

SPURLING CHRISTIAN ACADEMY



HOME OF THE SOARING EAGLES

MOUNT OLIVE MINISTRY CENTER 

"Teaching Mind, Body and Spirit"

Student Handbook

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Absences and Tardies

- ◆ Classwork experiences are fundamental to a student's academic success.
- ◆ Parents should call the Academy office on the day of the student's absence.
- ◆ Excused absences
 - Illness of the student (physician's note is required after three (3) days).
 - Illness or death of student's immediate family.
 - Medical appointment (excused with medical note only).
 - Three unexcused tardies constitute an absence.
- ◆ Unexcused absences
 - All absences, which do not meet the criteria for an excused absence, are unexcused.
 - An unexcused absence will result when there is no written note of absence nor phone call verifying the absence.
- ◆ Other
 - If a child misses more than twenty (20) days in the school year, his/her promotion will be jeopardized.
 - Make up work will be the student's responsibility
- ◆ Senior student absences.
 - Senior class students will receive four (4) additional excused absences
 - Three (3) "College" days
 - Requests to visit campuses must be submitted in writing two (2) weeks prior to absence.
 - Documentation of visit must be presented to attendance clerk upon returning to school.
 - One (1) "Senior Skip" day
 - Date to be determined by seniors, senior sponsor(s) and school administration.
 - SCA administration reserves the right to revoke privileges of "Senior Skip" day.
 - Senior must be in good standings academically, in citizenship and in conduct.
 - Senior class fee is determined by SCA administration and school board.

Arrival and Departure

The following procedures are designed for safe and orderly arrival and departure of the students.

- ◆ Hours of Operation
 - K3 – 6th grades: 8:15 am until 3:15 pm
 - 7th – 12th grades: 8:15 am until 3:00 pm
 - The Academy office will be open from 8:00 am to 3:30 pm
- ◆ Student should arrive no later than 8:15 am to allow ample time to prepare for class.
- ◆ Student may arrive no earlier than 8:05 am and must be departed no later than 3:30 pm.
- ◆ Should student need to arrive prior to 8:05 am, student should report to the Extended School Enhancement Program (fees apply)
- ◆ Students will be escorted out of the school building at 3:15 pm.
- ◆ All students must remain with a teacher until a physical exchange has been made between teacher and parent. This is not a time for conference with the teacher. Parents may contact the school office to schedule an appointment with the student's teacher.
- ◆ Student safety must have priority.

Classroom Expectations

- ◆ The Academy strives to provide an atmosphere that is peaceful, cooperative and enjoyable, thus producing an environment conducive to learning.
- ◆ Students are expected to conduct themselves in a manner that honors the Lord and represents their families well.
- ◆ Students should:
 - Be seated and prepared to begin their studies no later than 8:30 am.
 - Raise their hands to gain permission to speak.
 - Raise their hands to gain permission to be out of their seats.
 - Be courteous and respectful of classmates and teachers at all times.
 - Participate in classroom lessons and activities.
 - Have homework assignments prepared on time.

Communicable Diseases

- ◆ No student will be admitted to class if he/she has been diagnosed with a communicable disease.
- ◆ Student will be readmitted when medical evaluation verifies wellness of the child.
- ◆ Communicable diseases that require exclusion from attendance, according to the Texas Department of Protective and Regulatory Services, include but are not limited to:

chicken pox	head lice
Type A hepatitis	impetigo
Influenza	measles (rubella)
Meningitis (bacterial)	mumps
Pertussis	Ringworm of the scalp
Streptococcal sore throat	Scarlet Fever
Tuberculosis	

Communication

A student's success is directly related to open communication between family and school.

- ◆ Parents should utilize student planners as a tool to remain current with daily classroom information.
- ◆ Parents are to sign each day's notation as an indication they have read the information and that the student has completed homework assignments.
- ◆ No one is to disturb the teachers once instruction has begun. Messages will be taken for teachers during class time and follow-ups will be done within 24 hours during the teacher's conference period.
- ◆ To assist in growing this relationship, parent-teacher conferences are also available during the school year. Contact the Academy office for appointment times.

Discipline

- ◆ Appropriate discipline, consistently applied throughout the life of a maturing child, is essential.
 - Discipline is a necessary element for character training, a definite part of SCA's educational and growth process.
 - An inner self-discipline, necessary to a well-adjusted adult life, evolves out of obedience.
 - Obedience is the core of character training.

