTRINAL STATEMENT

The foundation of Sweethaven Christian Academy and all its programs is the infallible Word of God, the Bible, as interpreted in the Doctrinal Statement of Sweethaven Baptist Church. The Doctrinal Statement in its entirety may be secured from the church office. A brief summary is as follows:

1. We believe in the verbal inspiration and authority of all Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. We believe in God the Father, God the Son, and God the Holy Spirit.
3. We believe in the Deity, Virgin Birth, and bodily resurrection of Jesus Christ our Lord.
4. We believe that salvation is "by Grace" plus nothing and minus nothing. The conditions of salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merits of our Lord and Savior Jesus Christ.
6. We believe in the visible, personal, and premillennial return of Jesus Christ.
7. We believe in the everlasting conscious punishment of the lost.
8. We believe in the freedom of religion and in the autonomy of the Baptist Church. Sweethaven Baptist Church is to be self-governed by the local body and is never to be dictated to or controlled by any outside persons or forces.

9. We believe that Sweethaven Christian Academy, Preschool, and Extended Care Programs are a direct ministry of Sweethaven Baptist Church and have the mission to preach and teach Jesus Christ, in order to fulfill the Biblical commission of a daily ministry. (Acts 5:42)

To this end, no student will be permitted to express or promote any faith or belief contrary to the doctrinal statement of Sweethaven Baptist Church either by conversation, dress, jewelry, or symbolism. All such matters will be subject to the opinion of the administration.

ADMISSION POLICY

Steps for applying for admission into one of SCA's programs are as follows:

1. The following must be turned into the academic office:
 - a. Completed application
 - b. Non-refundable registration fee
 - c. Child's report card (last issued to parents)
 - d. Copy of child's updated shot record
 - e. Copy of child's birth certificate
2. An administrative interview must be arranged with the parents and/or guardians and the potential student. The interview will not be scheduled until we have all the above paperwork turned into the office.
3. It is at the discretion of the administration that an entrance exam may be given for final acceptance.
4. Registration is considered complete when the enrollment contract and payment have been received, and enrollment into our tuition management program is complete.

Note the following:

1. A student should be 5 years of age before September 30th to enter Kindergarten. Students should be 6 years of age before September 30th in order to enter 1st grade.

The administration may consider enrollment into the 1st grade if a student has not turned 6 if he has completed a K-5 program using the Abeka Book curriculum. Testing may be required.

2. A student must have a genuine desire to attend Sweethaven. Any student who has been suspended or dismissed from another educational institution will not be considered for enrollment until one (1) calendar year has passed from the date of the suspension/expulsion.
3. No student will be allowed to remain in school that does not cooperate with the overall purpose and program per the signed contract with Sweethaven.
4. SCA feels strongly that attitude is of supreme importance in a personal life. Therefore, students or parents who manifest an un-Christ like attitude toward the Bible, prayer, parents, teachers, administration, etc., may not be allowed to remain in the school.
5. SCA reserves the right to dismiss any student if the administration feels that his or her attendance is not an asset to the school.
6. Students who are pregnant, students who have children, or students who have been married may not attend SCA.
7. Students must graduate before their twentieth birthday.

RE-ENROLLMENT

Present students may enroll for the fall term beginning in early February of each year. We encourage all parents to use our easy on-line re-enrollment process through RenWeb. The reenrollment fee must be paid in order to receive a financial contract. *Parents are encouraged to enroll early to secure placement for their children.* Space is often limited, and names are placed on class rosters once the signed contract has been returned and payment has been received.

ACADEMIC POLICIES

Careful planning and textbook selection provides a quality curriculum with the student in mind. Bible is a required subject at Sweethaven Christian Academy. It enhances the study of all other subjects such as English, history, and science. It enriches the minds and hearts of our students and prepares them for an effective life. The Bible lays a solid foundation of both moral and spiritual values. A Christian school is privileged to have and use this most important tool in the work of character building which is perhaps the most necessary task of a school. Without a working knowledge and understanding of the Bible, a student cannot be considered educated in the truest sense. **For unity and consistency, all Scripture read, memorized, or quoted will be from the King James Version.**

Sweethaven Christian Academy is a direct ministry of Sweethaven Baptist Church. It is to be understood that the curriculum used in the classroom is in accordance with the views and teachings of Sweethaven Baptist Church and that all other doctrinal views are not to be promoted at the school at any time.

Sweethaven Christian Academy uses the *Abeka Book* program for our curriculum needs. The *Abeka Book* approach to Christian education keeps learning lively, interesting, and memorable. For more information on the *Abeka Book* curriculum go online to www.abeka.com.

