

ST. STEPHEN'S CLASSICAL CHRISTIAN ACADEMY



HANDBOOK FOR STUDENTS AND PARENTS

St. Stephen's Classical Christian Academy
2275 Liberty Road
Eldersburg, MD 21784
410-795-1249

Headmaster
John Dykes

Rector
Rev. Eric Jorgensen

SCHOOL DAY

Arrival and Departure

For drop-off and pick-up, parents must follow the established traffic pattern and not leave their cars in the traffic lane. It is our desire that students arrive and depart safely. Therefore, drive very slowly and carefully when in the school parking lot. Watch for children at all times. Please do not park in the first two rows in front of the gymnasium, as this will block the flow of traffic.

Morning Drop-off:

Students should be dropped off between 8:15am and 8:30am on school days. School begins promptly at 8:30 a.m. Students will not be allowed in the classroom earlier than 8:15 a.m. Exceptions are made on a [case-by-case](#) basis and through the school administrator only. Students dropped off between 7:00 and 8:15 will be charged \$10 per day for before-care services. A monthly before-care rate is available.

Parents of students in grades JK – [4th may](#) drop off their children in the carport. Parents of students in grades [5th and](#) up may drop their students at the main entrance. Parents of students in grades JK-2 may, for the first two weeks of school, park in the parking lot and come in the main entrance if they wish to physically escort their children to their classroom.

At 8:30am the carport door will be locked. If you arrive after 8:30am, children in grades JK-4th need to be escorted through the main entrance to the chapel and seated with the headmaster.

Dismissal:

- Junior Kindergarten and Kindergarten are dismissed at 12 pm.
- Grades 1st-4th are dismissed at 3:15 p.m. and grades 5th - 8th are dismissed at 3:10 pm under the carport.

If parents or carpools have children in both the lower and upper grades, they should pick up at 3:15 p.m. If a parent is running late and will not be able to pick up by 3:15pm, he or she should call the school.

For students not picked up by 3:30pm (or for those who are picked up ½ hour late for JK and K students), they will be sent to after-care and an after-care fee of \$10 for the first hour or \$20 after the first hour.. Please call to arrange for regular before/after school care at a discounted rate.

If someone other than you will be picking up your child, please send a note stating who will pick him or her up. We want to take every precaution in the protection of your child. If there is an oversight or emergency, please give us a call letting us know who is picking up your child. **Without a note or phone call giving permission, the student will not be allowed to leave the school.**

Inclement Weather

School closings due to bad weather will follow the lead of Carroll County Public Schools. If they are closed, we will be closed; if they are late, we will be late. Please do not call the school for this information or wait for a reminder. If schools are two hours late, Junior Kindergarten and Kindergarten will [begin at 10:30am and end at 1:00pm.](#)

In the event that we decide not to follow CCPS, parents will be notified by email.

Before-school care may start as early as 7am on delay days, but this is the decision of the before care personnel and is based on safety for all. Parents may call the before care supervisor as early as 6:15am to let her know that you desire care earlier than the delayed time. If this is something you may need to use, please be sure you have the phone number of the before-care provider so you can make arrangements and double-check availability.

Attendance and Related Policies

Parents are reminded that for students to obtain the full benefits of the academic program, they must bring their children on time and have a regular pattern of attendance. The following are the attendance policies of the school:

1. In case of unanticipated absences (such as sickness or a family emergency), parents should phone or email the school before the start of the school day.
2. Any student entering school after 8:30 a.m. is considered tardy. Should a student enter school after 11 a.m. for any reason, he will be marked ½ day absent. Students arriving after 1:00 p.m. will be marked absent.
3. If your child needs to leave early, please send a note to your child's teacher.
4. An unexcused absence will be issued for every three unexcused tardies.
5. Excessive absences could result in loss of grade, summer school work, or loss of promotion and matriculation to high school. It is up to the student or the parent to see the teacher about work to be made up either before the absence or on the first day of return. Failure to do so will result in a loss of grade. Students who are tardy and miss a test or quiz must make arrangements to take the test or quiz that day or receive a failing grade. Parents are encouraged to pick up missed work at the end of the school day or it will be given to the student when they return to school. Parents are discouraged from picking up work at the beginning or middle of the day as it takes the teacher away from preparing for the day and overseeing the class.
6. If a student misses more than 20 days of school, the school may require that the student complete an acceptable summer school program.
7. If a student misses more than 30 school days during the school year, the student must repeat the grade during the next school year.
8. Special recognition will be given at the end of the year to those students who have achieved perfect attendance.

