

StoneGate Christian Academy Parent/Student Supplemental Handbook

This handbook is only a general guideline. The Academy has the desire to be governed by the truth found in our most important textbook, the Bible.

“Thy Word is a lamp to my feet, and a light to my path.”

Psalm 119:105

“He who gives attention to the Word shall find good, and blessed is he who trusts in the Lord.”

Proverbs 16:20

“The grass withers, the flower fades, but the Word of our God stands forever.”

Isaiah 40:8

“They are not of the world, even as I am not of the world. Sanctify them in the truth; Thy Word is truth.”

John 17:16,17

“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work.”

2 Timothy 3:16,17

StoneGate Christian Academy

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Foundations

“For no man can lay a foundation other than the one which is laid, which is Jesus Christ.”

1 Corinthians 3:11

Welcome

The administrators of StoneGate Christian Academy are thankful for the value you have placed on Christian education and for desiring and choosing a Christ-centered education for your child. This handbook provides information regarding our philosophy, policies, and procedures. We believe it will help you have a better understanding of the Academy and our reason for being. It is our prayer that the connection between home, church, and school be a three-fold bond that is not easily broken. We look forward to becoming better acquainted with you as we work together in educating your student in mind, body, and spirit. Through this educational process, we strive to change the world student by student.

For His Glory,

Betty King, Elementary School Principal
Virginia Wirth, Upper School Principal

History

StoneGate Christian Academy was founded in 1976 as Shady Grove Christian Academy, by Olen Griffing, senior pastor of Shady Grove Church. His vision was to provide a place of godly training in the areas of academic and character development. In 2005, SGCA went independent. By 2007, the property was sold and with the move to a new location, a new name was taken: StoneGate Christian Academy. SGCA is a non-profit 501(c) 3, independent, non-denominational, private Christian school supported by families, volunteers, dedicated teachers and staff, alumni, and friends of the Academy.

Vision

To achieve high academic standards as well as godly character, the Academy views itself as a place of training, not as a place of reforming. We do not consider the Academy as the evangelistic arm of the church. Therefore, SGCA is designed to educate students in a Christ-centered environment and for parents who will support the Academy in this endeavor.

As God permits, we will remain true to the original vision: a place of training in character and academics where Jesus Christ is honored as Lord. Out of this vision comes our Mission Statement.

Mission Statement

The mission of StoneGate Christian Academy is to provide a biblically-based education to support Christian families in preparing and equipping their children to reach their full potential in Christ. By placing Jesus first in every area of academics, character training, and extracurricular activities, SGCA seeks to produce students who put their trust in God and who are prepared for life.

“And He (Jesus) is before all things, and in Him all things hold together.”
Colossians 1:17

Statement of Faith

“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work.” 2 Timothy 3:16,17

We believe the following seven tenets of faith are consistent in expressing the core of our belief:

1. in the infallible, authoritative Word of God;
2. in one God, eternally existent in three persons: Father, Son, and Holy Spirit;

3. in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His death on the cross, His atonement through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in that the Bible, consisting of Old and New Testaments, is the inspired and only power and glory;
4. for the salvation of all men, repentance of sin, and faith in Jesus are absolutely essential;
5. that a person is justified through faith in the Lord Jesus Christ alone;
6. in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life;
7. in the resurrection of both the saved and the lost – those who are saved, unto the resurrection of life, and those who are lost, unto the resurrection of judgment.

“Without faith it is impossible to please Him, for the one who comes to God must believe that He is, and that He is a rewarder of those that diligently seek Him.”
Hebrews 11:6

Two Main Spiritual Needs of Our Students

“And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.” Mark 12:30

We believe students who allow God to fulfill the two needs listed below will experience what Jesus referred to as the “abundant life” in John 10:10. We also believe that students who learn how to consistently live this way will be successful wherever they go and whatever they do.

Need #1- To completely give their lives to God and to determine that no matter what difficulties occur, they will, by His grace, always desire to walk in a manner pleasing to God.

“But by the grace of God I am what I am, and His grace toward me did not prove vain; but I labored even more than all of them, yet not I, but the grace of God with me.” 1 Corinthians 15:10

Need #2- To seek God’s will for their lives and commit to live His will by the power of the Holy Spirit for the glory of Jesus Christ.

“And do not be conformed to this world, but be transformed by the renewing of your minds, that you may prove what the will of God is, that which is good and acceptable and perfect.” Romans 12:2

We believe that all people have these needs. Our desire is to see students be servants of God wherever He directs them.

To help the students fulfill God’s will for their lives, we ask that parents and staff be united in prayer for them.

“For this reason also, since the day we heard, we have not ceased to pray for you and to ask that you may be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God.”
Colossians 1:9-10

Philosophy of Education

“See to it that no one takes you captive through philosophy and empty deception, according to the tradition of men, according to the elementary principles of the world, and not according to Christ.” Colossians 2:8

The Academy believes life should be viewed and approached from a God-centered frame of reference. We reject humanism (man being the supreme center of all) and believe in a personal God Who is the creator and supreme ruler of the universe. Therefore, SGCA believes that education is the process of learning to apply God’s truth in all situations resulting in academic excellence and spiritual growth.

