

ST. JOHN'S CHRISTIAN ACADEMY

**204 West Main Street
Moncks Corner, SC 29461
Telephone (843) 761-8539**

*"Promoting academic excellence and fostering spiritual
growth through a college-preparatory curriculum
in a Christian environment"*

Home of the Cavaliers

Colors: Crimson Red, Royal Blue & White

STUDENT-PARENT HANDBOOK 2009-2010

Eric M. Denton, Ed.D., Headmaster
Bill McCall, Jr., Chairman of the Board

ST. JOHN'S CHRISTIAN ACADEMY
204 West Main Street
Moncks Corner, SC 29461

MISSION STATEMENT

The mission of St. John's Christian Academy is to promote academic excellence and to foster spiritual growth through a college-preparatory curriculum in a Christian environment.

STATEMENT OF FAITH

Though St. John's Christian Academy does not ascribe to any one church or denomination, we believe these basic tenets unite all Christians:

We believe that there is one infinite, holy, loving and personal God, eternally existing in three persons, the Father, the Son, and the Holy Spirit; and that He speaks to us in scripture and reveals Himself to us in creation, salvation, and renewal. As finite human beings created in God's image, it is our purpose and privilege to worship, honor, serve, and obey Him.

We believe that the world belongs to God, who created it and faithfully sustains it by His providence, mercy, and grace.

We believe that the Bible is God's written revelation to man, and that it is divinely inspired, authoritative, and without error in the original manuscripts.

We believe in the deity of Jesus Christ, His virgin birth, sinless life, the miracles He performed, His death on the cross to provide for our redemption, bodily resurrection, and His ascension into Heaven.

We believe in the personality and deity of the Holy Spirit, that He convicts us of our sinfulness, performs the miracle of the new birth in unbelievers, and dwells within the believer, enabling us to live godly lives.

We believe that man was created in the image of God, but because of sin, was alienated from God. Only through faith, trusting in Christ alone for salvation which was made possible by His death and resurrection, can that alienation be removed.

We believe that God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will personally and visibly return in glory to judge the living and the dead in righteousness.

Board of Directors

Bill McCall, Jr. - Chairman

Christopher P. Biering
Ken Johnson
Barry Jurs
Marvin G. Mitchum, Jr.
Hugh Murchison
Robin Nichols
Byron Rodgers, III
Dr. William E. West

School Telephone Numbers (area code 843)

MAIN OFFICE	761-8539
ADMISSIONS & RECORDS	899-8504
ASST. PRINCIPAL/GUIDANCE	899-8503
ATHLETIC DIRECTOR	899-8508
BUSINESS OFFICE	899-8538
DEVELOPMENT OFFICE	899-8511
EXTENDED CARE (after 2:00)	899-8516
FAX	899-5514
HEADMASTER'S OFFICE	899-8502
LIBRARY	899-8540
LUNCHROOM	899-8512
NURSE'S OFFICE	899-8542
UNIFORM SHOP	899-8511

ST. JOHN'S CHRISTIAN ACADEMY

STRATEGIC PLAN

A Planning Team of parents, staff, community members, and board members began the creation of a five-year strategic plan for St. John's Christian Academy during the school year of 2007-2008. This new plan serves as a catalyst for the school to stretch and develop higher levels of excellence in academics and deeper depths of spirituality. The innovative plan includes a mission statement, objectives, and strategies centered on four major issues for improvement: Spiritual-Christian World View, Facilities, Finances & Economics, and Academics & Extra-Curricular. Strategies and action items have been developed to move the school towards the achievement of our mission.

Issue: Spiritual-Christian World View Objective: To provide a Christ-centered environment that nurtures the growth and development of disciples for Jesus Christ.			
Strategies	Champion	Due Date	Action Plan Development Ideas
1. Share the SJCA vision with area pastors.	Headmaster	TBD by Board	
2. Involve Youth pastors in the school's ministries.	Headmaster	TBD	
3. Make available Christian guidance to the SJCA family.	Headmaster	TBD	
4. Focus academics, athletics and all other areas on Christian principles.	Headmaster	TBD	<ul style="list-style-type: none"> ▪ FCA programs ▪ Enhance Chapel programs ▪ Daily prayer ▪ Bible classes ▪ Mission trips
5. Communicate Christian service to the community.	Director of Development	TBD	

Issue: Facilities Objective: Provide state-of-the-art facilities through Godly stewardship.			
Strategies	Champion	Due Date	Action Plan Development Ideas
1. Maintain facilities to meet the current needs.	Headmaster	TBD	
2. Develop an architectural design for campus	Board	TBD	
3. Implement the design and plan as needs dictate and finances allow.	Board	TBD	
4. Monitor and improve the comprehensive safety plan.	Headmaster	TBD	<ul style="list-style-type: none"> ▪ Work with local law enforcement

Issue: Finances & Economics			
Objective: To support the fundamental goals of the school through responsible financial management and long-term financial growth with specific focus on quality facilities advanced academics and competitive tuition.			
Strategies	Champion	Due Date	Action Plan Development Ideas
1. Maintain optimal tuition to provide a quality education.	Board	TBD	<ul style="list-style-type: none"> ▪ Competitive salaries and benefits
2. Develop annual giving that has 100% participation.	Director of Development	TBD	
3. Fund capital improvements through a successful capital campaign.	Director of Development & Chris Biering	TBD	
4. Reduce outstanding debt.	Board	TBD	

Issue: Academics and Extra-curricular			
Objective: To produce students who excel academically and demonstrate moral character and leadership skills.			
Strategies	Champion	Due Date	Action Plan Development Ideas
1. Improve curriculum and instruction in order to prepare students for collegiate success.	Headmaster	TBD	<ul style="list-style-type: none"> ▪ Technology instruction ▪ Replacing outdated instructional materials with more current ones ▪ College/career fairs ▪ Shadowing ▪ Recruiting and retaining qualified teachers ▪ Accommodating special needs ▪ Creating and implementing academic priorities annually ▪ Ensuring relevance ▪ Implementing the academic standards required for athletes in the handbook
2. Communicate the multi-faceted successes of our institution.	Director of Development	TBD	<ul style="list-style-type: none"> ▪ Internal communication (email; internet) ▪ Market strengths
3. Provide quality and competitive athletic programs.	Athletic Director	TBD	<ul style="list-style-type: none"> ▪ Team transportation ▪ State requirements related to transportation ▪ Compensation for qualified coaches ▪ Active booster club ▪ Encouraging FCA participation from student athletes
4. Expand fine arts and extra curricular offerings.	Headmaster	TBD	<ul style="list-style-type: none"> ▪ Expanding the arts

ORGANIZATION

St. John's Christian Academy is operated by the Board of Directors. The primary tasks of the Board are:

- To hold the school in trust, to maintain its mission, and to operate with fiscal soundness;
- To hire a Headmaster of the school;

- To set broad policies and guidelines.

