



# Seeds of Faith

CHRISTIAN ACADEMY

## Parent/Student Handbook

Last Updated: August 2023

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## OFFICE INFORMATION

### School Days:

|                         |   |
|-------------------------|---|
| Kindergarten – Grade 12 | 7:45 am – 2:45 pm   |
| K-Prep (M-F)            | 7:55 am – 11:30 am (Half Day); 7:55 am – 2:45 pm (Full Day) |
| Preschool 3s (MW or TR) | 7:55 am – 11:30 am  |

Teachers: 7:30 am – 3:00 pm

Summer Hours: 9:00 am – 2:00 pm (Monday – Wednesday) (Subject to change annually – hours will be communicated at the end of each school year.)

### Administration and Business Office

Phone: 724-463-7719  
Email: [info@seedsoffaiithacademy.org](mailto:info@seedsoffaiithacademy.org)  
Website: [seedsoffaiithacademy.org](http://seedsoffaiithacademy.org)

### School Location:

181 Hudson Road  
Creekside, PA 15732

### Contact Information:

|                          |   |  |
|--------------------------|---|--|
| Mrs. Shauna Karloski     | Interim Principal                                     | <a href="mailto:principal@seedsoffaiithacademy.org">principal@seedsoffaiithacademy.org</a>                                 |
| Mrs. Rachael Biddle      | Administrative Assistant                              | <a href="mailto:biddle@seedsoffaiithacademy.org">biddle@seedsoffaiithacademy.org</a>                                       |
| Mrs. Deb Caldwell        | Lead Teacher/HS Social Studies<br>HS English/HS Math  | <a href="mailto:caldwell@seedsoffaiithacademy.org">caldwell@seedsoffaiithacademy.org</a>                                   |
| Ms. Rene Curren          | K-Prep & Preschool Teacher                            | <a href="mailto:curren@seedsoffaiithacademy.org">curren@seedsoffaiithacademy.org</a>                                       |
| Mrs. Stacy Marquez       | Kindergarten Teacher                                  | <a href="mailto:marquez@seedsoffaiithacademy.org">marquez@seedsoffaiithacademy.org</a>                                     |
| Mrs. Hilary Nelson       | 1 <sup>st</sup> Grade Teacher                         | <a href="mailto:nelson@seedsoffaiithacademy.org">nelson@seedsoffaiithacademy.org</a>                                       |
| Ms. Anna Dolan           | 2 <sup>nd</sup> Grade Teacher                         | <a href="mailto:dolan@seedsoffaiithacademy.org">dolan@seedsoffaiithacademy.org</a>   |
| Mrs. Mandy Zack          | 3 <sup>rd</sup> Grade Teacher                         | <a href="mailto:zack@seedsoffaiithacademy.org">zack@seedsoffaiithacademy.org</a>   |
| Mrs. Susan Wilson        | 4 <sup>th</sup> Grade Teacher                         | <a href="mailto:wilson@seedsoffaiithacademy.org">wilson@seedsoffaiithacademy.org</a>                                       |
| Mrs. Jessica McCracken   | Middle School Teacher                                 | <a href="mailto:mccracken@seedsoffaiithacademy.org">mccracken@seedsoffaiithacademy.org</a>                                 |
| Mrs. Krystine Botteicher | HS English  | <a href="mailto:botteicher@seedsoffaiithacademy.org">botteicher@seedsoffaiithacademy.org</a>                               |
| Liberty University       | HS Science  | Online Education Instruction<br><a href="mailto:principal@seedsoffaiithacademy.org">principal@seedsoffaiithacademy.org</a> |
| Liberty University       | High School Math                                      | Online Education Instruction<br><a href="mailto:principal@seedsoffaiithacademy.org">principal@seedsoffaiithacademy.org</a> |
| Mr. Tim Johnson          | HS Bible/His World<br>(Learn/Connect)                 | <a href="mailto:johnson@seedsoffaiithacademy.org">johnson@seedsoffaiithacademy.org</a>                                     |
| Mrs. Randi Eckenrode     | PE Teacher  | <a href="mailto:eckenrode@seedsoffaiithacademy.org">eckenrode@seedsoffaiithacademy.org</a>                                 |
| Ms. Jeniece Duchon       | Enrichment:<br>Art/Library/Computer/HS Life<br>Skills | <a href="mailto:duchon@seedsoffaiithacademy.org">duchon@seedsoffaiithacademy.org</a>                                       |
| Mrs. Marissa Bruno       | Music/Instrumental Teacher                            | <a href="mailto:bruno@seedsoffaiithacademy.org">bruno@seedsoffaiithacademy.org</a>   |
| Mrs. Rachael Biddle      | Athletic Director                                     | <a href="mailto:ad@seedsoffaiithacademy.org">ad@seedsoffaiithacademy.org</a>   |
| Mrs. Brianna Stewart     | Nurse   | <a href="mailto:stewart@seedsoffaiithacademy.org">stewart@seedsoffaiithacademy.org</a>                                     |

## Mission Statement

We prepare students for lives of transformation and service through excellent Christ-centered education.

Jeremiah 29:11 – *For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans that give you hope and a future (NIV).*

## Vision Statement

Significantly increase the enrollment, and thus the educational ministry, of Seeds of Faith Christian Academy by offering highly acclaimed academic programs, quality facilities, and varied extracurricular opportunities. In doing so, SOF will provide students every opportunity to achieve academic success and spiritual growth to fulfill God's will for their lives as they become the next generation of Christian leaders.

## Philosophy of Education

1. The education of children can be viewed as a three-legged stool. Parents represent the first leg and have the primary responsibility for educating their children (Genesis 17:7; Deuteronomy 6:7, 8; Proverbs 22:6). The Christian school and church provide complimentary roles and represent the second and third legs, as they work together in educating children to become people who love God and enjoy fellowship with Him and others.
2. The goal of Christian education is to help students develop into people who will serve God and impact their community and the world by thinking and acting Biblically in all areas of life (Romans 12:2).
3. God has created all students with unique talents as well as individual developmental patterns. Therefore, the learning process is enhanced as teachers employ various teaching strategies and instructional environments (Psalms 139:13-15; Romans 12:4-8).
4. Christian education is the result of all knowledge being tested against and integrated with a Biblically based view of God and the world (Colossians 1:16, 17; John 1:3).
5. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Philippians 1:9-11).

## Statement of Faith

1. **Truth** We acknowledge Jesus Christ as the foundation for all truth. When this foundational concept is realized, we can begin to teach in line with God's truth. God's Word, and therefore truth, has not changed since the beginning of time. ***John 14:6***
2. **The Bible** We believe that the Bible (both Old and New Testament) though written by men, was supernaturally inspired by God so that all its words are the written true revelation of God. It is the source of all truth, is infallible, complete from beginning to end, to be interpreted as truth, and historically accurate and not to be added to or taken away from. ***2 Timothy 3:16 & 17; Revelation 22:18-19***
3. **God the Trinity** We believe that God is the Creator of all things, living and nonliving. We believe in one God, eternally existing in three Persons: God the Father, God the Son and God the Holy Spirit. ***Genesis 1:1; John 1:3; John 14:26; Matthew 28:19***
4. **Jesus Christ** We believe that Jesus Christ is the eternal Son of God; that He became man through the virgin birth and that in taking on flesh, He never ceased to be God. We believe He offered Himself up as a payment for the world's sin; and that all who trust in Him will know forgiveness of sin and eternal life. ***John 3:16-17; 1 John 2:2; 1 Timothy 2:3-4; 1 Peter 2:22-24; 1 Corinthians 15:3-5; Acts 1:9-12***  
We believe that Jesus Christ currently sits at the Right Hand of God the Father. ***Acts 2:33-35***  
We believe that Jesus Christ is the only intercessor to the Father and all judgment has been given to him. ***John 14:6***