Education, knowledge, and truth must not be experienced apart from God. His Word should be interwoven throughout the learning process.

SGCA Commitment to Parents and Students

We commit to train the whole student -- spirit, soul, and body -- under God’s authority (1 Thessalonians 5:23,24) in a safe and respectful atmosphere conducive for teachers to teach and students to learn.

Admissions

“Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge Him, and He will direct your paths.”

Proverbs 3:5,6

Admissions Policy

StoneGate Christian Academy strives to maintain high standards in all areas of our educational process. Therefore, it is not a corrective institution and does not accept students who have run away from home, been expelled from another school, been involved with gang activities, or participated in a substance abuse program.

StoneGate Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs. The Academy accepts students from Pre-Kindergarten (age four by September 1st) through 12th grade upon successful completion of the enrollment process.

The enrollment application and fee schedule may be obtained in the Academy office or at www.sgca.net.

Transcripts

Transcript request forms are available in the school office. Transcripts take a minimum of two days to process. The financial account with the Academy must be current in order for transcripts or grades to be released. You may receive up to three (3) transcripts for free; additional transcripts are available for \$10.00 per sheet.

Please note that graduating seniors will not receive a diploma or transcript until the financial account is paid in full.

Parent Responsibilities

“Know well the condition of your flock, (children).” Proverbs 27:23

“I have no greater joy than this, to hear of my children walking in the truth.”

3 John 4

The Importance of Parental Involvement

One of the most important factors in children doing well in the Academy is parental involvement in the lives of their students. Parents must be involved in their student's academic and social endeavors.

Parent involvement in extra-curricular activities is vital for the success of both the student and the Academy. Parents are expected to be present at their children's activities and Academy events.

Parents are welcome at the Academy to visit their children's classrooms and to have lunch with their children. Upon arrival, please sign in at the office. We ask that teachers would be contacted to give them sufficient time to prepare for parents visiting.

Parent Pledge

The following is the parent pledge that was agreed to in the student application:

We, the parents of _____, having read and understood the academic, discipline, financial, admission, and dismissal policies, as found in the SGCA handbook, agree with those policies and will abide by those rules and regulations set forth.

We further agree:

1. to take the main responsibility for the spiritual growth and direction of our child;
2. to make certain that our child is prepared academically for school, which includes the proper completion of homework assignments;
3. to make certain that our child abides by the hair and dress code;
4. to support the Academy in the discipline and training of our child, which includes detentions, corporal correction, and dismissal when the Academy deems necessary;
5. that in the event of a conflict between my child and the Academy, we agree to request a meeting with the persons involved, withhold opinions until all available information is at hand, not engage in conversation with others;
6. to write an excuse stating the reason for all absences of my child;
7. we give StoneGate Christian Academy or its representative(s) permission to secure any or all medical care considered necessary for our child's immediate safety. I agree to pay all off-campus medical expenses;
8. that failure to live up to the terms of this pledge could be grounds for dismissal and/or the possibility that our child will not be eligible to attend SGCA the following term;
9. that all information on this application is correct and that any false or misleading information would be grounds for dismissal of our child;
10. to give permission for our child to take part in all school activities, including sports and school-sponsored trips away from the school premises. We absolve the school from liability to us or our child because of any injury to our child at school or during any school activity.

Student Conduct

“We have not ceased to pray for you and to ask that you may be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God.”

Colossians 1:9,10

Character Guidelines (Seven Pillars of Wisdom)

As we help our students in their preparation for life, we pray that these seven character guidelines will help them in their growth toward living under the Lordship of Jesus Christ.

The following are SGCA’s “Seven Pillars of Wisdom”:

1. Be kind and respectful to teachers and classmates.

“And be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you.” Ephesians 4:32

2. Be positive and edifying with the words that you speak.

“Death and life are in the power of the tongue.” Proverbs 18:21

“Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” Ephesians 4:29

3. Be a servant to others.

“Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others.” Philippians 2:3-4

4. Be diligent to accomplish your best for the Lord in every area of life.

“Whatever you do, do your work heartily, as for the Lord rather than for men.”
Colossians 3:23

5. Be humble in your achievements and show gratitude to God and others for what they have helped you to accomplish in your life.

“God is opposed to the proud but gives grace to the humble.” James 4:6

6. Be submitted to all authority that God has placed over you.

“Obey your leaders, and submit to them; for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.” Hebrews 13:17

7. Seek to please and glorify God in the things that you do.

“Therefore also we have as our ambition, whether at home or absent, to be pleasing to Him.” 2 Corinthians 5:9

Discipline

“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11

Discipline from God’s authorities may be needed as students progress toward living under the Lordship of Jesus. It should be administered in love with the purposes of encouraging the students toward proper behavior as well as of protecting the overall well being of the Academy.

The teachers are given the responsibility for the discipline in their classrooms. Students will be responsible and accountable for their actions.

Each teacher will make every effort to counsel with a student to remove a problem that may arise. The teacher may contact the parents to inform them of the problem. At this time, a course of action could be determined to help bring about a solution. Review of discipline matters may be accessed through RenWeb.

Depending on the situation, a teacher may call on an administrator for further guidance. The administrator will follow the course of action that is appropriate. This could involve a parent conference, corporal correction, probation, suspension, or expulsion. Regardless of the course of action, we desire that it would accomplish the two purposes of discipline stated previously: to encourage the students toward proper behavior and to protect the overall well being of the Academy.

For students who make bad choices in behavior during school, the consequences will include, but not be limited to, after school detention that same day. The student calling and confessing their behavior will notify parents.

“The execution of justice is joy for the righteous, but is terror to the workers of iniquity.” Proverbs 21:15

Cell Phones and Other Electronic Devices

For PreK – 6th grade, the only electronic device allowed on campus, which may be used before 8:00 A.M. or after 3:45 P.M., is a cell phone.

Cell Phone Policy is in effect between the hours of 8:00 A.M. and 3:45 P.M. for grades 7 – 12. Electronic Device Policy is in effect between the hours of 8:00 A.M. and 4:30 P.M for grades 7 – 12.

Cell phones, Ipods, MP3/CD and DVD players etc. If the item is seen, heard, or its use suspected, it must be surrendered to the authority. Refusal will result in suspension. Limited use of E-Readers and laptops are allowed only per teacher per class. Otherwise policy above pertains.

- 1st offense: The student may retrieve the item at the end of the school day after paying a \$10 fine.
- 2nd offense: The student may retrieve the item at the end of the fifth school day after paying a \$20 fine.
- 3rd offense: The item may be retrieved by a parent or at the end of the school year after paying a \$30 fine.

Ereaders and Laptops: These may only be used on a case by case situation according to the desire of each teacher.

Uniform Violations

All high school uniform code offenses are sent to the office.

- 1st offense: warning and parent notified
- 2nd and 3rd offenses: parent notified and \$5 fine is assessed.
- 4th and 5th offenses: parent notified and a \$10 fine is assessed.
- After five offenses, a \$20 fine is assessed for each successive offense.

Student Pledge

The following is the student pledge as it appears on the enrollment application:

As a Christian student of this Academy, I pledge to uphold the Academy's standards against cheating, stealing, lying, smoking, sex outside of marriage, gambling, drinking alcoholic beverages, using or talking favorably about narcotics, or using indecent or inappropriate language, and will act in a very orderly and respectful manner. I will maintain Christian standards in courtesy, kindness, morality, and honesty. I will strive to be of unquestionable character in dress, conduct, and other areas of life including social networking electronic games and movies. Concerning boy/girl relationships, I will refrain from all physical contact while at school or any school event.

I agree to abide by the above standards of conduct and other regulations expected of each student. If there is ever a question or concern involving any aspect of the Academy, I agree to resolve it in an appropriate manner, and I will not speak negatively or critically about the Academy or staff.

I understand the consequence for breaking the student pledge is suspension and/or possible expulsion.

Uniform Code

"I put on righteousness, and it clothed me."

Job 29:14

General Uniform Requirements

The Uniform Code is in effect between the hours of 7:30 a.m. and 3:45 p.m.

- Our uniform carrier is Mills Uniform Company; our School code is 3352.
- Uniforms should be the correct size and worn properly. Slouching pants and tight shirts are not acceptable.
- Accessories should not detract from the uniform appearance.
- Uniform must be clean and pressed

As was previously noted, parents have agreed to be responsible for their children abiding by the uniform code.

Note: Because we wear uniforms, it is easy for the children to mix up clothes. In order to prevent this confusion, please clearly label each article of clothing with your child's full name.

Specific Uniform Requirements

GIRLS

PreK - 3 Jumper – Zip-front

Pre-K4 – 6 Navy, Red or White Polo - short or long sleeve
Navy Slacks – flat front twill-blend
Navy Shorts – Stretch-twill
Shoes – Predominantly white or black athletic shoes
Socks – White or black
Navy Sweater Cardigan – (optional)
Belt – Plain black (no adornments)

Grades 4 - 6 Navy Skirt – Five box pleats
Shoes – Predominantly white or black athletic shoes
Socks – White or black
Navy Sweater Cardigan – (optional)
Belt – Plain black (no adornments)
Navy, Red or White Polo - short or long sleeve
Slacks – Girls Pants Flat front twill-blend

Grades 7 - 12 White Oxford - long or short sleeve shirt
Plaid Skirt – Five box pleats (no more than 3” when kneeling on ground)
Navy Slacks – (Wednesday’s only)
Navy Blazer – Poly-hopsack
Belt – Plain black (no adornments)
White or Navy knee socks or tights
White/navy saddle shoes
White or Red – Polo Short or long sleeve (MWF only)
Navy or Red Sweater Vest (optional)
Navy or Red – Sweater Cardigan (optional)

BOYS

Pre-K4 – 6 White, Red, or Navy – polo short or long sleeve shirt
Navy Pants – Pleated or flat front
Navy Shorts – Pleated, or flat front
Shoes – Predominantly white or black athletic shoes
Socks – White or black
Belt – Plain black (no adornments)
Cardigan – Acrylic V-neck (optional)

Grades 7 - 12 White Oxford - long or short sleeve shirt
Navy Pants – Pleated, relaxed fit or flat front
Navy Blazer – Ploy-hopsack
Belt – Plain black (no adornments)
Black socks
Black dress shoes
Red or White long or short sleeve polo short shirt (MWF only)
Navy or Red - V-neck acrylic with school logo Sweater Vest (optional)
Navy or Red- Sweater Cardigan Acrylic (optional)

***9 - 12: SGCA letter jackets & SGCA sweatshirt are approved Monday, Wednesday, and Friday.

7-8: SGCA sweatshirt is approved Monday Wednesday and Friday.

7-12 FULL DRESS (Tuesday and Thursday) the Navy blue blazer, sweater vest, or cardigan must be worn. Tie, of appropriate nature, is required on Tuesday and Thursday for all students as part of the full dress uniform. ***

P.E. Uniform Requirements

P.E. uniforms must be purchased through the Academy office for grades 3-12.

Dress -Up Day Information

At various times in the year, the students will be allowed to wear dress clothes. Below are the general guidelines.

Please remember that modesty is the standard for all of our clothing.

Girls: Dresses, skirts, blouses, and pants must meet Academy standards for length and appropriateness. (Please: no bare shoulders, bare backs, spaghetti straps, tube tops, or exposed midriffs.)

Boys: Dress pants and dress shirts.
No jeans or tee shirts.

Regular school uniforms may be worn by all students.

Dress -Down Day Information

For dress down days (paid fundraisers for the school) Jeans and t-shirts may be worn. No athletic wear allowed except shoes. No Pajama pants. No backless shoes allowed. Other casual pants, skirts, capris, blouses, and shirts may be worn if modest and appropriate.

Dress Code for Field Trips

The teacher, depending on the destination and the purpose of the field trip, will determine dress guidelines for a field trip.

Dress Code for Extracurricular Activities

The general rule to follow is that all students are to dress modestly and in a manner that glorifies God. Students are not to wear clothing that promotes drugs, alcohol, immoral behavior, questionable movies, gangs, or anything using profanity.

Non-SGCA students or parents visiting should abide by the general spirit of these guidelines.

We appreciate your cooperation and support in these matters.

Guidelines

Shirts (No lower than 1" below collarbone and long enough that skin does not show no matter how you move)
Pants/Jeans
Shorts (mid thigh)
(2" above knee or longer)

Never Appropriate

Visible underwear
Cleavage
Short shorts
Midriffs
Strapless, spaghetti straps, Skirts/dresses or halter tops

Grooming

Hair should not take away from the appearance of the uniform. No unnatural colors or styles. Gentlemen shall be well groomed: no facial hair (without special permission), no headbands/sweatbands, or hair in eyes, must be clean and neat; professional. Ladies shall also be well groomed with no hair in eyes. Piercings are not allowed for boys and only the ears (2 holes each ear) and very small nose stud is allowed. Tattoos (if you have them) may not show.

Academics

“How blessed is the man who finds wisdom, and the man who gains understanding.”
Proverbs 3:13

Academic Placement

Students will be placed in the grade indicated by their previous scholastic records. When necessary, an achievement appraisal will be administered to determine a student's ability to have success at the particular grade in question.

If a student is unable to succeed at the grade to which he is assigned, a conference will be held with the parents, student, teacher, and administrator. If no alternate solution is found, the student may be required to go to the next lower grade or be retained in the same grade at the end of the school year.

Curriculum

SGCA selects varied quality curriculum from Christian publishers, as well as screened and selected secular materials.

Grading

Various grading methods are used for Pre-K4 thru 2nd grade.

Grades 3 thru 12

98-100	A+	83-85	B-
94-97	A	80-82	C+
92-93	A-	77-79	C
89-91	B+	75-76	C-
86-88	B	70-74	D
		Below	F

Graduation Requirements

"Commit your works to the Lord, and your plans will be established."

Proverbs 16: 3

There are two graduation programs offered: College Prep and College Equivalency.

The requirements of each are as follows:

Subject	College Prep Program	Advanced Program
Bible	4 Credits Required	4 Credits Required
English	4 Credits Required (Here)	4 Credits Required (Here)
Social Studies	4 Credits Required (World History I, World History II, U.S. History, Govt./Economics) .5 Criminal Justice	4 Credits Required (World History I, World History II, U.S. History, Govt./Economics) .5 Criminal Justice
Fine Arts	6 Credits Required (1 music each year)	6 Credits Required (1 music each year)
Speech	1 Credit Required	1 Credit Required
P.E.	1.5 Credits Required	1.5 Credits Required
Math	5 Credits (Algebra I, Geometry, Algebra II, Advance Math, Advanced Math II) .5 Financial Peace Money Management	4 Credits (Algebra I, Geometry, Algebra II, Advance Math, or Business Math) .5 Financial Peace Money Management
Science	4 Credits (Conceptual Physics, Biology, Anatomy & Physiology Chemistry, or other Adv Science)	4 Credits (Conceptual Physics, Biology, Anatomy & Physiology Chemistry, or other Adv Science)
Computer	1 Credit	1 Credit
Language	2 Credits Required	2 Credits Required
Leadership	.5 Credit	.5 Credit
Electives	1 Credit	2 Credit

These requirements are not meant to be a limiting factor but rather are meant to help give direction to the students. Therefore, students in one graduation program may take classes from another program. All students are on the college prep program unless otherwise approved by the administration and parents.