Requests to meet the Board may be submitted to the Headmaster or to the Secretary of the Board.

The Headmaster of St. John's Christian Academy reports to the Board of Directors and has direct authority over all operations, personnel, and business of the school. Furthermore, the Headmaster is responsible for implementing this Student Handbook as part of the administration of the school's daily operations.

It is incumbent upon the Headmaster to make whatever decisions are necessary to implement the programs, policies, and philosophy of St. John's Christian Academy. When circumstances arise which are not specifically covered by this Handbook, the Headmaster retains decision-making authority.

ACCREDITATION

St. John's Christian Academy received Advanced Accreditation by the South Carolina Independent School Association, which provides professional development, accreditation, athletic leagues, student activities and competitions, and policy monitoring.

ADMISSION

St. John's Christian Academy provides a college-preparatory curriculum designed for students of average and above-average ability. All students applying for admission must be in good academics and disciplinary standing in their current schools, and must submit documentation to that effect upon application. Admission begins with a formal application and a non-refundable registration fee. Once application has been submitted, a placement test will be scheduled. Scores of this test, transcripts of previous scores and achievements, and a personal interview will determine admission and placement. The Board of Directors has established these qualifications for admittance. Admissions, enrollment, and dismissals are an administration of the school directly supervised and implemented by the Headmaster. St. John's Christian Academy practices open enrollment and does not discriminate on the basis of race, creed, or national origin.

New admissions to St. John's Christian Academy are accepted on a nine week probationary period. The requirements for achieving a fully accepted status include:

- Passing all subjects/classes
- A GPA of 2.0 or above
- An exemplary discipline record

CONTINUATION AT ST. JOHN'S CHRISTIAN ACADEMY

It is the policy of St. John's Christian Academy to continually review the progress each student is making, and on the basis of this progress, to invite each student to return to St. John's Christian Academy the following year.

- If it is deemed that insufficient progress is being made, the student and his/her parents will be counseled and specific criteria will be established which must be met in order for that student to progress.
- If a High School or Middle School student fails an academic course for the year, the credit must be made up in summer school or through an approved correspondence course.
- Middle or High School students failing more than two academic core courses in a year will be placed on academic probation.
- If a student has failed two courses the previous year, he/she must be passing all courses at the end of the first semester of the next year or the student may be asked to leave St. John's Christian Academy at the end of the first semester.
- Such policies are not meant to be threatening, but is an attempt to help students realize they must assume part of the responsibility for their education. St. John's Christian Academy offers an excellent educational opportunity to students who demonstrate initiative and a desire to take advantage of the programs being offered

CORE CURRICULUM

The curriculum of St. John's Christian Academy is organized to provide a continuous path of study that prepares students for success in a four-year college or university.

Grades K3-5: The preschool and elementary curriculums are designed to give students the needed background for the college-preparatory curriculum used in grades 6-12. In addition to reading, English, math, science, and social studies, the students are given instruction in elementary music, art, physical education, and computer literacy. Bible for K-3 through 5th grades includes daily devotions, memory work, Chapel, and Christian outreach. Each school day begins with the Pledge of Allegiance and the Lord's Prayer. Short devotions, Bible stories and memory work follows with a time for individual prayers and meditations. Grace will be said each day prior to a lunch period. Assemblies conducted by SJCA staff, visiting ministers, guest speakers, and musicians take place during Chapels.

Students in grades 2-5 take the Stanford Achievement Series Tests, Edition 10, during the spring. The results of this testing are used to evaluate individual performance and curriculum content.

Grades 6-8: The middle grades serve as a bridge from the Lower School to the Upper School. Students are given a variety of opportunities to explore their interests and recognize their strengths. Exploratory classes are offered in oral interpretation, debate, creative writing, and physical education. The middle school curriculum is designed to meet the individual differences of students particularly in the areas of reading and mathematics. In addition to a formal study of the Bible, students will be involved in chapel, Christian outreach, and spiritual guidance. Core courses include math, English, social studies, science, and literature. After-school tutoring is available for students experiencing academic difficulties. Students will need to make arrangements with each teacher. The office may be able to assist in finding an outside tutor if one is needed. Eighth grade students have the opportunity to take high school credit courses in math, English, and Bible.

Middle school students take the Stanford Achievement Series Tests, Edition 10, during the spring. The results of this testing are used to evaluate individual performance and curriculum content.

Grades 9-12: The high school curriculum design ensures that students are able to meet the needs of an increasingly dynamic and complicated society. Entering college students must be prepared to undertake rigorous academic coursework. They must be equipped with organizational skills, advanced writing and reading abilities, critical thinking skills, and prerequisite math concepts. SJCA provides a demanding college-preparatory curriculum that meets the requirements essential for college admission as set forth by the South Carolina Commission of Higher Education. Students must have a total of 24 units to receive a diploma. The following page provides core course requirements along with a listing of possible electives. Two units of formal Bible instruction are required for graduation from St. John's Christian Academy. In addition to the Bible requirement, each year students will be involved in chapel, Christian outreach, and spiritual guidance. Seniors are required to make application to at least one two or four year college or university.

The goal of the school is to ensure that all students meet the entrance requirements of the college they choose to attend. Students in grade 9 take a test called Explore. This test assesses student interests and academic achievement. Students in grade 10 take both PSAT and PLAN in preparation for taking SAT or ACT during their Junior and Senior years. Students in Grades 11 and 12 take the ASSET test from Trident Technical College. The purpose of this assessment is to qualify students for dual credit courses offered at SJCA through Trident Technical College. Career counseling begins in upper school with career inventories and aptitude assessment administered to support career awareness and course selection.

Each grading period covers nine weeks of school. At the end of the first four weeks of each grading period, a progress report will be sent to parents. At the end of each nine-week grading period, a grade and attendance report will be sent showing grades and current GPR status. St. John's Christian Academy follows the South Carolina Uniform Grading Policy, which gives our students an equal opportunity for Life and Palmetto Fellows Scholarships offered by the State of South Carolina towards college tuition. Letter grades are recorded based on the following scale: A = 93 to 100; B = 85 to 92; C = 77 to 84; D - 70 to 76; F - Below 70.

STUDENT PROGRESS

Progress Reports: Parents should expect progress reports after the end of the fourth week of a grading period. Teachers evaluate progress of students, especially in regard to the likelihood of a failing grade. Parents of those students who may be having trouble in a course are urged not to wait for progress reports before scheduling conferences with teachers.

