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### MISSION STATEMENT OF SAN ANGELO CHRISTIAN ACADEMY

*The mission of San Angelo Christian Academy is to provide academic excellence in a Christ-centered environment that exemplifies teaching children the principles that equip them for spiritual growth needed to be servants of Christ.*

Revised and Board Approved  
August 2015

## **INTRODUCTION**

San Angelo Christian Academy, established in 2004, is a private Christian school for children pre-kindergarten through twelfth grade. The curriculum follows the guidelines set forth by the Texas Education Agency and the National Christian Schools Association. The school received accreditation by the National Christian School Association in April, 2010. NCSA is a member of Texas Private School Accreditation Commission, an organization recognized by the Texas Education Agency for Accreditation. San Angelo Christian Academy is joining the 250 member Texas Association of Private and Parochial Schools.

In addition to the regular curriculum, daily Bible study and instruction in Christian moral and spiritual values are emphasized.

The school is located at 518 Country Club Road and shares a campus with Southgate Church of Christ.

## **GENERAL STATEMENT OF PHILOSOPHY**

San Angelo Christian Academy provides an educational choice emphasizing academic, spiritual, and physical development. Subjects offered are predominately from the liberal and fine arts. They are designed to prepare graduates to pursue higher education.

On the belief that each person is created in the image of God, San Angelo Christian Academy exists to provide the student an environment in which he may develop "in wisdom and stature, and in favor with God and men" (Luke 2:52).

This philosophy is based upon acceptance and application of the Bible as the inspired Word of God and declares that Jesus Christ is the Lord of all the universe and is, therefore, the Lord of all the subjects taught at San Angelo Christian Academy. We reject the idea that religion can be compartmentalized and practiced only in organized chapel and Bible classes. The apostle Paul says in II Corinthians 10:5, "...we take captive every thought to make it obedient to Christ." With God's help, San Angelo Christian Academy will make Jesus the Lord of the classroom in Mathematics, History, Science, and every other academic discipline.

While the school can serve to reinforce Christian values, responsibilities, and conduct, it is mainly the parent's obligation to help the child develop godly character traits. To accomplish these objectives, the parent:

- Recognizes that the school is an extension of the parent while the child is at school.
- Teaches the child respect for the law, for authority, for the rights of others, and for private and public property.
- Shares with the child and with the school an active interest in the child's schoolwork and personal development.
- Arranges for the child's regular school attendance.

- Cooperates with the school in carrying out disciplinary action when such action is necessary.
- Models Matthew 18:15 by going to the appropriate person (student, teacher, administrator, school board president, board grievance committee) and communicating with the school regarding his/her child by following this communication policy:
  1. Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff- or faculty-related grievance, an attempt must be made to settle the matter first with the staff/faculty member.
  2. If no satisfactory solution is reached, the family will direct the complaint to the administrator for resolution. A record of the complaint will be made by the administrator who will schedule a conference, possibly including all parties. Every attempt will be made at mediation, understanding, and resolution.
  3. Finally, unresolved grievances will be communicated to the president, who may refer items of concern to the board grievance committee.

We hope we can resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we will model peacemaking for each other and for our children.

At San Angelo Christian Academy, our goal is to develop moral excellence, knowledge, self-control, perseverance, godliness, brotherly kindness, and love in the young people with whom we have the opportunity to work.

Our role as a Christian school is to play an integral part in the development of the family, church, and school. Our mission is to compliment home and church in a manner that builds up and affirms our childrens' faith in God and guides them in their service to our fellow man through the church, their family, and society.

## **GENERAL STATEMENT OF GOALS**

Academic development will be attained by the following:

- Providing opportunities for logical thinking processes including analysis, evaluation, synthesis, and problem solving.
- Encouraging creative thinking processes in terms of developing new ideas and solutions.
- Encouraging an understanding and appreciation for literature and the cultural arts.
- Providing opportunities for participation in the "fine arts" ( art, music) and cultural programs

Spiritual development will be achieved by the following:

- Promoting an understanding of the Christian faith and an appreciation of Christian values by participating in chapel, devotionals, and worship.
- Studying the Bible and learning scriptures that will provide needed strength in everyday living.
- Encouraging the internalization of ethical and moral standards, personal faith, and respect for devotion.

