

## INTRODUCTION

Welcome to Southbridge Christian Academy. It is an exciting privilege to be able to assist you in your spiritual, character, and academic development. This is an honor that is taken very seriously and prayerfully considered. It is our expectation that your time with us will be eternally profitable and will have a lasting impact upon the rest of your life. There will be times of frustration and tears, but there will also be many more times of laughter and joy. It is our hope and prayer that during your time with us you will come to know the Lord Jesus as your Personal Savior (if you have not already) and grow in the grace and the knowledge of our Lord Jesus Christ

During your time with us at Southbridge Christian Academy there will be many policies that will control the school environment. It is the purpose of this handbook to express those policies so that you might be able to easily implement them.

The guidelines set forth in this handbook are not inclusive of all the policies and procedures guiding the school. The handbook is subject to change when deemed necessary by Southbridge Christian Academy. The *School of Tomorrow Procedures Manual*, Volumes I and II are employed as the basis for our educational format.

Our goal is to provide you, the student, with an atmosphere that is conducive to your spiritual, academic, and physical growth. In order to do this we will saturate you with the Word of God. When this is accomplished it will become your responsibility to take advantage of it and grow in Christ.

**“That we henceforth be no more children, tossed to and fro, and carried about with every wind of doctrine, by the sleight of men, and cunning craftiness, whereby they lie in wait to deceive; But speaking the truth in love, may grow up into him in all things, which is the head, even Christ:”**  
**Ephesians 4:14, 15**

**“But grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ. To him be glory both now and for ever. Amen.”**  
**2 Peter 3:18**

**“As newborn babes, desire the sincere milk of the word, that ye may grow thereby:”**  
**1 Peter 2:2**

## **GENERAL**

### **MISSION AND PURPOSE:**

The mission of Southbridge Christian Academy is to lead the student into a deep, personal, and growing relationship with the Lord Jesus Christ. Everything else is secondary.

Southbridge Christian Academy is an extension of Christian homes, and its function is to support and aid the parents in the training of their sons and daughters for this present world and eternal life. Our school staff works closely with the parents to train the whole child as well as encouraging students to honor their parents.

The goal of this school is not to reform, but to aid in the training of Christian youth of every ability in the highest principles of Christian leadership, individual responsibility, self-discipline, personal integrity, and citizenship. This school stands for the Gospel of Jesus Christ and the highest standards of morality.

### **STATEMENT OF FAITH:**

We believe in:

---The inspiration of the Bible, equally in all parts and without error in its origin and preserved for God's children in the King James Version.

---The one God, as manifested in the Father, Son, and Holy Spirit, Who created man by a direct act;

---The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ;

---The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace, and the resurrection of all to life or damnation;

---Fallen man's only hope of redemption is through the shed blood of Jesus Christ the Son of God. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ and is evidenced inwardly by the Holy Spirit (Romans 8:16) and outwardly through a life of righteousness and true holiness.

---The spiritual relationship of believers in Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace; and

---The infilling of the Holy Spirit for all believers, with the evidence of speaking with other tongues, and the manifestation of the gifts of the Spirit with signs following them that believe.

---Marriage as a God ordained institution between a man and a woman and is legitimate only as such.

### **CHURCH AFFILIATION:**

Students and parent(s) are required to belong to, attend, and support a Bible-believing church. Attendance should be weekly and participation in outreach ministries is encouraged throughout the curriculum and program of the school.

### **ADMISSIONS:**

It is the policy of this school to admit students regardless of color, race and ethnic or national origin. All students that are admitted according to the standards of the school will have the rights to participate in all eligible privileges, programs and activities made available to the student

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body. Children in attendance at Full Gospel Center will be given the priority in admission.

**ADMISSION PROCEDURE:**

The following are the necessary elements of the admissions procedure and are listed in their typical order of occurrence. They are, however, not limited to this order of occurrence.

1) Parents contact/visit the school. 2) Read provided handbook segments. 3) Submit application. 4) All families not attending Full Gospel Center must request a letter of recommendation from your pastor. 5) Parents and student must interview with the administration. 6) Parents will be notified of acceptance or denial. 7) Necessary forms must be filled out and submitted. Students will be denied entrance to school until all forms have been properly filled out and returned to school. Any days that students are absent due to forms not being filled out will count as unexcused absences. 8) Student takes diagnostic tests.

**MEDICAL GUIDELINES:**

All students must have immunizations for diphtheria, measles, polio, and rubella. All students are subject to random drug tests to be performed at the discretion of the Administration. Drug tests must be performed within 48 hours of request.

No staff member will be allowed to administer any medications for any reason, without written authorization from the parent. If parents consent on the Parent Consent to Education Form is given then the specified medicines may be administered to the student at the discretion of the staff. No student may keep any medication in his possession at school. The only exception to this is cough drops and, at staff discretion, inhalers. All medications MUST be kept with and administered by the principal or the supervisor. It is preferred that all prescription medicines be given before and after school. If this is not possible, then staff may or may not consent to giving these medicines during school.

In the event that the student needs medical attention, the supervisor will call the parent before calling the family doctor. If the parents cannot be contacted the staff will try to contact the person listed by the parent as the secondary contact. If they cannot be contacted the staff will make any emergency decisions necessary.

**ACCREDITATION:**

Accreditation was designed by governmental agencies to attempt to attain uniform education for all children in their schools. The state educational agencies determine what the minimum academic and facility standards for all governmental schools should be and then require the local public schools to meet that determination. Teams of accreditors investigate and disapprove or approve curriculums and facilities according to the standards of criteria developed by secular administrators who may not be Christians. Southbridge Christian Academy is not accredited by the state of Massachusetts. However, SCA does meet or exceed all of the basic standards of academics.

Accreditation of a private Christian school is not needed for a graduate of that school to enroll and attend a college or university. These institutions are not interested in the name of the school from which someone graduates, but they are looking for the academic merits of the individual student. So, they evaluate each prospective student on the basis of their academic

program; therefore, we do not look for accreditation by any outside institution.

**PARENTAL INVOLVEMENT:**

Southbridge Christian Academy desires and encourages parental involvement in the entire learning process. The majority of the educational responsibility for children was placed upon the shoulders of the parents by God, thus it is Southbridge Christian Academy's desire to involve parents as much as possible while maintaining a professional Learning Center environment.

Parent orientation is required for all parents and failure to attend will result in a tuition increase. Parent Orientation is designed to help parents understand the School of Tomorrow Learning Center program. Sufficient scheduling notice will be given. All parents are also required to participate in parent-teacher meetings and conferences that will be held periodically throughout the year.

Southbridge Christian Academy provides many opportunities for involvement through volunteer assistance. Throughout the year there will be many classes (art, home ec, etc.), fund raisers, work days, etc., in which parents may become involved. Parents who are interested in volunteering some of their time to assist in some of the academic programs of the school will find plenty that they may help with. Any efforts of assistance offered will be greatly appreciated by staff and students alike.