Report Cards: Report cards are distributed at the end of each grading period. Should a report card not be received by parents within two weeks after the end of grading period or if an error exists, parents should notify the office.

Teacher/Parent Conferences: A partnership involving teacher, student, and parent, aimed at successful student performance, is vital. Each teacher is assigned one period per day to be used for parent conferences as well as planning and preparing for class work. Parents are encouraged to call the school for an appointment relative to any phase of the student's progress.

St. John's Christian Academy

Four-Year Plan of Studies

At least 24 units of study required for graduation. It is recommended that students exceed the minimum requirement of 24 units.

Requirements	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
English (4 units required)	English I H	English I, English II H	English II, English III H	English III, English IV H	English IV, English 101/102
Math (4 units required)	Algebra I H	Algebra I, Algebra II	Geometry	Algebra II, Pre- calculus	AP Calculus, Discrete
Science (3 units required; 3 lab units for 4 year college)		Physical Science, Biology I	Biology I, Env. Biology, Chemistry	Chemistry, Physics, Environmental Science	Chemistry, Physics, Environmental Science
Social Studies (1 U.S. His., 1 Gov. Econ, 1 SS Elective)		World History	U.S. History	Gov./Econ	Western Civilization
PE (1 unit required)		PE	PE		
Foreign Language (2 or 3 units depending on college)		Spanish I, Latin I	Spanish I, II, Latin II	Spanish II, III	Spanish III, Spanish 101/102
Bible (2 units required)	Bible I		Critical Issues		
Computer Science (1 unit required)		Keyboarding/ Computer Apps.	Keyboarding/ Computer Apps.		
Electives					

GRADE PLACEMENT REQUIREMENTS

FRESHMAN - GRADE 9

- Completion of 8th grade requirements

SOPHOMORE - GRADE 10

- Must have earned at least six credits from previous year(s)
- Credits must include English I and Algebra

JUNIOR - GRADE 11

- Must have earned at least 12 credits from previous years
Credits must include: English I and English II
- Algebra I and Algebra II or Geometry

SENIOR - GRADE 12

- Must have at least 18 credits from previous years
- Credits must include: English I, English II, and English III
- Algebra I, Algebra II, and Geometry

GRADUATION MINIMUM REQUIREMENTS:

- English I, II, III, and IV (4 units)
- Algebra I, II, Geometry, plus one additional math course (4 units)
- Physical Science, Biology, plus two additional sciences (4 units - 3 units must be lab sciences)
- World History, U. S. History, Government/Economics (3 units)
- Physical Education (1 unit)
- Foreign Language (2 units)
- Bible I and Bible II (2 units)
- Keyboarding and Computer Applications (1 unit)

ACADEMIC GUIDELINES

In the Lower School (Grades K5 through 5), a student failing to perform up to academic standards as determined by the teacher and administration will receive an **academic warning** at the time of the progress report (midway through the nine-week's grading period). This warning requires that the parent schedule a conference with the teacher within one week of the progress report being sent home. At the end of the nine weeks, if student continues to fail, the student will be placed on academic probation and a mandatory parent/student conference will be held with the teacher or Headmaster present. At this time, tutoring, demotion, retention, or suspension may be recommended by the teacher to prevent escalation of the problem. The parent retains the right to appeal any decision to the Board of Directors.

In the Middle and Upper School (Grades 6-12), if a student has a GPR of less than 2.0 or is failing any course at the end of any nine weeks, an Academic Warning will be issued. An Academic Warning requires the parent to schedule a conference with the teacher or administration. An academic warning may also result in mandatory tutoring. If the school for that course does not already fund tutoring, it must be provided at the parent's expense. If the student passes the course for the next nine weeks, but fails to have a cumulative passing grade for that course, he/she

remains on Academic Warning. If he/she fails the same course for a second nine weeks, or has a cumulative GPR of less than 2.0 in all coursework, he/she will be placed on Academic Probation, which requires a mandatory conference between the parent, the teacher(s) involved, and the Headmaster. If the student does not maintain an overall GPR of 2.0 for the third consecutive nine weeks, he may be referred to the Board of Directors for Permanent Academic Suspension, demotion or retention.

Help Sessions

Tutorials/Help Sessions: If a student has been absent because of illness or has failed to understand some of the class work, appointments may be made with the teacher in order to obtain help.

Private/Tutorials: If a student needs more individual help than is provided in these sessions and thinks a private tutor is needed, the parent should contact the school counselor for information. Fees are charged for private tutoring.

Course Withdrawals

With the first day of enrollment as the baseline, students who withdraw from a course within 5 days in a 90-day course or 15 days in a 180-day course will do so without penalty. Students who unilaterally withdraw from a course after these time limitations will be assigned a course grade of "WF" (Withdrawn Failing) and the "F" (numerical grade of 62 and 0 quality points) will be calculated in the student's overall grade point ratio. Assessment of the "WF" penalty for withdrawing from a course in excess of the time limitation will not apply to course or course level changes initiated or sanctioned by the administration of the school.

To withdraw from a course, the student must complete a Class Withdrawal Form. The form must contain a valid reason for wanting to withdraw from the class, the signature of the parent/guardian, and the signature of the teacher of the course to be dropped. The Headmaster will review and approve or disapprove each request.

Retaking Courses

Students may retake the same course at the same difficulty level under the following conditions:

- The course in which an "F" was earned may only be retaken during summer school or through an approved correspondence course.
- A student attempting to improve their grade in a previously passed course may do so by filling out a request form signed by the principal.
- If the course is one of a sequence of courses offered, the retaken course must be taken in the proper sequence. The reported score for classes retaken will be at the discretion of the Headmaster.

Audits

The audit of any course will be allowed if space is available and if permission is granted by the headmaster and the teacher involved.

The student will be required to adhere to all rules and expectations of the audited class and will be expected to complete all assignments required by the teacher.

HONOR GRADUATES

Selection of Valedictorian or Salutatorian will be based on all high school accredited courses taken. The student must be in good standing with the school. A transfer student must be from an accredited school. The last four semesters of academic work must be completed as a student at St. John's Christian Academy. At least two senior honor level courses and one dual credit course are required.

The top four juniors who have completed at least two years at St. John's will be selected as Junior Marshals. The top two students in the sophomore class and the top two students in the freshman class, who have attended St. John's for at least two years, will serve as ushers at Commencement Exercises.

All seniors are required to complete a research paper before graduation.

All seniors are required to make at least one application to a two or four-year college/university.

These requirements are an attempt to help students assume responsibilities towards their achievement and gain acceptance into their college of choice.