Early Pick Up:

Parents are strongly encouraged to schedule doctor or dental appointments and other necessary activities after school hours. Please try to schedule doctor (including orthodontist) appointments as early as possible in the day or at the very end of the school day. Students who must leave school during the day must be picked up at the main entrance, and the parent or guardian who picks them up must sign the log at the secretary's desk. This is for the protection of the children. Students who return to school during the day must also enter through the main entrance. Please enter and leave only through the main doors during the school day.

Morning Prayer

At the very heart of Christian education is the constant concern of the entire staff to direct our students' efforts, minds, and hearts to our chief purpose in life: glorifying God. As a part of this concern, daily chapel services are conducted in which the whole school offers worship to God.

In chapel, as in Bible classes, the focus is upon the basic teachings of biblical and historic Christianity. As a summary of faith, the Apostles' and Nicene Creeds are used, as well as select passages from Scripture such as the Ten Commandments, Psalm 23, and the Beatitudes.

Lunch

Students must bring their own lunches to school. These lunches must include a drink, as none will be provided by the school.

Students will be discouraged from exchanging food with one another.

There are no available supplies for student lunches such as napkins, forks, spoons, cups, or use of a refrigerator or microwave. Please be sure that all lunches are sufficiently supplied.

SSCCA offers a weekly Hot Lunch Program most Fridays. Details on this program will be emailed in the first month of school.

ACADEMICS

SSCCA Junior Kindergarten Curriculum & Literature

- Math: Saxon
- Bible: Various
- Language Arts: Wordly Wise 3000-K
- Phonics: Get Ready for the Code A, Get Set for the Code B, Go for the Code C, Explode the Code 1, Can you Find Me?
- Literature: Various Fairy Tales

SSCCA Kindergarten Curriculum & Literature

- Math: [A Beka](#) Number Skills K5
- Bible: *Scripture Pictures: A Journey Through the Old Testament*
- Phonics: Saxon Phonics K
- Literature: *A Treasury of Children's Literature, The 20th Century Children's Book Treasury*, Various classic children's picture books.

SSCCA 1st Grade Curriculum & Literature

- Math: [A Beka Level 1](#)
- Bible: My Bible Story Book by D. Korfker
- History: MD History, MD Geography, MD Symbols by Mary Michael
- Grammar: Shurley Grammar
- Cursive: Memoria Press New American Cursive I Penmanship
- Phonics: Saxon Phonics 1
- Literature: *Curious George, Caps for Sale, Corduroy, If You Give a Mouse a Cookie, Blueberries for Sal, The Little Engine that Could, Floss, A Chair For My Mother, Harry the Dirty Dog, Billy and Blaze, Bread and Jam for Frances, Doctor DeSoto, Frog and Toad are Friends, Frog and Toad All Year, Longshoreman, Madeline, Nate the Great and the Lost List, Miss Nelson is Missing, The Biggest Bear, A New Coat for Anna, The Emperor's New Clothes, The Stone Soup, Mr. Putter and Tabby Pour the Tea, Henry and Mudge, Little Bear, Amelia Bedelia, Peter Rabbit, Ping*

