

# STEVENS POINT CHRISTIAN ACADEMY

K-12 QUALITY CHRISTIAN EDUCATION

## PARENT & STUDENT HANDBOOK 2010-2011



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Stevens Point, WI 54481

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**A MINISTRY OF GOOD NEWS FELLOWSHIP CHURCH**

Senior Pastor & Founder: Rev. Matthew J. Mallek

Administrator: Mrs. Heidi Uitenbroek

### FOUNDED IN 1985

Luke 2:40 "and the child grew and became strong; he was filled with wisdom, and the grace of God was upon him."

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Dear Parent and Student,

On behalf of the ministry of Good News Fellowship Church, I want to thank you for your interest and involvement in Christian Education. Christian Education is not only a mandate, from the Word of God; it is also a conviction of the heart. Our question is, "Why would you want your child trained in an environment that does not promote the values and morals you do in your Christian home?"

Christian education is not the cure-all for a negative situation. It is reinforcement for an already positive situation. The home and the academy work hand-in-hand to develop strong moral values, Christian character, godly disciplines, patriotic support, respect for property, people and the Word of God.

In my opinion, Christian children have no other alternative but Christian education. It is our desire at Stevens Point Christian Academy to train young people for a successful future, in whatever they put their hand to. Whether it is Bible college, a secular college, technical college, full-time employment...students will have choices to make. We help you to train your student to be successful, exemplary Christians in whatever ministry they pursue...including employment in the secular work force.

Exposing students to the five-fold ministry gifts are an important aspect of ministry preparation and training. Several area, national and international pastors and ministers share at chapel as students glean from their ministry gifts. This can "spark" the calling in the lives of the students for the future ministry God has for their lives, as they impact their world for the Kingdom of God.

God's blessings to you. Again, I commend you for your decision and I know that you won't be disappointed. Child training is an ongoing process and after we become adults it's training to be the man or woman that God has called us to be...more training. But, as one saying puts it, "It's easier to build children than to repair men." We're into building around here and we look forward to working with you. The theme scripture for the Academy is "and the child grew and became strong; he was filled with wisdom, and the grace of God was upon him." Luke 2:40...that's our ultimate goal!

In His Service,

Bishop Matthew J. Mallek  
SPCA Founder

Dear Parent and Student,

**Thank you for choosing Stevens Point Christian Academy**, one of the finest Christian schools in Wisconsin. SPCA was established as a ministry of Good News Fellowship Church in 1985 with a vision of providing academic excellence in a Christian environment to the children in the Central Wisconsin area. Our school is located conveniently off of Country Road HH on the west side of Stevens Point.

Stevens Point Christian Academy has a rigorous academic program which instills the disciplines and skills necessary for each of our students to become successful in life. We are concerned with the whole person: intellectually, spiritually, socially, and physically. The curriculum (A Beka, Alpha & Omega, Bob Jones, and Positive Action) is college preparatory and prepares students to enter college with high academics.

We teach from a Biblical perspective preparing a generation to be active in society and have a distinctive Biblical Christian Worldview. When students graduate from SPCA they will be able to answer three essential questions that give distinction to a Biblical World View: How did the world begin? (Creation) What went wrong in the world, why do bad things happen? (The Fall of Adam & Eve, sin entered the world.) What can be done to make the world right again? (Redemption through Jesus Christ).

Before our students graduate they will memorize Hebrews 11:6 “And without faith it is impossible to please God, because anyone who comes to Him must believe that He exists and that He rewards those who earnestly seek Him.” Giving students an understanding that **God exists** and **God is knowable**. It is our desire to send our graduates on a mission trip upon or before graduation. This will be something that they will prepare for strategically in the Jr. & Sr. High where the Bible classes are Evangelism/Missions, World Views, Old Testament, New Testament & the Five Fold Ministry.

The vision of SPCA is **to support Christian parents in training their children in an environment where the Bible is viewed as the foundation of all truth and basis for life**. Our school thrives with active parents participating in SPCA and helping to make our children strong. One of our core values is **patriotism**. It is our desire to train up children with a strong understanding of the price that has been paid for our freedom. We partner together with the American Veterans to foster patriotism in our students.

Our students are also engaged in the area of **Fine Arts**. Each year we host the Northern Christian School Conference Art & Speech Contest bringing Christian Schools from all over central Wisconsin to celebrate the arts. The SPCA Extra-Curricular Worship Team hosts worship experiences at our weekly chapel services and in church gatherings.

Within the pages of this parent/student handbook you will find important and useful information. Please read through this handbook carefully. Thank you for working with us to make your child's learning experience all God wants it to be.

If you have any questions, please contact us at (715) 341-3275. On behalf of our entire staff, we look forward to teaching your children and serving you in whatever way we can.

Training A Generation,

Mrs. Heidi Uitenbroek  
Director of Christian Education

# SPCA VISION STATEMENT

SPCA exists to support Christian parents, training their children in an environment where the Bible is viewed as the foundation of all truth and basis for life.

## DAILY MORNING PLEDGES

SPCA Values God's Word, our Savior Jesus Christ & Patriotism

1. I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. Its words will I hide in my heart that I might not sin against God.
2. I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe.
3. I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

## DOCTRINAL STATEMENT

- 1) We believe in one God: Father, Son, and Holy Spirit, creator of all things.
- 2) We believe the Lord Jesus Christ, God's only Son, was conceived of the Holy Spirit, born of the virgin Mary, was crucified, died, buried, resurrected, ascended into heaven and is now seated at the right hand of God the Father. Jesus is true God and true Man.
- 3) We believe the Bible is the inspired Word of God and the infallible word of faith and conduct.
- 4) We believe in the resurrection of the dead, God's righteous judgment of man, eternal salvation for those who by faith trust in Jesus as their personal Lord and Savior, and eternal punishment for those who have rejected this truth.
- 5) We believe in personal salvation, which only comes through faith in the shed blood of Jesus the Christ.
- 6) We believe in sanctification through the Word of God by the Holy Spirit.
- 7) We believe in divine healing and deliverance through faith in Jesus the Christ.
- 8) We believe in water baptism, the indwelling of the Holy Spirit, the gifts of the Holy Spirit, and in the fruit of the Holy Spirit.
- 9) We believe Jesus will return to Earth. He is coming for His saints and for the resurrection of the righteous dead, and to establish His kingdom and thousand-year reign.
- 10) We believe in evangelism in accordance with the Great Commission.

# STATEMENT OF PHILOSOPHY

As a Christian training center, we understand man is incomplete without a proper relationship with God and we have a responsibility to teach students about this relationship. We understand God is the author of all truth and true Christian training must integrate Biblical truth into all subjects. We strive not only to teach students about God, His Word, and His creation; we strive towards helping students cultivate a personal, life-long relationship with Jesus Christ, and God the Father.

This “God-centered” approach to education is contrary to mainstream humanistic pedagogy. Mainstream educational philosophy supports evolution, situational ethics, alternative lifestyles, and other beliefs, which are contrary and sometimes openly hostile to the Word of God.

God-centered education means more than simply being aware of God’s existence. It means we all can develop a personal relationship with Him and fulfill the purpose He has for our lives.

The desire of SPCA is to partner together with parents in educating the whole child: spirit, soul and body.

# PURPOSE AND OBJECTIVES

- 1) Come to know Jesus as their personal Lord and Savior. That is, to recognize faith in Jesus the Christ as God’s only begotten Son, who died for the sins of all people, and was resurrected, providing everyone the opportunity for eternal relationship with God the Father.
- 2) Acquire the conviction that the Bible is the infallible Word of God; the one ‘instruction manual’ for all people and all scripture is true and profitable for spiritual growth.
- 3) Understand the significance of involvement in a local congregation and to learn to serve others, using Christ as our example.
- 4) Allow God to work in their life without restriction or inhibition; to learn and follow God’s perfect will and plan for their life.
- 5) Grow in their Christian faith through fellowship with God via personal and corporate prayer, scripture reading, personal and corporate worship, fellowship with other believers, and serving in a local congregation of believers.
- 6) Learn to allow the Holy Spirit and the Word of God to guide them in all truth, particularly in self-control and self-discipline. To learn to seek out correction from teachers and other authority when appropriate.
- 7) Learn to work effectively within their classroom, Academy, family, church, community, and nation. To learn how to apply themselves and be responsible and dependable.
- 8) Appreciate and participate in wholesome recreation. To abstain from ungodly activities and influences.
- 9) To develop godly attitudes, ideals, habits, and skills and apply them to every day life. To be equipped to face life’s trials and triumphs, growing in faith in God so as to bring honor to Christ; to be a credit to family, Academy, church, community, and nation.

# CHARACTER TRAINING

Scripture is very clear about us allowing God to transform us into the image of Christ. Character is vital in revealing Christ in us to others. SPCA not only strives to teach children about God and the plan He has for their lives but how to live a life of excellence that will touch the world. SPCA expects its students to:

- Live a God-focused life.
- Respect those in authority, parents, peers, and themselves.
- Pay attention.
- Obey willingly and immediately.
- Apply themselves to the task at hand.
- Learn rules and apply them.
- Finish what they start.
- Work hard and to try their best.
- Love and pursue wisdom.
- Develop a standard of excellence....not perfection.

## SPCA Rules

**Listen carefully to the Holy Spirit.**

**Respect others, self, & school.**

**Follow Directions & work quietly.**

**Be kind with words & actions.**

**Work and play safely.**

## Student Appeal Process Guidelines:

**Purpose for appeal:** Child initiates to provide new information. (Not to give opinion.)

1. Characterized by first time obedience.
2. Appeal must be made to the person who gave the direction.
3. Only entertain an appeal done in humility. (Teach to children & instill in their hearts.)
4. Appeal can only be made once.
5. Use phrase "May I appeal?"
6. Process is a privilege, not a way to get out of something.
7. Be fair & flexible.

\*\*Please note this appeal process is applied in relation to the child's maturity level.

# ADMISSIONS

Stevens Point Christian Academy (SPCA) is a ministry of Good News Fellowship Church (GNFC). SPCA does not discriminate based on race, color, gender, or ethnic origin. Please remember enrollment at SPCA is limited and many factors are taken into consideration to determine a student's suitability for SPCA.

## ADMISSION REQUIREMENTS

1. Parent / Guardian Interview.
2. Student Interview (Grades 7-12).
3. Completed application forms.
4. Birth Certificate.
5. School transcripts (if applicable).
6. Immunization records.
7. Completed Code of Conduct Agreement.
8. Completed Parental Cooperation Agreement.
9. Completed Medical/Health Care Authorization.
10. Non-refundable new enrollment registration fee paid.

## NEW STUDENT ENROLLMENT AND ENTRANCE ASSESSMENT

Parents of perspective students may obtain enrollment information from the SPCA office. After the application forms and enrollment fees are submitted to the office, students will be assessed in order to ensure proper placement.

SPCA staff will determine grade placement based on interviews, transcripts, and other means. Enrollment is not automatic, nor permanent.

In order for a new student to become enrolled (and to stay enrolled), the whole family must be in one accord with the vision of SPCA, be supportive of its policies and procedures, and have a strong relationship with Jesus Christ.

## AGE REQUIREMENTS

Students enrolling in Kindergarten must be at least five years old as of September 1. Kindergarten applicants must successfully complete a kindergarten screening test prior to admission. If a student is not at least 5 years old by September 1, and parents desire to enroll the child, they may be admitted with approval of teacher and administration.

## **TRANSFER STUDENTS**

Elementary grade students from public, private, Christian, or home schools are eligible for admission to SPCA.

Generally speaking, only students in junior high from another Christian or home school will be considered for enrollment in the upper grades at SPCA. The administrator will interview all students' grades 7-12 interested in enrolling at SPCA.

