



Educating today's children to be tomorrow's Christian leaders

Sicklerville United Methodist Church
406 Church Road, Sicklerville, NJ 08081
Telephone (856) 728-2001
www.sicklervillechurch.com
www.SJChristianAcademy.org

Student Handbook 2019 – 2020

Mrs. Judy Orme, Principal
Mrs. Nancy Hester, Business Administrator
Mrs. Wendy Bauman, Office Administrator
Mr. Jon Castano, Accountant

*South Jersey Christian Academy is a ministry of Sicklerville United Methodist Church
and is governed by and is under the direction of the Administrative Board.*

[Table of Contents](#)

MISSION STATEMENT:..... 5

VISION STATEMENT: 5

WHAT MAKES US SPECIAL: 5

ADMISSION POLICY..... 5

REGISTRATION, ANNUAL FEES, TUITION, FINANCIAL CONTRACT, PAYMENTS & EXTRA CARE 6

FACULTY 6

ATTENDANCE – UPDATED 8/2018..... 7

Hours.....7

Drop-Off7

Late Arrivals.....7

Absences7

Dismissal.....8

 Early Dismissal.....8

Vacations.....8

Emergency Late Openings / School Closings8

Birthdays9

Cell Phones9

Conduct and Discipline9

 Student Body.....10

 Suspension11

 Expulsion11

Dress Code – REVISED 8/2018..... 11

 Grades K – 8th11

 Preschool / PreK-4.....11

Emergencies 12

Emergency Drills	12
Health.....	12
Indicators for keeping your child home:	12
Other healthy reminders:.....	12
Lunch – REVISED 9/2019	13
Medication	13
Prescription Medicines.....	13
Non-prescription Drugs	13
Parental Concerns / Teacher Meetings	14
Recess.....	14
Safety Patrol	14
Study Skills.....	14
Telephone Usage	15
Textbooks	15
Toys (Personal Possessions).....	15
Transfers.....	15
Transportation Form (B6T).....	15
Visitors/Volunteers.....	15
ACADEMIC INTEGRITY.....	17
GRADING.....	17
Kindergarten.....	17
First through Eighth Grade.....	17
Homework.....	17
Report Cards.....	18
Promotion and Retention	18
Standards for Promotion.....	18
Promotion-Retention Committee	18
Testing Program.....	18
Extra Credit.....	19

ASSEMBLIES / FIELD TRIPS / AFTER SCHOOL ACTIVITIES.....20

AWARDS CEREMONY.....20

BACK TO SCHOOL NIGHT20

CALENDAR20

SPIRIT DAYS20

PRESCHOOL, PRE-K4 AND KINDERGARTEN ORIENTATION.....20

PARENT TEACHER FELLOWSHIP (PTF)20

APPENDIX A.....21

About Us

Mission Statement:

The mission of SJCA is to make disciples for Jesus Christ by offering an affordable Christian education for students in Pre-school through Grade 6 in the South Jersey area. We accomplish this at SJCA by providing an exciting and safe atmosphere that promotes positive self-esteem, is challenging, motivating, and academically rigorous. We are committed to the enrichment of each child by providing a nurturing Christian setting. Our hope is to build a strong bond between the child, the parent and the school, while developing a personal relationship with our Lord and Savior. Succinctly, we are *educating today's children to be tomorrow's Christian leaders.*

Vision Statement:

Our vision is to become a recognized leader among Christian schools in the greater South Jersey area, with a reputation for academic excellence, demonstrated Christian commitment across the curriculum and noteworthy service and outreach to the community.

What Makes Us Special:

Our academic curriculum is a hands-on approach and focuses on every area of development; academic, spiritual, as well as social. All our teaching staff are highly qualified. Students enjoy our small class sizes. While praising and rewarding their strengths, every child is also encouraged to strengthen their areas of weakness.

