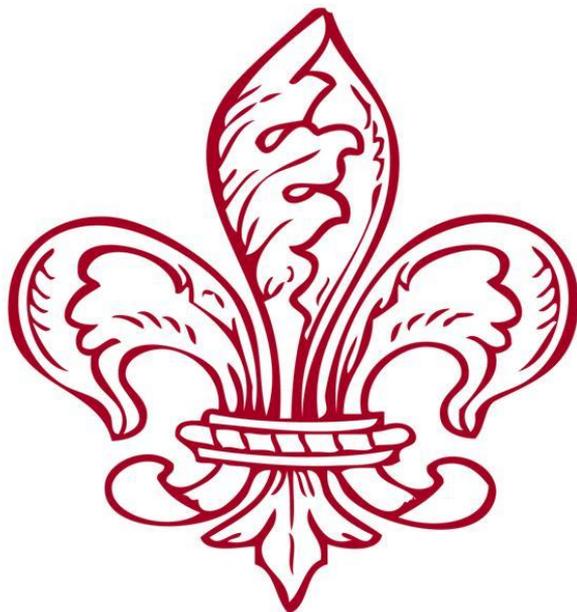

SOUTHLAND CHRISTIAN
ACADEMY



SOUTHLAND CHRISTIAN ACADEMY
2015-2016 HANDBOOK

TABLE OF CONTENTS

ADMISSIONS	1
ENROLLMENT PROCEDURES	1
ORIENTATION AND FIRST DAY OF SCHOOL	2
LUNCHES	3
OFFICE PROCEDURES	3
SCHOOL VISITORS	3
PHONE USE	4
COPIER USE	4
LOST AND FOUND	4
MEDICAL GUIDELINES	4
ATTENDANCE REQUIREMENTS	6
SCHOOL SCHEDULE	6
ABSENCES	6
SCHOOL TARDIES	8
STUDENT PICK-UP AND DROP-OFF	9
DRESS CODE	10
UNIFORMS	10
PERSONAL APPEARANCE	12
RULES	13
GENERAL RULES	14
CLASSROOM RULES	16
FIELD TRIPS	17

DISCIPLINE PROCEDURES	17
DETENTION	17
BEHAVIOR CLINIC	18
SUSPENSION	18
DISMISSAL	19
ACADEMICS	20
PROGRESS REPORTS	20
REPORT CARDS	20
WORK COMPLETION	20
EXAMS (FINAL)	21
PHYSICAL EDUCATION	21
CHAPEL	21
SENIOR HIGH SCHOOL REQUIREMENTS	22
GRADUATION REQUIREMENTS	22
PROMOTION REQUIREMENTS	22
ATHLETICS	24
ACADEMIC REQUIREMENTS	24
PHYSICAL REQUIREMENTS	25
CHARACTER REQUIREMENTS	25

ADMISSIONS

Southland Christian Academy is a school designed for Christian young people, who come from Christian homes desiring a Christian education. Our concern is with the total development of the child academically, physically, socially, and spiritually.

We recognize that we cannot meet the educational needs of all students. We are not equipped to handle students with extraordinary disciplinary problems or those with certain learning handicaps. The administration reserves the right to deny admission to any child it feels cannot conform to the regulations of the school, the individualized program, or the church doctrine. Southland Christian Academy is not and cannot be a reform school.

New students entering Southland Christian Academy will be on academic watch for the first nine weeks. During this introductory period, we will evaluate your child's academic achievement and grade placement. If changes are necessary, appropriate decisions will be made with the parent and pupil involved. All new students are required to submit along with their paperwork, a copy of their state birth certificate, a valid immunization form, and a copy of their social security card.

ENROLLMENT PROCEDURES

Enrollment is conducted in three phases:

APPLICATION PROCEDURE

To apply, one should either come to the school office and pick up an application or print an application from our school website. This application should be returned to the school office in person, by mail, or by fax. When an application is received, it will be reviewed, and the parent or guardian will be contacted for the purpose of setting up an interview.