STANDARDIZED TESTING

- Elementary and Middle School: Students take the Stanford Achievement Series Test, Edition 10, during the spring.
- 9th Grade: Students take the Explore Career Inventory/Achievement Test.
- 10th Grade: Students take the PSAT (preliminary test for SAT) and PLAN (the preliminary test for the ACT)
- 11th & 12th Grade: Students take the ASSET Test (placement test for Trident Tech.)

CLASS RANK AND GRADE POINT RATIO

The following ranking procedure will be used to determine the Valedictorian, Salutatorian, and Honor Graduates. All courses in all academic disciplines are weighted and used for the purpose of determining rank in class. College prep courses have the lowest weight and dual credit courses have the highest weight.

Uniform Grading Policy - Grades 9-12

SJCA will follow the South Carolina Uniform Grading Policy for the calculation of grade point ratios (GPR), weighting of courses and computation of class rank in Grades 9-12. The grade point conversion table will be used to define letter grades and convert numerical course grades into quality points in order to calculate grade point ratios and determine class rank.

Aver.	Grade	CP	Honors	Dual Cr.
100	A	4.87	5.37	5.87
99	A	4.75	5.25	5.75
98	A	4.62	5.12	5.62
97	A	4.50	5.00	5.50
96	A	4.37	4.87	5.37
95	A	4.25	4.75	5.25
94	A	4.12	4.62	5.12
93	A	4.00	4.50	5.00
92	B	3.87	4.37	4.87
91	B	3.75	4.25	4.75
90	B	3.62	4.12	4.62
89	B	3.50	4.00	4.50
88	B	3.37	3.87	4.37
87	B	3.25	3.75	4.25
86	B	3.12	3.62	4.12
85	B	3.00	3.50	4.00
84	C	2.87	3.37	3.87
83	C	2.75	3.25	3.75
82	C	2.62	3.12	3.62
81	C	2.50	3.00	3.50
80	C	2.37	2.87	3.37
79	C	2.25	2.75	3.25
78	C	2.12	2.62	3.12
77	C	2.00	2.50	3.00
76	D	1.86	2.36	2.86

75	D	1.75	2.22	2.72
74	D	1.72	2.07	2.57
73	D	1.43	1.93	2.43
72	D	1.29	1.79	2.29
71	D	1.14	1.64	2.14
70	D	1.00	1.50	2.00
69	F	0.87	1.37	1.87
68	F	0.75	1.25	1.75
67	F	0.62	1.12	1.62

Calculation of the Grade Point Ratio (GPR) and Class Ranking Procedure

The grading scale and method for calculating GPR and determining class rank will apply to all courses taken by a student carrying Carnegie units, including units earned at the middle/junior high school.

Grade point ratios will be computed using the following formula. The formula will yield each student's GPR. All grade point ratios are then ranked from highest to lower in the class. Computations of GPR will not be rounded to a higher number. All diploma candidates in a class are included in the ranking.

$$\text{GPR} = \frac{\text{Sum of quality points}}{\text{Sum of units attempted}}$$

CONDUCT AND DISCIPLINE

The discipline policy of St. John's Christian Academy serves several purposes. Primarily, it is to teach students to apply the principles God established for us in His Holy Scriptures. We need to "Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. Some of the rules do not come directly from scripture, but are needed to allow the proper conduct of school business and to maintain order. The faculty and administration prefer that students strive to behave well rather than conceive of misconduct as a system of negative results for negative conduct.

St. John's Christian Academy students are expected to display good conduct in the classroom as well as at school functions or activities. Students are required to show proper respect to faculty and other adults. Students are also expected to show respect to other students, school property, and the property of others.

Discipline is necessary for the welfare of the student as well as the entire school. We believe that every student has a right to learn, and every teacher has a right to teach. It is impossible for learning to take place in a classroom unless control and good order are maintained. All suggestions or complaints must go through the proper chain of authority in a respectful manner: the Teacher, Disciplinarian, and then the Headmaster. **Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher prior to contacting the Headmaster.**

St. John's Christian Academy has a commitment to its school families to maintain high standards and requirements for all students. Because attendance at St. John's is a privilege and not a right, any student who does not conform to the standards and regulations of the school may forfeit this privilege. At St. John's Christian Academy there is a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family, and to the Lord Jesus Christ. The following guidelines are shared in a spirit of love and caring.

K3-5th Grades

Discipline in the lower school will be at the discretion of the teacher with Headmaster approval. If student behavior does not improve, the Headmaster will intervene to resolve the problem. Parents will be notified by the teacher of discipline concerns in an effort to correct behavior.

6th-12th Grades

Discipline in the upper school will follow the following guidelines.

OFFENSES AND PENALTIES

LEVEL 5 Offenses

- Cheating/Plagiarism
- Drugs, alcohol, tobacco*
- Fighting
- Gross Misconduct
- Invasion of Privacy*
- Profanity/Lord's Name
- Prohibited Articles*
- Setting/Calling in a false Fire Alarm/Bomb Threat
- Threats or perceived threats of violence
- Truancy
- Vulgarity directed towards an adult

NOTE * : School officials have the authority to search and seize inappropriate items from lockers, cars, book bags, etc. (Law enforcement officers will be notified if necessary.)

LEVEL 5 Penalties (no reset)

1st Offense: 1-5 Day Out-of-School suspension (OSS)/Disciplinary Probation or Expulsion

2nd Offense: 1-5 Day Out-of-School suspension (OSS)/Disciplinary Probation or Expulsion

EXPLANATION OF LEVEL 5 OFFENSES

Cheating/Plagiarism: Taking or giving answers on a formal evaluation (test, quiz), or allowing someone else to do so, or submitting another's work or ideas as one's own. Students will also receive a zero.

Drugs, alcohol, tobacco: Any student involved in purchasing, possessing, using or providing substances or materials used in these activities, or when he personally participates in them, at or away from school.

Fighting: When a student is involved in any form of fighting, including fist fighting or wrestling.

Gross Misconduct: Any behavior, on or off campus that is grossly in conflict with the purpose and spirit of SJCA.

Invasion of Privacy: The inappropriate conduct towards or immoral activity with a member of the opposite sex.

Profanity/Lord's Name: Cursing, or taking the Lord's name in vain by specific statement or euphemism..

Prohibited Articles: Pornography, weapons, fireworks, or other potentially harmful items.

Setting/Calling a false Fire Alarm/Bomb Threat: The intentional activation of the fire alarm system or telephone notification of a fire/bomb threat when emergency conditions do not exist.

Threats or perceived threats of violence: Verbal threat or bringing a weapon to school or school function, weapon on his/her person, locker, book bag, purse, or vehicle.

Truancy: Not coming to, or leaving school without permission of administration and parent.

Vulgarity/inappropriate language toward adults: Using vulgar language, sexually suggestive or indecent language or actions, or slang words toward an adult.