Admission Policy

South Jersey Christian Academy Elementary Program admits children of any race, color, creed or ethnic background to all the rights, privileges, programs and activities made available to the children of the school. Children entering kindergarten must be 5 years old by October 1st and must be up-to-date with immunizations. Their immunization record must be signed by the child's physician annually and must be on file with the school office to attend school.

South Jersey Christian Academy Preschool Program is for children ages 2 ½ through 4 years old. Our Pre-K4 program is designed for children attending 5 days per week, who will qualify for Kindergarten the following school year. All children in these programs must be up to date with immunizations and their immunization record must be signed by the child's physician and on file with the school office to attend school.

We request that children be fully potty-trained and out of diapers. However, we also understand that very young children will need to have that training reinforced and encouraged while at school. We anticipate and prepare for accidents! We ask that all children in Preschool and Pre-K4 have a complete change of clothes available in the classroom. These should be in a large Ziploc bag clearly labeled with the child's name. Please keep in mind that these clothes will need to be changed out during the school year to be season appropriate.

Registration, Annual Fees, Tuition, Financial Contract, Payments & Extra Care

Please refer to the current year *Tuitions, Fees & Financial Policies* document.

Faculty

The faculty has been carefully selected based on their Christian testimony, education and teaching experience. They are dedicated to loving the children and providing them with a truly Christian education.

School Policies

Attendance – updated 8/2018

Hours

Our school day begins *promptly* at 8:15am and dismissal *begins* at 3:00pm.

Before Care hours are 6:45 to 8:00am. After Care hours are 3:15 to 6:00pm. *Please see the current Tuition / Fee Schedule for cost.*

One of the most valuable skills a student can learn from his/her parent/guardian is the responsibility of arriving at school each day on time. This skill can easily be accomplished and will transfer as an asset for the future.

Drop-Off

During the morning, student drop off is from 8:00 – 8:15 am. Parents are to drive up to their child's drop off location and remain in their vehicle. A teacher or member of our safety patrol will escort the child to the building where they will proceed to their classroom. Prior to 8:00 am children must be signed into before-care by parent/guardian. If you arrive prior to 8:00 and do not want to sign your child into before-care, please wait with your child in your vehicle in a designated parking space.

Late Arrivals

A priority at South Jersey Christian Academy is to use instructional time productively. Regular and punctual attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student and parent/guardian recognize the sequential nature of instruction and that any unnecessary and/or excessive absences severely impact the educational process. Late arrivals are also disruptive to the classroom.

At 8:15am students are to the classroom. Students who are not in line at this time are considered tardy.

Students arriving after 8:15 ***must report to the office with a parent/guardian*** to obtain a late pass.

Any work missed because of arriving late will be required to be made up.

*Please note that all **PreK-4** students should strive to be here by 8:15 am and all **Preschool** students by 9:00 am as this is when their instructional time begins. Although we expect promptness at this level, the consequences that apply to older grades will not apply to PreK-4 and Preschool.*

Absences

It is the parent's responsibility to report absences to the office by 9:00am. A student must attend school regularly to achieve the maximum opportunity to learn. Regular attendance is the responsibility of parents / guardians and students

A written note from a parent is required when a student returns to school after being absent. A physician's note is required after three (3) consecutive day's absence. All notes will be added to your child's record.

Parents will be reminded of the need for regular attendance and notified by letter or telephone if the days absent exceed **5 days**, combined or in an observed pattern.

A mandatory meeting with parent/guardian and the Principal to discuss and develop an intervention plan regarding attendance if the days absent exceed **10 days**, combined or in an observed pattern.

Should absences rise to **20 days or more**, combined or in an observed pattern, a conference between the parents and school officials will be scheduled and may result in possible retention.

Students who have a pattern of chronic tardies/absences will not be eligible to participate in field trips and other activities at the discretion of the Principal.

Perfect attendance awards and special recognition will be given at the end of the school year.

Dismissal

Dismissal **begins** at 3:00 pm. Please notify the office, in advance, if the need arises for you to pick up your child prior to 3:00 pm.