INTERVIEW PROCEDURE

All parents/guardians must be interviewed for the purpose of filling out and signing forms, collecting fees, getting acquainted and identifying the academic needs of the student. These interviews will be held with the Administrator. All students age 12 and up are required to interview with the school Administrator. This is also a get acquainted time. The parent and student interviews may coincide for convenience. After the interview process is complete and the student has been accepted, the student may register.

REGISTRATION PROCEDURE

After the interview, registration forms will be given to the parent/guardian to fill out. A student is not officially enrolled until these are turned in to the school office. The registration fee must accompany the registration papers. All papers must be completed and signed by two family members. Parents must read and comply with all rules, regulations, and procedures. Please take time to read all of the information provided.

REFUND POLICY

It is the standard policy of Southland Christian Academy that ALL REGISTRATION FEES, TESTING FEES, BOOK FEES, AND TUITION FEES ARE NON-REFUNDABLE.

ORIENTATION AND FIRST DAY OF SCHOOL

All students (K4-12th Grade) are required to attend Orientation. Students must be in uniform. Every student must have at least one parent attend. Parents and students are responsible for adhering to all policies covered at orientation, whether present or not. Information given will be imperative to the student's school year. Homeroom teachers will take roll like a normal school day. Students that do not attend will be counted absent (regular attendance policies apply). Orientation is held in the church auditorium the week that school starts.

(We try to be consistent with the Livingston Parish Public School calendar; however, we will vary at times.)

The normal school week schedule is as follows:

K4 and Kindergarten

Monday - Friday: 7:45 a.m. - 2:35p.m.

Students may not arrive before 7:35 a.m. and must be picked up by 2:50 p.m. unless other arrangements have been made.

1st-12th Grade

Monday - Friday: 7:40 a.m. - 2:45p.m.

Students may not arrive before 7:30 a.m. and must be picked up by 3:00 p.m. unless other arrangements have been made.

LUNCHESES

K4 and Kindergarten students must bring a lunch from home. Microwaves will not be available for them to heat lunches brought from home

Students in 1st - 12th grade may bring a lunch from home or may choose from a variety of items available for purchase in the cafeteria. Funds must be put on student lunch accounts in advance. The office will keep a record of funds in each student's lunch account. Students will not be allowed to "charge" lunch items in excess.

OFFICE PROCEDURES

SCHOOL VISITORS

Any parent or visitor, including students from other schools, coming to the school during school hours **must** first see the secretary in the school office. Parents should always dress properly and modestly when at the school. No one is permitted to loiter on school property at any time. Persons that do not check in at the school office when

coming to the school will be subject to criminal prosecution. This is for the protection of our students.

Visitors are not permitted past the office while school is in session unless previous arrangements have been made, and under no circumstances are visitors allowed to interrupt classes – this includes parents. If any emergency should arise, please notify the school office, and they will get the student out of class. Parents may meet with the teacher to discuss particular problems and goals for their children. Parents desiring a conference should contact the school office for an appointment with the teacher. Teachers ARE NOT AVAILABLE for conferences with parents during morning or afternoon carpool. **Please do not call the faculty members at home.** If a parent has a concern about a teacher or staff member, they should consult with the school Administrator or Pastor.

PHONE USE

Students may not use the office phone. In the case of emergency, a staff member will make appropriate contacts.

COPIER USE

Students may not use the school copy machine.

LOST AND FOUND

Many items are left unattended during the school year. These items are collected and placed in the lost and found. If an item is not claimed, it will be disposed of. **Please label all items, articles of clothing, lunch boxes, etc. with your child's first and last name.**

MEDICAL GUIDELINES

All students must be vaccinated against DTP/TD, Polio, and Measles – Rubella, and must meet state vaccination requirements.