SSCCA 2nd Grade Curriculum & Literature

- Math: [A Beka Level 2](#)
- Bible: Veritas (Genesis thru Joshua)
- History: Story of the World Vol. 1
- Grammar: Shurley Methods Level 2
- Phonics: Saxon Phonics 2
- Literature Curriculum: *The Boxcar Children, Stories From Grandma's Attic, Little House in the Big Woods, Little House on the Prairie, Owls in the Family, Madeline, The Little House, The Biggest Bear, The Velveteen Rabbit, Senefer, Who was King Tut?, Stone Soup, The Blue Fairy Stories, Nurse Matilda, Mrs. Piggle Wiggles, The Nutcracker, Just So Stories, Aesop's Fables, Alice and Wonderland, The Wind and the Willows, Dr. Doolittle, American Folklore*

SSCCA 3rd Grade Curriculum & Literature

- Math: A [Beka Level 3](#)
- Grammar: Shurley Grammar Level 3
- Spelling: Purposeful Design Level 3
- Latin: Memoria Press Prima Latina
- Bible: Veritas (Judges thru Kings)
- History: Veritas (Ancient Greeks and Romans)
- Literature: *Grimms, Wilde, Anderson et al Fairy Tales, D'Aluieres Greek Mythology, Charlotte's Web* by EB White, *Homer Price* by Robert Mc Closkey, *Magicians Nephew* and *The Lion the Witch and the Wardrobe* by CS Lewis, *Charlie and the Chocolate Factory* by Ronald Dahl

SSCCA 4th Grade Curriculum & Literature

- Math: A Beka – Arithmetic 4
- Latin: Memoria Press - Latina Christiana
- Bible: Veritas (Old Testament Chronicles thru Malachi)
- History: Veritas (Middle Ages thru Renaissance)
- Spelling: Purposeful Design – Grade 4 Workbooks
- Grammar: Shurley Grammar- Worksheets
- Composition: Institute for Excellence in Writing
- Literature: *Door in The Wall, Mary Poppins, Dangerous Journey, Rolf and the Viking Bow, Luther the Leader, From the Mixed-Up Files of Mrs. Basil E. Frankweiler*

SSCCA 5th Grade Curriculum & Literature

- Math: A [Beka – Arithmetic 5](#)
- Grammar: Shurley Grammar
- Spelling: Purposeful Design
- Composition: Institute for Excellence in Writing: Explorers to the Gold Rush
- Bible: Veritas (The Gospels)
- History: Veritas (Explorers to 1815)
- Latin: Memoria Press – First Form Latin
- Literature: *The Hobbit, The Witch of Blackbird Pond, Robinson Crusoe (read-aloud abridged version), Johnny Tremain, Seaman: The Dog Who Explored the West with Lewis and Clark*

SSCCA 6th Grade Curriculum & Literature

- Math: A Beka Math 7 - Basic Math
- Grammar: Shurley Grammar 7
- Spelling: Purposeful Design - Grade 6
- Latin: Memoria Press- Second Form Latin and Ecce Romani
- Bible: Veritas (Acts thru Revelation)
- History: Veritas (1815 to Present)
- Composition: IEW - Modern American History
- Science: Gods Design (Chemistry & Ecology) - Properties of Matter
- Literature: *The Jungle Book – Kipling, The Call of the Wild – London, The Pioneers Go West – Stewart, The Red Badge of Courage (Children's Classics) – Crane, A Christmas Carroll – Dickens, Carry a Big Stick – Grant, The Princess and the Goblin – MacDonald, A Hiding Place - Corrie ten Boom, The Yanks are Coming – Marrin, America and Vietnam - Marrin*

SSCCA 7th Grade Curriculum & Literature

- Math: A Beka – Pre Algebra
- Latin: Latin First Year - Henle
- Omnibus: Omnibus I & II - Wilson & Fischer
- Logic: Introduction to Logic – Canon Press
- Composition: Medieval History – (EIW) Based on writing Lessons of Lou Verstegen
- Science: Exploring creation with Physical Science by Wyle
- Life Science- BJU Press
- Literature: *Confessions – Augustine, The Fellowship of the Ring by Tolkien, Beowulf – Heaney Translation, The Gospel of John, The Song of Roland, The History of the Kings of Britain by Mornmouth, Sir Gawain and the Green Knight – Merwin translation, Ephesians, MacBeth by Shakespeare- Oxford School Edition, The Divine Comedy by Dante, Anselm of Canterbury by Curr, The Lantern Bearers by Sutcliff, Inferno by Dante, The Church History – Eusibus, The Middle Ages: An Illustrated History by Habawait*

