



Shady Grove
Christian Academy

Student Handbook

2023-2024

Suffer the little children to come unto me, and forbid them not: for such is the kingdom of God.

Mark 10:14

Shady Grove Christian Academy Student Handbook

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shadygrovebaptist.org

The contents of this handbook are presented to anticipate every circumstance or question regarding Policy and Procedure. Shady Grove Christian Academy (SGCA) reserves the right to deviate from this handbook as circumstances may warrant and to modify policies or procedures without notice. SGCA Administration and Shady Grove Baptist Church (SGBC) School Board shall have final authority in matters related to SGCA students including but not limited to enrollment, re-enrollment, discipline, dismissal, extracurricular activities, academic affairs, parental involvement, financial affairs, and adherence to policy.

Administration Directory

Pastor Nicholas Sorrell-Principal	sgbcjohn317@gmail.com
Skyla Ford-Assistant Principal and 1 st -2 nd Grade Teacher	skyla.ford@sgcala.com
Enfinitee Ford-K5 Teacher	enfinitee.ford@sgcala.com
Rissi Holloway-3 rd -6 th Grade Teacher	rissi.holloway@sgcala.com
Tiffany Moore-7 th -12 th Grade Teacher	tiffany.moore@sgcala.com
Abbie Jackson-Math Teacher	sgbcjohn317@gmail.com
Jimmy Faires-Financial Director	brojimjf@att.net

About Us

Shady Grove Christian Academy is a ministry of Shady Grove Baptist Church. Our school offers grades K5-12th and emphasizes academics and a steadfast determination to see your child grow in the Lord. We desire the children entrusted to our care, to know Jesus Christ as their personal Savior, be rooted and grounded in God's Word, and live a victorious Christian life. We want to see our students achieve the academic excellence and Christian character that will leave them equipped for the life that the Lord has planned for them.

We use Abeka's video curriculum. It is a comprehensive, quality curriculum with materials written from a Christian perspective. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject gives all the tools needed to make learning interesting and memorable.

Now more than ever, each child needs a strong foundation in both academics and Jesus Christ. As a Christian school, we train young men and women to view all of life through the lens of the Gospel of Jesus Christ and Him crucified, thereby raising up a generation passionate to lead, teach, and model what loving God and serving others looks like before a lost and hurting world.

Our school's success can only be attributed to the Lord. He has been faithful and generous, and all the glory goes to Him. Together, we will enjoy God's blessings at Shady Grove Christian Academy for many years to come.

Pastor Nicholas Sorrell, Principal

Purpose and Principles

Statement of Belief

Our beliefs are identical with Shady Grove Baptist Church and can be found in the church's constitution.

School Objective

Bible Class is required for all grades K5-12th.

Admissions Policy

- The student must be related to a member of the church.
- New students entering 1st grade and above will be required to take a placement test before the student's first day of school.
- SGCA reserves the right to refuse admission to students who have been expelled from another school, have been convicted of a felony, or have not met the academic requirements for admission and placement.
- Students must be able to communicate in English.
- The diagnosis and medical supervision of a student's learning disabilities are the responsibility of the parent/legal guardian.
- Students with learning disabilities will not be excluded from SGCA providing they meet entrance requirements and can function successfully in the classroom without special services.
- K5 students must be toilet-trained, 5 years of age, and able to communicate in English to be admitted.

Discipline Policies

Classroom Expectations

- Students are expected to be on time and attend class daily.

- Students are expected to have all assigned work completed upon arrival to school.
- Cheating is not allowed. Cheating includes any attempt to represent another person's work as one's own. It is unacceptable to copy another student's homework, class work, test answers, etc. It is also unacceptable to submit a parent, guardian, or tutor's work as one's own.
- A student signing parents' names on papers is forgery and is not allowed.
- Passing notes to other students during class is prohibited.

Personal Communication Expectations

- Students are expected to give all adults appropriate responses in respectful terms and with respectful attitudes.
- Students are expected to report problems with other students to a teacher or an administrator.
- There is to be absolutely no physical contact between students.
- Parents will be included in all academic related communication between teachers and students.

Items Banned from School

- Knives, weapons, matches, lighters, or other dangerous items.
- Toys may not be brought to school.

Student Harassment and Bullying

At Shady Grove Christian Academy, Christ-like behavior is expected. Bullying, harassment, not following directions, and disrespectful behavior are not tolerated. The first occurrence of misbehavior will result in a verbal warning. The second occurrence, a portion of recess will be taken away as the consequence. If misbehavior continues, all of recess will be taken away and the parent will be informed. If

behavior escalates, the pastor will be involved, will contact the parent, and may have the parent come to the school. All disciplinary issues will be documented by the teachers. Students and parents should report all cases of student harassment and/or bullying to the child's teacher.

Suspension

A suspension is counted as an unexcused absence. Any work missed, including tests and quizzes, **cannot** be made up without permission from the principal.

Morning Arrival

Shady Grove Christian Academy is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Children with good attendance are more likely to be successful in school.

Official School Time

(Instructional hours 8:00 am-2:15 pm)

Open assembly begins promptly at 8:00 am. Students arriving at 8:05 am are tardy.

Carpool

Carpool begins at 7:45 am. Parents are required to drop off and pick up children via the covered carpool line to ensure child safety.

If a student arrives at 8:05 am, the accompanying parent will need to remain outside with the student until morning assembly is finished. Students that arrive late will be allowed to come in after the morning assembly which ends approximately at 8:15 am.