In instances where a student needs medical attention, the teacher or secretary will call the parent. Parents may be called to administer

medication. Students are not allowed to have any medication in their possession on school grounds.

Only prescribed medications may be dispensed by the office with doctor and parental authorization only. A medical form must be filled out for each prescribed medication. All prescription medication must be kept in the office. No staff member will be allowed to administer any medicines to the student without written parental authorization. ***SCA will only dispense prescription medicine that has been brought to the office by the parent.***

Any student returning to school after an illness must be fever-free with no vomiting for 24 hours.

Parents should try to schedule all doctors and dentist appointments for after school hours.

ATTENDANCE REQUIREMENTS

SCHOOL SCHEDULE

K-4 and Kindergarten is in session daily from 7:45 a.m. – 2:35 p.m. Student drop-off time is between 7:40 a.m. and 7:50 a.m. Student dismissal and carpool is from 2:35-2:50. All students must be picked up by 2:50 p.m.

1st through 12th is in session daily from 7:40 a.m. – 2:45 p.m. Secondary Student drop-off time is between 7:30 a.m. - 7:40 a.m. All students must be picked up by 3:00 p.m.

ABSENCES

According to state law, based on a scholastic year of 177 days, a student must be in attendance in each class at least 167 days. Therefore a student will only be able to miss 10 total days per year (K-8) or 5 days per semester (9-12), unless there is an extenuating circumstance. A student who does not meet attendance requirements will not be promoted to the next grade or receive credit for classes.

Extenuating circumstances include:

- Extended leave from school for physical illness, as verified by a physician.
- A hospital stay, as verified by a physician.
- Recuperation from an accident as verified by a physician.
- A contagious disease in the family as verified by a physician.
- Death in the immediate family (i.e., Grandparent, parent, sibling).
- Mandated court appearances as verified by a Court Official.

NOTE: Missing any days for these reasons would require proper official verification. We will only accept excuses up to 3 days after the student has

been out. If no excuse is received during this time frame, the absences will be recorded as unexcused and will count towards the student's total absences. If a doctor's excuse is faxed, it must come straight from the doctor's office, nowhere else. Also, there must be NO alterations on the excuse for it to be accepted. Absences that are granted an excused status for the above listed criteria and are officially verified ARE NOT counted in the student's total absences.

HIGH SCHOOL ABSENCES

To clarify high school absences, please note that our class absences are by individual class periods, not the full day. For example, if a student misses 6 unexcused days in first hour and only 5 unexcused days 2nd through 7th hour, they will have no credit for the first hour class period, but will receive credit for 2nd through 7th periods.

Students checked out for personal reasons, other than scheduled doctor's appointments or family emergencies without prior notice, may not be excused by the administration.

All missed work due to an excused absence may be made up according to school policy. That policy states, "Students are to have one day to make up assignments for each day the student was absent from the class. For example, if a student was absent from 5th hour for two days, that student has two 5th hour classes to make up the missed assignments." Homework assignments can be viewed on individual class websites.

Any missed tests or quizzes due to an excused absence must be made up at the next regularly scheduled testing lab. Any test or quiz that was announced before the absence and is scheduled to be given the day the student returns must be taken at the regularly scheduled time unless the absence is due to an extended illness or family emergency of 3 or more days.

Any K-8 student checking in after 10:30 or checking out before 10:30 will be considered absent for that day.

In order for a high school student to be counted present for a class, a student must be in attendance for a minimum of 30 minutes of the class period.

We ask that you please use good judgment in checking your child out of school. A reduction in class time can impose academic hardships on your child.

In the event a student fails based solely on the violation of the attendance policy and all other academic criteria have been met, the student may elect to attend summer school if offered. Successful completion of one (1) semester of summer school will allow the student to be given the credit withheld because of violation of the attendance policy.