5. **The Holy Spirit** We believe that God the Holy Spirit indwells every true believer in Jesus Christ. He gives us understanding, guidance and convicts the world of sin. The Holy Spirit also seals believers, is an assurance of our salvation, and enables us to live a godly life. As believers, we are commanded not to grieve and not to quench the Holy Spirit. *John 16:7-14; Ephesians 1:13-14; 2 Corinthians 1:22; Galatians 5:22-23; Ephesians 4:30; 1 Thessalonians 5:16-22*
6. **Mankind** We believe that all things were created by God. We believe man was originally created in the image and likeness of God. Human beings were directly created, not evolved, in the very image of God. As reasoning moral agents, they are responsible under God for understanding and governing themselves and the world. *Genesis 2:7; Genesis 1:26-27*
7. **Salvation and Forgiveness of Sins** We believe man fell through willful disobedience, incurring both physical and spiritual death; all people are sinners from conception, are separated from the life of God and that man is deserving of an eternal life of punishment. We believe that salvation has been provided through Jesus Christ for all people, and those who repent and believe in Him are born again of the Holy Spirit. Jesus died to pay the penalty for all of our sins. When we place our faith in Jesus Christ for salvation, ALL of our sins are forgiven. That includes past, present, and future, big or small. In receiving the gift of eternal life, we become children of God. We believe that we are saved only by God's grace and that we cannot perform any works or deeds to earn salvation. It is a free gift from God. We believe salvation does not require a confession of every sin committed during this life. Believers do not have to keep asking for forgiveness or repentance in order to have assurance of their salvation. However, we are admonished to "confess" our sins to God each time we are aware we have done something that is not pleasing to Him in order to restore our relationship with Him. *Romans 3:22-26; Romans 6:23; Romans 10:9-10; Ephesians 2:8-9; Colossians 1:13-14; Acts 10:43*
8. **Only One Way to Heaven** We believe that Jesus is the only way to heaven. *John 14:6; Acts 4:12*
9. **Resurrection of the Body** We believe that there will be not one resurrection, but three distinct types of resurrections: one to eternal life in heaven, one to eternal damnation and one to take place during the "rapture," without having to die! Christians who are alive, and those who have already died, will be caught up to meet the Lord in the air and be with Him always! Christ was resurrected on the third day and rose and now sits on the right hand of the Father. He is the first fruit of the resurrection, demonstrating that we will rise bodily from the dead. The first great resurrection of the Church will occur at the time of the rapture. All those who have placed their trust in Jesus Christ and have died before Jesus returns, will be resurrected at the rapture. The Church Age began on the Day of Pentecost and will end when Christ returns to take believers back to heaven with Him. The Apostle Paul explained that not all Christians will die, but all will be changed, i.e., given resurrection-type bodies. *Daniel 12:2; John 5:28-29; John 14:1-3; 1 Thessalonians 4:16-17; 1 Corinthians 15:50-58; Acts 10:39-40*
10. **Personal Sanctification (Becoming Holy)** We believe that believers are justified or declared "holy" or "set apart" at the moment a person makes a contrite profession of faith in our Lord Jesus Christ. From that moment on we are to become more like Christ daily and dedicate our lives to the Lord's will. Sanctification is the process of becoming more holy throughout the life of the believer until death, or until Christ comes, at which time believers will complete the sanctification process and will be totally "holy" as we see Jesus Christ face to face. *Romans 12:1; 1 Peter 1:13-16; 1 Thessalonians 5:23; Colossians 3:8-10*
11. **Christ's Church** We believe that the Church, which is the body and the espoused bride of Christ, is a spiritual living entity made up of all true believers. *Ephesians 1:22-23; Ephesians 5:25-27; 1 Corinthians 12:12-14; Acts 14:27; Acts 20:28-32; 1 Timothy 3:1-13*
12. **Great Commission** We believe that our mission is to go to all the ends of the world to preach the gospel, leading people to receive and follow Jesus Christ as Savior and Lord. *Matthew 28:18-20*

13. **Heaven and Hell** We believe in a literal Heaven and a literal Hell. Heaven is the glorious home in which all of Christ's saints (true believers) will abide in the presence of God eternally. Hell is a place of great physical, mental, and emotional pain, and is the eternal residence of all who reject the authority of God and His Savior, Jesus Christ. Those who spend eternity there will be eternally separated from God with no alternative. *Revelation 4:1-11; Revelation 20:14-15; Matthew 7:21-23; Matthew 25:41*
14. **Spiritual Gifts** We believe that as followers in Christ, we are given spiritual gifts from God. God gives each believer different spiritual gifts according to His will, but for the common purpose of serving one Lord since, as believers in Christ, we are all one Body. *1 Corinthians 12:4-11*
15. **Angels and Demons** We believe that Angels are created beings sent forth by God to minister to the saints (true believers). *Luke 4:10* We believe that Satan was a created angel who sinned, was judged and took many angels with him. *Isaiah 14:12-15* The fallen angels are now in active opposition to God and His work in this world. Satan is the great enticer and deceiver, the accuser of the brethren, whose end, along with the other fallen angels, is the lake of fire. *2 Peter 2:4; Revelation 20:7-10*
16. **Marriage** We believe marriage is between a man and a woman. *Genesis 2:24; Ephesians 5:31; Romans 1:24-32*
17. **Second Coming** We believe the Second Coming of the Lord Jesus Christ will be personal and visible. He will come again in glory to judge the living and the dead and his kingdom will have no end. This is the believer's blessed hope and is a vital truth, which is an incentive to holy living and faithful service. *Romans 14:10-12; Matthew 24:27-31; Matthew 24:36-44*

## ORGANIZATION

### Association of Christian Schools International Member

The Association of Christian Schools International (ACSI) is the largest Protestant educational organization in the world. Since 1978, ACSI has advanced excellence in Christian schools by enhancing the professional and personal development of Christian educators and providing support functions for Christian schools.

Those functions include a host of services, including teacher and administrator certification, school accreditation, legal/legislative help, and textbook publishing.

ACSI member schools serve more than 5.5 million students worldwide. Along with a headquarters facility, ACSI has 25 offices in North America and around the globe. Nearly 24,000 schools from over 100 countries are members.

### School Board Operations

The purpose of the Seeds of Faith Christian Academy Board is exclusively for the ownership, management, and operation of a Christian school. The board is created by the corporation of Seeds of Faith Christian Academy, Inc. (SFCA) Federal and state laws and other government ordinances bind upon the school in as much as these ordinances apply and are not contrary to our philosophy or our understanding of the teachings of Scripture.

When there are changes in the membership on the board, the board continues as an entity. All contracts, property titles, and other businesses are in the corporate name of the school, not in the names of the board members, although their names may appear on documents as officers authorized to act for the school organization.

Seeds of Faith Christian Academy is organized and operates as a non-profit, 501(c)(3), organization. The tuition fee does not cover but half of the operation cost of this organization.

## Board Membership

The SFCA Board consists of at least 3 members, but no more than 9, who shall be qualified voting members of the school.

Each director of the school board shall be a Christian, at least eighteen (18) years of age, and shall agree without reservation with the Purpose, Mission, and Statement of Faith as set forth.

In the case of vacancies, directors shall be selected by the remaining director or directors. Each director shall hold office for three (3) years and until his or her successor shall have been elected and qualified, or until earlier death, resignation, or removal. No Director shall serve more than two consecutive terms. Said prohibitions shall not prevent any person from serving additional terms as a director, as long as said person has left office for at least one year after every two years of service.

Current Board Members: (see website for up to date list of Board members)

|                |   |
|----------------|---|
| President      | Sam Shirley                                 |
| Treasurer      | Sam Shirley                                 |
| Secretary      | Kelsey Dietrich                             |
| Vice President |   |
| Members:       | Brad Kratz<br>Marv Nelson<br>Stephen Boring |

## Articles of Incorporation and Bylaws

The articles of incorporation and bylaws of SFCA are available upon request from the school office.

## School History

Seeds of Faith Christian Academy is a non-denominational, discipleship school founded in 2007 by a group of parents whose desire was to bring Christian education to Indiana, PA. Since then, SFCA has been devoted to providing families with a well-rounded Christian education that includes rigorous academic standards, incorporation of fine arts, and a focus on Christ-like growth through service.

The student body of SFCA is composed of students from Armstrong and Indiana Counties.

## School Mascot

The SFCA school mascot is the falcon.

## School Colors

The SFCA school colors are yellow, green, and gray.

## School Logo





**Academic Promotion/Retention/Acceleration (Policy 208)**

Each student shall be promoted annually in a continuous pattern of achievement and development that corresponds with the academic achievement and attainment of prescribed standards of proficiency for each grade assignment. Classroom teachers will recommend promotion, retention, or acceleration of students.