**FINANCIAL RESPONSIBILITY:**

There is a \$160.00 yearly enrollment/re-enrollment fee (non-refundable) for a family with one child in the school or a \$225 yearly enrollment/re-enrollment fee (non-refundable) for a family with more than one child in the school (due by July 1). Tuition for families that attend Full Gospel Center as members and support Full Gospel Center with their finances is \$1,530.00 per student. Tuition costs for non-members of Full Gospel Center are \$2,380.00 1st child, \$2,180.00 2nd child, and \$1,980.00 3rd child. ***For those parents who do not attend Parent Orientation, an additional \$50.00 per parent will be added to tuition cost per child. Tuition is subject to change at any time throughout the school year with 30 days notice***

In addition to the above tuition cost there is an annual standardized testing fee of \$25 per student. Above tuition amounts do not cover the costs of required resource book in Literature and Creative Writing and Literature courses. Parents are required to procure these books for their children. If they wish parents may purchase these books through the school. They may also be rented from the school as they are available at a cost of \$5.00 per book. If a student does not have a required book by the time it is needed, a rental from the school will be required.

In addition there is a family fundraising fee of \$200.00 per family. Up to \$200.00 toward this fee may be credited to your account by family participation in securing financial resources through specific SCA sponsored fundraising projects. Only profits earned by the family from participating in scheduled fundraising events will be applied toward this fee. Any profits raised by the family in excess of the \$200 will not be applied toward other fees or tuition, but will be retained by the school for use at its discretion. Any families who do not adequately participate in the fundraising program will need to pay the remainder of their fee at the close of the year.

Additionally, there is a technology fee of \$25.00 per family. This will include printer use (up to 50 print pages per student), computer use, internet use, and a student login to World Book

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online a very useful research resource made available only by our school's paid subscription.

The total tuition for the family is divided into ten payments and monthly bills are sent out. The first payment is expected by August 10 and the final payment is expected by May 10. Bills are expected to be paid within thirty days. If you are having difficulty with payments, PLEASE discuss it with the administrator.

SCA offers several different modes of payment. The following discounts are available for all families:

1. A 10 month interest free payment plan.
2. Automatic bank withdrawal plan.
3. Online credit card payment via PayPal. SCA incurs additional charges when a credit card payment is made, therefore, a 3 % surcharge will be assessed to the payment.

In the case of early withdrawal of a student no tuition will be refunded. Monthly bills for that student will cease. If monthly payments have been made up front they will be refunded.

If a student is withdrawn in the middle of a month in which payment was made up front the refunding policy is as follows: withdrawn after 10 **school days** that month - no refund; withdrawn 10 **school days** or less that month - half of that month's payment refunded.

If payments have been made before the start of the school year and the student is withdrawn before starting school or within one week of school, all payments (with the exception of enrollment or re-enrollment) will be refunded. Withdrawal after the first week of school will follow the policy of withdrawal in the middle of the month.

Students enrolling in SCA after the start of the academic year will be charged according to the following scale. Full month's tuition charged if enrolled between the 1<sup>st</sup> and 10<sup>th</sup> of the month. Two-thirds of a month's tuition charged if enrolled between the 11<sup>th</sup> and 20<sup>th</sup> of the month. One-third of a month's tuition charged if enrolled between the 21<sup>st</sup> and 31<sup>st</sup> of the month. Tuition for the month of June will be a full month's tuition.

Southbridge Christian Academy realizes that some families may have overwhelming financial burdens that may make payment to the school very difficult. Financial arrangements should be made with the administrator. There may be times when Southbridge Christian Academy will extend forgiveness of debt to certain individuals or families. The administration reserves the right to utilize this endowment at its own discretion.

**VISITORS:**

Southbridge Christian Academy maintains a closed campus policy. All visitors must report to the principal or a supervisor upon arrival. To minimize distractions and maintain the proper atmosphere parents and visitors will need to remain in an established waiting area and not in the Learning Center. Visitors or parents who will be staying at the school building for any lengthy period of time must maintain clothing and conduct standards of the school.

**AHERA COMPLIANCE:**

Federal EPA law requires that all schools receive AHERA inspections for asbestos. In 1989 SCA was tested for asbestos and declared asbestos free. In addition, no asbestos materials were specified in the construction of the building addition utilized beginning in 2005.

**INTEGRATED PEST MANAGEMENT PLAN:**

Southbridge Christian Academy maintains an integrated pest management plan in accordance with state regulations for school buildings. This policy is available for review upon request.

**STUDENT BEHAVIOR**

**STANDARD OF CONDUCT:**

Students are expected to act in an orderly and respectful manner at all times. They are to uphold and maintain the highest standards of Christian character through courtesy, cheerfulness, language, honesty and morality. Students of this school must refrain from talking about or engaging in illicit acts (according to Scripture as well as governmental law) such as fornication, homosexuality, swearing, cheating, smoking, gambling, drug or alcohol abuse, tattooing, body piercing, etc. Students who do so are subject to suspension or dismissal. It is very strongly recommended that all students refrain from questionable activities such as secular dancing, rock music (secular or Christian), attending movie theaters, viewing inappropriate television, fad clothing styles, and other activities. If a student discusses these questionable activities while at school or promotes them by bringing them into the school without staff approval, they may be subject to discipline. *Ephesians 5:11-12, "And have no fellowship with the unfruitful works of darkness, but rather reprove them. For it is a shame even to speak of those things which are done of them in secret."*

Students MUST agree to strive toward unquestionable character in conduct, dress and attitude. All students must sign the ‘Standard of Conduct’ form. All students observing or overhearing any speech or activities which are contrary to the standards of this school are expected to report such activities to a supervisor. THIS IS NOT CONSIDERED TATTILING! *James 4:17 says, "Therefore to him that knoweth to do good, and doeth it not, to him it is sin."* *Leviticus 5:1 reiterates, "And if a soul sin, and hear the voice of swearing, and is a witness, whether he hath seen or known of it; if he do not utter it, then he shall bear his iniquity."*

**LANGUAGE:**

Use only words which would glorify the Lord and exhort the hearers. Gossiping, murmuring, complaining, euphemisms (gosh, gee, darn, heck, etc.), vulgarity, or swearing will earn one demerit up to suspension. Television and movies should not be the primary topic of discussion among students. Students are expected to show respect to authority and refer to them as Sir, Ma'am, or Mr., Miss, or Mrs. followed by their last name.

**SIX-INCH RULE:**

All students should keep their hands off other students. No horseplay or wrestling, even in play or fun, will be allowed on school grounds. No romantic contact between boys and girls will be tolerated. Violation of the six-inch rule will earn one demerit up to dismissal according to the nature of the offense.

**OFF LIMITS AREAS:**

- Other student's offices.
- Supervisor's desk and files.

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- Learning Center when staff is not in attendance.
- Vehicles in the parking area.
- Closed campus policy: students may not leave the school grounds during school hours without permission.

**MUSIC:**

Only principal approved music will be allowed on school grounds. Students should not bring in their own music without having received previous permission from supervisor. Instruments are to be played only during supervised times. Students who bring unapproved music into the school will have that music confiscated by the staff who will not allow the students to take possession of the materials again until the parents have been notified.

**BOOKS/MAGAZINES:**

All books and magazines must be approved in writing by parents and approved by the principal upon students' arrival at school each day.

**PROPERTY:**

Marked on, defaced, or broken property is to be replaced at the student's expense. Weapons **of any kind** [including but not limited to guns, matches, lighters, knives **of any kind** (with the exception of plastic butter knives for lunch meals), boxcutter, or razors] radios, student's tapes, CDs, DVDs or videos, unapproved magazines or books, and chewing gum are not permitted to be in the student's possession while on church/school grounds. Possession of any of these items may lead to disciplinary action. The staff of Southbridge Christian Academy reserves the right to search on school grounds all personal property belonging to students and confiscate into their possession any materials that do not meet the standards of the school. Staff will not allow the students to take possession of the materials again until the parents have been notified and will be required to meet with the principal in order to retrieve such items.