LEVEL 4 Offenses

- Lying, stealing, gambling
- Disobedience
- Disorderly conduct/Horseplay
- Public Display of Affection (PDA)
- Skipping class
- Vandalism
- Vulgarity/inappropriate language

Note: Students caught stealing/vandalizing will be required to make restitution, as well as, be penalized.

LEVEL 4 Penalties (reset by semester, unless on probation)

- 1st Offense: Detention/Call Home
- 2nd Offense: Attention/Parent Conference
- 3rd Offense: 1-5 Day Out-of-School Suspension
- 4th Offense: 1-5 Day Out-of-School Suspension
- 5th Offense: Expulsion

EXPLANATION OF LEVEL 4 OFFENSES:

Lying, stealing, gambling: When a student lies to a faculty member or the administration. Stealing is taking any item which belongs to someone else. Gambling is the attempt to win something by a game of chance.

Disobedience: When a student intentionally disregards or disobeys a direct request or command.

Disorderly Conduct/Horseplay: When there is behavior that is potentially harmful to persons or property. This would include horseplay, roughhousing, chasing, play-fighting, punching, or throwing any objects.

Public Display of Affection (PDA): Any physical contact between students of different genders.

Skipping Class: When a student intentionally misses a class.

Vandalism: The intentional damaging or destruction of personal, school, or public property.

Personal Property: Students are to respect the property of other students. No student should enter another student's desk, book bag, or locker. Students are urged to mark their personal belonging with their name. Items that are not permitted in school, such as electronics, laser pointers, etc., will be collected by a teacher and may not be returned. Students are discouraged from bringing valuables to large amounts of money to school.

School Property: Respect for the appearance and care of the buildings and grounds is expected of all students. Students are expected not only to avoid littering and defacing the campus, but also to actively help by picking up the trash that someone else has dropped and to seek to prevent defacing the property. Any student who disfigures property or equipment will be required to pay for damages or replace the item. If the damage is willful, Level 4 disciplinary measures will also result.

Vulgarity/Inappropriate Language: Using vulgar language, sexually suggestive or indecent language, actions or slang words.

LEVEL 3 Offenses

- Disrespect

LEVEL 3 Penalties (reset by semester, unless on probation)

- 1st Offense: Detention/Call Home
- 2nd Offense: Detention/Call Home
- 3rd Offense: Attention/Parent Conference
- 4th Offense: Out-of-School Suspension
- 5th Offense: Out-of-School Suspension/Disciplinary Probation
- 6th Offense: Expulsion

EXPLANATION OF LEVEL 3 OFFENSES:

Disrespect: When a student shows any disrespect towards a teacher, school, church or staff member in attitude, word, body language, action, or facial expression. This includes scorning, mocking, insolence, and addressing an adult improperly.

Nonverbal Communications/Patterns

rolling eyes
silent treatment
patronizing smile, smirk

sigh and breath of disgust/contempt
angry glare

slouching
stubbornness

Verbal Communications/Patterns

sarcastic speech
gossip
disparaging speech
defiance

patronizing speech
derogatory speech
uncooperativeness
slander

insulting speech
contempt
rudeness

LEVEL 2 Offenses

- Defacing school property
- Disturbing class
- Failure to follow instructions
- Hall violation
- Horseplay (See Level 4)
- Sale of unauthorized material
- Unwholesome Speech/Verbal Abuse

LEVEL 2 Penalties (reset quarterly)

- 1st Offense: Detention/Parent Call
- 2nd Offense: Detention/Parent Call
- 3rd Offense: Detention/Parent Call

Penalties Note: Students committing the same offense three or more times in a quarter may be written up for "Disobedience" (Level 4)

EXPLANATION OF LEVEL 2 OFFENSES:

Defacing Property: Any time there is damage to school property or disrespect shown toward school property. This would include writing on books, walls, and desks, and damage done during careless, playful behavior.

Personal Property: Students are to respect the property of other students. No student should enter another student's desk, book bag, or locker. Students are urged to mark their personal belonging with their name. Items that are not permitted in school, such as electronics, laser pointers, etc., will be collected by a teacher and may not be returned. Students are discouraged from bringing valuables to large amounts of money to school.

School Property: Respect for the appearance and care of the buildings and grounds is expected of all students. Students are expected not only to avoid littering and defacing the campus, but also to actively help by picking up the trash that someone else has dropped and to seek to prevent defacing the property. Any student who disfigures property or equipment will be required to pay for damages or replace the item. If the damage is willful, Level 4 disciplinary measures will also result.

Disturbing Class: The disturbance of class by talking, making noise, passing notes or engaging in any activity interfering with the learning process. Students may be sent to the office and not permitted to make up work.

Failure to Follow Instructions: Not complying with a specific direction or instruction.

Hall Violation: Unacceptable behavior in the hallway or being in an unauthorized area without permission. This would include excessive noise, running, and loitering in the halls or restrooms. Students must have teacher's permission to be in the halls, restrooms, teacher's workroom, office, etc.

Sale of Unauthorized Material: Students are not allowed to sell any material at school without permission.

Unwholesome Speech/Verbal Abuse: Teasing, name-calling, gossiping, or bickering between students is not acceptable.

LEVEL 1 Offenses

- Dress Code
- Trash, Candy, Food, Gum, Littering

Dress Code Note: Students will remain in office or be sent home until violation is corrected.

LEVEL 1 Penalties (reset quarterly)

- 1st Offense: Written Warning
- 2nd Offense: Detention/Call Home

Penalties Note: Students committing the same offense three or more times in a quarter may be written up for "Failure to Follow Instructions: (Level 2)"

EXPLANATION OF LEVEL 1 OFFENSES:

Dress Code Violation: Any violation of the Uniform Standard, i.e., no belt, shirt/blouse not tucked in, skirt too short, pants worn too low, facial hair, radical hair cut or coloring, etc.

Uniform Standard: Even though we readily acknowledge that much of the dress code is institutional preference, it is not optional. Students are expected to abide by the code and parents are expected to monitor compliance before their children leave the house. Enforcement begins, and should end at home. It is inappropriate for other students and faculty be distracted from the educational process because someone failed to fulfill his or her commitment to follow the dress code. It can thus be expected that tolerance for dress code infractions will be limited and addressed immediately.

Students may wear their SJCA uniform with outerwear (fleece jackets, sweatshirts, nylon jackets, and sweaters) in the classroom. **The only logo that may be worn on outerwear is the official St. John's Christian Academy logo.** Letterman jackets and cheerleaders' fleece jackets may be worn as part of the school attire. (See Dress Code for full details.)

Those who choose to wear their jackets or coats over their uniform and SJCA outerwear may only wear them outside at recess, to the lunchroom, or assembly. They are not to wear them once inside the school building. Only the SJCA outerwear may be allowed as "inside" wear.

