



**Student - Parent Handbook**  
**Updated January 2024**



**School Colors: Red, Royal Blue, & White**

### **Board of Directors**

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Stephanie Pierce  
Jamie Winningham  
Tammy Ware  
Jennifer Hutson  
Daniel Cross

*"Promoting academic excellence and fostering spiritual growth through a college-preparatory curriculum in a Christian environment"*

## **Address & Contact Telephone Numbers**

204 West Main Street  
Moncks Corner, SC 29461  
[www.wearesjca.com](http://www.wearesjca.com)

Main Office	843-761-8539
Registrar	843-899-8504
Athletic Director	843-899-8508
Business Office	843-899-8538
Extended Care	843-899-8516
Fax	843-899-5514
Guidance	843-899-8542
Lunchroom	843-899-8512

## Table of Contents

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<b>Mission Statement &amp; Statement of Faith.....</b>	<b>5</b>
<b>Strategic Plan.....</b>	<b>6</b>
<b>Organization &amp; Accreditation.....</b>	<b>7</b>
<b>Academics</b>	
Academic Guidelines.....	18
Books.....	30
Ceremonies & Academic Clubs.....	39
Class Rank.....	21
Core Curriculum.....	12
Four-Year Plan of Study.....	16
Grade Placement Requirements.....	17
Grading Scale.....	22
Grade Point Ratio.....	21
Honor Graduates.....	20
Lockers.....	30
Standardized Testing.....	20

Student	
Progress.....	
.12	
Summer	
Assignments.....	1
4	
<b>Admissions</b>	
Admission.....	
.....8	
Continuation at	
SJCA.....	11
Tuition &	
Fees.....	
...9	
Extended	
Care.....	
.36	
<b>Athletics.....</b>	
.....36	
<b>Parent</b>	
<b>Organizations.....</b>	
.....40	
<b>Policies</b>	
Anti-Bullying.....	
.....28	
Acceptable	
Use.....	4
1	
-AUP Consent	
Form.....	47
Attendance.....	
.....32	
Conduct &	
Discipline.....	23
Dress	
Code.....	
.....31	

Driving.....	34
Financial	
Aid.....	9
Illness.....	35
Junior Responsibilities	29
Medication.....	36
Senior Responsibilities &	
Privileges.....	29
Social	
Media.....	43

## **Mission Statement**

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The mission of St. John's Christian Academy is to promote academic excellence and to foster spiritual growth through a college-preparatory curriculum in a Christian environment.

## **Statement of Faith**

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Though St. John's Christian Academy does not ascribe to any one church or denomination, we believe these basic tenets unite all Christians:

We believe that there is one infinite, holy, loving, and personal God, eternally existing in three persons, the Father, the Son, and the Holy Spirit; and that He speaks to us in scripture and reveals Himself to us in creation, salvation, and renewal. As finite human beings created in God's image, it is our purpose and privilege to worship, honor, serve, and obey Him.

We believe that the world belongs to God, who created it and faithfully sustains it by His providence, mercy, and grace.

We believe that the Bible is God's written revelation to man, and that it is divinely inspired, authoritative, and without error in the original manuscripts.

We believe in the deity of Jesus Christ, His virgin birth, sinless life, the miracles He performed, His death on the cross to provide for our redemption, bodily resurrection, and His ascension into Heaven.

We believe in the personality and deity of the Holy Spirit, that He convicts us of our sinfulness, performs the miracle of the new birth in unbelievers, and dwells within the believer, enabling us to live godly lives.

We believe that man was created in the image of God, but because of sin, was alienated from God. Only through faith, trusting in Christ alone for salvation, which was made possible by His death and resurrection, can that alienation be removed.

We believe that God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will personally and visibly return in glory to judge the living and the dead in righteousness.

We believe that God creates each individual as male or female, and these genders reflect the image of God and complement one another.

## Strategic Plan

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A planning team of parents, staff, community members, and board members began the creation of a five-year strategic plan for St. John's Christian Academy during the school year of 2022-2023. This new plan serves as a catalyst for the school to stretch and develop higher levels of excellence in academics and deeper depths of spirituality.

The innovative plan includes a mission statement, objectives, and strategies centered on six major goals for improvement: Curriculum and Instruction, Athletics, Financial Management and Fundraising, Marketing. Strategies and action items have been developed to move the school towards the achievement of our mission.

### 2023 – 2028 Strategic Plan

#### Overview

St. John's Christian Academy is a financially viable independent school built on a rich history of strong academics. The school is a 501©3 nonprofit started in the 1960's as Lord Berkeley. In 1998 the school became St. John's independent/nondenominational Christian school.

SJCA's Board and staff, like other independent schools, are grappling with important and interlocking strategic issues:

- Marketing St. John's value to increase enrollment AND
- Balancing debt service and funding to capital projects to improve/increase capacity.

Making hard choices and big decisions based on best practice research and good stewardship, the Board, working committees, and staff are striving to create effective, efficient plans around priorities. Rapid changes in technology, student and family communication modes, and the marketplace are affecting SJCA.

Below are near term plans for executing future goals and decisions confronting St. John's Christian Academy which arose at the Planning Retreats held 10/24/12 and 11/12/12.

### *Plan Execution*

Vision: SJCA will be known as an academy providing quality, college preparatory Christian education for families willing to sacrifice for their children.

- Help students successfully transition from one level to another within our school with the goal of 100% enrollment in a college program at the end of their high school career.
- Provide students with opportunities to compete successfully on athletic teams, which are competitive at the regional/state levels, while promoting Christian principles.
- To provide facilities that attract future families and maintain current families and to offer competitive salaries and benefits to employees while keeping tuition affordable.
- To further develop relationships with local churches, the community and the SJCA family.
- To provide staff, students, and visitors with a safe and healthy environment.

### *Strategic Goals*

After review of the 2018 Goals, these 6 strategic goals were set at the 2023 Planning Retreat.

Goal 1: To promote an educational environment that fosters the analytical development of a strong moral character.

Goal 2: Retain and grow student body through athletics.

Goal 3: To fund necessary capital improvements and increase salaries and benefits for employees.

Goal 4: To exceed 380 enrollment target (optimal utilization of existent facilities) by successfully marketing SJCA.

Goal 5: SJCA will have a strong presence in/relationship with 25 or more churches in the next 5 years.

Goal 6: SJCA will provide a safe environment that is conducive to learning.

## **Organization**

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St. John's Christian Academy is operated by the Board of Directors. The primary tasks of the Board are:

- To hold the school in trust, to maintain its mission, and to operate with fiscal soundness;
- To hire a Headmaster, Upper School Administrator, Lower School Administrator and Athletic Director;
- To set broad policies and guidelines.

Requests to meet the Board may be submitted to the Administration or to the Secretary of the Board.

The Headmaster of St. John's Christian Academy reports to the Board of Directors and has direct authority over all operations and business of the school, along with the authority over all Upper and Lower School personnel to include the Athletic Director, Registrar and ancillary staff.

Furthermore, the Headmaster is responsible for implementing this Student Handbook and is



immediately responsible for all academic, personnel, and developmental matters of the school as part of the administration of the school's daily operations.

It is incumbent upon the Headmaster to make whatever decisions are necessary to implement the programs, policies, and philosophy of St. John's Christian Academy. When circumstances arise, which are not specifically covered by this Handbook, the Headmaster retains decision-making authority.

## Accreditation

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St. John's Christian Academy has earned accreditation from the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (Cognia). Cognia provides nationally recognized accreditation, the purpose of which is continuous school improvement focused on increasing student performance. To earn accreditation, schools must meet Cognia's high standards, be evaluated by a team of professionals from outside the school and implement a continuous process of school improvement.

## Admission

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St. John's Christian Academy provides a college-preparatory curriculum in a Christian environment designed for students and families who are like-minded spiritually, supportive of our mission and standards of education. All students applying for admission must be in good academic and disciplinary standing in their current schools and must submit documentation to that effect upon application. The Board of Directors has established the following process for admittance:

- Admission begins with a formal application and a non-refundable registration fee
- New and returning students must meet the *minimum* standards below to receive provisional acceptance and to qualify for an entrance evaluation:
  - Passing all subjects and classes
  - 2.5 GPA or above
  - An exemplary discipline record
  - Letter of reference from previous school
- Once provisional acceptance has been granted, an entrance evaluation will be scheduled.
  - *Note: should documentation of the minimum standards above not be available at the time of admission application, the prospective student will be granted provisional acceptance subject to receipt and review of the required information. Provisional acceptance may be revoked immediately if the admission standards are not met. Any payments or fees paid to the school during the provisional acceptance period are non-refundable.*
- The final admission decision and class placement will be based on entrance evaluation scores, transcripts of previous scores and achievements, discipline records and a personal interview with administration.

- Admissions, enrollment, and dismissals are administered by the school administration directly supervised and implemented by the Headmaster. St. John's Christian Academy practices open enrollment and does not discriminate on the basis of race, creed, or national origin.

Once accepted, new admissions to St. John's Christian Academy are accepted on a nine-week probationary period. The requirements for achieving a fully accepted status include:

- Passing all subjects/classes
- A GPA of 2.5 or above
- An exemplary discipline record

Married, pregnant, or students with children may not attend St. John's Christian Academy.