- Teaching skills for Christian living, including decision-making strategies, methods of communicating Biblical faith, acceptance of personal responsibility, and showing honor for those who are placed in authority.

Citizenship will be developed by the following:

- Exemplifying pride in our American heritage and encouraging a sense of patriotism through loyalty and service to one's country, community, congregation, school, and family.
- Examining other cultures and languages and stressing the importance of respect for the rights of others.
- Encouraging a sense of self-respect and worth.
- Providing current information on local, state, national, and world affairs, seeking through all available means to be well informed.

Physical development will be pursued by the following:

- Encouraging the achievement and maintenance of good health, wholesome habits, and physical fitness.

## **GENERAL INFORMATION**

### **ADMISSION**

San Angelo Christian Academy does not discriminate on the basis of race, color, sex, religion, nationality or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other school-administered programs.

San Angelo Christian Academy reserves the right to deny admission or continued enrollment to any applicant it determines is unqualified on the basis of personal conduct, character, or academic preparation inconsistent with the purposes, objectives and religious tenets of the school.

Below is a list of criteria that will be considered before accepting or rejecting a student for admission to San Angelo Christian Academy. Decisions will be based on a combination of the following criteria:

The student shall:

- be eligible for re-enrollment in school last attended
- not have been suspended or expelled from school last attended
- have a cumulative grade average no lower than 70 and score a minimum of 50% on standardized achievement tests
- present a transcript of grades from present and past school year
- have a favorable recommendation from last school attended
- give authorization to school last attended to release needed information
- be free of severe learning and/or behavioral problems
- not be coming directly from any type of rehabilitation program- i.e. drugs, alcohol, mental, etc.

- present a current immunization record which meets Texas Health requirements
- participate in a parent/student interview, if requested
- receive approval for enrollment from the SACA Admission Committee and SACA Administration.

### **REGISTRATION, TUITION, AND REFUNDS**

For questions or more complete information, please contact the administrative offices. All details concerning registration, tuition, and refunds are contained in the enrollment contract. Because questions arise concerning tuition refunds, the policy is restated for your reference.

Because financial obligations must be made for personnel and other expenses long before the school year begins, a financial strain is experienced when students enroll and then withdraw before the year is completed. SACA has adopted a policy whereby parents or guardians are responsible for the entirety of the tuition and fees. **Therefore, parents may be released from their contractual obligation only if the withdrawal occurs during the first six weeks for present or previously enrolled students, and nine weeks for new, first time students.** There will be no refund of fees. It is further agreed that enrollment as specified within this Enrollment Contract, may be canceled in writing, without penalty (except forfeiture of the deposit or registration fee) prior to August 1<sup>st</sup>.

### **DAILY SCHEDULE**

1. School begins at 8:00 am. NO SCHOOL PERSONNEL IS ON DUTY BEFORE 7:45 -- **no student should be dropped off before this time.** At 7:59 a.m. students will be released to report to Home Room. Pre-school through fourth will report to the playground (weather permitting) until time for class to start. When weather does not permit outside play, the children will report to the assigned teacher's room. Fifth through twelfth grades will report to their first period classroom upon arrival at school.

In the afternoon, pre-kindergarten students will be dismissed at **2:15 p.m.** All other classes will be dismissed at **3:30 p.m.**

Students will be monitored at the front entrance as they are picked up by parents or other approved adults. Park in a designated parking place if you need to come into the building and visit. ***PLEASE DO NOT PARK IN THE TRAFFIC LINE.*** **If you need to pick up your child early for any reason, please check in at the front office.** This is especially important now that classes will be held in two buildings. You **must** sign your child out, **then** he/she will be called to the office to meet you. For the safety of your child, please cooperate with us in this matter.

### **CHAPEL**

Some of the most rewarding school experiences are the daily chapel services. Attendance is required by all students. Parents and guests are always invited. Included in the daily Chapel activities will be the reciting of the national and state Pledge of Allegiance.