SSCCA 8th Grade Curriculum & Literature

- Math: A Beka – Algebra 1
- Latin: Latin First Year - Henle
- Omnibus: Omnibus I & II - Wilson & Fischer
- Logic: Intermediate Logic – Canon Press
- Composition: Medieval History – (EIW) Based on writing Lessons of Lou Verstegen
- Science: Exploring creation with Physical Science by Wyle
- Life Science- BJU Press
- Literature: *Confessions – Augustine, The Fellowship of the Ring by Tolkien, Beowulf – Heaney Translation, The Gospel of John, The Song of Roland, The History of the Kings of Britain by Mornmouth, Sir Gawain and the Green Knight – Merwin translation, Ephesians, MacBeth by Shakespeare- Oxford School Edition, The Divine Comedy by Dante, Anselm of Canterbury by Curr, The Lantern Bearers by Sutcliff, Inferno by Dante, The Church History – Eusibus, The Middle Ages: An Illustrated History by Habawait*

Grading

Grading is not the goal of education. The ultimate goal is to educate the child in wisdom and virtue. SSCCA has high academic standards for its students. It is important for parents and students to realize that while earning high grades may have been easy in a prior school experience, it may be more difficult here. What is learned is always more important than a grade received.

Students receive grades as follows:

A	Excellent	92-100
B	Good	83-91
C	Average	70-82
F	Failing	Below 70

Where a number grade is not appropriate, the following codes will be given:

S+	Very Good
S	Satisfactory
S-	Needs Improvement
U	Unsatisfactory

Chalk:

Student progress is monitored through Chalk (accessible via www.ststephensclassical.org). Use of Chalk is mandatory and will be provided with an activation code by the school secretary. If you have not received it by the first week of school, please contact the secretary.

Communication:

[SSCCA communicates by way of email so it is essential that parents not only have email access, but also check email daily so SSCCA can effectively communicate with its parents. The Friday Newsletter is also sent via email every Friday for parents to review.](#)

Progress Reports:

Student progress may be monitored online through chalk.com; accessible via www.ststephensclassical.org. The school secretary will provide you with an activation code. If you have not received it by the first week of school, please contact the secretary.

Report Cards:

Report cards will be sent home after the completion of each quarter. The first three must be signed and returned. The fourth quarter report card will be mailed within two weeks of the last day of school.

If a student has failed to make up daily work or tests, he will receive an "Incomplete" (I) on his report card. He must make up this work or make a special arrangement with his teacher within one week after receiving the "I" to prevent it from becoming an "F". The student, or parents of the student, must assume the responsibility of contacting his teacher regarding the "Incomplete".

Parents are encouraged to schedule a conference with the teacher, either before or after school, if there are any questions concerning the progress of the child.

Homework:

Each teacher is at liberty to assign homework that will enable the student to advance in his learning experience. Homework will be graded at the discretion of the teacher. Each student is to complete his/her homework assignments when due, and if s/he is absent under normal circumstances, s/he must complete all assignments within one day. For extended absences, the student will have one day for each day of absence to make up the work required [or otherwise directed by the teacher.](#) Exceptions to these guidelines will be determined by prior arrangement only. For planned extended absences, please notify your child's teacher a week in advance to allow time to organize the missed work. It is the teacher's decision what work can be completed over the planned absence and what work will be handed out when the student returns.

For normal absences the student's work will be made available after school (and not during the school day) for parents to pick up.

Students will be expected to study for tests on a continuing basis. We do not recommend "cramming" the night before an exam. Homework assigned on Wednesdays will be light and teachers will avoid giving tests and quizzes on Thursdays (with the exception of Math) to encourage church participation and involvement.