Kindergarten Classes	
Bible	Health/Safety
Phonics	Music
Reading	Art
Numbers	Story Time
Social Studies	Physical Education
Skill Development	Recess

Elementary Classes	
Bible	Computer (grades 3-6)
Phonics/Language	Music
Reading	Art
Math	Spelling
Science	Physical Education
History	

Progress Reports

Our convenient on-line communication vehicle, called RenWeb, allows parents and students to obtain information on grades and homework. Grades can be viewed anytime. This keeps parents informed of their child’s progress and allows for prompt attention to be given in any area of weakness before the end of the grading period.

Report Cards

Report cards will be distributed every nine (9) weeks for all students of Sweethaven Christian Academy. Parents are required to review the report card with their children and sign and return it to the school within two (2) days.

Honor Rolls

At the end of each grading period, SCA will publish two Honor Roll lists.

1. Pastor’s Honor Roll: A student must have all A’s with NO grade lower than an A-.
2. Principal’s Honor Roll: A student must have a 3.0 GPA with no grade lower than a C-.

Conferences

It is the school’s desire to help parents rear their children to become strong, healthy, responsible adults. Parents are encouraged to make appointments with the teachers regarding the progress of their child. Conferences should be scheduled through the front office (484-4082).

Conferences are held during the teacher’s daily planning period or by appointment before or after school unless otherwise initiated by the teacher.

To avoid disruption to the school day, parents should never approach a teacher for a conference or discussion during regular school hours without a scheduled appointment made **at least 24 hours in advance**. Parental classroom observations are not permitted without administrative approval.

Grading Scale			
Letter Grade	Description	Low	High
A+	Superior	99.00	100.00
A	Superior	95.00	98.99
A-	Superior	93.00	94.99
B+	Superior	90.00	92.99
B	Above Average	87.00	89.99
B-	Above Average	85.00	86.99
C+	Above Average	82.00	84.99
C	Average	79.00	81.99
C-	Average	76.00	78.99
D+	Average	74.00	75.99
D	Passing	72.00	73.99
D-	Passing	70.00	71.99
F	Failing	0.00	69.99
I	Incomplete		

Academic Assistance and Probation Programs

The academic office will place a student on the *Academic Assistance Program* if he carries a failing grade for two consecutive grading periods. This program is to assist and encourage the student in strong study and organizational habits. A contract will be signed by both the parent and student upon explanation of the program. Should a student carry two failing

grades on the semester report card, a conference will be held with the parents to discuss *Academic Probation*.

Retention

An elementary student with two or more F's in any of the core academic subjects on his final report card will be evaluated by the administration for continued retention. A report card or transcript showing a passing grade must be submitted to Sweethaven before registration for the next fall is accepted.

Schedule Changes

If a student desires to drop or add a course in his daily schedule, he must secure permission from the administration. A Drop/Add Form must be completed and signed by parents and school personnel before a change will take place. No academic class may be dropped from the schedule. Electives must be dropped within the first 10 days of each semester provided the administration is given what it deems to be a valid reason.

Homework and Extra Credit Guidelines

We believe that homework assignments are an integral part of our school program. Each teacher is at liberty to assign homework that he feels is necessary for the proper advancement of a student's studies. There will be no written homework given on Wednesday in order to encourage church participation. It is the student's responsibility to complete all homework assignments. Parents should check with their children to see that all homework assignments are completed and that all books are returned to the classroom each new day.

1. **Kindergarten and Elementary:** If a student turns in late homework, 10 points will be taken from the score.
2. **Jr. High and High School:** If a student turns in late homework, 25% will be taken from the score on the first day. On the second day late the score becomes a "0".

The teacher will notify parents when failure to turn in work becomes a problem. A conference will be held with the teacher, parents, student, and if needed, the administration, if this continues.

Make-Up Day Policy

If a student is absent one day, he/she is given one day to turn in any required assignments; if two days absent, two days to turn in assignments, etc.

Homework is assigned for several purposes:

1. Drill—we believe that most students require solid drilling in order to master the materials that are essential to their educational growth and progress.
2. Practice—In order for materials to be mastered, homework is given following classroom instruction and illustration. New material can be reviewed and drilled.
3. Remedial Activity—as instruction and comprehension progresses, various weak areas in the student’s grasp of a subject will become evident. Homework assignments are given to help them overcome such difficulties by giving extra review exercises.
4. Special Projects—Assignments including outside reading, compositions, book reports, and projects are some of the types of frequent homework assignments. They are designed to encourage self-discipline. 10 points will be subtracted from the score for each day that a project is turned in late.
5. At the beginning of each term, the teacher may choose to give both the extra credit assignment and due date to the class. No due dates will be allowed after the sixth week of the term. Extra credit opportunities will not be given to individual students.

Test—Quiz—Homework

1. If a test or quiz is scheduled and a student is absent during the period of testing, but comes to school after the test is given, the student will be required to take the test or quiz that same day (after school, if necessary), and to turn in any homework due in that class that same day.