SCA recognizes that most children have a favorite character that they enjoy watching on television or movies, reading about, or listening to over the radio. However, not all of these characters are in conjunction with the goals and aims of the school. They may be associated with behaviors that are contrary to what is taught at school or what is expected from the students themselves. Therefore, SCA has developed a list of popular characters that are acceptable for the students to have as decals on their lunch boxes/bags, backpacks, jackets, etc. This list includes:

- |  |                        |                       |
|--|------------------------|-----------------------|
| Winnie the Pooh characters   | VeggieTales characters | Adventures in Odessey |
| Bible Man  | Bob the Builder        | Thomas the Train      |
| Big Bird, Cookie Monster, and Elmo   |                        |                       |
| Mickey Mouse (not as a wizard), Pluto, Miney Mouse, Goofey, Donald Duck, and Nemo                    |                        |                       |
| Resuce heroes (firefighters, policemen, paramedics, etc.)  |                        |                       |
| Fully clothed Barbie   | Hot Wheels             | Cars      Incredibles |
| Sports team emblems with the exceptions of the Wizards, Brewers, Devils, Magic, and such other names |                        |                       |
| Plain animal figures.  |                        |                       |

Any representation of characters not included in this list will not be allowed on school property.

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Southbridge Christian Academy reserves the right to refuse any decals or pictures at its discretion.

**STUDENT WEBSITES:**

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog with the principal. (Ex.: myspace.com, blogger.com, etc.). The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending Southbridge Christian Academy must register the website/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student, including home school students, found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of Southbridge Christian Academy will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend Southbridge Christian Academy.

**CELL PHONE USE:**

**General Policy:** Students are not permitted to use a cell phone in the school building before or during school time. After school, students should not use cell phones until they have left the school building.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. (Confiscated phones may be returned by the administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.)

**Note:** "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs/videos is permitted during the school day. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room (changing room) areas at any time. Violation of this prohibition is a serious discipline offense.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the ministry's normal search & seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the

main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations.

Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

**Note:** These guidelines were formulated after careful review of school cell phone policies across the State and the country.

## INCENTIVE PROGRAMS

### **PRIVILEGES:**

Depending upon their diligence and character students may fulfill the requirements for attaining certain levels of privilege. These privileges and their requirements are:

#### **Level 'A' Responsibilities:**

- 1) Student meets posted academic requirements.
- 2) Maintain academic balance.
- 3) Have no more than a 45 minute detention during the previous week.
- 4) Memorize the previous month's Scripture passage.

#### **Level 'A' Privileges Include:**

- 1) Twenty minute morning breaks.
- 2) May read approved literature and participate in approved activities.
- 3) Participate in field trips and privilege videos.

#### **Level 'C' Responsibilities:**

- 1) Student meets posted academic requirements.
- 2) Maintain academic balance\*.
- 3) Have no more than a 30 minute detention the previous week.
- 4) Memorize the previous month's Scripture
- 5) Present an oral report on any area or project.

#### **Level 'C' Privileges Include:**

- 1) Thirty minute morning breaks.
- 2) May read approved literature.
- 3) May participate in approved extracurricular activities.
- 4) May serve on approved projects and errands.
- 5) May participate in field trips, privilege videos, and computer games

#### **Level 'E' Responsibilities:**

- 1) Student meets posted academic requirements.
- 2) Maintain academic balance\*.
- 3) Have no detention.
- 4) Read a selected book (approved) and present both a written and oral report.
- 5) Be available for school activities.
- 6) Be involved in some form of Christian service in the local church: nursery, visitations, singing, ushering, etc.

#### **Level 'E' Privileges Include:**

- 1) May leave office and learning center for approved activities or projects.
- 2) May be out of seat without permission for learning center functions.
- 3) May attend approved off-campus functions of spiritual or educational natures (with supervision).
- 4) May participate in field trips, privilege videos, and computer games
- 5) Receive a % discount on the merit table
- 6) Take up to two 20 minute breaks per day any time they want.

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\*Academic balance means to have at least one PACE star in each major subject every three weeks.

In order to receive the privileges, the student assumes the responsibilities. When he or she has achieved the requirements, he or she must then request and fill out a privilege slip and turn it in to the supervisor no later than five minutes before Friday afternoon dismissal. The level of privilege will be awarded Monday morning during opening exercises.

**MERITS:**

Southbridge Christian Academy also has an incentive program that is the antithesis of the demerit system - the merit system. The substance of this system are paper merits (similar to play money) that the students are awarded for their achievements, Christian services, or any number of positive behaviors. These merits may be spent at the merit table for fun prizes at the end of each month. Merits may not be spent by anyone other than the student they are issued to. At times students may be required to use their merits to purchase supplies that they are lacking. Shopping at the merit table is a privilege and not a right. As such it may not be demanded or may be revoked at the discretion of the staff. *Revelation 22:12, "And, behold, I come quickly; and my reward is with me, to give every man according as his work shall be."*

**Merit Opportunities**

Successfully Passing a PACE test	10 Merits
Receiving a 100% on a PACE test	25 Merits
Completing Daily Goals During School Hours (Big Green Dot)	10 Merits
Receiving A Privilege	20 Merits
Receiving C Privilege	30 Merits
Receiving E Privilege	50 Merits
Saying Monthly Scripture Passage	
Before due month	1000 Merits
A Parent Quotes Monthly Memory Passage to a Supervisor	500 Merits/Child
1 <sup>st</sup> week of month	500 Merits
2 <sup>nd</sup> week of month	200 Merits
3 <sup>rd</sup> week of month	100 Merits
4 <sup>th</sup> week of month	50 Merits
5 <sup>th</sup> week of month	25 Merits
Quoting previous months passages consecutively	100 Merits Each

*This list is not all inclusive*

**RECESS:**

Throughout the day students will be provided with opportunities to enjoy recess with their class mates. This will usually occur two to three times a day (not including lunch break). Students will be allowed to play with each other outside as the weather permits or indoors during inclement weather. Students will be allowed to eat their snacks and use the rest rooms during these times. Recess is a privilege and not a right. Students may not be allowed to take a recess if they have not completed an expected amount of work established by the supervisor. Recess times may also be revoked for disciplinary purposes.

**FIELD TRIPS:**

Field trips will be offered to all students who have met the minimum requirements for ‘A’ privilege or above approximately twice per quarter. Also, at the end of each quarter an honor roll field trip will be conducted which may be attended by all who made honor roll for the past quarter. This is to provide incentive for students to put forth their best efforts. All field trips will be conducted at cost to the student. Although it is for enjoyment, at certain times students may be asked to write a report, take notes, or complete a test upon returning to the Learning Center. All field trips are conducted under the supervision of adults. Parents are encouraged to chaperone these trips. Field trips are a privilege and not a right. As such it may not be demanded or may be revoked at the discretion of the staff.

**DISCIPLINE**

This school is not a corrective institution to reform children. Students have not been accepted at this school with this thought in mind. New students are admitted on an eight to ten week probation. They should conduct themselves in a manner becoming a Christian at all times. Gripping will not be tolerated! If a student returns home complaining about any rule or incident, parents are asked to follow this procedure:

- 1) Give the staff the benefit of the doubt.
- 2) Realize that a child’s report may not include all the information due to emotional involvement.
- 3) Realize that the school has reasons for all rules and they are enforced without partiality.
- 4) Support the school and call immediately asking for the facts. Please do not let an issue ride for long periods of time. Take care of it promptly.