Children will be dismissed with their class from a station at the back of the building. Parents are to remain in their car and drive up to their child's dismissal location at which point a member of our staff and/or safety patrol will escort your child to the car. Please be advised that your child will not be released to anyone other than those individuals designated on the registration form. We will gladly allow your child to go home with another if you provide a written request. In such an instance, please direct that individual go to the school office. After photo identification has been provided, your child will be released. Children staying for after-care will be taken directly to Fellowship Hall. *During inclement weather, students will be dismissed from the classroom. Please follow the parking lot diagram for dismissal.

Early Dismissal

If a student leaves school prior to normal dismissal, the parent must sign their child out in the school office; the classroom will be called, and the student brought to the office. If a student leaves **prior** to 12:00 pm this will be considered an absence for the day.

Vacations

Parents should try to arrange vacations during school breaks. If this is not possible, please give the teacher ample notice. The amount of work and due date assigned is up to the discretion of the teacher. Special circumstances will be discussed with the school principal.

Emergency Late Openings / School Closings

SJCA reserves the right to close school early, open late or cancel school for the day due to inclement weather or any emergency situations. SJCA follows the Winslow Township School

District for school closings and delayed openings due to weather. SJCA will also send out emails and text messages as communication. We will also announce closings, early dismissals and late openings on 6ABC.

Birthdays

Birthday parties should be celebrated at home. Invitations to parties may only be given out in class if ***all students*** receive one. Your child may share their special day with their classmates by bringing *store bought* cupcakes or cookies, with the ingredient listing attached, to accommodate any student with allergies. Please arrange with their teacher *in advance* to avoid multiple celebrations in a day as we want each child to feel special. Please coordinate with your students teacher so that a child's birthday is only celebrated once at school.

Cell Phones

Cell phones are not to be used during school hours. All cell phones brought to school by students must be turned off at the beginning of the day. If used during school hours, phones will be confiscated.

1st Offense - confiscated and returned to the student at the end of the school day.

2nd Offense - confiscated and parent must arrange to pick it up.

The office phone is available for use by the students in case of emergency.

Conduct and Discipline

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school, at school activities or during the time they are away from school. Students and parents understand that the school reserves the right to impose discipline, including expulsion, based upon conduct which occurs outside of the school. SJCA has identified three overarching school-wide expectations for general conduct which reflect the needs of the school community and that have been adopted:

***Be Respectful**

***Be Responsible**

***Be Safe**

Expectations and behavioral skills are taught and recognized in natural contexts. Discipline is proactive through the teaching of rules, routines, and procedures at the classroom and school-wide level. Students will experience a positive consequence for demonstrating appropriate behavior. Adult praise, "I like the way you are walking in the hallway" is an example of a positive consequence. Students who choose to demonstrate inappropriate behavior will experience a negative consequence. A recess detention for failure to comply with adult directions is an example of a negative consequence.

The disciplinary goal of SJCA is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God's Word will result in exceptional young leaders ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

At all times, SJCA reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, and frequency of misconduct, student's attitude, and repentance. Appropriate parent communication will be made on an individualized basis.

Student Body

The following conduct in our students is seen as pleasing to the Lord:

- Students are to work and listen quietly without interrupting the teacher. (1 Thessalonians 4:10b-11)
- Recognize that school is work; both spiritual and academic development are the primary goals. (2 Timothy 2:15)
- Students are to complete all homework, class work, and exams without complaint.
- All conversation during classes should be appropriate and pertain to the subject at hand.
- Students must show respect to those in authority over them. (1 Peter 2:13, 14, 18)
- Students should always speak in a courteous and respectful manner.
- Teachers, staff, and other adults should be addressed as Mr., Mrs., or Miss.
- Students must refrain from mimicry, derogatory or unkind remarks about teachers, staff or other students. (2 Kings 2:23)
- Observe established classroom manners/guidelines.
- Students should enter class quietly in an orderly manner. (2 Thessalonians 3:12)
- Students are to raise their hands and be acknowledged before speaking.
- Students may leave their seats or room only if specific permission has been granted.
- Students must be accountable for their actions:
- Students must accept constructive criticism and discipline.
- Respect school and personal property and be prepared to replace anything they damage or destroy. (Philippians 2:4)
- The belongings of others should be respected.
- Students must be a good steward of the facilities of SUMC.
- Respect other students and treat them as equals. (Ephesians 4:32)
- Be quiet and attentive during prayer, Chapel, Bible class, and devotions.

