



South Shore Christian Academy Student and Parent Handbook



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A Christ-Centered College Preparatory School

2011-2012 Theme

Community

Luke 10:29 (ESV)

..."And who is my neighbor?"

Acts 1:8

"But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth."

Mission Statement

In obedience to God's will, South Shore Christian Academy exists to glorify Jesus Christ by revealing truth, imparting knowledge, stimulating spiritual growth, and developing Christian character in young men and women through a college preparatory curriculum taught by Christian teachers.

TABLE OF CONTENTS

INTRODUCTION.....	9
HISTORY	9
MISSION	9
STATEMENT OF FAITH	9
OPERATIONAL GOALS	9
OPERATIONAL VALUES.....	10
OPERATIONAL COMMITMENTS	10
GENERAL INFORMATION AND POLICIES.....	11
ADMISSIONS	11
ANNOUNCEMENTS(MORNING)	11
ANNUAL FUND	11
ATTENDANCE POLICY	11
BEHAVIOR EXPECTATIONS.....	12
CAMPUS SAFETY.....	13
CAR POLICY - UPPER SCHOOL	13
CHAPEL.....	14
CHILD ABUSE	14
COLLEGE COUNSELING	14
CONTACTING FACULTY	14
COMMUNITY MEETING	14
COMPUTER USAGE POLICY	14
RENWEB	14
EMERGENCY CONTACT INFORMATION.....	15
EMERGENCY SCHOOL CLOSINGS OR ALERT MESSAGES	15
FACILITY GUIDELINES	15
FIELD TRIPS	15
FINANCIAL AID	15
FUNDRAISING	15
GIFTS TO FACULTY	15
HEALTH (ILLNESS, IMMUNIZATION, AND PHYSICALS)	15
HOMEROOM - UPPER SCHOOL.....	16
HONEYWELL ALERT SYSTEM	16
HONOR CODE	16
HONOR COUNCIL - UPPER SCHOOL	16
LIGHTHOUSE.....	17
LOCKERS - UPPER SCHOOL	17
LOST & FOUND	17
LUNCH	17
MANNERS	17
MESSAGES	17
PARENT CONFERENCES	17
PERSONAL LISTENING DEVICES.....	18
PICK-UP AND DROP-OFF	18
PREFECT COUNCIL - UPPER SCHOOL	18
SCHOOL DAY	18
SCHOOL-SPONSORED EVENTS.....	19
SCHOOL APPAREL	19

SENIOR PRIVILEGES - UPPER SCHOOL	19
SEXUAL HARASSMENT, BULLYING, AND HAZING	19
SIGNS, POSTING, BANNERS	19
SKATEBOARDS/ROLLERBLADES/HEELYS	19
SMOKING.....	20
STANDARDIZED TESTING	20
TELEPHONES, CELL PHONES, AND PAGERS	20
UNIFORM GUIDELINES	20
VANDALISM.....	23
WORK JOBS - UPPER SCHOOL	23
LOWER SCHOOL INFORMATION AND POLICIES.....	24
AFTER SCHOOL CARE	24
ACCOMMODATED STUDENTS	24
Attendance	24
AWARDS	24
CHAPEL	24
DISCIPLINE	24
EXTRA HELP	24
GRADING SCALE.....	25
HOMEWORK	25
REPORT CARDS AND PROGRESS REPORTS	25
TARDINESS	25
USE OF CELL PHONES/PERSONAL LISTENING DEVICES/ELECTRONIC GAMES	25
UPPER SCHOOL BEHAVIOR POLICIES.....	26
BEHAVIOR EXPECTATIONS	26
CONSEQUENCES OF MAJOR CONDUCT OFFENSES	26
ALCOHOL AND OTHER DRUGS POLICY.....	27
Classroom Discipline	27
DRESS CODE VIOLATIONS	27
TARDINESS TO SCHOOL.....	28
TARDINESS TO CLASS	28
UPPER SCHOOL ACADEMIC AND CURRICULAR INFORMATION AND POLICIES.....	29
ACADEMIC STANDARDS	29
GPA AND GRADING SCALE	29
ACADEMIC WARNINGS AND PROBATIONS	29
COURSE INFORMATION.....	30
EXAMINATIONS (MID-YEAR/FINAL)	30
EXTRA HELP	30
GRADUATION REQUIREMENTS.....	31
HOMEWORK POLICY	31
HONOR ROLL	31
ONLINE COURSES	31
PROMOTION	31
SENIOR FINAL EXAM EXEMPTION POLICY	31
SENIOR INTERNSHIP.....	32
STUDY HALL	32
SUMMER SCHOOL FOR GRADES 7 - 12	32
TESTING	32
TRANSFER CREDIT	32
VALEDICTORIAN AND SALUTATORIAN	32
ATHLETIC INFORMATION AND POLICIES.....	33