## Tuition and Fees Policy

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### Application Fee

This fee is non-refundable and paid, per student, by all new and returning students at the time of completing the application through FACTSmgt.com

New Students	\$30.00 per student
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### Enrollment Fee

This fee is per family, non-refundable, and paid at the time of enrollment through FACTSmgt.com. Enrollment will not be considered complete until the enrollment fee is received.

Returning Families	\$225.00 when enrolled Feb 1-Feb 28 \$250.00 when enrolled Mar 1 and after
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New Families	\$225.00 when enrolled Mar 1 and after
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### Family Capital Improvement Fee

There is a one-time \$300.00 fee for new families and an annual \$100 fee for returning families to be applied to the St. John's Christian Education Foundation capital fund. This fee can be paid at the time of enrollment application or when making first tuition payment by July 31.

## **Tuition**

Tuition payments are made through FACTSmgt.com.

Single Payment Plan	Due by July 31
Two Payment Plan	1st Payment due by July 31 2nd Payment due by Nov 31
11 Monthly Payments***	1st Payment due by July 31 2nd -11th Payment due by last day of each month with final payment due by May 31

\*\*\* *Monthly payments are **REQUIRED** to be set up on an auto draft every month (ACH)\*\*\**

## **Financial Aid**

Students may apply for financial aid. A Financial Aid Application may be obtained from the front office and will be considered on a case-by-case basis. All financial aid recipients must remain in good academic and disciplinary standing to receive financial aid.

## **Future Scholar 529 Plans**

Tuition may be paid from a 529 Educational IRA. Correct documentation is the parent's responsibility.

## **Exceptional SC Funding**

St. John's is a qualified school for the Exceptional SC program. Qualifying a student under this program is the parent's responsibility. It is also the parent's responsibility to have all accounts paid to date while waiting on these funds.

## **Additional Incidental Fees**

Lunch: This is a pre-paid family account. Payments are made through FACTSmgt.com and to be paid before lunch charges are posted.

Extended Care: These charges are to be paid by the 31st of each month through FACTSmgt.com.

## **Past Due Policy**

1. Tuition and Extended Care payments are due no later than the last day of each month. A \$25.00 late fee will be added to any past due account. Any account more than 30 days past due may result in suspension of student and/or extended care services.
2. Lunch services will be suspended on any account that has an outstanding balance of \$100.00 or more.

***3. No records, including report cards, diplomas, and final transcripts will be released until all accounts are paid to date.***

4. Any unpaid account will be reported to credit agencies.

### **Withdrawal**

1. Tuition will be pro-rated based on a daily rate for students entering or leaving during the school year.
2. Tuition will be pro-rated to the last day of the nine weeks in which a student is withdrawn.
3. There will be a **\$500.00 early withdrawal fee** for students withdrawn during the school year.

## Continuation at St. John's Christian Academy

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It is the policy of St. John's Christian Academy to continually review the progress each student is making, and based on this progress, to invite each student to return to St. John's Christian Academy the following year.

- If it is deemed that insufficient progress is being made, the student and his/her parents will be counseled, and specific criteria will be established which must be met in order for the student to progress.
- If a High School or Middle School student fails an academic course for the year, the credit must be made up in summer school or through an approved correspondence course.
- Middle or High School students failing more than one academic core course in a year will be placed on academic probation and may not be permitted to re-enroll at St. John's Christian Academy.
- If a student has failed one course the previous year, he/she must be passing all courses at the end of the first semester of the next year, or the student may be asked to leave St. John's Christian Academy at the end of the first semester.
- Such policies are not meant to be threatening but are an attempt to help students and families realize they must assume part of the responsibility for their education. St. John's Christian Academy offers an excellent educational opportunity to students who demonstrate initiative and a desire to take advantage of the programs being offered.
- Early graduate policy – Early graduation is not allowed; all Senior students must be enrolled in at least four core courses.

## Core Curriculum

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The curriculum of St. John's Christian Academy is organized to provide a continuous path of study that prepares students for success in a four-year college or university.

**Grades K3-5:** The preschool and elementary curriculums are designed to give students the needed background for the college-preparatory curriculum used in grades 6-12. In addition to reading, English, math, science, and social studies, the students are given instruction in elementary music, art, physical education, library, Spanish, sign language, and character development/growth through scripture. Bible for K-3 through 5th grades includes daily devotions, memory work, Chapel, and Christian outreach. Each school day begins with the Pledge of Allegiance and the Lord's Prayer. Short devotions, Bible stories and memory work follows with a time for individual prayers and meditations. Grace will be said each day prior to lunch period. Chapels are conducted by visiting ministers, guest speakers, musicians, and SJCA staff.

Students in grades 2-5 take the Stanford Achievement Series Tests, Edition 10, during the spring. The results of this testing are used to evaluate individual performance and curriculum content.

**Grades 6-8:** The middle grades serve as a bridge from the Lower School to the Upper School. Students are given a variety of opportunities to explore their interests and recognize their strengths. Exploratory classes are offered in oral interpretation, debate, creative writing, and physical education. The middle school curriculum is designed to meet the individual differences of students particularly in the areas of reading and mathematics. In addition to a formal study of the Bible, students will be involved in chapel, Christian outreach, and spiritual guidance. Core courses include math, English, social studies, science, and literature. After-school tutoring is available for students experiencing academic difficulties. Students will need to make arrangements with each teacher. The office may be able to assist in finding an outside tutor if one is needed. Eighth grade students can take high school credit courses in math, English, and Bible.

Middle school students take the Stanford Achievement Series Tests, Edition 10, during the spring. The results of this testing are used to evaluate individual performance and curriculum content.

**Grades 9-12: The high school curriculum design ensures that students can meet the needs of an increasingly dynamic and complicated society.** Entering college students must be prepared to undertake rigorous academic coursework. They must be equipped with organizational skills, advanced writing and reading abilities, critical thinking skills, and prerequisite math concepts.

SJCA provides a demanding college-preparatory curriculum that meets the requirements essential for college admission as set forth by the South Carolina Commission of Higher Education. Students must have 24 units to receive a diploma. The following page provides core course requirements along with a listing of electives. Two units of formal Bible instruction are required for graduation from St. John's Christian Academy. In addition to the Bible requirement, each year students will be involved in chapel, Christian outreach, and spiritual

guidance. Seniors must apply to at least one two- or four-year college or university.

The goal of the school is to ensure that all students meet the entrance requirements of the college they choose to attend. Students in grades 8 and 9 are given the opportunity to take the PSAT. Students in grade 10 take the PSAT and Pre-ACT in preparation for taking SAT and ACT during their Junior and Senior years. Juniors take the SAT in the fall and the ACT in the spring of each year. Students in 10th Grade English Honors III and eligible juniors will take the Accuplacer Test from Trident Technical College. This assessment is to qualify students for dual credit courses offered at SJCA through Trident Technical College. Career counseling begins in upper school with career inventories and aptitude assessment administered to support career awareness and course selection.

Each grading period covers nine weeks of school. At the end of the first four weeks of each grading period, a progress report will be sent to parents. At the end of each nine-week grading period, a grade and attendance report will be sent showing grades and current GPR status. St. John's Christian Academy follows the South Carolina Uniform Grading Policy, which gives our students an equal opportunity for Life and Palmetto Fellows Scholarships offered by the State of South Carolina towards college tuition. Letter grades are recorded based on the following scale: A = 90 to 100; B = 80 to 89; C = 70 to 79; D = 60 to 69; F = Below 60.

## **Student Progress**

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**Progress Reports:** Parents should expect progress reports after the end of the fourth week of a grading period. Teachers evaluate the progress of students, especially regarding the likelihood of a failing grade. Parents of those students who may be having trouble in a course are urged not to wait for progress reports before scheduling conferences with teachers.

**Report Cards:** Report cards are distributed at the end of each grading period. Should a report card not be received by parents within two weeks after the end of grading period or if an error exists, parents should notify the office.

**Teacher/Parent Conferences:** A partnership involving teacher, student, and parent, aimed at successful student performance, is vital. Parents are encouraged to call the school for an appointment relative to any phase of the student's progress.



# Upper School Summer Assignments

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## *What is the purpose for summer assignments?*

As a college preparatory school, St. John's Christian Academy seeks to ensure student success throughout the school year. These efforts do not end with the school year itself, however. Rather, students can maintain their academic growth during the summer months through the completion of reading, writing, and math assignments.

As many research studies show, the summer months can result in a regression of academic progress. This is often termed the "summer slide." Because our students' success is of paramount importance at SJCA, we believe that providing meaningful and effective summer assignments will do much to prevent this "slide."

It is the goal of SJCA to assist in the preservation of students' educational growth from the previous academic year, while at the same time respecting the needed "break" from the classroom. Therefore, our teachers will strive to provide students with summer assignments that secure the academic gains they have made and better prepare them for the coming school year in a manner that does not detract from their much-deserved summer break. Students will begin the new school year refreshed and ready to add to the strides they have made from the previous year.

## *What is expected of students?*

To bridge the learning gap that grows during summer months and to further prepare students for college entrance tests, St. John's Christian Academy requires students to complete reading, writing, and math assignments as assigned by their English and math teachers and approved by the headmaster and upper school assistant principal.