Discipline *(continued)*

- ◆ The responsibility for discipline and education in the final analysis must rest with the parent(s).
 - Discipline begins at home and is then broadened and further developed at school.
 - This responsibility is always ultimately that of the parent(s).
 - To be effective and fair, the discipline process must be carefully balanced between school and home environments.
- ◆ To ensure effective and loving discipline, we require full support and cooperation from parents.
 - Rules of conduct enforced at school must be reinforced at home.
 - A more detailed explanation of academic discipline procedures is outlined at the back of the Student Handbook.
- ◆ If parental correction is necessary the teacher and administration must both concur.
 - A parent will be called to come to the school on the same day to administer appropriate discipline.
 - The student will not be allowed to return to class until the parent has come to school and administered the correction.

Field Trips

- ◆ Each class will participate in field trips.
- ◆ Each student must have the annual Field Trip Release Form on file prior to his/her participation.
- ◆ An additional permission to participate form will be sent home prior to each off campus trip.
- ◆ Students will be required to wear an SCA t-shirt and uniform bottoms for all field trips.

Fund Raisers

- ◆ The Academy conducts annual fund-raising activities for designated school projects.
- ◆ We anticipate each parent's participation in these activities.

Grades

- ◆ Letter and number grades are used to evaluate student performance (see report card for grading scale).
- ◆ Report cards are dispersed on nine-week grading sessions.
 - In the event a report card is misplaced a \$5.00 processing fee will be applied to replace the document.
 - Final report cards will be mailed only when required books and supplies have been returned; any fines and fees have been paid in full; and all tuition is current.
 - Official transcripts are available upon request only.
 - A 7-day processing period will be required.
 - Only one transcript per student per semester will be provided free of charge.
 - Additional official transcripts may be requested for a fee of \$5.00.

Health Forms

- ◆ The state of Texas requires an up-to-date record of the following:
 - Immunizations
 - Vision and hearing screening (K4, K5, First, Third, Fifth and Seventh grades)
 - Acanthosis Nigricans (First, Third, Fifth and Seventh grades)
 - Spinal screening (Sixth and Ninth grades)
- ◆ Your physician or local health department authorities must complete these immunizations and screenings.
- ◆ No child will be admitted to class until these documents/forms are completed and on file in the Academy office.

Homework

- ◆ Completing homework assignments is necessary and frees class time for teaching and enrichment.
- ◆ It instills independent study patterns in students for lifelong learning.
- ◆ We request parents' full cooperation in assuring that the assignments are completed.
- ◆ Repeated delinquent homework could result in a student's dismissal.

Homework *(continued)*

- ◆ Elementary teachers make use of a communication folder for homework assignments.
- ◆ Parents should use the folder as a tool to remain current with daily classroom assignments.
- ◆ Parents are to sign student planners as an indication that the student has completed the homework assignment.

Illness

- ◆ Parents will not be permitted to drop off a child who has symptoms of illness.
- ◆ Parents will be expected to pick up a child who becomes ill during the day.
- ◆ If your child is running a fever of 100° F or higher, please keep the student home.
- ◆ Student must be fever-free for 24 hours prior to returning to school.
- ◆ In order for medication to be administered:
 - Medication must be in the original container.
 - A letter from the physician including the child's name, the name of medication, dosage and times to be administered must accompany all prescription medication.
 - No over-the-counter medication will be administered.
 - Parent or Academy office personnel must administer the medication.
 - Teachers will not be permitted to administer any medication.

Inclement Weather

- ◆ In cases of ill weather or hazardous road conditions, we will follow the guidelines of the Arlington Independent School District.
- ◆ A list of school closings and delays will be announced beginning at 5:00 am, but no later than 7:30 am, on your local television and radio stations.
- ◆ In cases of tornado Academy employees are trained to take appropriate action to ensure the safety of students.

Lunch

- ◆ Students are required to provide their own lunches.
- ◆ If a student does not bring a lunch, the parent(s) will be contacted and will be responsible for arranging lunch for the day.
- ◆ In the event a parent cannot be contacted, a lunch will be provided from a local restaurant and a fee of \$5.00 will be imposed.
- ◆ Dishes, condiments, beverages and eating utensils will not be provided.
- ◆ On specified days, hot lunches may be available for purchase. Students must bring appropriate payment to their teacher prior to the communicated deadline.
- ◆ All students leaving school campus for lunch must sign out prior to leaving the premises and sign in upon returning to class.

Non-Discriminatory Policy

Spurling Christian Academy admits students of any race, color, religion, nationality, or ethnic origin to all the rights, privileges, programs and activities made available to students at the school.

Records

- ◆ Please keep the Academy office informed of changes made in student records.
- ◆ The following information is imperative to the welfare of your child:
 - Home and mailing address
 - Telephone numbers (home, work, cellular)
 - Place of employment (parent(s)/guardian(s))
 - Emergency contact names, numbers and addresses
 - Names and copy of identification of person(s) to whom the child may be released
- ◆ Changes of information, which affect a student, should be made with the office before the day change is to go into effect.