Students in grades nine (9) through twelve (12) who have failed two subjects necessary for graduation and/or promotion shall be retained in their present grade assignment.

**Address Changes**

Please notify the school office with all address, email, and telephone number changes.

**Athletics (Policy 111 – see Appendix A)**

Sports offered by SFCA vary based on student interest.

**Attendance (Policy 202)**

Regular attendance is an integral part of an effective educational environment. Pennsylvania state and federal law also require it.

It is helpful if parents call or email the office before 8:00 am to alert of a student's absence and to request make up work. All requests for work must be made before 12:00 pm.

If absences become chronic (15 days), medical excuses may be required for all future absences.

Parents must submit a note to the office within three (3) days stating reason for absence, student name, date of absence(s), and parent signature. If not, the excuse will remain unexcused, and no credit will be assigned to missed work.

Absences must fall into one of the following categories to be considered excused:

1. Medical/Sick (after 3 or more consecutive days, a physician's excuse may be required)
2. Death in family
3. Educational Tour/Mission Trip/Other (Pre-approval required, see Appendix E)
4. Vacation (Pre-approval required)
5. 4H Program Participation (Pre-approval required)
6. College-related visit (Pre-approval required)
7. Homebound Instruction

**Calendar**

Prior to the start of the school year, a calendar will be issued with important dates. The newsletter and website calendar is used to communicate with families of upcoming events and any program changes.

**Chapel**

Chapel is every Friday starting at 12:30 and includes a time of worship and teaching. Local pastors volunteer their time to speak to the students. Parents are encouraged and welcome to attend.

## **Closures and Delays**

Currently SFCA is working with three (3) different school districts. While SFCA determines their own cancellations and delays, we rely on information from the surrounding districts. If your district cancels or delays, follow your district. If SFCA remains open, but your district cancels or delays, you are welcome to drop off your child, but it is not required.

Closures and delays:

### **Radio Stations:**

AM 1160 WCCS  
AM 1450 WDAD  
FM 106.3 WLCY  
FM 92.5 WQMU  
FM 105.1 WMUG

### **Television:**

KDKA, WTAE, WTAJ, WJAC, WPXI

## **Remind**

To receive a text message, families must sign up to Remind by signing in online at [remind.com/join](http://remind.com/join) or the app. You will enter your name and phone number. The school code is ck87a8

## **Delay Schedule**

|                     |                                |
|---------------------|--------------------------------|
| 9:45 am             | Student Drop Off               |
| 10:00 am            | Homeroom Begin                 |
| 11:30am-12:00pm     | Lunch (Elementary)             |
| 12:00 pm – 12:30 pm | Lunch (Middle/High School)     |
| 2:45pm              | End of Day (Regular Dismissal) |

## **Computer and Internet Use (Policy 507)**

SFCA operates on a network system. All students are expected to exhibit appropriate behavior or privileges may be revoked. SFCA employs a contracted service to maintain up-to-date filtering and blocking software. Student usage is monitored, including rare circumstances when the computer is taken home.

## **Concerns**

In every circumstance, concerns should be addressed biblically as pursuant to Matthew 18. If a concern remains unsolved, the Principal may be called upon to mediate. If the concern still remains unresolved, the Board President may be called upon to mediate.

## **Curriculum**

ABEKA, a Christian based curriculum, is used for Preschool through 6<sup>th</sup> grade. SFCA is committed to teaching students from a Biblical worldview while meeting with PA curriculum standards. Not all materials used in the classroom are Christian publishers, but all Bible and the majority of Science curriculum are purchased from Christian publishers.

## **Discipline (Policy 211 – see Appendix B)**

Discipline is the means of ensuring behavioral conduct and spiritual welfare of the students. The role of the school in disciplining students is to provide assistance in becoming socially responsible individuals and assist in their growth to maturity as image bearers of God. The Board believes the school should provide an environment conducive to learning, basic values of self-discipline, and standards of individual responsibility that are fundamental to a democratic society and spiritual principles of Christ-like behavior.

### **Dress Code Policy (Policy 212 – see Appendix C)**

The intention and desire of the SFCA Board in adopting a dress code standard is to promote an educational environment based on Biblical Principles. Modesty, neatness, and appropriateness are attributes which are expectant of our students in presenting an honoring spirit for the Lord.

Our hope is that the parents would take an active role in adhering to these standards. Together, we desire to eliminate the need for teachers to spend time addressing dress code issues and more time on valuable education.

**Falcon Friday** – The second Friday of each month students are permitted to wear a SFCA t-shirt. They may also wear jeans for a \$1 donation that will go towards various outreach projects. Attire must remain modest, neat, and clean.

**PE** – Students in Kindergarten through 12<sup>th</sup> grade may wear their gym clothes to school on PE day. Sweatpants and long shorts are permitted to be worn along with a plain t-shirt. Any form fitting clothes are not allowed to be worn.

**Concert** – Students in Kindergarten – Grade 3 can wear “Sunday Best” for Christmas and spring concerts. Students in Grades 4 – 12 can wear black or khaki bottoms and a white or black button up shirt.

### **Dual Enrollment (IUP)**

SFCA has partnered with IUP to allow students to take select IUP classes. Students must take the initiative to enroll and follow through with taking the class. SFCA students may take up to two (2) college level classes per semester. If pre-approved by Administration, classes can be added to transcript towards overall credits earned. In general, 3 IUP credits = .5 SFCA credits.

### **Electronics (Policy 216)**

Electronics are collected at the beginning of the day by the homeroom teacher and redistributed at the end of the day. Any parent needing to reach their child throughout the day should call the office. Your child is responsible for their devices. They should not share the devices with another student nor should they send negative messages to another student. Misdemeanors will be addressed with parents.

### **Extracurricular Activities (Policy 110)**

Eligibility requirements apply to all non-credit student activities such as athletic teams, festivals, trips, ensembles, and all school-related clubs. Students are expected to maintain a high standard of Christian conduct. Students unable to comply with these standards will be ineligible for future events.

### **Extra Support**

SFCA contracts out additional services to assist students who require extra support. These services come to the school for students in Kindergarten through Grade 12.

- **Catapult** – Students will receive Catapult services in Reading and/or Math based on need. First, teachers identify students in need. Next, Catapult employee will assess once parent permission is given, and then a determination will be made whether or not to add the student into the program. Students identified with the greatest needs take precedence in slots available.
- **Speech (ARIN)** – All Kindergarten students, new students in K – 5, and students previously in speech will be re-evaluated at the beginning of the school year to determine need. Parents of students in preschool and K-Prep must call ARIN directly if they believe their child is in need of these services.
- **School Psychologist (ARIN)** – ARIN provides nonpublic schools with the opportunity to utilize a school psychologist to assist with assessing needs of students.

**Field Trips (Policy 109) (Policy 214)**

Field Trips engage and inspire students by enriching the classroom instruction and providing students with real world experiences.

SFCA offers both classroom and family field trips. On classroom field trips, teachers may ask a parent or two to assist with driving or student monitoring. Family field trips are when all families are encouraged to participate. Typically the Fall Family day is to the Pumpkin Patch (K-4).

The school would request that parents respect the decision of the teacher as to how many additional helpers they would need and to not show up unless requested.

All field trips require all necessary clearances to be filed with the school before the event.

**Grades**

SFCA uses RenWeb to communicate student grades with parents. Parents are encouraged to log on and monitor their child’s grades throughout the year. The website is [www.renweb.com](http://www.renweb.com) (ParentsWeb), and the district code is SFA-PA. There is an app available for a yearly fee.

**Grade Reporting (Policy 206):** Report Cards are issued on a quarterly basis for students in Grades K – 12.

**Grading Scale**

Percentage grades are recorded for students in core and enrichment classes for grades 5-12 on a quarterly basis. Actual letter grades (A, B, C, etc.) are recorded for core classes for students in grades K-4. The following grading scale is used:

| Percentage | Grade   |
|------------|---------|
| 100 – 93   | 4.0 (A) |
| 92 – 85    | 3.0 (B) |
| 84 - 77    | 2.0 (C) |
| 76 - 69    | 1.0 (D) |
| 68 - below | 0 (F)   |

Following is a grading scale for K-4 Enrichment Classes:

|   |                   |
|---|-------------------|
| O | Outstanding       |
| S | Satisfactory      |
| N | Needs Improvement |
| U | Unsatisfactory    |

GPA calculation is based on an average of the four (4) quarter grades over total class credit for students in Grades 9-12.

AP classes are scored on a 5.0 scale:

|            |         |
|------------|---------|
| 100 – 93   | 5.0 (A) |
| 92 – 85    | 4.0 (B) |
| 84 - 77    | 3.0 (C) |
| 76 - 69    | 2.0 (D) |
| 68 - below | 0 (F)   |

### **Graduation Requirements (Policy 210)**

Students must earn a minimum of 26 credits between grades nine and twelve:

|                  |   |
|------------------|---|
| Math             | 4 |
| Science          | 4 |
| English          | 4 |
| Social Studies   | 4 |
| Bible            | 4 |
| Foreign Language | 2 |
| Enrichment       | 4 |

Students must also maintain a minimum GPA of 2.0.

**Class Rank (Policy 207):** In determining the class rank for valedictorian and salutatorian, a formula is used that calculates the students GPA, number of grades less than an A, and number of AP courses the student has taken. The student with the highest point total is the valedictorian; the next highest is the salutatorian. In the event of a tie, the student with the highest number of credits earned will be the valedictorian. A minimum total of three (3) points must be achieved to earn the distinction of valedictorian or salutatorian.

### **Illness**

If a student becomes sick at school, the school will notify parents and the student will be sent home.

If your child is sick, please keep them at home to maintain the general health of the school body.

SFCA requires that a child be fever free for 24 hours before returning to school. We also ask that they are free from vomiting or diarrhea for 24 hours before returning to school.

### **Immunizations (Policy 201.3)**

According to the PA Code Title 28 Health and Safety, Chapter 23 School Health, SFCA must verify that students have been immunized in accordance with state requirements prior to admission. Exemptions may be granted for medical or religious reasons; forms can be found on our website.

### **Instrument**

Offering our students the opportunity for a full enrichment program is a goal of SFCA. One major component of that program is instrumental and vocal music. Students are given the opportunity to play an instrument in 4th grade and a 30 minute one-on-one lesson is offered each week along with 1 class of band through 12th grade.

|            |   |
|------------|---|
| Grade 3    | Beginning of Instrument/Ear Training with Recorders in a pre-band class setting                                     |
| Grade 4    | Continuation of Instrument/Learning to Read Music, Rhythm and Site Reading/Lessons on Piano, Guitar, and Percussion |
| Grade 5-12 | Band/Lessons/Music Theory/Training/and other Opportunities  |

## **Lunch**

A hot lunch is available for purchase daily. A well-balanced meal of protein, vegetable, fruit and a starch is provided. An alternate lunch is also available that consists of an Uncrustable along with all of the sides.

SFCA has a few microwaves for students who wish to carry their lunch. We ask that you only send items that take 2 minutes or less to heat up so that all students have the opportunity to use the microwaves at lunch.

If a student forgets a lunch, your student may purchase a hot lunch from the cafeteria.

Milk can be bought each day.

## **Medication (Policy 205 – see Appendix D)**

All medication, prescription and over-the-counter, must be handed to the nurse with a medicine administration form along with the doctor prescription.

## **Mentoring**

Students in grades seven (7) through twelve (12) will be paired up as a mentor with a student in Kindergarten through 5th grade. The older students will meet with their partner once a month. High school teachers will monitor the activities and assist in the planning of mentoring events.

## **Newsletter**

A newsletter is emailed to families informing them of upcoming events, school information, and classroom activities. Families who do not have email can request a printed copy from the office.

## **Parent Teacher Conferences**

Parent Teacher Conferences are scheduled for the first and third quarters of the school year. Parents are encouraged to use these times to meet with the teachers. Teachers arrange the conference times.

## **Pick up/Drop off**

**Drop Off:** Doors open to students at 7:45 am. Please do not drop off students before this time as the homeroom teachers are not in the rooms. Students who arrive after 8:00 am are considered tardy and a parent will need to sign their child in at the office.

Parents who are dropping off their child may pull up along the sidewalk or park in the front parking area. Parents may remain in the car or bring students to the door to say their goodbyes. Items being brought to the school can be dropped off with the administrator at the door. If you need to go into the school for any reason, please park in the parking area. When leaving, please do not pull around buses or other vehicles. Wait until the vehicles in line have dropped off students and left before pulling through.

**Pick up (After School):** Parents should park in line on the side of Hudson Road starting at the edge of the driveway. After the buses have departed, pick up parents will be waved forward to pull up to the sidewalk. Staff members will bring students to the cars and parents should load them directly to expedite dismissal. Once your child/children have been loaded, please wait for the other vehicles in line to finish loading and leave before pulling through.

At the beginning of the year, parents will establish the normal dismissal for their child. Families who need to change how the student regularly dismisses, will need to inform the office in writing before 1:30pm. If it is an unforeseen change, please call the office – DO NOT EMAIL, TEXT, OR LEAVE A MESSAGE ON THE VOICEMAIL.

**Pick up (During School Day):** If your child needs to be picked up during the day, please send a note or email in the morning to their teacher and the office. For students in Preschool to 6<sup>th</sup> grade, parents will need to come into the office to sign your child out. For students in grades 7-12, parents may either come into the building or have their child self-checkout.

For the continuity of education, SFCA asks that doctor's and dentist's appointments be made after school hours. If an appointment cannot be made after school, we ask that it be made as close to the end of the day as possible. Students who leave during the day for appointments are expected to return with an excuse. Parents picking up a child for appointments or other early dismissals, may come to the office for pick up before 2:30 or after 2:55 by pulling up to the front door. No student will be dismissed to parents in the office between 2:30 – 2:55.

### **PTF (Parent Teacher Fellowship)**

We believe a strong parent involvement is one mark of a successful school and education. The best way to teach our children and others is by example. We want our children to learn the value of service for Christ. PTF is an opportunity for parents to get involved and demonstrate to their children first-hand the importance of education and service. Being involved allows parents to be more knowledgeable of the school and have a better understanding and appreciation of the education their child is receiving.

PTF holds monthly meetings that are marked on the SFCA Calendar on the website or in the Newsletter.

By simply enrolling a child in SFCA, parents are members of PTF.

### **RaiseRight Program**

A way that all families can reduce their overall tuition is to participate in the RaiseRight Program. Orders for physical gift cards will be placed monthly or families can download the app to purchase e-gift cards at any time. Gift cards are sent home with the students unless parents make other arrangements. Twice a year, parents are given the option to apply the amount accrued towards their next tuition payment, hold the funds, or donate them to the school.

### **Scholarship Requirements – Earned Income Tax Credit (EITC)**

SFCA is blessed to receive scholarship money through the PA EITC Program. Businesses and individual families receive tax credit by donating to non-profit organizations. SFCA secures the money for the students' scholarships and distributes the funds, but the state determines the threshold of income.

Up to 50% of tuition may be awarded to qualifying SFCA families. In certain circumstances, families may submit a hardship letter to the Board for an additional 20% of tuition.

Families receiving financial aid are required to comply with the following conditions:

- Parent Volunteer Service (1 hour per \$100 received; max 50 hours)
- Participate in SCRIP(RaiseRight) Program
- Regular Church Attendance
- Regular School Attendance (may not exceed 8% of year)
- Maintain a minimum GPA of 2.0

If any of the above are not met, tuition awarded for the following year may be reduced.

### **School Work**

**Homework (Policy 113):** Homework is to be meaningful, purposeful, and appropriate. Homework should be viewed as a routine and an important part of a student's school life. Parents are encouraged to check their child's Gmail account as teachers update Google Classroom with daily assignments and projects.

**Late Work:** It is the responsibility of the student to complete and turn in assignments in a timely manner. In Grades 5 – 12, half credit is given to assignments one day late; no credit to assignments turned in over one day late.

Assignments are due proportional to the days missed for an illness or funeral.

**Missed Work:** Absences due to pre-approved vacations or other trips are excused, but the homework is due upon return and should be requested in advance if possible.