## **ADMISSION FOR HOME-SCHOOLED APPLICANTS**

If after reviewing all SPCA admissions procedures, home school parents who decide they would like to pursue SPCA for their child's education, the following protocol is followed:

1. Meet with the administrator and teacher for interview and possible academic placement testing.
2. If a placement test is deemed necessary, one will be administered. After test results are compiled, the parent will meet with the administrator and teacher for an admissions interview to discuss placement.
3. Admission policies outlined apply regardless of the grade the student is placed in.
4. Attend a parent/student orientation session.

## **SPIRITUAL GUIDELINES**

1. At least one parent or guardian of the student must be a Christian with a clear understanding of Biblical salvation.
2. Families must produce a reference from their home church that the parents and students are in good spiritual standing.
3. The parent and student must be active and faithful in church attendance and have the conviction that Christian education is a direction from God.

SPCA reserves the right to address spiritual as well as academic issues. Consequences for violating spiritual guidelines depend on the nature and/or regularity of violations. Consequences may include, but are not limited to, a simple warning, detention, suspension, or expulsion.

## **BEHAVIORAL/ACADEMIC/EMOTIONAL CHALLENGES**

A student with a history of, or who is currently on behavioral or academic probation, will not be accepted for enrollment.

Although the following are important considerations when you are choosing a school for your child, they should not be the main reason you are considering this Academy:

- 1) Safe environment.
- 2) Firm discipline policies.
- 3) Low student/teacher ratios.
- 4) Special learning or emotional needs.
- 5) No one else can do anything with your child and SPCA is a "last resort".

# ACADEMIC PROGRAMS

Dedicated, qualified teaching staff, orderly classrooms, low teacher/student ratios, and quality, Christian curriculum contributes to high academic achievement. Upon admission, students may be screened to determine proper placement. Curriculum used is primarily from the following sources: Abeka, Alpha & Omega, Bob Jones, Positive Action, and Saxon.

## BIBLICAL STUDIES

SPCA is a ministry of Good News Fellowship Church (GNFC), a non-denominational, full-gospel church that believes the Bible is the infallible Word of God.

Christian texts and curriculum are used because they emphasize God as the source of all knowledge. In addition, all students participate in Bible classes and weekly chapel.

By putting God's Word at the center of education, children will see the reality of God in every area of their lives.

## CHAPEL

SPCA believes Christianity is a lifestyle and holds Chapel services once a week.

Chapel services allow students to express their love to God, our Father.

Chapel usually consists of praise and worship and a message delivered by SPCA staff or area ministers, but may also include guest ministers from outside the area.

## GUEST MINISTERS

Good News Fellowship Church is privileged to host many guest ministers and missionaries throughout the year.

SPCA will often have these guest ministers and missionaries speak to the student body, giving students first-hand exposure to what God is doing around the world.

In general, we inform families of such visits in our newsletters and calendars. If you would like more information on these events or to attend, please contact the Academy office.

## LANGUAGE ARTS

The Language Arts curriculum includes letter recognition, phonics, reading, spelling, vocabulary, composition, penmanship, grammar, creative writing, and literature.

## SOCIAL STUDIES

The Social Studies curriculum includes American and World History, Geography, Economics, and Current Events.

## **MATHEMATICS**

In the elementary grades, the fundamentals and discipline of mathematics are taught. In the upper grades students acquire skills in problem-solving and abstract concepts found in Algebra, Geometry and other advanced math courses.

## **SCIENCE**

SPCA teaches scientific principles to assist students in recognizing God as the creator of all things and His plan for His creation. Students are introduced to the principles of creation and the natural laws of science. Other courses may include Health (9<sup>th</sup> grade), Earth Science, Physical Science, and Biology.

## **FOREIGN LANGUAGE**

Students are given the opportunity to study Spanish. The program is designed to give students basic skills necessary to speak, understand, read, and write basic Spanish in everyday situations. Learning about culture is also included.

## **FINE ARTS**

SPCA teaches fine arts as a gift of God to man. The goal of art, drama, and music education is to develop the potential within a child to perceive, produce, enjoy, and direct the arts to honor and worship God.

## **COMPUTER SCIENCE**

Each classroom at SPCA is equipped with at least one computer. Students learn keyboarding and internet based research. Depending on student interest, students are encouraged to help with the production of the SPCA yearbook.

## **HEALTH EDUCATION**

SPCA recognizes the body as the temple of the Holy Spirit and the importance of physical activity to maintain good health.

Instruction in Health and Physical Education will consist of activities and experiences to meet the health, safety, physical, and recreational needs of the students.

‘Sex education’ is not included in our curriculum for the elementary grades. Health class is given as an option for 9<sup>th</sup> grade students. The health class includes a Biblically based focus on nutrition, hygiene, and reproduction.

## PHYSICAL EDUCATION

Physical education classes will be provided for students twice weekly.

Grades 7 & up have activities that may require them to bring bikes, in-line skates, or other equipment.

These activities may require off-site travel.

Parents and students will know of such requirements in advance.

In addition to weekly phys. ed. classes, SPCA offers football, volleyball, soccer, and basketball programs. Please contact the administrative office for more information.

## SUPPLIES AND MATERIALS LISTS

Prior to the first day of class each student receives a supplies and materials list for their specific class. All students must have all items listed on their materials list.

If any additional supplies are added during the year, parents will be notified a minimum of one week in advance. We also distribute copies of our student supplies list to area school supply outlets during the summer months.

## ASSIGNMENTS and HOMEWORK

Homework is defined as unfinished classroom assignments and extra assignments intended to be worked on at home. Teachers often assign weekly Bible memory and reading assignments in addition to 'homework'.

Parent/Teacher communication is of utmost importance in the monitoring of student workload. Parents must communicate any concerns related to their child's workload or ability to manage it to their child's teacher.

Students will be given plenty of notice and preparation time for major assignments and projects. We encourage parents to help children with their homework, especially major assignments or projects. Students are reminded about deadlines and are encouraged to plan their time well.

The following is a guide to help monitor the amount of time your child spends on his/her homework. Again, it's a guide; adjustments for student comprehension, study skills, etc. should be considered as well. (This does not include Bible reading and scripture memorization):

- |                  |                       |                      |
|------------------|-----------------------|----------------------|
| • Grade K, 1 & 2 | 5 - 10 minutes/night  | 25-50 minutes/week   |
| • Grade 3 & 4    | 15 - 20 minutes/night | 75-100 minutes/week  |
| • Grades 5 & 6   | 30 - 60 minutes/night | 150-300 minutes/week |
| • Grades 7 & 8   | 45 - 60 minutes/night | 225-300 minutes/week |
| • Grades 9-12    | 60 - 90 minutes/night | 300-450 minutes/week |

If your child is routinely exceeding these recommended figures, please contact your child's teacher.

## **TUTORING**

If you and/or your child's teacher feel that additional tutoring is necessary for a particular subject, the teacher may be able to assist you in finding a credible tutor OR the student's teacher may be available for an additional fee.

Any tutoring agreement is strictly between the parent and the tutor and SPCA is not liable for or involved in the transaction in any way.

## **ACADEMIC COMPETITIONS**

Students have opportunities to participate in a variety of academic competitions throughout the year. These opportunities include our annual Speech Contest, Art Fair, Spelling Bee, and Academic Bowl.

Top-finishers in Academy sponsored events may be invited to Northern Christian School Conference (NCSC) competitions to participate with students from other Christian schools.

Students may be required to compete in academic and athletic competitions as part of their enrollment at SPCA. Required events for students in grades 7 and up include Bethel Student Convention.

# STUDENT RECORDS

## PARENT-TEACHER CONFERENCES

Regularly scheduled conferences are held at the end of the first and third quarter grading periods.

Every parent is required to attend each meeting for the benefit of his/her child.

Those parents, who cannot attend the conferences, should call or submit a letter of explanation to the administration. Other conferences are available by appointment. Please contact the teacher by phoning the SPCA office.

## ACADEMIC TESTING

Achievement testing is usually administered in each class every other year.

Students and parents are given ample notice regarding when tests are administered.

Test results are kept on file. Parents will be given test results.

## ACADEMIC REQUIREMENTS

### GRADING POLICIES

Report cards are issued every nine weeks. You will be graded on academics, character, and effort. Each letter grade has the following numerical equivalent:

<b>A</b>	<b>95-100</b>	<b>4.00</b>
<b>A-</b>	<b>92-94</b>	<b>3.67</b>
<b>B+</b>	<b>90-91</b>	<b>3.33</b>
<b>B</b>	<b>86-89</b>	<b>3.00</b>
<b>B-</b>	<b>83-85</b>	<b>2.67</b>
<b>C+</b>	<b>80-82</b>	<b>2.33</b>

<b>C</b>	<b>77-79</b>	<b>2.00</b>
<b>C-</b>	<b>75-76</b>	<b>1.67</b>
<b>D+</b>	<b>73-74</b>	<b>1.33</b>
<b>D</b>	<b>70-72</b>	<b>1.00</b>
<b>D-</b>	<b>69</b>	<b>.67</b>
<b>F</b>	<b>68 &amp; below</b>	<b>0.00</b>

P= Passing, F= Failing, N= No Grade, I= Incomplete, W= Withdrawal (A student must withdraw by week 6.)

## Honor Roll

SPCA has an honor roll to give special recognition to students in grades 4 and higher.

“Honors” is awarded to students achieving a GPA of 3.0-3.49.

“High Honors” is awarded to students achieving a GPA 3.5-3.99.

“Highest Honors” is awarded to students achieving a perfect 4.0 GPA.

Students who make honor roll four quarters will be eligible for the honor roll award presented at the Awards Night at the end of the academic year.

Students must maintain passing grades and do grade level work satisfactorily to progress to the next grade. If your student is having academic problems, you will be notified well in advance to work on possible solutions so the student can progress.

## UNSATISFACTORY WORK - PROBATION - DISMISSAL

A mid-quarter notice will be sent to the home to update student progress in each subject for upper elementary and higher. This notice gives parents and students time to work together with the teacher to raise unsatisfactory grades before the end of the quarter.

Parents are encouraged to discuss academic progress with their child on a regular basis. To participate in extra-curricular activities, a student must maintain a 2.0 average or above in all classes, and not have any "Fs".

Students who fail to meet these standards will be suspended from participation in extra-curricular until the mid-quarter or quarter grades are a 2.0 in all classes without any "Fs". Students with serious academic problems will be advised to spend time in study hall or get additional help outside of school.

A student receiving two or more unsatisfactory grades of D or below in core subjects is placed on academic probation for the following quarter.

Parents are encouraged to remain in close contact with their child's teacher(s) until academic problems are resolved.

A student will be removed from probation when grades have been raised to a C- or above.

If a student should fall below a cumulative GPA of 1.67 in his or her core classes, that student will be placed on academic probation for the following quarter.

If the student does not raise his or her grades above 1.67 in those classes, this may constitute grounds for dismissal from Stevens Point Christian Academy.

If there is a continued pattern of academic failure, and there have been adequate conferences or contact with parents, and sufficient time has been given for improvement, the following options may be exercised by the Academy.

- A student may be dismissed from the Academy.
- A student may continue with the realization that the student may not graduate.
- A student may continue with the understanding that the student may be prohibited from re-enrolling for the next year.

Students with F's or multiple low grades in any classes at the spring progress report time or beyond may be ineligible for year-end activities.

To graduate and participate in year-end and graduation activities the student must receive a minimum cumulative grade point average of 1.67, in core classes (Math, English, Bible, History and Science).

## GRADUATION REQUIREMENTS

### SPCA General Graduation Requirements

**Total Credits: 25.5 Credits**

**4 credits of Bible** (Old Testament, New Testament & Five Fold Ministry, World Views, Missions/Evangelism)

**4 credits of English** (including writing composition & speech communications)

**3 credits of Social Studies** (including state and local government)

**3 credits of Mathematics** (Pre-Algebra, Algebra I, Algebra II, Geometry, Advance Mathematics)

**2 credits of Science** (Physical Science, Biology)

**2 credits of Physical Education** (students must have 1/2 a credit per year unless medically excused)

**2 credits of Foreign Language**

**.5 credits of Health**

**5 credits of electives** (Typing, Choir, Band, Art, Computers, Music, Publications & Design, Foreign Language, Personal Finance)

All high school students must carry 5.5 credits each academic school year. To stay on track for graduation students are recommended to take 6.5 credits per academic year. Students taking more than 7.5 credits per semester will be assessed an additional charge per credit.