Suggested Amount of homework per night:

Lower School:

JK/K	20 minutes
1 st -2 nd	45 minutes
3 rd -4 th	1 hour

Upper School:

5 th -6 th	1 to 1 1/2 hour
7 th -8 th	2 to 2 1/2 hours*

*Students in grades 7th and 8th need to use the study halls provided. When used wisely, these can provide the student with 2 ½ to 3 hours of study time each week.

Homework turned in late will result in being marked down at the discretion of the teacher.

Honor Roll:

Headmasters List – Students who achieve excellence, [those that have sustained a 90% average or above throughout the school year](#), are recognized by inclusion on the Headmaster's List. Students in grades 3 – 8 achieving a 90% average or above attain honors, with those achieving a 95% or above receiving high honors. An average below 70% in any class disqualifies one from inclusion on the Headmaster's List.

Field Trips:

From time to time, educational field trips will be planned. Participation is expected as these trips enrich our student's education. If a parent is having difficulty affording these field trips they should contact the headmaster.

Notice will be sent in advance of the trip with all information concerning the activity, costs, etc. A permission slip must be filled out and signed by the parents or the student will not be allowed to participate. Students having disciplinary problems may be prohibited from participating, in which case parents are responsible for the student on the day of the field trip. [In most circumstances students who do not participate in a class field trip will be expected to stay home that day.](#)

DRRESS CODE

Uniform school dress is to be observed at all times, both to and from school, and throughout the school day, unless other instructions have been given from the school office. Students should leave in full uniform (exceptions must be in writing from the administration). SSCCA attempts to set the highest possible standards in academic and moral conduct. Neatness and personal hygiene are required at all times. Clothing must be clean, without stains, tears mended, buttons replaced. Shoes must be closed toed, closed back with a non-skid sole that will not mark the gym floor, and should be clean and in good repair. [Pants must be worn outside the shoe and not tucked in.](#) No boots or Uggs of any kind are allowed.

The school uniform is designed to produce uniformity and scholarly appearance of our student body. It also reduces competition between students about clothes and puts the proper emphasis on character and personality traits. We wish to promote a dress code that reflects our desire for students to be neat, clean, and comfortable while attending school. School Administration has the right to determine compliance with the dress code. The guidelines below outline our expectations for student dress and grooming.

Everyday Dress Code For All Students:

- **Boys** – All boys are required to wear SSCCA embroidered navy polo shirts with plain or pleated front khaki pants (cargo style is not allowed). Socks must be **SOLID** navy, black, or white. Khaki shorts may be worn in September and May. [Black or Brown dress belts](#) are required for grades 2-8.
- **Girls (Grades JK-5)** – Girls in grades JK-5 are required to wear Flynn O'Hara jumpers with Flynn O'Hara white [Peter Pan](#) shirts underneath. Jumpers must be no more than 2 inches above the knee. Parents need to be prepared to let out hems as girls grow or purchase appropriate length jumpers mid-year as necessary. These must be purchased from Flynn O'Hara. Jumpers must be no more than 2 inches above the knee. Parents need to be prepared to let out hems as girls grow or purchase appropriate length jumpers mid-year as necessary. Jumpers must have spandex, shorts, or leggings [that go to the ankles](#) underneath. Spandex Leggings [and socks](#) must be [SOLID navy](#) or white.
- **Girls (Grades 6-8)** – Girls in grades 6-8 are required to wear Flynn O'Hara plaid skirts with SSCCA embroidered polo shirts in navy or yellow. Skirts must be no more than 2 inches above the knee. Parents need to be prepared to let out hems as girls grow or purchase appropriate length jumpers mid-year as necessary. Jumpers must have spandex, shorts, or leggings [that go to the ankles](#) underneath. Spandex Leggings [and socks](#) must be [SOLID navy](#) or white.

Casual Fridays:

- **Boys** may wear SSCCA t-shirts or SSCCA sweatshirts with dress code bottoms every Friday.
- **For girls in grades K-5**, SSCCA sweatshirts may be worn over the jumper every Friday.
- **For girls in grades 6-8**, SSCCA t-shirts or SSCCA sweatshirts may be worn with the uniform skirt every Friday.