- Carpool will run from 7:45 am-8:00 am and 2:15 pm-2:30 pm.
- Vehicles may not be parked or left unattended while in carpool line.
- Please know that teachers have responsibilities they must attend to during carpool line. **This is not the appropriate time for conversation.** If you need to communicate something to a teacher, please do so in writing or send a message.
- Under no circumstances are students to be dropped off in the parking lot and left unattended. All students must be picked up and dropped off through the carpool line. These rules are in place for the safety of our students and will be followed at all times. **No exceptions!**
- If the student **cannot** be picked up by 2:15 pm, please let one of the teachers know as soon as possible. If the student is not picked up by 2:30 pm, a \$20 fee will be added to the monthly statement per occurrence.
- If your student(s) are to be picked up or checked out by anyone not listed on the student's approved check out list, you are required to send a written note or text to one of the teachers. The teacher will then respond with a confirmation of receipt of the note or text. **No Exceptions! This is for the students' safety.**

Attendance

Unexcused Absences

- Students are allowed ten (10) unexcused absences per **year**. More than 10 unexcused absences will result in failure of that grade.
- Students leaving school between 8am-11am will receive an unexcused absence, unless documentation is provided (see excused absence).

Tardies

- After five (5) unexcused tardies are accumulated, one unexcused absence will be received. Tardies are refreshed every semester.

Excused Absences and Tardies

The following are considered excused:

- Personal illness (verified by doctor, or when student is sent home by teacher),
- Family illness (verified by doctor),
- Sport event (documentation must be provided),
- Death in family, or
- Extenuating circumstances approved by the administration.

Excused absences will not count towards the 10 allowed unexcused absences. A parent text **does not** count as an excused absence. **Parents must notify the school if a student is going to be tardy or absent for the day.**

Early Checkout

If early checkout is needed, it must occur before 1:30pm. Please notify Ms. Skyla as soon as possible. The parent(s) will have to come into the school to complete the Early Check Out Form.

Illness

Your child must stay at home if the student is sick and/or running a temperature of 100.4°F or higher. The student must remain symptom free for at least 24 hours before returning to school. When the teacher sends a child home for an illness, it will be an excused absence.

Morning Assembly

Shady Grove Christian Academy begins each day with all children participating in Morning Assembly. Morning Assembly includes Pledge of Allegiance to the American Flag, Christian Flag, and the Bible. Pastor leads the children in song, scripture memorization and daily devotion.

Lunch Guidelines

Lunch is served from 11:00 am-12 noon. Lunches can only be brought when the student is dropped off at school. Each child is to bring their lunch and drink. We have a refrigerator where lunches are kept. If needed, lunches can be heated. When lunches are forgotten, the school will provide lunch and a \$5 fee will be added to the monthly statement, per occurrence, per child. Recess begins at the conclusion of lunch either outside or in the gym.

Academics

Grading System

- Shady Grove Christian Academy is on a nine-week grading period. Mid Grading Progress Reports and Report cards will be sent home at the end of every grading period. Email can be sent upon request. Both the report cards and mid grading reports will include student's tardies and absences.
- Shady Grove Christian Academy grades on a 10-point grading scale as shown below:

Grading Scale:

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59-0 = F

- The following are considered major subjects: English (reading/literature, grammar, and spelling), Mathematics, Social Studies/History, and Science. All other subjects are considered minor.
- For K5-8th grade, if a student earns a failing grade in two or more subject areas on his or her final grade average, he or she will be required to repeat the grade for the following year.
- For 9th-12th grade, a student does not repeat the grade; however, any failed subject will be repeated.
- Final grades will be based on the average of the quarterly grades.

The student has an option to retake tests, in any subject, that are less than 70%. When the test is retaken, the student will only be able to make up half of the points that they **missed** the first time. Semester exams **cannot** be retaken. To review your child's grades and assignments, refer to Google Classroom.

Google Classroom Access

Parents will be given access to their child's Google Classroom Account. If you want to receive notification of grades, you will need to download the application and use the child's username and password. We advise that parents regularly check their child's Google Classroom Account.

Make-up Work

- For 3rd grade to 12th grade, it is the student and the parent's responsibility to coordinate with the teacher and check Google Classroom concerning make-up work.

- For K5 to 2nd grade, the teachers will work with the student and the parent to ensure that all make up work is completed.
- Parent/teacher meetings are encouraged if there are concerns about a student or their grades. Please make an appointment with Mrs. Skyla Monday through Friday, after 2:30 pm.

Textbook Policy

The student is expected to:

- Keep each textbook free of all markings.
- Take proper care of each textbook while traveling to and from school.
- Bring the loss of a textbook(s) to the teacher's attention as soon as a loss is discovered.
- If a textbook is lost or damaged, the parent(s)/guardian(s) is responsible to pay the cost to replace the textbook.

Safety

Emergency Drills

We will conduct Emergency, Fire, Active Shooter, and Tornado Drills twice a year.

Safety and Security

For the safety of our children and staff, security cameras have been installed. All exterior doors will be locked between 8:05 am - 2:15 pm. Only those listed on the authorization form in the application packet can pick up students.

Cell Phones/Tablets

If a student is seen with a cellphone, smart watch, or tablet, it will be kept by the teacher until the end of the school day. If you need to contact your child, please let their teacher know and a message will be relayed.

Dress Code

Each student must dress modestly and appropriately. All skirts and shorts must be knee length. We do reserve the right to let the student and parent know if the student is dressed inappropriately.

Tuition and Fees

1 child enrolled:

\$280 per month

2 children enrolled:

\$450 per month

3 children enrolled:

\$550 per month

Please note: This is the amount due each month from August 2023-May 2024. The tuition is paid over a 10-month period.

Any questions regarding tuition, please contact Jimmy Faires @ brojimjf@att.net or 318-572-0808.

****All is subject to the School Board's discretion****