2. If a student leaves school before the scheduled test or quiz, he will be expected to make up the test and turn in homework the day of return.
3. If a student is absent on the day of a scheduled test and the test was announced at least three days in advance, **the student will be expected to make up the test the day of return.**
4. If a student is absent for an extended period of time, tests and quizzes fall under the *make-up day's* policy, pg. 14. In any case, the student is responsible to obtain any class review or notes from another classmate to prepare for the test.
5. Pre-excused students need to make up tests on the day of return if all material was covered and the test was announced before the student left.

ATHLETIC PROGRAM

Sweethaven maintains an interscholastic sports program, competing in sports of interest and ability. Our cheerleaders help encourage our teams and promote school spirit.

Sweethaven Christian Academy is a member of the Old Dominion Association of Church Schools. All participants must be currently enrolled as a student at SCA directly or through a homeschool partnership.

The purpose of our athletic program is:

1. To instill Christian character.
2. To develop the Christian philosophy of the true “Winner’s Creed” based on Colossians 3:23.
3. To develop self-confidence.
4. To increase and build proper school spirit.

All athletes and cheerleaders must demonstrate attitudes and actions that are consistent with the rules and goals of Sweethaven Christian Academy and its athletic program. Students found to be out of harmony with the standards and

goals of the program will be dismissed from the team or the squad.

Eligibility

Students who participate in our athletic program are required to maintain the following standards of scholarship and conduct:

1. A student is ineligible when he has one failing grade or two D's in a subject and a 76% in a third.
2. An elementary student who has earned 2 demerits within the year will no longer be eligible to participate on a sports team.

Academic progress and conduct will be evaluated on a weekly basis.

Athletic Handbook

All students participating in our athletic program will receive an Athletic Handbook that contains additional information.

BOOKS AND SUPPLIES

1. A book fee for all textbooks is charged for the purchase of all textbooks. Students will be held responsible to replace lost or damaged books.
2. A supply list is distributed each year for materials that the student is responsible for having when school begins. (Paper, pens, pencils, etc.)
3. For the sake of uniformity, every student is required to have a complete copy of the King James Version of the Bible at school. No other version is to be used on campus. New students are issued a Bible as part of the curriculum. If the issued Bible become worn or lost, a new Bible may be purchased at the school office.
4. Every student (3rd grade and up) is issued a planner at the beginning of each year. The planner is required to be kept in good condition and used in each class each day. Students who lose their planner will be required to purchase a replacement from the office.

LUNCH PROGRAM

1. For those children wishing to purchase their lunch, we strive to provide a variety of nutritious food options. Cost will be dictated by the actual cost of food and its preparation, but we will endeavor to keep the price of lunch reasonable. Lunch money is paid directly to the business office and is applied to the student's account.
2. Should a child forget his or her lunch, provisions will be made by the school and charged to their account, or parents may bring the child's lunch to the school office and it will be delivered to the child.
3. Weekly menu items are posted on RenWeb. The parent may order on-line from home, or the student may order during his homeroom period. All orders must be placed by 8:30 each morning.
4. We will teach and seek to uphold appropriate eating habits and manners during the lunch period. This includes thanking the Lord for our food, proper use of utensils, the use of napkins, and generally good table manners.

ARRIVAL AND DISMISSAL

1. Class starts at 8:15 AM.
2. Early students must remain in the cafeteria until the classrooms open. **Arrivals prior to 7:30 AM will be charged a Before Care drop-in fee.**
3. Students are dismissed at 3:10 PM and should be picked up no later than 3:30 PM each day. **Students who are not picked up on time and who are not enrolled in the Extended Care program will be taken to the office and a fee of \$5.00 per 15-minute increment, or any part thereof, will be charged to the student account.**
4. Under no circumstances may a student be left unsupervised on the Academy campus. Sweethaven cannot be responsible for children before or after these

posted times unless they are fully enrolled in the before or after school programs.

5. No one is allowed to walk around campus without signing in at the front desk. Parents may not go get a child without first signing the child out.
6. Students should not go back to the classroom unless a teacher is in the room.
7. If someone other than the parent will be picking up your child, please notify the office before 2:00 PM. Your child's security is very important to us.
8. No student will be allowed to leave campus with anyone other than those listed on the Pick Up list. Written authorization needs to be sent to the office if other arrangements are necessary. Any adult must be prepared to show proper ID when picking up children. Upon arrival at the school, that person must then show his identification.

Early Dismissal

Students leaving early must bring a note to the teacher the morning of the early day. Upon leaving, the student must also sign-out at the Front Office. If a parent or guardian is picking them up, the parent should report to the Front Office and the secretary will call for the student. Dismissal is an important part of the day. Dismissal times should be respected except in the case of an emergency.