### SPCA College Prep Graduation Requirements

**Total Credits: 27.5 Credits**

**4 credits of Bible** (Old Testament, New Testament & Five Fold Ministry, World Views, Missions/Evangelism)

**4 credits of English** (including writing composition & speech communications)

**4 credits of Social Studies** (including state and local government)

**4 credits of Mathematics** (Algebra 1, Geometry, Algebra II, Advance Math)

**3-4 credits of Science** (Physical Science, Biology, Chemistry, Physics)

**2 credits of Foreign Language** (4 recommended of a single language)

**2 credits of Physical Education** (students must have 1/2 a credit per year unless medically excused)

**.5 credits of Health**

**4-5 credits of electives** (Typing, Choir, Band, Art, Computers, Music, Publications & Design, Foreign Language, Personal Finance)

All high school students must carry 5.5 credits each academic school year. To stay on track for graduation students are recommended to take 7.0 credits per academic year. Students taking more than 7.5 credits per semester will be assessed an additional charge per credit.

## HONORS

Graduating seniors who achieve a GPA of 3.33 to 3.66 for their high school career will be recognized as Honor Graduates and will be issued a silver cord to wear on graduation night.

Students achieving 3.67 to 4.00 GPA will also be recognized as Honor Graduates and will be issued a gold cord to wear on graduation night.

The above honors are based on a minimum of eight quarters (2 full years) of high school enrollment at Stevens Point Christian Academy.

Class valedictorian (min. 3.5 GPA) and salutatorian (min. 3.5 GPA) must also complete at least eight quarters at Stevens Point Christian Academy.

**Students must demonstrate exemplary behavior during their entire high school career to be eligible for cords, valedictorian, and salutatorian honors.**

# FINANCIAL INFORMATION

**Tuition schedule is updated each year. An Invoice is provided explaining the payment plan by the finance director.** Enquire to SPCA Office for the most up to date costs.

## PAYMENT OF TUITION / FEES

If tuition, book & material, and sport/activity fee are paid in full by August 1, a 5% discount will be given on the tuition portion of the payment. Parents may also pay tuition over the course of an academic year in ten (10- begins Aug. 1) or twelve (12-begins July 1) monthly installments.

The student activity fee is due prior to the first day of classes.

The book and materials fee is due in full by July 1 of each year prior to the academic year beginning.

**SPCA will prohibit students from attending classes if their tuition is more than 49 calendar days delinquent.**

SPCA will charge \$35.00 for all returned (NSF) checks. After two non-sufficient checks have been presented, SPCA will only accept tuition payments in the form of cashier's check, money order, or cash.

## REGISTRATION FEES

A non-refundable registration fee per student/family will be charged for enrolling and re-enrolling students at SPCA.

This registration fee is applied to tuition if paid by March 1.

The new enrollment registration fee for new students does not qualify for this benefit.

## ADDITIONAL FEES

Field trips, special projects, and extra curricular activities are not included in tuition or book/materials fees.

Parents are required to cover any additional expenses related to their child's education at SPCA.

Most years students' grades 7 and higher attend the Bethel Convention in Merrill, WI. The cost for this event is paid by the student. Information will be presented during the year about this leadership training event.

## TUITION DISCOUNTS

- Additional family members who enroll at SPCA receive tuition discounts as follows:
  - Second child:                   \$200.00 discount on Tuition
  - Third child:                     \$300.00 discount on Tuition
  - Four or more children:    FREE Tuition

**\*\*Please note discounts do not apply to: Book & Material or Activity & Sports fees but only on tuition.**

**\*\*Discounts are applied from oldest to youngest. The youngest would be the forth child.**
- See SPCA brochure for GNFC tithing member discounts.
- Pastors and ministry staff are eligible for tuition discounts.
- There is a referral discount available. You could receive a \$100 credit on your tuition for each referral that is accepted for enrollment. Credit will be applied after referral has completed two quarters. Call our office for more information.
- A 5% discount is applied to tuition if full payment is made by August 1.

## ACCOUNT STATUS & LATE FEES

If a family's account is delinquent:	The response will be:	The family's account status is:
> 5 calendar days	a statement w/letter will be sent home	delinquent
> 10 calendar days	a \$25 late fee will be assessed	delinquent
> 30 calendar days or \$500	a statement w/letter will be sent home	probation
> 40 cal. days or \$500	a meeting with the finance department head will be arranged	probation
> 50 calendar days or \$750	the family's child(ren) will be removed from school until their account status changes	suspended

- A current family cannot register for the new school year if they have a balance due.
- If there is an overdue balance, either at the end of a school year or if a child no longer attends SPCA, that family's account will be in "frozen" status.
- A family in "frozen" status cannot attend school for the new school year. The education records and transcripts of that family will be sealed and will not be released until account is paid in full.
- If a family's child(ren) is removed from school because their account becomes "suspended"; they must bring their account to "probation" status (<30 days or <\$500) to have child(ren) reinstated.
- Tuition payment is considered delinquent whenever received after the 10<sup>th</sup> day of each month. A \$25.00 late fee will be applied when tuition payments are received late. Please see tuition account status for more information on delinquent payments.

## REPORT CARD & TRANSCRIPT HOLDING POLICY

Report cards will be held until the family's account is no longer in the "frozen" status (i.e. tuition is paid to date, student emergency forms are on file at school, late fees are paid, etc.). In addition, no transcripts or student records will be transferred to another school until all accounts have been satisfied.

## WITHDRAWAL FROM SPCA AND REFUNDS

Students withdrawing from SPCA during the academic year must pay for the full quarter in which they withdraw. There will be no exceptions given to this if the student has attended one day of the quarter.

**Parents of withdrawing students must pay all outstanding tuition and other debts owed to SPCA (lunch fees, etc.) before any student transcripts or report cards will be released.**

**Registration, tuition payments, and textbook fees are non-refundable.** Textbooks are the property of SPCA.

## GIFTS AND FUNDRAISING

Tuition and fees do not cover SPCA's total cost of operational expenses. Currently, approximately 50% of the total annual budget is provided through church subsidization, tax deductible gifts, and fundraising. SCRIP and Jog-A-Thon raise over \$10,000 each year for SPCA.

## VOLUNTEERISM

We also need the involvement of parents and grandparents in order to provide the best variety of academic, social, spiritual, and athletic opportunities.

The degree of volunteer involvement is directly related to the amount of, and quality of, events we host each year.

Each family should purpose to be involved in at least one event or area of need during the school year in addition to our annual Jog-A-Thon. Many hands make the work load light.

Each family is required to clean the school periodically throughout the school year as scheduled. The schedule will be given out during orientation. If a family chooses, they may buy out the cleaning at a rate of \$50.00 per time scheduled.

Areas of involvement include: tutoring, athletic and academic event judges and coaches, Parent Advisory Board, teacher assistants, office assistants, recess and/or detention supervisors, SCRIP, bulletin board designers, Jog-A-Thon volunteers, field trip chaperones, maintenance and construction project help.

A parent survey will be given to each family listing these and other areas you can get involved with.

We ask all families to fill out the survey and return it to our office. Anyone interested in volunteer opportunities can contact our office for more information.

## TUITION ASSISTANCE

SPCA's tuition assistance program is designed to help students and families with expenses associated with attending SPCA.

Tuition Assistance applications are available from the SPCA Administrative office.

The Financial Assistance Board reviews all **completed** applications.

Those families who were awarded assistance will be notified by mail.

Eligibility for assistance will depend on several factors, including: financial need, church and ministry involvement, and obedience in tithing 10% of your gross income to your church.

Payment is made quarterly and not in a lump sum. Payment will not be made to delinquent accounts.

Tuition Assistance applications are available from May 1 to June 1 for the following academic year. **Applications are due on June 1 each year.** After that time, applications are closed and parents are not able to apply for financial assistance until the following academic year. Exceptions will be made in emergency situations only.

# GENERAL POLICIES

## OFFICE

SPCA office hours are 8:00 AM - 3:00 PM, Monday-Friday.

When visiting the Academy for any reason, you must register at the administrative office before proceeding through the building. You will receive a visitor badge; please wear it.

Parents are not to enter any classroom unless permission has been granted from the Academy office.

Lunches, books, and other personal student items may be left at the office for distribution.

**Faculty and students will not be called out of class, except in case of emergency.**

**Animals are not allowed on school grounds without permission from the Academy office in advance.**

## STUDENT SAFETY

Student safety is of the utmost importance at SPCA.

It is important that all classrooms, hallways, bathrooms, playground equipment, etc. be properly maintained. Hallways must be kept clean and clear at all times.

Our maintenance staff does an excellent job of regularly inspecting and maintaining our facilities. However, if you see anything that could be a potential safety hazard, please contact the administrative office immediately. We will have the reported problem rectified as soon as possible.

Safety issues arise when students are not following school rules, common sense, or natural and spiritual laws.

## TELEPHONE USAGE

Students may not use the office phone to make personal calls. School staff will only make calls in cases of emergency or illness.

The ***office phone will not be available to make personal calls*** (permission to go home with a friend, etc.) Arrangements to go home with others, etc., must be made in advance and require **written** parental permission.

**Students and teachers will not be called out of class** to answer the phone, except in case of an emergency. Parents desiring to contact a teacher or child may leave their number requesting a return call at a convenient time.

## OFFICE VISITATION BY STUDENTS

Students will be permitted to come to the office during the day if they have a student pass issued by their teacher or playground duty personnel.

Exceptions are made for emergencies. The secretary cares for students who are injured or ill.

Visits to the administrative office for any reason may only be made during break time or after classes are done for the day.

## CLASSROOM VISITATION

Anyone previously scheduled to visit a child's classroom must sign in with the Academy's administrative office before entering a child's classroom.

The secretary will check with the child's teacher to insure the child is in fact in the classroom and that the visit will not be disruptive.

Student visitors may not make unannounced classroom visits. All visitors must check in at the Academy office and receive a visitor badge.

The visitor badge will be returned to the office once the visit is concluded

## DISPENSING MEDICATIONS

To protect your child and comply with state regulations, children may not bring any medications (prescription or non-prescription) to the Academy; only parents should bring medicines.

Parents must discuss the medicine, the reason for it, and how to administer it with the classroom teacher.

If your child needs medication while at SPCA, you must complete a Medication Authorization Form (available at the office).

**Medications, prescription or non-prescription, must be in the original, labeled bottle and delivered to the teacher by a parent or guardian. We will not dispense medications unless these conditions are met.**

## ILLNESS

If your child becomes ill while at SPCA, they will not be allowed to stay.

Ill children will be sent to the office, and the child's emergency contact will be notified immediately to arrange a pick up time.

A fever of 100 degrees or higher will also require the student be sent home.

Children should not be sent to SPCA if they have a fever, contagious disease, or haven't sufficiently recovered from an illness (i.e. chicken pox sore which have not scabbed over, 'pink eye', etc.).

## LOST AND FOUND

Children and parents are encouraged to contact the SPCA office when they believe they have 'lost' an item.

Items will be kept for 60 days. After 60 days, items will be donated to charity or otherwise given away.

Parents are strongly encouraged to label student items to make them easily identifiable should items become misplaced.

## ACADEMY CLOSINGS

Should SPCA close due to inclement weather, problems with the facility, etc., the closing will be announced by **88.5FM WGNV** and **89.5FM WCLQ** (a.k.a. 89Q).

Television stations **WAOW** (ABC channel 9) and **WSAW** (CBS channel 7) will also have up-to-date school closing information.

**\*\*\* Please note: If Stevens Point schools are closed due to weather, SPCA will be closed. \*\*\***

SPCA may recess early (due to weather, for example); again, this information will be communicated through the aforementioned radio and television stations.

We may also call parents, if necessary.

