

SPURLING CHRISTIAN ACADEMY



HOME OF THE SOARING EAGLES

MOUNT OLIVE MINISTRY CENTER 

“Teaching Mind, Body and Spirit”

Student Handbook

2016 – 2017

School Hours 8:20 – 3:15

Office Hours 8:00 – 3:45

1200 High Point Road Arlington, Texas 76015

Office (817)465-1122 Fax (817)391-1443

www.spurling.org

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Absences and Tardies

Class work experiences are fundamental to a student's academic success.

Parents should call the Academy office on the day of the student's absence.

Excused absences

- ◆ Illness of the student (physician's note is required after three (3) days).
- ◆ Illness or death in student's immediate family.
- ◆ Medical appointment (excused with medical note only).
- ◆ Four unexcused tardies constitute one absence.

Unexcused absences

- ◆ All absences, which do not meet the criteria for an excused absence, are unexcused.
- ◆ An unexcused absence will result when there is no written note of absence or phone call verifying the absence.

◆ Other

- If a child misses more than twenty (20) days in the school year, his/her promotion will be jeopardized.
- Make up work will be the student's responsibility

Senior student absences.

- ◆ Senior class students will receive four (4) additional excused absences

Three (3) "College" days

Requests to visit campuses must be submitted in writing.

Documentation of visit must be presented to attendance clerk upon returning to school.

One (1) "Senior Skip" day

Date to be determined by seniors, senior sponsor(s) and school administration.

SCA administration reserves the right to revoke privileges of "Senior Skip" day.

Senior must be in good standing academically, in citizenship and in conduct.

- ◆ Senior class fee is determined by SCA administration and advisory board.

Arrival and Departure

The following procedures are designed for safe and orderly arrival and departure of the students.

- ◆ Hours of Operation
 - K3 – 12th grades: 8:30 AM until 3:15 PM
 - The Academy office will be open from 8:00 AM to 3:45 PM
- ◆ Students may arrive no earlier than 7:45 AM and must depart no later than 3:30 PM.
- ◆ Should a student need to arrive prior to 8:00 AM or remain after 3:30 PM, contact SCA office.
- ◆ All students must remain with a teacher until a physical exchange has been made between teacher and parent. (This is not a time for conference with the teacher.) Parents may contact the school office to schedule an appointment with the student's teacher.
- ◆ Student safety must have priority.
- ◆ **Student pick-up card must be displayed for curbside pick-up**, which is available until 3:30 PM. Parents who arrive after 3:30 PM must enter the building through the glass double doors for student pick-up.

Classroom Expectations

- ◆ The Academy strives to provide an atmosphere that is peaceful, cooperative and enjoyable, thus producing an environment conducive to learning.
- ◆ Students are expected to conduct themselves in a manner that honors the Lord and represents their families well.
- ◆ Students should:
 - Follow classroom rules.
 - Be seated and prepared to begin their studies no later than 8:30 AM.
 - Raise their hands to gain permission to speak.
 - Raise their hands to gain permission to be out of their seats.
 - Be courteous and respectful of classmates and teachers at all times.
 - Participate in classroom lessons and activities.
 - Have homework assignments prepared on time.

Communicable Diseases

- ◆ No student will be admitted to class if he/she has been diagnosed with a communicable disease.
- ◆ Student will be readmitted when medical evaluation verifies wellness of the child.
- ◆ Communicable diseases that require exclusion from attendance, according to the Texas Department of Protective and Regulatory Services, include but are not limited to:

Chicken pox	head lice
Type A hepatitis	impetigo
Influenza	measles (rubella)
Meningitis (bacterial)	mumps
Pertussis	Ringworm
Streptococcal sore throat	Scarlet Fever
Tuberculosis	

Communication

A student's success is directly related to open communication between family and school.

- ◆ Parents should utilize student planners, email and Gradelink.com (online access to student grades: see office for user-name and password) as a tool to remain current with daily classroom information.
- ◆ K3-3rd grade parents are to sign each day's notation as an indication they have read the information and that the student has completed homework assignments.
- ◆ No one is to disturb the teacher once instruction has begun. Messages will be taken for teachers during class time and follow-ups will be done within 24 hours during the teacher's conference period.
- ◆ To assist in growing a relationship, parent-teacher conferences are available during the school year. Contact the Academy office for appointment times. All conferences need to be private.

Discipline

Appropriate discipline, consistently applied throughout the life of a maturing child, is essential.

- ◆ Discipline is a necessary element for character training, a definite part of SCA's educational and growth process.
- ◆ Obedience is the core of character training.

