

# Spirit Christian Academy



## *Parent/Student* **Handbook** **2011-2012**

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# General Info

## **University-Model School – Philosophy of Education**

UMS is a unique educational model that partners professional teachers with committed parents. Parental involvement is the single most important element that produces student success. This element combined with small class sizes and a college-prep, Bible-based curriculum enables us to confidently pursue our mission of Christian education for a Kingdom generation. The two greatest challenges from an academic standpoint are pacing and content.

## **Mission Statement**

**Spirit Christian Academy** is a private University-Model School whose mission is to provide it's students with a comprehensive, college preparatory education from a Christian perspective. Spirit Christian Academy exists to provide encouragement to and to help equip parents in the process of educating their children to God's standard of spiritual maturity and academic excellence with the focus on preparing them for a life of service to God and to humanity.

## **Statement of Faith**

### **The Bible**

We believe that the Bible, which is comprised of all 66 books from Genesis to Revelation, is God's full and complete written revelation to man, given to us by the Holy Spirit. (**John 16:12-15; 1 Cor 2:7-14; 2 Pet 1:20-21**)

We believe that the Bible is inspired in every word, is inerrant, infallible, and is God-breathed. While there may be different applications of any particular passage of scripture, there is only one true interpretation. It is the responsibility of the believer to properly study and apply teachings from scripture under the guidance of the Holy Spirit. (**Mat 5:18; John 7:17; 1 Cor 2:7-15; 1 Thes 2:13; 2 Tim 3:16; 2 Pet 1:20-21; 1 John 2:20**)

### **God**

We believe that there is only one true and living God who is perfect, infinite, all-knowing, and exists in three distinct Persons—Father, Son, and Holy Spirit. (**Deut 6:4; Is 45:5-7; Mat 28:19; John 4:24; 1 Cor 8:4; 2 Cor 13:14**)

### **God the Father**

We believe that God the Father, the first Person of the Trinity, created and orders all things according to His will and purpose for mankind. He is the creator of all things, and is sovereign over His creation. (**Gen 1:1-31; Ps 103:19; Ps 145:8-9; Rom 11:36; 1 Cor 8:6; Eph 3:9**)

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## God the Son

We believe that Jesus Christ, the second Person of the Trinity, is coequal and coeternal with the Father. He was born of a virgin, was God incarnate, and the purpose of the incarnation was to reveal God, redeem men, and rule over God's kingdom. (**Ps 2:7-9; Is 7:14; Is 9:6; Mic 5:2; Mat 1:23, 25; Luke 1:26-35; John 1:1,14,29; John 5:23; John 14:9-10; Phil 2:9-11; Col 2:9; Heb 7:25-26; 1 Pet 1:18-19**)

We believe that our Lord Jesus Christ accomplished our redemption through the shedding of His blood and sacrificial death on the cross and that His death was voluntary, vicarious, substitutionary, propitiatory, and redemptive (**John 10:15; Rom 3:24-25; 5:8; 1 Pet 2:24**)

We believe that on the basis of the atoning death and physical resurrection of our Lord Jesus Christ, the believing sinner is freed from the punishment, the penalty, the power, and one day the very presence of sin; and that he is declared righteous, given eternal life, and adopted into the family of God (**John 1: 12-13; Rom 3:25; 5:8-9; 2 Cor 5:14-15; 1 Pet 2:24; 3:18**)

We believe that Jesus Christ will return to receive the church, which is His Body, unto Himself at the rapture, and returning with His church in glory, will establish His millennial kingdom on earth. The Lord Jesus Christ is the One through whom God will judge all mankind. (**John 5:22-23; Acts 1:9-11; 1 Thes 4:13-18; Rev 20**)

## God the Holy Spirit

We believe that the Holy Spirit is a divine Person, and is coequal with the Father and the Son. It is the work of the Holy Spirit to execute the divine will with relation to all mankind. His divine activity includes convicting the world of sin, of righteousness, and of judgment; glorifying the Lord Jesus Christ and transforming believers into the image of Christ (**Mat 28:19; John 16:7-9; Acts 1:5; 2:4; 5:3-4; 28:25-26; Rom 8:29; 1 Cor 2:10-13; 12:4-6; 2 Cor 3:18; 13:14; Eph 2:22; Heb 10:15-17**)

## Mankind

We believe that man was created in the image of God, and that the purpose of man was and is to glorify God, fellowship with God, and seek His will for their lives. (**Gen 2:7,15-25; Is 43:7; Col 1:16; James 3:9; Rev 4:11**)

We believe that through Adam's sin of disobedience, man became alienated from God, incurred the penalty of spiritual and physical death, became subject to the wrath of God, and became inherently corrupt and utterly incapable of choosing or

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doing that which is acceptable to God apart from divine grace. (**Gen 2:16-17; 3:1-19; John 3:36; Rom 3:23; 6:23; 1 Cor 2:14; Eph 2:1-3; 1 Tim 2:13-14; 1 John 1:8**)

## Salvation

We believe that salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works (**John 1:12; Eph 1:7; 2:8-10; 1 Peter 1:18-19**)

We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever (**John 5:24; 6:37-40; 10:27-30; Rom 5:9-10; 8:1, 31-39; 1 Cor 1:4-8; Eph 4:30; Heb 7:25; 13:5; 1 Pet 1:5; Jude 24**)

## The Christian Life

We believe that, out of deep gratitude for the undeserved grace of God granted to us, and because our glorious God is so worthy of our total consecration, all the saved should live in such a manner as to demonstrate our adoring love to God and so as not to bring reproach upon our Lord and Savior. We also teach that separation from all religious apostasy and worldly and sinful practices is commanded of us by God (**Rom 12:1-2, 1 Cor 5:9-13; 2 Cor 6:14-7:1; 1 John 2:15-17; 2 John 9-11**)

We believe that believers should be separated unto our Lord Jesus Christ and affirm that the Christian life is a life of obedient righteousness that reflects the teaching of the Beatitudes and a continual pursuit of holiness. (**Matthew 5:2-12; Rom 12:1-2; 2 Cor 7:1; 2 Thes 1:11-12; Heb 12:1, 2,14; Titus 2:11-14; 1 John 3:1-10**)

## The Church

We believe that all who place their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual Body, the church, the bride of Christ, of which Christ is the Head (**1 Cor 12:12-13; 2 Cor 11:2; Eph 1:22; 4:15; 5:23-32; Col 1:18; Rev 19:7-8**)

We believe that the purpose of the church is to glorify God by building itself up in the faith, by instruction of the Word, by fellowship, by keeping the ordinances and by advancing and communicating the gospel to the entire world. (**Mat 28:19; Luke 22:19; Acts 1:8; 2:38-42,47; Eph 3:21; 4:13-16; 2 Tim 2:2, 15; 3:16-17; 1 John 1:3**)

## Marriage

We believe that marriage is only between one man and one woman. God's Word is clear that the two, meaning one man and one woman, become one flesh in marriage. (**Genesis 2:24; Matthew 19:6; Mark 10:8**)

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## **HOW SPIRIT CHRISTIAN ACADEMY WORKS**

Spirit Christian Academy has created a school setting that allows teachers and co-teachers to partner together in educating students academically, socially, and spiritually. Our kindergarten, first, second, and third grade classes meet twice weekly in a traditional classroom setting that integrates all subjects taught by one teacher at each level. The fourth through sixth grade programs, also meeting twice a week, offer a full course of study (Language Arts, Math, Social Studies, Science, Fine Arts, and Computer Sciences). Each course is one hour in length and is taught by the qualified teacher. These fourth through sixth grade teachers specialize in a specific subject and therefore only teach that subject. Accordingly, our elementary program differs from a “traditional elementary school program” in that the fourth through sixth grade students have separate teachers for each of the subjects. This structure has been found effective at ensuring that students receive quality education in all subject matters. Students register for the entire program. These students are taught subjects in a classroom setting by a teacher on Wednesday/Thursday and by co-teachers, following teacher provided lesson plans, on Monday/Tuesday/Friday at home.