## ATTENDANCE

Arriving in the morning: Please have students at SPCA by 8:10 AM as classes begin at 8:15 AM. Anyone not in their seat by 8:15 AM bell will be marked tardy. Students are dismissed at 2:40 PM.

Attendance is taken in each class at the beginning of the day.

A child is marked absent if he is not present at the time attendance is taken. Five tardies equals one day absent.

**We ask that you phone the SPCA office by 8:15 each morning if your child will be absent.**

(Please note student pledges begin at 8:15 AM and the phone will not be picked up during the pledges.)

If we are not contacted regarding a child's absence, the Academy office will phone home, work, or emergency contacts to verify student whereabouts.

***An attendance award is given at the end-of-the-year awards program for excellent attendance and is awarded to students who miss no more than one day of school.***

## **TARDY**

It is important both parents and the students value their time as well as others' time.

Any student late by one minute or more (8:16+) is considered tardy.

Three or more tardies in one quarter is considered excessive.

In the event that tardiness is excessive, the student's teacher will contact the parent to discuss tardiness. If tardiness continues to be an issue, the administrator will contact the student's parent to discuss a plan of action.

The following guidelines were developed to encourage students to establish punctuality:

- Upon receiving a third tardy in one quarter, a reminder is sent home regarding the tardy policy. A fifth tardy will result in a detention. Five tardies equals one day absent from school. Students are responsible for keeping track of their times tardy, regardless of when notification arrives.
- Students who are tardy more than 10 minutes after the beginning of the day will be considered absent for a half day, unless the parent gives a valid reason to the teacher.
- Students who miss more than three classes in a day, without a valid excuse, will be ineligible for sports or any extracurricular activity that day.

## **ABSENCE**

Any child not in class throughout the day is considered absent.

If an absence will occur, it is the parents' responsibility to call the Academy office or send a written note from home to their child's teacher prior to the absence.

The note must be signed by a parent or guardian and must state the reason for the absence as well as the dates when the absence will occur.

Students with chronic absenteeism may be required to bring in a doctor's note before further absences are excused.

Parents of students who are absent (without a valid excuse) for 3 or more days in one academic year will receive a warning letter from the administrator.

Students accumulating 6 full days of absence without valid excuse may be placed on probation. Failure to adhere to the terms of probation may result in expulsion.

## **UNEXCUSED ABSENCE**

Unexcused absence is defined as a child that is not in class for reasons other than illness

- 1) Without the parent knowing or
- 2) With the parent's knowledge but the parents did not properly contact the Academy to make prior arrangements for make-up work.

## END of SCHOOL DAY DISMISSAL

Students must have arrangements for getting home or to supervised care for the close of the day. The day ends for all grades at 2:40 PM.

They must promptly leave the Academy grounds unless they are participating in an Academy sponsored event or have teacher permission.

Due to safety and other concerns, students that are not riding a bus home should be picked up promptly after dismissal. Excessive tardiness in dropping off or picking up your child is not acceptable and could lead to disciplinary action.

Students are not permitted to leave campus prior to their dismissal time without written permission from a parent or guardian. In such cases, the student will check out through the office.

All students are to be off the campus by 3:00 PM with the exception of those who are engaged in after-Academy sports or other activities, have teacher permission, are serving detention, or will be reporting to Canaland Christian Academy of Early Learning.

## STUDENT VACATION

Our academic calendar provides many vacation opportunities. We strongly encourage families to schedule vacations during summer break or concurrent to the days the Academy is closed.

We strongly discourage parents from removing their children for vacations during the academic year. Faithful class attendance fosters a strong commitment to education. Unnecessary absences force students to miss valuable instruction, and increase student and teacher workload.

If vacation time will be taken during the academic year, we ask you to notify your child's teachers a ***minimum*** of two weeks in advance. Plans will be established for make-up work for your student to ensure the student does not fall behind. The only exception would be a family funeral or emergency.

## STUDENT TRANSPORTATION

Students living within the Stevens Point School District may ride transportation department busses to and from SPCA. You must register in advance with the district bus garage in order for your child to be transferred to and from SPCA. For more information regarding bussing, contact Stevens Point Schools – Transportation Department 715-345-5477.

Students may be transported to and from SPCA by a private vehicle driven by parents. If someone other than a parent is transporting the student, the student's parent or guardian must notify the administrative office. Where possible, we encourage change of arrangements be made a minimum of 24 hours in advance; changes must be in writing.

## STUDENT DRIVERS

Student drivers are allowed to drive to school if they are licensed, in good standing with the Academy, have insurance, have a car that is in good operating condition (street legal, doesn't leak fluids, burn oil, quiet exhaust, etc.), and have a good driving record.

These and other guidelines for student drivers are outlined in our "Authorization for Student Drivers Form" available from our office. Here are some important guidelines:

- **A completed form and permission from the administrator is required BEFORE a student is allowed to drive to school.**
- **Students must have a SPCA Window cling issued by the office in car.**
- **Students are not allowed to transport anyone other than siblings to and from school.**
- **Vehicles are not to leave campus except to leave school for the day and must remain in a designated parking space.**
- **There will be no loitering in the parking lot at any time.**

Parking by students is a privilege and will be revoked for driving habits unbecoming to the privilege including driving too fast for parking lot conditions, squealing tires, and for littering. Students are responsible for keeping the student parking area free of all litter.

## VAN REGULATIONS

**Our insurance policy requires that drivers be ages 25-65.**

(Anything outside of the range is reviewed for competency and record.)

### **12 Passenger Van Regulations:**

- Driver is required to have a regular driver's license.
- 1 driver & 1 other adult or student monitor assigned by teacher.
- The second adult/student is to sit in the middle seat to provide supervision.
- The maximum number of people that can be in the van is 10, including the driver.
- Booster seats are required for passengers as specified in the Booster Seat Law below.
- There must be a minimum of at least 6 passengers to use.

### **5-7 Passenger Van:**

- 1 driver/chaperone
- Booster seats are required for passengers as specified in the Booster Seat Law below.

## CHILD PASSENGER SAFETY

SPCA follows state safety regulations when transporting students. They are as follows: generally, children must be properly restrained in a child safety seat until they reach age 4, and in a booster seat until age 8. The following is taken from the Wisconsin Act 106.

### **Four Step Progression for Effective Child Safety Protection in Vehicles:**

1. Rear-facing child safety seat in the back seat\* is required when the child:
  - a. Is less than 1 year old or
  - b. Weighs less than 20 pounds.
2. Forward facing child safety seat in the back seat\* is required when the child:
  - a. Is at least 1 year old but less than 4 years old
  - b. Weighs at least 20 pounds but less than 40 pounds.
3. **Booster seat is required when the child:**
  - a. Is at least 4 years old but less than 8 years old
  - b. Weighs at least 40 pounds but less than 80 pounds
  - c. Is not 57 inches (4 feet, 9 inches) or taller.
4. **Safety belt is required when the child:**
  - a. Is 8 years old or older or
  - b. Weighs 80 or more pounds or
  - c. Is 57 inches or taller.

\*Child safety seat must be in the back seat if the vehicle is equipped with a back seat.

### **Exemptions:**

- Children whose body-size, physical condition, or medical condition makes safety restraints unreasonable are still exempt from the booster seat and safety belt laws.
- There no longer is a “personal needs” exemption allowing the child to be removed from a safety restraint to attend to the child’s personal needs, such as feeding or diapering, while the vehicle is moving.

### **Changes to mandatory safety belt law:**

- Under the new law, drivers may be cited for allowing passengers of any age to be unbelted in their vehicle (The new law removes a previous provision in the mandatory safety belt law that did not make the driver responsible for unbelted passengers age 16 or older.)

### **More information can be found at:**

- Wisconsin Information Network for Safety:
  - 1-866=511-9467 or Web site [www.BoosterSeat.gov](http://www.BoosterSeat.gov)

## AFTER SCHOOL CARE

SPCA does not provide after school care for students. Due to attendance limitations, after school child care provided by Canaland should be arranged in advance.

1. SPCA's hours of operation are 8:00 AM – 2:40 PM. Any child not picked up by 3:00 PM will be taken to Canaland's after school program as long as they have completed the registration process with Canaland.
  - SPCA administration will clarify the policies with the parent.
  - The first time this occurs if a student is not registered at Canaland, the student will stay with the administrator or a teacher and parents will be required to complete Canaland registration materials.
2. 7<sup>th</sup> & up students or those with teacher/parent agreements may stay after hours. The person who gives the permission is responsible for the wellbeing of the student. A written permission slip must be completed and given to the SPCA Administrative office if a child stays after hours.
3. If a teacher has work for a 7<sup>th</sup> & up student after hours, please let the administration know. The person needing help will work closely with parents that may request work for their child after school hours.
4. It is entirely at the discretion of the teacher how long a student may stay after school hours, but it must be communicated with administration and have written parental approval.

Again, arrangements for students to attend Canaland Christian Academy of Early Learning after school must be made in advance. Contact Canaland at (715) 341-3275 for more information.

## EMERGENCY EVACUATION PROCEDURES

Stevens Point Christian Academy follows standard emergency procedures as mandated by Wisconsin state law.

Announced and unannounced tornado, fire, and evacuation drills are practiced on a regular basis.

Evacuation plans are posted in each classroom and throughout the building. Plans are reviewed with teachers and students annually. Fire extinguisher training is conducted with staff.

## MANDATORY REPORTING

### Teachers and staff are mandatory reporters:

- It is mandatory by the Dept. of Health and Family Services and Division of Children and Family Services that SPCA personnel must report any suspicious injury noted on a child. The injury is reported to the SPCA Administration, in the medical log and this may result in a county investigation.
- SPCA personnel may NOT release a child to the designated person allowed to pick the child up if the staff member detects alcohol on the breath of the individual. If alcohol is suspected, we call the person next available on the student's enrollment form to pick the child up. SPCA also reserves the right to phone authorities if the person in question does not cooperate.

Social services and other agencies can not ask students questions without parent permission while at school. This has been identified by case law.

## ACCIDENT / INJURY PROTOCOL

In the event a student is injured on Academy grounds, the following protocol is followed:

1. Staff will immediately assess the injury.
2. Staff will contact the administrative office.
3. Staff will phone the parent and/or emergency contact.
4. If necessary, staff will transport student to emergency medical care, if an ambulance is not required.
5. It is understood that the parent's insurance will pay for emergency care. In the event emergency care is not covered by the parent insurance, a SPCA insurance claim is submitted.

SPCA staff will keep 'medical information and authorization forms' with them when students are off Academy grounds (for field trips, etc.).

The protocol listed above will apply in the event a student injury occurs off Academy grounds while the student is participating in an Academy sponsored event.

## RELEASE OF CHILDREN

Students May NOT be released to anyone without a prior phone call from the parent and/or written permission from the parent. Written permission is the preferred form of communication.

A student may not be left unsupervised outside the SPCA building after school hours. Again, if a parent is late in picking up a child, the above procedures must be implemented.

## DESK AND LOCKER SEARCHES

Desks and lockers are considered Academy property. Therefore, if there is reasonable suspicion warranting a search, SPCA reserves the right to open and search a desk, locker, or computer with or without the presence of the student.

Justification as to the extent of the search is relative to the seriousness of the suspicion which initiated the search.

### **Confiscation of Property (The following will be confiscated-not inclusive):**

- Prescribed or non-prescribed medication.
- Inappropriate or illegal materials, narcotics, magazines, books, e-mail, web pages, clothing, pictures, tools, weapons (real or simulated).
- Unapproved mp3 players, ipods, radios, walkmans, cell phones, pagers, electronic games, or any other electronic devices.
- You are responsible for what is in your locker and desk.
- You are responsible to keep your locker and desk clean and orderly.
- Students are not allowed to fasten anything inside or outside their locker, desk, or computer.
- Unapproved items saved on computers or server may be deleted at anytime by staff without warning to the student.