Discipline *(continued)*

To be effective and fair, the discipline process must be carefully balanced between school and home environments. To ensure effective and loving discipline, we require full support and cooperation from parents.

- Rules of conduct enforced at school must be reinforced at home.
- If parental correction is necessary, the teacher and administration must both concur.
- A parent may be called to come to the school to administer appropriate discipline.
- The student will be placed in In School Suspension until the parent has come to school and administered the appropriate correction.

Discipline Infractions

Discipline infractions may include but are not limited to:

- ♦ Actions or misbehavior interrupting a student's right to learn
- ♦ Failure to abide by published campus or classroom rules and procedures
- ♦ Failure to have supplies
- ♦ Misconduct, including but not limited to: chewing gum, not being on task, inappropriate or loud talking, excessive noise, note writing, sleeping, defacing of school property
- ♦ Improper dress as defined by the SCA Uniform Policy
- ♦ Improper possession, use/abuse or distribution of over-the-counter drugs, supplements or medications
- ♦ Inappropriate public displays of affection
- ♦ Leaving class/campus without school permission which includes before and during school hours
- ♦ Misconduct on the bus or other transportation service
- ♦ Participating in dishonest/deceitful activities
- ♦ Possession of lasers, matches, lighters, or other items considered as distractions to the classroom environment
- ♦ Refusing to follow directions and instructions given by school personnel
- ♦ Demeaning racial, religious or ethnic-related statements or acts
- ♦ Drawing/depicting tobacco, drugs, alcohol, gangs, guns, weapons or violent activity on self, notebook or other materials
- ♦ Fighting
- ♦ Hazing
- ♦ Installing unauthorized software on school computer equipment
- ♦ Viewing any website unauthorized by school personnel.

Discipline Infractions *(continued)*

- ◆ Obscene gestures or actions
- ◆ Possessing, smoking or using tobacco products in any form at any school related or school sponsored activity on or off school property
- ◆ Possession, usage or distribution of electronic or published material that is pornographic or obscene or which threatens others or incites others to violence
- ◆ Possession of any object which could be used for the purpose of a weapon or improvised weapon
- ◆ Profane language
- ◆ Tampering with computer hardware or software leading to the disruption of the learning environment
- ◆ Use of the internet without supervision
- ◆ Failure to follow computer and computer lab rules or directions

Disciplinary Consequences

Consequences may include one or more of the following in accordance with the school's progressive discipline plan, but are not limited to:

- ◆ Confiscation of inappropriate item
- ◆ Corrective Teaching interaction
- ◆ Denial of classroom privileges (time out/ cooling off)
- ◆ Detention hall
- ◆ In-class discipline may include, but is not limited to, lower citizenship grades and/or teacher assigned detention, seating change, school duties, modeling written word, and loss of privileges
- ◆ Misbehavior warning (verbal or written)
- ◆ Parent contact by written message, phone or e-mail
- ◆ Saturday School
- ◆ In/On campus suspension
- ◆ Suspension
- ◆ Any other disciplinary action deemed appropriate by the teacher or principal.

Field Trips

- ◆ Each class may participate in field trips totally 1 field trip per semester.
- ◆ An additional permission to participate form will be sent home prior to each off campus trip.
- ◆ Students will be required to wear an SCA t-shirt for all field trips.

Fund Raisers

- ◆ The Academy conducts annual fund-raising activities for designated school projects.
- ◆ We anticipate each parent's participation in these activities.

Grades

- ◆ Letter and number grades are used to evaluate student performance (see report card for grading scale).
- ◆ Report cards are dispersed each nine-week grading period. In lieu of progress reports, student grades may be accessed anytime online through www.gradelink.com (please see office for username and password).
- ◆ A \$5.00 processing fee will be applied to replace lost report cards.
- ◆ Final report cards will be released only when required books and supplies have been returned; any fines and fees have been paid in full; and all tuition is current.
- ◆ Official transcripts are available upon request only.
- ◆ A 7-day processing period will be required.
- ◆ Only one transcript per student per semester will be provided free of charge.
- ◆ Additional official transcripts may be requested for a fee of \$5.00.

Health Forms

The state of Texas requires an up-to-date record of the following:

- ◆ Immunizations
- ◆ Vision and hearing screening (K4, K5, First, Third, Fifth and Seventh grades)
- ◆ Acanthosis Nigricans (First, Third, Fifth, Seventh, and Ninth grades)
- ◆ Spinal screening (Sixth and Ninth grades)
- ◆ Your physician or local professionals authorized health department must complete these immunizations and screenings.
- ◆ No child will be admitted to class until these documents/forms are completed and on file in the Academy office.

