

SUNNYBROOK CHRISTIAN ACADEMY



2020-2021 PARENT & STUDENT HANDBOOK

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SCHOOL GOVERNANCE

The Administration of Sunnybrook Christian Academy reserves the right to make any additions, deletions or alterations it deems necessary without prior notification.

Dr. Gilbert D. Perez..... Pastor / Superintendent
Pastor Frank Jauregui..... Dean of Students
Devin Balli..... Operations & Development
James Hatch..... Secondary Principal
Christine Castillo..... Elementary Principal
Valerie Banda..... College Advisor

HOURS OF OPERATION

1st through 5th 8:05 am to 3:15 pm
6th through 12th 8:05 am to 3:45 pm

Elementary & Secondary will report to their designated area upon arrival on campus. Students will be accepted on campus no earlier than 7:30 am

It is necessary to pick up your child(ren) on time to avoid the assessment of late pick-up fees and the inconvenience.

Please see Drop Off and Pick Procedures

ADVANTAGES

- Dedicated Christian Faculty & Staff
- Daily Bible instruction
- High standards of Conduct and Dress
- Standardized Testing
- Cafeteria serving Hot Lunch
- Varsity, JV, Junior High and Elementary Athletics
- Worship and Media Arts
- Scholarly textbooks from a Christian perspective

Sunnybrook employs the A-BEKA curriculum published by Pensacola Christian College as well as Apologia and BJU Press. These “Christ- centered” curriculum uses a traditional format founded upon the Biblical principle of “line upon line, precept upon precept”. Character building exercises and drills are interwoven on every level.

STATEMENT OF BELIEF

Sunnybrook Christian Academy is a ministry of **Temple of Praise Church**. Following is a statement of beliefs.

1. We believe in one God, Son and Holy Spirit, Creator of all things.
2. We believe that the Lord Jesus Christ, the Son of God, was conceived of the Holy Spirit, born of a Virgin, was crucified, died, buried, resurrected, and ascended into Heaven and is now seated at the right hand of the Father, and is true God and true man.
3. We believe the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct. (2 Tim.3:15-17).
4. We believe in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the (unsaved) lost.
5. We believe in personal salvation of believers through the shed blood of Jesus Christ.
6. We believe the Biblical concept of marriage and sexual orientation.
7. We believe in sanctification through the Word of God, by the Holy Spirit in the personal holiness of heart and life.
8. We believe in divine healing, through faith in the Name of Jesus, and that healing is included in the Atonement.
9. We believe in water baptism, in the baptism of the Holy Spirit as distinct from the new birth, in speaking with tongues as the Spirit of God gives utterance (Acts 2:4), in the gifts of the Spirit, and the evidence of the fruits of the Spirit. We believe that all are available to believers.
10. We believe in the Christian hope, the soon coming, and personal return of the Lord Jesus Christ. We believe in evangelizing and missionary work in accordance with the Christian commission in Matthew 28:19.

The need for spiritual growth in the light of these principles has led Sunnybrook to adopt standards that are believed to best promote the environment and the spiritual welfare of the student. The school requests that students in grades 5th–12th sign the following pledge.

PHILOSOPHY

The educational philosophy of Sunnybrook is based on the Bible as the sole authority for the evaluating of truth, for determining practices, and as the basis of our faith. The Bible states that all things were created by and for the glory of God. They owe their existence and preservation to the work of Jesus Christ by whom all things consist.

Man is a special creation who was made in the image of God. Man alone has the unique capacity to know and respond to God. When man fell and became a sinner by nature and practice, he lost this capacity to respond or perform any works of righteousness that are acceptable and glorifying to God. It is only through the new birth that man is restored to fellowship with God and by the power of the Holy Spirit that He can know and honor God in his life.

The Holy Spirit uses the Word through the entire educational process to cultivate the student's fellowship with God, to develop within each student a Christian mind, and to instruct him in Godly living, so that he might fulfill the total purpose of glorifying God in life. The teacher, as a born again believer, must model the life of Christ as revealed in Scripture to help the student conform to the image of God.

As God supplies, the local body and the administration have the responsibility to provide the facilities and personnel for young people to grow spiritually into the whole person.