## SOCIAL POLICY

It is the position of Stevens Point Christian Academy that friendships and strong Christian relationships are an important aspect of a student's life. SPCA encourages good and healthy friendships among its' students. We believe that relationships between members of the opposite sex should be known by the highest qualities of Christian love and friendship.

- We uphold the Biblical Covenant of Marriage as a place of intimacy and therefore the following are unacceptable displays of affections: hand holding, petting, kissing, or inappropriate touching of self or others.
- There is to be no inappropriate physical contact between students during the school day or at school functions/events.
- Our students build character with kindness, love, understanding, goodness, patience, & self-control. They are trained to be self-governing in all situations. Pushing, shoving, or unwanted/inappropriate physical contact is not permitted.
- Male and female students are not to be closer than six inches. This applies primarily to grades 7 & up students, but is enforced in pre-kindergarten and the elementary school if teacher deems it necessary.
- Students will keep themselves pure before Jesus Christ. Sexual misconduct/immorality, indecent exposure, etc. are not permitted.
- Invitations to birthday parties or social events cannot be distributed at school to avoid hurt feelings of students who are not included. (If the entire classroom is invited, students may distribute with teachers approval.)

## SCHOOL MUSIC POLICY

SPCA understands that some students are able to focus and concentrate better with music. In order to foster an effective learning environment we ask for parent participation in effectively screening music to allow for an uninterrupted learning environment.

Students must have parent permission prior to bringing any music to SPCA. Parents are asked to send a written note of permission for students to listen to music in the classroom while doing work on individual computer stations. The main users will be students participating with Alpha & Omega curriculum on the computer. This note should signify to the teacher that the parent has reviewed all music; it is Christian and will help foster the educational atmosphere for their child. Teachers will then be given the discretion on when it is appropriate for students to listen to music. Students may not share music with one another. We would like students to limit music selection to 1 CD. Students may make mixed CDs so long as they do not break any copyright laws (they must own the music). Students will only be granted permission to listen to music while working on the computer with Alpha & Omega curriculum if they are up-to-date with work.

We are very thankful for the help of parents with the screening of music. This is something that is to time consuming for teaching staff to do.

## INTERNET & COMPUTER USE POLICY

### Philosophy and Considerations

Stevens Point Christian Academy has actively pursued making advanced technology, and increased access to learning opportunities through such technology, available to our students and staff. The Internet has been called the *Information Superhighway*. This term describes one's ability to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand one's knowledge base. The Internet will allow SPCA to enrich the educational experience. The Internet is a tool for life long learning and only begins to open the door to many capabilities and resources that have yet to emerge.

As important as the Internet is to expanding the horizons of our staff and student body, the advanced technology we are striving to provide is also intended to develop technical proficiencies for staff and student body necessary to fully leverage the tools provided. Such experiences will prepare students to function competitively as they progress beyond the walls of SPCA.

As parents and educators, we recognize that the Internet carries a negative side which must be contained, both in home and school use. Beyond avoiding inappropriate content, students need to develop a critical eye in considering sources and in discriminating truth from fiction. This policy is intended to set the framework for ensuring these tools are used to advance our mission and ensure the achievement of our vision:

### Internet Security and Access Governance

Internet use is subject to compliance with the policies of SPCA.

*Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:15-17*

### Internet Access

Internet access will be administered by Steven Point Christian Academy's Technology Coordinator. Once on the Internet, computers must be situated in the room so that teachers can view the screen at any time. It is expected that teachers will be careful to frequently monitor the students' activities. Students **must receive permission from the teachers before** they access the internet or print material from the Internet. Internet access will be restricted to supervised use during normal school hours for students. Administrative staff and teachers are free to use the Internet to whatever extent the facilities and/or systems are accessible.

### Data Management

Use of computers and the Internet involves the use of electronic media. SPCA places limits on the storage capacity. The school cannot be held liable for the loss of information stored on any school equipment and/or storage media. The school also retains the right to limit available storage space and/or purge files as necessary. At the end of each school year, students are required to remove all data from school computer systems.

## **Internet Filtering and Supervised Use**

*Be very careful, then, how you live – not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore, do not be foolish, but understand what the Lord’s will is. Ephesians 5:15-17*

SPCA uses filtering technology in an attempt to prevent intentional or unintentional access to inappropriate Internet content. In addition, SPCA will oversee Internet access through adult supervision. Even though SPCA may use technical means to limit student Internet access and provide supervision, these limits do not ensure a foolproof means for enforcing the provisions of this acceptable use policy.

## **Responsibilities of Parents and Guardians**

*Children, obey your parents in the Lord, for this is right. Honor your father and mother – which is the first commandment with a promise – “that it may go well with you and that you may enjoy long life on the earth.” Ephesians 6:1-3*

Good Internet habits are learned. They are not intuitive. Our stewardship of the Internet at school should be reinforced with good habits at home. We encourage parents to establish rules for Internet use at home consistent with rules at school.

Pornography is being promoted through sites which reflect frequent misspellings of common site names or registering of alternate domains such as .net or .org, registering of abandoned URL’s from formerly family oriented web sites, and creating links which automatically launch other pornographic sites once one is encountered. Other sites focus on illegal, immoral, discriminatory, or otherwise inappropriate subject matter. SPCA encourages the use of filtering tools to assist in ensuring a wholesome Internet experience at home as well as at school. Placing your PC in a common room with the screen generally visible and establishing reasonable use and time limits, help ensure a positive Internet experience on the home front. Prioritizing legitimate homework and research ahead of games and entertainment is also a good practice. Ultimately, exploring the Internet with your children can be a very wholesome and rewarding experience. Access to the Internet is ultimately a parental decision.

## **Disclaimers and Limitation of Liability**

- SPCA staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner.
- SPCA makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data, loss of files, or interruptions of service.
- SPCA is not responsible for the accuracy or quality of the information attained through or stored on the system.
- SPCA will not be responsible for financial obligations arising from unauthorized use of the system.
- This policy is subject to federal, state, and local statutes. SPCA will cooperate fully with such agencies in the event of any criminal investigation.

## **Acceptable and Unacceptable Uses**

*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.*  
Philippians 4:8

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the following, generally accepted, rules of network etiquette:

### **Acceptable Computer and Internet Use:**

1. Treat computers and other technical equipment with respect.
2. Abide by all copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment or rewritten in the student's own words with the reference cited.
3. Use family friendly resources such as approved search engines when searching for new sources on the Internet.
4. Ask your teacher to change your password if you believe it is no longer private. If you've forgotten your password, report this to your teacher.
5. Be courteous to others. Research and assignments should always be given priority over any other use.
6. Report accidentally accessed unacceptable materials or an unacceptable Internet site to a SPCA teacher, administrator, or other school designated supervisor.

### **Unacceptable Computer and Internet Use:**

*Therefore, my dear friends, as you have always obeyed – not only in my presence, but now much more in my absence – continue to work out your salvation with fear and trembling, for it is God who works in you to will and to act according to his good purpose.* Philippians 2:12-13

1. Do not view, send, or access abusive, obscene, or harassing materials. A good rule to follow is never view, send, or access materials that you would not want the Lord, your teachers, or your parents to see. Should you encounter such material by accident, report it to your teacher immediately.
2. Do not access or participate in chat rooms or multi-user environments such as newsgroups; download or play games; subscribe to or access list serves; download music files; or check, send, or receive personal email accounts from SPCA equipment (unless prior permission is granted by a teacher).
3. Do not give out any personal information including names, addresses, telephone numbers, or credit card information pertaining to yourself, any other person, or SPCA.
4. Do not share your sign-on and password with other students. Anything done in your account will be your responsibility.
5. Do not engage in any commercial, for-profit activities. For example, no offering of or bidding on items on eBay, ordering from retail web sites, etc.
6. Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
7. Do not copy other people's work or access other people's files without permission.

8. Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
9. Do not use the Internet in any way that disrupts the service or its operation for others.
10. Do not have food or drink near computer equipment.
11. Do not tamper with or modify any software, hardware, or wiring.

### **Violations and Sanctions**

*But if you fail to do this, you will be sinning against the Lord; and you may be sure that your sin will find you out.* Numbers 32:23

It is our sincere hope that SPCA students will not intentionally violate this acceptable use policy. However, if a violation occurs, parents will be notified of the circumstances and actions taken following each offense. The following disciplinary sanctions will be taken for each occurrence:

**First Offense** – Students will be given a verbal reprimand. Specific guidelines from the *Acceptable and Unacceptable* sections of this policy will be reviewed with the student as part of this process, reaffirming their understanding of the policies for Acceptable Use of Technology and the Internet.

**Second Offense** – Privileges will be suspended for a period to be determined by the teacher and/or Administrator of the school. During such suspension, the student will be instructed using alternative lesson plans during technology-based lessons. Students will also receive a detention.

**Third Offense** – Depending on the severity of the offense, further discipline will be set by the Administrator, in coordination with the student’s parent(s) or guardian(s). Such discipline may include permanent suspension from the use of technology and/or suspension from school.

### **Policy Review**

Recommended changes should be presented in the Spring. Changes are made before each new school enrollment period. At the start of each new school year, parents are expected to review this policy with their children and ask any questions to the SPCA staff in regards to it.

## **POLICY REVISIONS, UPDATES, AND CLARIFICATIONS**

All policies stated in the SPCA Parent/Student Handbook are intended to be accurate and up-to-date; however, at times revisions and clarifications are necessary during the school year. Therefore, it is the right of the administration at SPCA to revise the policies in this manual at any time.

# DRESS CODE

This dress code has been established to help our students coordinate their apparel and present themselves professionally.

## Professional Dress Days:

- Boys: Dress Shirt/pants with belt, tie, dress shoes, & matching dress socks.
- Girls: Dress, skirt w/blouse, or pants suit & dress shoes with tights/hose.

## Hair & Grooming:

- Hair must be kept styled out of eyes. Hair must be kept clean and be well taken care of.
- Hair and accessories should not draw undue attention to the student.
- Tattoos, real or simulated, are not permissible.
- Fingernail polish for girls all one color and well groomed; no dark primary colors.
- Boys:
  - Sideburns must be neatly trimmed. Hair cut above the top of your shoulders/bottom of the collar.
  - No fingernail polish.
- 9<sup>th</sup> -12<sup>th</sup> grade student option: natural color highlights are acceptable.
- 9<sup>th</sup> -12<sup>th</sup> grade girl's option: make-up may be applied modestly: no dark lipstick or eye liner/shadow. Students wearing make-up deemed unacceptable by SPCA staff will be asked to remove it.

## Daily Dress Code:

- **Shirt:**
  - Button down collared shirt, blouse, polo, or sweater.
  - No sleeveless or cap sleeves on shirts.
  - Shirts tucked when appropriate.
- **Pants, slacks or shorts:**
  - While standing straight with hands at side, shorts must be the length of ones longest finger.
- **Skirts/Dresses:**
  - Skirt/jumper/dress length to knee or longer; slits no higher than the knee.
  - Kindergarten through 4<sup>th</sup> grade skirts/jumpers/dresses can be 3 inches above the knee if worn with tights (not sheer/sheen).

## General Dress Code Details: (Apply for Daily Dress Code & Professional Dress Days.)

- **Neatness, cleanliness, and modesty observed at all times.**
  - Clothing must be free of visible repairs.
  - No cleavage or mid section exposed.
  - Excessively worn, faded, soiled, or over (loose fitting) / undersized (tight) clothing is not permissible.
- **No logos.**
- **No Jeans, sweatpants, wind pants, stretch pants, sweatshirts, fleece, or t-shirts.**
- **No hats, headwear, or hoods worn in school.**
- **No sandals, backless or open toe shoes for outside play. Shoes must be in good condition. Socks must match. Students must have tennis shoes and socks at school at all times.**
- **Sunglasses, non-prescription glasses, jackets, or other outer coats are not to be worn in the classroom or halls during the school day.**
- **Jewelry: Students are required to remove jewelry when participating in PE or Athletics. SPCA is not responsible for 'lost' or broken items.**
  - Boys: may wear a watch, ring, thin necklace. No piercings are permitted.
  - Girls: may wear a watch. One thin necklace, one bracelet, & one ring on each hand. One earring per earlobe may be worn. Piercing is not permitted in any other area.