If a child’s attitude should not be in accord with school policies or principles, the parents will be called for a conference and the child placed on a two-week probation. If a satisfactory change in attitude has not occurred within two weeks, parents will be asked to withdraw the child. Students who are of high school age must be very careful of their testimony before younger children. Each student must live a Christ-centered life abstaining from such things as were mentioned in the Standard of Conduct section. We believe all students should be taught to “walk honorably before all men.” Any disciplinary action that becomes necessary is firmly carried out, tempered with good judgment and understanding, with a genuine regard for the student. Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of our life: Col. 3:20 “Children, obey your parents in all things: for this is well pleasing unto the Lord.” Romans 13:1 “Let every soul be subject unto the higher powers . . . ,” and Hebrews 13:17 “Obey them that have the rule over you, and submit yourselves . . . .”

Southbridge Christian Academy believes that discipline is something that is done FOR the child, not TO the child. This philosophy allows us to be creative in our means of discipline. Staff will utilize such things as, but not limited to, demerits, detentions, and fines levied up to but not to exceed \$50 dollars.

**DEMERITS:**

The basic rule is this: “Do right; do not disturb.” Demerits are given for any type of disturbance or broken rule. Three or more demerits in one day will result in detention as follows:

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3 demerits = 20 minutes detention; 4 demerits = 30 minutes detention; 5 demerits = 45 minutes detention and 6 demerits = 1 hour detention.

Demerits may be issued for, but not limited to, such things as:

<b>Offense:</b>	<b>Consequence:</b>
<i>Ephesians 5:16 Redeeming the time, because the days are evil.</i>	
Turning around in office	1 demerit
<i>Galatians 6:10 As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith.</i>	
Lack of participation in assembly or chapel	1 demerit
Gum chewing	1 demerit
<i>1Corinthians 14:40 Let all things be done decently and in order.</i>	
Messy office	1 demerit
Writing or passing notes	1 demerit
Throwing dangerous objects	3 demerits
<i>Ecclesiastes 3:1 To every thing there is a season, and a time to every purpose under the heaven:</i>	
Running in Learning Center	1 demerit
Leaning back in chair	1 demerit
In off limits areas	1 demerit
Out of seat without permission	1 demerit
Eating in off-limits areas	1 demerit
<i>1Thessalonians 4:11 And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you;</i>	
6" rule violation	1 demerit up to dismissal
Any disturbance	1 demerit
Communicating at testing table or in Learning Center	1 demerit
<i>Ephesians 4:32 And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.</i>	
Teasing other students or calling names	1 demerit
<i>Romans 14:12 So then every one of us shall give account of himself to God.</i>	
PACEs left at home	1 demerit
Homework slip not returned/signed	1 demerit
Out of uniform	1 demerit
Failure to return communications envelope	1 demerit per day
Incomplete goals	1 demerit per page
<i>1Peter 2:13 Submit yourselves to every ordinance of man for the Lord's sake:</i>	
Unsuitable personal property	1 demerit up to suspension
<i>Proverbs 15:3 The eyes of the LORD are in every place, beholding the evil and the good.</i>	
<i>2 Thessalonians 2:3 Let no man deceive you by any means:</i>	
Goals not set or unauthorized goal change	1 demerit
Corrective Action Notice not returned or signed	2 demerits
Asking another staff member permission after refusal already given	3 demerits

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<i>Exodus 20:16 Thou shalt not bear false witness against thy neighbour.</i>	
Lying	3 demerits
Scoring violations	Up to 6 demerits
<i>Ephesians 4:29 Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.</i>	
Unacceptable Language	3 demerits up to suspension
<i>Romans 13:7 Render therefore to all their dues: tribute to whom tribute is due; custom to whom custom; fear to whom fear; honour to whom honour.</i>	
Disrespect	1 demerit up to suspension
Defiance	1 demerit up to suspension
<i>Galatians 6:9 And let us not be weary in well doing: for in due season we shall reap, if we faint not.</i>	
Any repeated offenses after warning given	more demerits up to suspension

(This list is not all inclusive)

### **DETENTIONS:**

If a student is to receive a detention, a Corrective Action Notice will be sent home to be signed by the parent and returned the following morning. Detentions will be served during the final hour of school (2:00 p.m. – 3:00 p.m.) on the day determined by the detention supervisor. If circumstances demand more than one hour of detention time be served extra detention time will be served after school hours and after care charges will be applied. **It is the parents responsibility to arrange transportation for their child after their detention.** If a student returns his Corrective Action Notice without a parent signature or does not return his Corrective Action Notice the next day the following will occur: Two demerits will be issued. Student will still be required to serve his detention at the appointed time. The student must still obtain his parents signature on the Corrective Action Notice. If a student should accumulate three hours of detention in one week, he is automatically placed on probation. Probation will last five school days from the day proceeding the issuance of the detention equaling the third hour. If any detentions are earned during the probation period it will result in fines, suspension, or expulsion determined at the discretion of the school administration. Demerits are an indication that a student may need direction in the development of his character. Conferences with the supervisor, principal, and parent are sometimes necessary to assure his growth. Demerits and detentions may be issued by any staff member of Southbridge Christian Academy. *Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him. Proverbs 22:15*

### **SUSPENSION**

In the event that demerits and detentions do not deter a students inappropriate behavior, suspension may be employed. Students deserving of suspension usually exhibit the characteristics of what the Bible calls a scorner. A scorner is someone who holds something in contempt or disdain. They have an "I don't care" attitude and they are usually lazy and unmotivated. The Scriptures command harsh treatment for this type of person. *Proverbs 22:10*

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*Cast out the scorner, and contention shall go out; yea, strife and reproach shall cease. Scorners are to be treated harshly to deter others from following their example. Proverbs 19:25 Smite the scorner and the simple will beware:*

There are two types of suspension. In-school suspension and out of school suspension. In school suspensions will result in the revocation of all privileges from a student. They will be isolated from activities with other students and be unable to participate in extra-curricular activities. Out of school suspension will result in a period of time during which the suspended student will not be allowed to attend the school. This, however, will not be a vacation time. The student will be assigned numerous pages of homework as well as extra reports that must be accomplished before returning to school. If these assignments are not completed further steps will be taken by the principal as chief disciplinarian in dealing with the student. Suspensions may only be issued by the principal or administrator of Southbridge Christian Academy.

### **EXPULSION:**

Expulsion is the final resort of Southbridge Christian Academy. Expulsion is the termination of the academic relationship between a student and Southbridge Christian Academy. It will only be employed when a student has consistently exhibited an unwillingness to cooperate in their spiritual, character, and academic training at Southbridge Christian Academy or when a student has committed an act that endangers the spiritual environment that Southbridge Christian Academy must maintain in order to achieve its mission and purpose. Biblical counseling and much prayer will always accompany any expulsions at Southbridge Christian Academy. *Proverbs 3:35 The wise shall inherit glory: but shame shall be the promotion of fools.* The ultimate goal in dealing with the student is restoration. If genuine repentance is exhibited in later years, the student may be allowed to re-apply to Southbridge Christian Academy. Each case will be examined individually.

### **APPEARANCE**

Appearance policies at SCA are developed and based off of the Biblical principles of design and inward beauty vs. outward beauty.