- Be respectful toward spiritual things.

“Train a child in the way he should go and when he is old he will not turn from it.” – Proverbs 22:6

Suspension

Suspension can occur when a student continues to display unacceptable behavior after repeated attempts to correct the behavior. Suspension will be at the discretion of the principal. Any missed work must be completed by the student.

Expulsion

SJCA strives to preserve its high standards of academic success and reputation at all times. If a student displays an inability to conform to school policies and procedures through a continued accumulation of referrals and suspensions he/she may be subject to expulsion. Expulsion is at the discretion of the school principal.

Dress Code – REVISED 8/2018

Grades K – 8th

This policy is mandatory for all students except Preschool and PreK-4.

- Acceptable Colors for Bottoms: khaki, black or navy only for slacks, shorts, skirts, skorts or jumpers. *Cargo pants, balloon style and multiple pockets are not permitted.*
- Acceptable Colors for Tops: maroon, white, gray or navy polo shirts (long and short sleeved) or white cotton dress shirts and blouses. All tops **MUST** have collars.
Cardigans, pull-over or zip-front sweaters or sweatshirts must be in appropriate school colors without pictures or lettering other than the school logos and have a collared uniform shirt underneath.
- Acceptable Gym Wear: any combination of solid gray and/or solid maroon; sweat pants, shirts and shorts; tie or Velcro sneakers **MUST** be worn on gym days
- Acceptable Foot Wear: Shoes must have closed toe and back.
- It is requested that clothing be labeled with your child’s name.

Some sources for standardized dress: Walmart, Boscov’s, Children’s Place, Old Navy. (There may be more selections online.)

Also, you can order SJCA logo wear at **CookiesKids.com** if you choose.

Occasionally, we will have a ***Uniform Free / Casual Dress Day***: A uniform free day allows students to wear any clothing of their choice with the following guidelines considered: no spaghetti straps or tank tops, no bare midriffs, no pants with revealing holes, no shirts with advertisements or inappropriate wording and shorts/skirts must be fingertip length.

Preschool / PreK-4

Standardized dress is not required in Preschool / PreK-4, but it is encouraged. All children must have closed-toe shoes. Spills and accidents are sometimes unavoidable, and although we will make every effort to avoid these, please be sure to provide a complete change of clothes appropriate for the season

consisting of bottom, top, socks and underwear. All clothing should be clearly labeled with your child's name including their outer clothing (jackets, sweaters, etc.). Please be sure your child wears weather appropriate clothing. Whenever possible, the children will be taken outside to play.

Emergencies

Parents are always contacted in the event of an emergency, illness or accident. To accomplish this goal, please keep all phone numbers and email addresses current.

Emergency Drills

To be prepared to respond to an emergency, staff and students participate in fire and emergency drills during the school year. Fire drills are done once a month. In addition, we also have various emergency drills in accordance with the requirements of the state of New Jersey. While the thought of these drills may be unsettling, please realize that we are committed to creating the safest environment that we can.

Health

Our goal at SJCA is to keep students (and staff) healthy. To help achieve this goal, please use the following guidelines:

Indicators for keeping your child home:

- Fever – child should be fever free, without medication for 24 hours before returning to school. If fever-free, yet symptoms are severe (child is miserable and lethargic) please reconsider sending the child to school.
- Headache – If your child complains of a headache, check for fever since a headache often indicates an elevated temperature.
- Upset stomach - an upset stomach often indicates a stomach virus (especially if accompanied by a headache)
- Vomiting - child should have no vomiting for 24 hours before returning to school.
- Colds - if there is frequent coughing, sneezing or producing an excess of mucus
- Diarrhea
- Pink Eye (Conjunctivitis)

Other healthy reminders:

- Good nutrition
- Exercise
- Plenty of rest
- Frequent hand washing
- Don't share cups, utensils, etc.