Dress Down Days:

Occasionally we will have a dress down day requiring a \$3.00 fee for SSCCA Fundraising efforts. Students must bring \$3.00 and follow these basic guidelines to participate. We expect students to be dressed modestly and to avoid extremes in style that are only for the purpose of drawing attention to themselves.

- Bathing suits not allowed
- Tee shirts with non-offensive messages or images
- No tanks or tops that leave the back and shoulder bare, exposed bra straps, or see-through tops
- **No "form fitting" pants (e.g. skinny jeans)**
- **No shorts shorter than mid thigh**
- **No Boots or Uggs**

General Guidelines:

All: No more than one top button may be unbuttoned; in cool weather, only a navy turtleneck or navy long sleeve shirt may be worn under the navy uniform shirt.

Shoes: Though there is latitude in shoe styles, a shoe that detracts from the overall uniform appearance will not be allowed. For safety, shoes should have a closed toe and a closed back. They should also have a non-marking rubber sole. Boots and Ugg-style shoes are not permitted. Snow boots may be worn to school on snowy days, but students are required to bring additional shoes to change in to for the classrooms. Pants must be worn outside the shoes and not tucked in.

Socks: Girls who choose to wear socks, tights or hose may wear only solid navy or white.

Jewelry: Girls may wear earrings; boys may not. No one may wear jewelry in pierced body parts other than the ears.

Hair: Hair is to be kept clean, neat, and well groomed, avoiding extremes of style. Hair dyed to a color other than those found in the natural spectrum of human hair is not permitted. Boys should keep hair cut so as not to hang below the collar or be of an unacceptable length or height. Boys hair should be kept clean cut and short in length and height.

The students are permitted to wear non-uniform coats and jackets to school, as well as mittens, gloves and knit hats for warmth, but once the classroom has been entered the articles must be taken off. If they are not taken off, the students will be considered in violation of the dress code.

Shirts must be tucked in and not bloused excessively.

Students are generally expected to go outside for recess, weather permitting, subject to the discretion of the teacher. Students should be dressed appropriately for the weather. We will be outside until the temperature drops below 40°, Therefore, a warm coat, hat, scarf, and gloves are suggested during the winter months. If the class is going outside, children may only stay inside for health reasons and parents are required to send a note to the teacher if this is necessary.

Students who are out of dress code shall be requested to immediately conform. Failure or inability to comply normally will result in being given a dress code notice. If the infraction is serious enough, the student may be sent home.

- First violation – warning
- Second violation – 30 minute lunch detention
- Third violation – 60 minute after school detention
- Fourth violation – 1 day suspension

Field Trips – Most field trips require school uniforms. Exceptions are made on a per event basis. Please consult the teacher for details on a specific field trip.

Additional Policies

1. **GUM** chewing is not allowed on campus anywhere at any time.
2. **LOST AND FOUND** items will be kept in the Gym for a limited time. Please encourage your child to check for their lost items promptly.
3. **TELEPHONES** may not be used by the students. Exceptions may be granted by the Headmaster or Administrative Assistant.
4. **CELL PHONES & ELECTRONIC DEVICES** **MAY NOT BE USED** during school hours. They must be turned off and stay in the students backpacks at all times.
5. **TOYS** of any kind may not be brought to school, with the exception of show-and-tell items approved by the Kindergarten through second grade teachers.
6. **CLASS TRIPS** are considered part of the curriculum, although privilege to participate may be lost through misbehavior.
7. **PARTIES** must be pre-approved by the teacher. They may be allowed for specified Christian holidays.
8. **PARENTS/VISITORS** must arrange visits through the Headmaster.
9. **FORGOTTEN LUNCHES, GLASSES, BOOKS, HOMEWORK, etc.,** may be brought to school by the parents with the least amount of disruption.
10. **BIRTHDAYS** may be celebrated by the class with a treat at lunchtime. This should be communicated to the teacher two (2) days in advance of the birthday treat. Please contact the school secretary regarding any food allergies in your students' classroom. This gives the teacher and parent time to arrange for alternative treats for those students with food allergies. Invitations to parties should not be given out at school unless all the students in the class are invited. This will avoid unfortunate and awkward situations for our students.