## *Who is exempt from this requirement?*

All students returning to SJCA in grades 6-12 are required to complete summer assignments. Students who are coming to SJCA for the first time in grades 6-12 are not required to complete the summer assignments; however, they are strongly encouraged to complete them.

## *When are summer assignments due?*

Students will submit their summer assignments on the first Monday of the school year. Late assignments will be accepted with a 10 percent reduction per day late.

## *How will summer assignments be graded and what credit will students receive?*

Summer assignments will count as one quiz grade in their math and English classes for the first nine weeks and will be graded as follows:

- 100 A+ Student completed the assignment thoroughly, followed directions carefully, and achieved a very high level of accuracy.
- 85 B Student completed the assignment, followed the directions, and achieved an above average level of accuracy.
- 75 C Student completed the assignment with an average level of accuracy.
- 60 D Student completed most of the assignment with a low level of accuracy.
- 50 F Student partially completed the assignment.
- 0 F Student failed to complete the assignment.

### *How will summer assignments be communicated?*

Summer assignments will be posted on the school's website [www.sjcacavaliers.com](http://www.sjcacavaliers.com) prior to the conclusion of the previous school year.

### *What is the scope of summer assignments?*

The purpose of summer assignments is to enhance student learning during the summer months by encouraging reading, writing, and problem solving rather than to encumber students with an overwhelming amount of work.

Students in college preparatory English and math classes will be required to read no more than one book, complete one writing assignment, and complete 75 math problems for the summer.

Students in honors, AP, or dual credit English and math classes will be required to read no more than two books, complete two required writing assignments, and complete 125 math problems. Students will be awarded extra credit for exceeding the requirements.

### *How will students receive assistance from teachers during the summer?*

English and math teachers will be available for communication via email and virtual meetings during the summer. Parents and/or students may email teachers to request a meeting. Please allow one week for a response to emails.

## St. John's Christian Academy Four Year Plan of Studies

Requirements	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
<b>English</b> (4 units required)	English I H	English I, English II H	English II, English III H	English III, English IV H, English 101, 102, 203, 205	English IV, English 101, 102, 203, 205
<b>Math</b> (4 units required)	Algebra I H	Algebra I, Geometry	Geometry, Algebra II	Algebra II, Pre- calculus	AP Calculus, Probability and Statistics
<b>Science</b> (3 units required; 3 lab units for 4-year college)		Physica I Science	Biology I	Chemistry	Physics, Anatomy 110 and 111
<b>Social Studies</b>		World History	U.S. History	Gov./Econ	Western Civilization 101 and 102
(1 U.S. His., 1 Gov. Econ, 1 SS Elective)					
<b>PE</b> (1 unit required)		PE			
<b>Foreign Language</b> (2 or 3 units depending on college)		Spanish I	Spanish I, II	Spanish II, III	
<b>Bible</b> (2 units required)	Bible I		Critical Issues		Religion 101
<b>Computer Science</b> (1 unit required)		Keyboarding/ Computer Apps.			
<b>Electives</b>			College Prep Advanced PE Yearbook Art	Business 101 Business 110 Personal Finance Music 105	Business 101 Business 110 Personal Finance Music 105 Med.-Voc.

**\*Dual credit courses may vary each school year.**

# Grade Placement Requirements

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## *Freshman – Grade 9*

- Completion of 8th grade requirements

## *Sophomore - Grade 10*

Must have earned at least six credits from previous year(s)

- Credits must include English I and Algebra

## *Junior - Grade 11*

- Must have earned at least 12 credits from previous years
- 4 Credits must include: English I and English II, Algebra I and Algebra II or Geometry

## *Senior - Grade 12*

- Must have at least 18 credits from previous years
- Credits must include English I, English II, and English III
- Algebra I, Algebra II, and Geometry

## *Graduation Minimum Requirements:*

- English I, II, III, and IV (4 units)
- Algebra I, II, Geometry, plus one additional math course (4 units)
- Physical Science, Biology, plus two additional sciences (4 units - 3 units must be lab sciences)
- World History, U. S. History, Government/Economics (3 units)
- Physical Education (1 unit)
- Foreign Language (2 units)
- Bible I and Bible II (2 units)
- Keyboarding and Computer Applications (1 unit)

## Academic Guidelines

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In the Lower School (Grades K5 through 5), a student failing to perform up to academic standards as determined by the teacher and administration will receive an academic warning at the time of the progress report (midway through the nine-week's grading period). This warning requires that the parent schedule a conference with the teacher within one week of the progress report being sent home. At the end of the nine weeks, if student continues to fail, the student will be placed on academic probation and a mandatory parent/student conference will be held with the teacher or Headmaster present. At this time, tutoring, demotion, retention, or suspension may be recommended by the teacher to prevent escalation of the problem. The parents retain the right to appeal any decision to the Board of Directors.

In the Upper School (Grades 6-12), if a student has a GPA of less than 2.5 or is failing any course at the end of any nine weeks, an Academic Warning will be issued. An Academic Warning requires the parent to schedule a conference with the teacher and/or administration. An academic warning may also result in mandatory tutoring. If the school for that course does not already fund tutoring, it must be provided at the parent's expense. If the student passes the course for the next nine weeks but fails to have a cumulative passing grade for that course, he/she remains on Academic Warning and may not be permitted to re-enroll the following year.

If he/she fails the same course for a second nine weeks or has a cumulative GPA of less than 2.5 in all coursework, he/she will be placed on Academic Probation, which requires a mandatory conference between the parent, the teacher(s) involved, and the Headmaster.

If the student does not maintain an overall GPA of 2.5 for the third consecutive nine weeks, he may be referred to the Board of Directors for Permanent Academic Suspension, demotion, or retention.

### *Exams*

Middle and high school students take midterm exams at the end of the first semester and final exams at the end of the second semester. Exams comprise 20 percent of the semester grades for high school students and 10 percent of the semester grades for middle school students. All students must take midterm exams and exams for semester courses. Seniors may exempt final exams for those classes they are passing. Underclassman may exempt final exams for those classes in which they have A's (90-100). Students with more than ten excused and/or unexcused absences are required to take exams.

### *Help Sessions*

Tutorials/Help Sessions: If a student has been absent because of illness or has failed to understand some of the class work, appointments may be made with the teacher to obtain help.

Private/Tutorials: If a student needs more individual help than is provided in these sessions and believes a private tutor is needed, the parent should contact the school counselor or an administrator for information. Fees are charged for private tutoring.

### *Course Withdrawals*

With the first day of enrollment as the baseline, students who withdraw from a course within 5 days in a 90-day course or 15 days in a 180-day course will do so without penalty. Students who unilaterally withdraw from a course after these time limitations will be assigned a course grade of “WF” (Withdrawn Failing) and the “F” (numerical grade of 59 and 0 quality points) will be calculated in the student’s overall grade point ratio. Assessment of the “WF” penalty for withdrawing from a course in excess of the time limitation will not apply to course or course level changes initiated or sanctioned by the administration of the school.

To withdraw from a course, the student must complete a Class Withdrawal Form. The form must contain a valid reason for wanting to withdraw from the class, the signature of the parent/guardian, and the signature of the teacher of the course to be dropped. The Headmaster and/or Upper School Administrator will review and approve or disapprove each request.

### *Retaking Courses*

Students may retake the same course at the same difficulty level under the following conditions:

- The course in which an “F” was earned may only be retaken during summer school or through an approved correspondence course.
- A student attempting to improve their grade in a previously passed course may do so by completing a request form signed by the principal.
- If the course is one of a sequence of courses offered, the retaken course must be taken in the proper sequence. The reported score for classes retaken will be at the discretion of the Headmaster.

### *Audits*

The audit of any course will be allowed if space is available and if permission is granted by the Headmaster and the teacher involved.

The student will be required to adhere to all rules and expectations of the audited class and will be expected to complete all assignments required by the teacher.

## Honor Graduates

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Selection of Valedictorian or Salutatorian will be based on all high school accredited courses taken. The student must be in good standing with the school. A transfer student must be from an accredited school. The last four semesters of academic work must be completed as a student at St. John's Christian Academy. At least two senior honor level courses and one dual credit course are required.

The top four juniors who have completed at least two years at St. John's will be selected as Junior Marshals. The top two students in the sophomore class and the top two students in the freshman class, who have attended St. John's for at least two years, will serve as ushers at Commencement Exercises.

All seniors are required to complete a research paper and apply to at least one two or four-year college/university before graduation. These requirements are an attempt to help students assume responsibilities towards their achievement and gain acceptance into their college of choice.

## Standardized Testing

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- Elementary and Middle School: Students take the IOWA Assessment and the CogAT Abilities Test during the spring.
- 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> Grade: Students take the PSAT (preliminary test for SAT) and Pre-ACT (the preliminary test for the ACT)
- Eligible (85 and above) English Honors III 10<sup>th</sup> and 11<sup>th</sup> Grade Students take the Accu-placer Test (placement test for Trident Tech.)
- 11<sup>th</sup> Grade: ACT and SAT
- 12<sup>th</sup> Grade SAT

## **Class Rank and Grade Point Ratio**

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The following ranking procedure will be used to determine the Valedictorian, Salutatorian, and Honor Graduates. All courses in all academic disciplines are weighted and used to determine class rank. College prep courses have the lowest weight; dual credit and advanced placement courses have the highest weight.

### ***Uniform Grading Policy - Grades 9-12***

SJCA will follow the South Carolina Uniform Grading Policy for the calculation of grade point ratios (GPA), weighting of courses and computation of class rank in Grades 9-12. The grade point conversion table will be used to define letter grades and convert numerical course grades into quality points to calculate grade point ratios and determine class rank. Since August 16, 2016, SJCA has been following the 10-point grading scale adopted by South Carolina.

### ***Calculation of the Grade Point Average (GPA) and Class Ranking Procedure***

The grading scale and method for calculating GPA and determining class rank will apply to all courses taken by a student carrying Carnegie units, including units earned at the middle/junior high school.

Grade point averages will be computed using the following formula. The formula will yield each student's GPA. All grade point ratios are then ranked from highest to lowest in the class. Computations of GPA will not be rounded to a higher number. All diploma candidates in a class are included in the ranking.

$$\text{GPA} = \text{Sum of quality points} / \text{Sum of units attempted}$$

### ***Transfer Students***

Transfer Students are welcome at SJCA, and accommodations will be made to ensure the best possible atmosphere for each transfer student. Students transferring after the 11<sup>th</sup> grade will not be assigned rank in the class order for the academic honors of Marshal, Valedictorian, and Salutatorian. Additionally, students who transfer to SJCA during their senior year will not be assigned class rank.



### 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

# Behavior and Discipline

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## Philosophy

Behavior standards apply both on and off campus. The school reserves the right to implement disciplinary actions whenever it is deemed necessary by the administration and to refuse continued enrollment to a student whose behavior is unacceptable. A progressive disciplinary policy is followed, which begins with warnings and counseling by the administration.

At any grade level, dismissal from school may be the result of major disciplinary infractions, continued refusal to obey the rules of the school, or when a student's activities out of school are determined to be potentially detrimental to the name of Christ, the school, or the student body. While it is not the intention of the school to monitor student conduct during non-school times, the school reserves the right to make its own investigation of incidents involving enrolled students and to determine whether continuation of the student's attendance is in the school's best interest. The administration may suspend or dismiss a student for actions made on or off campus that reflect unfavorably upon the school.

## Specific Guidelines

Violation of the following guidelines may result in disciplinary action. Since no list of behaviors can anticipate every possibility, this list is not meant to be all-inclusive. The school may take disciplinary action for some behaviors which are not listed here, but which are inappropriate in the opinion of the

### *K3-5th Grades*

Discipline in the lower school will be at the discretion of the teacher with Headmaster approval. If student behavior does not improve, the Headmaster or his designee will intervene to resolve the problem. Parents will be notified by the teacher of discipline concerns to correct behavior.

### *6th-12th Grades*

Discipline in the upper school will follow the following guidelines:

## Discipline General

### Standards of Conduct

Students will consent and submit to the spirit and policies of the school and will cheerfully maintain prescribed standards of dress and conduct as described in this student handbook.

### Locker, Vehicles, Bookbag Search

The administration, staff and law enforcement reserve the right to search any and all lockers, vehicles and book bags on school grounds or at school-sponsored activities at any time.

## **Possession of Controlled Substances and Alcohol**

The school has adopted a strict policy with regard to the possession, use, or distribution of controlled substances and alcohol. Students under the influence of drugs and/or alcohol pose serious safety and health risks not only to themselves but to all those who come in contact with them. Accordingly, the possession, use, consumption, distribution, or sale of alcohol or controlled substances, or having controlled substances in one's system without medical authorization during school hours, on school property, or while a participant or spectator at a school-sponsored event, or at any time when the student represents the school, will result in disciplinary action up to and including expulsion. Drug-related paraphernalia are also prohibited.

## **Respect and Courtesy**

SJCA students are expected to be courteous and respectful in all situations and in all locations. Disrespect takes many forms, including, but not limited to: sassing a teacher, willful disobedience, willful damage to property, horseplay, and willful damage to another's character, including unkind or derogatory remarks/gestures.

When walking through the halls or by classroom windows, students are to be mindful that class is in session and nothing is to be done to distract the teacher or class from their primary focus. Talking in the buildings is to be done in quiet, conversational tones.

Disrespect toward teachers may result in disciplinary action and may lead to dismissal when uncorrected. Students will address all adults as Dr., Mr., Mrs., Miss, or Coach.

## **School Property**

Students have a responsibility to keep the school and campus clean. Littering and defacing of buildings or equipment will result in disciplinary action, restitution of all damages, and could result in dismissal from school. This includes pranks and practical jokes of any kind.

## **Physical Display of Affection**

Wholesome friendships are encouraged between boys and girls, but kissing, holding hands, hugging and other forms of bodily contact are not permitted during school, or at any school activity or event. Serious inappropriate physical or sexual conduct may result in suspension or expulsion of students.

## **Pregnancy**

Married, pregnant, or students with children may not attend St. John's Christian Academy.

## **Sexuality and Gender Identity**

The principles of a Biblically-based lifestyle are believed and explicitly taught at St. John's Christian Academy. Students are to identify with, dress in accordance with, and use the facilities associated with their God-given, biological gender.

## **Zero Tolerance - Harassment or Bullying**

SJCA has a zero-tolerance policy towards any form of harassment or intimidation - whether sexual, racial, or personal - that may occur in person or via digital communication. Any student found engaging in such activities will face level two disciplinary action, which could result in expulsion from school. If students believe they have been victims of such behavior, they are encouraged to report the incident to a teacher, administrator, or other staff member. All complaints will be swiftly investigated. Furthermore, SJCA fully adheres to all state and federal laws pertaining to harassment.

### **Consequences for Behavior:**

#### **Level One (Minor Infractions):**

- First Infraction – Administrative counsel, parent notification, and/or one after-school detention.
- Second Infraction – Administrative counsel, parent notification, and one after-school detention is assigned unless the severity of the offense elevates it to level two.
- Third Infraction – One-day suspension and parent notification.
- Fourth Infraction – Three-day suspension and parent notification.
- Fifth Infraction – Five-day suspension and student is placed on probation. Students and parents must meet with Administrators and the Board of Directors Discipline Committee.
- The Fifth Infraction may result in expulsion from St. John's Christian Academy.

#### **Level Two (Major Infractions):**

Some infractions will necessarily bypass after-school detention and be subject to immediate suspension and expulsion. The following is not all-encompassing, but this would include: fighting, possession of pornographic material, possession of a weapon, possession of drugs or intoxicants, flagrant disrespect, direct disobedience, verbal threatening of staff, and other behaviors that the Administrators deem worthy of a level two action. Depending upon the severity of the action, suspension and/or In-School Suspension will range from one to five days and possibly a recommendation for expulsion.

Suspended students will be granted the opportunity to retake any missed tests or quizzes.

Students who have been suspended will have the chance to make up any tests or quizzes they missed. Nevertheless, there will be a deduction of 10 points per day from their suspension.

All classwork and homework that were not completed during their suspension will be scored as zeros.

#### **Senior Privileges**

Seniors who do not fulfill their obligations will have senior privileges revoked for such time as determined by the Upper School Administrator. These obligations include meeting academic and behavioral standards,



class attendance, required meetings, and completing the requirements of the College Counseling Office.

## **PROBATION**

### **Enrollment Probation**

All new students to SJCA will be subject to a nine-week probationary period upon their arrival. This trial phase is crucial as it allows us to ensure that all students meet both our disciplinary and academic standards. During this time, students' behavior will be closely observed for any disciplinary infractions, and their academic performance will be evaluated to ensure they meet our educational expectations. This probationary period is essential in maintaining the quality of our academic environment and promoting a respectful and productive learning culture.

### **Suspension, Probation, and Expulsion**

Suspension, probation, and expulsion are severe consequences at SJCA. A student may be suspended from attending SJCA for a period of time to be determined by the administration. Parents will be notified of all such actions. Any student suspended from school automatically becomes ineligible for participation in or attendance at extracurricular activities such as sports, field trips, social events, etc., during the time of suspension.

A student may be placed on probation for three reasons: academic, attitude, and disciplinary.

1. Academic probation is for students with insufficient academic progress.
2. Attitude probation is for a student with a rebellious spirit, which is unchanged after much effort by the teachers or a continued negative attitude and/or bad influence upon the other students.
3. Disciplinary probation is for students with continued deliberate disobedience or committing a serious breach of conduct, which has an adverse effect upon the school's testimony. The student will generally be placed on probation for a nine-week period, but if the issue is significant, the time may be lengthened.

Probation will last for nine weeks, beginning the Monday following the conference with the parents and student. While on probation, the student's activities will be limited, and all positions of authority must be relinquished. At the end of nine weeks, the student will be taken off of probation, given a second probationary period, or asked to withdraw from the school. A student may not be placed on probation more than twice during his/her tenure at SJCA.

### **Detention**

Multiple detentions will lead to suspension from school (OSS) and could lead to expulsion.

Students in 3rd-12th grade are eligible for service in the detention hall.

When an administrator assigns a student to serve detention, the parent will receive both an email notification and written notification via a write-up slip. This write-up slip will identify the nature of the violation and the date on which the student is expected to be in detention hall. There is a place for the parent's signature at the bottom of the form. The student is expected to return the signed detention slip to school the day following the issuance of the detention slip. Students are expected to report to the detention hall to serve the time assigned.

If there is an extenuating circumstance prohibiting the student's service, the parent must contact the assistant to the administration to arrange alternatives. The detention hall is open from 3:15 to 4:15 on Monday and Wednesday. If a student does not serve detention properly, the student will receive one additional day of detention.

### **Out-of-School and In-School Suspension**

Students placed on suspension (OSS) are prohibited from participating in all school activities for that day. This includes all extracurricular activities, including athletic events.

Students placed on In-School Suspension (ISS) are prohibited from participating in all activities for that day. This includes extracurricular activities, including athletic events.

### **OFF-CAMPUS BEHAVIOR**

All St. John's Christian Academy (SJCA) students and their parents must agree to the following policy governing off-campus behavior.

Policy Governing Off-Campus Behavior of Students Enrolled at St. John's Christian Academy.

Statements or actions that reflect negatively on the mission of SJCA, whether on or off campus, may result in disciplinary action by the administration of SJCA. SJCA does not tolerate the use of drugs or alcohol or participation in criminal activity, whether on campus or away from campus. While the Student Handbook and the Conditions of Enrollment covers the conduct of students on campus, the following policy defines disciplinary action, which shall be taken for certain types of misconduct away from campus.

1. Upon conviction of an offense involving the use or possession of alcohol, including, but not limited to, driving under the influence of alcohol, the student shall be placed on probation and required to attend counseling. Upon conviction of a second such offense, the student shall be subject to disciplinary action up to and including permanent expulsion.
2. Upon conviction of an offense involving the use, possession, or sale of an illegal drug, including but not limited to driving under the influence of an illegal drug, the student shall be permanently expelled.
3. Upon conviction of any felony offense under the laws of the State of South Carolina or any other state or territory, the student shall be permanently expelled.
4. For the purposes of these provisions, the term "conviction" shall also include any admission or adjudication of guilt, including, but not limited to, any plea of guilty, nolo contendere, or a plea under the First Offender Act or its equivalent. "Conviction" shall also include a finding by the Juvenile Court that the student has committed a delinquent act involving any of the above offenses or any informal adjudication by the Juvenile Court involving any of the above offenses.
5. A student arrested for and/or convicted of any of the foregoing offenses has an obligation to immediately report the arrest and/or conviction to St. John's Christian Academy. Failure to report an arrest and/or conviction shall subject the student to punishment up to and including expulsion.

## Anti-Bullying Policy

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In Matthew 22:38-39, Jesus identified the two greatest commandments as loving God and loving other people. He also taught the **Golden Rule** in Luke 6:31: “Do unto others as you would have them do unto you.” To ensure that students treat their classmates with love and respect, the faculty, staff, and administrators will strive to teach and model the two greatest commandments and the Golden Rule daily. When conflicts arise among students, we will first try to help students resolve those conflicts through intervention and mediation. If the conflicts persist, we will then take disciplinary action.

### *Expectation of Student Conduct*

To create a safe environment that is conducive to learning and spiritual growth, St. John's Christian Academy students are expected to display good conduct in the classroom as well as at school functions or activities. Students are required to show proper respect to faculty, other adults, and other students.

A student **may not** engage in harassment, intimidation, or bullying; or retaliation or false accusation against a victim or witness of harassment, intimidation, or bullying in the classroom, on school premises, or at any school-sponsored activity.

### *Definition of harassment, intimidation, or bullying*

'Harassment, intimidation, or bullying' means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is perceived to have the effect of:

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- Insulting or demeaning a student or group of students causing substantial disruption in, or interference with the school's orderly operation.

### *Procedures for reporting bullying*

As a school, we will strive to...

- Encourage victims and witnesses to report incidents of bullying;
- Treat all incidents of bullying seriously;
- Be alert, as an entire staff, for changes in behavior, attitude, and well-being, reporting these immediately to the Headmaster or Upper School Administrator.

A school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the Headmaster or Upper School Administrator.

### *Procedures for prompt investigation*

When incidents of bullying are reported, the teacher or staff member will conduct a prompt investigation by speaking with the parties involved and any witnesses. If the allegation

proves valid, the teacher or staff member will complete and submit a disciplinary referral to the Headmaster of Upper School Administrator. The Headmaster and/or Upper School Administrator will, at that time, interview the parties involved along with any witnesses.

### *Consequences*

Incidents of bullying will be dealt with individually; parents will be notified; and appropriate discipline guidelines will be followed.

### *Process for discussing the school's policy with students and parents*

This policy will be publicized with students and parents as part of the Student-Parent Handbook. It will be discussed by the teachers and administrators in the classrooms, during chapel services, and at school events. The Golden Rule Pledge "I pledge to treat others the way I want to be treated" will be included in each teacher's classroom expectations, posted in all classrooms, and reinforced on a regular basis.

## **Junior Class Responsibilities**

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Juniors are required to...

- Pay junior class dues at the beginning of the school year. Currently the dues are \$20 per month due September through May per junior. This money goes toward funding the prom.
- Participate in all junior class fundraisers to raise money for the prom, including but not limited to, selling products such as Butter Braids, Cookie Dough, and Donuts; hosting a lower school dance; working booths and silent auction at the Fall Festival; and cleaning bleachers and surrounding areas after home football and basketball games. (The Booster Club pays the junior class \$1,000 per year to do this)

## **Senior Class Responsibilities and Privileges**

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### *Senior Code*

- To promote a sense of honor and trust between students, as well as between students and faculty
- To uphold school rules and policies
- To be a positive role model for the underclassmen
- To provide leadership for various extracurricular activities
- To leave St. John's Christian Academy a better place

**Off-Campus Privileges:** Seniors will be allowed freedom to come and go from campus within the limits of their schedules. This right will be granted only under the following conditions:

- Permission to Leave Campus Form must be on file.
- Students must sign in and out.
- Violations or abuses of the above may result in immediate removal of the



- privilege for the individual(s) involved.
- Seniors must be passing all classes.
- Seniors must maintain an overall academic average of 2.5. This is reviewed at the end of each 9-week grading period. Seniors and their parents will be informed in a letter and with a phone call about the suspension of privileges until Progress Reports for the following 9 weeks.
- Seniors may only sign out during break if they have a free period that follows.
- Chapel attendance is required.

*Seniors may have privileges revoked for the following:*

- Tardiness to class, activity, or athletic event when returning from off campus
- Taking underclassmen off campus
- Traffic violations on campus (driving too fast, driving without a seat belt, parking in the front traffic circle)
- Taking a Senior without privileges off campus
- Failure to sign in/out
- Leaving campus without proper permission (i.e., doctor's appointment during a scheduled class with failure to sign out)
- Parents may revoke privileges at any time. The school must be notified by the parent.
- Seniors without privileges are required to be in their designated Study Hall.
- Seniors without privileges must stay on campus for lunch. Seniors may not be in the hallways during their free periods.
- Seniors will be able to exempt second semester exams if they have a passing grade. Absences from class may play a role in exemption of exams.
- Excessive absences or tardies

The administration may revoke Senior Privileges as deemed necessary.

## Books

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Books issued to you are property of SJCA. Please take care of them. We expect a certain amount of wear and tear on the books because we want them to be used, but where there is excessive damage, a charge will be made at the end of the year to your parents' account. Lost books must be reimbursed to the school before another book is purchased as a replacement. The replacement will be for a new book.

## Lockers

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Each upper school student is assigned a locker. All students are expected to keep their lockers orderly and free of food and drink. Lockers are the property and responsibility of SJCA. LOCKERS CAN BE SEARCHED. SJCA reserves the right to search any or all lockers at any time with the student's knowledge and/or presence.

## Dress Code

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A mandatory uniform dress code for students in K5 through 12th grade has been adopted by St. John's. **This dress code is optional for K3 and K4 students; however, a cobalt blue shirt with school shield is required for all field trips.**

### *K5 through 12<sup>th</sup> grade*

**Brands/Vendors:** Polo-style shirts, plaid jumpers and skirts, sweaters, pullovers, and PE uniforms must be purchased from Lands End. P.E. uniforms are not required for elementary students. Khaki or navy pants, shorts, skorts, and capris may be bought from any vendor if the garment is uniform. Shorts, skirts, and dresses must be no shorter than fingertip length. Leggings and/or jeggings or any variation thereof are not allowed. Visible undershirts must be an approved school color (white, gray, royal, red, or pink).

**Outerwear:** Outerwear is defined as accessory items worn as part of an outfit. They may be worn in the classroom. Outerwear, including sweatshirts, jackets, and sweaters, must be cobalt blue, red, or gray and must be purchased from the SJCA Cavalier's Club, Lands End, or come from the SJCA athletic department. Hoodies are not allowed. The only logo that may be worn on outerwear is an official St. John's Christian Academy logo. Letterman jackets may be worn as part of the school attire.

**Heavy Coat/Jackets:** Outside coats shall not be offensive in nature. Heavy coats and jackets may be worn to school and then placed in your locker for the day. These items may not be worn in the classroom.

**Hats:** Hats are not part of the school uniform and should be placed in your locker for the day upon arrival to school.

**Shoes:** Closed toe leather shoes, tennis shoes, and sandals are permitted. No beachwear or flip-flop type shoes are allowed.