The Authority for such education comes from God's command that children be taught to love God and place Him first in their lives, and the fact that parents are responsible for the total education and training of their children.

Upon the parents' request, the Christian school will seek to aid the parents in fulfilling their God-given responsibility of training their children in the way of Godly living. The student must be taught the Scripture as the basis for all knowledge and wisdom as it will permeate every academic endeavor.

We further believe that the school is a special service to the children of parents who share our concern for each person's relationship with God.

We believe that our curriculum meets the requirements of college preparation and more importantly, exemplifies Biblical standards.

STANDARD OF CONDUCT

Sunnybrook Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian aware of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Sunnybrook endeavors to provide an environment conducive to the spiritual development of young people who are not yet mature Christians. A standard of conduct based on the activities of the Christian must be subordinate to the glory of God who indwells us (I Corinthians 8: 9, 12, 13; 10:32).

A Christian endeavors to avoid practices which cause the loss of sensitivity to the spiritual needs of others or loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

Throughout my enrollment as a student in Sunnybrook I pledge to:

- Obey those that have authority over me for this is right in the sight of God.
- Accept all school policies, rules, and procedures with a proper attitude because discontentment can become a costly habit that can rob me of the pleasure of being a positive student.
- Be responsible do my own work, and to behave in a way that will not disrupt the teaching-learning process.
- Maintain a kind, courteous, and respectful attitude toward fellow students and teachers.
- Maintain Christian standards in honesty (not lie, cheat, or steal), stewardship, and morality.
- Refrain at all times from the use of profanity, offensive slang, and vulgarity in word or action.
- Abstain from smoking, drinking alcoholic beverages, the abuse of drugs, gambling, involvement in inappropriate music, and/or behavior.

I am expected to not only keep this pledge and abide by its standards whether at **home**, at **school**, or **elsewhere** (Acts 9:15), but also to encourage my peers in following it. This will require courage, consistency, diligence, and a genuine enthusiastic effort.

Failure to follow this standard of conduct will be cause for discipline and/or suspension. If I am found to be out of harmony or in breach of conduct with Sunnybrook's ideals of work and behavior, I understand that I may be invited to withdraw. Ephesians 5:3 says in part "*...immorality, all impurity, or covetousness, let it not be once named among you...*"

These restrictions may appear arbitrary to some; but while not condemning others who see differently, Sunnybrook believes that certain types of conduct are detrimental to our goals. In an atmosphere of positive standards of conduct, good scholastic planning, and a personal interest between faculty and student, there is opportunity to develop strong Christian character.

DISCIPLINE

Discipline is scriptural and will be enforced at Sunnybrook. We believe God's Word clearly shows that you cannot train a child unless there is discipline. Biblical discipline is a spiritual blend of love and control. These two factors must balance as we train the whole child – spirit, soul, and body. Discipline is something that you do for a child and not to a child and should contain positive reinforcement as well as negative. With this in mind, following is a description of our method of discipline so that we can fulfill Proverbs 22:6: *“Train up a child in the way he should go, and when he is old he will not depart from it.”* If an infraction of a rule or guideline occurs, several steps will take place. The various steps consist of non-participation in certain activities, lunch detention, after school detention, in-school suspension, home suspension, and eventually expulsion. The teacher involved in the matter will discuss the infraction with the child to see if a direct challenge of the rule took place or a simple childish mistake occurred. Both must be corrected but in a different manner. Once this has been determined, the appropriate action will take place. Consequence of any discipline infraction will be determined by the school Principal, Administrator, and/or SCA School Board.

The Bible says that “foolishness” is bound in the heart of a child. All students are expected to follow the rules and be respectful. In the event the violation is determined to be flagrant, a conference will be set up between the parent and our administrators to discuss what the Bible says about discipline.

Correction must be prompt, and if parents fail to respond when notified, the child may be withheld from class and receive a “0” for missed work or tests.