PARTICIPATION REQUIREMENTS	33
ACADEMIC ELIGIBILITY	33
ATHLETIC UNIFORMS	33
HAZING	33
SPORTSMANSHIP	33
HONORS AND AWARDS.....	34
MIDDLE SCHOOL AWARDS (GRADES 7-8)	34
UPPER SCHOOL AWARDS (GRADES 9-12)	34
UPPER DEPARTMENTAL AWARDS (GRADES 11-12)	34
PERFECT ATTENDANCE AWARDS (GRADES 7-12)	34
NATIONAL HONOR SOCIETY (GRADES 9-12)	34
ADDENDUM	34
APPENDIX A	35

INTRODUCTION

South Shore Christian Academy has established standards of behavioral expectation for faculty and staff as well as for students and parents. They are discussed in this *Handbook*. However, South Shore Christian Academy seeks to be a school that is not run by rules, from the outside in, but by a heart commitment to Jesus Christ and the School's mission, from the inside out. This *Handbook* is part of the school's effort to provide an environment wherein the spiritual and intellectual lives of students may be cultivated. Every rule is measured by its clear contribution to furthering academic excellence and serious discipleship.

History

South Shore Christian Academy began in 1994 in the former Hunt School located in Weymouth, Massachusetts. September enrollment consisted of 90 students in preschool through 9th grade with several of the classes combined due to the small numbers. At the end of the first year, there were over 120 students enrolled. The school currently has approximately 272 students. The school is committed to providing an intensive curricular instruction and deep discipleship relationships. SSCA is a member of the Association of Independent Schools in New England, Association of Christian Schools International, and is approved by the Weymouth Public School System as an alternative to public education.

Mission

In obedience to God's will, South Shore Christian Academy exists to glorify Jesus Christ by revealing truth, imparting knowledge, stimulating spiritual growth, and developing Christian character in young men and women through a college preparatory curriculum taught by Christian teachers.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is only one sovereign God, eternally existent in three persons—Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in his virgin birth, in His sinless life, in His vicarious atoning death through His shed blood, in His physical resurrection, in His ascension to the right hand of the Father and in His personal return to power and glory.
- We believe in the necessity of regeneration by the Holy Spirit because of the sinfulness of human nature.
- We believe that the salvation of man is by the grace of God and that man is justified through faith in the redemptive work of the Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; those saved unto the resurrection of eternal life, and those lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in the Lord Jesus Christ.

Operational Goals

South Shore Christian Academy seeks to fulfill its mission and philosophy through the implementation of the following goals:

- Help students develop the ability to think critically, to make decisions and to take responsibility for those decisions.
- Encourage students to work cooperatively while learning to respect and value themselves and others.
- Demonstrate respect for authority.
- Maintain high expectations for each student's performance and behavior.
- Provide a safe, secure, enjoyable and comfortable learning environment.
- Develop a life-long habit of reading.

- Encourage students to become involved in school organizations and activities.
- Emphasize the need for courtesy and good manners.
- Encourage children’s participation in and appreciation for the arts.
- Develop traditions that are uniquely those of SSCA.
- Encourage students to become independent, life-long learners.
- Provide an interactive environment in which students are challenged to explore their ideas and interests.

Operational Values

1. *Honesty* – Relationships and academic performances based on honesty and fairness.
2. *Respect* – Individuals will be treated with respect as those created in God’s image.
3. *Attitude* – Maintain a Christ-like attitude toward others based on the Golden Rule.