The secondary program also offers a full course of study which includes 55 minutes per day of teaching for the following subjects: Literature, Foreign Language, Social Studies, Science, Fine Arts, Computer Science, Biblical Studies, Math and a host of electives. Students register for individual classes and may take as few or as many as they desire. However, students are encouraged to take a certain number of classes so they can meet our residency requirements for diploma, ranking, and transcript purposes. The subjects are taught by a classroom teacher on Tuesday/Friday and are independently taught, based upon teacher provided lesson plans, on Monday/Wednesday/Thursday. Some classes, in which more instructional time is needed, meet three days a week. Each student who registers for courses at Spirit Christian Academy will have a transcript on file with the school, with a copy of this transcript made available to the student’s parents upon request. Spirit Christian Academy will include approved parent courses of study on a student’s transcript if the student meets residency requirements.

Spirit Christian Academy is accountable only for the courses taught at Spirit Christian Academy. Any course instruction received at other schools or provided through home education is the responsibility of the parent. Transfer of credit to Spirit Christian Academy for any such instruction may be granted in accordance to Spirit Christian Academy’s policies concerning credit transfer.

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## **PHILOSOPHY OF EDUCATION**

Spirit Christian Academy is a Christian University-Model School for grades kindergarten through twelfth grade. Our commitment to students and parents is twofold. Our first priority is to help young people grow in the Christian faith and live in that faith. To accomplish that end, Spirit Christian Academy offers students the opportunity to explore God's Word, actively pursue their faith, and minister to one another in the outside community.

Our second priority is to help each of our students reach their full academic potentials. Accordingly, we offer solid core courses within an intimate classroom setting where students learn not only about a subject, but also how to think critically, read comprehensively, and write well. Each student leaving Spirit Christian Academy is prepared to explore a further academic career, if so led. Therefore, we have a responsibility to help each of our students to reach their full academic potential.

In achieving these goals, we look to God's guidance and wisdom so that Spirit Christian Academy is a place that allows each individual student to grow spiritually, achieve academically and develop personally. It is always our prayer and ultimate goal that students view their time spent at Spirit Christian Academy as a memorable and enriching experience.

In order for Spirit Christian Academy to accomplish our goals, we look to partnering with our parents as co-teachers in the education of our students. Spirit Christian Academy teachers establish all course descriptions, objectives, lesson plans, and assessments. Teachers instruct students for two days of the school week, and co-teachers are then given specific lesson plans and goals to accomplish at home on the other three days of the school week.

Our unique structure is designed for those families in which parents take an active role in the oversight and implementation of their children's education. The level of parental involvement progresses from being a co-teacher in the elementary years to a guide for dependent study in junior high to more of a course monitor in the senior high courses. By partnering with our parents as co-teachers, Spirit Christian Academy is then able to integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation.

# General Info

## **STATEMENT OF AFFILIATION**

Spirit Christian Academy is certified as a member of the National Association of University-Model Schools (NAUMS). We require individual family membership in the Home School Legal Defense Association (HSLDA). Spirit Christian Academy neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union.

## **NONDENOMINATIONAL POSITION**

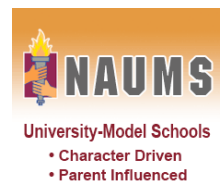
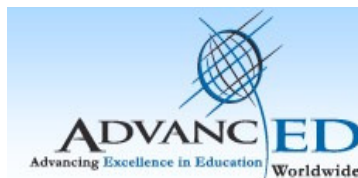
This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance.

## **NONDISCRIMINATORY POLICY**

Spirit Christian Academy makes no distinction in its admission or operating policies with regard to an individual's race, color, gender, or national and ethnic origin because we recognize that there can be no preferential treatment with God.

## **ACCREDITATION AND MEMBERSHIPS**

Spirit Christian Academy is accredited through WASC and AdvancED. Our memberships include ACSI and NAUMS.



# General Info

## **GENERAL ADMISSIONS**

Families interested in enrolling their student(s) in Spirit Christian Academy must:

- Fill out and complete a pre-interview packet and submit packet to the administrative office before a scheduled family interview.
- Participate in a family interview. School admission is based on a one-time interview that is taken care of by the school board. The purpose of this interview is to make certain that all of your questions about Spirit Christian Academy have been answered and to make certain that we are the appropriate school for your family.
- Upon completion of the interview, school board members and/or approved Spirit Christian Academy school representatives, will review interview information to discuss enrollment opportunities for interested families. Each family will receive notification indicating the school board's decision.
- Submit a completed application to the school with \$250.00 per student **non-refundable** registration fee upon acceptance. This fee includes the SAT10 testing.
- Be in agreement with and willing to sign the policy on Parent Responsibilities and Student Code of Conduct.

After the interview process has been completed, the notice of acceptance has been given and accepted, and the application has been completed, **the registration fee is non-refundable**. Students who re-enroll by the set deadline will secure a place in the school for the fall, provided the family's tuition is kept current. A \$250 per student **non-refundable** registration fee is required upon re-enrollment.

Any family applying to Spirit Christian Academy, who may have previously attended the school, but is not currently enrolled, will be required to meet the same admissions criteria as new families. The school board reserves the right to dismiss or refuse to re-enroll a student.

If a family must withdraw a student prior to the end of the school year a 30-day written notice is required. **Tuition will not be refunded.**

Each student must have a complete and current Cumulative File CUM report on file prior to the start of school. This file includes, but is not limited to: student birth certificate, transfer of previous school records, health examination by a licensed physician, immunization records, pertinent student and family information, and a completed emergency authorization form. Part-time students must submit a copy of their CUM to Spirit Christian Academy.

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## **MISCELLANEOUS FEES**

### **SCHEDULE CHANGE**

Any changes to a secondary student's schedule made after October 1<sup>st</sup>, will result in an **administrative fee of \$15 per form**, regardless of the number of changes requested. A separate form must be used for each student. This fee does not apply to scheduling changes initiated by the school.

### **LATE PAYMENT FEE**

Tuition payments made after their scheduled due dates are **subject to a \$25 late payment fee** regardless of the total amount of the tuition payment.

Attendance Reports made after their scheduled due dates are **subject to a \$25 late payment fee**.

### **ACADEMIC ADVISING FEES**

There are a number of fees associated with services provided by the Academic Advisor's office, including transcript fees, etc. Please consult with the Academic Advisor for more information regarding these charges.

### **FAILURE TO ATTEND MEETING FEES**

Any family that does not have at least one of the parents attend the mandatory parent meetings held during the school year will be assessed a **\$25 non-attendance fee**. Fees won't be assessed if both parents are ill or out-of-town.

## **REFUND POLICIES**

### **REGISTRATION FEES**

These fees are not refundable.

### **SEMESTER TUITION**

If a student decides to drop a class prior to the drop/add date (see calendar), all tuition will be refunded minus the first month's payment. If, however, a student decides to drop a course after the drop/add date, they will still be responsible for the entire semester tuition for that class. All course tuition payments will be 100% refundable for any course which is canceled by Spirit Christian Academy.

# *Faculty/Staff Info*

## **FACULTY AND STAFF EMAILS**

To contact any faculty or staff members, please email them. They are committed to either keeping an active Spirit Christian Academy email account, or an active personal email account. For Spirit Christian Academy, all members' email addresses are their first name initial plus their last name at spiritacademy.org. Example: To reach Patty Hudson, email her at [phudson@spiritacademy.org](mailto:phudson@spiritacademy.org). Use this same form to stay connected with current teachers and administration.