## **POLICIES AND PROCEDURES**

### **ATTENDANCE**

School success is closely related to good attendance. It is imperative that school time has the highest priority in your family planning.

The school, however, realizes that absences are sometimes necessary due to illness, death, and other emergencies. Parents are requested to call the school when a student is going to be absent or tardy. A note of explanation should accompany each student upon return from any absence and must be given to the teacher upon his/her return to school. This note should state the reason for, and date(s) of, the absence. The note must be signed by a parent or guardian. Absences of five (5) consecutive school days or more require a physician's statement concerning the illness before the student may re-enter the classroom.

A student is tardy after 8:00 am. Parent-administrator conferences will be held to assess the situation and to make sure the student is still on track with his/her scholastic development. **Ten unexcused absences in a semester could result in loss of credit for that semester.**

In cases where a student will miss several days, the teacher needs to be contacted as soon as possible so that make-up work can be planned with the parent and student. Students will have one (1) day to make up daily assignments for each day of absence.

The school discourages trips of any kind while school is in session since any absence affects the learning process. However, when trips are necessary, the school requests the following action:

1. Notify the teacher in writing as soon as possible, preferably one week prior to leaving town.
2. Make arrangements for make-up work.
3. Any major assignment(s) due during the absence must be turned in prior to leaving on the trip. The trip must be approved in writing by the administrator, and the student must be in good academic standing for it to be considered an excused absence. Trips without prior approval will likely be unexcused without permission to turn in make-up work.

### **LOSS OF CREDITS**

Any student with more than **ten (10)** absences (excused or unexcused) during any semester may not receive credit for the semester's work. In cases of major illness, documented by a physician, or in other special circumstances, an appeal may be made to the Administrator. If a student misses more than **20** days of school, they face the possibility of being retained.

### **TARDIES**

**Classes begin promptly at 8:00 a.m. and all students are expected to be on time.** Tardies are most often caused by bad habits and poor planning. Since they are very distracting to classroom instruction, you are urged to have your child at school on time each morning. Students will be counted tardy if they arrive after 8:00 a.m.; they will be counted absent for any class or part of the school day that they miss.

**TARDY POLICY: First 3 tardies** (per semester) are excused. On the third tardy, a copy of the tardy form will be sent home for parents to be made aware that beginning with the fourth tardy, there will be consequences. Parent signature is required.

**Fourth tardy** – student will serve lunch detention . Parent signature on form will be required.

**Fifth tardy** – Administrator/ parent conference and student serves lunch detention

**Sixth tardy** - Student is called to the office; a behavior form will be given and returned the following morning. A note will be sent home stating the next tardy will earn an after-school detention.

**Seventh – tenth tardy** – After-School detention will be served in the Administrator's office; 15, 30, 45, and 60 minutes, accordingly.

Tardy records are cleared at mid-term, and students get a fresh start.

### **CONFERENCES**

Conferences between parents and teachers are important to good communication. There are set days at the end of each quarter for conferences. Other conferences are welcome at any time. Call or e-mail to set up conference times. PLEASE DO NOT ASSUME A TEACHER OR STAFF MEMBER WILL HAVE TIME FOR CONFERENCES AT THE END OF THE SCHOOL DAY IF YOU HAVE NOT MADE AN APPOINTMENT.

### **GRADING AND REPORTING**

Starting with second grade, report cards are sent home four times a year, at the end of each reporting period. For Pre-K, Kindergarten, and First grades, Portfolio Assessments are sent home four times a year, at the end of each reporting period. Cards and portfolios are to be signed by a parent or guardian and returned to the teacher, except at the end of the school year when they should be kept by the parents for future reference.

Progress reports will be sent home at the mid-point of each reporting period for all students. There will be an early dismissal at noon at the end of each reporting period for parent/teacher conferences (**Oct. 23, Jan. 8, & March 11.**) See your school calendar for more information.