Operational Commitments

South Shore Christian Academy seeks to fulfill its mission and philosophy through the implementation of the following goals:

1. To teach students how to study
2. To provide a curriculum that maximizes the student’s potential
3. To hire motivated, demanding, and caring, Christian teachers
4. To teach from a Christian worldview in every area of inquiry
5. To provide a discerning perspective on culture
6. To provide a curriculum in Christ-likeness
7. To create a school culture where traditional manners are expected
8. To offer a competitive athletic and excellent fine arts program
9. To offer a curriculum necessary for selective college admissions
10. To provide students with an understanding of a kingdom calling with a global perspective.

GENERAL INFORMATION AND POLICIES

Activity Period

Each Thursday students in grades 7-12 have a period of time to be involved in various activities such as band, orchestra, science club, etc. It is also a time when student meetings may take place for National Honor Society, Prefect Council, etc. Students not involved in an offered activity or meeting may also use this time to do homework, meet with a teacher for extra help, or use the computer lab to work on a project or assignment. Students not involved in an activity or meeting will meet in their homeroom unless they have communicated beforehand to the homeroom teacher that they will be elsewhere.

Admissions

Admissions Policy

South Shore Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally made available to all students at the school. South Shore does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational and admissions policies, scholarship programs, or athletic and other school administered programs. SSCA seeks to maintain a balance between male and female students in every grade.

The goal of the admissions process is to determine through a number of means, whether or not a student is a fit for the Academy. Applicants may be offered admission on a probation basis if most, but not all of the standards for admission are met. SSCA reserves the right to request the withdrawal of any student, during or at the end of the academic year, who does not fulfill the minimum academic requirements or of a student or family who fails to conform to the school's rules and regulations.

Accommodated Students

South Shore Christian Academy is not able to provide extensive academic accommodations to students with learning differences. Certain accommodations will be implemented if acceptable documentation is provided. Please contact the Assistant Head of School for more information.

Admissions Policy

South Shore Christian Academy makes financial and contractual arrangements with faculty, staff, and vendors before the beginning of the school year. These obligations make it mandatory that the school requires families to commit themselves financially for the entire school year in March of the preceding school year. To assure a place for the next school year, an enrollment contract is to be signed at re-enrollment time by the financially responsible party. Exceptions are viewed on a case-by-case basis.

Enrollment Refund Policy

Starting July 1 through the end of the first semester, parents are obligated to pay in full the tuition bill for the first semester. Students who start school on the first day of the second semester are obligated to pay in full the tuition bill for that semester.

Reenrollment Policy

It is deemed a privilege to attend SSCA. All students are evaluated at the end of the year to determine a student's enrollment status. A student on academic probation, or one who has continued to violate the Community Standards of Conduct, or one who has demonstrated an unwillingness to be at the school may not be invited back at the end of any given year. In addition, no student will be reenrolled that has an outstanding tuition balance from the previous year. Any student who has not maintained satisfactory progress for the year should not expect to be invited back unless there are unique circumstances, which the administration will consider on a case-by-case basis.

Announcements (Morning)

School Announcements are organized by the Assistant Head of School and sent out to all faculty and staff by 7:30 am each school day. Announcements should be emailed no later than 7:00 am to be included in that day's announcements.

Annual Fund

Like all independent schools, SSCA relies on the unrestricted donations to the Annual Fund to provide the very best educational experience for our students. Tuition revenues cover approximately 78% of the total cost of an SSCA education. It is expected that all members of the SSCA community participate at some level, no matter how great or small.

Attendance Policy

Academic Classes (Upper School)

Students are required to attend their academic classes. They are not given the option to skip a class for any reason, including working on academic material for another class, unless the teacher of the class being missed grants specific permission. A student who has eight (8) or more absences in a class during a given semester may receive a failing grade for that semester and consequently may have to repeat the course. Students who arrive 15 minutes late to class or are dismissed 15 minutes early will be considered absent from that class for the day. Extended illness will be considered on a case-by-case basis. