



***Parent/Student Handbook
2019-2020 School Year***

***Mohammad Haleem, Administrator
Alicia Allen-Haleem, Administrator and Lead Instructor***

***4423 Wilson's Mills Rd
Smithfield, NC 27577
Office: 919-934-1484
Fax: 919-934-5499
starchristianacademy@gmail.com
www.starchristianacademy.net***

This page intentionally left blank

Table of Contents

Introductio	n	6
History of Star Christian Academy	7	
Mission and Vision	7	
Philosophy of Education	8	
Admissions		8
New Student Application Process	9	
Admission Requirements	9	
Withdrawal	9	
Dismissal	9	
Finances		10
Financial Responsibilities	10	
Tuition and Fees	10	
Attendance		10
Absences	11	
Tardiness	11	
Truancy	12	
Closed Campus	12	
Philosophy of Discipline		12
General Policies	13	
Classroom Policies (K---12)	13	
Four Fundamental Rules	13	
Discipline System for Students		14
Discipline Levels	14	
Prayerful Consideration (6-12)	15	
Bullying Policy		15
Dress Code for Students		16
General Guidelines for Dress Code	16	
Girl's Dress Code Guidelines	17	
Boy's General Dress Guidelines	17	
"Casual Friday" Dress Guideline	17	
Boy-Girl Relationships	18	
Additional Student Responsibilities	19	
Pledges		19
Lost and Found	20	
Sexting Policy	20	
Policy on Web Sites/Social Media	20	
Telephones	20	
Books	20	
Toys and Games	21	
Academics		21
Philosophy of Curriculum	21	
Confidential Records	21	
Academic Policies	22	
Grading Scale	22	
Honor Roll and Principal's List	22	

Report Cards/Mid-Quarter Grade Reports	22	
PSAT/SAT/ACT Testing	22	
Promotion/Retention (Elementary)	22	
Promotion/Retention (Middle)		22
Academic Probation	23	
Graduation Requirements		23
Dual Credit Courses	24	
Classification Requirements (High School)	24	
Field Trips/Special Events		24
School Closings/Emergencies	24	
Inclement Weather Policy	24	
Emergencies	25	
Emergency Closing and Early Dismissal Procedure	25	
Illness/Medication		25
Student Medication	25	
Accident and Injury Reports	25	
School Hours		26
Driving Pattern	26	
Student Drivers/Student Parking (High School)	27	
Lunch Program/Dining Off Campus Policy		27
Parent-School Relationship		28
Statement of Cooperation	28	
Dispute and Resolution Procedures	28	
Parent-Teacher Conferences	29	
Mandatory Volunteer Hours	29	
Fund Raiser/School Projects	29	
School Community Outreach	29	
Photo Release	29	
Donations	29	

Academy Theme Verse

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

Academy Motto

“Achieving Excellence Together”

Academy Colors

Red and Gold

Mascot

Golden Tigers

Introduction

Dear Parents and Students:

We wish to extend to you a warm welcome to Star Christian Academy. As we begin the school year at SCA, we are deeply committed to making a positive and eternal difference in the lives of your children. We will accomplish this commitment by setting high academic expectations for all children and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations for all students, and engaging the community, it is our goal at Star Christian Academy that all of our graduates become college or career ready. It is wonderful that God has brought us together in this great adventure in learning. Our school is dedicated to providing an educational program that upholds a standard of academic excellence with its foundation firmly based on God's Word, the Bible.

The training of our children spiritually, morally, and academically is of the utmost importance and is our ultimate objective. We believe that a good relationship between the school and the home is paramount. This relationship helps insure a successful school experience for each student. As the administrator, I have an open door policy for staff, students, and parents in order to build a high level of trust and positive relationships.

This handbook is a compilation of standards, procedures, and guidelines by which our school operates which reflects the philosophy of this school. Let's ask the Lord to bless our work together – that all our efforts may serve to bring Him much glory.

Mohammad Haleem

Mohammad Haleem

SCA School Administrator

The History of “Star Christian Academy”

Star Christian was established in 2013 and was organized on the foundational belief that all children can and will learn, if it is expected of them. “If you expect little, you get little! We expect great, and we get great!”

To achieve its mission, the top priority of “Star Christian” is to offer ongoing and proactive assessment of students’ academic/learning needs. After assessment, “Star Christian” strives to deliver the appropriate help and resources to meet these needs during after school tutoring sessions and during class time at Star Christian Academy.

The target audience of “Star Christian” is primary and secondary school students. By offering quality tutoring, mentoring, and nurturing, Star Christian Academy has proven that long-term, positive relationships can be formed and bridges can be built between family, church and community!

At “Star Christian” all children are motivated and encouraged to learn. Through the tried and proven methods of Educational Leaders, children are discovering learning skills that they have not before experienced. With these methods, children are finding that learning can be fun and exciting!

Mission Statement

“Star Christian” is dedicated to providing quality educational instruction and spiritual guidance for all children, regardless of race or nationality! We are nurturers and mentors, as well as educators! It is our steadfast belief that all children can and will learn! This belief empowers us to truly make a difference in the lives and relationships of families! It is the belief of all “Star Christian” staff members and volunteers that Jesus Christ is Lord! Therefore, it is our mission to be spiritual leaders and educators to all children!

The Vision of “Star Christian”

When you enter the campus “Star Christian”, you are welcomed by a unified group of warm, caring people. As you walk through the building, you can sense a learning collaboration among faculty, staff and students. It is apparent that students and all staff share a commitment to excellence through the leading of God’s spirit. It is evident that the facility holds high expectations, student interaction, as well as parent and community involvement.

Effective social skills and ethical evaluations permeate the atmosphere as students interact with others. You see students actively involved in decision-making as it relates to the school environment and learning process. Self-esteem is nurtured through successful endeavors, taking responsibility for others by caring and sharing, and acceptance of others’ differences.

Students are self-disciplined. They are able to make correct choices and are able to handle the responsibility that freedom brings with it. They recognize the importance of remaining life-long learners and being contributing members of their society.

There are no disabilities here! Everyone is whole and viewed as one with mankind and with God, the Creator of all. No child is greater than another, but truly equal. No learning style is better than another, but each individual learning style is viewed as a gift from God.

There are no children left behind! They are all together, each in his own space, each at his own time. We have been found to be faithful by God and so He has called us to serve His children! They wait patiently for our guidance and instructions. They are here now, for such a time as this! We are answering the call!

Philosophy of Education

We support parents that teach their children morals, such as truthfulness, purity, honesty, patriotism, and faithfulness. Every subject is taught in light of Biblical truth. We accept God's Word as the final authority.

Students are expected to conduct themselves properly and with due consideration for others at all times. They are expected to be familiar with and abide by the rules and policies in the student handbook, including rules regarding academic honesty and the use of school property. A student suspected of academic dishonesty in any form is subject to review and disciplinary action by the Administrator. Students who do not comply with these rules and policies are subject to disciplinary action, which may include required withdrawal from school. **No tuition or fees are refunded to students who are required to withdraw from school.**

Admissions

Star Christian Academy is not for every student. It is only for those who can meet the academic standards and abide by all of the requirements that are set forth by the school. Without faithful cooperation from the parent concerning this matter, a student will likely experience difficulty in the educational process of Star Christian Academy.