ELECTRONIC DEVICES

Computer Use Policy:

When using the Internet on Sunnybrook Computers or personal devices while on campus, students will agree to the following:

- You will use the Internet only with a teacher's permission
- You will not visit sites with inappropriate content
- You will not download or install programs or games on Sunnybrook Computers
- You will not send or receive emails, text messages, phone calls, or instant messages without a teacher's permission

Electronic Devices, Social Networking, and Media

Electronic Communication/entertainment devices (such as cell phones, MP3 players, game consoles, etc.) are not to be used unless under the direction of a faculty member. Using any such device in any manner that violates the respect and rights of others, or otherwise violates the conduct rules is prohibited. Using an electronic device to take photographs, record, cheat, signal others, or otherwise violate the conduct rules is prohibited. Portable computers (laptops, tablets) may be used for classwork with explicit teacher permission. Appropriate use of approved 1:1 technology (Chromebooks) is acceptable anytime unless redirected by a teacher.

Sunnybrook Christian Academy utilizes an internet content filter that is in compliance with the Federal Children's Internet Protection Act (CIPA). If an educationally valuable website is blocked, students should contact their teachers to request the site be unblocked. If SCA discovers that its content filtering service is not functioning, the network will be disabled until the filtering service is properly restored.

Parents and teachers must be aware that no content filter is 100% effective and should give appropriate oversight of the students' internet use, whether on school computers or the students' devices. Sunnybrook trains students in internet safety to help them understand the risks involved in using such powerful technology.

Students should not attempt to gain unauthorized access to protected school network resources or to circumvent filtering and other security systems. Such activity is a violation of the Child Internet Safety Act and will result in disciplinary action.

Cell Phones are to be turned off during school hours. Students may use cell phones before or after school. Cell phone use is not allowed during passing periods, between classes, or at lunchtime. SCA deems most cell phone usage detrimental to the development of Christian Community.

Electronically recording or transmitting video of another person in a restroom or locker room is not acceptable and may be a crime under Texas Penal Code § 21.15. Invasive Visual Recording

The use of an electronic device in the following manner at any time is unacceptable/

- Capturing, creating, or distributing text, recording, or images of any individual(s) without individual(s) consent.
- Capturing, creating, or distributing text, recording, or images of any document(s) which compromise the integrity of the educational process.
- Capturing, creating, or distributing text, recording, or images of any individual which are disrespectful, embarrassing, or degrading or immoral.
- Capturing, creating, or distributing text, recording, or images of which could be reasonably deemed an invasion of privacy, a breach of confidentiality, or a copyright infringement.

Violators of this electronic policy will face disciplinary measures and will have their electronic devices (cell phones included) confiscated. Confiscated devices may only be retrieved by a parent. In addition, the student's usage of electronic devices may be restricted.

In today's society, many individuals participate in electronic social networking or media. Students and parents are advised to be wise in text, audio and visual content sent or uploaded onto the internet. Text, audio, and/or visual content must align with biblical principles and the standards of Sunnybrook Christian Academy. Even off campus, SCA Students and families are responsible for their behavior in these matters.

EXTRA CURRICULAR PARTICIPATION GUIDELINES (6th – 12th grade)

All students will maintain a “C” average (>75%) in each class. If a student has a “D” (<75%), he/she will be allowed to miss practice in order to attend required tutoring. Any discipline infractions will deem the student ineligible to participate until cleared by SCA Administration.

All students must adhere to the NO PASS NO PLAY GUIDELINES until they have met all academic, discipline, and attendance requirements to remain eligible.

NO PASS NO PARTICIPATE GUIDELINES

- End of day Thursday – Failing list submitted to Principal
- Every Friday – Grade checks from Principal and Failing List reported
- Failing students have 5 days (Saturday – Wednesday) to bring their grade to passing for each Failing Report given.
 - 1st Failing Report - Notice is sent to parent. Student is *required* to attend tutoring but will still be able to practice and participate in extracurricular activity during the 1st report. Student Athlete will have 5 days to bring themselves to passing. (Saturday-Wednesday)
 - Extra-Curricular Activity is defined as any SCA approved activity that a current SCA student participates in such as Performing Arts competition, Sports,
- If passing after 1st Failing Report, it is the student’s responsibility to get a Participation Clearance Note signed off from the teacher(s) and submit form to the Principal in order to return to eligible status.
- If not passing after the 1st Failing Report ; Student will be required to attend afterschool tutoring. Student will not be able to participate in extra curricular activities and will remain in probation until he/she can satisfactorily meet the academic standards to remain eligible.