SCHOOL TARDIES

K-4 and Kindergarten hours are from 7:45 a.m. – 2:35 p.m. The first bell rings at 7:45 to begin first period. 1st-12th hours are from 7:40 a.m. – 2:50 p.m. The first bell rings at 7:40 to begin first period. Students are expected to be in their desks ready to start class when this bell rings. Any student not in place and ready for class to start may be given a tardy.

Students are allowed three (3) tardies to school PER QUARTER for ANY reason. A **detention will be issued on the 4th and 5th tardies.** **On the sixth tardy, a parent conference will be called and the student will be issued a one day suspension.** *The only tardies that will not be included in the tardy total are tardies caused by verifiable doctor/dental appointments, or for verifiable court appearances.*

CLASS TARDIES

Students are allowed 3 class tardies per quarter in any individual class with punitive options applied on the 4th tardy as follows:

- On Tardies 4-7, the student will serve a detention for each tardy.

- On the 8th tardy a one day suspension.
- On Tardies 9-12 they will serve a detention for each tardy.
- On the 13th tardy a one day suspension and so on until the end of the semester.

DOCTOR/DENTAL APPOINTMENTS

Students checked out or absent from school due to a doctor or dental appointment must bring a written excuse from the doctor showing the date and time of visit.

STUDENT PICK-UP AND DROP-OFF

There is a designated area (drive-through) for parents to pick up their child. Parents should remain in the vehicle during carpool. If you have an appointment or your child is late, please park your car in the assigned area, so that other parents may move quickly through the line. All vehicles should enter the north driveway and exit through the south driveway.

K-4 and Kindergarten will drop off and pick up at the school building. There will be a \$10.00 fee charged to the account of any student that is not picked up by 3:00 p.m.

An additional \$10.00 fee may be applied in increments of 15 minutes. Please be sure that you are available to pick up your child at the designated times.

Parents of 1st -12th grade students will drop off and pick up their children underneath the portico of the ODBC building. Traffic will flow from east to west. There will be a \$10.00 fee charged to the account of any student that is not picked up by 3:10 p.m.

An additional \$10.00 fee may be applied in increments of 15 minutes. Please be sure that you are available to pick up your child at the designated times.

Before and after-care are available through the Open Door Child Development Center (CDC) Students attending before and after-care MUST be registered with CDC.

An additional \$10.00 fee may be applied in increments of 15 minutes. Please be sure that you are available to pick up your child at the designated times.

STUDENT DRIVING/PARKING

Any student driving to SCA must have a valid driver's license on file in the school office. Students will park in the church parking lot beside the buses in designated parking area. The front parking lot is reserved for SCA staff parking. Students may not remain in vehicles after arriving at school. The parking area is off limits to the students during the school day including lunch and breaks.

Any vehicles driven to school and parked on campus by SCA students are subject to search at any time by school administration. By driving to school or parking on campus, a student agrees to comply with this policy.

No bumper stickers that are deemed vulgar or un-Christian will be permitted on vehicles driven to school by students. This includes rock music and liquor symbols, etc. Speeding or reckless operation will not be tolerated on school property and will result in disciplinary action.

DRESS CODE

UNIFORMS

All students attending SCA are required to wear uniforms. Uniforms are as follows.

SHOES

Shoes -tennis shoes, casual shoes, boots, sandals, and dress shoes are allowed. (All shoes must have a back.)

JACKETS/COATS

Students may wear any type of jacket or coat to school, however, **jackets worn in class must be plain navy blue.** Worldly slogans or pictures on jackets are not permitted.

A uniform sweatshirt with logo may also be worn in class. (Uniform sweatshirts may be purchased at authorized uniform agent.) Spirit items may also be worn in class.

GIRLS

K4- Jumper or skorts, uniform polo shirt. (Shorts must be worn under jumpers)

K5 -2nd- Skorts, jumper, or plaid uniform skirt and school polo shirt. Shirts must be tucked in.

3rd- 4th-Jumpers, skorts, or plaid uniform skirt and school polo shirt. Shirts must be tucked in.