ATTENDANCE

Regular attendance is essential if the student is to receive full benefits of his/her educational opportunity and cultivate the valuable life skills that grow out of this practice. SCA is genuinely concerned any time a student is absent from school or late to class. It is important for everyone involved to recognize that both the school staff and parents have a shared responsibility in assisting students to develop desirable habits relative to punctuality and attendance.

General Information

No student is to exceed ten (10) absences per semester, excused or unexcused. Those students who do so may have their grade lowered or may not receive credit in each class where the limit of ten absences has been exceeded. Exceptions may be made by the administration in special cases, such as physical disability or extended illness.

Parents need to contact the school each day a student is absent except for pre-approved absences. Homework assignments can be found on RenWeb.

Students will be given one day for each day absent in which to make up any required work. For example, work missed on Monday must be made up on Tuesday. This includes tests and quizzes.

Excused Absences

The following reasons will be considered **excused** absences:

1. Student illness. Three consecutive days may require a doctor's verification.
2. Bereavement. This is not charged toward the 10 day limit.
3. Verified medical appointments. These are to be pre-approved one day in advance, except in an emergency, and the student must bring verification of the appointment upon returning to school.

School sponsored activities which require absence from class do not count as absences.

If a child is sent home sick from school or becomes ill during the night, (vomiting, fever, diarrhea, or **obvious symptoms of illness**), he must remain home **twenty-four (24) hours** before returning to school. A student who leaves a class without teacher permission before the end of the class period will be considered absent from that class. Should a student leave the building at any time without checking out at the Academy office they will be considered absent for the day and possibly

subject to suspension or expulsion at the discretion of the administration.

Pre-arranged Absences

In order for a student to obtain a pre-arranged absence, please follow these procedures:

1. Secure a Pre-arranged Permission Form in advance from the Academy office.
2. Fill in the required information
3. Return the completed form in to the Academy office at least two (2) days before the day of departure.

It is the responsibility of the student to contact their teachers regarding class work missed.

Tardiness

A student is tardy when he is not in the area designated by the teacher when the bell rings. Students who have a signed pass shall be excused.

Students arriving to school after the homeroom bell are to report directly to the Academy office to check in. Any student arriving after 8:15 will be considered tardy. Three unexcused tardies are considered a one day unexcused absence.

Exceptions will be made for those arriving late due to traffic tie-ups or with verified medical appointments. Student drivers and passengers involved in late carpools will be dealt with on an individual basis. Chronic tardiness will be dealt with by the administration.

Lateness constitutes a failure to attend school regularly. It is harmful for the child who learns bad manners and bad habits and becomes 'known' by other for tardiness, which is the fault of the parents, not the child. Such children find the missed instructions difficult to pick up as the teacher's repeated instruction, of necessity, be hurried and in far less detail. The other children and the teacher are disturbed by the late arrival and the late child is usually embarrassed and often worried by their lateness. At the age and stage of our children it is the

parents' responsibility to ensure prompt attendance and a failure to do so stores up many potential problems later in school life. It is also telling the child that school is not important and lateness does not matter, which is the opposite of school policy.

SCHOOL CLOSING

A schedule of the official holidays for the current school year will be provided at the beginning of the school year. In case of snow or inclement weather, we will try to remain open if at all possible. Emergency closings will be listed with the television station channel 10 (WAVY), on the school website, and on RenWeb.

MEDICATION POLICY

Sweethaven Christian will not administer over the counter or short term medications. We will administer prescription medications if the scheduled dosage time for that medication falls between 11:00 a.m. - 6:00 p.m. Written authorization from the child's physician and parents is required before medication can be administered. The needed "Medicine Authorization Form" must be completed and signed. Sweethaven will administer emergency medications (such as epi-pens and inhalers) in an emergency situation. **All medications must be in their original containers.**

If there is a change in the student's dosing, a new medication form must be completed with the updated dose. If the medication is discontinued, a written request signed by the parent must be brought in and the parent must pick up the medication within 10 days of discontinuation or it will be disposed of.

Under no circumstances is a student allowed to keep any medication in his/her possession.

COMMUNICABLE DISEASES POLICY

Sweethaven Christian Academy maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. This includes but is not limited to: Pink Eye, Fifth Disease, Ringworm, Head Lice, Scabies, Chicken Pox, Measles, Rubella, Meningitis, and Mumps.

Any staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be dismissed from school while ill. If the nature of the disease and circumstances warrant, SCA may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. SCA reserves the right to make all final decisions necessary to control the spread of communicable diseases within the school.

Lice

Upon finding lice in your child’s hair, he will be required to be sent home and treated. The student will then be required to be re-examined by a member of the administration upon their return to school. If lice or nits are still present, the student must return home to be treated again. If no lice or nits are found, the student may return to their classroom.

Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. **It is required that students who have had a fever or recurring vomiting or diarrhea within the last twenty-four (24) hours remain at home.**

CHILD ABUSE POLICY

If Sweethaven suspects that a child is being abused or neglected, **we are required by law to immediately report our concerns** to the local department of social services or to the Child Abuse and Neglect Hotline.

We need not prove that abuse or neglect has taken place; local departments of social services are responsible for making this determination.

DISCIPLINE

“Train up a child in the way he should go: and when he is old he will not depart from it.” Proverbs 22:6

Foundation

1. Webster defines discipline as “training that corrects, molds, or perfects the mental faculties or moral character.” Sweethaven Christian Academy is committed to the establishment of reasonable and proper standards consistent with Scripture for the purpose of training young people to think and act in a reasonable and proper manner.
2. The primary source of right conduct is the heart of the Christian who loves Christ and seeks to obey and submit to His Word. While the Bible clearly teaches that outward conduct does not of itself signify inward righteousness, it is also clear that a person’s heart condition will show itself in that person’s behavior. If

the heart is right before God, it will bring forth right conduct.

3. The standards of the school's conduct code should not be seen as a test of spirituality. Some of the rules do have a strict biblical basis (e.g., prohibition of alcohol and pornography); others are reasonable guidelines based on general biblical principles (e.g., hair standards). Still others are issued in order to assist the smooth operation of the school (e.g., no talking in class).
4. All of these rules have a definite purpose, whether to enable the students to abstain from worldliness or to facilitate decency and order.

Goal of Discipline

The biblical goal of discipline is repentance and restoration. The Bible gives us the mandate to do all things “decently and in order.” Therefore, it is necessary to develop self-discipline in the lives of our students that they might grow and mature in their Biblical convictions of right behavior. When inappropriate behavior occurs, discipline will be used to bring a student to the point of repentance and restoration. Repentance and restoration, however, do not mean there will be no consequences. Parents will be kept informed of disciplinary proceedings, primarily through RenWeb.

Code of Conduct

1. No student will be admitted to, or retained in, the school who engages in openly unscriptural, immoral, or worldly practices. This includes, but is not restricted to the use of tobacco, illicit drugs, narcotics, alcoholic beverages, evil language, pornographic or lewd materials (verbal or written), and involvement in vandalism.
2. Students are to show proper respect for all authority. This extends to administration, faculty, staff, custodial staff, coaches, bus drivers, substitute teachers, teachers' aides, or any other person acting in an official capacity with the school.
3. In the classroom, students are expected to be prepared and on time for each class. They are not to talk or be out

of their seats without permission. They are to conduct themselves in a non-distracting manner.

4. As Christians, students are to exhibit the utmost unselfishness and kindness toward their fellow students. Courtesy and proper deportment are to be the rule rather than the exception.
5. Students are to exhibit proper conduct toward the opposite sex. Holding hands and other forms of physical contact between the sexes are not permitted.
6. No student is to express approval of, promote, or participate in any form of homosexuality, bisexuality, lesbianism, or transsexualism. All student dress must be in character to the gender of their natural birth.
7. Certain questionable items are not to be brought to school. These include: MP3 players or any entertainment electronics, playing cards, dice, knives, or any other object which could be used as a weapon, explosives, magazines, song lyrics, pop culture items or any other items that are considered offensive by the administration. Books brought to school for personal reading are subject to examination by the administration and the English department.
8. Students are to demonstrate such common Christian virtues as honesty, self-control, deference, promptness, orderliness, and submission.
9. Other general rules include the following:
 - a. No petitions are to be circulated.
 - b. No running or horseplay in the buildings.
 - c. No gum chewing at any time in the buildings.
 - d. Students are not to be in restricted areas without permission.
10. Any student who is guilty of violating rules during the senior trip or who is sent home for those infractions will forfeit his privilege of participating in commencement.

All students in grades 7—12 must annually sign a Standard of Conduct sheet as a pre-requisite to enrollment.

Tally System

1. The tally system is a means of communication between the teacher and the parent and not meant to be the actual punishment for the infraction. Although it is normal for children to view any discipline system negatively, the purpose of our tallies is to provide parents with a “picture” of their child’s week at school. Sweethaven Christian Academy understands that because parents know their children better than anyone else, and that it is a Biblical mandate that the parents discipline their children, the goal of tallies is to communicate with parents. Tallies are intended to give you, the parent, a simple but clear picture of any behaviors or actions that your child is struggling with. The seven different types of tallies effectively cover the range of a child’s behavior.
2. Good fruits (Galatians 5:22), the opposite of a tally, reward children for right behavior. Sweethaven aims to emphasize the positive over the negative, so we encourage parents to reward their children for the good fruits earned.
3. The weekly tally notice lets parents know what tallies were earned throughout the week as well as the number of good fruits. This notice needs to be signed and returned to the teacher each week. A conference with the teacher may be required as demerits are issued.