A combination of letter and numerical grades will be used according to each class and subject. The explanation of grades is as follows:

70-100	Passing	Second grade and up
below 70	Not Passing	
E	Excellent	
S+	Above Average	
S	Satisfactory	
N	Needs to Improve	
U	Unsatisfactory	

### **HOMWORK**

Homework serves two purposes. First, students have an opportunity through drill to reinforce knowledge of material and processes already taught in class. Second, it is an opportunity to pursue assignments independently. The amount of time a child needs to do homework varies with the individual.

Homework will not be given on Wednesdays. We encourage our families to attend Wednesday night Bible study.

Parents will be given advance notice if a child's presence is required after school to finish assigned work.

### **FIELD TRIPS**

Field trips that enhance classroom activities are encouraged. Normally students will be transported on the Southgate church bus or vans. At times, parents may be asked to assist in providing transportation. At the beginning of each year, parents will be asked to sign a "General Waiver" that will cover all trips during the year. All field trips will be properly supervised. Parents are notified about upcoming Field Trips through the monthly newsletter or the Monday notes.

### **DISCIPLINE**

In order for effective teaching to occur, order must be maintained in the classroom. Teachers make every effort to handle their own discipline. They have full authority and responsibility to correct student behavior whenever such correction is necessary. If the behavior persists or escalates, then the student will be referred to the office.

San Angelo Christian Academy exists primarily for the purpose of making Christian principles the dominating influences in the lives of its students. Disciplinary guidelines are deemed necessary by the Administration of SACA for the orderly operation of the school, for physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of our stated purposes. Disciplinary action will be administered as uniformly and consistently as possible, while at the same time recognizing that each student and each incident must be assessed individually in regard to background, attitude, and repetition.

Disciplinary action can include a verbal or written warning, notification of parents, After-School Detention, corporal punishment, suspension (ISS-in school or at home), probation, or expulsion. It should be noted that some offenses are considered to be of such serious nature that they may warrant suspension or expulsion following the first incident.

### **DRUG, ALCOHOL AND TOBACCO POLICY**

Drug, alcohol or tobacco possession, or use by students or employees is forbidden by San Angelo Christian Academy. For the purposes of this policy, the following definitions apply:

1. A drug is defined as any prescription drug used by anyone other than the person prescribed for, over-the-counter drugs when taken in a dosage or in a manner other than the directions on the packaging, marijuana, narcotics, depressants, stimulants, hallucinogens, solvents, chemical compounds, drug paraphernalia or other controlled substances defined as illegal by federal, state or local laws.

2. Alcohol is defined as any beverage that contains alcohol, or any substance that will alter cognitive abilities.
3. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, and PCP.
4. Tobacco is defined as any product made or derived from tobacco that is intended for human consumption.

#### **POLICY:**

1. SACA will not tolerate possession, use, distribution, or sale of illegal drugs, whether on campus or at other school-sponsored activities. Discipline for violation of this policy, even in the case of the first offense, could be immediate suspension. In the case of suspension, the student may re-apply for admission at the beginning of the next school year. Involvement with drugs, or the suspicion of the same, will require mandatory notification of parents. Also, at any time SACA can require any student or faculty member to undergo a drug test. Any conviction, uncontested resolution, or deferred adjudication for violation of a state or federal law will result in immediate suspension for at least the remainder of the school year.
2. Students who need drug and/or alcohol counseling, treatment or rehabilitation or need further information concerning the health risks associated with drug and alcohol abuse may obtain information about such through the administration office of the school.

#### **WEAPONS**

No students are allowed to use or possess any weapon, (including knives), while on campus or at any school function.

1. A weapon is defined as, any thing designed or used for inflicting bodily harm or physical damage.

#### **POLICY:**

**SACA will not tolerate any use or possession of any weapon,** while on campus or at any school-sponsored activities. Discipline for violation of this policy, even in the case of the first offense, could include up to an immediate suspension. Violation of this policy will also include confiscation of the weapon and mandatory notification of parents. Any weapons conviction, uncontested resolution, or deferred adjudication for violation of a state or federal law will result in immediate suspension for at least the remainder of the school year.

## **HARASSMENT**

**San Angelo Christian Academy will not tolerate harassment** of, or by, its employees and students. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct. Sexual harassment includes unwelcome sexual advances, jokes, statements or remarks, or other actions either verbal or physical, which create an intimidating, hostile or offensive working/academic environment.