5th-12th- Plaid uniform skirt or skort with school polo shirt. Shirts must be tucked in.

On cold days, long sleeved **white, navy, or yellow** t-shirts may be worn under uniform polo.

On cold days, stockings or leggings may be worn.

Leggings/stockings can be worn and any color. Subject to approval of Administration. No pants or slacks may be worn under uniform skirts.

*****ALL girls' skirts, skorts, and jumpers MUST come to the bottom of the knee cap.***

BOYS

Navy blue uniform pants, belt, and school polo shirt. Shirts must be tucked in. K4 and K5 students are not required to keep their shirts tucked in. K4 boys are not required to wear belts. On cold days, long sleeved **white, navy, or yellow** t-shirts may be worn under uniform polo.

All uniform shirts, skirts, and jumpers must be purchased from SCA or an authorized agent. *Inka's Uniforms and Young Fashions in Baton Rouge* are our current uniform providers. Navy pants for boys may be purchased elsewhere as long as they match the uniform pants.

****Students not in uniform will receive a dress code violation. A notice will be sent home requesting the parent correct the issue. Excessive uniform violations will result in disciplinary action, and may result in student not being allowed to return to class until the issue has been resolved. ****

PHYSICAL EDUCATION UNIFORMS (REQUIRED FOR STUDENTS IN GRADES 3 – 11)

Girls – navy blue culottes or shorts (must be below the knee and loose fitting), burgundy P.E. t-shirt, tennis shoes

Boys – navy blue wind pants or shorts (must be below the knee and loose fitting), burgundy P.E. t-shirt, tennis shoes

PERSONAL APPEARANCE

At Southland Christian Academy, we believe that girls should look like young ladies and boys should look like young men. We also believe that our outward appearance is a reflection of our heart and mind. Therefore, in our efforts to maintain a high Christian standard and a testimony that is above reproach, these rules will be enforced at all school activities, on and off campus.

Students must be appropriately and modestly dressed during all school functions. All shorts and skirts must fall below the knee. This policy applies to any school functions, including athletic events.

GIRLS

All **girls/young ladies** shall dress modestly (as defined by SCA Staff). Shirts must be tucked in the skirt. Appropriate under garments should be worn. No low cut or tight fitting clothing will be allowed. Hair should be clean and neat. (Hair may be colored in moderation. i.e. no green, purple, orange etc.) For questions, seek office approval first. It could save you money and a suspension. ☺ Make-up should be

applied modestly. Uniforms should be neat and clean. NO body piercing or tattooing.

Girls' shorts must be loose fitting and not permitting exposure of the waist line. Shorts must extend below the knee. Worldly slogans or pictures on clothing are not permitted. **THIS WILL BE STRICTLY ENFORCED DURING ALL SCHOOL FUNCTIONS.**

BOYS

All young **men** shall dress according to SCA policy. Shirts must be buttoned with the exception of the first button and tucked in the pants. Uniforms should be neat and clean. Hair should be worn clean and combed. Young men's hair should be cut above the eyebrows, and not touching the collar. It should be trimmed neatly on the sides, not touching the ears. No designs are to be cut in the hair, and the color should look natural. (Unnatural color will not be allowed – student will be sent home.) Facial hair on students is not allowed. NO body piercing or tattooing.

No tank tops or muscle shirts are allowed. Shorts must extend below the knee. Pants must be loose fitting. All pants and shorts must be worn at the waistline. **THIS WILL BE STRICTLY ENFORCED DURING ALL SCHOOL FUNCTIONS.**

Students not abiding by this policy are subject to strict disciplinary action. *Students should encourage their guests to abide by this policy, as well.*

RULES

"Let all things be done decently and in order" - I Corinthians 14:40

Rules for Christian education are a necessity. Enforcement of these rules is fundamental to the success of our school. Consistent and fair enforcement is mandatory.

GENERAL RULES

The following rules apply to **all** students at SCA:

1. No loud talking in the halls.
2. No horseplay, unnecessary conversation, or unruly behavior is allowed between classes. Students are to report directly to their next assigned class.
3. No chewing gum on campus.
4. No eating or drinking allowed except in lunchroom. Students may not eat in bathrooms. Class parties are exempt from this requirement. Any unauthorized food or snacks must be surrendered for confiscation and will not be returned
5. No writing in or on school textbooks, on desks, blackboards, walls, dividers, stalls, etc.
6. NO PHYSICAL CONTACT at any time. This includes- before and after school, and all school functions on and off campus.
7. Students must address teachers with respect. Sir and Ma'am are appropriate responses.
8. A student must not publicly disagree or argue with a teacher or staff member at any time. This situation must be strictly enforced and addressed immediately.
9. Cellular telephones, electronic personal information managers, and similar devices are not allowed on campus. Any device of this nature found at school is subject to confiscation and will be returned to the parent for a fee of \$20.
10. Uniform shirts must be tucked in pants/skirts at all times.
11. No cheating or copying any schoolwork. This includes homework, class work, quizzes, tests, etc.
12. No stealing or meddling with other student's property.
13. Students must be properly dressed during any school activity on or off campus. See "Personal Appearance" section.

14. No lying, gossiping of any kind, sowing discord, profanity, or taking God's name in vain will be tolerated at any time.
15. A student may not leave without parental permission. The school office must call the parent. Students must have a note signed by a parent with a reasonable excuse.
16. Students are not allowed in the parking lot unsupervised at any time.
17. Caps and hats are not to be worn or brought to school.
18. Chains attached to wallets, belt loops, or clothing is prohibited.
19. Students must bring Bible to chapel services.
20. No smoking.
21. No dancing.
22. No worldly music.
23. No radios, MP3 players, CD players, iPods, portable electronic devices, etc... may be brought to school.
24. No physical contact between boys and girls is permitted. REMEMBER 6" RULE.
25. No fighting.
26. Southland Christian Academy does not condone students of the opposite sex sharing rides to and from school functions unless accompanied by an adult. We recommend parents use extreme discretion in this area. If a parent chooses to allow this, SCA will not assume any responsibility.
27. Suspended or expelled students may not return to the school campus.
28. Parents will be held responsible for the cost of damage or destruction caused by or associated with their child, of school property or any other property located on the school premises.

CLASSROOM RULES

The following rules and guidelines apply to classroom behavior:

1. No talking or passing notes without permission. Students must raise hands and stand to speak. There are appropriate times for class discussions which are determined by the individual teacher.
2. No candy, gum, chips, drinks, allowed in classrooms, bathrooms, or halls; only during lunch and break times at the tables provided.
3. All students must be in school uniform to attend class.
4. Students may not leave the classroom for any reason without permission.
5. Students must show respect to all teachers and staff members.
6. Students must complete all assignments and homework given.
7. Students must bring back all slips and homework pads that must be signed by parents.
8. BRING ALL BOOKS, SUPPLIES, PENCILS, AND PENS, NEEDED FOR CLASSES.
9. Keep lockers neat and organized.
10. Students are not allowed to sit at a teacher's desk or stand behind a podium at any time. Podium use may be authorized for recitation only.
11. Spiral notebooks may be used only for personal class notes. All homework must be turned in on loose leaf paper.
12. A student may not be unoccupied during class time. He/she must be working on something at all times. Idleness is not allowed in any class.
13. Students must maintain neat desk/work areas at all times.
14. Students must remain seated in desk at all times unless given permission.

Students in violation of any of the preceding rules may be issued additional class work or detention. These rules are established to maintain good order and decency in the school.

FIELD TRIPS

VISITORS

Anyone attending a scheduled field trip must agree to abide by the dress standards of SCA. ALL students of SCA must be in proper uniform to attend. This includes students riding with parents. Children who do not attend SCA are not allowed to attend SCA field trips. This includes siblings of SCA students. SCA students may not check out of school to attend a field trip that was not scheduled for their class.

TRANSPORTATION

On field trips, students may only ride in transportation provided by SCA or with their own parents.

DISCIPLINE PROCEDURES

Students enrolled in Southland Christian Academy are expected to maintain the highest form of Christian character both at and away from school. However, when disciplinary action is needed, it will be handled in a professional manner and with the interest of the student in mind. Discipline procedures may include, but are not limited to: additional assignments; office referrals; lunch detention; after school detention; Saturday detention; classroom suspension, in school suspension (ISS); out of school suspension (OSS); corporal correction; and dismissal.

DETENTION

Detentions will be scheduled to be served during lunch or after school. This is left to the Administrator's discretion. After-school detentions are one hour in duration. ***Detention attendance is mandatory.*** Any student missing an assigned detention without approval will be issued an additional detention. Automatic

detentions may be given by any faculty member if other disciplinary actions are not producing desired results. Any student receiving excessive detentions will be called to the office and not returned to class until other disciplinary actions have been taken (i.e. Behavior Clinic, suspension, corporal correction, etc...)

BEHAVIOR CLINIC

Behavior clinic may be issued by administration when deemed necessary to correct inappropriate behavior. Behavior clinic may be issued for two hours after school or for four hours on Saturday. If Saturday clinic is issued, the student will be charged a \$50 clinic fee. Students who have been issued clinic and do not attend will automatically be issued a two-day out-of-school suspension

SUSPENSION

The Administrator may suspend a student guilty of a serious offense for as many days as is deemed necessary. Schoolwork may not be completed during this time and tests may not be made up. Types of suspension include classroom suspension, in school suspension (ISS), and out of school suspension (OSS).

The following offences merit possible suspension from the school:

- Fighting (SCA has a zero tolerance policy for fighting.)
- Cheating on homework, quizzes, tests, or exams
- Stealing
- Leaving without permission
- Lying
- Profanity
- Sowing discord
- Consistent minor offenses
- Excessive tardiness
- Bad Attitude
- Destroying school property
- Disrespect to authority
- Excessive Detentions
- Possession of any sexually oriented materials

Depending on the severity or the number of offenses previously listed in this section, dismissal from SCA may also be considered.

DISMISSAL

Southland Christian Academy reserves the right to dismiss or deny re-admission to students for reasons the administration sees fit. They include but are not limited to:

- Smoking (Possession of cigarettes)
- Drinking (Possession of alcohol)
- Drugs (Possession of any drugs unapproved by SCA/ Prescription drugs included)
- Weapons (Possession of knives, guns, etc...)
- Vulgarities

Southland Christian Academy will not permit or tolerate back talking or any form of disrespect to the school or church staff. All students that are considered uncontrollable and incorrigible will be dismissed.

Students may not bring any of the following items to school or field trips: knives, matches, tobacco, fireworks, books or magazines containing nudity, vulgarity, or un-Christian standards, cards, electronics, cell phones, or any other items that may be dangerous or disruptive.

Any abuse of this will result in stringent disciplinary action or dismissal from SCA.

ACADEMICS

PROGRESS REPORTS

Progress reports will be sent home by email every 4 1/2 weeks into each 9-week period.

GRADING SCALE

93-100	A
85-92	B
75-84	C
67-74	D
0-66	F

REPORT CARDS

Report cards are issued at the end of each nine-week period. Report cards must be signed by the parent and returned to the school within two days of receipt. Parents may also email teachers to verify receipt of report cards. Tuition and other fees must be current in order for student to receive a report card. There is a \$2.00 fee for reprint of report cards.

WORK COMPLETION

Students are required to complete all assignments that are given. This includes homework in addition to class work. Students frequently failing to complete and turn in assignments on time will be subject to stringent disciplinary action.