## SPECIAL DRESS DAYS

Each month, the SPCA Student Council selects 'special dress days' to allow our student body to wear alternative apparel.

These special dress days will have a unique theme, such as Christian t-shirt day, favorite sports team day, or career day.

Please note the following important information regarding special dress days:

- All attire must be modest, fit appropriately, and be in good condition. SPCA skirt/short length applies and absolutely no short tops. The abdomen area must not show whether a student's arms are up or down. Jeans may be worn so long as they are not tight, baggy, worn incorrectly, stained, torn, fringed, etc. "Low Riders" or "Hip Huggers" are not allowed.
- Violating 'special dress day' dress code standards will result in a phone call to a parent who will need to bring appropriate clothing to school.
- Students found in flagrant or repeated violation will lose the privilege to participate in future special dress days.

## ATHLETICS AND PHYSICAL EDUCATION DRESS CODE

Students in grades K-6 will wear regular school apparel to PE.

Students in grades 7 & up are required to change into clothes for PE. The SPCA PE dress is as follows: \*\*Please note PE apparel must be logo free, with the exception of SPCA.

- Sweatshirt
- Sweatpants
- Gym Shorts (While standing straight with hands at side, shorts must be the length of one's longest finger.)
- Non-skid Athletic Shoes
- Athletic Socks
- Deodorant
- Athletic Cup (Boys)

**IF STUDENTS OR PARENTS ARE UNSURE WHETHER ANY OF THEIR APPAREL IS ACCEPTABLE, REMEMBER:**

- 1) **When in doubt...don't wear it. If you think an article of clothing isn't appropriate, do not wear it.**
- 2) **Ask questions if you need help determining if something is inappropriate or understanding the dress code or any other policy.**

\*Administrative decisions concerning whether or not a student meets dress code requirements shall not be disputed.

## SCHOOL SUPPLIES

School supplies and backpacks must be free of cartoon characters and logos. **Please note anything that creates a distraction will be removed.**

**Copy Costs:**      Black & White 10 cents per side                      Color 25 cents per side

# DISCIPLINE INFORMATION

While SPCA strives to instill self-discipline, policies and procedures are in place to help students, faculty, and parents work with each other in a controlled, non-threatening manner should corrective action be necessary. Discipline is necessary to promote the overall well being of students and staff. Each teacher is empowered to make and enforce policies in line with the Academy's vision. These policies will be based on Christian principles and will be designed to maintain control in their classrooms. Students who choose to conduct themselves outside these guidelines and do not respond positively to their teacher's correction will be dealt with accordingly.

The following list is not inclusive but does provide you with common infractions that will not be tolerated. Discipline will be appropriate to the infraction and may be variable depending on the student and their behavior patterns.

## GENERAL RULES

1. Students must respect and obey the authority of the faculty and administration.
2. Students must respect each other and each other's property.
3. Students must use language that is pleasing to God.
4. Students will not run, yell, or otherwise act disorderly in the building.
5. Gum chewing is not allowed inside the building or bus.
6. Food/beverages may be stored in lockers. However, food/beverages can only be consumed during lunch periods, unless permission has been otherwise granted.
7. Students should only bring materials necessary for their education. Due to safety concerns, toys, portable electronic devices (mp3 players, ipods, cell phones, cameras, games, CD players, pagers, video cameras, etc.), tools (including pocket knives), scooters, skateboards, in-line skates, and the like should not be brought to SPCA unless special permission from faculty or administration has been granted ahead of time. If you're not sure about an item, please consult with SPCA staff before bringing it. (If these items are brought to school, parents may be required to meet with staff to retrieve items.) SPCA is not responsible for lost or stolen items.
8. SPCA is not responsible for any broken or 'lost' student items. Staff will confiscate unapproved items and return them to students at the end of the day.
9. Throwing snow, ice, rock, earth, sticks, etc., is not allowed.
10. All student materials, clothing, including book covers, folders, lunch boxes, etc. must reflect Christian standards of modesty and good taste. If you're not sure about an item, please consult with SPCA before bringing it.
11. All students must follow the SPCA dress code (see Dress Code) except when permission has been granted (typically for special events). Students will be notified of such events in advance.
12. SPCA building and grounds will be respected and cared for. Littering and vandalism are unacceptable and punishable behaviors.
13. Animals are not allowed on school grounds unless permission has been granted.
14. All SPCA activities are chaperoned by faculty.
15. All student belongings, including clothing, book bags, and school supplies should be clearly identified with their owner's name.
16. Bicycles are not to be ridden except when traveling to/from SPCA. Bikes, scooters, skateboards, and in-line skates may not be ridden in the parking lot, within SPCA, or on SPCA property.

17. Facilities and equipment must only be used as they were intended. Restitution will be imposed on those who misuse, lose, or otherwise damage equipment and/or property.

## CLASSROOM RULES

1. Students are to remain in their seat, sitting with good posture and feet under their desk, unless otherwise stated by faculty.
2. Students must have all necessary supplies to do their work. (Bring Bible to Chapel)
3. Students must have their work done neatly, completely, and on time.
4. Students must keep their desks and lockers clean at all times.
5. Unless otherwise instructed by their teacher, students must request permission to speak and leave their desk and /or classroom by raising their hand.
6. Students will not use computers, chalkboards, or any other classroom materials without permission.
7. Students will treat all classroom materials and furniture with respect and use them in the manner they were created. Sitting on tables and desks, leaning on two legs of chairs, and other behaviors are not allowed.
8. Personal grooming, such as, combing hair, cutting fingernails, etc. is not permitted in class.
9. Classroom rules are in effect during Academy assemblies and chapel times. Students will remain reverent and quiet.
10. Students in all grades will stand and address their teachers each morning and when pastoral and Academy staff enter the classroom.
11. Students will treat classmates and faculty with respect. Students who are disrespectful will be warned, given detention time, or dismissed from the classroom.

## PHILOSOPHY

We are dedicated to training children in academic and spiritual excellence...this includes Christ-centered living. Our faculty maintains Biblical standards of behavior through kindness, love, and genuine regard for their students.

When disciplinary action becomes necessary, it is firmly carried out with sound judgment and tempered with love.

When a student's attitude and/or behavior are not in accordance with school policies or Biblical principles, appropriate discipline will be administered.

Students must, at all times, conduct themselves in a manner becoming of a Christian. If your child complains to you about a policy or disciplinary action, please consider the following:

- Give the staff the benefit of the doubt.
- Realize that the child's reporting of the incident might be biased.
- Realize that we have reasons for all rules and they are enforced without favor.
- Support the administration and call us for all the facts.

**The Lord Jesus Christ expects us to be disciplined in all areas of our lives.**

- *Colossians 3:30* "Children; obey your parents in all things; for this is well pleasing unto the Lord."
- *Romans 13:1* "Let every soul be subject to a higher power."
- *Hebrews 13:17* "Obey them that have the rule over you and submit yourself."
- *Proverbs 6:23* "For the commandment is a lamp; and the law is right; and reproofs of instruction are the way of life."
- Also see Proverbs 10:17, 19:18, and 22:15.

## GENERAL BEHAVIOR

**This academy strives to maintain an atmosphere that is conducive to learning and demonstrating Christian behavior. Therefore, we expect reasonable and cooperative conduct at all times. This includes behavior and attitude in and out of school.**

The underlying philosophy of SPCA stresses obedience to God, to all authority, and to parents.

When expectations are clearly defined, the student knows what behavior is expected and is accountable for their actions.

We also realize expectations may need to be amended, modified, reiterated, and reinforced.

Input from staff, parents, and students helps make the formulation and application of expectations both fair and realistic.

## HALLWAY TRAFFIC, CAFETERIA & PLAYGROUND DISCIPLINE PLAN

### **Hallway Traffic and Overall Building Rules:**

To keep the noise level at a minimum, running and loud talking in the halls will not be tolerated. Please be mindful other students' classes may be in session.

### **Cafeteria and Lunch Time – Discipline Plan:**

#### **Rules:**

- Do not leave your chosen or assigned seat without permission or dismissal from a teacher.
- Speak in conversational tone.
- Clean up your eating area.
- Keep hands, feet, and objects to yourself.
- Due to dietary restriction of some students, trading lunch items is not allowed.
- Treat cafeteria property and staff with respect.
- Address all adults with Mr., Mrs. or Miss. as appropriate.

#### **Consequences:**

- First offense – Verbal warning (unless it is Quiet Time for lower elementary).
- Second offense – Move to a separate table, away from friends; notify teacher of behavior.
- Third offense- Notify teacher to address disciplinary action (possibly name on the board, loss of recess time, or note to parent).

### **Playground –**

Because of age difference, it is vitally important that precautions and sensible conduct be used on the playground.

#### **Rules:**

- Follow directions the first time they are given.
- Conversation and behavior is to be Christ-like.
- Use equipment according to the rules teachers give (i.e., only one person on slide at a time).
- Do not use outdoor equipment indoors.
- Return all play items to their proper place when done with them.

## CORPORAL PUNISHMENT

SPCA staff will NOT administer corporal punishment.

We recognize corporal punishment is Biblically based and effective as a disciplinary action. Nevertheless, it is our position that parents should employ this method if they choose and not the Academy staff.

Parents may be contacted via phone and asked to take immediate disciplinary action depending on the nature of their child's infraction.

## DETENTIONS

Students may serve detention time depending on the nature or frequency of infractions.

Students that serve detention time are supervised.

Students serving detention may be asked to help clean classrooms, hallways, write Bible verses, or work on academic assignments. Detentions should be taken seriously; they are not meant to be 'fun'. Incidences of multiple detentions can lead to suspension or expulsion.

### **Lower Elementary:**

All detentions will be served during recess times.

### **Upper Grades:**

All detentions will be served after school between 2:40-4:00 PM.

### **The procedure for how detention will be served is as follows:**

- Detentions will be served in the classroom of the supervising teacher.
- Students must have a parent sign and return the white copy of the detention slip before serving the detention. Signed detention slips may be turned in to the classroom teacher any time before the detention is scheduled to be served. If a student does not return a signed copy of the detention slip before or on the day of the scheduled detention, it will be considered a missed detention.
- If a student misses a detention, an additional 1/2 hour of detention will be added.
- If a student misses 2 detentions in a quarter, he/she will receive a one-day in-school suspension.
- If a student shows up late for detention, they will be considered missed, and a 1/2 hour detention time will be added.
- If a student is talking, sleeping, eating, drinking, or not in his/her assigned seat, an additional 1/2 hour of detention will be added.
- Students will not be allowed to leave detention early for any reason. If a student makes that choice, it will be considered a missed detention.
- Students must be in dress code.

## PATTERNS OF MULTIPLE DETENTIONS

Detentions may be assigned for students who choose to violate Academy policy. The following policies have been established to address patterns of multiple detentions. Please understand that this policy applies to all infractions where a detention is assigned.

### ***If a student receives three detentions in a given quarter:***

The new quarter will start with “0” detentions. Once a student has 4 detentions or more in a quarter, that number of detentions will stay for the remainder of the school year.

### ***At the 4<sup>th</sup> detention:***

Parents will receive a letter informing them of the number of detentions and asking them to discuss the reasons and possible solutions with the student.

### ***At the 7<sup>th</sup> detention in a school year:***

Parents will receive a letter or phone call informing them of the 7<sup>th</sup> detention at which time parents will be informed of the consequences of ten (10) detentions.

### ***At the 10<sup>th</sup> detention in a school year:***

The student will be placed on Behavioral Probation. Parents will be informed by telephone or mail. They may be asked to meet with the administrator. The administrator will determine which school activities (athletics, student council, performing arts, and/or field trips) will be restricted or eliminated for the student. The student’s response to probation will be evaluated at three-week intervals to determine further action.