Star Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student dress, conduct, cleanliness, and scholarship. **The school maintains the right to refuse admittance to anyone it chooses and to suspend or withdraw any student who violates, on or off campus, the standards set down in the Student/Parent Handbook or other rules of conduct as defined by the administration.**

It is understood that attendance at Star Christian Academy is a privilege and not a right which may be forfeited by any student who does not conform to the standards and regulations of the institution. **SCA may request the withdrawal of any student at any time, who, in the opinion of the Academy, does not fit into the spirit of the school, regardless of whether or not he/she conforms to the specific rules and regulations of the Academy.** All paperwork, including medical records, must be up-to-date before the child is allowed to attend class

New Student Application Process

1. Set up a tour of the campus.
2. Complete all sections of the application for enrollment including parent/guardian signature.
3. Parent/student interview with the school administrator.
4. Complete a scheduled academic placement test.
5. Present the following information about the student(s): birth certificate, most recent immunization records, current copy of notarized custody documentation (if applicable), current IEP or Educational Evaluation (if applicable), most recent report card, most recent SAT, CAT, Terra Nova 3, IBTS, or NC EOG result.
6. After assessing all of the information and every required step is complete, the administrator will notify the parent by a letter with the acceptance decision.

Admission Requirements

1. The student application for enrollment or re-enrollment for all grades must be completed in full and submitted to the school office before a student will be considered for enrollment.
2. New students entering grades 1-12 will have a personal interview with the principal along with the applicant's parents. Students in grades 7-12 will be asked to complete a student questionnaire.
3. The final decision for admitting students will be determined by the principal. After the interview and decision of the principal, confirmation of acceptance will be sent to the parents.
4. All new students (1-12) enrolling for the first time at Star Christian Academy will be given an entrance exam to establish an academic baseline standard.

Withdrawal

In the event a parent chooses to withdraw a student from school, it is requested that it be done in person in the school office. The following procedure must take place in order for records to be released to another school:

1. All tuition, book fees, and all other fees must be paid in full. All rented textbooks, library books, uniforms, and school property must be returned in satisfactory condition.
2. Should a student be withdrawn during the school year, tuition will be prorated for the amount of time a student was enrolled.
3. We reserve the right to withhold report cards and student records until all financial obligations are met.
4. The withdrawal fee must be paid before any transcript is released.
5. School records will be mailed to the new school upon written request.
6. After acceptance of admittance to SCA between enrollment and June 30th of the current year, there is no withdrawal fee. Between July 1st and August 1st there is a \$200 withdrawal fee. After August 1st, the family is responsible for the \$200 withdrawal fee and tuition (prorated by the marking period). Admissions application/registration/re-enrollment/resource fees are not refundable for any reason.

Dismissal

In the event a student is asked to withdraw, or he/she has been dismissed or expelled, that student is expected to comply with the following regulations:

1. He/she will not be allowed to attend school functions during the duration of the dismissal.
2. He/she is not allowed on the school grounds unless he has official business.
3. Dismissal from SCA will be an administrative decision based on relevant circumstances.

4. Students who have been expelled or dismissed may reapply for admission after a nine months absence.

Finances

Financial Responsibilities

The registration fee is due when the application is submitted at the time of enrollment. An interview will be scheduled soon after any new student application is processed. The registration fee is non-refundable. Tuition is paid by two methods: payment in full (semester/year) or in monthly payments through a bank-draft system. Failure to pay school payments will result in the following:

1. SCA will hold all diplomas, report cards, and transcripts until all delinquent accounts have been paid in full.
2. Students transferring to another school will not receive their transcripts and student records until all balances have been paid in full.
3. Parents will not be eligible to enroll their child(ren) at SCA for the next school year until all unpaid balances have been paid in full. Should a student withdraw or be dismissed during the school year, we will prorate tuition through the last month they attend. Book fees and all other fees are non---refundable and will not be prorated or returned.

Tuition and Fees

Registration fee for all grades K-12: \$500

(Includes books, Technology Fee, and Testing)

Grades K – 12: \$370 per month

Exceptional Students

Grades K – 12: \$750 per month

Additional Fees

Parents will be notified of additional fees well in advance for such field trips, events, etc. There are additional fees for graduating seniors for caps/gowns, etc.

Attendance

“The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the public school to which the child is (would be) assigned is in session.

This minimum standard required under state law includes both excused and unexcused absences. The law also applies to children under age 7 if they are enrolled in a school. Excessive absences and tardiness will not be tolerated.

1. A student must attend school three and one half hours to be counted presented for the day.
2. Excessive tardiness will place the student’s promotion in jeopardy.
3. Three times tardy to school equal an unexcused absence.
4. If a student is absent more than fifteen days during the year their promotion to the next grade is jeopardized.
5. An absence from school may be excused for the following reasons
 - a. Illness or injury prevents the student from being physically able to attend.
 - b. The student has a communicable disease.

- c. The student is absent due to the death of an immediate family member.
- d. The student has a medical or dental appointment and returns with a note from the doctor administering treatment.
- e. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel, (GS 115C-379).

Absences

After an absence, a note must be written and signed by a parent/guardian and given to the homeroom teacher. If an absence is excused, the child will be permitted to make up work. If an absence is not excused, the child will not receive full credit for make-up work.

The following are examples of **EXCUSED** absences

- Sickness
- Death in family or emergency
- Doctor appointments (However, we strongly urge you to schedule visits either after school or on Saturday.)
- Family trips (only if checked out by teacher(s) ahead of time and approved by principal)

The following are examples of **UNEXCUSED** absences:

- Truancy
- Out-of-school suspension
- Missing a ride to school
- Trips not approved in ADVANCE
- Shopping
- Gainful employment (unless approved by the Administrator)
- Alarm failure (but not including power failure)
- Entertaining visiting friends or relatives
- Running out of gas

NOTE: Family Vacation Trips (Up to 5 school days per school year) are excusable provided they are known and approved by the principal and teachers at least one full week prior to the planned absence. This is a team effort, and there must be good communication and cooperation between the home and the school. The 10 days should include any and all visits to colleges and universities. A letter or other verification is acceptable to verify a visit. A student missing more than twenty (20) days of school will be retained. The only exception to this will be for medical reasons, and the student must have satisfactory work in all subjects. Parents are asked to provide doctor's excuses to verify excessive absences that may cause the student to meet or exceed the limit of twenty days. Limit – Any student that misses 10 days in a single semester or more than 20 days during the entire school year in any class will not receive credit for that class regardless of the grade he/she earns. An arrangement to make up missing days over twenty will be made near the end of the school year. There will be a charge for make---up days, based on the number of days needed.

Tardiness

It is important that our students learn good character traits. One important trait is **PROMPTNESS** in coming to school. Students arriving after 8:00 a.m. will need to be signed in by a parent. Tardiness affects everyone in the classroom. Our teachers are instructed to start class promptly at 8:00 a.m. Therefore, this is not a good time for a parent to have a conversation with the teacher. Please observe this policy and schedule a convenient time for the both of you. All tardies and early dismissals are considered unexcused except for illness, medical appointments, family bereavement, and approved

family trips with prior notice and arrangements. Three unexcused tardies or unexcused early dismissals are considered excessive if occurring in one calendar month.