EXAMS (FINAL)

Students must take exams on the days they are given. Excused absences will not be issued during exam weeks with the exception of doctor excused illnesses. Unexcused absences will result in zeros on exams missed.

EXAM EXEMPTION

Students who have an "A" average for each marking period, and who have five (5) or fewer absences (excused or unexcused) in a given class for the year may be exempt from FINAL exams during the last week of school only at the discretion of the teacher.

PHYSICAL EDUCATION

It is a state requirement and policy that no student is excused from the required physical education course offered unless a doctor's excuse is presented. Students must be properly dressed in their P.E. uniform. Failure to dress out or participate will be reflected in their daily P.E. grade. Graduation is not complete without 2 years of Physical Education.

CHAPEL

Chapel will be held weekly. During this time, the pastor and staff preach the word of God to the students for their spiritual growth. Bibles must be brought to chapel, and all students must attend. Parents are welcome to attend at any time.

SENIOR HIGH SCHOOL REQUIREMENTS

GRADUATION REQUIREMENTS

It is the student's responsibility to see that his scheduled classes meet the following requirements for graduation from Southland Christian Academy. The school administration will make every effort to guide each student in the scheduling of classes to meet these requirements. The following credit requirements reflect Louisiana State and TOPS requirements.

Credits are given for course work beginning with Grade 9.

Bible -----	4 credits
Science -----	4 credits
English -----	4 credits
Foreign Language -----	2 credits
Physical Education -----	2 credits
Computer Science -----	½ credit
Social Studies -----	4 credits
Electives -----	1½ credits
Mathematics -----	4 credits
Fine Arts -----	1 credit
Total Needed	27 credits

PROMOTION REQUIREMENTS

Beginning with 9th grade, credit is given for courses taken and passed each semester. For a student to advance to the next homeroom, the student must have the following minimum number of credits:

- 10th Grade Homeroom 7 credits
- 11th Grade Homeroom 14 credits
- 12th Grade Homeroom 21 credits
- Graduate 27 credits

* Core Curriculum: Bible, Math, Science, English, History. Credits are earned per semester. Each semester of a course passed with at least a 'D' will give the student ½ a credit. The total number of credits required for graduation is 27.

GRADUATION ATTENDANCE:

It is highly recommended that all students in grades 9-12 attend the High School Graduation ceremony.

ATHLETICS

Essentially, students must meet certain academic, physical, and character requirements to be eligible for athletics. Students and parents participating in SCA's Athletic program must sign and abide by the Southland Christian Academy Sportsmanship Contract (provided upon request).

ACADEMIC REQUIREMENTS

Students must meet the following:

- Maintain a 2.0 minimum grade point average (GPA)
- Have an average of "D" or better in each subject.
- Meet the attendance requirements of all classes.

~Students are ineligible to play games on any day that they are absent.

~The last practice scheduled before a game is considered a mandatory practice. Any student who misses the mandatory practice for any reason other than documented doctor's visit or extenuating circumstances (must be approved by administration) is not eligible to play in the game. This includes detention or other disciplinary action

- Participate and pass Physical Education with a "B" or better
- Additional requirements may be enforced based on league regulations.

PHYSICAL REQUIREMENTS

Students must meet the following:

- Have no physical disabilities that would endanger their health and well-being during an athletic event
- Have a physician's clearance to participate in the athletic activity
- Meet the specific physical requirements as specified by the athletic organization's guidelines
- Participate in and pass Physical Education

CHARACTER REQUIREMENTS

Students must meet the following:

- Have no suspensions or expulsions during the previous 9-weeks of school
- Have a record of minimal disciplinary action during the current month
- Have no record of cheating or poor sportsmanship in any athletic activity

NOTE: Students failing to meet the eligibility requirements will be suspended or removed from the athletic organization. Students may be placed on a probationary program, as approved by the Administrator, for not longer than 30 days, after which an evaluation of the student's performance shall be made.