Violations of this policy by an employee or student shall subject the employee or student to disciplinary action, up to and including immediate discharge from work or expulsion from school. If one believes that he/she is being harassed by another employee or student, this should be made known to the administrator within twenty-four hours. This matter will be investigated, and where appropriate, disciplinary action taken. If the person is not satisfied with the way the report has been handled and the decision made by the administration, then the matter can be taken to the grievance committee of the Board of Directors.

Do not assume the administration is aware of the harassment. It is the responsibility of every employee and student to report any questionable incidents. All allegations will be promptly, objectively, and confidentially investigated.

Harassment of employees or students in connection with their work or school activities by non-students should be reported to the administration within twenty-four hours. The administration will take appropriate action immediately.

## **COMPUTER NETWORK USAGE**

Students are expected to do the following when using any computer on campus:

- Take great care of all technology equipment. Do not damage the equipment in any way or weaken its utility.
- Use only software legally available through the network. Students should not bring games to play on the system without permission of a teacher for educational reasons. Students should use only the programs a teacher places on their menu.

## **ACCEPTABLE SACA INTERNET USE POLICY**

1. Students will not be allowed to access the Internet (including chat rooms) or E-mail accounts on campus except when the teacher makes an assignment that requires the use of these programs. In those cases where the programs are needed, the teacher will take responsibility for monitoring the use of the programs.
2. The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Tampering with files belonging to other people is strictly forbidden, and is the offender is subject to discipline.
3. Any use of the Internet for profit-making purposes is prohibited.
4. Use of the Internet for personal and private business is prohibited.
5. Internet accounts are to be used only by the authorized owner.

6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.
7. All communications and information accessible via the Internet should be assumed to be the private property of the originator.
8. No use of the Internet shall serve to disrupt the use of the Internet by others; hardware and/or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the Internet.
11. The illegal installation of copyrighted software for use on computers is prohibited.
12. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
13. Any attempt to disable or circumvent software or hardware meant to limit access to inappropriate materials is prohibited.
14. From time to time, SACA will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.
15. SACA reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.
16. SACA reserves the right to temporarily or permanently suspend a user from the Internet to prevent any further unauthorized activity.
17. Use of any information obtained via the Internet is at your own risk. SACA specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. SACA exercises no control whatsoever over the content of the information residing on the Internet.

### **UNIFORM AND DRESS CODE**

Students at San Angelo Christian Academy must abide by the School Uniform and Dress Code. The Dress Code is required to ensure that emphasis is placed upon the character traits of modesty, personal neatness, and cleanliness. The uniform dispenses with competition due to outward appearance and emphasizes the development of the inner person. The uniform develops and reflects a worthy self-image, enhances school spirit, and encourages good deportment. It also serves as an economy measure for parents, while giving the student a distinctive appearance.

Furthermore, the uniform is symbolic of a student's acceptance of authority over him/her. The uniform is to be treated and worn with respect. Jewelry, ornamentation, and make-up are to be minimal. **Dresses, shorts, and skirts should be no shorter than 3" above the middle of the knee. Leggings worn under skirts does not change the length requirements. Leggings and shirts worn under uniform shirts must be either navy, light blue, khaki, purple, or white. (White is included in legging or undershirt colors -IT IS NOT A UNIFORM SHIRT COLOR.**

Colors of school uniforms are: **khaki or navy blue** pants, shorts or skirts, or jumpers. Pre-K - fourth grade girls: Jumpers or skirts may be worn by the girls, but they need to wear shorts underneath. Upper grade girls will have PE uniforms, so shorts underneath are not required, but skirts MUST BE the proper length.

**Navy blue, light blue, or purple shirts** (cotton or knit) with collars. These may be button-up, polo-type or turtle-neck shirts.

School T-shirts – T-shirts of various SACA designs are available through the school. Each student is required to have one PURPLE T SHIRT. PURPLE T SHIRTS must be worn on Field Trip Days. This makes for easier identification and helps the staff keep track of your child. Any SACA t-shirt may be worn on Fun Fridays or Uniform Free Days.