## Search and Seizure

At times, it is necessary to search through the private belongings of students to ensure the safety and security of the facility. A search of this nature may be performed in the presence of a student and staff witness. Care will be taken to not harm or disturb personal belongings and to leave them in the condition in which they were found. Any illegal, stolen, dangerous, or contraband materials or substances will be reported to the local authorities.

The school administration encourages parents to support SFCA by reminding their child(ren) to not bring any questionable material or substances to school.

## SEVIS

SFCA has the ability to issue F-1 visas for international students and enroll them at SFCA. This enrollment is only under certain conditions. For further information, please email our PDSO, Rachel Partida, [partida@seedsofffaithacademy.org](mailto:partida@seedsofffaithacademy.org).

## Standardized Testing

SFCA uses standardized testing to ensure students are hitting the benchmarks compared to other students of similar ages. The test results will be mailed to the families.

|            |            |        |
|------------|------------|--------|
| PSAT/NMSQT | Grade 11   | Fall   |
| PSAT 10    | Grade 10   | Winter |
| PSAT 8/9   | Grades 8-9 | Winter |
| Stanford   | Grades 3-7 | Spring |

## Student Residency

A student regardless of age and enrolled at Seeds of Faith Christian Academy is required to live in the residence of their parents, or legal guardian until they have graduated.

## Transportation

The following School Districts provide busing to and from Seeds of Faith Christian Academy:

Armstrong

Indiana Area\*

Marion Center\*

\*Also provides busing for K-Prep Program

Families in all other districts will have to make their own transportation arrangements.

All students enrolled by August 1 of each school year in a school district that provides busing will be assigned a bus route. If parents choose not to have their child ride the bus, they can call their school district and remove their child(ren) from the route. Please also inform the Administrative Assistant of the change.

Families that enroll after August 1 will have to call their home district to make bus arrangements.

## Tuition

At the beginning of each school year, parents sign a Payment Agreement. Tuition payments are due the 1<sup>st</sup> of each month. After the 10<sup>th</sup> of each month, if a payment has not been received in full, a \$40 late payment fee will be added to the total.

Any student beginning or withdrawing after the first of the school year, will have their payment based on the quarter the student began or withdrew.

If an account becomes delinquent for more than three (3) months, a student may be un-enrolled. Families are strongly encouraged to set up a meeting with the Business Manager if tuition requirements are not able to be met in a timely fashion so that an alternative plan can be put into place.



## **Volunteers**

We rely on volunteers to keep our school running smoothly and cost effectively. There are many opportunities to serve throughout the year. All volunteers need to have their clearances on file with the office. This protects the school and our students.

Every family is asked to volunteer five hours per child each year regardless of scholarship funding. Those receiving scholarship money can review their scholarship agreement letters for the required number of volunteer hours. Volunteer hours will be tracked by the Administrative Assistant.

Necessary Clearances to volunteer (3):

**Pennsylvania Child Abuse History Clearance:** [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)

\*This clearance can take up to 14 days to receive a result, so please plan accordingly.

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

**Pennsylvania State Police Criminal Record Check:** [epatch.state.pa.us](http://epatch.state.pa.us)

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4-164) please call: 717-783-9973 or toll free at 1-888-783-7972.

**FBI Federal Criminal History Clearance:** <https://www.pa.cogentid.com/index.htm>

Volunteers that have been a resident of Pennsylvania for the past ten years are exempt from the FBI Fingerprint Clearance by filling out the Volunteer Affidavit (see Appendix F). Those who have not resided in PA for the past ten years will need to register online for fingerprinting and turn in the colored piece of paper to the office once fingerprinting is completed.

## **Weapons**

The Board prohibits employees, contracted employees, volunteers, or guests from possessing and bringing weapons and replicas of weapons into any school building, onto school property, to any school sponsored activity, and into any public vehicle providing transportation to school or a school sponsored activity day or night.

The contents of this handbook are derived from Seeds of Faith Christian Academy's Policy Manual. Anything stated in this handbook is subject to the Seeds of Faith Christian Academy's Policy Manual. Revision of the policy manual occurs in writing with approval of the Seeds of Faith Christian Academy Board. Policy is reviewed continually and is subject to change. Changes are distributed upon approval and the revised Policy Manual is posted to [seedsoffaithacademy.org](http://seedsoffaithacademy.org), the Seeds of Faith Christian Academy website.

## Appendix A

### Seeds of Faith Christian Academy Athletic Handbook

Revised Feb. 2011

#### Description of program

Each season, based on interest, various sports programs are offered to school students of the appropriate grade levels at Seeds of Faith Christian Academy. These sports teams will provide abundant and unique opportunities for application of the many Christian principles taught at the academy. Athletics serve as a critical place to instill these Biblical principles and integrate God's Word into our actions through this application.

The team will practice no more than 4 days per week prior to the beginning of league play. There will be no practices or games scheduled on Wednesdays. After league play begins, these teams will usually play 2 games per week and practice 2 days per week. These games and practices will be Monday to Friday with an occasional Saturday game. The school will provide uniforms as designated by the coach or Athletic Director. At the start of each season, practice and game schedules will be provided.

#### Uniforms, Equipment and Facilities

\* Uniforms and equipment are provided on a loan basis and are to be worn only when authorized by the coach. Uniforms are not to be worn during practice.

\*Only uniforms issued by the school will be permitted to be worn during games.

\*Uniforms are not to be worn to school on "Falcon Fridays" to reduce wear and tear and to help keep them in good condition for games.

\*All uniforms/equipment are the responsibility of the athletes during the season and must be returned at the conclusion of the season.

\*At the end of the season, students will hand in their uniforms to the coach or Athletic Director. Students handing in the uniforms to any other person take the risk of not getting credit for handing them in. Leaving it in an office or on a desk does not qualify as handing it in.

\*Any uniform assigned to a student that is not returned to the coach or Athletic Director by the last day of school will result in replacement costs being billed to the student's family. This applies even if the uniform is lost or stolen.

\*Students handing in the uniforms/equipment more than 2 weeks after the final game will be charged a late fee of \$5.00 per week until the uniform/equipment is returned.

\*Check with the coach to determine what type of practice gear should be worn.

\* There is a dress code at practices: In general, the school P.E. dress code of T-shirts and athletic style shorts will be followed with attention to modesty (i.e no short shorts or spaghetti straps, and no shirts with inappropriate messages or wording).

\*All players will agree to respect property of places where the teams play and practice and follow the rules of the building. Players should never misuse the facilities and should not tolerate the misuse by anyone else.

\* Athletes are responsible for providing their own water bottle for games and practices.

#### Academic Standards

Student athletes must maintain an overall grade point average of 2.0 with no more than one D and no F's in ALL classes. This will be checked every 2 weeks. In the case of a rare/special circumstance, an exception to the rule may be made. The athlete's teacher will discuss the circumstance with the Athletic Director who will make the final decision.

### **Consequences:**

The first time a player fails to maintain the requirements; the player **may** practice with the team but will be excluded from any games. After 1 week (minimum), the coach will confer with the teacher to see if the player has restored the minimum requirements. If so, the player may be re-established on the roster of the team with full participation privileges.

The second time the player fails to meet the requirements; the player will be suspended from participation in **practice and in games**. After the minimum one week suspension, the coach will confer with the teacher to see if the player has met the minimum requirements. If so, the player may be re-established on the roster of the team with full participation privileges.

The third time the player fails to meet the requirements; the player will no longer be eligible to participate on the team for the remainder of that sport's season.

### **Attendance: School and Class**

\* To participate in a game or a practice, the player must be in attendance at school by twelve noon when it is a full day of school, and by 10:00 a.m. when it is a half day of school. The Athletic Director may make exceptions if notified in advance of an excused absence.

\* In case of early dismissal for games, the teachers will be notified. When dismissed from class, students will be quiet and respectful of the other classmates. The student should inform the teacher at the beginning of class if they will be leaving early. The **student** is responsible for all assignments and tests/quizzes missed.

\* Players will attend all classes regularly and be on time. Tardiness will not be tolerated. Players may be disciplined by the coach or Athletic Director if SFCA Student Handbook policy is not obeyed.

### **Code of Conduct for Athletes**

\* All players agree to follow and adhere to the rules and expectations established by the coach.

\* All players agree to abide by the league rules.