Truancy

A student is truant if:

1. He is absent without a parent's consent.
2. He leaves school without permission.
3. He leaves school at lunch without permission.
4. He is absent from class without permission.
5. He arrives to school but does not attend class.

Closed Campus

Students are not permitted to leave campus under any circumstances unless the student has permission from the school office or principal. A written request from the parent is necessary to receive permission to leave campus for any reason. A student is considered on campus when he is dropped off or touches school property. Leaving the campus without permission will impose serious punitive measures. The person may receive demerits, be suspended, or expelled depending upon the underlying reason.

Philosophy of Discipline

Discipline is a balance of love and control. Discipline and order are necessary to the traditional educational process. Our faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions. It is our philosophy that if a teacher is to be respected by his/her students, that teacher must have authority to handle matters of discipline.

Discipline is an essential part of a Christian life and necessary for academy success. It is only through proper discipline and self-control that a Christian can achieve God's will and purpose in his/her life. This begins at a very young age.

Discipline of students is a joint effort and responsibility between parents, teachers and one's community. Parents who cannot support this policy of discipline at SCA should withdraw their child from the school.

It is the policy of SCA to provide alternatives to spanking as a way of discipline. After meeting with parents, a form of disciplinary measure will be selected for misconduct. Some examples of alternative methods may include: extra assignments, students not being allowed to attend field trips, work duties at the school, etc. If these methods fail to correct the inappropriate behavior, students may be forced to withdraw or suspended. Parents will be notified in advance of extreme measures such as corporal punishment and asked to witness if they like.

All SCA students are expected to conduct him/herself in a Christ like manner. This includes times when he/she may disagree with a decision or action taken by a teacher or administrator. Complaining, "Back talking" and/or disrespectful attitude are inappropriate. All SCA students are required to respect God, faculty and staff, as well as other students and their property. Students are also encouraged to respect themselves.

Discipline should be administered in love, counseling, and understanding. Our faculty has each child's interest at heart and loves each one. We do not want a reputation of being extremely harsh disciplinarians, but neither do we want to be known as being an overly passive school. Love is the basis for all discipline at Star Christian Academy. It is our aim not only to bring each child to his full potential academically, but also to teach our children the meaning of good character and responsibility. We ask our parents to exercise confidence in the judgment of the teachers in the matters of discipline. We need full support from all of our parents.

Violations May Result in Corporal Punishment, Suspensions and/or Forced Withdrawals:

General Policies

1. Students are **NOT** allowed to have cell phones on school property. In the event of an emergency school staff makes necessary phone calls! Students will not be allowed to make personal calls on school phones! Three written warnings will result in suspension.
2. Radios, tapes, CD players, "Game Boys," laser lights, or any electronic device should only be brought to school when special permission has been given.
3. Lying, cheating, racist language, harassment and disrespect of authority are forbidden traits and will be dealt with seriously.
4. Gum and candy are not allowed before, during or after school except with the permission of staff.
5. No student shall possess, use, transmit, or be under the influence of any tobacco, electronic cigarettes, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, or any alcoholic beverage. Such possession shall result in immediate termination from SCA.
6. A student may be searched if there are reasonable grounds or probable cause that will turn up evidence that a student has violated the law or the rules of SCA. If it is determined that a more intrusive search is needed, parents and/or police may be called. Periodic book bag searches may be conducted at any time, without warning.
7. Damage to school materials, (text books, etc.) will be charged to tuition and report cards will not be released until fees are paid.

Classroom Policies (K-12)

We believe that training must begin at home and be reinforced at school. Therefore, there are certain standards that we expect our students to follow:

- Always say, "Yes/Yes Sir," or "No/No Sir"; "Yes/Yes Ma'am," or "No/No Ma'am." Never say, "yeah" or "what" or "huh."
- Sit straight and tall in the seat, back against the lower part of chair, feet in front of the chair, not in the aisle.
- Students are never to turn around to talk to others. Eyes are to remain toward the front of the class or toward the teacher.
- No talking or blurting out in class. Permission to speak must be received by raising your hand and being recognized by the teacher.
- Gripping is not allowed. Any student heard griping will be disciplined immediately.
- No disorderly conduct, goofing off, or horseplay is allowed in any part of the school. This is not conducive to Christian character and leads to destruction of property or conflicts.

Four Fundamental Rules:

1. No student will be out of their seat without permission.

2. No student will speak in class without permission.
3. Students will always address and reply to teachers and other adults with utmost respect.
4. Students will always respect each other.

Discipline System for Students

It is SCA's desire and goal to have a discipline system that is fair, consistent, seasoned with love, yet is firm enough for students to recognize the severity of an offense and not repeat it. Parents are asked to take an active part in the discipline system by talking to their child(ren) of the expectations at SCA.

When misbehavior or other infraction of school/classroom standards occurs, a teacher or staff member may verbally correct the problem, conference with the student and/or parents, assign an after-school detention (ASD) or issue a Discipline Referral Slip (DRS). In certain situations, the administration may issue an In-School Suspension (ISS), an Out-of-School Suspension (OSS), or if necessary request that the parents to withdraw the student.

After School Detentions

A student may be assigned a one-hour detention for any "minor" infraction of the school/classroom standards. It is the responsibility of the student to have his parent sign the ASD notice and return it the next school day.

- o Detention hall will run from 3:15 to 4:15 p.m. each Wednesday that school is in session; parents will be responsible for picking up their child from school when he/she is serving an ASD.
- o A student will serve the detention on the Wednesday following the day it was issued.
- o Students must bring homework to allow their time in detention to be productive.
- o Students who do not bring homework will be given an assignment to make their time productive.

Attendance in ASD is not optional, it is mandatory, and will supersede any other SCA event such as athletic practice, games, rehearsals, or other after school activity. Absence from ASD will trigger an additional ASD where both detentions have to be served on two consecutive Wednesday's. A detention may only be rescheduled for medical reasons and will require a doctor's note. If detentions are not served, it will result in one out of school suspension per occurrence.

No more than three detentions should be accumulated by a student per semester

- o On the fourth ASD that a student receives, a Discipline Referral Slip (DRS) and one day of Out of School Suspension will be assigned.
- o In the event that a student receives eight ASD's in a school year, this is an indication that the ASD and DRS system is not working to help the student and therefore on-going enrollment at SCA will be conditional and will require the intervention of a certified counselor at the expense of the parent.

Discipline Referral Slip (DRS)

Issuance of a DRS for a "major" infraction of school/classroom standards should be an indicator to the student and parent that the staff member who issued the DRS felt that the situation was serious enough to warrant issuing a DRS and having the involvement of the Principal.

First DRS: Student will be assigned a minimum of two ASD's. The Principal may assign additional consequences at their discretion and the Principal will call the parent(s).

Second DRS: A parent conference is automatically required before the student will be re-admitted to SCA. Student MAY be placed on disciplinary probation which renders him/her ineligible to tryout, practice, or play with school sports teams. Other consequences may also be assigned.

Third DRS: A parent conference is automatically required before the student will be re-admitted to SCA. Student WILL be placed on disciplinary probation which renders him/her ineligible to tryout, practice, or play with school sports teams.

- o A student will automatically be suspended from SCS for up to three days.

- o A third DRS will, in most circumstances, cause the student to forfeit eligibility to return to SCA in the next school year.