Coats and Jackets – We encourage jackets worn **in the classroom** to be school colors. However, other colors of jackets may be worn. Please make sure they are not inappropriate or distracting. If a teacher/staff member feels it is distracting, the student will be asked to remove it. **Only SACA hoodies can be worn in the classrooms.** Jackets must be open in the front, so the uniform shirt is visible.

P E Uniforms - Students in fifth grade and above will be required to suit out in a P E uniform daily. **NOT SUITING OUT WILL HAVE CONSEQUENCES.** Uniforms may be purchased at Team Spirit. Uniforms are: Grey t-shirt; purple (school color; not light purple) shorts, and tennis shoes.

In cold weather, gray or purple sweat suits or wind suits are acceptable. Also, long sleeve gray or purple shirts may be worn under the P E Uniform t-shirt.

Please mark each item clearly and permanently with the student's full name. No student will be allowed to attend school functions without complete uniform attire.

Shoes will be worn at all times. Parents should be aware that students play outside every day that the weather permits. Open-toe and open-heel shoes are not forbidden, but do lend themselves to more injuries when running and climbing. **FLIP-FLOPS AND SHOES WITH HIGH HEELS SHOULD NOT BE WORN TO SCHOOL.** Tennis shoes should either be worn to school or brought to be put on before PE. If tennis shoes are not brought for PE, parents will be called to bring them.

**Hair length for boys is considered part of the uniform;** therefore, hair is to be above the eyes in front, off the collar in the back, and above the ears. No sideburns below the ears, beards or mustaches are allowed. Punk or faddish hairstyles are prohibited for both boys and girls. No colored hair spray should be used except for theme days.

The Dress Code will be strictly enforced.

- Any clothing, button, or other item that promotes something against the philosophy of SACA should not be worn.
- Earrings of any kind should not be worn by boys on campus or at any school-sponsored activities. Girls shall be limited to two earrings in each ear. Tattoos and jewelry associated with body piercing (other than girls' ears) should not be distracting. Students may be asked to remove or cover any item deemed inappropriate.

- Except for gym class -- sunglasses , caps, or hoods should not be worn in the building and can be confiscated.
- Casual Friday – jeans and any SACA school or sport T-shirts may be worn. If the student does not want to wear a school T shirt, then regular uniform should be worn.
- Field Trips– Purple school T shirt and jeans.

If students are dressed immodestly or inappropriately for school, parents will be called and asked to bring appropriate uniform pieces. Occasionally, students guilty of only mildly offensive dress habits may be simply reminded. The Administration of SACA will have the final determination as to appropriate attire.

### **EMERGENCY CLOSING**

School closing, or delay, due to bad weather will be announced on the TV stations by 6:30 am. It will also be posted on the school website, [www.sanangelochristianacademy.org](http://www.sanangelochristianacademy.org). School closings or delays, will follow the San Angelo Independent School District's schedule. In case of emergency closing during the school day, parents will be called or notified of early closing.

### **FIRE AND TORNADO DRILLS**

Fire drills: When the fire alarm sounds, it is important that each student follows the directions of the teacher. A calm, quiet and orderly evacuation of the buildings is very important. Maps are posted in the buildings indicating evacuation routes.

Disaster Drills/Lock-down Drills: Students and staff will be notified by PA system. They will move to a designated area where students and staff will remain until released by administration personnel.

SACA has an emergency preparedness plan that includes lock-down procedures. Teachers are trained and an annual drill including students is conducted.

### **TELEPHONE USAGE**

In order to limit personal calls, students are asked to make arrangements for school activities, needed materials, etc. before leaving home. Students may use the business phones for emergency purposes or whenever the teacher deems it necessary. Students should seek permission from a teacher or administrator before using the phone. **Students will not be allowed to use cell phones during the day. The phone must be in the "off" position during the day and not on the student's person .SACA is not responsible for the loss/damage of phones or personal belongings. Phones found during the day to be on will be confiscated and held in the office. FIRST OFFENSE: Student may pick up the phone after school that day. SECOND AND SUBSEQUENT OFFENSES: Phones will only be released to a parent. NO ELECTRONIC GAMES ARE ALLOWED ON SCHOOL PROPERTY. THEY WILL BE CONFISCATED.**

Emergency calls and important messages received for students will be promptly delivered.