\*All players are expected to conduct themselves as ladies and gentlemen on and off the playing field or court. They are representing their team, coach, family, SFCA and ultimately God.

\*Fighting or other forms of physical or verbal abuse to teammates, opponents, coaches, spectators or officials will result in disciplinary action and/or rejection from the activity at hand. This may also include expulsion from the next game or the rest of the season. The Athletic Director and Head of School will make this determination and their decisions are final.

\* Negative or uncooperative attitudes expressed to anyone are unacceptable and will not be tolerated.

\* It is inappropriate for team members to speak with game officials or express negative attitudes or body language toward officials.

\*When at the YMCA or other away facilities, athletes are expected to keep personal items organized in a neat and orderly manner to be respectful to the facility, management and other athletes.

\* Any athlete found vandalizing or stealing school equipment or uniforms will be expelled from athletic competition for the rest of the school year. This includes any opponents' facility or equipment.

### **Code of Conduct for Coaches**

\*Dress Code: Men are expected to wear a shirt and tie or a team logo polo shirt. Women are expected to wear skirts or dress pants with a dress shirt or a team logo shirt.

\*Coaches are expected to conduct all discussions with referees and others in a God honoring manner with attention to tone and body language.

\*Coaches will adhere to league and school rules.

\*Coaches are expected to conduct themselves in a Christ honoring manner on and off the playing field or court. They are representing their team, coach, family, SFCA and ultimately God.

### **Code of Conduct for Parents**

\*Parents are to respect the coach's rules and decisions. Parents are not to be involved in coaching decisions unless they are a part of the coaching team.

\*Parents are expected to be involved in concession stand (providing baked goods, working concession stands, etc.) and fund raising activities.

\* Parents are expected to conduct themselves in a Christ honoring manner on and off the playing field or court. It is inappropriate to argue with referees or coaches. Please keep in mind; parents are representing their team, coach, family, SFCA and ultimately God.

\* Verbal abuse to teammates, opponents, coaches, spectators or officials will result in ejection from the activity at hand.

### **Attendance: Practice and Games**

\* Athletes are expected to be at every practice and game. Failure to be there will affect participation in games and if the problem is serious enough, may result in dismissal from the team. If a player is injured or ill, they need to report to the coach. The coach will excuse the player if appropriate.

\* Players will be given practice and game schedules at the beginning of the season and are responsible to notify the coach in advance of days missed. Players may be disciplined for failing to notify a coach.

\*Being late to practice will result in discipline by the coach unless the player had previously notified the coach.

\*Athletes are not permitted to leave practices or games early unless they have prior approval from the coach.

### **Student Pick Up Times**

We recognize the importance of family time for both our students and coaches. It is important that all athletes be picked up from practices and games in a timely manner. Due to safety issues, coaches must remain until the last student has been picked up. Therefore, please respect the coaches' time by picking up athletes on time.

\*On practice days, all athletes must be picked up within 10 minutes of the end of practice. If there is a problem please make other arrangements.

\* On game days, all athletes must be picked up within 10 minutes of the return time. Athletes and parents will be provided with a schedule indicating return times.

\* We currently rent our gym time. Athletes may not stay after practice unless supervised by an adult and have the facility's permission to do so.

### **Injuries and return to play**

\* Athletes are to report all injuries to the coach immediately. Injuries that receive prompt medical attention will allow the athlete to return to competition quicker. Injuries requiring a visit to any medical personnel will require a release note from that medical personnel before the athlete will be allowed to participate with the team again.

### **Concussion Recognition and Management**

[Adapted from the PIAA website] A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Athletes at your age are particularly vulnerable to the effects of concussions. Once considered little more than a minor "ding" on the head, it is now understood that a concussion has the potential to result in death or short- and/or long-term changes in brain function.

If a sports official removes you from a contest because you have exhibited signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, and/or balance problems) you may not return to participating in practices, inter-school practices, scrimmages, and/or contests until cleared by a licensed physician of medicine or osteopathic medicine who is sufficiently familiar with current concussion management.

## **Insurance**

\* All participation in any athletic event has the risk of injury. Therefore, the school strongly recommends that all students be covered by a medical insurance policy. The school does NOT provide accident insurance.

## **Travel**

\* All athletes must travel to athletic events in the transportation provided by the athletic department.

\* Athletes will remain with their team and under the supervision of the coach at all times.

\* Athletes that miss the transportation will not be allowed to participate in the game unless they have previous approval from the coach.

\* Parents will not transport athletes unless they have previous approval of the coach.

\* After away games, the teams may stop for dinner and the athletes will need to provide money for their meals.

\* If an athlete's parents are taking the athlete home, the athlete may not leave the practice field or court after a game until he gets permission from the coach to leave and notifies the coach he is leaving.

\* Boys will wear a dress shirt and tie on game days. Girls will wear dress pants or skirts on game days. They will travel to and from games in game attire. On the way back home, team warm-ups are acceptable.

\* While on the bus, girls and boys will be separated from each other as directed by the coach or bus driver.

\* Once the bus is moving, the driver is ultimately in charge and his or her word is final. Athletes are to remain in their seats, quiet and civil. The first hour of travel to an away game is reserved for silence to facilitate attention to homework and school related studies.

\* Return trip on the bus: If an athlete chooses to travel home in "team warm-ups," they must be clean, in good repair with shirts tucked-in and the zipper of the shirt half way up. Only "team warm-ups" are permitted. If an athlete does not have a team warm up, the athlete is expected to change back into school attire to travel home.

\* No electronic devices (I-pods, game boys, videos, etc.) are permitted on the bus or at games. Cell phones must be turned off and stored in book bags unless directed otherwise by the coach or bus driver. Athletes will be given time, on the way home from away games, to notify parents of the arrival time back to school.

## **Detentions**

\* Athletes who are given detentions must personally notify the coach and serve the detention at the scheduled time. The athlete will miss that part of the practice or game. The athlete should expect discipline from the coach for time missed from the team.

## **Homework and School Assignments:**

Students are responsible for completing all homework assignments. It is important for students to realize that with the privilege of playing sports comes the responsibility to keep up with their academics. Students should use study hall, bus and home time wisely in order to accurately complete their assignments. Some suggestions for responsible use of these times are listed below.

### **Study Hall Time**

Students should use their assignment books to prioritize, focus and work ahead. After class and during study halls teachers are available for questions. Maximizing study hall time is a good study habit and preparation for the independence of college life.

### **Bus Time**

Boys and girls are sitting in separate seats and are learning to respect the needs of each other. One of those needs is to manage school work which requires that bus time be a quiet time. Many students are able to do homework on the bus which helps to minimize the amount of time needed at home to complete these tasks.

### **Home Time**

Here is where parents can help. Helping your child find a quiet place and a structured time to do assignments when they are home will do much to lay the foundation for lifelong study habits.

## **Teachers**

The Jr/Sr High teachers have several helpful measures as well.

Awareness of the game schedule helps. They will try to be aware when there are "away" games, and take that into account when assigning the homework for the day.

Advance Notice is another helpful step. Teachers will be giving students an overview of the homework for the entire week on Mondays, in addition to reminding them of the daily assignments. That way when a student has an "away" game, when they have extra time in Study Hall or Home Time, they can work ahead. This helps students learn to plan ahead and pace themselves.

Allowing Alternate Work helps some students. For example, if for the last 20 minutes of Social Studies there is "seatwork time," a student may be allowed to work productively on a different subject; i.e. Science, if it helps them balance their homework load.

The reality is that some students may have to forego sports if academics are a struggle or they will not organize their time and priorities to succeed in academics. This is not our desire. If your student is having trouble balancing their studies with sports, come to the teacher for advice and guidance. We do have tutoring available and we want to work together as a team for your child.

We do love and care for each student, and by the grace of God, we want to be your partner in seeing them grow in Christ like character, a heart of service and an excellent education.

**SEEDS OF FAITH CHRISTIAN ACADEMY**  
**DISCIPLINE CODE**  
Guiding Principles

Seeds of Faith Christian Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe and spiritual learning environment. The Discipline Code is comprised of a set of policies, rules, and procedures by which order and spiritual welfare is established and maintained for the benefit of all. Discipline within our school has qualities of objectivity, consistency, equity and spirituality. It is the responsibility of all school personnel, students, parents and our school community to ensure our school environment encourages an orderly and spiritual climate that is conducive to learning. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the Administrator/Principal. Students are subject to corrective disciplinary action for misconduct that occurs in school or on school property, on a school vehicle, while participating in or attending any school-sponsored activity or trip, on the way to and from school, and off school property when the act leads to an adjudication of delinquency or a conviction for an offense.