Any student wearing jackets or coats in the building or classroom will be in violation of the dress code.

Trash, Candy, Food, Gum Littering: When students leave trash around desks and lunch tables, or for items not neatly housed in student storage areas, desks, or lockers. Gum is **NOT** allowed at any time during the school day. Food can only be eaten in the classroom when special permission is given by the teacher. No food or drink is allowed in the hallways.

SENIOR RESPONSIBILITIES AND PRIVILEGES

SENIOR CODE

- To promote a sense of honor and trust between students, as well as between students and faculty.
 - To uphold school rules
 - To be a positive role model for the underclassmen
 - To provide leadership for various extracurricular activities
 - To leave St. John's Christian Academy a better place
- **Off-Campus Privileges** - Seniors will be allowed freedom to come and go from campus within the limits of their schedules. This right will be granted only under the following conditions:
 - Permission to Leave Campus Form must be on file.
 - Students must sign in and out.
 - Violations or abuses of the above may result in immediate removal of the privilege for the individual(s) involved.
 - Seniors must be passing all classes.
 - Seniors must maintain an overall academic average of 2.0. This is reviewed at the end of each 9 week grading period. Seniors and their parents will be informed in a letter and with a phone call about the suspension of privileges until Progress Reports for the following 9 weeks.
- **Seniors may have privileges revoked for the following:**
 - Tardiness to class when returning from off campus
 - Taking underclassmen off campus
 - Traffic violations on campus (driving too fast, driving without a seat belt, parking in the front traffic circle)
 - Taking a Senior without privileges off campus
 - Failure to sign in/out
 - Leaving campus without proper permission (i.e.: doctors appointment during a scheduled class with failure to sign out)
 - **Parents may revoke privileges at any time. The school must be notified by the parent.**
- Seniors without privileges are required to be in their designated Study Hall.
 - Seniors without privileges must stay on campus for lunch. Seniors may not be in the hallways during their free periods.
 - **The administration may revoke Senior Privileges as deemed necessary.**
 - Seniors will be able to exempt second semester exams if they have a yearly 90, non weighted yearly average and with the approval of the class teacher. Absences from class may play a role in exemption of exams.

DRESS CODE

A **mandatory** uniform dress code for students in K-5 through 12th grade has been adopted by St. John's. This dress code is optional for K-3 and K-4 students; however, a royal blue shirt with school logo is required for all field trips.

BRANDS/VENDORS - The brands of clothes that may be worn may be purchased through SJCA or Land's End. **Not all Land's End clothing styles meet dress code specifications.** Please contact the school's uniform shop regarding specific details before purchasing uniforms.

OUTERWEAR - Outerwear is defined as accessory items that are worn as a part of an outfit. They may be worn in the classroom. Outerwear (fleece jackets, sweatshirts, nylon jackets, and sweaters) may be any color and must be items ordered through the school or Land's End. **Not all Land's End clothing styles meet dress code specifications.** Please contact the school's uniform shop regarding specific details before purchasing these items. **The only logo that may be worn on outerwear is the official St. John's Christian Academy logo.** Letterman jackets and cheerleaders' fleece jackets may be worn as part of the school attire.

HEAVY COAT/JACKETS - Outside coats **shall not be camouflage or offensive in nature.** Heavy coats and jackets may be worn to school and then placed in your locker for the day. These items may **not** be worn in the classroom. Outerwear (above) may be worn in the classroom and when traveling from building to building.

HATS - Hats are not part of the school uniform. Hats should be placed in your locker for the day and not worn.

SHOES - Closed toe leather shoes, tennis shoes, and sandals (boys' sandals must have a heel strap). **No beachwear or flip-flop type shoes are allowed.**

CHAPEL ATTIRE - Any acceptable dress code clothing may be worn to Chapel.

FIELD TRIPS - Khaki pants, skirts, or skorts with a royal blue SJCA logo shirt must be worn.

OTHER -

- Clothing must be of appropriate size.
- Boys' hair must be cut above the top of the shirt collar, above the eyebrows.
- Boys must be clean-shaven with the exception of a well kept mustache.
- Extreme hair styles or colors are not permissible.
- Tongue studs, visible tattoos, and more than two earrings per ear are not allowed.
- Earrings are allowed for girls only.
- Any clothing that has belt loops must be worn with a belt.
- Shirt tails must be tucked in (boys and girls) **until a student has left the school grounds.**

Consequences of minor violations of the dress code: Teachers and staff will correct a student if there is a minor infraction. If a student requires repetitive correction for minor infractions, the teachers can assign demerits and detention.

If a student comes to school with inappropriate attire, a parent/guardian will be contacted to bring appropriate clothing to school. If the problem persists, suspension may result.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- A parent/guardian may be called to bring correct proper school apparel to the school. Any class time missed will be unexcused and the student may not be allowed to make-up the work missed.
- A violation of the dress code is considered a disciplinary offense. During the first two weeks of school in August, a student will receive a warning about any improper dress. After the two week grace period, disciplinary measures will be taken (see separate Discipline Brochure). Disciplinary measures will be taken by each lower school teacher.

ATTENDANCE REGULATIONS

The state of South Carolina has compulsory school attendance laws through the age of 17. There may, however, be times during the year when a student misses school. An absence may be classified as either Excused or Unexcused. To be credited with an excused absence, the student must submit a written explanation signed by the parent or an official doctor's excuse signed by the physician to the school office before entering class.

Excused absences include personal illness, death in family, family emergency and official school business. The student is allowed to make up all work missed during an excused absence. **It is the student's responsibility to contact each teacher for make-up assignments.**

Unexcused absences include any absence for which an excuse is not promptly received such as going to bed late, oversleeping, and missing a ride. Make-up tests and assignments will be given only at the discretion of the teacher or Headmaster.

When a student is absent, he/she must submit a written explanation signed by the parent or present an official Doctor's excuse signed by the physician to the school office upon return to school. After five absences within a nine week period, a student's attendance record will be reviewed by Administration.

Students are allowed fifteen absences before credit may be denied. The Headmaster will determine credit. The Lower School must attend school for three hours in order to be counted present. In the Middle and High Schools, absences will be determined for each class. Official daily attendance will be taken during homeroom each morning for permanent record and report card verifications. **Parents will be notified in writing after five unexcused absences.** After ten (total) absences, **the parent/guardian will be asked to attend a conference with the Headmaster or designee** to set up a specific plan of attendance.

TARDIES

The first bell will ring at 7:55 a.m. The tardy bell will ring at 8:00 a.m. All students are **required** to be in their first period class by 8:00 a.m. **Any student** arriving after 8:00 a.m. must report to the office, sign in, and obtain a tardy slip before going to class.