Fourth DRS: The student will be withdrawn by the parent(s) or expelled if necessary.

In-School Suspensions

The purpose of an In-School Suspension (ISS) is to remove the student from normal school activity until he/she demonstrates a willingness to conform to school rules.

If a student is becoming characterized by daily disobedience, even in minor things, administration may ask the student to serve a day of ISS.

Students may not participate in athletic games or practice on a day of ISS.

Out-of-School Suspension

The purpose of OSS is to provide time for the parents and student to discuss the goals and direction of SCA and decide what changes in behavior need to occur to ensure the success of their student and the school.

Students are not allowed on campus for the duration of the OSS, including extracurricular activities.

Major tests or assignments may be made up at the discretion of the administration.

Unacceptable Behaviors and Consequences

The purpose of discipline at Star Christian Academy is to teach each student to achieve obedience, respect, and responsibility 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.

Discipline Levels:

Elementary School

Elementary students will accumulate points for inappropriate behavior. Below are the points system and the consequences for the accumulation of points.

“Points”

Not using inside voices-1 point

Running inside-2 points

Sleeping in class-3 points

Name calling-5 points

Talking about others-5 points

Talking back to an adult-10 points

Consequence

Once the children have reached 10 points, there will be a phone call home.

After 3 calls home, there will be a Parent/Teacher Conference.

After the Parent/Teacher Conference and nothing has changed, your child will be suspended for 2 days.

Middle/High School

Behavior that warrants a phone call home or a parent/teacher conference:

- Disrupting others
- Excessive talking
- Not respecting others' property
- Running in the halls or cafeteria
- Off---task behavior
- Unauthorized area in the classroom or on campus
- Unkind behavior or talk
- Not following directions

Behavior that warrants an immediate parent/teacher conference or suspension:

- Fighting
- Bullying
- Disrespect to a staff/faculty member
- Vandalism
- Stealing
- Cheating
- Lying
- Inappropriate body contact with another student.
- Profanity
- Insubordination

Incident	Consequence
First Offense	Warning (verbal or written)
Second Offense	Student conference
Third Offense	Teacher-Parent Conference (principal and student optional)
Fourth Offense	1 Day Suspension
Fifth Offense	3 Day Suspension
Sixth Offense	5 Day Suspension
Seventh Offense	10 Day Suspension

Note: If an offense is not listed, the teacher and/or administration will decide what a fair consequence would be for the offense.

Prayerful Consideration

Each year students are possibly enrolled in SCA whose attitude is not consistent with the spirit of the Academy, yet they may not receive an abundance of demerits. These students are a negative spiritual influence on the student body. In an effort to assist these students, the faculty will be asked to prayerfully evaluate each student. SCA has formed a Juvenile Action Group (JAG), which is a team of SCA staff along with selected stakeholders (parents, friends of the school). At each semester, the administration will meet with those students whom the faculty believes need to show spiritual improvement. If this improvement is not realized, the student may be asked to withdraw from Star Christian Academy; the administration along with the JAG will make this decision jointly. Serious infractions may require that withdrawal from SCA be expedited prior to semester's end; withdrawals will always be decided by the administration and JAG.

Bullying Policy

Star Christian Academy exists to assist parents in the bringing up of their children in a Christian environment, encouraging them to maintain proper relationships with authorities and peers. Parents expect their students to be in an environment that is safe, that is respectful, and where students are encouraged to see relationships as an extension of their relationship with Christ. At SCA, we will not tolerate behavior that infringes on the safety or health, physical or mental, of others.

Below are the key components, forms, reporting, and consequences of bullying.

Key components

1. Repeated – The “target” has been attacked more than once.
2. Imbalance of power – One individual has some type of power advantage over another.
3. Purposeful – a clear intent to harm exists

Forms (Each would include the three key components.)

1. Physical – This action can be pushing, shoving, hitting, kicking, etc., to another person or to their property.
2. Cyber – Cyber---bullying involves harassment and intimidation of a person through the use of technology (email, social networking, instant messaging, texting, etc.).
3. Verbal – This action involves threatening, taunting, ridiculing, and possibly gesturing.
4. Relational – This action may involve other forms, but the intent is to damage an individual’s relationships with others.

Reporting

1. Students or parents may report directly to a teacher or principal.
2. Students or parents must report written or digitally, with a description of the bullying activity and witnesses.
3. A hardcopy file of these reports will be maintained in the principal’s office and will follow the student as he proceeds from one school division to the next.
4. Anonymous reporting that excludes specific details or witnesses will raise administrative awareness, but will not be acted upon unless clear evidence is available to corroborate the report.

Consequences

Based on the severity of the situation, students who are guilty of bullying will face the following disciplinary actions in addition to the stated discipline system:

1. Parent conference with follow-up counseling
2. In-school suspension
3. Out-of-school suspension
4. Expulsion
5. Other actions deemed beneficial by the administration

Dress Code for Students

Star Christian Academy will seek to follow the guidelines established in God’s Word for His people. We believe the Bible establishes at least four minimum standards for Christian dress.

1. Modesty (I. Tim. 2:9, II Tim. 2:22)
2. Distinction which involves men dressing like men and women dressing like women (Deut. 22:5, I Col. 11:14-15)
3. Identification with the Lord and not the world (I Tim. 4:12, Rom. 12:1, 2)

4. Appropriateness (I Cor. 10:31, 1Thess. 5:22)

Although all school clothing may be purchased from French Toast, parents may choose to purchase school clothing from a local retailer. Please familiarize yourself with the specific styles, standards, and colors of our uniform before making a local purchase as all the clothing must conform to the SCA dress code. For example, corduroy fabric is not accepted. The school reserves the right to reject any apparel worn by a student if the styles, standard, color, etc. do not conform. See the French Toast specification and sample page for specifics.

General Guidelines for Dress Code

It is a goal of SCA that the dress and appearance of all students be neat, clean, and appropriate.

- 1. Shirts must be tucked in at all times for all boys.**
2. All clothing must be properly sized and worn modestly.
3. All pants, shorts, skorts must be worn at the waist. Parents will be notified if pants consistently slip off of the child's waist due to improper size.
- 4. If a garment has loops, a belt must be worn (black and brown belt).**
5. Moderate age-appropriate jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards.
6. Hair should be neat, groomed, and appropriate for all activities. No student may have spiked, odd colored hair or any style that is a distraction to the other students. Hair may not draw undue attention to a student.
7. A sloppy and untidy appearance will not be tolerated. No shredded or torn clothing is permitted whether intentionally or unintentionally. Clothing must not be disruptive to the teaching/learning process. Clothing must not draw unusual attention to the person.
- 8. Boys may not wear earrings under any circumstances.**
- 9. Tattoos and body piercings are prohibited.**
10. Star Christian Academy Spirit Shirts are required for all fieldtrips and outreach projects.
11. Reminder: All students **MUST** wear sneakers to P.E. class. Do not bring the sneakers to school to change. Wear them to school. Time will not be given to change shoes.
12. Parents will be notified of any jewelry, hair or clothing styles that are not in keeping with this policy. Students will not be permitted to return to school until the violation is corrected.
- 13. Collared shirts must be worn under sweaters, vests, and sweatshirts.**

It is not possible to lay out all clothing variations, therefore the principal and classroom teacher reserve the right to determine what is inappropriate for the school attire. "Hoodies" are not allowed on during class.