FINANCIAL

The cost of a quality education is high, yet it is the desire of SSCCA to keep tuition affordable. SSCCA accepts contributions and donations from those who support our stated goals and objectives. The Academy is a 501(c)3 institution. Parents and others who can exceed their required support are encouraged to give as they are able.

In addition to tuition, there is both a non-refundable application/registratiion fee for each academic year, as well as a curriculum fee, which is non-refundable. Parents will be informed of the specific amounts prior to each school year.

In order to meet the school's financial obligations, it is imperative that tuition payments be kept current. SSCCA uses FACTS to manage tuition payments, and all families must sign up and pay through FACTS, in the form of direct debit from a checking or savings account [or by credit cards](#).

There are three payment plans available on FACTS. Annual payments made by June 1st of each school year will receive a \$100 discount. Semi-annual payments made on June 1st and December 1st of the school year will receive a \$50 discount. A monthly payment plan (10 months, June – March) is also available, for a \$45 fee for the year.

If payments are returned for insufficient funds, FACTS will impose a fee. If an account becomes delinquent more than 30 days, the parents will be asked to keep their child at home until the account can become current. SSCCA reserves the right to pass along any bank fees incurred as a result of insufficient funds. Exceptions will be determined by the Headmaster.

ADMINISTRATIVE

Conduct and Discipline

The first stage of discipline lies in the classroom with the child's teacher. Since classroom discipline and control is immediately the teacher's responsibility, he/she will be first to deal with excessive behavior problems. This stage may consist of such actions as the teacher feels is warranted for the individual student including "time out", recess detention, written assignments, staying after school, designated chores (such as washing chalkboards), notification of parents, lowered conduct grade, etc.

If this first stage is unsuccessful in correcting the discipline problems, at the teacher's discretion the student will be referred to the school office for further action. This will normally occur after the teacher has made and documented several attempts to correct the problem including the contacting of the parents. The obvious exception here would be serious infractions of school policy, at which time the student would be immediately referred to the administration. Action in this second stage of discipline is to be considered serious and would include such things as after school detentions (grades 5 – 8), corporal punishment for grades (K – 4), and suspensions.

Defiant and rebellious behavior warrants paddling. Permission for the same is obtained upon enrollment. The teacher stands "*in loco parentis*," that is, in the place of the parents with respect to this responsibility. At the parents' request, they may be called by the Headmaster before he administers the paddling. "*Foolishness is bound up in the heart of the child; the rod of discipline will drive it far from him.*" (Proverbs 22:15). When said discipline must be administered, a notice is sent home to the parents to explain the infraction and the corrective measure used. Parents are expected to support the faculty and administration in disciplinary action taken.

SSCCA believes that each student should overtly demonstrate self-discipline and responsibility through:

- Cheerful obedience to authority (even when authority figure is not present).
- Cooperation with others in play and work.
- Responsibility in doing assigned and expected tasks.
- Courtesy and good manners.

- Cleanliness in person and property.
- Truthfulness.
- Respect for the property of the school and other people.
- Promptness in attendance and assignments.
- Morally upright conduct in language and social relationships.
- Love for God and for the things that please Him.

The Bible teaches that children have sinful natures, and that they resist taking responsibility for their actions. However, parents are directed by God to take corrective measures when this happens. Teachers, *in loco parentis*, must also take such measures.

After School Detention:

Detentions are served from 3:15 – 4:15 with the teacher who assigned them the detention. Any student who arrives more than 5 minutes late will serve an additional detention. During the detention the student will do one of two things. The first option is to perform an act of service. The second would be to sit and write a letter of apology followed by a silent time for reflection and prayer.

Detention is not a time to do homework, study, or anything else. The detention should always include a time to process with the teacher, repent, and be forgiven. A plan for improvement should be created by the student with the assistance of the teacher and, when possible, the parents.