If your child is going to be absent, please call the school office *before 8:30am* (or the evening prior) and leave a message. Thank you for your cooperation in this matter.

SJCA requires each student to have a Universal Child Health Record on file for each school year; along with proof of State required immunizations (see Appendix A).

Lunch – REVISED 9/2019

SJCA offers a meal every school day at an extra cost. These meals can be obtained through MyFoodDays.com. You will have approximately 2 weeks to place your order. You will receive an email when the ordering is open and another when it is about to close as long as you have checked “reminders” 3 days prior to the closing of the “Food Day Run”. Once the “Food Day Run” is closed it will not accept any more orders. Your order must be PAID IN FULL prior to the closing date or it will not be included in the counts. At that time, reports will be automatically generated and emailed to our vendors. **WE WILL NOT ACCEPT ANY ORDERS AFTER THAT DATE - NO EXCEPTIONS. IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR ORDER IS PAID FOR PRIOR TO THE CLOSING DATE. ORDERS THAT ARE NOT PAID IN FULL WILL BE CANCELLED.** In addition, no credit is given for missed lunches, please plan accordingly (e.g. absences, vacations, etc.). **If your child is without lunch, the school office will notify the parent who must plan to have a lunch brought to school.** Please make every effort to have lunches with your student when they arrive. Any lunches brought to school late will be sent to the lunchroom to minimize classroom disruption.

Please minimize sugary items for lunch. Encourage your child to eat nutritious foods before eating any snack. SJCA recommends fruit or a salty food item as a substitute for a sugar treat. Vendor lunches do not include a drink unless indicated. We request that you provide, water, milk or juice *instead* of soda in your child’s lunch. As a reminder, please have meals cut at home, as knives are not permitted in school and all lunches needing to be eaten warm **MUST** be packaged as such. We cannot microwave student lunches.

Medication

The school nurse, school administrators, school secretary or the child’s parent/guardian are the only individuals authorized to administer either prescription or non-prescription medicine. If your child must bring medication to school, the following are required (forms to provide this information may be obtained in the office):

Prescription Medicines

When medication is to be administered in school for an extended or limited period, the following is required:

- A written order from the physician including diagnosis, which designates the length of time that the medication is to be administered.
- A current label on the medication which should include the following:
 - Name of patient
 - Name of medication
 - Dosage instructions
 - Physician’s name
 - Date
 - Written parental permission releasing the school of any liability thereof.

Non-prescription Drugs

Dispensing of any non-prescription drugs, (e.g., cough drops, aspirin, Tylenol, etc.) requires written parental permission **and** an order from a physician. In addition, the

medication MUST be in its original container. The note must be from your child's doctor and include:

- Name of student
- Name of medication
- How much and how often to be given
- Purpose
- Parent's signature

Please note no medications of any kind are to be in a child's book bag or school supplies at any time. They must be delivered to the office, by the parent / guardian of said child.

Parental Concerns / Teacher Meetings

Parents cannot detain teachers beyond 8:00 in the morning or after 3:15 following dismissal. A meeting with the teacher should be scheduled to address your concerns. If the need is pressing, please contact the school office.

All concerns should be handled in an appropriate manner, especially if children are present. Our staff can be accessed through our Gradelink program and through phone during school hours. Please allow 24 hours for a staff member to get back to you.

Recess

Students in Preschool through 6th grade will have approximately thirty minutes of recess daily. Most often, this will be outside. Therefore, students should dress in accordance with the weather. Staff will provide supervision and monitor student behavior. Please encourage your child to respect the adults in charge and to respect their fellow students. During inclement weather and during the months of January and February, recess will be held in the building. Appropriate indoor games and activities will be provided.