SCA continually implements teachings on design through devotions, chapel, counseling, and even the academic curriculum. All students are taught that God created the universe with a perfect design and that it did not occur by random chance and selection as propagated by the false teachings of evolution. Not only did God create the universe with a design, but he also created each person with an individual design developed in eternity. *I will praise thee; for I am fearfully and wonderfully made: marvelous are thy works; and that my soul knoweth right well... Thine eyes did see my substance, yet being unperfect; and in thy book all my members were written, which in continuance were fashioned, when as yet there was none of them. Psalm 119:14 and 16.* God very carefully designed each student in every detail including eye color, skin color, hair color, gender, size, and everything about them. He also keeps track of each individual to the extent of knowing the number of hairs on their head (Luke 12:7). SCA's appearance standards are intended to reinforce the teachings of design.

SCA also strives to remind the children that it isn't how they look on the outside that is important, but rather what kind of character they have inside. *...For the Lord seeth not as man*

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*seeth; for man looketh on the outward appearance, but the Lord looketh on the heart. 1 Samuel 16:7 Certain restrictions may be placed on the students to limit attention to outward beauty and focus attention on developing inward character. Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; But let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price. 1 Peter 3:3-4*

The purpose of limiting certain practices by the students at school is not necessarily to condemn all of those practices, but to focus on the more important matters of conforming to God's design and focusing on the development of inward character.

### **General Appearance Standards:**

SCA students are expected to maintain a clean, neat appearance. Students may not wear any jewelry with the exception of watches and class rings. Ladies only may wear one stud earring per lobe. They must be quarter-inch or less pearl, gold, silver or diamond spherical earrings. Students may not wear make-up including nail polish. Students must maintain their original hair color and may not dye, streak, or highlight their hair. Boys must have a standard, conservative, tapered hair cut and hair must be off the collar and ears, and combed away from the eyebrows. Sideburns are to be no longer than ear opening. Girls' hair should be well maintained and may not maintain a boys-style haircut. Students not in conformity with these guidelines will be required to comply with them or may be refused admittance to the school until they are in compliance with them.

### **Uniforms:**

Advantages of wearing uniforms are that they contribute to higher academics because students have less concern for their dress, they eliminate competition in dress, and peer pressure is minimized. All clothing must be neat, clean, in good repair, and well pressed. Each family will be provided with the necessary information to purchase their uniforms. School uniforms are to be worn every day with the exception of Tuesdays when gym uniforms may be worn. Students will not be permitted to wear their jackets in the Learning Center. When weather becomes frigid, students should come prepared with their uniform sweater (burgundy uniform sweatshirts worn with PE uniform only). Purchasing information will be provided to families by the Administration.

**Girls:** Girls must wear hosiery, tights or white, navy or maroon socks and black dress shoes which should have a heel no higher than 2 inches. Girls will wear uniform skirt and burgundy polo shirt with school logo. Chapel uniform will require a white button-up pointed collar blouse with burgundy cross-tie. Gym uniforms will be navy blue culottes with shorts underneath with school T-shirt or navy blue wind or nylon pants T-shirt. When pants are worn the gym T-shirt will need to remain untucked.

**Boys:** Boys must wear black dress shoes which should have a heel no higher than 2 inches. Boys must also wear a belt that does not dangle, but must be tucked into the pant loops. Boys will wear blue uniform pants and burgundy polo shirt with school logo. Chapel uniform will

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require a white button-up pointed collar dress shirt and uniform tie. Gym uniforms will be navy blue wind or nylon pants with school T-shirt.

## **SCHOOL PROCEDURES**

### **ATTENDANCE:**

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after a one day absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments are to be scheduled after school hours whenever possible. According to Massachusetts State Laws concerning school attendance (MA General Laws Chapter 76 sections 1, 1a, and 2) a child may receive excuses from the school for not more than 7 days or 14 half days within any six month period. These include sickness excuses.

If a student is absent without medical or personal emergency excuse for any number of days longer than the state mandates they will be considered voluntarily withdrawn and will need to repeat the enrollment procedures and fees.

If a student exceeds the number of permissible unexcused absences, then the student will be reissued a repeat PACE in each of their current subjects at maximum repeat PACE cost. **SCA Administration reserves the right to determine whether absences are or are not excusable.**

Any day of unexcused absences will require normal goal setting on the part of the student. Demerits will be earned for incomplete goals resulting from this requirement. Exceptions to this are: absences related to sickness, family situations requiring absence from school, and inability to make it to school due to inclement weather.

If a student will not be in attendance to school that day then a parent must call by 9:00 a.m. or send a note in with a sibling describing the necessity of the absence. Medical absences of three or more consecutive days will mandate a doctor's note for return to school. If a doctor requires a follow up visit then the doctor's note should indicate this. Doctor's may send the note in with the student or fax them to 508-764-7819 or e-mail them to [fullgospelcenter@msn.com](mailto:fullgospelcenter@msn.com) or [scapincipal@verizon.net](mailto:scapincipal@verizon.net) (preferred).

A student is considered tardy if he/she is not in the appointed meeting place at 8:00 a.m. If a student is tardy he/she will be issued a demerit. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges, and/or suspension.

### **ARRIVAL POLICY:**

Students **may not** enter the building before 7:30 a.m. in the morning. Students may not enter the Learning Center until 7:45 a.m. Exceptions to this policy involve staff children or students who ride with staff, or inclement weather in which case students will be allowed to sit in a designated area until 7:30 a.m.

### **DISMISSAL POLICY:**

Students will be dismissed in prayer at 3:00 p.m. each afternoon. Students may leave when their ride arrives. Immediately after the dismissal prayer all students must remain at their desk and work on their homework or go to a designated area if all their homework is finished.

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Students will not be allowed to leave with anyone who is not on their approved pick-up list without a note or telephone call from their **parents** giving them permission. This note should be turned into their supervisor first thing in the morning. Parents who fail to pick up their children at or before 3:30 p.m. will be charged a baby-sitting fee of \$5 for every fifteen minutes. If the child has not been picked up by 3:35 (school clock time) the first \$5 fee will be applied. Days with dismissal times other than 3:00 p.m. will follow the same procedure with after care charges being applied one half hour after dismissal time.

### **CHRISTIAN EXERCISES:**

Each morning we open our school with emphasis on the greatness of our country and Lord with the pledges to the Christian and American flags as well as the pledge to the Bible. We are not ashamed to be patriotic, and teach about self-discipline, respect for authority, obedience to the law, and love for our country.

Following the pledges, we have a time of devotions from the Word of God. During this time verses from the Bible are explained in such a manner that the principles of life are brought forth for everyday living.

### **CHAPEL SERVICES:**

Every Friday a Pentecostal chapel service is held where the children sing and praise God for His goodness. Testimonies are taken to uplift and encourage all. A time of preaching climaxes the chapel service. Following the preaching there will be time for prayer and allowing the Word to sink into students souls so that their lives will be enriched for the work of the Lord.

## **LEARNING CENTER RULES**

### **GENERAL:**

--A student is not permitted to communicate or be out of his office without permission. He is not allowed to turn around in the office. He must not tip his chair back or stretch out his arms over the back of his head.

--Only related activity in relationship to his daily PACE work is allowed in the office, unless privileges have been earned.

--When the student desires to have the supervisor guide him in academic matters, he should raise his Christian flag. He should use his American flag to be allowed to score.

--Gum is not allowed on school property.