**Chapel Attire:** Any acceptable dress code clothing may be worn to Chapel.

**Field Trips:** Uniform pants, skirts, or skorts with a cobalt blue SJCA logo shirt must be worn.

**Fridays:** Students must pay \$1 to dress down, i.e. wear jeans without holes and a school approved shirt.

**Other:**

- Clothing must be of an appropriate size.
- Boys' hair must be cut above the top of the shirt collar, above the eyebrows.
- Boys must be clean-shaven.
- Extreme hair styles or unnatural hair colors are not permissible.
- Earrings are allowed for girls only; girls may wear no more than 2 piercings per ear; no other visible body piercings are permitted.
- Pants, shorts, skirts, and skorts must be worn at the waist and be no shorter than fingertip length.
- Visible tattoos must be covered during school hours and at all school events.

**Consequences of minor violations of the dress code:** Teachers and staff will correct a student if there is a minor infraction. If a student requires repetitive correction for minor infractions, the teachers may assign detention or make an office referral. If a student comes to school

with inappropriate attire, a parent/guardian will be contacted to bring appropriate clothing to school. ***Students will remain in the office or be sent home until the violation is corrected.*** If the problem persists, suspension may result.

**Consequences for Dress Code Violations:** A parent/guardian may be called to bring correct proper school apparel to the school. Any class time missed will be unexcused and the student may not be allowed to make up the work missed. A violation of the dress code is considered a disciplinary offense. During the first two weeks of school in August, a student will receive a warning about any improper dress. After the two-week grace period, disciplinary measures will be taken. Disciplinary measures will be taken by each teacher.

## Attendance Regulations

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The state of South Carolina has compulsory school attendance laws through the age of 17. There may, however, be times during the year when a student misses school. An absence may be classified as either **Mandatory**, **Excused**, or **Unexcused**. To be credited with a mandatory absence, the student must present an official doctor's excuse signed by the physician to the school office before entering class. To be credited with an excused absence, the student must submit a written explanation signed by the parent or guardian to the school office before entering class.

Mandatory absences include personal illness documented by a doctor, a death of an immediate family member, and school activities or other activities approved in advance by the Headmaster. Excused absences include personal illness documented by the parent or guardian or other events or activities deemed necessary by the family. The student can make up work missed during mandatory and excused absences. **It is the student's responsibility to contact each teacher for make-up assignments.**

Unexcused absences include any absence for which an excuse is not promptly received such as going to bed late, oversleeping, or missing a ride. Make-up tests and assignments will be given only at the teacher's or administrator's discretion.

When a student is absent, he/she must submit a written explanation signed by the parent or present an official doctor's excuse signed by the physician to the school office **upon return to school**. Parent or doctor's notes will not be accepted after the end of each nine weeks grading period. Attendance records will be reviewed quarterly by the administration. Parents will be notified of excessive absences.

***Students are allowed 10 excused or unexcused absences in yearlong classes or 5 excused or unexcused absences in semester long classes before credit may be denied.*** Mandatory absences are not included in these totals. \*\*Verify maximum number of unexcused absences allowed by law (15 maybe) and also SJCA.

Elementary students must attend school for three and a half hours to be counted present. In the Middle and High Schools, absences will be determined for each class. Upper school

students must be present at least half of the class period to be counted present. Students must be present for at least half of the day to be eligible to practice or play in an athletic contest or participate in any other extra-curricular activities unless they receive permission from the Headmaster.

### *Consequences for Excessive Absences*

Students with more than ten excused or unexcused absences in year-long classes or five excused or unexcused absences in semester-long classes must serve Detention. Detention time is calculated as 1 hour per class for each class absences are incurred. Students required to serve detention must pay a detention fee of \$10 per class missed. Students serving detention will also be placed on athletic probation until detention time is served. Detention cycles start on Monday and end on Friday.

### *Tardies*

- **Lower School:**

Students in K-3 through 5th grade must arrive before their first bell at 7:45 am. The tardy bell will ring at 7:50 am. Any student not in the classroom by 7:50 am will be marked tardy by the classroom teacher.

- **Upper School**

The first bell for middle and high school students will ring at 7:55 a.m. The tardy bell will ring at 8:00 a.m. All middle and high school students are required to be in their first period class by 8:00 a.m. Students arriving after their tardy bell will be marked tardy by the first period teacher.

### *Early Sign-Outs*

Parents are urged to leave students in school all day. Checking out students early disrupts the instructional day for the child and the other students. Doctor's appointments should be scheduled outside school hours and on school holidays when possible.

If a student must leave school early for any reason other than immediate sickness, a note signed by a parent must be presented in the office **prior to 7:55 AM that day**. The note must state the reason that early dismissal is required.

An excessive number of sign-outs (five or more) **in a quarter** will be treated the same as tardies and will require the parent/guardian to come in for a conference with the Headmaster of Upper School Administrator.

Students will be released only to parents/guardians or those designated by the parent/guardian. The parent/guardian must come in and sign the student out in the main office. If your child will need to ride home with another student, please send a note with a parent signature to the office giving permission for your child to leave campus with another student.

### *School Closings*

If severe weather or other difficulties arise which require school closing, parents will be notified via the FACTS Parent Alert System. If students have reported to school and an emergency requiring dismissal occurs, students will be dismissed at the time set by the Headmaster. Parents/guardians will be contacted prior to dismissal.

### *Online/Virtual Instruction*

In the event online instruction is required (i.e., extended weather closings, pandemic), all upper school teachers will utilize the same online learning management system for disseminating class content and posting required assignments. This online platform will also be utilized for students' submission of assignments.

### *School Trips*

Field trips are an integral part of the learning experience and may range from short local trips for the younger students to longer overnight trips for older students. The faculty and staff are responsible for planning trips based on instructional need and opportunity. Parental input, adequate preparation and notice, and complete supervision will be part of the planning process. Additional fees to cover trip costs may be required from each student.

Field trip attire for all students will be cobalt (royal) blue polo shirt with the school logo (long or short sleeve) and khaki pants, shorts, skort, or skirt.

St. John's Christian Academy does not promote or organize a special graduation trip for the senior class. If such trips are made, they are to be planned and organized outside of school hours and taken after the date of graduation. The school incurs no responsibility or liability for senior trips.

## **Driving**

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Upper School students have the privilege of driving to school. Assigned parking is provided. Seniors will have designated parking spaces in the student parking lot, and underclassmen will have access to general areas next to the softball field. Students are not to return to their cars during the day except that seniors may leave campus during lunch if they have parental permission. **Seniors must sign out when leaving campus and sign in when they return.** Refer to Senior Code for guidelines.

**Students are not allowed to drive on field trips. Athletes are not allowed to drive to away games.** All transportation to field trips and sporting events will be provided by school bus or adult drivers.

## **Illness**

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### *Questions to Ask When Your Child is Sick*

1. Does your child's illness keep him/her from comfortably taking part in class activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other students?
3. Could other students get sick from being near your child?

*\*If the answer to any of these questions is “Yes,” please keep your child out of school.*

*Please refer to the following guidelines*

- A child with a fever must stay at home. If a child develops a fever during the day, he/she will be sent home.
- A child may return to school after being free from fever for 24 hours without fever-reducing medications (ex. Tylenol, Motrin).
- A child who has vomited within the last 24 hours must stay at home. A child who becomes sick and vomits during the day will be sent home.
- A child with uncontrollable diarrhea needs to stay home until he/she has no diarrheal stools for 24 hours.
- A child with abdominal (stomach) pain accompanied by nausea, vomiting, and/or diarrhea must stay home from school until he/she is symptom free for 24 hours.
- A child with Head Lice must have been treated with a medicated shampoo and must be seen by the school nurse before returning to classes. If live bugs or nits are found in the child’s hair, he/she will be sent home.

A sick child will remain in the Nurse’s Clinic until he/she is signed out of school by a parent or guardian when he/she has a condition that may be considered contagious.

The decision to send a student home is left to the School Nurse’s clinical judgment.

The sick student should be signed out within **one hour** of parental notification by the School Nurse.

**\*Please refer to the SC DHEC School Exclusion List and Childcare Exclusion List for guidelines regarding communicable diseases *not* listed in this policy:**

<https://scdhec.gov/sites/default/files/media/document/2022-2023-School-Childcare-Exclusion-List-12.20.2022.pdf>

Please contact the Nurse’s Office at 843-899-8506 with any questions regarding this policy.

St. John’s Christian Academy Sick Policy adapted from South Carolina Department of Health and Environmental Control School Exclusion List and Childcare Exclusion List, updated 2022.

<https://scdhec.gov/sites/default/files/media/document/2022-2023-School-Childcare-Exclusion-List-12.20.2022.pdf>

## Medications

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**All medications must be in the original, labeled container and labeled with the student’s name. An order form must be completed by a physician for any PRESCRIPTION medication administration; this form must also be signed by a parent.** Written instructions from a parent/guardian must be present for any

over-the-counter medication administration. School personnel will administer all medications accordingly.

All medications must be delivered to the Nurse's Office and retrieved from the Nurse's Office by a parent/guardian.

Medication is not routinely dispensed to students; however, if your child is prone to headaches, allergies, etc., it is advisable that the parent/guardian provide medication to be kept in the office at the beginning of the school year with a written form authorizing disbursement of the medication. Medication is kept locked for the students' protection.