## **ADMINISTRATION**

Joseph Rispoli	Administrator
Patricia Hudson	Administrative Assistant
Stephanie Heidrich	Registrar
Staff	Academic Advisor
Pamela Costes	Director of Student Life
Jillian Carver	Director of Finances
Michael Carter	Director of Human Resources

## **BOARD OF DIRECTORS**

Raymond Tuohy	President
Michael Carter	Director
Mark Pagano	Director
John Vander Velde	Director
Nikki Engstrom	Director

# *Faculty/Staff Info*

## **COURSES AND TEACHERS**

### **ELEMENTARY**

Kindergarten	Jane Carter
Grade 1	Lisa Jacobsen
Grade 2	Wendy Macadam
Grade 3	Lindsey Carver
Grade 3	Sarah Tuggy
Grade 4 Math	Carol Lowry
Grade 4 Bible	Carrie Pihl
Grade 4 History	Carrie Pihl
Grade 4 Language Arts	Carrie Pihl
Grade 4 Science	Deborah Comstock
Grade 5 Math	Carol Lowry
Grade 5 Bible	Heather Hodgson
Grade 5 History	Heather Hodgson
Grade 5 Language Arts	Heather Hodgson
Grade 5 Science	Deborah Comstock
Grade 6 Math	Carol Lowry
Grade 6 Bible	Leigh Swope
Grade 6 History	Leigh Swope
Grade 6 Language Arts	Leigh Swope
Grade 6 Science	Deborah Comstock

### **JUNIOR HIGH**

Algebra 1 / 2	Carol Lowry
Algebra 1A	John Kuhl
American Republic	Lindi Smith
Graphic Design	Matt Dietz
Jr. High Art	Deborah Comstock
Jr. High Bible	Sandi Carter
Life Science	Cathy Biggs
Literature 7	Lindi Smith
Literature 8	Heather Hodgson
Math Course 2	Patty Hudson
Physical Science	Diane Gnewuch
Student Council	Pam Costes
Study Skills/Keyboarding	Sandi Carter
World Studies	Kathy Muirhead

# *Faculty/Staff Info*

## **SENIOR HIGH**

Algebra 1A	John Kuhl
Algebra 2	Laura Brislawn
American Literature	Heather Hodgson
Anatomy and Physiology	Carrie Lucas
Bible – Old Testament	Matt Dietz
Bible – New Testament	Matt Dietz
Biology	Cathy Biggs
British Literature	Carrie Lucas
Chemistry	Bill Hudson
Consumer Math	Dee Goto
Defending Your Faith	Joseph Rispoli
Elements of Literature	Lindi Smith
Fundamentals of Literature	Lindi Smith
Geometry	Dee Goto
Government/Economics	Mike Carter
Graphics Design	Matt Dietz
History of War	Matt Dietz
Microsoft Office	Matt Dietz
Photography	Sharyn Sakimoto
Physics	Bill Hudson
Pre-Calculus	Dee Goto
Spanish 1, 2, and 3	Maria Vandenberg
Student Council	Pam Costes
Study Skills/Keyboarding	Sandi Carter
Understanding the Times	Cathy Biggs
U.S. History	Joseph Rispoli
Watercolor Art	Deborah Comstock
World History	Sandi Carter
World Literature	Carrie Lucas

# Family Life Info

## **SPIRIT CHRISTIAN ACADEMY ONLINE**

Communication between the school and the home is vital in any healthy academic setting, but because we function in a team-teaching situation with the parents, they are especially important in the University- Model Schools. Besides the usual channels of communication utilized by almost all schools, Spirit Christian Academy has devised other methods, such as assignment sheets, Renaissance Web (RENWEB), and the school website to enhance the quality and clarity of school-home methods require some added effort from both parents and school staff; they are, however, well worth that effort in the long run, and ultimately increase rather than decrease our efficiency. All members of the school community are encouraged and expected to make proper and on-going use of any communication methods the school may devise, in accordance with any relevant school guidelines.

**RENWEB** is used by parents to keep track of fundraising, students' grades, homework, and the school calendar. To access RENWEB:

- Go to [www.RENWEB.com](http://www.RENWEB.com)
- Once you are there, click on the words "**Parents Web** to get to the logon section
- Our school's district code is **SPA** and use your email address the school has on file. (If you are not sure, if we have the correct one, or if you have a new address please call the office so that we can update our records.) If you are a first time user DO NOT put a password in. Click "**NEW PARENT LOGIN**" and your password will be e-mailed to you. Once you receive it, repeat the process, put your new password in and click "**PARENT LOGIN.**"

Spirit Christian Academy's website is located at [www.spiritacademy.org](http://www.spiritacademy.org)

The website is designed to be a primary information resource for the families. Announcements, calendars, and a vast amount of other resources are available at the website. In the interest of reducing photocopying costs and phone calls to the office, we will be distributing most of our information via e-mail or the website. Therefore, it is imperative that we have a current e-mail address for the parent(s) of each family. It is also very important that each family check their e-mail at least once a day for updates from us as we move in the direction of making our web-site and e-mail our primary sources of communication with the Spirit Christian Academy families. Written notices and all other non-electronic correspondence will be distributed through the family mailboxes.

# Family Life Info

## **PARENT RESPONSIBILITIES**

As parents, you play an integral part in the learning process of your student while teaming with Spirit Christian Academy teachers. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law.

- Parents must be in agreement with the school's purpose and spiritual objectives, and be willing to abide by the school's rules and regulations.
- Parents are responsible for enforcing the Student Code of Conduct should discipline become an issue.
- As parents, you are the primary source of learning for the student, teaming with Spirit teachers.
- Parents are responsible for purchasing curriculum and supplies as outlined in the curriculum guides for each grade level. All curriculum **must** be purchased and received before September 1st, 2011. If curriculum is not received by first day of class, parents are responsible for finding and obtaining resources on their own. No copying is allowed at Spirit Christian Academy.
- Parents will be requested from time to time to help out with transportation for field trips, act as chaperones or assist with special events.
- **Fundraising of \$175 each semester per family** is to be obtained by SCRIP, Entertainment Books, e-SCRIP, and/or cash donation. Any family that withdraws from Spirit Christian Academy during the school year is responsible for any unpaid SCRIP money owed for that calendar school year semester.
- Secondary Parents, with no enrolled Elementary children, are required to serve approximately 10 times each school year to help clean the upstairs, downstairs and outside of the educational wing. We encourage families to help with the cleaning. This requirement is broken down by semester of a mandatory 5 cleanings per semester. You may elect to pay \$20.00 for each required duty ( $\$20 \times 10 = \$200$ ) instead of serving so that we may "hire" someone to fulfill your responsibility. Secondary parents can do "gate duty".
- Elementary Parents, with or without enrolled Secondary children, are required to serve approximately 10 times each school year helping to watch the gate leading to the parking lot before and after school; help watch the children during lunchtime on the playground; and help to clean the upstairs, downstairs and outside of the educational wing. We encourage families to help with the cleaning. This requirement is broken down by semester of a mandatory 5 cleanings per semester. You may elect to pay \$20.00 for each required duty ( $\$20 \times 10 = \$200$ ) instead of serving so that we may "hire" someone to fulfill your responsibility. (\*Maximum of two gate duties and one lunchtime duty per semester)

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- Unmet semester cleanings are billed at the end of each semester.
- Parents are requested to advise core teacher(s) of any change in the home or student's environment that would affect the student's academic performance (i.e. vacation, prolonged illness, etc.)
- Parent questions or concerns regarding student performance or work should first be directed to the primary teacher. If the parent is not satisfied with the outcome, they may request a meeting with the School Administrator. If satisfaction is still not obtained, the parent may request a special meeting with the School Board. Any decision of the School Board will be final.
- At least one parent must attend the *mandatory* Parent Meetings held in September, January and May. There will be a \$25.00 fine for “no shows”.
- Tuition must be paid on time, which is by the 1st of each month. A late fee of \$25 will be assessed if tuition is received after the 5th of the month. If tuition falls behind more than one month, your students will not be able to attend classes until tuition is brought up-to-date. For example, September's tuition is due September 1st. If by October 1st, September's tuition has yet to be paid then your student(s) will not be able to attend classes in October. If you are having financial difficulty, please contact the Administrator or a board member.
- Attendance forms are due the 1st of each month. A \$25 late fee per family will be assessed if they are received after the 5th of each month. Please place your attendance sheets in the attendance file.
- Students must arrive on time for class. It is the parent's responsibility to properly notify appropriate Spirit staff if the student will be late for class. If your student has your permission to be dismissed early from class(es) on a Spirit school day, properly notify Spirit staff and sign your student out in the office prior to leaving campus. If your student drives to school, send an early dismissal notice with them to bring to the office. Please call the office in the morning if your student will be absent on a Spirit school day.
- When dropping off students for school, please park in a designated parking space first. Do not just stop and let children out. This not only interrupts the flow of traffic, it is a major safety concern.
- Students are always tempted to move ahead in their homework assignments. Please stay with the flow of the class. This will eliminate boredom in the classroom, as well as avoid conflicts with last minute changes, or problems with understanding key concepts not yet covered.
- Vacation Lesson Plans should be requested two weeks prior.