Safety Patrol

Becoming a member of our Safety Patrol is a privilege. This group of students is formed to increase the safety of our children during drop-off and dismissal. The main job of each member is to assist teachers at pick-up. To qualify, your child must be in 7th grade or above and achieve (and maintain) a grade of 84 or better in every subject. Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. Both students and parents must sign a covenant agreeing to follow Safety Patrol guidelines.

Study Skills

- Encourage your child with skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:
- Come to class prepared with pencil, paper, and other necessities.
- Be a good listener and an active participant in class.
- Ask questions to clarify.
- Use what is learned and apply it to new situations.
- Plan your day and schedule time for homework.
- Complete work on time with a positive attitude.
- Strive to do the very best work possible.

Telephone Usage

The school's telephones are not for the use of our students unless it is an emergency as determined by the school. Forgetting books, notes or assignments are not emergencies. Our goal is to help students develop more responsibility for gathering the necessary materials required daily for school prior to coming to school. Emergencies include forgotten lunches or torn/wet clothing. Students and teachers will not be interrupted in their classrooms to receive telephone calls. If you need to speak with a teacher, you may contact the school office and a message will be given to them. You may expect a call back within 24 hours.

Textbooks

We ask that all hardback textbooks be covered. Normal wear from usage is expected. Should a book become lost or damaged beyond original cost, replacement becomes your financial responsibility. All non-consumable books must be returned for your child to receive his/her report card.

Toys (Personal Possessions)

Toy guns, swords, knives, trading cards etc. are not permitted on school grounds. Any student discovered with a toy weapon may incur a severe penalty. Students should not bring toys, electronic equipment, etc., to school unless intended for a specific purpose in the classroom or aftercare and with the teacher's permission. Common sense and consideration are the best guides in determining whether to bring personal possessions to school. SJCA will not be liable for missing or damaged items.

Transfers

For a student to transfer to SJCA, the child must be registered, and all academic records must be in the possession of the school prior to the child attending school. The parent is responsible for meeting all requirements necessary to complete this process.

To transfer records from SJCA, your financial account must be paid in full. In addition, all textbooks, library books and other school materials must be returned.

Transportation Form (B6T)

This applies to students in Kindergarten to 8th grade ONLY.

Most counties offer a transportation rebate in lieu of bus service for each child attending a private school. To qualify, you must live two or more miles but not more than twenty miles from the school. The parent should complete a B6T upon enrolling. It is also the parent's obligation to keep the office informed as to their current address and phone number. Should this information change, a new B6T form should be requested for each student enrolled.

SJCA will submit the original (completed) B6T received from the parent as a courtesy. It is the duty of the parent to confirm receipt and submit any additional forms required by the county. If qualified, checks are usually sent directly to each family in January and June.

Visitors/Volunteers

During school hours, all parents and visitors are required to report directly to the school office. No one is permitted in the halls, in the all-purpose room during lunch, in the classrooms, or on

the playground without authorization from the office. Visitors participating in the classroom or who have planned with the teacher to visit the classrooms should sign the visitor's log at the office and will be given a badge to wear and then return when signing out. We welcome all parent volunteers who enrich our school, share our tasks and help us to enhance learning. Many of you have hobbies, skills and interests that may be shared in the classroom. Consider the following opportunities to serve:

- Office Assistant - assist with various tasks
- Classroom Helper – work closely with a classroom teacher on a variety of tasks which might include room set-up, preparation of materials, assisting students in small groups
- Room Mom – plan and assist with class parties and events
- Lunchroom Aide – assist with facilitating lunches and monitoring children

South Jersey Christian Academy requires all *regular* volunteers to complete Safe School Application prior to their service. This application is processed and maintained through our home church, Sicklerville United Methodist Church. The purpose of this policy is as follows:

1. To demonstrate our steadfast commitment to the physical safety, emotional health, and spiritual growth of our children and adults.
2. To protect our staff, both paid and volunteer, from potential wrongful allegations of abuse, and
3. To limit the extent of legal liability of our school.