--The academic procedures and policies as found in the *ACE Procedures Manual, Volumes I and II* are generally followed. Interpretation and implementation of these guidelines are at the discretion of the principal in keeping with service contract agreement that is held between ACE and SCA.

### **STUDENT OFFICES:**

--Offices are assigned and changed only by the supervisor.

--Each student is to care for his own office.

--Anything containing pictures or graphics or that is not directly related to academics must be approved by the supervisor to be kept in the office.

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--All electrical outlets are for school equipment only.

--It is the student's responsibility to keep the goal card up to date; only blue pens may be used in setting goals. The goal card must be kept in the upper right-hand corner of bulletin board or lower left corner below star chart on computer desks. Goal cards should not be marked on inappropriately. If Goal Card needs to be replaced a charge of \$1.00 will be applied.

--The Student's Progress Chart is to be placed in the upper left-hand corner of the bulletin board. No marks are to be made on it (\$2.00 charge for a duplicate).

--Each student is issued a Christian flag, an American flag, and a flag holder. Replacement flags will cost \$1.00 a piece. Replacement holders will cost \$2.00 a piece.

Only 'positive', approved items are allowed. This includes all notebooks, pens, pencils, lunch buckets, etc. containing graphics or slogans on them. All pictures must be approved before the student hangs them in the office. Building character must be done with positive reinforcement around at all times.

### **RESTROOM USE PROCEDURES:**

Restrooms should be used at break times. During break times bathrooms should not be used as a meeting room for private discussion out of ear-range of everyone else. Using them as such will earn each student involved one demerit. If a student failed to use the restroom during break time and requests to use it within 20 minutes after break time then they will be allowed to use it, but will be issued one demerit (unless they have C or E privilege). Students are encouraged to use their time responsibly to make the most out of their school day.

All students are required to hang age-specific restroom usage signs at the designated location in the Learning Center. These steps are implemented to maintain order and control in the restrooms.

### **SCHOOL SUPPLIES AND PROPERTY:**

**All students** need: 1) King James Version of the Bible 2) At least 2 blue ball-point pens 3) At least 3 #2 pencils 4) Notebook paper 5) Ruler 6) Tissues 7) Erasers 8) Dictionary 9) Crayons and/or colored pencils 10) Three-ring binder. **Elementary and Middle School:** 10) Rounded point scissors 11) Glue 12) Calculator (Math PACE 75 and up) **High School:** 10) Compass 11) Protractor 12) Calculator 13) Graph Paper. If a student is lacking any of these supplies during the course of the year a Supply Request slip will be sent informing the parents of the need. It is the student's responsibility to have his parents sign the slip and return it by the next school day or a demerit will be issued to the student.

All students will be supplied with a desk and computer access at school only. These are not the personal property of the student, but are merely on loan to the student. Any destruction of this property requires replacement at the expense of the student.

### **SCORING STATION:**

--Score Keys must be handled carefully at all times.

--Students mark a red 'X' beside each wrong answer.

--Only red pens are used at the score tables.

--Score Key answers are for scoring work only. Students go back to their office and find the

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correct answer in the PACE. Wrong answers are corrected in pencil at office.

--Student requests a rescore check on any pages needed to be rescored.

--Rescore and circle the red 'X' when answer is correct.

--Circle in red each PACE page number only when all answers are correct on that page. (If a student circles a page before everything is correct the student must have his supervisor mark an 'X' over the page number and rewrite the page number beside it in green.

--Replace pen in proper place.

--Replace Score Key.

### **TESTING TABLE:**

After the PACE is completed, scored, restudied with notes taken, and turned in, the Test is issued the next morning. Tests are administered at the Testing Table. Students are not allowed to talk or communicate in any way with other students while at the Testing Table or a demerit will be issued.

### **SCORING VIOLATIONS:**

Students of SCA learn responsibility and practice integrity by scoring their own PACE work. Honesty in scoring is imperative. A scoring violation is an act of dishonesty by indicating accuracy of work, when in actuality it is incorrect. Scoring violations are considered cheating and lying. As such, they are considered sins. One demerit will be issued for every three scoring violations discovered in a PACE. When more than fifteen scoring violations are discovered in a PACE at one time, the PACE will be reissued as a Repeat PACE to the student and he/she will need to begin the PACE at page one.

### **LUNCH PROCEDURES:**

Students eat only at the assigned area and when finished they are to place any waste in trash containers and clean off the table. Then they may go to the recreational area after receiving permission to be dismissed.

### **FIRE DRILLS:**

Fire drills will be held at regular intervals throughout the school year. At the signal, all students are to stand and exit out of the building at the nearest exit in an orderly manner to the swing set. Once attendance has been taken, they may return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his group.

## **ACADEMICS**

### **ACADEMIC PHILOSOPHY:**

Daily Goals: Daily goals are essential to the accomplishment of the year's work. 12 completed PACEs is one full year's worth of work. It must be realized that absences will hinder the accomplishment of essential goals. Days that are missed will need to be compensated for on other days or at home to keep the student at academic balance.

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Student's Academic Responsibilities: It is the student's responsibility to learn. Supervisors and monitors motivate and guide in the process of learning, but cannot learn for the student. Students must accomplish their own goals under the leadership of the supervisors and monitors.

Objective of Academics: The ultimate objective of the academics is not to simply pass tests. Southbridge Christian Academy requires mastery of materials. Students must meet a minimum grade requirement or they will be required to retake the material before being allowed to proceed to the next unit.

### **SCRIPTURE MEMORY:**

A monthly Scripture passage is required to be quoted by each student every school month. ABC's students are assigned specific verses taken from the monthly passage. All other students will need to quote/memorize the entire monthly passage. A student should raise his flag when he is ready for a staff member to listen to him recite the monthly Scripture passage. Students will quote the passages by the following system: Grades 1-2 – Two verses at a time; Grades 3-4 – Three verses at a time; Grades 5-6 – Six verses at a time; Grades 7 and up – All verses at once. Students will be graded on their memorization with one half point deducted for each prompt or incorrect word. A minimum grade of 90% is required.

### **PACEs:**

To guard academic integrity, PACEs cannot be owned. The fee for the PACE is a use fee only. PACEs do not become your property.

--PACEs are for individual use only. They are not to be shared by other students.

--After a PACE is completed and turned in to the supervisor, the student waits until the next morning to take his final test. He will wait an added day before he receives his new PACE.

--All the work done in the PACE is done in pencil.

--Work in English and Word Building must be done in cursive writing starting with PACE 1036 and also in Social Studies and Science starting with PACE 1031. In Math and Science all the work done to arrive at an answer must be shown.

--Calculators are permitted beginning with PACE 1075 in Math and 1097 in Science.

### **GOAL CHART:**

The student should keep his Goal Chart posted on the bulletin board at his office. He should set exact page numbers of the work for the day total to the amount of pages assigned him by his supervisor. When a goal has been scored and corrected, he should cross off the goal and set a new one for the next day.

### **PACE TESTS:**

A minimum of 80% (90% in Word Building, with the exception of Etymology, and all PACEs 1001-1036, with the exception of Literature and Creative Writing) is required on a PACE test in order for a student to advance to the next PACE.