# *Family Life Info*

- Spirit Christian Academy activities and events that take place on or off campus, in which parent(s) attend, chaperone or host, must not possess any alcoholic beverages at any time.
- Parents that wish to host an event or activity for Spirit Christian Academy must first obtain approval from the administration.
- Parents that wish to carpool for a Spirit Christian Academy activity or event, must adhere to the guidelines and requirements listed under Field Trips.

## **CHARACTER DEVELOPMENT PROGRAM**

Spirit Christian Academy makes no attempt to replace or displace parents as the primary providers of character training for their sons and daughters. The faculty and staff do, however, make every effort to provide opportunities for character development. Classroom time is too short and the scope of supervision too large for teachers to even think of being effective “character developers” if parents are not the primary instigators.

The goal of causing students to always speak and act in a way that exemplifies Godly character is integrated throughout the academic, ministry, and athletic programs. In conjunction with this, Spirit Christian Academy is developing resources for parents that allow families to further focus intentionally and effectively on training their students toward godly character.

## **STUDENT MINISTRY PROGRAM**

Spirit Christian Academy understands how important it is for students to be involved in furthering the kingdom of God. Student Ministries seeks to look for opportunities to serve within the community, outreach events and leadership retreats called the Surrendering. It is through these events and others that we hope to instill in students the value and importance of actively pursuing their faith and putting their love for Christ into action.

Another aspect of Student Ministries, is an emphasis ministering to the nations. Not only do we strongly encourage and support students to go on short and long term mission opportunities, we also organize our own mission trips during the school year and over the summer which offer even more opportunities for students to use their gifts away from home.

# Family Life Info

Additionally, Spirit Christian Academy presents chapels that are held during lunch every other week for secondary students and monthly for elementary students. This gives students the opportunity to worship together and grow as a body. It is our desire to make sure that the content and activities are relevant and challenging to our students and equip them for life outside the school. Spirit Christian Academy also hosts several outdoor retreats throughout the year which provide opportunities for students

to not only grow in their faith, also understand and appreciate the complexity of this world and our Creator.

## **STUDENT CODE OF CONDUCT**

The purpose of Spirit Christian Academy's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. While on-campus concerns are primary, Spirit Christian Academy reserves the right to address any off campus conduct deemed to be significantly affecting on-campus relationships and/or learning environment.

- Love, honor, and obey the Lord Jesus Christ.
- Treat each other with respect, kindness, purity and compassion just as God commands us in Matthew 7:12, *"So in everything do to others what you would have them do to you,"* and in **2 Timothy 2:22**, ***"Flee the evil desires of youth, and pursue righteousness, faith, love, and peace, along with those who call on the Lord out of a pure heart."***
- Show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) should, therefore, be used when addressing an adult. In addition, a godly attitude towards fellow students, parents and Spirit staff is required at all times.
- Spirit Christian Academy operates on an honor system with its students. Each student is responsible for their own submitted work. Any unauthorized copying of other students' work without teacher's permission, engagement of plagiarism or cheating of any kind will not be tolerated. Disciplinary action will be taken including possible expulsion.
- Students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Lying, dishonesty, impure speech, gossip, profanity, or behavior in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that lead toward expulsion.
- Public displays of affection between sexes such as handholding, kissing, hugging, etc are not permitted.

# Family Life Info

- Spirit Christian Academy expects its students to practice sexual integrity and sexual purity by abstaining from any sexual acts outside of marriage as directed by the Word of God. This includes situations that could suggest or demonstrate an evil act or having an “appearance of evil”. Students engaged in immoral activity while attending Spirit Christian Academy may result in expulsion.
- Harassment of another student, or employee of Spirit Christian Academy, whether it be verbal, sexual or physical, may result in expulsion. **This includes postings and comments made on the internet (e.g. MySpace, Facebook, etc.).**
- Postings, pages, blogs, tweets, statuses, text messages, instant messages, internet accounts, etc. are monitored by school officials on a regular basis. As professing Christians, our conduct must be held accountable to God’s Word. Any postings or behavior that would contradict the life of the believer according to the teaching of Scripture, will be brought to the attention of administration. Depending on the nature of concern will determine the course of action. **1 Peter 1:13-16**
- Gossip and bullying will NOT be tolerated at Spirit Christian Academy. Spirit Christian Academy is a Christian school where students are expected to obey the commandment from Jesus in **John 13:34**, where Jesus commanded that we “...**love one another.**” Students engaged in gossiping and/or bullying other students may result in immediate expulsion.
- Maintain appropriate grooming and clothing standards according to the Spirit Dress Code.
- The school facility and grounds should be kept clean, orderly, and in a manner that shows an attitude of gratefulness.
- Complete all assigned course work at home and *return it on time*, as requested by teacher.
- Arrive *promptly*, with a good attitude and be ready to fully participate in Spirit classes.
- Unless authorized by the Spirit administration, electronic equipment may not be brought to school; including, but not limited to, audio devices such as CD players, ipods, or video games. Cell phones are permitted, however they **must be turned off during class**. Laptops may be brought to school, however, any inappropriate subject matter, whether audio or video, being played by the student will force admin to take appropriate action (e.g. Student will not be allowed to bring device back on campus.)

# Family Life Info

- **Seniors** who have written permission on file from their parents may leave campus for lunch on Tuesdays and non-chapel Fridays once they have checked out in the office. Students may only drive themselves. All other

students must stay on campus during lunch. Students will not be allowed to sit in their cars or loiter in the parking lot during a free period for safety purposes.

- Pets/animals on-campus are not allowed unless given permission by the administration.
- Tobacco products, recreational drugs, alcohol, or weapons are not allowed on campus or any school sponsored event.
- Factual information identifying a Spirit Christian Academy student, on or off campus, of providing, taking, using, or selling illegal drugs, or the abuse of legal drugs, including drinking alcohol, will result in the expulsion of the student.
- Students are to be in class or designated area while on campus.
- Loitering on school premises is not allowed.

## **STUDENT DRESS CODE**

Spirit Christian Academy affirms that the appearance of students, faculty and staff, and parents should be consistent with vital Christ-like morals. Certainly, for a dress policy to be effective, common sense and personal discretion by the Spirit Christian Academy community are essential. The Student Dress Code is applicable at all Spirit Christian Academy-affiliated activities, classes, and around campus unless otherwise approved.

### **MANDATORY DRESS**

- Buttoned Polo shirts or collared shirts with short or long sleeves (tee-shirts with brand name logos, like Hollister Co., or Christian themes, like “Not Of This World,” can be worn **under or over** collared shirts)
- Pants, jeans, shorts, and skirts (Shorts and skirts **must be** to at least the knee, regardless if leggings are worn or not)
- Pants must be worn correctly, with NO sagging.
- Shoes or sandals
- Natural and tasteful hair color and styles
- Ear piercings for girls only (other piercings and tattoos must be completely covered at all times)

### **VIOLATIONS**

- Clothing with holes or tears, that represent worn or old
- Excessively baggy or tight clothing

# Family Life Info

- Shorts, skirts, and slits that are higher than knee length
- Exposed under garments and midriff/chest
- Any “skunk” or extreme hair styles
- Slippers, pajamas, bathing suits, athletic wear, bare feet, and hats/beanies

## **DISCIPLINARY ACTION**

- First offense, parent(s) is notified and fine is assessed
- Second offense, parent(s) are required to meet with administrator
- Third offense, students may face expulsion and will forfeit any and all school fees paid.
- \$10 fine for each out-of-dress-code violation
- \$20 fine for each modesty violation
- All fines are to be paid the next school day, or you will be asked to leave campus.
- Excessive dress code violations may result with the board addressing a new uniform policy.