## Extended Care

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Extended care is offered for preschool and school aged students (K-3 through 8th grade).

- Extended care morning program begins at 7:00 a.m.
- K-3 and K-4 extended care hours begin at 12:00 noon.
- K-5 and 1st grade extended care hours begin at 2:30 p.m.
- Second through 5th grade extended care hours begin at 2:45 p.m.
- 6th through 8th grade extended care hours begin at 3:05 p.m. Any student on campus after 3:15pm must report to extended care and will be charged appropriately.
- Extended care is not available for high school students.
- Parents of students participating in extra-curricular activities and NOT enrolled in the Extended Care Program are responsible for the care of their child at the end of the school day.
- Any student not participating in an after-school program must be picked up PROMPTLY at dismissal.

## Athletics

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Lower School athletic activities consist of physical education classes, health education, individual skill development, and team sport concepts. Middle School students will continue skill development and have the opportunity for intramural competition. Additionally, some interscholastic competition takes place at the Middle School level.

At the High School level, students can participate in formal interscholastic competitions. To participate, a student must qualify as a full-time student, support the team by meeting the requirements for team practice, and be a member in good disciplinary and academic standing.

Transfer students *retained for reasons other than failing grades* will be ineligible for athletics during their first year at SJCA. Upon successful completion of one academic year, they will be eligible for full participation in athletics if they meet all other requirements.

### *Athletic Eligibility at the Beginning of Each Year*

A student must have received credit for at least four (4) one-credit core courses or any five (5) one-credit courses from the previous school year and pass Bible class to be eligible for the first marking period. A maximum of two credits earned during summer



sessions may be accepted from an accredited school.

### *To Continue in Athletic Eligibility Throughout the Year*

The student must be passing all courses with a minimum GPA of 2.5 for the nine weeks prior to the start of the sport in which the student wishes to participate and must maintain that standard for the grading periods which that sport involves. Seniors are required to take four core courses at St. John's Christian Academy to be considered full-time students. Seniors taking four core courses can participate in athletics if they maintain a GPA of 2.5 and are passing all four courses.

A maximum of two credits earned during summer sessions may be accepted from an accredited school.

Eligibility is declared on the 4th school day after the end of the marking period. A student will become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period.

A student is ineligible to play if his/her 19th birthday is before September 1st of the current school year.

Transportation to away games will be provided by bus or parent/adult drivers. No athletes will drive to away games. All athletes will return to school after games the same way they arrived unless released to their parent by the coach.

**St. John's Christian Academy provides an athletic program in the belief that team experiences contribute to the development of Christian character and leadership. Sportsmanship and fair play are vital parts of our program. Coaches, student-athletes, faculty, parents, and fans are expected to dedicate themselves to controlling their emotions in challenging situations. Respect begets respect. SJCA expects our entire school community to be respectful of all persons on and off the field/court of play.**

### *Sports Team Offerings*

#### **Fall Sports**

- Varsity Football
- Jr. Varsity Football
- Varsity Volleyball
- Jr. Varsity Volleyball
- Cross Country
- Varsity Cheerleading
- Jr. Varsity Cheerleading
- Elementary Pom Pom Girls

#### **Winter Sports**

- Varsity Boys Basketball



- Jr. Varsity Boys Basketball
- Varsity Girls Basketball
- Jr. Varsity Girls Basketball

### **Spring Sports**

- Varsity Baseball
- Jr. Varsity Baseball
- Varsity Softball, Jr.
- Varsity Softball
- Co-Ed Varsity Soccer
- Fishing.

## Ceremonies

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School ceremonies are designed to honor student achievements or promote a particular school objective. All official school ceremonies will be sponsored and supervised by the Administration. Students' dress and behavior at all ceremonies will be in accordance with guidelines set forth by the administration.

**Headmaster's List:** To be on the Headmaster's List a student must have all A's. This is recognized by quarter grades until the final quarter. Students are then recognized for being on Headmaster's List for the year.

**Distinguished Honor Roll:** To be on the Distinguished Honor Roll a student must have all A's and B's. This is recognized by quarter grades until the final quarter. Students are then recognized for being on Distinguished Honor for the year.

**Honor Roll:** To be on the Honor Roll a student must have all B's. This is recognized by quarter grades until the final quarter. Students are then recognized for being on Honor Roll for the year.

**Senior (High School) Beta Club:** Beta club membership invitations are extended to students who demonstrate exemplary academic achievement, character, service, and leadership.

To become a member of the St. John's Christian Academy chapter of the Senior Beta Club, students must have a 3.6 GPA (90 average) or higher, have a good discipline record with no suspensions, meet initiation requirements, and pay the \$47 fee.

To remain in Senior Beta Club, students must have earned 25 service points from the previous year, have at least a 3.3 GPA (88 average), have a good discipline record with no suspensions, and pay the \$25 fee. Students whose GPA drops below a 3.3 will be placed on probation and have one semester to pull their GPA up to a 3.3 or higher before facing dismissal.

**Junior (Middle School) Beta Club:** Beta club membership invitations are extended to students who demonstrate exemplary academic achievement, character, service, and leadership.

To become a member of the St. John's Christian Academy chapter of the Junior Beta Club, students must have a 3.6 GPA (90 average) or higher, have a good discipline record with no suspensions, meet initiation requirements, and pay the \$47 fee.

To maintain membership in Junior Beta Club, students must have earned 25 service points from the previous year, have at least a 3.3 GPA (88 average), have a good discipline record with no suspensions, and pay the \$25 fee. Students whose GPA drops below a 3.3 will be placed on probation and have one semester to pull their average up to an 88 or higher before facing dismissal.

**Student Government:** Student Council members are elected by the student body to act as liaisons between students and Administration. They also perform community service and service to the school in needed capacities.

In April or May, a general election will be held for the high school student body to elect Student Government Officers:

President: Senior

Vice President: Senior

Secretary: Senior, Junior, or Sophomore

Treasurer: Freshman

Historian: Representative from the High School

To be eligible to run for Student Government Office, a candidate must present a petition with three teacher and ten student signatures to be listed on the ballot for candidacy to the Student Government Advisor two weeks before the election. The petitioning student must have a good discipline record indicating no major infractions and be in good standing academically and financially.

## Parent Organizations

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### *Cavalier Club*

The purpose of the St. John's Christian Academy Cavalier Club is to improve St. John's athletic program by encouraging family participation at all grade levels and to improve and maintain facilities and equipment for all St. John's students.

Parents of all athletes are expected to join. Membership is open to and encouraged by all parents.

### *PTO (Parent - Teacher Organization)*

All SJCA parents and teachers are members of the PTO. The PTO promotes a sense of family within our school community. We work closely with the administration and staff to determine school needs and priorities and to help provide as many of those as possible. We positively promote the accomplishments of our students and school in the community. We strive to actively involve all parents and teachers in making the St. John's educational experience the best it can be for our students. **Statistics overwhelmingly show that schools with strong parent involvement programs produce students who perform better than otherwise identical programs.**

Involvement can take many forms: Preparing student folders in a classroom; making reminder phone calls, working the concession stand at a football game; driving on a field trip; making a prop for a play; writing articles or taking pictures for the newspaper; working at a booth during seasonal fundraisers; providing refreshments for a class party.... The list goes on and on. *There is a niche for everyone. If each of us will help in some small way, we can make IMPORTANT things happen!*

# St. John's Christian Academy Acceptable Use Policy (AUP)

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## *For School Network and Internet Usage*

St. John's Christian Academy embraces the use of instructional technology and offers its students and staff access to the Internet and a school-wide educational network. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources to significantly expand their available information base and to further educational goals and objectives. The Internet is a tool for life-long learning.

Electronic information and research skills enable students and staff to explore thousands of libraries, databases, and other resources. The purpose of Internet and network access is to facilitate and support research and education. Access is a privilege, not a right. Access entails responsibility.

Students utilizing school-provided Internet access must first have the permission of and must be supervised by SJCA professional staff. Students using school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting or otherwise use responsibly.

The following uses of school-provided Internet access are not permitted:

- To access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To transmit obscene, abusive, sexually explicit, or threatening language:
- To violate any local, state, or federal statute:
- To vandalize, damage, or disable the property of another individual or organization:
- To access another individual's materials, information, or files without permission: and
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of this policy and rules may result in loss of school-provided access to the Internet and network. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

**Student-Owned Electronic Mobile Devices (laptops, e-readers, I-pads, cell phones, etc.):** St John's is a Bring-Your-Own Device school and supports the academic use of technology. Student-owned electronic mobile devices such as Smart phones, Smart watches, e-readers and tablets, may not be turned on, displayed, or used during class time, chapels, or assemblies. Student-owned electronic mobile devices such as Chromebooks and laptops may not be turned on, displayed, or used during class time,

chapels, or assemblies unless otherwise specifically permitted for instructional use, by a faculty member. **The school is not responsible for the loss, damage, or theft of such devices.**

Lower school students will be allowed to have a device at school either in their book bag or given to their Homeroom teacher.

Middle School (grades 6-8) students will be allowed to have a device, but it must be placed in their locker or a container in each of their teachers' classrooms.

High School (grades 9-12) students will be allowed to keep their devices on their person, but it must be placed in each provided classroom holder.

Upper school students may use their devices responsibly and within the school AUP before and after school, at break, and at lunch.