(For additional information on our Safe School Policy, you may request a copy from the school office.)

Academic Information

Academic Integrity

It is our goal that each SJCA student model academic integrity. Academic cheating is the attempt to obtain information, knowledge or material from any other source and submit it as one's own work. This can be done by giving or receiving information for homework, classroom assignments or tests. Cheating in *any* form is not in keeping with the expected moral, ethical, or spiritual values. Academic integrity is an attitude that values honesty above grades, friendships, social acceptance, and peer pressure.

Cheating will result in one of the following consequences: parent / student / teacher / principal conference; in-school suspension; out-of-school suspension; expulsion from school for the remainder of the academic year; or any other discipline determined appropriate by the administration. **Any such assignment will receive a grade of "0".**

Grading

Kindergarten

E	- Excellent
G	- Good
S	- Satisfactory
N	- Needs Improvement
U	- Unsatisfactory
NA	- Not Applicable

First through Eighth Grade

(updated 8/2018 to numerical grades only)

Highest Honors	= 93 – 100%
Honors	= 84 – 92%
Average	= 73 – 83%
Below Average	= 65 – 72%
Failing	= 64 and below
Incomplete	= 0 %

Note: Some teachers may use other grading systems for class or seat work.

Homework

Homework is an integral part of schooling. Please encourage your child to give these assignments high priority. Students should strive to turn in homework that is neat, complete, and prompt. The amount of homework and time needed to complete it starts small in the lower grades and progressively increases in length through the upper grades. If homework is not completed when due, students may be required to complete work during recess. a written explanation from the parent is required. Late assignments will receive a mark reduced by one letter grade or ten points for each day without legitimate excuse. Homework will need to be made up after excused absences. Each teacher will alert you as to that time frame. Work not completed will receive a zero grade.

Report Cards

Report cards are given to students four times per year. Marking periods are outlined in the school calendar. Parent/Teacher conferences are held the first and third quarters. Report cards are given at these conferences if accounts are in good standing.

Promotion and Retention

Standards for Promotion

In grades Pre-K4 through Kindergarten, promotion to the next grade level shall be based upon satisfactory performance (S) in language arts and mathematics.

In grades 1-8, promotion to the next grade level shall be based upon an overall average of 65 or above on a scale of 100 based on grade level curriculum standards in language arts and mathematics.

Promotion-Retention Committee

In all cases where a student does not meet the standards for promotion as stated in this policy a promotion-retention committee shall be convened to examine all data and circumstances related to the student's academic performance and to decide about promotion or retention. Data to be reviewed by the promotion-retention committee shall include: student's grades, testing results, teacher recommendations, and any extenuating circumstances related to why the student failed to meet the academic standards for promotion.

The promotion-retention committee will be comprised of the following individuals:

- The parent/legal guardian
- The principal/school administrator
- The student's teacher or teachers in language arts, mathematics, science, social studies, and Bible
- One additional member of the SJCA administrative team

After examining all the data, the Promotion/Retention committee shall recommend whether to promote or retain the student. The final decision will rest with the parent and the principal.

Testing Program

We are committed to student achievement. Therefore, a variety of assessments are administered to students throughout the school year to determine academic progress and to guide instructional planning by teachers. Teachers continually assess your children through observations, individual conferences with them about their work, formal and informal testing, performance opportunities, and projects. We assess students in grades kindergarten through sixth. Assessments that may be administered to students include;

- SJCA uses nationally recognized standardized achievement tests, usually administered in the spring semester.
- Early childhood readiness skills test, usually administered in the fall to Pre-K, Kindergarten, and 1st Grade students.
- Diagnostic reading, phonics, and math assessments are used to evaluate reading and math sub skills to guide teachers in working with your child.