Hair must be combed and cut regularly for boys. Hair that is colored brightly, or in colors not normal, students will be asked to leave campus! Hats may be worn outside but are not allowed to be worn inside of the school. Sleeveless "tank top" shirts for boys are not allowed. Tongue, nose and other body parts other than ears are not allowed by any student. Earring "Spacers" are not allowed! SCA will not be responsible for earrings if they are lost.

Girl's Dress Code Guidelines

1. PANTS/CAPRI'S: Khaki chinos; pleated or flat front (no cargo pants, spandex, stretch, corduroy, or low rise pants)
2. SHORTS: Khaki and Bermuda shorts (proper length available from French Toast, all shorts must be the proper size and be no more than two (2) inches above the top of the knee)

3. **SKORTS/SKIRTS/SCOOTERS:** Khaki; no cargo styles (proper length available from French Toast, all shorts must be the proper size and be no more than two (2) inches above the top of the knee)
4. **SHIRTS:** All shirts are solid colored polos with a knit collar and button center placket in long or short sleeves.
 - a. Approved colors: Any color but red, yellow/gold, black and white are preferred.
 - b. A white or black undershirt may be worn underneath the polo shirt.
5. **SCA SCHOOL SPIRIT SHIRT:** SCA Spirit Shirt (available in short & long sleeve) must be purchased for fieldtrips, outreach projects and school plays.
6. **SHOES:** Sneakers or casual flats. Students need to wear shoes that have flat soles and enclosed both the heel and the top of the foot. The backs of all shoes must be enclosed. The best choice is sneakers. **FLIP-FLOPS, PLATFORMS, HEELS AND HEELY'S ARE NOT ALLOWED.** Tennis shoes **MUST** be worn for P.E. class. (If a student wishes to wear sandals, it must have a strap around the ankles and parents assume all risk if injured)
7. **JEWELRY:** Moderate age-appropriate jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards. No piercing except of the earlobe and no more than two piercings in a single lobe.

Boy's Dress Code Guideline

1. **PANTS/CAPRI'S:** Khaki chinos; pleated or flat front (no cargo pants, spandex, stretch, corduroy, or low rise pants)
2. **SHORTS:** Khaki, Bermuda shorts (proper length available from French Toast, all shorts must be the proper size and be no more than two (2) inches above the top of the knee)
3. **SHIRTS:** All shirts are solid colored polos with a knit collar and button center placket in long or short sleeves.
 - a. Approved colors: Any color but red, yellow/gold, black and white are preferred.
 - b. A white or black undershirt may be worn underneath the polo shirt.
4. **SCA SCHOOL SPIRIT SHIRT:** SCA Spirit Shirt (available in short & long sleeve) must be purchased for fieldtrips, outreach projects and school plays.
5. **SHOES:** Sneakers or casual flats. Students need to wear shoes that have flat soles and enclosed both the heel and the top of the foot. The backs of all shoes must be enclosed. The best choice is sneakers. **FLIP-FLOPS, PLATFORMS, HEELS AND HEELY'S ARE NOT ALLOWED.** Tennis shoes **MUST** be worn for P.E. class. (If a student wishes to wear sandals, it must have a strap around the ankles and parents assume all risk if injured)
6. **Boys may not wear earrings.**

Some of the world's styles are simply unacceptable to the Christian young person seeking God's best for their life. No males shall wear necklaces or earrings of any kind. A good rule of thumb is if it is questionable, refrain from wearing it. Only clothing which is in good taste and worn modestly is permissible. For extracurricular activities, there may be occasions when normal school attire is altered. This decision will be made prior to the activity. Students are not to change into nonconforming dress on church grounds. Those that violate this policy will be asked to contact their parents to bring proper clothing. Boys and girls alike are asked to dress in a neat manner at all times avoiding dress and casual wear that portrays a sloppy demeanor. Star Christian Academy is a Christian school with emphasis on Christian. We fully expect our student body to act and dress as Christians should. The underlying principle is this: "Christ should be seen in all I do, even in my dress and appearance."

"Casual Friday" Dress Code Guidelines

1. All dresses or skirts must be to the mid-knee in length and must maintain this standard throughout the year. No strapless, haltered, or spaghetti strap-style attire is permitted.
2. If a dress or skirt has a slit in it, the slit must not exceed the mid--point of the knee.
3. Low-cut blouses and dresses (in the front and/or the back) are not permitted. Blouses and tops must be long enough to cover the midriff when sitting, standing, and bending over.
4. Sweatshirts may not be worn except in conjunction with other clothing (turtlenecks, collared shirts, etc.)
5. Sleeveless dresses or tops must adequately cover the shoulders (3 inch width minimum). These garments may not be “cut in” on the front or back of the shoulders or expose undergarments.
6. All dresses, shirts, skirts, etc. should at all times be modest, loose-fitting, and never tight. If undergarment lines are visible through the clothing, it is considered too tight.
7. No see--through blouses are permitted, nor is spandex or similar fabrics.
8. No imprinted tops which glorify the world are permitted (including, but not limited to TV, Movies, questionable establishments or products, etc.)
9. If makeup is worn, it should be lightly applied and in good taste. Jewelry should always be moderate in amount.
10. Appropriate shoes must be worn at all times. No flip-flops, sliders, or similar shoes are permitted.
11. Footless tights & leggings are not permitted.
12. T-Shirt styled shirts or sleeveless shirts are permitted (3 inch width minimum) as well as turtlenecks.
13. Pants must be worn pulled up neatly. **SAGGING PANTS WILL NOT BE TOLERATED.**
14. Jeans, sweatpants, jogging pants, and track suits/windsuits are permitted.

THE BOTTOM LINE: Look Neat and Sharp at All Times!

All students must abide by these standards at all school-related activities. Certain standards may be relaxed at the discretion of the administration for extracurricular activities. If so, announcements will be made to that effect.

Students found in violation of these standards that are a result in an immodest situation will be sent to the office until the infraction is corrected. Class privileges and school activities will be revoked until students conform to these standards.

Boy–Girl Relationships

SCA believes that wholesome and discreet relationships between boys and girls should be practiced. SCA students are asked to maintain a high standard of conduct and behavior whether at home, school, or elsewhere. The following guidelines should be observed:

1. A student may not date another student who is more than two (2) grades above or below him without written permission from the parents of both students. This does not apply to students who have repeated a grade and are older than their classmates.
2. Holding hands, tickling, hugging, embracing, kissing, or similar forms of physical contact will not be permitted while at school or at school-related activities. Parents are asked to help encourage their child about this issue.

3. No form of touching is allowed at school or at school related activities. No couple is allowed to be in an automobile together on school grounds. Couples should always be in an open and observable location.
4. These rules apply to non-SCA students who are on campus for any period of time.

Additional Student Responsibilities

Pledges

Each morning during devotion, students will recite the words of the two pledges given below. This is a continual reminder of the honor and privilege one has both as an American citizen and a Christian.

Pledge to the American Flag

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

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

Lost and Found

Please see that your child's belongings are labeled which will enable us to assist you in locating lost items. Students are to be responsible for their personal property, as SCA does not assume responsibility for any items that are lost or stolen. Students are discouraged from bringing their valuables to school and should be very careful about leaving their important belongings in places where they could be easily stolen.