ATHLETIC PARTICIPATION GUIDELINES (6th – 12th grade)

A Student Athlete will maintain a 75 “C” or better in each class. If a Student Athlete has a 74 “D” or lower, he/she will be allowed to miss practice in order to attend required tutoring. Any discipline infractions will deem the student athlete ineligible to participate or play until cleared by SCA Administration. All Student Athletes must adhere to the NO PASS NO PLAY GUIDELINES until they have met all academic, discipline and attendance requirements to remain eligible.

NO PASS NO PLAY GUIDELINES

- Students must be eligible under no-pass no-play. Extracurricular Activities include public performances, contests, displays and club activities. An activity would be extra-curricular if
 - It is competitive;
 - It is held in conjunction with another activity that is considered extra-curricular;
 - The general public is invited;
 - An admission price is charged.
- Basis of No Pass, No Play
 - Must be passing all courses.
 - Students lose eligibility for a three-week period, which is defined as 15 class days.
 - There is always a 7-Calendar Day Grace Period anytime a student loses or regains eligibility.

- Ineligible students may regain eligibility during this period. They will be allowed to practice, rehearse, or workout during the period of his/her ineligibility, but may not compete or perform in any extracurricular activity (eg: athletic games or competitions of any type). Students will not be allowed travel to competitive events with the team or group.
- NOTE: All students are academically eligible during a school holiday period consisting of at least 7 consecutive calendar days.
- Parents will be notified of their child's eligibility status after the Grace Period.

DRESS CODE AND UNIFORM

It is our conviction that the physical appearance of our students is an essential element in the education of the total child. The school dress code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and promote recognition of authority. Administrative discretion applies in all dress code matters. Students are expected to be well-groomed and conform to the dress code at all times. Proper grooming must be taught along with the other rules concerning manners and morals.

GENERAL:

- All uniform pieces must be purchased from Dennis Uniforms with the exception of shoes, the White Oxford Long Sleeve Shirt (FOR GIRLS), socks/tights, belts, pants, or hair accessories.
- Clothes are to be clean, neat, and in good condition.
- Clothing may not have holes, missing buttons, be excessively wrinkled, frayed, faded, or be otherwise inappropriate for school.
- Items are to fit properly and may not be oversized or too small.
- The Sunnybrook Uniform Sweater and Sweatshirt is to be worn with a uniform shirt tucked underneath.
- Shorts must have at least a 5" inseam.
- Shoes must be attached to the foot. No slide or flip-flop type shoes.
- Foot must fully fit in the shoe, not compressing the back part of the shoe.
- Hats are not allowed, unless specified by teacher or administrator.
- Girl's Hair Accessories should not be oversized.
- Ink on the skin, such as stamps or tattoos, are not allowed (students obtained tattoos prior to attending Sunnybrook must cover up the tattoos at all times including school events)
- Sweaters, jackets, coats, or hoodies **with SCA Logos** may be worn in the classroom.
- All other brands and logo'd apparel **are not allowed to be worn in the classroom, lunchroom, gymnasium, sanctuary, or in the hallway.**
- Brands, Logos, and Cartoon Characters should show/demonstrate good character and morals. If a brand, logo, or character is deemed distracting to the learning process or inappropriate, the student will be removed from the classroom and sent home unless a change of clothes is provided. Parents must support the administration of what is deemed appropriate.
- On **"Dress-Out" Days or other school events**, no bare midriffs or shoulders, no sleeveless or "see through" blouses are allowed.
 - Student athletes or Performing Arts students should wear SCA issued uniforms, t-shirts, sweatshirts to any school participating activity.
 - Skirts and dresses must be loose-fitted, mid-knee or longer in length with no extreme slits.
 - Pants must be properly fitted (not baggy) and worn above the hip.
 - PE Clothes are still required on these days.