### **IMMUNIZATION RECORDS**

**State law requires that each student have an up-to-date immunization record on file in the school office.** The school secretary will keep these records and will contact you if we discover a record is needed or if a student needs a booster shot. However, it is the parent's responsibility to make sure all immunizations are kept current. The school is audited on these records by the Texas Department of Health so it is important that you cooperate in providing adequate records and in keeping your child's booster shots current.

### **MEDICATIONS**

The school is not allowed to give any type of medication to students without consent from the parent. At the time of registration, parents must indicate on the registration card whether or not their child is to be given non-prescription medicines such as Tylenol at school. Parents should notify the office if a specific non-prescription medicine should not be given. If a child brings medication to school, it must be brought to the office for dispensing. **EXCEPT FOR INHALERS, NO MEDICATION MAY BE KEPT IN THE CLASSROOM.** All medication must be in the original container with instructions for administering. If the parent chooses to have the non-prescription medicine given in some way other than the printed instructions on the container, a signed and dated note detailing specific dispensing instructions must be brought to the office before any change is made. Prescription drugs will only be given as indicated on the label .

### **VISITORS**

**All visitors are to sign in at the office in the Primary building.** Upon approval from the principal and classroom teacher, students are allowed to bring visitors to class and to other school activities. Parents wishing to make an extended visit to the classroom will need to make prior arrangements with the administrator.

### **TRAFFIC PATTERN**

Please come from the north end of the parking lot to drop off and pick up children. **DO NOT U-TURN;** exit to the south.

If you wish to watch or accompany your child to the classroom, park in the designated parking spaces, not in the flow of traffic. Be considerate of those behind you and move out as quickly as possible. Please do not leave your car unattended in the loading lanes. Please enter from the north end of the parking lot, and exit to the south.

A speed limit of 10 mph will be in effect for all vehicles on campus at all times.

### **STUDENT DRIVERS**

SACA has adopted an OPEN CAMPUS Policy for high school students. Students with their own vehicle may leave campus for lunch. If any additional student is going to leave with the driver, *both students* must have written permission from their parents. Permission may be granted for up to one month at a time. E-mailed or written permission **MUST BE** on file in the office.

If a student misses any part of a school day - regardless of whether he/she is the driver or passenger - disciplinary action will be taken. OPEN CAMPUS is a privilege, not a right and will be revoked if abused.

Student drivers should follow the established traffic flow (north to south) and observe the 10 mph speed limit on campus.

### **SCHOOL LUNCHES**

Students will need to bring a sack lunch to school on the days we do not offer catered lunches. Please make every effort to send healthy, nutritious lunches. Nutritious lunches will give your child the energy and brain power needed to be successful in school. On Mondays, Thursdays and Fridays, we offer a catered lunch for the students at the cost of \$2.75 per meal. These meals are served in the Southgate Fellowship Hall and allows the classes to have lunch together. An envelope will be sent home in the Monday Folder during the last week of the month. Please mark the envelope with your child's menu choices and enclose the proper amount of CASH or a CHECK made out to: **SACA LUNCH ACCOUNT.** You may send one check for all of your childrens' lunches; please send separate lists for each child, as it makes it easier for the lunch ladies to know how many in each class is eating in the lunchroom. **School lunch program will begin Thursday, September 10,2015.**

### **AFTER-SCHOOL CARE**

The education and safety of your children are of the utmost importance to all the faculty and staff of San Angelo Christian Academy. The following procedures will be followed on a daily basis to ensure that your child is adequately supervised once he/she has been dismissed from school.