During the junior year, the student **must** take the ACT and during the senior year the student must take the SAT college entrance exam. The valedictorian and salutatorian will be selected from seniors who have been at the Academy for at least two high school years. Diplomas and transcripts will be issued only to those students who have completed all work required for graduation. Graduating seniors will be issued an exit form, which is due the end of April. All issues must be resolved and turned in by the second Wednesday in May in order to participate in the senior trip and graduation exercises.

Students are required to have a minimum of 20 hours of community service per year attending SGCA.

Class Change or Drop Policy

Non-core courses may be dropped or changed without academic consequences up to the **first mid-quarter** with faculty and administrative approval.

Homework

Homework not only prepares the students academically, but it also provides for them to develop the character qualities of diligence and faithfulness -- diligence to do their very best work and faithfulness to get the work in on time. Students who miss school assume the responsibility to check RenWeb for any make-up work.

All homework assignments are required to be turned in on time. In grades 7 - 8, when an assignment is not turned in for whatever reason, a student will be required to call their parent and inform them of the situation and to attend detention after school that day to work on the assignment. Whatever they complete between 3:45 – 4:15 p.m. is what they will get graded. 9 – 12 is a zero for all work not turned in on time. Individual issues will be addressed when necessary.

RenWeb

RenWeb is a multi-purpose software that we use to perform many of our school tasks. It is also available to you to monitor your child's progress at school.

To use RenWeb, you must have an email address on file with the school.

1. Go to www.RenWeb.com
2. Click on LOGINS then ParentsWeb login

3. Enter our district code (SGA-TX)
4. Then enter your email address

If your email address is on file with us, RenWeb will email you a password. After you have received your password, you will still need to use the district code, email address, and your password to log on to the RenWeb site.

You can go to RenWeb as often as you like to check on accounting, attendance, grades, discipline, school calendar, lunch menu, and the school directory. You can also email your child's teachers from the site. If you run into difficulty, call the school office for assistance.

Report Periods

There are four report periods, each consisting of approximately nine weeks. Report cards are issued after the end of each quarter. They will indicate achievement in all subjects as well as evaluate other areas such as citizenship, social development, and spiritual growth. See School Calendar for dates. There will be a blackout period of one week on RenWeb while grades are finalized. You will be able to check RenWeb for report card grades the Friday after grades are released.

The parent must pick up elementary report cards; upper school report cards can be viewed on RenWeb. Students may only pick up their report card with parental permission.

Testing

In addition to regularly scheduled classroom exams, an achievement test will be administered each spring for Kindergarten thru 11th grade.

Sophomores and juniors will take the College Board PSAT in the fall. Sophomores will also take the preliminary ACT test (called the PLAN) in the fall.

Textbooks

The school will provide all required texts for the students' use during the school year, with the exception of required reading. During the last week of school, books are collected and evaluated for wear and damage. Costs for lost books or excessive wear and/or damage to books will be charged to the account of the responsible family.

Absence/Tardy Policy

“Let all things be done properly and in an orderly manner.”

1 Corinthians 14:40

Importance of Regular Attendance

In order for your children to gain the most in school, they must be in regular attendance. Students who have good attendance generally achieve higher grades and enjoy school more. Students must attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, responsibility, and respect.

Lower School Absence/Tardy Procedure

1. Lower School students arriving late should report directly to their classroom.
2. Lower School teachers will keep absence and tardy records for their classes.
3. Excessive tardies or absences could be cause for a parent/principal meeting.
4. The maximum days absent per year are 18. Absences over 18 must be made up.
5. If the student was at a doctor/dentist appointment, a note from the doctor/dentist showing the date and time of the appointment must be turned in at the office upon arrival at school.

Middle and Upper School Absence/Tardy Procedure

1. A student who is absent or tardy must check in at the school office before going to class. The student should bring a note from his/her parents explaining the reason for the absence or tardy. If the student was at a doctor/dentist appointment, a note from the doctor/dentist showing the date and time of the appointment must be turned in at the office upon arrival at school. **IMPORTANT:** The note must be received within **two days** of the student’s return to school, or the absence will remain unexcused. This note does not automatically excuse the absence/tardy. An illness, death in the family, attendance at a funeral, a doctor/dentist appointment, or a planned absence (see Middle and Upper School Planned Absences below) are the only events constituting an excused absence or tardy.

2. In the event of an excused absence or tardy, all work will still be required of the student. Students who are absent for either part of or all of a day are required to check with their teachers for any possible make-up work. The student bears the responsibility to check with the teacher regarding missed work. **For all unexcused absences or tardies, the student will receive a zero for all assignments due that class or day.**
3. A teacher may require an assignment due or a test to be taken on the day of a student's return if the assignment due date or a test date had been set in advance (term papers, book reports, mid-terms, etc.).
4. The maximum days absent per year are eighteen. When a student accumulates twelve absences (excused or unexcused) in the first semester and/or seventeen in the second semester, he/she will need to attend **four hours of after school detention** to erase an absence and remain within the allowable number of days absent. There is a fee of \$25.00 per detention. Excessive absences not properly taken care of could result in repeating the year.
5. When a student is tardy to school or has an in-house tardy (late getting to class from another class without permission), it is a disruption to the students and to the teacher. Therefore, we want students to be in class when the tone sounds for each period. **To encourage promptness, a student will attend one two-hour, after school detention for each accumulation of four tardies. There is a \$15.00 fee for each detention.** Tardies not properly taken care of could be cause for suspension.