Repeated Detentions – More than two referrals in a nine-week marking period will result in a one-day suspension. Suspensions will normally occur after the second detention has been served. Work missed during suspensions may only be made up with the teacher and administrator's approval. Multiple suspensions and serious behavioral infractions will result in expulsion from the academy.

Faculty:

The SSCCA faculty is comprised of teachers who believe that teaching is a calling, a ministry, not just a job. All are dedicated to the task of training your child. All are members of a church and lead dedicated Christian lives.

Parent Assistance:

In order to better serve the teacher and to make effective use of time, the school encourages parent assistance. They will be assigned to specific requested duties in order to aid the teacher and students as needed and/or as desired.

Guidelines For Parents Who Volunteer To Assist

1. Your role will be to assist the teacher in a way specified by the teacher.
2. Do not assume responsibilities beyond the assignment without the teacher's consent.
3. You will be expected to follow the teacher's requests and directives at all times.
4. When you are working in the classroom, please do not bring your smaller children with you into the classroom without first receiving permission from an administrator. The church nursery is available for use during the week, but [it is](#) not supervised.
5. Criticism of the teacher shared with other faculty or other parents will be construed as a hindrance to your continuing as a volunteer assistant. If there are such criticisms to be made, they should be handled through the proper channels at the proper time (by appointment) and in the proper place (privately).
6. Your cooperation in a cheerful and positive spirit is always important. Thank you for wanting to help and for volunteering to assist.

OFFICE

Each family should sign up to receive important news from the office via the Gmail Group. [SSCCA communicates by way of email so it is essential that parents not only have email access, but also check email daily so SSCCA can effectively communicate with its parents. The Friday Newsletter is also sent via email every Friday for parents to review.](#)

Records:

Please notify the school in writing of any changes in address, phone number, emergency contact information, health status of your child, or individuals approved to pick-up your child(ren).

Withdrawing from School:

Families who withdraw a child from school prior to Christmas break are responsible to pay tuition for the remainder of the month of withdrawal. If a child is withdrawn after Christmas break, tuition for the entire school year is due.

Health:

Parents are responsible for ensuring their child has up-to-date immunization records.

The Department of Health and Mental Hygiene Code of Maryland Regulations (COMAR) states all students must furnish schools evidence of age-appropriate immunization requirements. The minimum vaccine requirements include tetanus, diphtheria, poliomyelitis, measles (rubeola), mumps, rubella, hepatitis B and varicella. [New and updated records need to be turned into the school by the 1st day of school.](#)

Necessary medications should, if possible, be administered to students by the parents at home. All other medications need to be administered by medically certified personnel at SSCCA with the appropriate medical forms filled out by the parent and signed by the parent **and pediatrician**. At no time are students or teachers allowed to administer medication.

NOTICE OF NONDISCRIMINATORY POLICY

SSCCA 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 of the academy. SSCCA also does not discriminate on the basis of race, color, national and ethnic origin in administration of any of its programs.

SSCCA ACADEMIC HONOR CODE

All students will be expected to integrate God's principles into their daily life. This personal honor and commitment to Biblical principles must be learned, practiced, and refined. At the same time, sound moral character must be developed. It is the purpose of the SSCCA Honor Code to remind us to strive toward honesty, integrity and personal responsibility before our Savior, thus focusing our thoughts and actions on glorifying God.

It is the position of SSCCA that:

1. We will do all in the name of the Lord Jesus Christ (Colossians 3:17)
2. In all things, we will give thanks to God (I Thessalonians 5:18)
3. We will do all things heartily for the Lord (Colossians 3:23)
4. We will not steal our neighbor's work or property (Leviticus 19:11)
5. We will always speak truthfully and honestly (Colossians 3:9-10)

Therefore, the SSCCA Honor Code states all papers, tests, homework and projects will be the personal work of each student. Evidence of plagiarism and cheating will result in a grade of zero. This behavior will be referred to the Headmaster for any further action.

SSCCA reserves the right to make changes to its procedures and policies at any time. Your signature below states that you have read and understand completely the policies and procedures stated above.

(student)

(Date)

(parent)

(Date)