Tally/Demerit Disciplinary Measures

1. K-5 through 2nd Grades
 - a. 6 tallies in one day – 1 demerit
 - b. 10 tallies in a week – 1 demerit
2. 3rd – 4th Grades
 - a. 4 tallies in one day – 1 demerit

- b. 8 tallies in a week – 1 demerit
- 3. 5th Grade
 - a. 3 tallies in one day – 1 demerit
 - b. 6 tallies in a week – 1 demerit

Consequences

1. 3 demerits – Parent conference with teacher and principal
2. 4 demerits – In-School Suspension
3. 5 demerits – Parent conference with Administrator
4. 6 demerits – Out-of-School Suspension
5. 7 demerits – Possible expulsion

How I Act Tally Description

Hullabaloo – (yellow tally) unnecessary noises, distracting behavior

Out of order – (orange tally) not following set procedures, not raising hand, getting out of seat without permission

Work not in – (green tally) unsigned communication, unfinished or missing homework, not being prepared for class or P.E. (including P.E. uni forms)

Intentional disobedience – (red tally) automatic demerit!!

Attitude lacking – (lt. blue tally) wrong attitude expressed orally by body language or facial expression

Courtesy lacking – (dk. blue tally) unkindness to others, selfish actions, talking unkindly behind other's backs, etc.

Talking – (pink tally) talking or any other communication without permission

After School Detention

Students may be issued after school detentions for repeated behavior or major infractions.

Suspensions

SCA operates two types of suspensions:

1. In-School-Suspension (ISS)—a student who is issued an ISS will be assigned to a suspension area and will be supervised by a teacher or a staff member. The student is responsible to make up all work missed during the period of suspension.
2. Out-of-School-Suspension (OSS)—a student who is issued an OSS is not to be on school grounds or attend any school activities. The days missed will be considered unexcused absences. The student will receive a “0” for all work missed during the period of suspension.
3. Students who receive either type of suspension will not be allowed to attend any school activity that evening. This includes, but is not limited to, any athletic or social event that is school-sponsored.

Probation

Probation gives a student an opportunity to correct his deficiencies. Students may be placed on academic, attendance, or disciplinary probation. If probation is deemed necessary, a probation contract will state the conditions for continued enrollment and will be signed by the student, parent, and administration. If a student does not improve to a satisfactory level, he or she may be suspended or asked to withdraw from SCA. The administrator reserves the right to dismiss any student not in compliance with the academic, attendance, or disciplinary standards of Sweethaven Christian Academy.

Expulsions

A student may be expelled from SCA if at any time he is found to be guilty of serious violations of the guidelines of the school, or if he/she exhibits a spirit of contempt or rebellion toward the school or personnel. Any student who has been expelled by the school or whose withdrawal has been requested by the school is not to be on school grounds and will not be permitted to attend any school sponsored activity, social or athletic, without

expressed permission of the administrator in advance of the activity by the administration.

CARE OF SCHOOL PROPERTY

Sweethaven Christian Academy is considered to be God's property. Respect for the appearance and care of the school is a part of the Christian testimony presented by SCA. We all need to work together in keeping our campus neat and orderly.

Practical jokes involving school property are in poor taste and offenders will be dealt with accordingly.

Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined.

PHONES AND ELECTRONIC DEVICES

All students who carry cellular phones must have them turned off during the school day from the time of arrival to the time of leaving the campus. They must remain off and in their locker. If they are found outside the locker, whether in use or not, they will be confiscated. A parent will need to come to the office to pick up the device and the student will lose the privilege of bringing it back on campus. All students with cell phones must fill out a "Cell Phone" form at the beginning of each year.

If a parent needs to contact a child during the school day, please call the school office and someone will see that the message is given to the student in a timely manner.

Students are not permitted to use the phones during the school day. If a student becomes ill or needs to go home, the parent will be called by the school office. SCA will not allow students to call home for "forgotten" items.

Electronic Devices

No MP3 players, portable game devices, portable video players, etc., are permitted. This includes at any SCA sponsored school function such as athletic events, field trips, or after school activities. If they are found, whether they are in use or not, they will be confiscated. A parent will need to come to the office to pick up the device.

PROBLEM SOLVING

As we strive to resolve issues in a Godly way, we want you to find that you are treated by our administration and staff in a discreet and professional manner. We respectfully ask that you do the same. Before approaching someone while you are upset, please consider that there are two sides to every story. Endeavor to hear and evaluate both before making a judgment, and refrain from approaching anyone not directly involved. If we all abide by these principles, we will certainly be able to solve problems in a way that will honor the Lord and preserve a relationship of mutual respect. We are confident that God will bless our efforts to treat each other the way we ourselves desire to be treated.