Middle and Upper School Planned Absences

Parents will need to notify the school office of any class(es) a student will be missing for anything other than doctor/dentist appointment, illness, or funeral. For example, these absences might include but are not limited to the following: obtaining a driver's license/permit, being a participant or spectator at any sporting event, fine arts participation, field trips, visiting with guests, trips out of town, senior college day, etc. The student will then need to have a **Student Event Release Form** filled in by each teacher whose class will be missed and must also be signed by a parent and an administrator. Please be aware that the principal will not sign the form unless it is filled out by the teacher(s) and signed by a parent. This form must be turned into the office **the day before the absence occurs**. Students will not be permitted to call parents for verbal permission. Failure to have this form completed and turned in will result in an unexcused absence. Please review the Absence/Tardy Policy in the Parent/Student Supplemental Handbook. All missed work is due upon return to each class.

Activities

“Whatever you do, do it heartily as to the Lord and not to men.”

Colossians 3:23

Purposes for Activities

Activities at SGCA have three main purposes for our students:

- to develop the gifts, talents, and abilities that God has given to them;
- to develop the character of Christ and to minister the life they have in Jesus to others;
- to have fun.

Activities in General

SGCA provides many opportunities for the students to be involved in activities beyond the classroom. These include areas of academics, athletics, fine arts, and community service. There may be additional fees required to participate in an activity. Students participating in activities must meet all eligibility requirements.

Just like any enduring educational institution, we have developed traditions over the years that we deem important to the life of our student body: Junior/Senior Banquet, Senior Mission Trip, Spirit Week, Senior Bonding Day, etc. Participation in these traditions is vital to our students’ sense of school pride and camaraderie with fellow students. It is expected that students and parents will be actively involved.

A Word about Athletics

Because of direct competition, athletics provides many opportunities for players, coaches, and fans to develop the character of Christ. Therefore, the following are guidelines for all of us to help make the athletics at SGCA more enjoyable and beneficial for all:

- Please cheer for our team rather than against the other team.
- Please refrain from any negative or derogatory comments directed toward athletes, coaches, referees, or fans. This can be a challenge, so let us agree to pray for one another.
- Please remember that people from other schools who come to our gym or home field are our guests, so let us all treat them with sincere hospitality.

We desire that any event would be enjoyed, regardless of the outcome.

Please remember! Our main goal whether at home or away is to be pleasing to God in all that we do and to have the fruit of the Spirit seen in the lives of the students, staff, and parents (2 Corinthians 5:9, Galatians 5:22,23).

Special Events

“Whether, then, you eat or drink or whatever you do, do all to the glory of God.”
1 Corinthians 10:31

Field Trips

Field trips to integrate learning serve several purposes for the students:

- Cultural experience
- Social interaction
- Fellowship
- Acquaint students with community awareness

Field trips are part of the curriculum. These trips are designed for parents/guardians and/or grandparents and the student. Parents/guardians and/or grandparents may act as chaperones for a group of students. Outside friends are not permitted to go on field trips.

Students and chaperones must follow the field trip dress code that will be provided on the permission slip.

Small fees may be charged to cover expenses. Students and parents will be notified by teachers of any pertinent information regarding field trips (i.e., date, times leaving and returning, and dress code). Personal radios, CD players, electronic games, etc. are not allowed on the field trips.

Fundraising

Fundraising is an important part of Academy finances. Realizing that tuition and fees do not cover the expenses necessary to operate the school on a daily basis, we endeavor to supplement the finances through various fundraisers.

Junior-Senior Banquet

The Junior-Senior Banquet is intended to give the junior class an opportunity to honor the senior class and takes place in the spring of each year. Juniors and Seniors are expected to attend this event with their parents.

Parties

At various times in the year, there will be class parties at the Academy. Parents are always invited to participate. If parents choose to bring food, we ask that they would please make arrangements with the teacher.

Individual birthday parties are not held at the Academy. We also ask that you do not send selective birthday party invitations to school unless either the whole class or all of the boys or all of the girls are invited.

Pictures

Individual pictures will be taken during the school year and are available for purchase. See School Calendar for Picture Day.

Senior Trip

The Senior Trip is very important in the lives of the senior students. The trip provides opportunities for the Lord to speak *through* students for the benefit of others or to speak *to* students to clarify His will for their lives. Depending on the Lord's direction for each class, the seniors and their sponsors may travel to destinations either in the United States or in other countries. Each senior class participates in various fundraising activities and work projects whose profits go toward the Senior Trip. All seniors are expected to participate.

General Information

“For from Him and through Him and to Him are all things. To Him be the glory forever. Amen.”

Romans 11:36

Chapels

SGCA has chapel services each week. For grades PreK4-6, chapel is on Tuesday from 8:20 A.M. to around 9:00 A.M. Chapel for grades 7-12 is every day from 8 – 8:30ish. Chapels provide an opportunity for the student body and the faculty to come together to worship the Lord Jesus and receive teaching from the Word of God.