***Spirit Christian Academy reserves the right to make decisions regarding what is and is not appropriate dress.***

## **CLOSED CAMPUS**

Spirit Christian Academy is considered a “closed campus.” Students are to be in class if they are registered for an entire school day. If not, the parent must pick the student up or the student must leave campus once their obligations are completed. Students may drive to and from the campus. Seniors who have written permission on file from their parents may leave campus for lunch on non-chapel Fridays once they have checked out in the office. Students may only drive themselves. All other students must stay on campus during lunch. Students will not be allowed to sit in their cars during a free period or lunch for safety purposes. If a student needs to leave campus for a doctor’s appointment or special circumstance a note from the parents must be given to the office. Parents must check students out at the office and any student leaving campus by him/herself with written parent permission must check themselves out at the office.

## **Visitor Policy**

In order to provide safety and security for our students, staff and campus, Spirit Christian Academy will enforce the following guidelines concerning visitors on school grounds, except for parents who are dropping off or picking up students. Students, parents and staff should make potential visitors aware of this policy.

# *Family Life Info*

- All visitors must check in with the office upon arriving on campus to obtain permission from the office to remain on campus. Upon approval, visitors are required to sign in and show proper identification.
- Guests of students who attend a school sponsored function or event will need to be approved and registered in advance.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress code regulations.
- Students or friends not attending Spirit Christian Academy who drive on campus for the purpose of giving a ride to a student of Spirit Christian Academy may not loiter in the parking lot, on campus or enter the buildings, unless they obtain permission from the office.

## **STUDENT HEALTH**

Students are to stay home if they are sick. Illness includes, but is not limited to: nausea, vomiting, diarrhea, fever, severe cold, or anything that could be contagious. If a student becomes sick during the day, they must leave campus. Parents will be notified first, and if not reached, the person on the student's emergency contact form will be contacted.

All immunization records must be up to date, including 2011 Tdap State requirements.

## **STUDENT FACILITY RESPONSIBILITY**

Students attending classes on the Spirit Christian Academy campus will be assigned a task on a rotational basis in order to maintain our facility. These tasks include lunch clean up and class clean up. The students assigned these tasks are overseers of each area. This also helps students develop responsibility and a good work ethic.

## **STUDENT DISCIPLINARY REFERRAL (RED SLIP)**

When a student violates any rule of the Student Code of Conduct, a staff or faculty member has the right to write up a Student Disciplinary Referral, otherwise known as a **Red** Slip. This referral form contains a description of the infraction and includes a place for the parents and students to respond. The staff or faculty member will then give the referral to administration so they can make a copy. The original will be put in the parents' mailbox. Parents and students are to complete their portions and return the form to the staff or faculty member who wrote the referral by the next school day. Further disciplinary actions will take place if needed.

Depending on the offense, may result in the following course of action:

# *Family Life Info*

- First Red Slip per year goes to parent(s), administration is copied
- Second Red Slip per year goes to parent(s), and administration contacts parent(s)
- Third Red Slip per year may result in an automatic suspension
- Fourth Red Slip per year may result in expulsion, depending on the offense

# *Family Life Info*

## **DISASTER DRILLS**

### **FIRE**

- Students will quickly and quietly walk out of the classroom in an orderly fashion. Students should remain quiet at all times in order to hear instructions from the teacher or adult in charge.
- Students will walk directly to their designated safe area and form an orderly line facing the building.
- Teachers will make sure all students are accounted for.
- Students will wait for the all-clear signal, then return quietly to their rooms. A teacher will announce the all-clear signal.
- Fire extinguishers are located in a number of locations throughout the campus. Knowledge of the locations and the use of extinguishers are mandatory of all teachers and adults on campus.
- Emergency evacuation routes will be posted in each classroom. In addition, verbal instructions will be given on emergency procedures several times throughout the year.

### **EARTHQUAKE**

- At the “drop” signal, students should immediately drop to the floor. If they are close to their desks they should crawl under them. One hand should hold a leg of the desk and the other should cover the back of their neck for protection.
- Move away from all glass windows to prevent injury.
- Students not near a desk should crawl under the closest object, such as a chair or table or in a doorway.
- Students should try to stay away from cupboards and file cabinets, or anything that could fall over on them or have contents spill out onto them.
- Students are to remain under the cover until further instructed by the teacher. This may be several minutes due to after shocks.
- Once it is safe, the teacher may dismiss the students to quietly walk outside in the event of damage to the campus.
- In the event a student injury, the teacher will provide immediate first aide and call the parent.

# Academic Info

## **GRADING STANDARDS AND GPA**

Grading will result from the evaluation of the quality of work in a given time. The Spirit Christian Academy teacher will grade all assignments given to a student and will be responsible for the grading of tests, quizzes, and classroom work assigned. Parents will be responsible for grading assignments when requested by the Spirit Christian Academy teachers. Parents are also responsible for issuing grades in home taught classes. A course of study with these grades will be turned in according to the schedule outlined on the school calendar. Secondary students will be given credit for approved home taught courses that have met the requirements and guidelines of Spirit Christian Academy's Application for Transfer Credit. Spirit Christian Academy teachers will issue quarterly or semester grades, as appropriate, for the student's report card.

For purposes of clarification and uniformity, the following grading standards will be issued at Spirit Christian Academy for all grades: A student's grade is a professional judgment by an instructor of the student's achievement and progress. Academic grades are placed on the report cards by the use of the above letter system, which indicates the following:

100% - 90 %	Excellent (A)
80% - 89 %	Above Average (B)
70% - 79%	Average (C)
69% and below	Failing (F) - no credit given

<b>Percent Grade</b>	<b>Letter Grade</b>
100	A+
93 – 99	A
90 – 92	A-
88 – 89	B+
83 – 87	B
80 – 82	B-
78 – 79	C+
73 – 77	C
70 – 72	C-
69 and below	F

Unless specified by teacher with approval from administration, all tests are done at Spirit Christian Academy.

Final exams are not required to be returned to the students.

# Academic Info

A student's GPA is calculated based upon the following weight for each grade earned: A=4, B=3, C=2, F=0 In order to calculate a student's GPA, each letter grade's weight is multiplied by the number of units for the course. This number then equals the grade points earned for that class. The sum of all grade points is then divided by the total number of units earned for the semester, quarter, etc., for which the GPA is being determined. For example: If a student earns an "A" in Math and a "B" in Science for the first semester, the GPA would be calculated as follows:

Math	A=4	5 units 20 grade points
Science	B=3	5 units 15 grade points
Totals		10 units 35 grade points

**Therefore, the GPA is 3.5.**

## **"INCOMPLETE" AS A GRADE**

Students should never be given an "incomplete" as a progress report grade. If a student has not turned in all of the assignments for the grading period, the teacher may choose to:

- give the student a zero on each assignment not completed and calculate the average, OR
- calculate the average leaving out the assignment(s) that have not been completed.

Remember, progress report grades are not "official." Their purpose is to let the student and co-teacher know how the student is performing at that point in the semester.

Students who have not completed assignments within two class periods (after an absence) should receive a zero on each assignment unless special circumstances warrant extra time at the discretion of the teacher. Students who have not completed assignments by the last day of class (elementary) or the day of the final exam (secondary) should receive a zero on each assignment.

Since each grading period is just a progress report, teachers can calculate any missed work as a "0" or omit the grade for averaging purposes depending on the message that needs to be sent to the parent and the student. Grades should be averaged each grading period cumulatively and missed grades can be added in for the next grading period.

A grade of "incomplete" may be given as a semester grade if the student has missed several classes and assignments at the end of a semester due to circumstances beyond his or her control. This grade must be approved by the administrator.

# Academic Info

Completion of the missed assignments must be done in a timely manner and a “real” grade turned in to replace the “incomplete.” Please inform the administration if a student is in this position before the end of the semester and let the administrator know when to expect the “real” grade.

## **ADD/DROPP AND COURSE WITHDRAW POLICY**

A student may add or drop a class within the first three weeks of the semester. A student that chooses to drop a class within the first three weeks of the semester will not have his or her GPA affected, or appear on their transcript.

A student that chooses to drop a class **after** the first three weeks of the semester, but **before** the start of the seventh week, will not have his or her GPA affected, however, a “W” will appear on their transcript to indicate that the student Withdrew from the class. Parents are still liable for all course tuition and financial obligations for the remainder of the semester for the class dropped.