### **REPEAT PACEs:**

If a student receives a grade lower than the minimum required, the supervisor will issue a

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repeat PACE. If the previous PACE is able to be erased by the student and redone then it will be done so. If a new PACE is required, a charge of up to \$10.00 will be incurred. A Prayer Alert sheet will be sent home to the parents and the required money will need to be brought in the following day. It is the students responsibility to present the parent with the Prayer Alert sheet to be signed and returned the next day. If the student does not return it then he will be issued a demerit per day that it is late. When a Repeat PACE is issued the goals set for that PACE must be doubled. In addition to repeating the PACE the student may be required to write a report on the content of the PACE. Reports will need to be the following lengths: PACEs 1001-1036 – 1 page hand written, PACEs 1037-1060 – 1½ pages hand written, PACEs 1061-1073 -- 2 pages hand written, PACEs 1074-1096 – 2½ pages hand written, PACEs 1097-1144 – 2 typed pages double-spaced with size 12 font.

### **THOUSANDS CLUB:**

Each time a student scores 100% on the final PACE Test, it is counted toward membership in the Thousands Club. When ten 100's have been achieved, the student is entered into the Thousand's Club. Each set of 10 will enter him into the Two Thousand's Club, Three Thousand's Club, etc. Students will be awarded merits in various amounts depending on which Thousand's Club they attain.

### **HOMEWORK:**

The responsibility for scholastic achievement is placed on students. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the day. However, circumstances may make homework a necessity. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home. Should the student have homework, a slip giving the pages to be completed or a stamp placed on the last page of homework in each PACE will be sent home. This slip or stamp is to be signed by the parent and returned the following day. If the student forgets the slip or signature one demerit will be issued. In the event the student does not finish his/her homework a note written by the parent providing the reason(s) will be necessary for that homework to be excused.

### **CONGRATULATIONS SLIPS:**

Every time a student completes a final PACE test with a score of 80% or more, he is given a Congratulations Slip which he takes home to inform his parents of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time, building confidence and accomplishment in the child.

### **PROGRESS REPORTS:**

The grading system of this school is designed to give an accurate report of the student's progress. The Progress Reports are given to the students to present to their parents at the end of each quarter. This is to be signed by the parent and returned to school promptly. **The fourth quarter Progress Report will not be issued until the student's school bill for that year is paid in full.**

**GRADUATION REQUIREMENTS:**

Each course that consists of 12 PACEs earns the student one credit. Courses that consist of 6 PACEs earn the student ½ credit. College preparatory students must receive a minimum of 25 credits and those taking the General Course of study need 22 credits to graduate.

Those pursuing the National Honors Certificate must complete 27 credits and attain a 94% average. They should demonstrate the ability to communicate effectively in written and oral presentations. Their composite reading rate should be in excess of 600 WPM as measured on the Readmaster program. They should score at least 22 on the ACT, 1000 on the SAT, and 12.9 on the CAT (or equivalent achievement test). They must complete the standard college preparatory courses plus additional attainment of the highest quality preparation for a college education.

Every student should strive to complete a course of study which prepares him for college or good employment after graduation from high school. However, when age, aptitude, and skills indicate a student cannot complete an honors, college preparatory, or general course of study, that student can be prescribed a vocational preparatory course of study. The vocational concept is that 1 credit is earned for every 12 PACEs' completed in a subject until the student completes the 22 credits required for graduation. He should complete at least through PACE 1096 in each subject. The student will be given a "Vocational Preparatory" diploma. This should occur very rarely.

Before the student begins high school work a conference will be held with the student, parents, and supervisor to determine which course of study will be pursued and an Academic Projection toward graduation will be completed. All academic projections for students of Southbridge Christian Academy will include the following Bible courses that will need to be finished as part of the SCA specific graduation requirements in addition to all other required credits in their course of study: New Testament Survey, Old Testament Survey, Philosophy of Music, and Biblical Relationships. Exception to this requirement is at the discretion of school administration.

**RECORD RELEASE POLICY:**

Accurate and thorough academic records are maintained by Southbridge Christian Academy. Private records are maintained with confidentiality. With the exception of Progress Reports, no academic records will be released to any individuals. The records of transfer students may be requested by a receiving school/academy, but will be forwarded only with a parent/guardian signature. Official high school transcripts may be requested by family and students for college application. High school transcripts containing an official seal will only be sent to academic institutions. They will not be afforded to students for personal use. The first two transcript requests will be forwarded without cost. Any additional requests will require a \$5.00 processing fee.

**ANNUAL AWARDS CEREMONY:**

At the completion of each school year there will be a formal awards ceremony for the purpose of awards earned throughout the year and graduation. Awards and trophies presented that night will be:

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Pastor's Award	Highest PACE Average	Most PACEs Completed
Best Christian Character	Highest Scripture Average	A Honor Roll
Most Improved		B Honor Roll
Eagle Award	Berean Award	Neatest Handwriting

These trophies plus additional ribbons and certificates will be awarded, as well as any other awards or trophies that the administration may wish to include.

### **EXTRA-CURRICULAR**

#### **MUSIC LESSONS:**

Southbridge Christian Academy offers music lessons to its students. These lessons are available for several different instruments as well as vocal training. Students may partake of these lessons as times become available. The cost for these lessons is \$10.00 each per person plus the cost of books. Instruments for lessons are to be provided by the student with the exception of the piano. Payment for lessons is due at the completion of each lesson. A halt will be placed on lessons after two consecutive weeks of non-payment.

#### **REGIONAL STUDENT CONVENTION:**

Every spring at the Word of Life Bible College in Schroon Lake, NY students from A.C.E. schools in New England and New York gather for competition and leadership training. Because Regional Student Convention is essential to the leadership training program of Southbridge Christian Academy all eligible students (age 13 before January 1 of school year) are required to attend the Regional Student Convention. The administration will determine if a student meeting the criteria is ineligible. These three entries must include: one academic entry, one platform entry, and one music entry. Student may add as many as nine entries of their choice to these three. Ribbons, certificates, and medals will be awarded to the top four places in each category. This is a great opportunity for our young people to get together with several hundred other youth from across the region and have a time of fellowship and hear great preaching. Throughout the school year we have fund raisers to help raise money to help cover the costs of attending. Any remaining costs are assumed by the individual families. At the beginning of the school year a letter will be sent out to parents who have a qualifying child with a list of competitions and the approximate cost. Up to ½ high school credit may be earned through participation in the C.A.P. event.

#### **INTERNATIONAL STUDENT CONVENTION:**

Those students who place first through six at the Regional Convention are able to go on to the International Student Convention. The location of this convention is different each year. Our students have been to places such as the University of Virginia, Northern Arizona University, and University of Tennessee. Ribbons, certificates, and medals will be awarded to the top six places in each category. The Student Conventions help to promote school spirit and excitement about serving the Lord. Costs for ISC are assumed by individual students.

### **HOME SCHOOL**

S.C.A. does have a Home School division. There is a separate handbook for this program

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available upon request.

### **ADULT EDUCATION PROGRAM:**

Southbridge Christian Academy is pleased to be able to offer an adult education program. This is a full diploma correspondence program for adults who desire to earn their high school diploma. This is not a GED program, but is a high school diploma program. Adults in this program will have a prescribed amount of course work to be done that will meet the credit requirement for a diploma from Southbridge Christian Academy. Adults enrolled in this program will need to follow the same procedures for working at home as outlined in Southbridge Christian Academy's homeschool handbook. Tests will need to be administered by school staff at Southbridge Christian Academy or via an approved proctor.