### ***At the 13<sup>th</sup> detention in a school year:***

The student will have an in-school suspension.

### ***At the 14<sup>th</sup> detention in a school year:***

The student will be given a one-day out-of-school suspension to consider if he or she would like to attempt to remain a student at SPCA.

### ***At the 15<sup>th</sup> detention in a school year:***

The student will be placed on Final Probation with parents notified of the student’s potential withdrawal date. All activities other than classes will be eliminated for the student. The administrator will review the student’s response to final probation each week and make a recommendation. If the student has not made significant improvement in the given time, the student’s withdrawal or expulsion will be effective on the given date.

### **Students who begin a new school year on Behavioral Probation:**

In the case where the administrator deems it necessary for a student to start a new school year under Behavioral Probation due to conduct in the previous year, the student will be under no restrictions unless he receives four detentions in a given quarter.

At that point, the student will be handled at the ten-detention level as described.

The student will be removed from Behavioral Probation during the first quarter of the New Year if fewer than four detentions have been given.

## **DISCIPLINE PROCEDURE: Minor & Major Infractions**

There are three basic levels of behavioral infractions that require formal discipline.

1. Minor infractions that may result in assigned detention.
2. Major infractions or patterns of infractions resulting in parent/administration conference, behavioral probation, or suspension and may result in final probation, dismissal, or expulsion.
3. Major infractions or patterns of infractions resulting in final probation, dismissal, or expulsion.

### **Level One: Examples of Infractions That May Result in Detention (not inclusive):**

- Tardy to school five times in one quarter (and every third detention thereafter).
- Repeatedly disrupting class.
- Minor disrespect (quip, gossiping, mockery, murmur, expression, gesture).
- Lying.
- Violation of Computer Use & Internet Policy.
- Five or more dress code violations per quarter.
- 2 PE dress code violations.
- Cheating (“0” will be given to assignment or test).
- Horseplay without injury or property damage.
- Gum, food, or beverage in classroom without permission.
- Minor vandalism (repair, replacement, or cleaning required).
- Throwing snow, ice, rock, earth, sticks.
- Throwing objects in classrooms or halls.
- Chronic chair-rocking or table-sitting.
- Missing an assigned detention (double detention given).
- Being irreverent during chapel or showing disrespect for God’s Word.
- Being in an “off limits” area: offices, storage, staff lounge, youth room, etc.
- Repeatedly not having assignment book and/or not signed.
- Visiting inappropriate web sites.
- Language infraction.
- Discussing movies, literature, music, or other media/entertainment that is contrary to Christian principles.

**Level Two: Examples of Major Infractions or Patterns of Infractions That Will Result in a Parent/Admin. Conference, Behavioral Probation, or Suspension and May Result in Final Probation, Dismissal, or Expulsion (not inclusive):**

- Chronic tardiness.
- Fighting without personal injury.
- Chronic detention infractions in any one area.
- More than three detentions in any quarter.
- Patterns of missing homework.
- Severe disrespect.
- Blatant disrespect or disobedience to parents, administrators, teachers, or staff.
- Fighting with injury.
- Chronic questionable entertainment (books, movies, TV, music).
- Infractions of Computer Use & Internet Policy.
- Vandalism with property damage (reparation required).
- Skipping school.
- Leaving the school campus without permission.
- Carrying or storing explosives, firearms, knives, or other weapons (real or simulated) on school property.
- Chronic lying.
- Stealing (reparation required).
- Language infractions (swearing, slander, profanity, obscenity, vulgarity, offensive slang).
- Intimidating, threatening, acting out against, harming or injuring others, bullying.
- Public displays of affection (kissing, hugging, holding hands).
- Chronic, willful dress code violations.
- Chronic detention infractions.
- Police contact for chronic delinquents.

**Level Three: Examples of Infractions That Will Result in Final Behavior Probation, Dismissal, or Expulsion (not inclusive):**

- Aggressive attack or fighting resulting in injury.
- Malicious vandalism.
- Drinking or possession of alcoholic beverages at any time (See Chemical Use).
- Use or possession of tobacco at any time (See Chemical Use).
- Use or possession of illegal or un-prescribed drugs at any time (See Chemical Use).
- Sexual immorality.
- Gambling.
- Involvement in witchcraft, the occult, or astrology.
- Willful or chronic infractions in any previously listed area.
- Criminal behavior of any kind.

## BEHAVIORAL PROBATION

If a student is consistently violating the rules and is displaying a pattern of behavior which is endangering students, disrupting the classroom, and detrimental to the spirit of the academy (attitude), that student will be placed on behavioral probation.

Parents of students being placed on behavioral probation will be contacted by the school administration either by phone or letter.

After being placed on behavioral probation, a student will be evaluated at mid-quarter and quarter intervals by a faculty/administration committee.

If sufficient progress has not been shown, the administrator may recommend that the student be ineligible to continue at the Academy.

## FINAL BEHAVIOR PROBATION

### **Suspension:**

The purpose of suspending a student for one or more days is to help him realize the serious nature of the infraction or pattern of infractions.

Students are typically given an in-school suspension. Students spend all or part of the school day in the administrative office. They are given lunch breaks and bathroom breaks.

The school reserves the right to assign an out-of-school suspension for a secondary student.

Upon receiving an out-of-school suspension, the student's parents are telephoned and asked to pick up the student. A student on suspension is not eligible to practice, play, or attend sports or extra-curricular activities.

Students may receive a zero for all work collected or graded on the day of suspension. When they return to class they are expected to have homework assignments prepared for the day they return. If work isn't turned in, a zero will be given on all other assignments until the missing work is turned in when an academic penalty is imposed.

Students returning from suspension will have a brief meeting with the administrator and/or teacher before they return to class.

Suspensions become part of the student's permanent school record.

### **Final Probation:**

It is the administrator's prerogative to assign a final probation rather than dismissal or expulsion for serious infractions where a pattern of behavior has not developed, and there is evidence of sincere repentance (and reparation where applicable).

Parents and students who are on final probation understand if the infraction is repeated, dismissal or expulsion will be immediate and final.

### **Dismissal and Expulsion:**

When the administrator determines that it would be best for a student not to continue at SPCA, the parents will be asked to withdraw their student (dismissal).

A dismissal is recorded as a ‘voluntary withdrawal’ in their child’s school records. If parents or students are uncooperative in the dismissal process, the student will be expelled and his permanent record will be noted as such.

If sincere repentance and significant growth on the part of the student is evident, the student may re-apply for admission in a future year. However, they are not guaranteed re-admission.

## **CHEATING**

Whenever a student is found guilty of cheating, the teacher will investigate the situation and take appropriate measures, including, but not limited to: collecting the student’s assignment, marking a zero for the work, and notifying the parent and office immediately as to the action taken.

- First Offense – detention, “0” given on assignment, quiz or test, and parent notified.
- Second Offense – multiple detention or suspension and conference with administrator and parent, and “0” given on assignment.

## **CHEMICAL USE**

It is SPCA’s purpose to provide as much assistance and support as possible to the student and family in the event of any kind of chemical use.

Chemical use is defined as any use of a chemical that alters the normal function of the body. This includes marijuana, inhalants, depressants, stimulants, narcotics, hallucinogens, alcohol, and tobacco.

Consequence for a student who uses chemicals should relate to how repentant they are. The academy will measure the repentance on the basis of the student’s admission. See levels below.

A student, who realizes their mistake and seeks help, will have a different consequence than the student who admits to use only after being told of testimony or evidence confirming their use.

If a student refuses to admit use or will not submit to the following guidelines, they will be asked to withdraw or be expelled.

Students will be evaluated on an individual basis with the potential of immediate expulsion from the Academy, depending on the severity, frequency, and amount of use.

### **Level 1 – Admitting to action of their own free will**

1. Student suspended out-of-school pending a chemical assessment by a licensed chemical dependency counselor. Student must follow the counselor’s and Academy’s recommendation. The student or parents will pay the assessment cost.
2. No academic penalty.
3. Student put on Behavior Probation with a ‘no-use contract’, would automatically move the student to the 2<sup>nd</sup> or 3<sup>rd</sup> level in the academy’s Chemical Use Policy (see below).

4. Possible random urine tests, per the recommendation of chemical dependency counselor or if staff is suspicious.
  - This would be established by the amount of use and what was being used.
  - The cost of the urine tests would be billed to the parent/student.

**Level 2 – Called into the office and assisted towards admission of use:**

1. Student is suspended out-of-school pending a chemical assessment by a licensed chemical dependency counselor. Student must follow the counselor's and Academy's recommendation. The student or the parent will pay the assessment cost.
2. Student put on Behavior Probation with a no use contract, that is violated will move them to Level 3 or withdraw from the academy/expulsion.
3. Possible academic penalty.
4. 1 to 3 random urine tests over a 3 month period per the recommendation of the counselor.
5. Urine test after a 3-month period, only if reason or suspicion would warrant it. The cost of the urine test would be billed to the parent/student.

**Level 3 – Admitting to use only after evidence being produced or being told of witnesses or having witnesses testify of their use.**

1. Student suspended out-of-school for 3 days with possible academic penalty.
2. Student receives chemical assessment by a licensed chemical dependency counselor. Student must follow the counselor's and Academy's recommendation. The student or the parent will pay the assessment cost.
3. Put on final probation. Any other use would mean a withdrawal from the Academy or expulsion.
4. 3 to 6 urine tests over a 9-12 month period per the recommendation of the counselor.
5. Urine test after a 9-month period, only if reason or suspicion would warrant it. The cost of this test would be billed to the parent/student.
6. Possibility of off-site counseling for at least 3 months at the cost of the student or parent.

## EXPELLED/WITHDRAWAL STUDENTS – RE-ADMISSION

### **Withdrawn Students:**

Students who have withdrawn or were expelled from the academy, either by parents or the administration, and desire re-admission, must follow the admission procedures for new students. See Admissions Procedures.

### **Expelled Students:**

Students expelled from SPCA must follow the same admissions procedures; the student may be required to meet with a committee of teachers and administrators to review their application.

If accepted, the student will be placed on a 9-18 week probationary period and a contract specifically detailing expectations will be reviewed and signed.

## GROUND FOR DISMISSAL

The academy reserves the right to dismiss or deny re-admission to students for any reason the administration deems fit. Grounds for dismissal may include, but are not limited to:

- Student has moved through the progressive discipline plan without positive change.
- Attitude incompatibility – uncooperative spirit, rebellion towards discipline, sowing discord.
- Chronic, unexcused absences or tardiness.
- Lack of parental cooperation.
- Chronic poor academic performance and/or severe learning disability.
- Cases of pregnancy (male and female students), sexual immorality, repeated chemical abuse.

## CODE OF CONDUCT

Students are required to sign an honor code prior to enrollment. As Christians, we have an obligation to take personal responsibility for our lifestyle. Romans 12:1, 2 are a passionate plea to surrender our lives without reservation to Christ.

The Code of Conduct is a commitment on the part of students to live a life that is pleasing to the Lord. It is a covenant that students sign and enter into with the Lord – not the Academy or their parents.

Each point is based on scripture.

SPCA, in conjunction with parents, is obligated to train character. One facet of training is to confront students and hold them accountable.

This document will not bring change itself, but the training process, supported in prayer, and reinforced through teaching, can.

## STUDENT INTERVIEWS & LIFESTYLE EXPECTATIONS

The position of the academy is to view our 7<sup>th</sup> grade and higher students as leaders for the student body.

As leaders, these students assume greater responsibility and accountability to the Academy and the Lord.

Therefore, expectations of conduct are elevated throughout a student's stay at SPCA.

Students participating in blatant or chronic behavior inconsistent with Biblical standards, will be invited to withdraw or be expelled. Each situation will be reviewed on an individual basis and the process will involve the student and their parents at every step. We seek positive results and the best interests of everyone involved.