The school may examine a student's mobile device if there is reason to believe school policies have been violated. School personnel who find students in violation of this policy will report the student and give the device to the headmaster. A student who violates this policy is subject to discipline as follows:

#### *First Offense*

- Parent notified
- Electronic device returned to parent with a copy of the acceptable use policy

#### *Second Offense*

- Parent conference with the Headmaster or Upper School Administrator
- Electronic device returned to parent for a \$50 fee or kept by the Headmaster or Upper School Administrator for 30 days
- After-school detention

#### *Third Offense*

- Parent conference with the Headmaster or Upper School Administrator
- Cell phone returned to parent for a \$100 fee or kept by the Headmaster or Upper School Administrator until the end of the school year
- May not participate in sports or school activities on the day of the offense.

## Social Media Policy

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Social Networking Students are not allowed to communicate with teachers using any social-networking site such as Facebook, Twitter, MySpace, Tick Tock, etc. Students and Teachers will be held accountable for their online behavior and conduct, including conduct occurring after the school day or away from campus. Online communications which are slanderous, lewd, defaming, or profane will not be tolerated by St. John's Christian Academy, especially when they are directed at another student, our school in general, and/or other schools. Such behaviors will be addressed by the Head of School and may warrant immediate disciplinary action by the school. Parents should be mindful of their child/children's online behavior and activities, and alert them to the dangers of the internet. Student access to any social networking site during regular school hours is prohibited unless a teacher requests it as part of a classroom activity. Those who choose to violate this policy may face disciplinary action.

St. John's Christian Academy students, faculty, and staff are expected to perform their duties and conduct themselves in a manner consistent with St. John's Christian Academy's biblical values, its mission, and in a manner which reflects favorably on the school. Students may not interact with faculty and staff on social media.

At SJCA we use social media platforms such as Facebook, Instagram, X, and YouTube to connect with prospective families, current families, students, and alumni. This may include promotional materials, educational content, and school activities, among others. Our social media accounts are maintained by our Marketing Director. If you have positive information to post to school social media sites, send it to the Marketing Director, Administrative Assistant, or Athletic Director for approval.

If additional SJCA social media pages or accounts are desired, there must be one primary and one secondary administrator listed. One of those administrators must be a member of the SJCA administration team. The Marketing Director must also be given administrative access (Facebook) or updated login/password information (X, Instagram, Snapchat, YouTube, etc.) once registration is approved.

Why get approval for social media posting?

1. To ensure that SJCA is properly represented through the affiliation of the page.
2. To be listed on the Social Media Directory and to assist people with finding your page.
3. To define the purpose of the account.
4. To ensure that any logos or graphics adhere to the school rules.
5. To avoid conflicts with other pages.

## **Social Networking**

St. John's Christian Academy takes social media seriously. Faculty, staff, and students are all expected to show respect and to take the privacy of others into careful consideration. Students are not allowed to communicate with teachers using any social-networking site such as Facebook, Twitter, Tik Tok, etc. Students and Teachers will be held accountable for their online behavior and conduct, including conduct occurring after the school day or away from campus. Online communications which are slanderous, lewd, defaming or profane will not be tolerated by SJCA, especially when they are directed at another student or our school in general. Such behaviors will be addressed by the Head of School and may warrant immediate disciplinary action by the school. Parents should be mindful of their child/children's online behavior and activities, and alert them to the dangers of the internet. Student access to any social networking site during regular school hours is prohibited unless a teacher requests it as part of a classroom activity. Those who choose to violate this policy may face disciplinary action.

## **Privacy Protection**

To ensure the safety of our community, St. John's Christian Academy will comply with FERPA (Family Educational Rights & Privacy Act). We will not post or release information that is considered private and confidential. This includes posting conversations, names, personal schedules, addresses, phone numbers, etc. without noted consent.

Photos of students will not be posted on St. John's Christian Academy social media accounts if a parent specifically opts their child(ren) out of such communications. Unless otherwise opted out, students automatically opt-in.

Students, faculty, and staff should similarly respect each other's confidential information in addition to St. John's Christian Academy's brand and copyrighted material.

## **Helpful Suggestions to Consider When Posting on Social Media for Faculty, Staff, and Students:**

- You are responsible for what you write, and your posts reflect you as well as your place of employment or school.
- The Internet is a public forum and writing something is the same as speaking it from a stage. Even if you delete something, the Internet keeps a record. Once something is published, it is impossible to take it back, so think before you post and be responsible for your words.
- Be polite and be positive. Be aware of your tone. Like it or not, people will equate you and what you say with the organization you represent.
- Think before you write. Let someone else read it before you post it.

## **Social Media Expectations for SJCA Faculty and Staff:**

- Employees of SJCA are encouraged to follow the SJCA Facebook page for school information and promotions.
- As a member of the St. John's Christian Academy faculty, staff and coaches, you are expected to act professionally on social media. Any content of your classes, practices, or in-school interactions that you desire to post on social media must be sent to the Marketing Director or Administration for proper review to be posted to the SJCA accounts. Never use photos of students on your own personal accounts.
- St. John's Christian Academy will respond to both positive and negative comments that are made on our social media posts. Responses to comments or questions posted on our social media posts by community members will be made only by the Marketing Director, Upper School Administrator, Headmaster, or their designee. Other faculty will not respond to comments that are made on St. John's Academy social media posts.
- In a crisis situation, SJCA faculty or staff members will not use social media to make a statement about the crisis. Posting a personal statement or opinion on social media regarding a school-related topic could potentially violate school board policy. A formal press release will be created by the Administration. Depending on the situation, the Board of Directors may determine to make a statement via a social media post.
- All personal blogs should contain a disclaimer. For example: This is my personal blog and does not necessarily represent the views of St. John's Christian Academy or any people, organizations or groups mentioned here.
- Faculty and staff members are not to follow or initiate friend requests with students, and faculty members are not to accept friend requests or requests to follow from students on various social media accounts.
- Faculty and staff members are not to communicate privately with students on social media.
- Faculty and staff members are not to attack fellow employees, members, businesses, churches, or other schools.
- Faculty and staff members are not to write about potentially embarrassing or inappropriate situations that could cast a negative light on St. John's Christian Academy.
- Faculty and staff members must follow copyright rules. If you give information that did not originate with you, be sure to give credit. Cite and link when appropriate.
- Faculty and staff members are not to link their social media accounts to their St. John's email address. Social media accounts must be linked to personal email addresses.
- Faculty and staff members are not to post pictures of students on their personal social media accounts.
- Faculty and staff members are not to speak for the school on their personal social media accounts.
- If a member of the media contacts a member of the St. John's faculty or staff, the faculty or staff member must contact the headmaster before responding.
- All electronic communication to students should be to groups or teams rather than to individual students. Faculty and staff members must copy the parents/guardian if a note must be sent to an individual student.
- Faculty and staff members must not post anything that can be viewed as harassing, intimidating, bullying, or threatening.



- Faculty and staff members must not post anything that is vulgar or sexually suggestive.
- Faculty and staff members must not post anything that is contradictory to the Christian mission and values of SJCA.

#### **Social Media Expectations for SJCA Students:**

- Students of St. John's Christian Academy are expected to interact responsibly and appropriately in any online communications. Any posts or interactions that are in violation of school rules and policies may result in disciplinary action.
- Students are not to friend SJCA faculty or staff members on social media.
- Students must not attack fellow students, team members, teachers, coaches, administrators, or those from other schools in online communication.
- Students are not to write about potentially embarrassing or inappropriate situations that could cast a negative light on St. John's Christian Academy.
- Students must follow copyright rules. If you give information that did not originate with you, be sure to give credit. Cite and link when appropriate.
- Students' personal social media accounts are not to be linked to St. John's email addresses. Students' social media accounts must be tied to your personal email address. Better tools. Stronger schools.
- Students are not to speak for the school on personal social media accounts.
- Students are not to post anything that can be viewed as harassing, intimidating, bullying or threatening.
- Students are not to post anything that is vulgar or sexually suggestive.
- Students are not to post anything that is contradictory to the Christian mission and values of SJCA.

## ACCEPTABLE USE POLICY (AUP) CONSENT FORM

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### *Parent or Guardian*

As the parent or legal guardian of the student signing below, I grant permission for my student to use school-networked computers and the Internet. I have read the above rules and accept responsibility for setting and conveying standards for my student to use the Internet.

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

Parent/Guardian Printed Name \_\_\_\_\_

### *Student*

I understand and will abide by the St. John's Christian Academy Network/Internet Acceptable Use Policy. I further understand that any violation of the guidelines is unethical and school disciplinary action and/or appropriate legal action will be taken.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Printed Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Please check yes if you agree for your child's picture to be used in publications such as the school yearbook, school and local newspapers, the school's website, or school marketing pamphlets and materials. If you do not want your child's photographs used in the above publications, please check no.

☐

Yes

☐

No

***I have read the current Student-Parent Handbook for St. John's Christian Academy (available online at [www.sjacavaliers.com](http://www.sjacavaliers.com)) and will comply with its contents.***

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Teacher's Name \_\_\_\_\_

(Elementary Teacher or 1<sup>st</sup> Period Teacher for Upper School Students)

***This form must be returned to your homeroom teacher, signed by both the student and parent/guardian.***