### **ALTERNATIVE DISPUTE RESOLUTION**

We believe that Southbridge Christian Academy has all the resources necessary to resolve personal disputes that may arise among its officers, faculty, staff, board members, agents and students. Southbridge Christian Academy has chosen an Alternative Dispute Resolution (ADR), including the use of arbitration (See our established procedures for arbitration), to resolve conflicts in lieu of going to court. We do not believe that Christians are free to make demands, threaten, sue or actually litigate any matter among themselves, to do so would be in clear violation of the Biblical prohibition contained in 1 Corinthians 6:1-8, which, as a part of our faith, we are commanded to obey. We have agreed to waive any legal right to take non-criminal disputes to a court of law. We have agreed to submit any and all non-criminal disputes, differences and controversies whatsoever, that any party continues to contest after the Matthew 18 principles have been applied, to binding arbitration.

### **THE MATTHEW 18 PRINCIPLE:**

#### **A process for restoration and reconciliation**

##### **Step I**

The members, students and staff of Southbridge Christian Academy (SCA) are expected to demonstrate a special loyalty to and concern for one another. When one of the aforementioned has been offended by or has a grievance against another member of the SCA family and wishes to see the dispute resolved he must go to the offending party and seek a restoration of their relationship. Before going the offended person should first examine himself. When he goes he should go with a spirit of humility sincerely seeking the restoration of the resolution of the dispute and the restoration of the fractured relationship. (Mat. 18:16; Gal. 6:1)

##### **Step II**

If reconciliation is not achieved by Step I, then the person seeking to achieve the restoration of the relationship must approach the other party, a second time, in the company of a person who holds a leadership position in the school. This second step should also be preceded by self-examination and followed through within a spirit of humility. (Matt. 18:16; Gal. 6:1)

##### **Step III**

If the matter remains unresolved after the steps above have been taken, then the matter must be brought before the Southbridge Christian Academy School Board. The Southbridge Christian

Academy School Board will hear the matter. The Southbridge Christian Academy School Board are responsible for dealing with murmuring and grievances within the school family. If the matter between the parties cannot be resolved before the Southbridge Christian Academy School Board the Southbridge Christian Academy School Board shall recommend that after self-examination the concerned parties make a final effort in private conference with one another to resolve their differences and be reconciled. (Matt. 18:17; Gal. 6:1)

#### **Step IV**

If the matter is still unresolved after all of the above steps have been taken, the party(s) to the dispute who refuses to repent and be restored or reconciled shall be, by majority vote of the Southbridge Christian Academy School Board, subject to such discipline as the Full Gospel Center Board of Directors deem appropriate, not excluding dismissal.

**The procedures outlined above are based upon Matthew 18:15-20; Romans 16:17-18; I Corinthians 5:11-13; I Thessalonians 3:6,10-15; I Timothy 5:19-20; and Titus 3:10-11. To the extent that any of the procedures stated in this section contradict the Scriptures (as interpreted by the board of directors of Southbridge Christian Academy), the Scriptures shall govern.**

### **PROCEDURES OF ARBITRATION:**

#### **Section I**

##### **Scope of Arbitration:**

- 1. Members, staff and students (parents/legal guardians of students under the age of 18) of Southbridge Christian Academy are agreed that all disputes, apart from public offenses (crimes against someone), will be settled through the ADR process.**
- 2. The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. Failure to do so shall be considered a proper matter for school discipline. If the scope of the dispute for arbitration cannot be agreed upon by the parties, the scope shall be determined by the arbitrators.**

#### **Section II**

##### **Submission to arbitration:**

- 3. The parties as Christians, believing that civil lawsuits between Christians are prohibited by Scripture and having agreed to submit disputes to binding arbitration, and to waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the scope of arbitration to a panel of three arbitrators, to be selected as follows:**
  - a. All arbitrators must be born again Christians of good reputation in the community and who affirm the school's statement of faith.**
  - b. Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.**
  - c. The third arbitrator will be selected by mutual agreement of the other two arbitrators.**
  - d. In selecting arbitrators, each party will act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends**

with the selecting party, and who will act impartially and with fundamental fairness.

e. No arbitrator may be an attorney.

f. No arbitrator may be employed by, or under the authority of, either party or the other arbitrators.

g. The arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.

h. The arbitration will be held at a neutral site agreed to by the arbitrators.

i. The arbitration agreement will not be signed until the arbitrators are agreed upon.

4. The arbitrators shall be subject to the provisions of these procedures and arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the school's statement of faith, and any applicable school documents.

5. Each party may be represented by counsel throughout the process at their own expense. Each attorney shall have absolute freedom to ask questions of any witnesses during the arbitration process. Formal rules of evidence shall not apply. Formal rules of discovery shall not apply and a discovery process agreed upon by the parties must be used.

6.

### **Section III**

#### **Terms and Conditions of Arbitration:**

6. The arbitrators shall have full power to make such regulations and to give such orders and directions as they shall deem expedient in respect to a determination of damages in the matters and differences referred to them.

7. The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third arbitrator.

8. There shall be no stenographic record of the proceedings, and all proceedings are closed to the media and any other parties not directly involved in the proceedings.

9. Normally the hearing shall be completed within 3 hours. In unusual circumstances and for good cause shown, the arbitrators may schedule an additional hearing to be held within 7 days of the initial hearing.

10. There will be no post hearing briefs.

11. The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48 hours from the date of the conclusion of the hearing unless otherwise agreed by the parties. The arbitrators may, in their discretion furnish an opinion.

### **Section IV**

#### **Conduct and Rule of Hearing:**

12. The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.

13. The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings, and to produce and deposit with the arbitrators all or any evidence in their possession or under their control concerning such matters.

14. If a party defaults in any respect referred to in Paragraph 12, above, the arbitrators may

proceed with the arbitration in their discretion as if no such evidence were in existence, in so far as it may be favorable to the party in default.

**15.** All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

#### **Section V**

##### **Duties of Arbitrators:**

**16.** The arbitrators are to receive all evidence prayerfully, consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to both parties.

**17.** The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and be duly acknowledged as such.

**18.** In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

#### **Section VI**

##### **Decisions of Arbitrators:**

**19.** It is preferred that the arbitrators reach a unanimous decision, but if a unanimous position cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.

**20.** The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures the members, staff, students or parents of students under the age of 18 may be informed of the decision if any of the aforementioned were a party to the proceeding.

**21.** Should any party commence legal proceedings against any other party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with an exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorney's fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorney's fees.

#### **Section VII**

##### **Parties to Cooperate:**

**22.** No party is to unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators, and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

#### **Section VII**

##### **Costs and Expenses:**

**23.** Each party must pay his own costs and expenses. The cost of the arbitration, such items as transportation, food, and facilities are to be shared equally by both parties. The parties shall also

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share the cost of the arbitrators fees (\$10.00 per hour per arbitrator).

**Section IX**

**Amendments:**

**24.** These Procedures for Arbitration may be revised or amended by a majority vote of the board of directors present and voting at a regular meeting.

**Section X**

**Adoption:**

**25.** These Procedures for Arbitration were adopted by a majority vote of the board of directors at which a quorum was present.

**26. These Procedures for Arbitration supersede any other Procedures for Arbitration previously adopted by the board of directors if any exist.**

**If you have any questions and/or concerns about materials covered in this handbook, please direct them to the principal.**

*Southbridge Christian Academy reserves the right to change this handbook whenever deemed necessary or appropriate.*

**Revision Date: June 30, 2009**