Procedures for admission for grades 7 & up:

- The interview. The student's Christian testimony, attitude, behavior, academic performance, and attendance, as exhibited before the school faculty and administration, will qualify or disqualify the student for admission at SPCA.
- All students and parents will be notified as to whether they have or have not been accepted.
- A student may be accepted provisionally, thus necessitating a conference with the Academy's administration.
- Parents and the student may appeal a non-acceptance to the administrator and a conference will be set with the Academy's administration.
- **Every student in grades 7 & up is on probation; it is understood that admission to SPCA is a privilege and not a right. Admission may be revoked at any time.**

# LUNCH PROGRAM

## SCHOOL LUNCH

SPCA receives school lunch for a fee from Canaland Christian Academy of Early Learning.

Meals served are nutritious, prepared with little or no sugar, white flour, or preservatives.

Canaland Christian Academy of Early Learning's food service staff and administration are committed to providing meals that will not hinder a child's learning process throughout the day.

### **Lunch Payments:**

Hot lunch may be purchased daily or monthly. The monthly card includes 20 punches. Monthly cards may not be split between family members. Monthly cards must be purchased in full. Any unused meals at the end of the year will be transferred for that student to the next year. **Please do not ask office staff to split tickets.**

If a child brings a bagged lunch, milk may be purchased.

The Academy office will accept money on account for the lunch program. **Please make checks payable to SPCA.**

If paying with cash, please submit the cash in a sealed envelope indicating the student's name, grade, teacher, date, and number of tickets being purchased on the outside of the envelope.

When paying by cash, there is no provision for issuing a receipt, so we strongly suggest you pay by check. Students must deposit in their account in advance for lunch. Students will be informed when their account balance is low, approximately two days in advance and students will be given a written reminder to take home.

Students will not be allowed to repeatedly charge lunches. A student must have a balance in his/her account or have cash to purchase a daily ticket for the day.

## FEDERAL FREE/REDUCED LUNCH PROGRAM

Free and reduced priced lunches are available to those who qualify. Please check with our office for more information. It is very important that this is done in a timely manner. It takes 24 hours after application before those who qualify may begin receiving reduced priced lunch.

## BAG LUNCH AND FAST FOOD

Obviously, we cannot mandate what a child brings in their lunch. However, we do **strongly encourage parents to pack a well-balanced, healthy meal. We also ask you to avoid packing sweets.** Sweets can alter the learning process and are often not the 'healthiest choice'.

**We ask parents not to send or deliver fast food.** A **suggested** bag lunch could be: peanut butter on whole-wheat bread, carrot sticks, apple sauce or other fruit, corn chips, and milk or juice.

# PARENT ADVISORY BOARD

The Parent Advisory Board (PAB) is a group of committed parents who actively represent SPCA at regular monthly meetings.

PAB meetings are important planning and feedback sessions where the following topics are discussed: fundraising, curriculum, student handbook policies, planning of school events, and teacher appreciation. The PAB is our voice for parents.

Parents are encouraged to get involved in PAB. This group is open to all parents!

Anyone interested in learning more about the PAB should contact our office at 715-341-3275.

## Events & Programs Hosted by PAB

- **SPCA Family Kick-Off Picnic held each fall to start off the school year.**
  - This is held in a pot blessing format where we have time to celebrate together the beginning of a great year at SPCA.
- **Jog-A-Thon, our annual fundraiser held each fall.**
  - 100% participation from all families is required.
  - This fundraiser is vital to our school operations, raising over \$10,000 a year.
- **Christmas Parade Float held each November in downtown Stevens Point.**
  - This is a great way to advertise SPCA to our community and come together with parents, grandparents, students, teachers, coaches, and other supporters of SPCA. We spend a lot of time building relationships as well as a wonderful float that our students love to ride on every year. All are encouraged to get involved!
- **Teacher appreciation week held in the spring.**
  - This week is greatly appreciated by our teachers! PAB had done things such as meals, cards, and special surprises throughout the week!
- **Other fundraising projects outside of Jog-A-Thon and the SCRIP program.**
- **SPCA Scrip Program.**
  - The Parent Advisory Board determines the minimum amount of SCRIP required to be purchased by each family each year.
  - The Parent Advisory Board keeps track of individual families yearly totals.
    - Families are required to purchase \$1,000.00 in SCRIP from April 1 to April 1 or pay a one-time fee of \$50.00 to help with fundraising.
    - Families are encouraged to solicit outside involvement which will be applied to their \$1,000.00 minimum purchase. This is a great way to get others involved and help to raise more money for SPCA.
    - If you have any questions about the SCRIP Program, please contact a member of the PAB. They are excited about talking with you and discussing any questions you may have.

**Involved parents are essential in growing a great school!**

**We are very thankful for your involvement.**

# EXTRA CURRICULAR OFFERINGS

It is our desire to develop strong individuals both academically and socially. The following are provided as an avenue for friendships to be fostered while fostering emotional and social growth.

## GENERAL PARTICIPATION EXPECTATIONS

An extra-curricular activity is one in which the student voluntarily participates. It includes but is not limited to Athletics, Extra-Curricular Worship Team, Yearbook, and Student Council. The types of extracurricular activities vary from year to year, depending upon the volunteer help, as well as the composition of the student body (ages and gender). In the past we have had soccer, volleyball, basketball, track, flag football, extracurricular worship team, and student council.

Students participating must follow the dress code, be in good conduct standing, and speak positively about SPCA. To participate in extra-curricular activities, a student must maintain a 2.0 average or above in all classes and not have any "Fs". Eligibility is determined by grades received at Quarter and Mid-Quarter. \*Note 4<sup>th</sup> quarter grades determine eligibility for activities at the beginning of the academic year. \*If a student is on Student Council and grade is not restored within the quarter the person will be replaced. The teacher/principal will appoint a replacement. \*Home school parents are required to turn in their child's mid-quarter and quarter grades to the SPCA administrator and must follow the participation expectations.

## ATHLETICS

Parents of students participating in athletics are asked to participate on a rotation basis as organized by coaches. Type of participation include: set up for games, after game clean up, referee games, transporting students, concessions, and other areas as needed. Providing sports involves our parents, students, and volunteers for a successful season.

Some athletic teams require additional funds beyond the activity & sports fee to help with travel and uniform costs. Specific sports that typically require additional funds are: volleyball, flag football, and basketball. Coaches will make parents aware of options from fundraisers or buy out programs to help with additional expenses. Uniforms must be returned to coaches 2 weeks after the season ends or pay the replacement fee of \$100.00 per sport.

All parents and students are required to attend an athletics meeting at the beginning of August in order to participate in any athletic event (except soccer). The meeting will cover the student handbook policies on academics, student conduct, and coaches expectations of players. It is our desire to train our students in excellence. We believe students can achieve and are responsible for their own success. If a student does not meet the standards for athletic participation they will be required to be at all practices but not participating; while at practice students will do homework/etc. Students are required to be at all games in professional dress seated on the team bench.

## EXTRA CURRICULAR WORSHIP TEAM

**Psalms 21:13** "We praise You, Lord for all your glorious power, with music and singing we celebrate your mighty acts." SPCA extra curricular worship is open to students in grades 5 and up to participate in leading others into worship of our Lord Jesus Christ. Auditions may be required to participate. Practice is required. Students on this team show great dedication by practicing outside of the team practices on individual parts. In addition, lessons may be needed at the parent's expense to help students with individual parts. Students who participate are expected to be at all events, services, and practice times as outlined by the director.

## STUDENT COUNCIL

The following expectations were made by Student Council Members. It is understood that these are items that members of Student Council are growing in daily.

### General Expectations

Good organizational skills.	Be respectful of other students and their opinions.	
Be creative and have ideas.	Good decision making.	
Get things done on time. (Person of Integrity.)	Volunteer for an average of one hour a month.	
Involved and participate in school activities.	Be helpful to the teachers.	
Be an example of Godly character/a good role model:		
Listen to the Holy Spirit in choosing music/entertainment options. The entertainment should have a positive message and the heart of the listener should know that it is right.		
Be trustworthy.	Loyal.	Self Governing / Self Control
Patient	Honest.	Love, kind, & compassionate.
Be respectful to one another and teachers.	Speak nicely to others.	

### Student Council Positions

#### President/Announcement Coordinator:

**Duties:** Set up announcements weekly (discuss with principal prior).  
Oversee the student council members ensuring that they complete expectations.  
Provide leadership and vision to student council members.  
Meet with Director of Christian Education Weekly.  
The President must be able to effectively lead Student Council and should be a Godly rep. to student body.  
Be an example to those under his/her leadership.  
Help to ensure teachers are satisfied with what is going on in school.

#### President Elect/Events Coordinator:

**Duties:** Help coordinate events, delegating duties for the involvement of all members and school.  
Communicate with President information in a timely manner.  
To assist the President in whatever is needed.

#### Treasurer /Fundraiser Coordinator:

**Duties:** Provide structure and organization for fundraisers.  
Get change for fundraisers from Bookkeeper.  
Work with GNFC Bookkeeper to balance all financial records. Provide budget updates at meetings.  
Needs to be a Godly, truthful person, who is able to be trusted with the finances of Student Council.

#### Promotions/Prayer/Info Board/Secretary:

**Duties:** Provide agenda to President 2 days prior to meeting.  
Provide minutes from meetings to group members.  
Change the information board at SPCA daily.  
Coordinate publicity for events. Remind members about meetings.  
Attentive to detail, be able to record important information required for Student Council to run properly.  
Ability to multi-task.

#### Head Representatives:

**Duties:** Remind Representatives of their duties.  
Give President an update on how the other representatives are doing prior to the meetings/deadline.  
Be Godly representatives being able to effectively declare the Student Council message to the body.  
Listen to peoples ideas.  
Inform representatives of upcoming events.

#### Classroom Representatives

**Duties:** Check in with teachers/class at least once a week.  
Bring ideas to student council from the class assigned.  
Be Godly representatives being able to effectively declare the Student Council message to the body.  
Listen to peoples' ideas.  
Inform students of upcoming events.

# STAFF & CONTACT INFORMATION

**Address:**

**801 County Road HH West  
Stevens Point, WI 54481**

**Phone: 715-341-3275 Fax: 715-341-3023**

**Web: [www.gnfchurch.org/schoolk12.html](http://www.gnfchurch.org/schoolk12.html)**

**E-mail: [spca@gnfchurch.org](mailto:spca@gnfchurch.org)**

**Bishop Matthew J. Mallek**, Senior Pastor, Good News Fellowship Church

**Pastor Deborah J. Mallek**, Ministry Administration

**Rev. Heidi Uitenbroek**, Administrator/Principal/Director of Christian Education & Co-Student Council Advisor

**Miss Kelly Kissinger**, Kindergarten & First Grade

**Mrs. Denise Winger**, Second & Third Grades

**Mrs. Melissa Kessel**, Middle School, Jr. High, & Math Classes

**Mrs. Lori Slaughter, Jr. & Sr. High Teacher**

**Bishop Matthew J. Mallek**, Bible Teacher

**Mr. Jay Sandifer**, Fine Arts Department Head

**Mr. Lee Ilagan**, Worship, Music, P.E., & Elective Classes

**Rev. Norm Herman**, Facilities Supervisor & Director of Finance

**Mr. Lee Ilagan**, Head Cook

**Mrs. Jennifer Kleiner**, Free & Reduced Lunch Coordinator

**Mr. Rob Golla**, Substitute Instructor & Office Volunteer

**Mr. Earl Winger**, Librarian

**...And special thanks to our many volunteers. You are a tremendous blessing!**

***“Above all, we are His servants.”*** *Bishop Matthew J. Mallek*

## 2009-2010 SCHOOL LUNCH PRICING INFO

### Prices:

Grades K-6 Daily: \$2.25	Monthly Ticket: \$35.00	(20 lunches)
Grades 7-12 Daily: \$2.75	Monthly Ticket: \$45.00	(20 lunches)

Additional milk may be purchased separately for 50 cents per carton.

Parents may eat with students: Cost \$3.25 per meal.

When possible, please give the kitchen staff a 24 hour notice.

Hot lunch assistance is available. Parents please contact the school office for more information.