- Unit tests are administered by teachers following the major instructional units to determine student mastery of the content taught.
- Other assessments that guide and inform instruction may also be administered.
- Summer work packets will be sent home the last week of school. These packets are to help curb learning loss which typically occurs over the summer break. Students who complete the packets are rewarded / recognized at the beginning of the following school year.

Extra Credit

Students may ask for extra work to increase their grade. Please read the information below to further explain Extra Credit Work.

- Extra credit work may be assigned at the *teacher's discretion*. **However, no extra credit assignments will be given to students any later than 3 weeks before the close of the marking period. Poor grades are often due to missed and incomplete assignments or to poor test grades.** If a student maintains good attendance, is current and on time with assignments, prepares for tests, and seeks help when a concept is not understood, he/she will do well and receive acceptable grades. Last minute extra credit assignments will not be assigned to help improve a poor grade at the end of the marking period. **No exceptions to this policy will be made.**

Activities

Assemblies / Field Trips / After School Activities

Supplemental activities for all grades will either be brought into the school or experienced in the field. These activities are extensions of the classroom. Some fun and recreation are included in this educationally based concept. Permission slips will be required for each off-site activity.

Awards Ceremony

A special program honoring our students is held at the end of the school year. Students may receive awards for academic achievement based on report card grades, perfect attendance, and/or they may receive character awards as determined by the teacher.

Back to School Night

One evening each year, usually in the early fall, is set aside when all parents are encouraged to come and meet teachers and other school personnel. The program provides the parents with an opportunity to visit the various classrooms and hear the teachers present the general content of each subject area, routines, procedures and guidelines for that classroom.

Calendar

A school calendar is provided at the beginning of each school year in your welcome packet and on the school website. This list highlights important dates throughout the school year.

Spirit Days

Spirit days will be determined by the building principal on a yearly basis. All students will be notified at least a week in advance of the event. Each day will have a unique and fun theme. These days will occur during the school year.

Preschool, Pre-K4 and Kindergarten Orientation

All students will receive an invitation for orientation which will take place before the first full day of school. This will be an opportunity for the students to meet their classmates and their teacher. It will give them an occasion to view the school before the upper grades attend their first day. At this time, parents are invited to meet with the principal.

Parent Teacher Fellowship (PTF)

We have a very active, involved Parent Teacher Fellowship. The Parent Teacher Fellowship membership is open to all parents and adult family members of students attending South Jersey Christian Academy and to all school staff, as well as to the staff of the sponsoring church. Parental involvement is very important to us and to your child. We encourage you to participate in the PTF programs and special activities throughout the year. Please remember that the more parental involvement we have, the more activities we can provide. Contact the PTF at sjcaptf@gmail.com for more information.

PLEASE NOTE: The contents of this handbook may be revised at any time. You will be notified of any change.

Appendix A

IMMUNIZATIONS REQUIRED

Please use the guide below to make sure your child is up to date regarding required immunizations.

Updated records must be sent to the school nurse *on or before the first day of school*.

New Jersey Department of Health and Senior Services AGE-APPROPRIATE VACCINATIONS FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS

Requirements for students 2 ½ - 4 Years

4 doses DTaP

3 doses Polio

1 dose MMR (given on or after the first birthday)

1 dose Hib (given on or after the first birthday)

1 dose Varicella (given on or after the first birthday)

1 dose PCV (Pneumococcal) (given on or after the first birthday)

1 dose seasonal Influenza, to be given between September 1st and December 31st of each year, *while in preschool*

New Jersey Department of Health MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL

Requirements for students entering Kindergarten (in addition to the above stated immunizations)

1 dose DTaP booster, given after the 4th birthday

1 dose Polio booster, given after the 4th birthday

3 doses Hep B Requirements for students entering 6th grade (in addition to the above stated immunizations)

1 dose Tdap 1 dose Meningococcal (Menactra)

******* Annual Flu vaccinations are required for Pre-K students!!!!!! *******

If your child receives any immunizations while visiting the pediatrician, please remember to ask for a copy of the documentation. Maintain a copy for yourself and submit a copy to the school nurse.