Disciplinary action is intended to be instructive and based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor infractions and first offenses have less serious consequences than major infractions and repeat offenses. Factors such as age, grade level, social, emotional and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable disciplinary procedures will be followed.

**Responsibility of Students**

- Attend school daily, be prepared for class and complete assignments to the best of their abilities
- Follow school-based rules
- Model and practice the expected behaviors and character traits
- Notify school staff about any dangerous behavior, bullying or activity that occurs on school grounds, or off school grounds when it may result in disruption to the educational setting or safety of the environment
- Accept and respect individual differences and people
- Bring only those materials to school that are allowed
- Keep parents informed of school-related issues and ensure communications are brought home

**Responsibility of Parents/Guardians**

- Be aware of the Discipline Code
- Make sure your child attends school regularly and on time
- Notify the school of absences or tardiness in a timely manner
- Monitor your child's academic and behavioral progress
- Talk with your child about school and behavioral expectations
- Play an active role and support your child's educational experience
- Be a positive role model and practice the expected behaviors and character traits
- Teach your child to respect the rights and property of others

## **Responsibility of Teachers**

- Use well-planned, creative and engaging instructional plans daily
- Teach and review the Discipline Code as necessary
- Set expectations, teach, model and reinforce positive behavior
- Provide students with meaningful and relevant feedback on their behavioral and academic progress
- Use appropriate classroom management strategies to maintain the learning environment
- Maintain a safe and orderly classroom by using prevention and intervention strategies
- Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Use professional judgment to prevent minor incidents from escalating
- Keep parents informed of student academic progress and behavior through regular communication
- Support and cooperate in implementing opportunities for parents to participate in their child's education

## **Responsibility of Administrator/Principal**

- Make the Discipline Code available to students, parents and school personnel
- Maintain a safe and orderly school by using prevention and intervention strategies
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment
- Define, teach, model, reinforce and support appropriate student behaviors to maintain a positive school environment
- Provide students with meaningful and relevant positive feedback on their behavioral and academic progress
- Implement the Discipline Code in a fair, equitable and consistent manner
- Communicate policies, expectations and procedures and respond to complaints or concerns from students and parents in a timely manner
- Use professional judgment to prevent minor incidents from escalating



**SEEDS OF FAITH CHRISTIAN ACADEMY**  
DISCIPLINE CODES

Level I Offenses include minor misbehaviors on the part of the student which are disruptive to the normal teaching environment and which interfere with the orderly operation of the school. While Level I misbehaviors can be handled by individual staff members who may observe the incident, attention by administration may be required.

| Level I  | Definition  |
|--|---|
| Defiance/Disrespect/<br>Non-Compliance                 | Student engages in brief or low-intensity failure to respond to adult requests or to rules of conduct as outlined in the discipline code  |
| Disruption   | Student engages in low-intensity but inappropriate disruption   |
| Dress Code<br>Violation                                | Student wears clothing that is near, but not within, the dress code guidelines defined by the school  |
| Inappropriate<br>Language                              | Student engages in low intensity instance of inappropriate language   |
| Other  | Student engages in any other minor problem behaviors or spiritual concerns that do not fall within the other minor categories. Staff using this area will specify the problem behavior observed     |
| Horseplay/<br>Physical Contact/<br>Physical Aggression | Student engages in non-serious but inappropriate physical contact   |
| Property Misuse  | Student engages in low-intensity misuse of property   |
| Tardy  | Student arrives at class after the bell (or signal that class has started)  |
| Technology Violation                                   | Student engages in non-serious but inappropriate (as defined by school) use of electronic devices including but not limited to cell phone, pager, music/video players, camera, and/or computer      |
| Student Expression                                     | Student use of words or symbols to express thoughts, beliefs or ideas may be determined to be offensive, violate the rights of others or be disruptive in maintaining an orderly school environment |
| Cheating   | Misrepresenting oneself by copying, plagiarizing, counterfeiting or using a means other than representing of self and self work   |
| Food or Drink Violation                                | Student is found to be in an unassigned area where food or drink is prohibited or disregards rules or a directive given in the consumption of food or drink   |

Level II Offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These misbehaviors could endanger the health or safety of those in the school. The educational consequences are serious enough to require address by administration or raise the need for a higher level of intervention to include law enforcement authorities or possible action by the Board.

| Level II   | Definition  |
|--|---|
| Abusive Language/<br>Inappropriate<br>Language/ Profanity  | Verbal messages that include swearing, name calling or use of words in an inappropriate way. Language that is abusive and intentionally directed towards students or staff  |
| Arson  | Student plans and/or participates in malicious burning of property  |
| Bomb Threat/<br>False Alarm                                | Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion   |
| Defiance/Disrespect/<br>Insubordination/<br>Non-Compliance | Refusal to follow directions, talking back and/or socially rude interactions  |
| Disruption   | Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; deliberate bothering; and/or sustained out-of-seat behavior   |
| Dress Code Violation                                       | Student wears clothing that does not fit within the dress code guidelines practiced by the school   |
| Fighting/<br>Physical Aggression                           | Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting etc.)   |
| Forgery/Theft  | Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission   |
| Gang Affiliation<br>Display                                | Student uses gesture, dress, or speech to display affiliation with a gang   |
| Harassment/Bullying  | Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes directed towards students or staff, disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters |
| Inappropriate Display<br>of Affection                      | Student engages in inappropriate (as defined by school) verbal and/or physical gestures/ contact, of a sexual nature to another student/adult, either consensual or non-consensual  |
| Inappropriate Location/<br>Out of Bounds Area              | Student is in an area that is outside of school boundaries (as defined by school)   |
| Possession/Use of<br>Drugs/ Paraphernalia                  | Student possession, use or sale of drugs or drug paraphernalia  |
| Unauthorized/<br>Unacceptable Use<br>of Technology         | Inappropriate use/access of technology devices or creation, transmission or forwarding of communication not related to educational objectives   |
| Other  | Student engages in any other major problem behaviors or spiritual concerns that do not fall within the other major categories. Staff using this area will specify the problem behavior observed   |

## **LEVEL I & LEVEL II SANCTIONS**

It is the philosophy of the Board to handle student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner. Disciplinary action will be assigned by the Administrator/Principal in accordance with appropriate restorative discipline. Discipline will be dispensed with consideration given to the level and progressiveness of the offense and/or offender. The Administrator/Principal may apply sanctions to Level I and Level II misconduct which may include but not be limited to the following:

- Verbal reprimand/Warning
- Written reprimand/Warning
- Parent notification
- Loss of privilege
- Special assignment
- Detention
- Suspension (Out of School)
- Recommendation of outside resource
- Informal hearing
- Extension of suspension
- Reporting to authorities
- Expulsion (Recommendation by Administrator/Principal and Board approval)

## Appendix C

### **GENERAL GUIDELINES FOR ALL STUDENTS**

Standards for dress and grooming prescribed in this policy are to be followed at school and at off-campus school-related activities or events. The intent of the dress and grooming policy shall serve as the guiding principle in determining any dress or grooming not specifically approved or disallowed.

**Clothing** – Clothing worn on campus and at off-campus school -related activities or events shall be modest, neat, and clean.

Clothing must be free of suggestive material that would be offensive to God or others. Students shall refrain from dress that may distract, disrupt, or constitute a safety issue.

To avoid immodesty and/or for reasons of safety, clothing that is transparent, ripped, torn, or has holes shall not be permitted.

Clothing made of spandex, lycra or similar material is not permissible. Clothing shall not be form fitting.

Wearing of tank tops, midriffs, mesh, and muscle shirts is prohibited.

Wearing of sweatpants, athletic (jogging) pants, pajama type pants, lounge pants, leggings, jeggings or skinny pants, camouflage, and blue jeans are prohibited.

Students may be required to wear a particular type of clothing while participating in specific classes and/or extracurricular activities or where special attire may be essential to that activity or event.