If a student cannot find some personal property, they should check with a teacher or administrator. Any article not claimed in a reasonable amount of time will be given to charity.

Sexting Policy

In keeping with the school's responsibility to provide a safe environment for all students, the administration has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, posing or even viewing pictures, text messages, or emails that contain a sexual message or image to be a violation. The infraction will result in school discipline, up to and including possible expulsion and the notification of local law-enforcement. Students are required to immediately report any such activities to the teacher or the school administrator.

Policy on Web Sites/Social Media

In this age of technology that provides information at our fingertips, it is apparent that Christian homes and Christian schools need to take serious precautions to guard our students from the dangers that lurk from the Internet. Our school is committed to work with parents at helping our children stay safe from inappropriate sites, material, or information that will bring harm to them physically, mentally, and, most importantly, spiritually. Any student who attends Star Christian Academy is prohibited from viewing, copying, surfing, or downloading material, which includes, but is not limited to, pornography, any form of nudity, profanity, information, pictures or

any questionable material viewed as inappropriate for a Christian. Any student who decides to create/operate a personal online website or contributes to a blog must register the website/blog with an administrative staff member (e.g., Facebook, Twitter, Instagram, etc.). The website must be registered immediately upon its creation. Any student who creates a website/blog prior to attending the academy must register the website/blog as soon as he is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student who is found with an unregistered website/blog or with website/blog material that is deemed inappropriate to the purpose and mission of Star Christian Academy will be subject to disciplinary action up to and including immediate dismissal to attend the Academy.

Telephones

Students are not permitted to bring their cell phones to school. For the convenience of SCA's parents and students, a phone is located in the school office and in the classroom. Students must receive permission from their teacher to leave the class and from the school office to use the telephone. Telephone calls should only be made when it is absolutely necessary to communicate with the parent. Phone calls should be limited to three minutes.

Books

All books that are purchased for student usage are considered the property of the school and must be treated with care. Students that lose or damage their book or any other item that belongs to the school will be charged the amount it costs to replace or repair the damaged item.

Toys and Games

It is the policy of the school for children NOT to bring toys to school. Toys and various games both hand---held and board type can serve as a distraction; and if damaged or lost, they present a financial problem. The exception to this policy would be in two cases:

1. If a teacher schedules a "Show and Tell" for K5 through 4th grade.
2. If a student stays on a regular basis in our aftercare program, he or she may bring hand---held games (battery operated) or board games – provided their name is on the game in permanent ink.
3. Toys brought in these two cases should be small enough to fit into the student's book bag. Upon the parent's request, the teacher may occasionally grant an exception to this rule. The school is not responsible for broken toys, games, or electronics that are damaged or broken by the student. Materials, supplies, and clothing promoting worldly themes and "stars" are prohibited.

Academics

Philosophy of Curriculum

The curriculum at Star Christian Academy is chosen with much prayer and research. Nothing is to be presented to the students that could undermine their faith. Every subject taught must have biblical principles at its core. Christian education is an alliance of the Christian home, the local church, and the school. It is the purpose of Star Christian Academy to assist the home and the church, never to usurp their authority. We must provide a support structure that helps to form and nurture vibrant Christian citizens.

Students in grades 3-12 will utilize an online Christian curriculum for Bible classes and other electives. Star Christian Academy places a high importance on the academic success of each student. We have a balanced approach to the complete education of the child and have developed a strategic use of curriculum that exposes each student to varied perspectives. Technology is incorporated into each classroom, but we take the focus away from the technology itself and place it directly on the learning and teaching it facilitates

Confidential Records

Right to Privacy laws protect student records. All student records will be kept in a locked area. Student records are never to leave the campus. It is our ethical and legal responsibility to maintain confidentiality of our students' educational and personal information. Discussions regarding a student's personal or school life will be conducted in private settings with the best interest of the student as the sole purpose of the conversation. The hallways, playground or other public areas are inappropriate areas for such discussions. Comments, conversations, gestures, etc., relating to a student should never occur where they are observed by students, parents or any member of the public.

Academic Policies

Students are encouraged to strive to reach their individual best effort in school. There are many Biblical principles that challenge us to do our best in the classroom. Some of those verses are Proverbs 9:9, 11:23, 22:6; II Timothy 2:5, 15; and I Thessalonians 4:11.

Grading Scale

Grades K-1:

O	Outstanding
S	Satisfactory
NI	Needs Improvement

Grades 2 and up:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Honor Roll & Principals' List

Students will be recognized for honor work. This will include all students who maintain an A/B average over a grading period. Principals' list students maintain an all A average throughout a grading period. Principals' list and A/B Honor roll students will receive certificates.

Report Cards/Mid-Quarter Grade Reports

Report cards will be issued every nine weeks. Parents are encouraged to contact teachers several weeks before the end of the grading period in the event there is an unsatisfactory grade in a subject. A conference is usually the best way to discuss a child's progress. Final report cards will be available by June 15 provided the school account is clear.

PSAT/SAT/ACT Testing

During the junior and senior years, students who are interested in college will be assisted by the administration in locating and taking the appropriate college entrance exam. Star Christian Academy does not administer the SAT and ACT tests but will assist the student in locating the nearest test center in the area. Students in the tenth grade are required to take the PSAT. Students in the eleventh grade will retake the PSAT in order to qualify for the National Merit Scholarship.

Promotion/Retention (Elementary)

Elementary students will not be promoted if they fail two core subjects (language, math, science, and social studies) or if they fail one core subject and earn a “D” in the other three core subjects. Students who fail one core subject and earn a grade higher than a “D” in at least one other core subjects may be promoted, but they should receive some approved tutoring. The tutoring should include a minimum of twelve hours of instructional time per subject.

Promotion/Retention (Middle)

Students in the sixth, seventh and eighth grades are required to successfully complete and pass their subjects by the following format:

Major subjects: Math, English, Science, Social Studies
Minor subjects: Bible, Electives

A middle school student will fail for the year when:

The student has two “F’s” in major subjects
The student has one “F” in a major subject and three “D’s”
The student has one “F” in a major subject and two “F’s” in minor subjects.

A middle school student is required to attend a summer school program, receive approved tutoring, or take a credit recovery course in order to make up the failed subject. If the student makes two or more “D’s,” the student should be tutored to strengthen his ability. The school administration reserves the right to require summer school, tutoring, or other means to make up all academic deficiency. It is SCA’s concern that all students are prepared for the next grade level and that every student is progressing academically.

Academic Probation

Students who consistently fail to exhibit the effort necessary to achieve academic success may be placed on academic probation. During this time students will receive extra tutorial time and academic support and in some cases, may not be allowed to attend field trips, etc.

Graduation Requirements

Students in grades 9-12 will choose one of two tracks below in pursuit of the desired diploma.