Chapels are held in the auditorium, and parents are always welcome to attend after first signing in at the office. Please feel free to sit with your student’s class.

Complaint Procedure

“If possible, so far as it depends on you, be at peace with all men.”

Romans 12:18

“So then let us pursue the things which make for peace and the building up of one another.” Romans 14:19

Parents or students having a complaint about some issue are encouraged to present the matter directly to the staff member involved. However, if a parent or student is uncertain as to how to resolve a situation, they may contact an administrator for input on the best way to bring about a solution.

It is requested that these matters be taken up with teachers during non-teaching hours if at all possible. It may be necessary at times for a conference to include all parties involved along with an administrator. Please do not allow an item of concern to “fester” or grow out of proportion.

There may be times when you will write a note to a teacher wanting clarification on an issue. We ask that any correspondence of this nature be sealed in an envelope with the staff member's name on the outside.

May we all follow this admonition of Paul:

“...being diligent to preserve the unity of the Spirit in the bond of peace.”

Ephesians 4:3

Crisis Action Plan

“For God has not given us the spirit of fear, but of power and love and a sound mind.”

II Timothy 1:7

Scenario 1 – Military action (war abroad)

- Maintain all school classes and activities
- Heighten awareness of campus security

Scenario 2 – Terrorist action in the United States

- Heighten awareness of campus security
- Restrict access to campus buildings
- Suspend off-campus activities
- Allow students to leave with parental permission only
- Make decisions regarding extracurricular activities

Scenario 3 – Terrorist action in the DFW area

- Heighten awareness of campus security
- Restrict access to campus buildings
- Restrict any unnecessary outside activities
- Suspend off-campus activities
- Allow students to leave with parental permission only
- Make decisions regarding extracurricular activities
- Be prepared to completely lock down campus buildings
- In the event of a school lock down, all students and staff should be prepared to assemble in the main academy building.

Scenario 4 – Terrorist action in the DFW area involving biological or chemical weapons

- Lock down campus buildings
- All students and staff assemble in the main academy building
- Shut off all HVAC units
- Suspend off-campus activities and extracurricular activities
- Allow students to leave with parental permission only

Emergency Drills

Students will participate in fire and disaster drills during the year. The following directions are to be followed:

Fire Drill

A series of short sounds from the bell system are used in case of fire. Students will proceed in a quiet, orderly manner to the place designated for fire drills. Teachers will be sure that lights are off and that the door is closed but not locked. Students will be silent and follow directions. Classes will be notified by a member of the school staff when the building is clear for re-entry.

If necessary, the staff may give instructions to proceed in an orderly manner to another designated area.

Disaster Drill (tornado or severe storm)

A series of long sounds from the bell system are to be used in case of tornado or severe storm. Teachers will take their students to designated areas in the building. Students will sit quietly next to the walls and cover their heads at the teacher's instruction. All students should stay away from glass. Students will return quietly to class when notified that all is clear.

Students and staff are not to be located in the parking area or driveways at any time during emergencies. All access must remain open for emergency vehicles.

Extra-Handbook Issues

Decisions on issues not mentioned in this handbook will be made by the Administration on the basis of the overall well being of the Academy. Please remember, the Academy is to be guided by the truth found in God's Word, the Bible.

First Aid

Students who have a contagious condition must be kept home and away from school. Students who become ill at school will be prayed for. After visiting the office, if they are unable to return to class because of illness, parents will be asked to pick them up.

The school will provide simple first aid but will not administer any drug, including Tylenol, Advil, aspirin, etc., unless sent and authorized by the parents. A note must be given to the Academy office giving permission for medication to be administered to the student. Please include the name of the child, the name of the drug, the dosage and frequency. Students will not be allowed to take the medication apart from staff supervision. Parents will be called in all cases of emergency.

Identification of Personal Property

Please label all objects of personal property, i.e., lunch box, Bible, clothing, etc.

Immunizations

The State of Texas requires each student to have a medical history/immunization form on file with the Academy.

Inclement Weather

In the event of inclement weather and possible school closing, parents are advised to get the necessary information from the following media sources: WBAP News Radio, 820 on the AM dial; NBC Channel 5; ABC Channel 8; KLTU Radio, 94.9 on the FM dial.

Lockers

Students' lockers are the property of the Academy. An inspection of lockers may be conducted by Academy authorities for any reason. Lockers must be maintained in accordance with Academy standards and guidelines.

Lost and Found

The Academy lost and found is located in the lunchroom. Students and parents are encouraged to look there first for any item that has been misplaced or forgotten. Items not claimed will go either to the Swap Shop or to charity.

Lunch

Lunch is served five days per week (elem.), three to four days per week (upper) with assistance from various student groups and parents. Please refer to the monthly Academy calendar for menus and prices.

If students bring their lunches from home, **no** kitchen services will be available, i.e., refrigerator, microwave, stove, oven, utensils, cups, ice, etc. Lunches must be eaten in the lunchroom or other designated areas. Students must stay in lunchroom until they are dismissed to go to class. *EXCEPTION: Microwaves available for upper school only.