A student that chooses to drop a class **after** the first six weeks into the semester will receive on their transcript either a “WP” for Withdraw Passing, or a “WF” for Withdraw Failing, depending on the student’s grade at the time they withdrew from the class. Passing a class is 70% or higher, and failing a class is 69% or lower. Neither a “WP” or “WF” will affect the student’s GPA. Parents are still liable for all course tuition and financial obligations for the remainder of the semester for the class dropped.

The student will not receive credit for any course in which they receive a W, WF, or WP.

## **COURSE FAILURE POLICY**

If at the end of a semester a student’s grade is 69% or lower, they have failed the course for the semester. The student must then meet with the Academic Advisor to access what options are available. If the student should fail the first semester of a two semester course, the student needs approval from the teacher and administration to continue taking the course for the remainder of the year in the second semester. Based upon the approval of the teacher and administration, the student may retake the semester failed the following year. Once the student successfully completes the course, the passing grade earned will replace the failing grade. When a failing grade has been absolved in this manner, both attempts at taking the course will be noted on the transcript, but only the passing grade will be recorded, and only the passing attempt will affect the GPA. On the transcript, the failing grade of an absolved course will be replaced with NG (no grade).

# *Academic Info*

Students may attempt to absolve a failing grade in another academic setting, such as another school or a homeschool. In this case, students must request transfer credit through the usual channels following the successful completion of the course, should they desire to have the course credit recognized by Spirit Christian Academy. If credit is granted, it will absolve the failing grade on the student's transcript; and both attempts will be noted.

A teacher may not lower the academic grade a student has earned because of poor citizenship or work habits. Since citizenship and work habits are a separate item on the report card (as indicated by the teacher's personalized comments on each student), deficiencies can be indicated there. It is probable, of course, that poor citizenship or work habits will interfere with the ability of students to do their best and will ultimately result in lower grades.

**SEMESTER GRADES:** Semester grades for secondary students are calculated as follows:

## **JUNIOR HIGH STUDENTS**

Each quarter's grade is worth 45% of the student's final grade and the semester exam is worth 10% of the student's final semester grade.

## **SENIOR HIGH STUDENTS**

Each quarter's grade is worth 40% of the student's final grade and the semester exam is worth 20% of the student's final semester grade.

Report cards will be issued in November, February, April, and June for all students. The report cards issued in November and April are quarterly progress reports for the first and second semester respectively and are therefore not included on a student's final semester grade and the approved courses of studies submitted by way of the Application for Transfer Credit. Secondary courses of study will no longer appear on the report cards.

# *Academic Info*

## **ACADEMIC STANDING**

All secondary students (grades 7-12) must earn a 70% or better in all courses taken at Spirit Christian Academy in order to maintain “good academic standing”. A student will not receive credit for any course in which a student earns below a 70%. A student who does not maintain good academic standing will be placed on academic probation and will not be allowed to participate in any school-sponsored extracurricular activities, including Spirit Athletics, unless prior approval from Spirit Administration is given. In order to remain eligible for school sponsored extracurricular activities, including Spirit athletics, students must maintain a passing grade in **all** courses taken at Spirit Christian Academy. Athletic students who do not meet the passing standard for all courses will have their coaches notified and will not be allowed to participate in affected activities during the subsequent grade-reporting period without prior approval from Spirit Administration. Students dropping a course after receiving a failing grade will not be allowed to participate during the subsequent grading period. No refunds will be given to students temporarily barred from participation due to academic or disciplinary problems. Students on academic probation must retake and earn a 70% or better in any classes in which they did not earn a 70%. Once this has been achieved a student will be taken off academic probation the subsequent grading period after the passing grades have been earned and will then be in “good academic standing.”

## **CREDITS AND ATTENDANCE**

### **DEFINITION OF CREDIT**

In general, students who are enrolled in a class at Spirit Christian Academy will earn 5 semester course credits for each semester successfully completed by earning a grade of 70% or better. Please see the section entitled Credits Transfer for how to obtain credit for course work taken outside of Spirit.

### **ATTENDANCE REQUIREMENTS**

Experience shows that a student must regularly attend classes in order to successfully complete a course. While we do not have a hard and fast attendance rule regarding how many days a student **MUST** be in attendance at Spirit Christian Academy, it is wise to keep absent days to a minimum in order to ensure academic success. Therefore, we strongly encourage parents to not schedule medical, dental or orthodontic appointments during these days. This would also be true of family vacations. If an absence for the above is absolutely necessary, please notify the

# Academic Info

teacher as early as possible. The school is required by the State of California to keep records of a student's attendance. You will need to turn in monthly attendance sheets attached to your tuition. The requirements regarding attendance are set forth Under Parent Responsibilities. These records are retained in the student's permanent CUM file. Students are not allowed to leave class without giving proper notification. Failure to do so may result in disciplinary action.

## **CLASS TARDINESS**

In general, excessive tardies will be treated as a discipline problem. It is important to remember that when a student is late to a class, it disrupts the teacher and other students which is very selfish given how valuable our class time is. In the event a student is tardy more than three times per quarter, the teacher will notify the parent(s). Students late more than 30 minutes will be counted as absent.

## **ABSENCES AND MAKEUP WORK**

Teachers may, at their discretion, require from parents a note explaining the reason for a student's absence before allowing the student to make up work or escape late penalties. Only those absences due to circumstances beyond the immediate control of the student or his or her parents will normally be considered excused.

Whenever possible, arrangements for making up work should be made with the teacher prior to the absence. A student is to turn in late work due to sickness or an excused absence the day he/she returns to the class. This assumes and requires the student to obtain all lesson plans prior to returning to school so that the work may be completed and turned in on the day he/she returns to class.

## **FIELD TRIPS**

Educational field trips will be taken throughout the year at all grade levels at the discretion of the teacher. Field trips for grades K-6 will be scheduled Monday through Friday. Secondary educational field trips should be scheduled on Monday, Wednesday, or Thursday. Parents will be notified in advance of the date and location of each trip. Students must have a signed permission slip for every field trip. All field trips need parents to volunteer with chaperoning/driving. Please make every effort to help out. **Before** parents are allowed to chaperone other students, **they must possess and provide a copy to the administration of the following:**

- Valid Driver's License
- Proof of Insurance
- Have properly working seatbelts that meet requirements of California Vehicle code.

# Academic Info

## **LATE WORK**

Spirit Christian Academy, in desiring to promote both godly character qualities and high academic standards, has adopted the following general principles concerning student assignments turned in at any time beyond their due date. An assignment is due when the student walks into class on the assigned due date. An assignment will be deemed “late” if it is not turned in when the instructor collects the assignment during that class period.

## **ACADEMIC DISHONESTY**

One of the major goals of Spirit Christian Academy is to aide students in being honest with God, their person, and peers. Honesty is a virtue, which, due to sin, is often violated. Striving to maintain credibility, students need education and reinforcement in developing honesty into a healthy virtue. Instructors and administrators need to create an environment which does not cause temptation, compromise, or destruction of a person’s positive response to honesty. Therefore, a student who has cheated for the first time will forfeit all credit for work on which they GIVE or RECEIVE unauthorized help. A repeated offense indicates an unwillingness to reform; accordingly, a student who engages in cheating a second time will receive a “0” in the course and may be expelled from Spirit Christian Academy.

It is the responsibility of the instructor to ascertain that “cheating”, in fact, has taken place. Cheating includes:

- Giving or receiving unauthorized help from either a person, book (solutions manual or teacher’s manual, etc.), or electronic media on homework, quizzes, projects, and tests. **No copying of homework.**
- Claiming or indicating in any form that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he has not done so
- Obtaining quizzes, tests, examinations, or other academic materials or evaluation instruments
- Engaging in plagiarism, which includes, but is not limited to the use of a published or unpublished work of another person without full and clear acknowledgment (meaning a footnote or endnote or reference); this includes the “buying” or “getting free of charge”
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade.

Additionally, all quizzes, tests, and other examinations, whether conducted in the classroom or in some other location, must be taken at a single sitting and without

# *Academic Info*

outside assistance of any sort, including but not limited to books, notes, other individuals, reference works, and audio or visual media. Any exception to these guidelines must be given in writing by the instructor on assignment sheets, the evaluation instrument itself, or other written instructions disseminated to all of the students in the class.