Homework

- ◆ Completing homework assignments is necessary and frees class time for teaching and enrichment.
- ◆ We request parents' full cooperation in assuring that the assignments are completed.
- ◆ K3-3rd grade students are provided with a planner that parents should use as a tool to remain current with daily classroom assignments.
- ◆ K3-3rd grade parents are to sign student planners as an indication that the student has completed their assignments.

Illness

- ◆ Parents will not be permitted to drop off a child who has symptoms of illness.
- ◆ Parents will be expected to pick up a child who becomes ill during the day.
- ◆ If your child is running a fever of 100 ° F or higher, please keep the student home.
- ◆ Student must be fever-free for 24 hours (without the use of fever reducing medication) prior to returning to school.

Medication

In order for medication to be administered:

- ◆ Medication must be in the original container.
- ◆ A note from the physician with dosage and times to be administered must accompany all prescription medication. Parent or Academy office personnel must administer the medication.
- ◆ No over-the-counter medication will be administered.
- ◆ Teachers will not be permitted to administer or store any medication.

Inclement Weather

- ◆ In the event of harsh weather or hazardous road conditions, we will follow the guidelines of the Arlington Independent School District. A list of school closings and delays will be announced on your local television and radio stations. (If Arlington ISD is closed for inclement weather, **we will also be closed.**)

Lunch

- ◆ Students are required to provide their own lunch. No microwave access will be available for students in grades K3 – 3rd.
- ◆ Students in grades 4th-12th may microwave their lunch. Siblings may not microwave lunches for younger students.
- ◆ If a student does not bring a lunch, the parent(s) will be contacted and will be responsible for arranging lunch for the day.
- ◆ In the event a parent cannot be contacted, a lunch will be provided and a fee of \$5.00 will be imposed.
- ◆ All students leaving school campus for lunch must sign out prior to leaving the premises and sign in upon returning to class.

Non-Discriminatory Policy

Spurling Christian Academy admits students of any race, color, religion, nationality, or ethnic origin to all the rights, privileges, programs and activities made available to students at the school.

Phone and Electronic Device Policy

- ◆ Cell phones must be turned **OFF** during class time.
- ◆ If a student needs to make a phone call, they may use the phone with permission and all calls will be monitored.
- ◆ Parents needing to contact students should always go through the school office. Messages from parents to students should be only for emergencies which could not have been handled before coming to school.
- ◆ Student use of cell phones and other electronic devices without specific authorization, during class time is prohibited.
- ◆ Any prohibited device on school campus during class time is subject to confiscation by teachers and staff. **The device may be picked up at the end of the day by the student. Repeat offenders will be charged \$25.00 for each subsequent violation.**

Records

Please keep the Academy office informed of changes made in student records.

The following information is imperative to the welfare of your child:

- ◆ Home and mailing address
- ◆ Telephone numbers (home, work, cellular)
- ◆ Place of employment (parent(s)/guardian(s))
- ◆ Emergency contact names, numbers and addresses
- ◆ **Names and copy of identification of person(s) to whom the child may be released**
- ◆ Information changes should be made with the office before the change is to go into effect.

Student Drivers

- ◆ Student drivers must provide proof of insurance and a copy of their driver's license to the school office.
- ◆ Students without proper documentation on file will not be permitted to drive on school property.

Uniform Policy

- ◆ School uniforms are required for all students. Uniforms are to be worn Monday through Friday.
- ◆ All students are expected to: adhere to common practices of modesty, cleanliness and neatness, dress in a respectful manner within the acceptable standard of God, the church and the community, and in such a manner as to contribute to the academic atmosphere.
- ◆ Students with excessive dress code infractions may be issued a fine or subject to disciplinary actions.

Acceptable

Red, white or navy blue polo type shirt.

Navy blue or khaki uniform bottoms

Pants or capris must fit

Shorts must be fingertip length

Skorts (girls only) must be fingertip length

Dresses and skirts (girls only) must be fingertip length and must be worn with shorts underneath

Socks

Students must wear socks

Girls may wear white knee highs or blue, white or black tights instead of socks

Tennis shoes or dress shoes

Navy blue pullover sweatshirts or hoodies

* uniform top MUST be worn under sweatshirt or hoodie. Students MAY NOT have hoodie on head during class time.

Solid red, white or navy blue long sleeve (turtle neck is acceptable) under polo shirt in cold weather

Unacceptable

Baggy or sagging pants, or jeans

Decorated or plain sweatshirts

Decorative belts

Sandals, plastic shoes or flip-flops, boots of any kind, decorated or character shoes

Hats or head covering of any kind.