In order for each student to achieve the most they are capable of, he/she must be in class on time.

- After three total (for all classes) unexcused tardies, the parent will be contacted.
- After five total (for all classes) unexcused tardies, the student will have to attend Saturday School. **The parent will be charged \$25** for the cost of the teacher to oversee this activity. The student will be notified as to which Saturday to report.
- Failure to come to Saturday School will place the student on probationary status.

If a student is chronically tardy, the parent/guardian may be required to meet with the Administration so that specific goals may be set for the benefit of the student and the rest of the class.

EARLY DISMISSAL

Parents are urged to leave students in school all day. Checking out students early disrupts the instructional day for the child being signed out, as well as the other students. Doctor's appointments should be scheduled outside the school hours and on school holidays whenever possible.

An excessive number of sign-outs will require the parent/guardian to come in for a conference with the Headmaster. An excessive number of sign-outs will be treated the same as tardies.

If a student must leave school early for any reason other than immediate sickness, a note signed by a parent must be presented in the office **prior to 7:55 AM that day.** The note must state the reason that early dismissal is required. **The note must be signed by all teachers whose class will be missed and must be brought back to the office prior to the student's leaving campus.**

Students will be released only to parents/guardians or those designated by the parent/guardian. Parent/guardian must come in and sign the student out in the main office.

SCHOOL CLOSINGS

If severe weather or other difficulties arise which cause Berkeley County Public Schools to be closed, St. John's Christian Academy will also close, since these announcements usually precede other business closings. If students have reported to school and an emergency requiring dismissal occurs, students will be dismissed at the time set by the Headmaster. Parents/guardians will be contacted prior to dismissal.

SCHOOL TRIPS

Field trips are an integral part of the learning experience and may range from short local trips for the younger students to longer overnight trips for older students. The faculty and staff have the responsibility for planning trips based on instructional need and opportunity. Parental input, adequate preparation and notice, and complete supervision will be part of the planning process. Additional fees to cover trip costs may be required from each student.

Field trip attire for all students will be cobalt (royal) blue polo shirt with the school logo (long or short sleeve) and khaki pants, shorts, skirt, or skirt.

St. John's Christian Academy does not promote or organize a special graduation trip for the Senior class. If such trips are made, they are to be planned and organized outside of school hours and taken after the date of graduation. The school incurs no responsibility or liability for senior trips.

DRIVING

Upper School students have the privilege of driving to school. Assigned parking is provided. Seniors will have designated parking spaces on, and underclassmen will have access to general areas next to the softball field. Students are not to return to their cars during the day except that Seniors may leave campus during lunch if they have parental permission. **Seniors must sign out when leaving campus and sign in when they return. Refer to Senior Code for guidelines.**

Students are not allowed to drive on field trips. Athletes are not allowed to drive to away games. All transportation to field trips and sporting events will be provided by school bus or adult drivers.

MEDICATIONS

ALL MEDICATIONS, WHETHER PRESCRIPTION OR OVER-THE-COUNTER, MUST BE BROUGHT TO THE NURSE'S OFFICE AND LEFT WITH WRITTEN INSTRUCTIONS SIGNED BY THE PARENT/GUARDIAN.

All medications must be in an original, labeled container with the student's name on it with instructions for disbursement of medication. Written instructions from a parent/guardian must also be included. School personnel will administer all medications accordingly.

If a parent/guardian wishes to provide over-the-counter medications such as Tylenol or cough medicine to be administered to his child on an as-needed basis, the medication should be left in an original, labeled container as required above. Written instructions from a parent/guardian must also be included.

All medications must be brought to the nurse's office and picked up from the nurse's office by a parent/guardian.

Medication is not routinely dispensed to students; however, if your child is prone to headaches, allergies, etc., it is advisable that the parent/guardian provide medication to be kept in the office at the beginning of the school year with a written note authorizing disbursement of the medication. Medication is kept locked for protection of the student.

EXTENDED CARE

- Extended care is offered for preschool and school aged students (K-3 through 8th grade).
- Extended care morning program begins at 7:00 a.m.
- K-3 and K-4 extended care hours begin at 12:00 noon.
- K-5 and 1st grade extended care hours begin at 2:30 p.m.
- Second through 5th grade extended care hours begin at 2:45 p.m.
- Sixth through 8th grade extended care hours begin at 3:05 p.m.
- Parents will be provided with a complete Extended Care Handbook which details all the policies and procedures of SJCA's extended care program.
- **Parents of students participating in extra-curricular activities and NOT enrolled in the Extended Care Program are responsible for the care of their child at the end of the school day.**
- **Any student not participating in an after school program must be picked-up PROMPTLY at dismissal.**

ATHLETICS

Lower School athletic activities consist of physical education classes, health education, individual skill development, and team sport concepts. Middle School students will continue skill development and have the opportunity for intramural competition. Additionally, some interscholastic competition takes place at the Middle School level.

At the Upper School level, students have the opportunity to participate in the formal interscholastic competitions. To participate, a student must qualify as a full-time student, must support the team by meeting the requirements for team practice, and must be a member in good standing of the team.

Athletic Eligibility At the Beginning of Each Year

A student must have received credit for at least four (4) one-credit core courses or any five (5) one-credit courses from the previous school year and pass Bible class to be eligible for the first marking period. A maximum of two credits earned during summer sessions may be accepted from an accredited school.

To Continue in Athletic Eligibility Throughout the Year

The student must be passing five one-credit courses with an overall GPR of 2.0 and pass Bible class for the nine weeks prior to the start of the sport in which the student wishes to participate, and must maintain that standard for the grading periods which that sport involves. Seniors are required to take four courses at St. John's Christian Academy to be considered full-time students. Seniors taking four courses are allowed to participate in athletics if they have an overall GPR of 2.0 and are passing all four courses.

Middle School students must pass four core courses each grading period and have at least an overall average of 77.

A maximum of two credits earned during summer sessions may be accepted from an accredited school.

A maximum of one (1) correspondence course per school year may be used for eligibility purposes.

Eligibility is declared on the 4th school day after the end of the marking period. A student will become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period.

A student is ineligible to play if his/her 19th birthday is before September 1st of the current school year.

Core courses are English, Mathematics, Science, Social Studies, Computer Science, and Foreign Language.

Transportation to away games will be provided by bus or parent/adult drivers. No athletes will drive to away games. All athletes will return to school after games in the same manner in which they arrived unless released to their parent by the coach.

St. John's Christian Academy provides an athletic program in the belief that team experiences contribute to the development of Christian character and leadership. Sportsmanship and fair play are vital parts of our program. Coaches, student-athletes, faculty, parents, and fans are expected to dedicate themselves to controlling their emotions in challenging situations. Respect begets respect. SJCA expects our entire school community to be respectful of all persons on and off the field/court of play.