## **JUNIOR HIGH COURSES**

Junior high classes will not be counted toward high school graduation unit requirements. The only two exceptions are Algebra 1 and Spanish 1, which will be included in the unit computation for high school graduation requirements if these classes were completed during a junior high year (and for which junior high credit was given) and therefore do not appear on a high school transcript.

An accelerated junior high program does not have the goal of “getting through the program faster” but rather of allowing the student to explore in greater depth the subject matter. Hence, if a student takes Algebra 1 in 8th grade, it should not be with the goal of completing the mathematics requirement faster; rather it should be with the goal of freeing up a future year to take a higher mathematics class. This philosophy is consistently upheld throughout private and public institutions.

# *Academic Info*

## **COLLEGE COURSES**

We encourage our students to undertake college course work. Courses taken at a local community college may be transferred in to Spirit Christian Academy by way of filling out an Application for Transfer Credit approval form. Consultation from Spirit Christian Academy's Academic Advisor is strongly recommended before choosing the number of units taken at the local community college, and to seek verification of what units may be included on a Spirit Christian Academy transcript. Currently, local community colleges allow for Junior and Senior high school students to take no more than 11 units per semester at the local community college. It is important to understand Spirit Christian Academy's graduation requirements before selecting courses at another educational institution.

- Administrative approval of the college course work must be obtained prior to enrolling in the class.
- Approval of the course does not automatically mean credit will be given for the class. There may be certain requirements the student must meet in order to receive credit for the course work. These requirements will be established when approval is granted, but at a minimum the class must be completed with a 70% or above.
- A semester college course of 3 units or above will count as 10 high school units

## **CREDITS TRANSFER (OBTAINING CREDIT FOR COURSE WORK TAKEN OUTSIDE OF SPIRIT)**

Students wishing to transfer high school credit from another school (whether from a public or private institution or from a home schooling environment) for use toward earning a diploma at Spirit Christian Academy should make their request in writing by submitting the Approval Request for Transferred Courses form to administration. Spirit Christian Academy's mission has always been to support our home schooling families by partnering with parents in the education of their children. Because this is our mission, we encourage families to still maintain a schooling environment at home and therefore we accept home taught courses for transcript purposes. Please keep in mind that home schooling courses will only be included on a student's transcript if they meet the requirements outlined in the Application for Transfer Credit.

# *Academic Info*

The following guidelines will apply to transfer credits.

- 1 complete semester course at an accredited high school = 5 credits at Spirit academy
- 1 complete full-year course at an accredited high school = 10 credits at Spirit academy
- Each complete semester course at an unaccredited high school, home school, or umbrella school program will be individually determined for transfer of credit based on the duration, scope and mastery of course content.
- In order to earn 5 units per course a total of at least 90 hours of instruction, homework, practice and or study time must be completed. In order to earn 10 units per course a total of at least 180 hours of instruction, homework, practice or study time must be completed. This applies to courses taken in the summer as well.
- Students who have taken courses at a public or private full-time school or in a home schooling setting will not be granted transfer credits unless the grade earned a passing grade for that particular educational program or institution.

## **TRANSFERRED UNITS:**

For students that transfer into Spirit Christian Academy, credit will only be given for completed semester course work. Students that transfer into Spirit Christian Academy during a semester, may be given credit for their transferred course only if they enroll into a comparable course taught at Spirit Christian Academy. Otherwise, no credit will be given for unfinished semester work for courses that are not currently taught at Spirit Christian Academy.

# *Graduation Info*

## **RESIDENCY REQUIREMENTS**

In order to receive a diploma of any type and a class ranking, a student, while attending Spirit, must register and satisfactorily complete, on campus, a minimum of 4 core classes in each of their Freshman and Sophomore years, and 3 core classes in each of their Junior and Senior years. If attending Spirit Christian Academy for all four years, the minimum cumulative number of high school core classes taken at Spirit Christian Academy is 14.

Students that transfer into Spirit Christian Academy during their high school years and wanting to graduate with a Spirit Christian Academy diploma, need to start taking the minimum number of core classes required for that grade level. If needed classes are full or not offered at the time of transfer, then a cumulative number of core courses will be averaged for their entire high school experience.

For example: A student that transfers into Spirit Christian Academy their Sophomore year, where 4 core courses are required and only 3 core courses are available, then that student can make up a missing 4<sup>th</sup> core course in either their Junior or Senior year. Failure to do so will result in not being awarded a Spirit Christian Academy diploma.

Spirit Christian Academy students that withdraw during their high school years and then seek to reenroll into Spirit Christian Academy after missing at least one semester grading period, may risk being able to graduate from Spirit Christian Academy and receiving a diploma. If the student is not able to make up the necessary number of core classes needed to be taken at Spirit Christian Academy during their remaining high school years, they must petition the Board for their Residency status and eligibility for graduation.

## **COMMUNITY COLLEGE COURSES & RESIDENCY**

Spirit Christian Academy recognizes the important opportunity for high school students to get a head start on their college experience by taking courses that can satisfy both college and high school requirements. High school students that are Juniors and Seniors, are allowed to take up to 11 units per semester at local community colleges. Courses taken at the local community college level may be substitute for equivalent core courses taught at Spirit Christian Academy. Students which choose to substitute community college courses for core courses taught at Spirit Christian Academy, must first obtain approval from Spirit Christian Academy administration. Upon approval, students must still take a minimum of 3 courses at Spirit Christian Academy for both their Junior and Senior year. The only change is that they can take either core courses, or non core courses, depending on needs and availability. Before choosing this option, it is mandatory to first meet with Spirit Christian Academy's Academic Advisor and obtain a Community College – Core Course Substitution Form.

# *Graduation Info*

Core classes include Mathematics, English, Science, History, Biblical Studies, Foreign Language, Fine Arts and Computer. Parent courses of study and college course work will be included on a student's transcript only if students meet the residency requirement and the courses are approved by the administration. If a student does not meet the residency requirement, then the school transcript will only include courses taken at Spirit Christian Academy and the student will NOT receive a diploma from Spirit Christian Academy nor a class ranking. In order to be considered for class Valedictorian or Salutatorian a student must pursue the College Prep diploma, and graduate with a GPA of 3.50 or better.

## **DIPLOMA OPTIONS**

Spirit Christian Academy currently offers two diploma options: the Basic Diploma, and the College Prep Diploma. The requirements for each diploma are set forth in detail below. **Please note that completion of the College Prep Diploma does not ensure that the student has completed all courses required by a specific college.** Colleges and universities should be contacted directly to determine the specific courses they require for a student to be considered for admission.

### **BASIC GRADUATE DIPLOMA**

The Basic Graduate Diploma requires a student to successfully complete a total of 220 units and earn at least a 2.0 GPA. The chart on the following page details the number of units a student must successfully complete in each subject. This tract is designed for those who must meet the minimum requirements in order to graduate, but offers the least amount of preparation for college.

### **COLLEGE PREP GRADUATE DIPLOMA**

The College Prep Diploma requires a student to successfully complete a total of 230 units and earn at least a 3.0 GPA. The chart on the following page details the number of units a student must successfully complete in each subject. In addition, the type of courses taken for the College Prep Diploma are more defined than for the Basic Graduate Diploma. This tract is designed to meet the minimum requirements in order to graduate, but offers a good start in preparing for college.

### **A – G Recommended List**

The A-G recommended course list is based on recommendations made by colleges and universities for specific course work to be completed. Students that choose to follow these recommendations benefit by having a transcript that reflects more of what the colleges and universities are looking for. This tract is designed to meet the requirements needed in order to graduate, with the best preparation offered for college.

# Graduation Info

## WHICH DIPLOMA PLAN DO I CHOOSE?

Subject Area	Basic	College Prep Requirements	A-G Additional Recommendations
<b>Minimum GPA</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>
Bible	40 units	40 units	
English	40 units	40 units	
Math	20 units	30 units	40 units
Science	20 units	20 units	30 units
History	30 units	30 units	
Foreign Language	20 units	20 units	30 units
Fine Arts	10 units	10 units	
Physical Ed.	20 units	20 units	
Electives	10 units	10 units	
Computer	10 units	10 units	
<b>Total Units</b>	<b>220 units</b>	<b>230 units</b>	<b>230+</b>

**AWARDING OF CORDS** A student who earns a diploma will be awarded a silver cord if he/she has earned a cumulative GPA of 3.5 to 3.75 and a gold cord if he/she has earned a cumulative GPA of 3.76 to 4.00.