BOYS:

- **Shirts:**
 - **Elementary/Middle School-** White Oxford Shirt with SCA Logo and a Uniform Plaid or Navy-Blue Tie must be worn on Chapel Days. Royal Blue SCA Knit polo with Logo may be worn on non-chapel days. Shirts must be neatly pressed and tucked in at all times
 - **High School-** White Oxford Shirt with SCA Logo and a Uniform Plaid or Navy-Blue Tie must be worn on Chapel Days. Red SCA Knit polo with Logo may be worn on non-chapel days. Shirts must be neatly pressed and tucked in at all times.
- **Hair:**
 - **Elementary/Middle School-** Hair it to be well-groomed and combed/brushed away from the face. Hair should be above the collar. Generally, any hair length, extreme hairstyle, or artificial coloring that is judged by the school administration to be distracting to the educational process will be prohibited. Parents must support the administration of what is appropriate. If a haircut deemed necessary by the

school, the family has one week to comply, or the child will not be allowed on campus. Parents must support the administration of what is appropriate.

- **High School-** Hair it to be well-groomed and combed/brushed away from the face. Hair should be above the collar. Generally, any hair length, extreme hairstyle, or artificial coloring that is judged by the school administration to be distracting to the educational process will be prohibited. Facial hair must be neatly groomed and trimmed at all times. If a haircut/trimming of facial hair is deemed necessary by the school, the family has one week to comply, or the child will not be allowed on campus. Parents must support the administration of what is appropriate.
- **Pants/Shorts-** Khaki Uniform pant must be worn with a black belt. Khaki walking Shorts can be worn on non-chapel days during all seasons except the winter season. All cargo, drawstring, denim, baggy, or skinny shorts are prohibited.
- **Shoes (1st - 12th):** All-Black Dress Shoe with white or black socks OR Tan, Brown, or Black Boat Shoe with socks (ie: Sperry's or other comparable brand).
- **Jewelry (1st – 12th):** Limited to one watch, bracelet, necklace, and one ring per hand. Earrings and Body piercings are prohibited. SCA will not be held responsible for lost or stolen items.

GIRLS:

- **Shirts:**
 - **Elementary/Middle School-** Long-Sleeve White Oxford Shirt (no logo) or a White Middy Blouse with SCA Logo and a Uniform Plaid tie must be worn on Chapel Days. Navy or White Jersey Polo with SCA Logo may be worn on non-chapel days. Shirts must be neatly pressed at all times
 - **High School-** Long-Sleeve White Oxford Shirt (no logo) or a White Banded Blouse with SCA Logo and a Uniform Plaid tie must be worn on Chapel Days. Navy or White Jersey Polo with SCA Logo may be worn on non-chapel days. Shirts must be neatly pressed at all times
- **Makeup/Nails:**
 - Elementary- No makeup allowed for Elementary Students. Nail Polish must be subtle and not distracting to the learning process.
 - Middle School- Subtle makeup may be worn with discretion by Middle School Girls as well as subtle nail polish.
 - High School- Makeup can be worn with discretion by High School Girls. Nail polish should not be distracting to the learning process.
- **Skirts/Pants-** Uniform Skirt/Skort should be mid-knee or longer. Navy Blue Pants can be worn on cold weather days. Navy walking Shorts can be worn on non-chapel days during all seasons except the winter season. All cargo, drawstring, denim, baggy, or skinny shorts are prohibited.
- **Hair (1st – 12th)-** Hair it to be well-groomed and combed/brushed away from the face. Generally, any hair length, extreme hairstyle, or artificial coloring that is judged by the school administration to be distracting to the educational process will be prohibited. Parents must support the administration of what is appropriate. If a haircut/change in hair color is deemed necessary by the school, the family has one week to comply, or the child will not be allowed on campus. Parents must support the administration of what is appropriate. Hair accessories must be school uniform colors.
- **Shoes (1st - 12th):** All-Black Dress Shoe or Penny Loafer with solid white, grey, or navy-blue socks above the ankle OR Tan, Brown, or Black Boat Shoe with solid white, grey, or navy-blue socks above the ankle (ie: Sperry's or other comparable brand).

- **Jewelry (1st – 12th):** Limited to one ring per hand, one bracelet, one watch, one necklace, and one set of earrings per earlobe. SCA will not be held responsible for lost or stolen items. No cartilage or body piercings.

FIELD TRIPS/SPECIAL EVENTS: Students are to wear the designated uniforms for field trip unless otherwise specified by the teacher.

Chaperones must present a valid driver's license and proof of insurance before transporting. SCA's General Dress Code applies to parents attending field trips. Modesty and neatness in dress and general appearance is important

PHYSICAL EDUCATION: Students are required to purchase at least One PE uniform, t-shirt and shorts. Additional uniforms may be purchased in the office. Court shoes and socks are required for gym class. Students can only be exempt by a doctor's written exemption submitted to office.