SPORTS TEAMS

Varsity Football, Jr. Varsity Football, Varsity Volleyball, Jr. Varsity Volleyball, Cross Country, Varsity Boys Basketball, Jr. Varsity Boys Basketball, Varsity Girls Basketball, Jr. Varsity Girls Basketball, Varsity Baseball, Jr. Varsity Baseball, Varsity Softball, Jr. Varsity Softball, Varsity Cheerleading, Jr. Varsity Cheerleading, and Elementary Pom Poms.

CEREMONIES

School ceremonies are designed either to honor student achievements or to promote a particular school objective. All official school ceremonies will be sponsored and supervised by the Administration. Student's dress and behavior at all ceremonies will be in accordance with guidelines set forth by the administration.

Headmaster's List

To be on the Headmaster's List a student must have all A's. This is recognized by quarter grades until the final quarter. Students are then recognized for being on Headmaster's List for the year.

Distinguished Honor Roll

To be on the Distinguished Honor Roll a student must have all A's and B's. This is recognized by quarter grades until the final quarter. Students are then recognized for being on Distinguished Honor for the year.

Honor Roll

To be on the Honor Roll a student must have all B's. This is recognized by quarter grades until the final quarter. Students are then recognized for being on Honor Roll for the year.

Senior (High School) Beta Club

Beta club membership invitations are extended to students who demonstrate outstanding academic achievement, exemplify worthy character, and maintain a commendable attitude.

To be a member of the St. John's Christian Academy chapter of the Senior Beta Club, students must have a semester average of 3.62 or better.

If a student has a GPA which falls below 3.62, but has a cumulative average of 3.62 or greater, the student will be placed on probation for the immediate following nine weeks (Fall 1st Quarter or Spring 3rd Quarter). If at the end of the nine weeks' probation period, the student's GPA does not meet the criteria for the nine-weeks' average, the student will be removed from Senior Beta Club.

Junior (Middle School) Beta Club

Beta Club membership invitations are extended to students who demonstrate outstanding academic achievement, exemplifies worthy character, and maintains a commendable attitude.

To be a member of the St. John's Christian Academy chapter of the Junior Beta Club, students must have a semester average of 90 or better.

If a student has a GPA which falls below 90, but has a cumulative average of 90 or greater, the student will be placed on probation for the immediate following nine weeks (Fall 1st Quarter or Spring 3rd Quarter). If at the end of the nine weeks' probation period, the student's GPA does not meet the criteria for the nine-weeks' average, the student will be removed from Junior Beta Club.

Student Government

Student Council members are elected by the student body to act as liaisons between students and Administration. They also do community service as well as service to the school in needed capacities.

CLUBS AND ACTIVITIES

Sr. Beta Club, Jr. Beta Club, Literary Meet, Spelling Bee, Samaritan's Purse Christmas Project, and Relay for Life

If you would like to start a new club, you must find a faculty sponsor and together seek approval from the Headmaster.

PARENT ORGANIZATIONS

Athletic Booster Club

The purpose of the St. John's Christian Academy Athletic Booster Club is to improve St. John's athletic program by encouraging family participation at all grade levels and to improve and maintain facilities and equipment for all St. John's students.

Parents of all athletes are expected to join. Membership is open to and encouraged by all parents.

PTO (Parent - Teacher Organization)

All SJCA parents and teachers are members of the PTO. The PTO promotes a sense of family within our school community. We work closely with the administration and staff to determine school needs and priorities and to help provide as many of those as possible. We positively promote the accomplishments of our students and school in the community. We strive to actively involve all parents and teachers in making the St. John's educational experience the best it can be for our students. **Statistics overwhelmingly show that schools with strong parent involvement programs produce students who perform better than otherwise identical programs.**

Involvement can take many forms: Preparing student folders in a classroom; making reminder phone calls, working the concession stand at a football game; driving on a field trip; making a prop for a play; writing articles or taking pictures for the newspaper; working a booth at the Harvest Festival or Spring Fling; providing refreshments for a class party.... The list goes on and on. *There is a niche for everyone. If each of us will help in some small way, we can make BIG things happen!*

St. John's Christian Academy Acceptable Use Policy (AUP) For School Network and Internet Usage

St. John's Christian Academy offers its students and staff access to the Internet and a school-wide educational network. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources to significantly expand their available information base and to further educational goals and objectives. The Internet is a tool for life-long learning.

Electronic information and research skills enable students and staff to explore thousands of libraries, databases, and other resources. The purpose of Internet and network access is to facilitate and support research and education. Access is a privilege, not a right. Access entails responsibility.

Students utilizing school-provided Internet access must first have the permission of and must be supervised by SJCA professional staff. Students using school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting or otherwise use responsibly.

The following uses of school-provided Internet access are not permitted:

- a. To access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- b. To transmit obscene, abusive, sexually explicit, or threatening language:
- c. To violate any local, state, or federal statute:
- d. To vandalize, damage, or disable the property of another individual or organization:
- e. To access another individual's materials, information or files without permission: and
- f. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of this policy and rules may result in loss of school-provided access to the Internet and network. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

St. John's Christian Academy Acceptable Use Policy (AUP) Consent

Parent or Guardian

As the parent or legal guardian of the student signing below, I grant permission for my student to use school-networked computers and the Internet. I have read the above rules and accept responsibility for setting and conveying standards for my student to use the Internet.

Parent signature _____ Date _____

Parent/ Guardian printed name _____

Student

I understand and will abide by the St. John's Christian Academy Network/Internet Acceptable Use Policy. I further understand that any violation of the guidelines is unethical and school disciplinary action and/or appropriate legal action will be taken.

Student signature _____ Date _____

Student printed name _____

THIS FORM MUST BE RETURNED TO YOUR HOMEROOM TEACHER SIGNED BY BOTH THE STUDENT AND PARENT/GUARDIAN.

**THIS FORM MUST BE RETURNED TO YOUR HOMEROOM
TEACHER SIGNED BY BOTH THE STUDENT AND
PARENT/GUARDIAN.**

Please check yes if you agree for your child's picture to be used in publications such as the school yearbook, school and local newspapers, the school's website, or school marketing pamphlets and materials. If you do not want your child's photographs used in the above publications, please check no.

_____ yes

_____no

I HAVE READ AND WILL TO THE BEST OF MY ABILITY COMPLY WITH THE CONTENTS OF
THE STUDENT HANDBOOK 2009-2010 FOR ST. JOHN'S CHRISTIAN ACADEMY.

Signature of Student

Signature of Parent/Guardian

Date: _____