Student Drivers

- ◆ Student drivers must provide proof of insurance and copy of driver's license to school office.
- ◆ Students without proper documentation on file will not be permitted to drive on school property.

Tuition

- ◆ Our tuition rate remains competitive based on enrolling family's commitment to partner with the Academy for the entire school year.
 - Various tuition payment options are available, each due the first day of the option chosen.
 - No statement of accounts will be mailed except on accounts past due.
 - All tuition is due in advance.
- ◆ Extended School Enhancement Program payments are due the first day of each week (or month).
- ◆ Late Fees
 - Tuition not paid in full by the first day of the month will be considered delinquent on the second day of the month.
 - Each delinquent account will be charged a late fee of \$25.00 per week.
- ◆ Family Discount
 - A discount is offered for families with two or more students enrolled
 - Discounts apply to the tuition of the second student, and/or more students.
 - Discounts apply to students in lower grades.
- ◆ Reductions, Refunds and Other Discounts
 - There will be no reduction of tuition for holidays or vacations.
 - If a child is withdrawn from school, no refund will be given for the month.
 - Referral discounts will be applied to your account only after new student has enrolled in SCA and all necessary fees have been paid.
 - Any other request for refunds should be directed to the SCA school board.
- ◆ Delinquent Accounts
 - Students whose accounts are ten (10) days delinquent may be dismissed from the academy and no report card and/or permanent will be released.
 - All tuition and late fees must be paid in full in order to receive documents.
 - Payments should be directed to the academy office.
- ◆ Returned Checks
 - There will be a \$25.00 fee for each returned check plus all other incurred fees.
 - Payments on returned checks must be made within one week of notification.
 - Student will not be allowed to attend class without full payment.

Uniforms

- ◆ School uniforms are required for all students.
- ◆ Students may not enter into class without full uniform (see Uniform Policy for further information).
- ◆ All students are expected to:
 - adhere to common practices of modesty, cleanliness and neatness
 - dress in a respectful manner within the acceptable standard of God, the church and the community, and in such a manner as to contribute to the academic atmosphere
- ◆ Students who fail to comply with the dress code may be sent home and be subject to disciplinary actions.

Visiting

- All visitors must check in at the academy office before visiting classrooms.
- No one is to disturb the class once instruction has begun.
- Observations of the class may be done with prior teacher notice.
 - During classroom observations please refrain from assisting the teacher with academic instruction or disciplinary procedures.
 - Small children will not be allowed in the classroom during instruction period.

Withdrawal

- ◆ SCA requests at least one week written notice of withdrawal from the academy.
- ◆ Report cards will not be forwarded to entering schools without all financial obligations having been met.

Uniform Policy

School uniforms are required for all students. Uniforms are to be worn Monday through Friday. In the event a student arrives to school out of uniform, the parent(s) will be notified to immediately bring the appropriate uniform for the student. Students may not enter into class without full uniform. In the case a guardian cannot be reached or is unable to bring the appropriate uniform, a uniform garment will be provided for the student. A fee will be invoiced and payment will be due by dismissal that day.

Acceptable

Red, white or navy blue polo type shirt with SCA crest

Crests are available in the academy office for a small fee

Navy blue or khaki uniform bottoms

Pants must fit

Shorts must be fingertip length or longer

Skorts (girls only) must be fingertip length or longer

Dresses and skirts (girls only) must be fingertip length or longer and must be worn with shorts underneath

White socks

Girls may wear bobby socks or knee highs

Black, brown or white tennis shoes or dress shoes (90% solid color)

Black or brown belt (exception: K3-K5 classes)

Optional: Navy blue or gray pull-over sweatshirts or hoodies with SCA crest or SCA sweatshirts or hoodies – uniform top MUST be worn under sweatshirt or hoodie

Optional: Solid red, white or navy blue long sleeve (turtle neck is acceptable) under polo shirt in cold weather

STUDENTS ARE REQUIRED TO HAVE SHIRTS TUCKED IN AT ALL TIMES

Unacceptable

Baggy or sagging pants, jeans, Capri or cargo pants

Decorated or plain sweatshirts or sweatshirts with a zipper

Decorated socks or socks with logos

Decorative belts

Open-toed sandals, plastic shoes or shoes or boots with heels more than 1/2 inches high, decorated or character shoes

Hats of any kind

Elementary girls are not permitted to wear cosmetics

Boys are not permitted to wear earrings

Girls' earrings must be small

Parental cooperation and accountability to these standards is necessary in order for our school to maintain consistency and discipline as a well-groomed establishment for the glory of God.