Parents/guardians are welcome to come to the Academy and have lunch with their children. Please contact teachers when you desire to have lunch with your children, and sign in at the office upon arrival.

Off-Limit Areas

Students are not allowed in the following areas:

- any area of the auditorium building without permission;
- any part of the gymnasium building other than the gym without permission;
- classrooms other than where the students are supposed to be;
- beyond Academy boundaries after arriving in the morning or before leaving in the afternoon;
- parking areas at any time except for arrival and departure;

IMPORTANT: All off-limit areas are to be observed until parents pick up their children or pre-approved exceptions are made.

Parent Volunteers

We greatly appreciate parent volunteers. Please call the Academy office for opportunities to serve.

Permission to Leave Campus

Students must have permission from the Academy office and parent to leave campus. Any time a student leaves campus before the end of the school day, they must sign out in the Academy office.

Prohibited Items

The following items are not allowed: weapons, fireworks, laser pointers, limited: games, magazines or books not assigned or permitted by the Academy.

Re-Enrollment/Open Enrollment

The Academy will begin re-enrollment and open enrollment in February.

School Calendar

The School Calendar contains a yearly listing of school activities and events. These include academic report periods, days off, and other event listings that will help parents and students in their planning. The School Calendar is available in the Academy office or on our website at www.sgca.net.

School Hours

Before School Supervision.....	7:30 A.M. – 8:15 A.M.
Grades Pre-K4 – 3	8:30 A.M. – 3:00 P.M.
Grades Pre-4 - 6	8:20 A.M. – 3:20 P.M.
Grades 7 – 12	8:00 A.M. – 3:30 P.M.
After School Care.....	3:20 / 4:00 P.M. – 5:30 or 6:00 P.M.

Student Drop Off and Pick Up Procedures

Please note the following important instructions:

One pickup line/drop off line should be formed and not each person forming their own line. A staff person has the authority to motion an automobile forward if progression has been thwarted. Please be courteous by kissing and hugging or praying with your student before you enter the area to which you are dropping them off.

- **Lower School:** In the morning, upon entering the property, drive to the far east end of the parking lot and circle to the covered walkway. Please wait your turn. Students may be dropped off at the covered end and watch your student walk up to the cafeteria door. You may also park in a marked space and walk them up to the door. Once they are in the door, they are now under our umbrella of protection. Courtesy in the drop-off or pickup line should be observed at all times. If you need to drop off your student quickly, then please park and bring your student into the cafeteria.
- **Lower School:** In the afternoon at dismissal time, one of the staff will walk your student to the designated vehicle for pickup. This in turn, will transfer that umbrella of protection back to you. If you need to pick up your child quickly, please park and walk up to the designated area where a staff person will release them to you.
- **Lower School:** For parents who are waiting for students to be picked up at a little later time in the P.M., please do not obstruct the flow of traffic for parents who are there to pick up only elementary children that are released at 3:00 P.M.
- **Upper School:** Enter the west entrance drive around and drop off or pick up students from the student entrance. IF you are running late, please drop them off at the front entrance walkway.
- **ALL LEVELS:** All students not picked up by 4:00 P.M. will go into After School Care. Please see the section in the handbook on After School Care for more information.

Student Sexual Harassment Policy

Employee - Student and Student - Student

SGCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation, and harassment. This includes sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Student Supervision Before and After School

Before School Care:

- Students are supervised by Academy staff beginning at 7:30 A.M.
- A study hall atmosphere will be maintained.
- Students may eat a snack with the responsibility to clean their own areas.
- Students may not come and go.
- Students in grades 7-12 will go into the lunchroom until 7:50 A.M.

After School Care:

- Students are supervised after school until 3:20 P.M.
- All students not picked up by 3:20 P.M. (4:00 US) will be part of After School Care with the exceptions of those involved in sports practices or high school activities or tutoring.
- There is a fee for After School Care. Payments are due that day or may be paid in advance. US fees can be billed to your account.
- For further information on After School Care, please pick up an information sheet in the Academy office.

Telephone Use

Students are not allowed to use the office telephone except in emergencies. The office staff will determine what qualifies as an emergency. Parents are discouraged from calling their children **except when absolutely necessary**. Likewise, teachers will not be called to the telephone except for emergencies. Messages to the teachers will be relayed and the call returned at the first available opportunity.

Visitors

SGCA maintains a closed campus policy. All visitors must have permission to be on campus from the school office.

Parents, grandparents, and guardians, and approved pastors are welcome to visit the school at any time. However, we ask that you notify your child's teacher of the day you plan to visit. Please sign in at the Academy office before proceeding to the classroom.

Alumni, SGCA students' friends and students from other schools are not allowed on the campus at any time unless working for the academy in some capacity.

Weapons or Threats

If weapons are brought to school or threats made to students or staff, the offender will be sent home and a conference required before the student may return. The student could be removed from school and face possible legal charges.

Withdrawal Procedure

Parents desiring to remove their children from the Academy must notify the office in order for transcripts to be completed and for accounts to be settled. No student records will be released until all outstanding fees are paid and all textbooks, uniforms, and equipment (band, sports, etc.) are returned.