*Your Primary-grade child's teacher will release your child from the front of the Primary building each day to either go home with you, or your appointed person, or go to after-school care. SECONDARY STUDENTS WILL BE DISMISSED .....**If your child has not been picked up from the school within ten minutes of dismissal time, he/she will be sent to After School Care and appropriate charges will apply. If there are extenuating circumstances, please call the school and charges will be waived. No elementary children will be left waiting unattended in front of the building.***

The After School Child Care program uses the SACA facilities, but is operated separately by Angela Draper. There is an additional charge for this program. Angela does accept drop-ins as well as the regularly scheduled participants. Please contact Angela (651-8363, ext 401) for more information on this program. Separate paperwork is required for this program, for both full-time and drop-in participants.

### **STUDENT ILLNESS**

Any student who has a **fever of 100 degrees or more, has vomited, or who has any other communicable illness may not remain at school.** When this occurs, a parent will be called to pick up the student from school as soon as possible.

Students must be **free of fever and/or vomiting for a minimum of 24 hours** before returning to school.

When a child has **conjunctivitis (pink eye)** he/she must be on medicated drops for **24 hours** before returning to school.

Children identified with **live lice and/or nits** shall be sent home immediately with information on treatment procedures. Children who are sent home for lice infestations must be free of live lice and virtually all nits must be removed from the hair before the student may return to school.

When the student returns to school (presumably on the next day), the student shall be re-examined. If the student is free of lice and virtually nit-free, the student may return to class. If not, they shall be sent back home.

Re-treatment is required 9-10 days after initial treatment to be sure all nits have been removed. Students who have been treated for lice will be examined on the tenth day back at school before attending their first-period class to confirm that they are lice-free. The homeroom teacher and office personnel will keep track of this ten-day period and will check for new infestation.

When your child has been absent, please provide a doctor's note or a parent's written excuse to the front office within 24 hours of returning to school.

### **PARTIES**

A limited number of class parties will be held throughout the year. Please see your child's teacher for an opportunity to help.

Invitations to private parties should not be passed out on campus unless every boy, or girl (or both) in your child's class receives one. Too many feelings are hurt needlessly when children are excluded.

## **SERVICES FOR STUDENTS**

### **COUNSELING**

San Angelo Christian Academy has counseling services available to every student upon need or request. Please contact your child's teacher or the administrator to discuss your child's specific need.

### **LIBRARY**

All SACA students have access to and are encouraged to use the campus library. Classes are scheduled a weekly library time. **Accelerated Reader** program is used to encourage each student to become a person who loves to read. This program involves the students to take a simple test over every book they read. Points are awarded for each book read and tested. There are various award levels; some class teachers may choose off-campus activities at the end of the school year for those who have achieved the required amount of points. We **strongly encourage** parent involvement in the AR program.

## **NEWSLETTER**

A monthly calendar and list of activities will be sent home at the end of each month for listing the activities for the upcoming month.

A newsletter will be sent home weekly ON MONDAYS to inform parents of activities and provide information concerning activities planned for the week. If you would like to receive the newsletter electronically, please go to the website and follow the instructions on the left side of the Home page. The Monday note, as well as reminders about special events, will be emailed to you **PLEASE** make it a habit to check the weekly take-home folder. It will contain the newsletter, lunch envelope, notes about upcoming events, important reminders, etc. This will aid in planning family schedules. It is important that **parents and students** read these newsletters, so that they will be properly informed about school activities.

It is very important that the **Lunch Envelope be returned by the date requested.**

Because we sometimes use meals catered from outside sources (Chick-fil-a, Little Caesars), it is imperative we have as close a count as possible. Please help us out by marking and returning your envelope promptly.

## **WEB SITE**

This handbook, the school calendar, and other information about San Angelo Christian Academy may be accessed through our web site at: [www.sanangelochristianacademy.org](http://www.sanangelochristianacademy.org).

*JEFF HARRIS is our webmaster; we thank him for his hard work.* Jeff appreciates parents and staff sharing pictures of students and school activities. Please send them to: Jeff.Harris@juno.com

Remember -- for your e-copy of the Monday Note, plus other important information, go to the website and follow the instructions for "Join Newsletter".

## **STAFF EMAIL ADDRESSES :**

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**2015 – 2016**

**SAN ANGELO CHRISTIAN  
ACADEMY**

**STUDENT  
HANDBOOK**