If a student has not completed the necessary requirements to graduate under one of the above diploma plans by the date set by administration the student will not be allowed to walk in the graduation ceremony, nor will the student receive a diploma. Students are encouraged to work toward the College Prep Diploma to further their academic goals, even if this requires more time in high school. Our desire is to see each student increase his or her odds of success in college or in the work environment. Assistance is provided for academic planning, but ultimately it is the responsibility of the student and his or her family to plan academically for the diploma option a student is pursuing.

## VALEDICTORIAN AND SALUTATORIAN

Ranking for Valedictorian and Salutatorian is determined by the following, in no particular order:

- GPA (Academic 9<sup>th</sup> through 12<sup>th</sup>)
- Number of academic units (non electives) taken at Spirit Christian Academy and/or an accredited institution (if there is a “tie” then the total number of units taken at Spirit Christian Academy will prevail)
- Total number of units including all courses transferred in

# *Graduation Info*

## **REQUIRED COURSES AND FAQs:**

In addition to the general subjects required for high school graduation listed above, there are certain specific courses within the various subjects which must be passed in order to graduate from Spirit Christian Academy.

Students must successfully complete with a 70% or better:

- 1) 10 units of Algebra 1
- 2) 10 units of United States History AND
- 3) 5 units of Government and 5 units of Economics AND
- 4) 10 units of either Geography OR World History.

The Fine Arts requirement may be satisfied by such course work as Music, Dance, and Art. The physical education requirement may also be satisfied by any course work that would require physical activity such as Dance, Surfing, and Karate etc. with a minimum of five hours per week.

Please note that all graduation requirements as set forth in this handbook must also meet in addition to the information given in this section.

# Class Schedule

## **ELEMENTARY CLASS SCHEDULE**

### **WEDNESDAY/THURSDAY (KINDERGARTEN THRU GRADE 3)**

Arrival	8:15 AM
Academics	8:30 AM - 9:45 AM
Break	9:45 AM - 10:00 AM
Academics	10:00 AM - 11:00 AM
Lunch	11:00 AM - 11:40 AM
Academics	11:40 AM - 1:10 PM
Break	1:10 PM - 1:30 PM
Academics	1:30 PM - 3:00 PM

### **WEDNESDAY/THURSDAY (GRADE 3 THRU GRADE 4)**

Arrival	8:15 AM
Period 1	8:30 AM - 9:00 AM
Period 2	9:00 AM - 10:10 AM
Break	10:10 AM - 10:25 AM
Period 3	10:25 AM - 11:35 AM
Lunch	11:35 AM - 12:20 PM
Period 4	12:20 PM - 1:30 PM
Break	1:30 PM - 1:50 PM
Period 5	1:50 PM - 3:00 PM

## **ELEMENTARY CHAPEL CLASS SCHEDULE**

### **WEDNESDAY/THURSDAY (KINDERGARTEN THRU GRADE 3)**

Arrival	8:15 AM
Academics	8:30 AM - 10:00 AM
Break	10:00 AM - 10:15 AM
Academics	10:15 AM - 11:20 AM
Lunch	11:20 AM - 12:00 AM
<b>Chapel</b>	<b>12:00 PM – 12:25 PM</b>
Academics	12:25 PM - 1:30 PM
Break	1:30 PM - 1:45 PM
Academics	1:45 PM - 3:00 PM

### **WEDNESDAY/THURSDAY (GRADE 3 THRU GRADE 4)**

Arrival	8:15 AM
Period 1	8:30 AM - 9:40 AM
Period 2	9:45 AM - 10:40 AM
Break	10:40 AM - 10:55 AM
Period 3	11:00 AM - 11:55 PM
<b>Chapel</b>	<b>12:00 PM - 12:25 PM</b>
Lunch	12:25 PM - 12:55 PM
Period 4	1:00 PM – 1:55 PM
Break	1:55 PM - 2:05 PM
Period 5	2:05 PM - 3:00 PM

# Class Schedule

## SECONDARY CLASS SCHEDULE

### TUESDAY/FRIDAY

Arrival	8:15 AM
Period 1	8:30 AM - 9:30 AM
Period 2	9:35 AM - 10:30 AM
Period 3	10:35 AM - 11:30 AM
Lunch	11:30 AM - 12:30 PM
Period 4	12:35 PM - 1:30 PM
Period 5	1:35 PM - 2:30 PM
Period 6	2:35 PM - 3:30 PM

### WEDNESDAY

Algebra 1	8:30 AM - 10:00 AM
Geometry	10:00 AM - 11:30 AM
Pre-Calculus	11:30 AM - 1:00 PM
Algebra 2	1:00 PM - 2:30 PM

### THURSDAY

Pre-Algebra	8:30 AM - 10:00 AM
Physics	4:00 PM - 6:00 PM

### FRIDAY

Physics	3:35 PM - 5:05 PM
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## SECONDARY CHAPEL CLASS SCHEDULE

### FRIDAY

Arrival	8:15 AM
Period 1	8:30 AM - 9:25 AM
Period 2	9:30 AM - 10:20 AM
Period 3	10:25 AM - 11:15 AM
<b>Chapel</b>	<b>11:20 AM - 12:05 PM</b>
Lunch	12:05 PM - 12:45 PM
Period 4	12:50 PM - 1:40 PM
Period 5	1:45 PM - 2:35 PM
Period 6	2:40 PM - 3:30 PM

***Spirit Christian Academy reserves the right to make any changes to this handbook throughout the year with proper notification given.***

# Signature Page

September 13, 2011

Dear Spirit Parents -

Thank you for taking the time to read through the 2011-2012 Parent/Student Handbook.

Please read the handbook and return this signature page acknowledging you have read and agreed to the entire contents. As Christians, we need to remember that our "Yes" means "Yes", and we are to be held accountable to that which we have agreed upon.

Please return this sheet to the Rispoli Teacher box by Friday, September 25, 2011.

I look forward to another wonderful school year.

Joe Rispoli

Yes, I have received, read and agree with the 2011-2012 Parent/Student Handbook.

X \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Parent or Guardian's Signature                      Date

X \_\_\_\_\_  
Parent or Guardian's Signature                      Date

(Please keep a copy of this signature page and submit the original.)

# School Directory & Photo Release Signature Page

Spirit Christian Academy uses RenWeb to communicate with our Spirit families. Therefore, the personal information listed on RenWeb (e.g. Name, address, email, phone number) can either be made public or remain private. To allow your personal information to be seen by other Spirit families, please initial the space below. Otherwise, your personal information will remain private.

\_\_\_\_\_ By initializing this space **you agree** to have your personal information **made public** to other Spirit families on RenWeb. This status will remain public unless requested in writing to change status.

\_\_\_\_\_ By initializing this space **you agree** to give Spirit Christian Academy permission to use photographs or video of the persons listed below in the manner(s) described:

In publications for marketing or public relations purposes. This includes, but it not limited to, newsletters, brochures, viewbooks, and promotional items. I understand that these publications will be distributed to people outside Spirit Christian Academy, but that no identifying information will be displayed.

On Spirit Christian Academy's website. I understand that these photos can be viewed by anyone in the world, but that no identifying information will be displayed.

By signing this, I understand that any such photograph or video may be used by Spirit Christian Academy without a time limit. I will make no monetary or other claim against Spirit Christian Academy for the use of the photograph(s) and/or video.

Name of Minor (please print full name): \_\_\_\_\_

Name of Minor (please print full name): \_\_\_\_\_

Name of Minor (please print full name): \_\_\_\_\_

Name of Minor (please print full name): \_\_\_\_\_

**Signature of Person Authorizing Release:** \_\_\_\_\_

Printed Full Name of Person Signing: \_\_\_\_\_

Relation to Minor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(Please keep a copy of this signature page and submit the original.)