ADMINISTRATIVE OFFICES

Our administrator and assistant administrator are available to discuss your concerns regarding school policies or school personnel. Appointments can be made by calling 484-4082.

LOST AND FOUND

The lost and found department of the school is operated from the school office. At the end of each month, all items that have not been picked up will then become the property of the school and will be disposed of.

VISITING STUDENTS

Former students who have left Sweethaven to attend another school are not permitted to visit on school property during school hours.

Prospective students are welcome to visit SCA. Parents of prospective students should make arrangements in advance of the visit. The administration would appreciate visiting students conforming as much as possible to Sweethaven Christian Academy's dress code.

DRESS CODE

Sweethaven seeks to support the instruction of young people in such virtues as modesty and propriety. We consider dress standards to be an important means toward that end. It is our goal to teach proper dress habits for appropriate activities. These activities include school instruction, athletic contests, special events, and formal banquets.

Our dress should reflect our Christian walk and character. Our outward appearance is a reflection of our hearts and minds. It is the desire of this school to encourage all teachers and students to magnify Christ in the wearing of clothing which displays decency and modesty. SCA does not condemn styles or trends, but for the ease of enforcement, must maintain a standardized dress code.

Since styles and fashion fads change rapidly in our society, SCA reserves the right to adopt and enforce appropriate dress code standards not specified in this dress code. The Administrator will have the final decision concerning any questionable clothing worn by a student. SCA reserves the right to require any student dressed unacceptably to change clothing before attending classes.

All students shall conform to the dress standards of SCA as enforced by the administration. The standards stated below

should not be considered exhaustive, but are examples of the type of standards that will be upheld at the school.

Student dress should not draw attention to one's self or cause a distraction to others. Styles promoted by secular rock groups (gothic, punk, grunge, etc.) are not to be worn.

All students will be dressed in **the approved school uniform wardrobe**. Wardrobe clothing must be ordered or bought through a pre-approved supplier or store. This is to ensure uniformity and neatness. Uniform details and catalogs are available at the school office.

All students must also purchase a Sweethaven activity uniform. Kindergarten through 2nd grade students wear their P.E. uniforms to school. 3rd through 6th grade students bring their P.E. uniforms to school and change before their P.E. class. This uniform consists of SCA's P.E. shorts and the T-shirt. Students not taking P.E. must take special care to make sure they order their activity uniform. This uniform will be required dress code for special activities such as retreats, picnics, etc.

Boys

All dress code rules are in effect during the regular school day, anytime a student is on school property, and at all school-sponsored functions such as field trips. Any change in dress code requirements for a particular activity will be announced well in advance of the activity.

Pants: Uniform pants are to be worn at the waist with a belt – NOT below the hips. Simple black or brown belts are required with no noticeable designs or studding.

Shirts: Uniform shirts must be tucked in at all times. Button down uniform shirt and tie are required on chapel days.

Footwear: Socks are to be worn at all times. Sandals or clog style footwear are not acceptable. Light-up shoes are also prohibited.

Jewelry: Boys are not permitted to wear bracelets or necklaces. Facial, nose, tongue, or ear piercing is not acceptable. Boys are limited to one ring and one watch.

Haircuts: Hair must be cut neatly to lie off the collar and ears, and trimmed so it does not hang in the eyes. Extreme fad styles, coloring, razor design cuts, or braiding are not permitted. Boys may cut their hair as short as they like, but NO portion of the head may be shaved.

Facial Hair: Boys must be clean-shaven at all times. Facial hair is not permitted.

Tattoos: Tattoos are not acceptable. If a student is accepted to SCA and already has a tattoo, it must be covered at all times. Students are never to show, promote, or discuss their tattoos with other students.

Outerwear: Heavy coats or other garments designed for outerwear may be worn to school, but should not be worn in the classroom during school hours. We suggest that a uniform sweater or jacket be kept in the locker to be used on cooler days.

Girls

All dress code rules are in effect during the regular school day, anytime a student is on school property, and at all school-sponsored functions such as field trips. Any change in dress code requirements for a particular activity will be announced well in advance of the activity.

Skirts: Uniform skirts are to be worn with a simple black or brown belt. The length must completely cover the knee while standing.

Shirts: Uniform shirts are to be tucked in at all times.

Footwear: Casual or dress style shoes are to be worn. Clogs or open shoes without a heel strap are not to be worn. High-heeled shoes should not be of the spiked style and no more than 3” high. Light-up shoes are also prohibited.

Jewelry: Fad or distracting jewelry should not be worn. Earrings should not dangle more than 2". Excessive piercing is considered distracting. Two (2) holes at the most in each ear will be permitted. Facial, nose or tongue piercing is not acceptable.