College Prep Studies

English	4 credits
Mathematics	4 credits
Bible	4 credits
Social Studies	4 credits
Science	3 credits
World Languages	2 credits
Physical Ed/Health	1 credit
Electives	4 credits

General Studies

English	4 credits
Mathematics	4 credits
Bible	4 credits
Social Studies	4 credits
Science	3 credits
Physical Ed/Health	1 credit
Electives	4 credits

Total	26 credits	Total	24 credits
-------	------------	-------	------------

Recommended Courses Schedule for Graduation

Ninth Grade		Tenth Grade	
English I	1 credit	English II	1 credit
Algebra I	1 credit	Geometry	1 credit
Bible 9	1 credit	Bible 10	1 credit
World Geography	1 credit	World History	1 credit
Biology	1 credit	Physical Science	1 credit
Physical Ed/Health	1 credit	Spanish I	1 credit
Elective	1 credit	Elective/Dual Credit Course	1 credit
Total	7 credits	Total	7 credits
Eleventh Grade		Twelfth Grade	
English III	1 credit	English IV*	1 credit
Algebra II	1 credit	Pre-Calculus*	1 credit
Bible 11	1 credit	Bible 12	1 credit
US History	1 credit	Civics and Economics*	1 credit
Chemistry	1 credit	Elective/Dual Credit Course	1 credit
Spanish II	1 credit	Total	5 credits
Elective/Dual Credit Course	1 credit		
Total	7 credits		

The notation (*) indicates a possible Honors level class.

Dual Credit Courses

Dual credit courses may be taken through an accredited higher education institution approved by the administration. Students can only take courses that are not offered at Star Christian Academy.

Classification Requirements (High School)

Students in Star Christian Academy high school must attain a minimum number of credits before promoting to the next grade. The following is a description of the yearly totals that must be earned before a student is promoted. Sophomores must have passed English I and earned at least 5 credits. Juniors must have passed English II and earned at least 11 credits. Seniors must have passed English III and earned at least 17 credits. High school students can earn credits by two semesters, ½ credit per semester, to total a full credit for the year. In the event a student fails one semester, the ½ credit must be made up. The administration will work with the student in making arrangements to make up the credit through summer school, tutoring, or credit recovery.

Field Trips/Special Events

Field trips are taken at various times during the school year to places of educational interest. There is so much a child can learn and benefit from on these trips; therefore, all students are expected to attend. Parents may be asked to serve as chaperones. The school requires parents to uphold and follow the same standards, dress, and conduct as is required of the students (see dress code and conduct section). These standards must be followed for special days such as: parties, picnics, field day events, or a day at the park. Written permission forms must be signed by parents or guardian and returned to the teacher before a student goes on a trip. Verbal consent, (over the phone) will not be accepted. All electronic entertainment devices must be approved before students can bring them on a trip. SCA will not be

responsible for such devices if lost or stolen. Students who have failed to meet the behavioral standards of SCA may forfeit the right to participate on a field trip.

School Closings/Emergencies

Inclement Weather Policy

It is the policy of SCA to follow all public weather announcements made by the National Weather Center. In most cases we will adhere to closing in accordance with the Johnston County Public School System. In the event of early dismissal due to inclement weather, parents will be contacted and notified. Please listen to TWC 14 News and ABC 11 News for closings and early dismissals. A message will also be recorded on the school's voice mail to alert parents of inclement weather closings. This mail will be monitored closely so please leave a message if you have an emergency.

It is the intent of SCA to make every effort to accommodate every family in the event of inclement weather. We also have an obligation to help guard the safety of our staff. If we feel that the highways are not safe based on our observations, we will not put our staff at risk.

Emergencies

Parents who need to contact their child during the school day for emergency purposes should call the school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Emergency Closing and Early Dismissal Procedure

In the event that Star Christian Academy needs to have an emergency closing, each parent will receive a phone call and a text message detailing the event and proper procedures to follow. Students engage in drills throughout the year to gain knowledge of the procedures to follow in the event of an emergency situation. SCA will only have early dismissals the day before Thanksgiving break, Christmas break, Easter break, and the last day of school. Early dismissals are at noon and aftercare will not be provided.

Illness/Medication

All students are required to have a standard form and immunization record completed by their physician. Any restrictions should be noted on this form. Immunization records must be on file by September 1st.

For the wellbeing of all our students, it is our policy that a student remains at home 24 hours without a temperature of 100°F, without vomiting, or after the administration of an antibiotic before returning to school. This policy must be adhered to for all functions related to school. The only exception to this will be with a doctor's note.

Children should remain home or will be sent home when the following occurs:

- Fever over 100°F
- Rash combined with fever over 100°F
- Unusually lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness

- Diarrhea (children will not be admitted until 24 hours after the last bout of diarrhea)
- Vomiting unless the vomiting is determined to be due to a non-communicable condition, and the child is not in danger of dehydration (children will not be remitted until 24 hours after the last vomiting episode)
- Mouth sores associated with the child's inability to control his saliva, until the child's physician or the local health department states that the child is noninfectious
- Rash with fever or behavior change unless a physician or the local health department states that the child is noninfectious and has determined the illness to be non-communicable
- Purulent conjunctivitis (pinkeye) or impetigo until 24 hours after treatment has been started
- Strep throat until 24 hours after treatment has been started and until the child has been without fever for 24 hours
- Scabies until the morning after the first treatment
- Chicken pox until at least six days after onset of the rash
- Whooping cough until five days of antibiotic treatment has been completed
- Mumps until nine days after the onset of parotid gland swelling
- Other symptoms that indicate a serious or contagious condition

Student Medication

Medication will be administered in accordance with the following guidelines:

1. For the administration of medication the Parent Request Form should be completed and in the possession of school officials.
2. All prescription medications will be maintained in a secured file cabinet at all times.
3. A record will be kept of the dates and times of administration.

At SCA students may not self-medicate unless specially directed to do so by their physician. Staff members are not to accept responsibility for administering any over-the-counter drug (aspirin, cough medicine, etc). SCA staff may administer only drugs written as a physician's prescription and in labeled containers.

Whenever possible, please administer medications to your child when he is at home. If it is necessary for them to take medication while at school, we will be glad to assist you. Only school administrator or certified personal is to administer any medications. Any medication to be taken during the day by a child must be kept in the office. The school office cannot administer medication to a child unless the medication is brought from home with a note stating the child may receive it as prescribed. This includes over the counter medicine (e.g. acetaminophen, aspirin, ibuprofen, etc.).

Any medication to be given during the hours your child is in attendance requires a completed SCA medical consent form. These forms are available in the school office. The form needs to be completed and signed by the custodial parent/guardian and requires a physician to complete and sign the SCA written medication consent form. This policy applies to any over-the-counter and prescription medication. All medications must be brought to the office in the original container with the child's name marked on it. **NO MEDICATION IS TO BE KEPT WITH THE STUDENT.** No medication will be dispensed after 3:30 pm.

Accident and Injury Report

If your child is injured or has an accident while on school ground, parents will be contacted, first aid administered, and an accident/injury report completed. Parents will receive a copy of that report.

School Hours

One important trait is promptness. It is important that students learn good character traits such as being on time to school and class. The school hours are from 8:00 am until 3 pm. Students may begin arriving to school at 7:30 am and are considered tardy if they arrive after 8:00 am. Students must be picked up by 3:30 pm. **Students still on campus after 3:30 will be charged \$1/minute until the child is picked up.** There is only one (1) early dismissal day indicated on the calendar. The early dismissal time is 12 noon and no extended care will be available on that day.

Driving Pattern

For the safety of the students and staff at SCA, the driving pattern must be followed at all times. There is only one-way traffic on campus. The speed limit on campus is 10 mph and must be observed by every driver, every day, during all events during the day or evening.