Tuition and Fees

Registration

New Students	\$225 (Non-refundable)
Returning Students	\$200 (Non-refundable)

Tuition

Grade Level	Yearly	Monthly	Bi-Weekly	Weekly	Book Fees
Kindergarten 3	\$ 3,078	\$ 360	\$ 190	\$ 100	\$ 60
Kindergarten 4	\$ 3,078	\$ 360	\$ 190	\$ 100	\$ 100
Kindergarten 5	\$ 3,078	\$ 360	\$ 190	\$ 100	\$ 160
First Grade	\$ 3,078	\$ 360	\$ 190	\$ 100	\$ 215
Second – Fifth Grades	\$ 3,078	\$ 360	\$ 190	\$ 100	\$ 265
Sixth – Eighth Grades	\$ 3,249	\$ 380	\$ 200	\$ 110	\$ 225
Ninth – Twelfth Grades	\$ 3,249	\$ 380	\$ 200	\$ 110	\$ 250

Second and additional children will receive a 10% discount off the full tuition rate of lower grades.

We offer various tuition payment options, each due the first day of the option chosen.

Now offering additional convenience for payment by debit or credit cards

Registration and book fees due at time of enrollment

Additional fees not covered under tuition:

- Extended School Enhancement Program and Counselor in Training Program
- Lab and athletic fees will apply for Junior and Senior High Students
- Late fee of \$25 will be applied on the third day after an established payment date
- Dual Credit Program fees for Tarrant Community College
- Insufficient funds fee \$25

Extended School Enhancement Program (ESEP)

- Weekly fee of \$30 per child enrolled in program
- Payment is required at the beginning of each payment period established to ensure your students position in the program
- Program will host 26 students
- ESEP late fee of \$10/week will be applied on the SECOND day of established payment date
- Children not picked up by 6:15 pm will be assessed a late pickup fee of \$1.00 per minute

BEHAVIOR EXPECTATIONS

Discipline infractions may include but are not limited to:

- Actions or misbehaviors interrupting a student's right to learn
- Failure to abide by published district, campus or classroom rules and procedures
- Failure to have supplies
- Misconduct, including but not limited to: chewing gum, eating candy or other food, not being on task, bothering other students, inappropriate or loud talking, cutting in line, throwing paper wads, note writing, sleeping, minor defacing of school property
- Running or making excessive noise
- Tardiness
- Improper dress as defined by the SCA Uniform Policy
- Improper possession, use/abuse or distribution of over-the-counter drugs, supplements or medications
- Inappropriate public displays of affection
- Leaving class/campus without school permission which includes before and during school hours
- Loitering, littering, trespassing, or abusing residential property on the way to and/or from school
- Misconduct on the bus or other transportation service
- Participating in dishonest/deceitful activities
- Possession of lasers, radios, matches, lighters, or other items considered as distracters to the classroom environment
- Refusing to follow directions and instructions given by school personnel
- Use of cellular phones, pagers and electronic devices on campus at unapproved times or locations
- Defiance of authority of school personnel
- Demeaning racial, religious or ethnic-related statements or acts
- Drawing/depicting tobacco, drugs, alcohol, gangs, guns, weapons or violent activity on self, notebook or other student materials
- Fighting
- Gambling
- Hazing
- Installing unauthorized software on school computer equipment
- Obscene gestures or actions
- Possessing, smoking or using tobacco products in any form at any school related or school sponsored activity on or off school property
- Possession, usage or distribution of electronic or published material that is pornographic or obscene or which threatens others or incites others to violence (Pornographic is defined as explicit depiction or description of sexual acts)
- Possession of any object which could be used for the purpose of a weapon or improvised weapon
- Profane language
- Serious acts of disobedience or disorderly conduct
- Sexual harassment that does not include physical contact
- Tampering with computer hardware or software leading to the disruption of the learning environment
- Theft of up to \$50
- Threats to students
- Using the electronic communication network for commercial or political purposes

DISCIPLINARY CONSEQUENCES

Consequences may include one or more of the following in accordance with the school's progressive discipline plan, but are not limited to:

- Confiscation of inappropriate item
- Corrective Teaching interaction
- Denial of classroom privileges
- Detention hall
- In-class discipline may include, but is not limited to, lower citizenship grades and/or teacher assigned detention
- Misbehavior warning (verbal or written)
- Parent contact by written message, phone or via e-mail
- Saturday School
- In/On campus suspension
- Suspension
- Any other disciplinary action deemed appropriate by the teacher or headmaster