**Outer Garments** – Outer garments may not be worn during school unless deemed necessary by administration.

Pullover hooded sweatshirts are permitted to be worn under the following guidelines:

- Zipper or pullover
- No graphics or logo
- Solid Color
- SFCA apparel permitted
- All hoods must be worn down
- Students are expected to follow the general guidelines of dress and groom for garments worn under the outer garment/hoodie.

Hats and caps are not to be worn in the school building or during school. Hats and caps are to be removed once entering the school building.

**Footwear** – Students are permitted to wear any shoes that are comfortable.

Shoes with separated heels, no backs, flip flops, and sandals with no back strap are not permitted. Shoes with laces are to be laced to the top and tied.

**Jewelry/Piercing/Body Art /Nails** – Students may wear jewelry that is age appropriate and modest. Jewelry that is deemed to be a distraction or safety issue will not be allowed.

Boys are not permitted to wear earrings.

Chains, chokers, spiked accessories or any other ornament that could cause potential injury to the wearer or others are not to be worn.

All body piercing, other than ears, including but not limited to eyebrows, chin, cheek, lip, nose, and/or tongue are prohibited.

Body Art (Tattoos) is not permitted and must if possible or necessary be covered.

Nails are to be trimmed and clean. Girls may wear nail polish that is tasteful and not distracting. Boys are not permitted to color their nails or wear nail polish.

**Hair** – Hair is to be clean and neat. Hairstyles are to be modest in appearance and free of excessive or exaggerated style, color or adornment.

Length of hair for boys is not to exceed the bottom of the shirt collar; not to extend beyond mid-length of the ears; and be trimmed above the eyes. Boys are not permitted to wear their hair in a ponytail.

Boys are required to be clean-shaven.

**Make-up** – Junior and senior high girls may wear make-up that is worn in moderation and natural in appearance. Boys are not permitted to wear make-up.

**Special Occasion** – The school may have special events or activities that justify a formal or permissive type of dress. The administration will inform parents/guardians of the dress guidelines relative to the occasion.

### **ATTIRE – K-Prep to Grade 12**

Students are expected to follow the general guidelines of dress and grooming.

Students are permitted to wear dress or uniform brand pants. Uniform brand shorts may also be worn, but must be knee length. Acceptable colors include khaki, navy, and black.

Girls may wear dresses (plain or patterned, but no characters) and skirts of modest length. Dresses and skirts must come to the top of the knee. Denim skirts are appropriate. Dresses that are sleeveless, halter type or sundress style are not acceptable attire.

Girls must wear shirts and blouses with collars. Boys must wear collared polo or button shirts. T-shirts are not permitted for girls or boys. Crew neck sweatshirts can be worn with a collar. Pull over sweaters are appropriate to wear without a collar. All shirts should be plain colored or patterned, but should not have any characters.

It is the intention and desire of the SFCA Board to adopt dress and grooming standards that promote an educational environment based on Biblical principles. Modesty, neatness, and appropriateness are attributes which are expectant of our students in presenting an honoring spirit for the Lord. It is the belief of the Board that the outer appearance reflects the inner reality of our students' relationship with Jesus Christ and their desire to bring honor and glory to Him (I Corinthians 6:19-20).

A defined code of dress and grooming is required for all students attending Seeds of Faith Christian Academy. Teaching students to conform to a standard of dress and grooming is not only a learning opportunity in establishing habits conducive to workforce expectations but also in preparation as ambassadors for Christ.

**Appendix D**

**Medication Administration Form**

**STUDENT INFORMATION**

Parent / Guardian:  
Address:

Home Phone:  
Cell Phone:  
Work Phone:  
Contact Phone:  
Contact Phone:  
Grade:

Emergency Contact:  
Secondary Emergency Contact:  
Name of Student:

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**PRESCRIPTION and NONPRESCRIPTION Medication Orders**

**Note: A Doctor's Order for any medication administration outside of the standing orders is required. The order with the pharmacy labeled medication must be dropped off at the school to the school nurse. If it's an over the counter medication, it must be dropped off with the doctor's order in it's original packaging. No ziplock bags of medications will be accepted or given.**

1. Name of Medication to be given: \_\_\_\_\_
2. Reason Medication is given: \_\_\_\_\_
3. Dose/amount to be given: \_\_\_\_\_
4. How is it to be given (ie. by mouth, both eyes, injection) \_\_\_\_\_
5. Frequency or how often is it to be given? \_\_\_\_\_

**Information given here must match what the doctor's order has written on it.**

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**PARENT/GUARDIAN PERMISSION**

I hereby give my permission for the above named student to receive the specified medication as stated in the accompanying Doctor's Order. I understand that the school administration will designate specific staff to administer medication, assure proper identification and safekeeping of medication, and maintain records of such administration of medication.

I further understand that school personnel who provide assistance (administration of specified medication so noted) or employer of such staff are not liable, civilly or criminally for any adverse reaction suffered by my child as a result of taking the medication so indicated and discontinuing the administration of the medication in keeping with the procedure outlined by the Doctor's Order.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

**Appendix E**

**SEEDS OF FAITH CHRISTIAN ACADEMY**

Attendance Policy No. 202

**Request for Student Vacation**

Parents/Guardians requesting permission for students to be absent from school for a vacation must complete a vacation approval form. A request must be completed for each student. Parents/Guardians must request the form from the school office or appear in person for the form. Retroactive requests will not be considered. To be approved, vacation requests must meet the following criteria:

- a. Students must travel with parents/guardians. Students not traveling with Parents/Guardians must grant permission for their child(ren) to travel with an approved person(s).
- b. The request for vacation approval must be made at least two (2) weeks prior to the vacation, except in emergency situations.
- c. Students with excessive absences (excluding medically excused) will not be granted permission. Requests for exceptions may be reviewed by the Administrator/Principal.
- d. Requests for vacations of longer than five (5) days must be approved by the Administrator/Principal.
- e. One (1) vacation may be granted to any student in one (1) school year. Additional vacation requests must be approved by the Administrator/Principal.
- f. Absences due to approved vacations will be considered excused.
- g. Students will be given the opportunity to complete any class work, assignments, projects, or tests that are part of the course. Upon request, the teacher will provide information on the material covered and assignments for the period of the student’s absence. Make-up tests will be administered at the teacher’s convenience. All make-up work must be completed within five (5) days after the completion of the vacation.
- h. If permission for the vacation is refused and the student goes on vacation, the days absent will be unexcused and all make-up privileges will be forfeited.

Student \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Dates of absence \_\_\_\_\_

Description of vacation \_\_\_\_\_

*I, the undersigned, attest that the above named student will be accompanied for the duration of this vacation by his/her parents/guardians or approved person(s) and assume responsibility for my child’s completion of make-up work missed during the absence.*

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved

Not Approved

| Subject/Class | Teacher Signature | Subject/Class | Teacher Signature |
|---------------|-------------------|---------------|-------------------|
|               |                   |               |                   |
|               |                   |               |                   |
|               |                   |               |                   |
|               |                   |               |                   |
|               |                   |               |                   |
|               |                   |               |                   |

**SEEDS OF FAITH CHRISTIAN ACADEMY  
VOLUNTEER AFFIDAVIT**

**(This affidavit is submitted in Lieu of the Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (C) \_\_\_\_\_ (H) \_\_\_\_\_

Volunteer Position(s) Applied For:  PTF \_\_\_\_\_  Other \_\_\_\_\_

I, \_\_\_\_\_ (Name) hereby attest that all information provided below is correct and current. I understand that any false statements can and will be punishable by law.

1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position or is considered temporary.

2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from \_\_\_\_\_ (date ten years prior to current date) to the current date of this application.

3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of child).
- Section 4304 (relating to endangering welfare of children).
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses).
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301 (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
- A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Administrator/Principal of SFCA disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report within 72 hours of the occurrence of such arrest, conviction or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false affirmations, I can and will be subject to criminal penalties.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Attest/Witness: \_\_\_\_\_ Date: \_\_\_\_\_





# Seeds of Faith Christian Academy Student Handbook Acknowledgement Form

(Please complete this form and return it to the Administrative Office)

Student Name(s) (print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_

(For grades 5-12 only)

My signature indicates I have read and understand the SFCA Student Handbook

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_