A student in violation will receive one dress code violation/write-up. A student in violation will not be allowed in class or school event after two (2) violations of the required dress code.

ATTENDANCE – ABSENCES & TARDIES

Regular attendance is absolutely essential to be successful at school. Absences are classified as either excused or unexcused. Excused absences include sickness, death in the immediate family, doctor's appointment, or other circumstances approved in advance.

An unexcused absence is given for any other reason, wherein:

1. A zero is given in every subject missed.
2. Missed tests must be taken and grade averaged with a zero.

Upon a student's return to school, a note written by the parent or guardian explaining the reason for the absence must be given to the elementary or to the attendance office (6th -12th). A doctor's excuse is required for absences of three or more consecutive days. **Students are responsible for all missed work.**

The Compulsory Attendance Law for the State of Texas requires that a student not miss more than 10% of the total school days, which is 18 absences, excused or unexcused. The student may be sent home and required to repeat the grade or attend summer school. Fees apply and truancy fines may be assessed.

Secondary (6th -12th) **Tardiness to school** – with few exceptions, is inexcusable. Students who are tardy to class will be subject to disciplinary action which will include lunch and/or afterschool detention on the same day. Students who are more than fifteen minutes late to school/class are considered absent, and must report to the administrative office to receive an admit. Students who drive to school and are consistently tardy are subject to losing their campus parking and/or off campus lunch privileges until on-time attendance becomes consistent.

Students in athletics and extracurricular programs arriving after 11:30am with an unexcused absence will not be permitted to participate the day of scheduled competition or extracurricular activity.

Note: Students driving to school must submit copy of valid driver license and current insurance in order to park on campus. Students who leave school without office approval and signing out are considered truant and parking privilege will be revoked.

ILLNESS – MEDICINE

For the welfare of your child and others in the school, all children who are sick must be kept home. If medication is to be given at school, clear and precise written instruction must be given to the teacher **and** school office. No medication is to be in a student's possession. A school official will dispense all medication. This includes **ALL** over the counter analgesic pain relievers.

DROP OFF/PICK-UP PROCEDURES

These procedures are for the protection and safety of everyone. Your cooperation is of utmost importance and is greatly appreciated.

1. **Right lane** is for pick-up and drop off only. If your child is not available for immediate pick up, please drive around or park in a parking space until your child is released.
2. **Left lane** is for drive through only. Students will not be dismissed to cars in the drive through lane as this places them in jeopardy walking in front of the pick-up lane.
3. **Speed Limit** must be observed. Entrance speed may vary up to 15 miles per hour. Upon entering the parking area, do not exceed 10 mph. Please slow down and watch for pedestrians.
4. **Late Pick-up** (elementary) is after 3:30 pm. It is required an elementary student is enrolled in TOP ECDC After School Care Program or a late pick-up fee is assessed. No student may be left unattended. ***They are not to wait or loiter around the grounds.***
5. **Late Pick-up** (secondary) is after 3:45. Students remaining will report to an assigned room and late pick-up fee is assessed. No student may be left unattended. ***They are not to wait or loiter around the grounds.***

NOTE: If you need to speak with your child's teacher, please schedule an appointment to meet with the teacher in the classroom. Elementary students are dismissed at 3:15, but teachers are on duty until 3:30 and must attend to all the students in their class. Secondary students are dismissed at 3:45. If you have a child in both elementary and secondary, please allow for the delay by parking in a parking space. Please do not block cars in a parking space. Student Athletes should be picked up promptly after practice or games on campus. No student is to remain on campus before a game/activity. Coaches/Directors are only responsible for the student(s) participating in games/activities.

HOMEWORK

An assignment book (or steno pad) to record homework assignments is required in all grades. A secondary student who does not do an assignment will serve an after school detention the same day of the violation. Students will be required to do the missing assignment as well as that day's assignment for that particular class. There is no prior notice to the parent. To avoid inconvenience, please check that your child's homework is completed each evening and sign the steno.