Student Drivers/Student Parking

Drivers Education is offered to SCA students through Johnston County Schools. Students must be 14½ years old to attend, must have completed the eighth grade curriculum, and they cannot have driving experience until the classes have been successfully completed.

Students that drive to school must park on the left side of the school, in front of the church. Driving an automobile on our school campus is a privilege, if a student abuses that privilege, it will be revoked.

All student drivers and passengers must follow the following guidelines:

1. THE SPEED LIMIT IS 10 MPH.
2. All students must observe all signs while entering and exiting the campus. We expect SCA students to be courteous and kind to all other drivers and pedestrians.
3. SCA will not tolerate inappropriate driving behavior. Students guilty of speeding, spinning tires, carelessly driving, etc., will experience driving suspension for a period of time.
4. Upon arriving at school, the student drivers and passengers **MUST** leave the parking areas and enter the school building. There is to be no lingering in or around cars in the parking areas at any time before or after school.
5. Students should not allow others to drive their vehicles. Only students whose parents have granted permission to the office will be allowed to ride with student drivers.
6. SCA is not responsible for theft or loss incurred in any student's automobile. We encourage all students to keep their doors locked.
7. Once a student arrives at school, he/she should not leave campus until school dismissal time or to take classes at Johnston Community College.
8. Any operator failing to adhere to the vehicle guidelines may be prohibited from operating a vehicle on the school campus.

Lunch Program/ Dining Off Campus Policy

Students are to bring a morning snack (**please do not send candy, desserts, or soft drinks**) and lunch every day to school. Students will have the opportunity to order lunch from JD's Country store each

day if they so choose. A staff member will take the order and pick up their lunch for them. Students are only allowed to order from the grill or to get something to drink. Students will not be allowed to order or purchase food that is not essential to their lunch (candy, gum, sunflower seeds, etc.).

It is the responsibility of parents to provide a well-balanced lunch for their child/children. With the exception of field trips, SCA will not be responsible for purchasing “happy meals”, sandwiches, drinks, etc. for students who do not have a lunch. The SCA kitchen facility is not licensed to cook meals for students, (JOHNSTON County Department of Sanitation and Inspections). Therefore, all lunches must be “cold cuts” or microwaveable. Microwaveable lunches should take no longer than 4 minutes to heat. Refrigeration and microwave ovens are provided. All lunches should be simple enough for the student to prepare themselves if heating by microwave is needed. Elementary teacher will prepare lunches for younger students. If a student does not have a lunch, parents will be contacted.

Students that drive to school and are off-campus during lunch may be allowed to purchase their lunch from an outside vendor of their choice. Those students will not be allowed to bring outside food to the lunchroom and distribute it to other students.

Parent-School Relationship

To increase cooperation and the overall effectiveness of SCA’s educational efforts, parents are asked to carefully practice the following:

1. If any question arises over a decision made, a problem arises in the classroom, or rumor heard, please call the teacher directly. If you are not adequately satisfied, you may contact the school administrator. Complaining to your child, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
2. Keeping in mind our dress code for the students, please dress appropriately and modest when coming to the school. Parents are expected to abide by the school dress code when participating in any school related event or function.
3. Please do not use any tobacco products in the building, on the property, or at a school event.
4. Please understand that messages received late in the day may not be deliverable. Please call as early as possible so that the message will have enough time to get to the appropriate person.

Statement of Cooperation

Parents that enroll their child or children at Star Christian Academy agree to uphold the following policies:

1. As a parent, I promise that I will pay my school bills on time. If all my delinquent accounts have not been paid and brought up to date after a total of 30 days has elapsed, I understand that the school can do the following:
 - a. Withhold a child from going to class
 - b. Withhold a report card
 - c. Withhold cumulative records until the account has been satisfied
2. Since the fees do not cover the actual cost of educating our child(ren), we recognize that our support is needed in prayer, service, gifts, and fundraising.
3. We sincerely pledge our loyalty to the aims and ideals of the school in spiritual teachings as well as academic training. We promise not to make detrimental remarks about New Generation Christian Church or Star Christian Academy and will bring any and all questions and criticisms directly to the administration so that they may be properly considered by those in authority.

4. The teacher and administration is hereby given full discretion in the discipline of our child(ren). This includes issuing demerits and detentions, suspension, and forced withdrawal from the school program in accordance to the merit and demerit systems.
5. The school reserves the right to dismiss any student who does not cooperate with the educational process, or whose behavior is out of harmony with the school's philosophy. The administration along with the Juvenile Action Group (JAG) will determine if a student's actions, attitude, or behavior merit forced withdrawal.
6. It is my understanding that the school policy states that there will be no refunds on registration fees.

Dispute and Resolution Procedures

All employees, subcontractors, students, parents/guardians of students of this school agree to use the following process in resolving any dispute with Star Christian Academy:

1. The first step an individual with a grievance must take is to approach the person and tell them their grievance and seek and work out the dispute between the two parties alone.
2. Should the parties fail to reach an agreement; the individual with a grievance must approach the person with a witness and seek to work out the dispute between the two parties with the witness present.
3. Should the parties fail to reach an agreement after following steps (1) and (2), the individual must submit the dispute to mediation.
4. Should the parties fail to reach an agreement after following steps (1), (2), and (3), the individual must submit the dispute to binding resolution. Binding Resolution is the final step, and any decision by the arbitrator(s) is binding on all parties.

Parent-Teacher Conferences

An open line of communication between parent and teacher is essential for the success of the student. Teachers communicate with the home on a regular basis. Throughout the course of the school year, a meeting between the parents and teacher is needed. The teacher will schedule an annual meeting with the parent to discuss the spiritual, academic, and social development of the student. Parents are encouraged to contact the teacher directly at any time in the school year if any additional meeting is needed.

Mandatory Volunteer Hours

All parents are required to volunteer four (4) hours per month at SCA. It will be left to your discretion to what area and capacity you would like to serve. Please remember to sign in and out so that you will get credit for your hours.

Fund Raiser/School Projects

Fund raising is an important part of the all-around financial program of Star Christian Academy. These funds help to keep tuition affordable and often help the school by providing needed supplies and equipment. All families are expected to participate in the fund raising projects.

School Community Outreach

Star Christian Academy believes in teaching our students to serve just as Christ served. SCA students will volunteer once a month at a local soup kitchen. If other opportunities present itself to serve throughout the school year, the administration will give at least two (2) weeks' notice prior to the event.

Photo Release

From time to time and during special events, students are photographed. These pictures may be used on our website, advertisement and other forms of school promotion. If you do not wish for your child to be photographed please let us know as soon as possible.

Donations

SCA relies on the donations to operate our school. Donated items are always accepted. This allows for SCA to keep our tuition cost down. The following items can be donated anytime throughout the school year. These items are constantly used by our students and staff.

Notebook paper	Handwriting paper (for kindergarten students)
Computer printer paper	#2 pencils
Dry erase markers	Erasers
Glue sticks	Kleenex tissues
Hand sanitizer	Lysol (wipes or spray)
Wet ones face and hand wipes	Ziploc bags
Paper towels/napkins	Paper plates
Plastic forks and spoons	Snack items

Parents are also encouraged to donate their time and special talents to SCA.