Elementary girls are not permitted to wear cosmetics

Boys are not permitted to wear earrings

Girls' earrings must be small and only 1 pair

Any other body piercings are not permitted

Junior High and High school boys are NOT permitted to have ANY facial hair

Parental cooperation and accountability to these standards is necessary in order for our school to maintain consistency and discipline as a well-groomed establishment for the glory of God.

Visiting

- ◆ All visitors must sign in at the academy office before visiting classrooms.
- ◆ No one is to disturb the class once instruction has begun.

Observations of the class may be done with prior teacher notice. (Limited to 1 hour)

- ◆ During classroom observations please refrain from assisting the teacher with academic instruction or disciplinary procedures.
- ◆ Small children will not be allowed in the classroom during instruction period.

Withdrawal

- ◆ SCA requests at least one week written notice of withdrawal from the academy.
- ◆ Any student records will not be forwarded to entering schools without all financial obligations having been met.

Tuition

Our tuition rate remains competitive based on enrolling family's commitment to partner with the Academy for the entire school year.

- ◆ Various tuition payment options are available, each due the first day of the option chosen.
- ◆ No statement of accounts will be mailed except on accounts past due or parental request.
- ◆ All tuition is due in advance.

Family Discount

- ◆ A discount is offered for families with two or more students enrolled (not to be combined with the annual tuition discount).
- ◆ Discounts apply to the tuition of the second student, and/or more students.
- ◆ Discounts apply to students in lower grades.
- ◆ There will be no reduction of tuition for holidays or vacations.
- ◆ If a child is withdrawn, expelled or suspended from school, no refund will be given.
- ◆ Any other request for refunds should be directed to the SCA school board or superintendent.

Tuition *(continued)*

Late Fees

- ◆ Accounts with unpaid tuition will incur a \$25 late fee after the 10th calendar day of the month.
- ◆ On the 20th day of the month, ALL tuition and late fees must be paid or student will not be allowed to attend until paid in full.

- ◆ Students whose accounts are thirty (30) days delinquent may be dismissed from the academy.
- ◆ All tuition and late fees must be paid in full in order to receive student records.
- ◆ Payments should be directed to the academy office.
- ◆ There will be a \$25.00 fee for each returned check plus all other incurred fees.
- ◆ Payments on returned checks must be made within one week of notification.
- ◆ Student will not be allowed to attend class without full payment.

Tuition and Fees 2016-2017

Registration is non-refundable.

Payment plans for registration may be available.

Discounts for early registration

- 1) \$125 Discount on registration for early enrollment during March Open House.
- 2) \$100 Discount on registration for early enrollment after open house through the end of March.
- 3) \$50 Discount on registration for early enrollment from April 1st through the last day of school.

Grade Level	Discounted Early Registration		
Kindergarten 3-5 th Grade	1) \$224	2) \$249	3) \$299
6 th -12 th Grade	1) \$324	2) \$349	3) \$399

10 month tuition fees (August 1 through May 1)

Grade Level	Tuition Paid Monthly	Tuition Paid Annually (includes discount)	Registration (includes book fees)
Kindergarten 3 - 5 th Grade	\$380	\$3,550	\$349
6 th - 12 th Grade	\$400	\$3,750	\$449

Second and additional children will receive a 10% discount off the full monthly tuition rate of lower grades. Prepaid annual tuition includes a \$250 discount.

Discounts on tuition may not be combined (example: annual discount may not be combined with second child discount).

Additional fees not covered under registration and tuition:

- Vision, Hearing, Acanthosis Nigricans, Spinal
- Achievement Test fees
- K4-K5 graduation fees
- 12th grade graduation fees
- Insufficient funds fee \$25
- Field Trips
- Spurling T-shirt and Hoodie

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

Dear Parents:

Attached please find a copy of the Student Handbook.

Please read and review the information in the handbook with your student so that he/she clearly understands the expectations of the school. If your student fails to fulfill these expectations, be advised that misbehavior may result in a violation of the Student Code of Conduct as well as the Student Handbook. In the event of such violations, the student may be subject to:

1. Normal disciplinary techniques
2. Detention
3. Suspension
4. Expulsion

Failure to return this letter means agreement and/or acceptance of the policies as stated.

Sincerely,

Gary D. Sands, Ph. D.
Superintendent

Linda Sands
Principal

Student Name (please print)

Student Signature

Date

Parent Signature

Date