On Wednesdays and days of special activities at S.C.A., homework assignments should be kept to a minimum (with the exception of unfinished class work that might need to be sent home). Considering the speed at which the child works – the average time for homework should not exceed one and a half-hour of consistent work time. This does not mean that the child will have 1½ hours of work every day, but it does give a frame of expectation of the child's performance within the curriculum. As the grade level increases, so will the workload.

GRADING SCALE

Grading periods occur every nine weeks. Report cards may be issued at Parent–Teacher meetings, sent home with the child, or mailed. Numerical and letter grades are used as shown.

90 – 100 = A 80 – 89 = B 75 – 79 = C 70 – 74 = D 0 – 69 = F

Three (3) week progress reports are sent home in grades 3rd – 5th. Mid-quarter reports (4 ½ weeks) are sent home in grades 6th – 12th.

PROMOTION

Student must pass to be promoted or Summer School is required.

Grade 1–3: Math and Language Arts (Spelling, Phonics, & Reading)

Grade 4–6: Math, Grammar, Reading, Spelling, History, and Science

Grade 7–8: Math, English, History, Science, and Bible

High School: NO credit is given for courses failed. The following credits, plus Bible are recommended for graduation. We offer three different tracks for graduation.

4 credits of English	4 credits History	1 credit PE
4 credits of Math	4 credits Science	½ credit Health
2 credits of Spanish	2 credits Electives	2 credits Technology

PARENT – TEACHER CONFERENCES

During the school year two (2) separate parent teacher conferences are mandatory. One is at the beginning of the year for Open House and one at the end of the first semester in January. A parent may request a conference with a teacher during the school year by writing the teacher a note or calling the school office and making the proper arrangements. If a conference with the Principal is desired, the same procedure should be followed. Please do not attempt to see a teacher, principal, or administrator without an appointment.

VISITORS

It is the desire of the administration and faculty to be of service to both parent and student. A visit from any parent is welcome; however, it must be made by appointment to avoid interruption of the teaching-learning process.

We are unable to accommodate visitors during lunch. Our lunch serving times must remain on schedule. Lunch with your child for a special occasion must be pre-arranged.

All visitors, including field trip chaperones, must sign in through the office.

Students are not allowed to have friends visit during school hours.

FINANCIAL

A non-refundable Registration and Evaluation Fee is due and payable upon the submission of student(s) application(s).

A separate book fee, including other fees, is due by August 3rd. Parents purchase certain books and pay a usage fee(s) on others. The Statement of Cooperation lists the amounts for the current school year.

Sunnybrook Christian Academy operates on a 10-month financial plan given to us by our Heavenly Father. We agree together on the fulfillment of Philippians 4:19. Monthly tuition is to be tendered on the first (1st) of each month. Please be prompt in paying as a \$35.00 late fee is assessed if paid after the 3rd of the month. There is a \$35.00 charge should a check be returned.

If a student is withdrawn, parents are responsible for the full monthly tuition. No records (report cards, transcripts, etc.) can be released if there is a balance on an account.

NON-DISCRIMINATORY POLICY

In the spirit of Christian unity and the love that Christ shows for all mankind, Sunnybrook Christian Academy admits students of any race, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. SCA does not discriminate in the administration of educational policies, scholarships, or any other school administered programs.

Sunnybrook does, however, reserve the right to use appropriate selection criteria in fulfillment of its stated Christian goals and objectives.

LION PRIDE BOOSTER CLUB

Parents of all grade levels are to participate with the SCA Booster Club. A Fall Fest and other fundraisers/activities can and will help raise much needed funds for educational, athletic and campus improvements.

USEFUL TOOLS

Utilize our webpage: www.sunnybrooklions.com

- General Information about SCA
- Chalkable access link
- SCA Live Chapel every Wednesday
- Monthly News and Events
- Lunch Menu
- Admission Process & Forms
- Direct Link for Online Payments
- Athletic Schedules & Forms
- Contact us directly

We are on Facebook – LIKE our page Sunnybrook Christian Academy

CHALKABLE

This is our online portal where student and parents can access grades, schedules and school resources. Call the office for student or parent access.

PARENT USER ID : _____

PARENT PASSWORD _____

STUDENT USER ID : _____

STUDENT PASSWORD _____

*For I know the plans I have for you,
Plans to give you hope and a future.
Jeremiah 29:11*