Hair: Fad styles, such as spiked, razor cuts, stripes, or extreme designs or coloring are not permitted. Hair should be styled so it does not hang over or in the eyes, or cause a distraction to others. Highlighting must be of natural color only.

Tattoos: Tattoos are not acceptable. If a student is accepted to SCA and already has a tattoo, it must be covered at all times. Students are never to show, promote, or discuss their tattoos with other students.

Outerwear: Heavy coats or other garments designed for outerwear may be worn to school, but should not be worn in the classroom during school hours. We suggest that a uniform sweater or jacket be kept in the locker to be used on cooler days.

Dress code infractions

Students who are in violation of the dress code in a manner that cannot be remedied immediately will receive 2 demerits and be removed from class until they are brought a change of clothes or picked up. If they are taken home at that point, the remainder of the day will be considered an unexcused absence.

DRESS - DOWN GUIDELINES

The following are guidelines to use for all athletic events and pre-announced dress - down activities:

1. Student's appearance should be neat and kempt.
2. No clothing should be worn that identifies with any anti-God or anti-authority group, person, or idea. Examples would include Rock, Rap, Grunge, Goth, studded belts, chains, etc.

3. Shirts may have writing on them, but that writing must not be negative or offensive in the opinion of Sweethaven Christian Academy's administration. Pants should not have any noticeable writing on them.
4. No jeans, shorts, or capris may be worn at all!
5. No hats may be worn at all unless specified otherwise!
6. Students may not wear an all-black outfit. Either the entire pants or shirt must be of a different color from black.
7. The girls may choose to wear pants; however they must be loose-fitting and not of the 'legging' style. Pants may not be tucked into boots or any other article of clothing. All skirt lengths must completely cover the knee while standing.
8. "Dress-Down Days" applies only to clothing. All other dress guidelines from the handbook still apply.

The administration will have the final decision as to the appropriateness of any dress or appearance.

FINANCIAL INFORMATION

Tuition and Fees

1. The tuition rates at SCA are reasonable when comparing both locally and statewide. We do so to make Christian education available to families who desire it for their children. The school does not receive governmental assistance and is not endowed or supported by outside organizations. Prompt payment of tuition is vital and essential to the organization of SCA.
2. All parents are required to set up an online account with FACTS Tuition Management through our website, www.sweethavenchristian.org. Parents may choose from one (1) of four (4) payment plans starting in August each year:
 - a. 10 monthly payments - \$50 fee
 - b. 20 twice monthly payments - \$50 fee
 - c. 2 semester payments - \$10 fee
 - d. 1 payment in full (due August 1) – no fee

3. Payments will be automatically withdrawn from the bank account on the selected date(s) each month. Payments may also be made by credit card but will be charged a 2.5% convenience fee.
4. Late payments will be charged a late fee and may also be subject to overdraft fees.
5. The business office will still retain full control and final authority with all parent accounts.
6. All student accounts must be current before semester and final exams are given. No school records will be released for any student when there is a balance owed on the student account. If compliance with our financial policy becomes impossible, you must contact the business office for administrative review of your account. Any correspondence concerning payment of accounts must be submitted in advance of a 15 day delinquent account. If you anticipate a problem, please submit your request before your child is kept from class. Each request must contain a plan for payment of the past due balance. Delinquent accounts are uncomfortable for everyone. Please understand our need to enforce our financial policy.

VOLUNTEERS

Parents who are able to volunteer their services are greatly appreciated. For those who can assist in the classroom with reading, singing, playing games, sharing cultural backgrounds and customs, and field trips, please contact the office or classroom teacher. Volunteers are also needed in our elementary lunchroom to help during the serving time. All volunteers are asked to abide by our school dress code.

WITHDRAWAL FROM SCHOOL

Students and parents must remain in full agreement with the policies and procedures of Sweethaven Christian Academy. If at any time it becomes evident that agreement is not there,

withdrawal from school is expected. Any student who has withdrawn because of philosophy differences will not be eligible for re-enrollment.

Withdrawal from school must be made by the parent or guardian in person. This is to be done in the school office. A \$500 withdrawal fee will be charged. A “Withdrawal Form” must be completed in full by the parent, student and school personnel and approved by the administration in order for the family to be **released from the financial contract. Records will not be** released until all financial obligations are paid and all textbooks/materials belonging to the school have been returned.

No refunds will be made on the registration, facility, or book fees.

FUTURE POLICIES

Sweethaven Christian Academy reserves the right to further refine present policies and/or to establish new policies that would be deemed necessary and appropriate in the future.

We intend to maintain a Christ-centered school where learning and character development is defined and takes place. We will take all measures necessary to see that this is accomplished on an uninterrupted basis.

The administration shall have the final say in all policies and procedures.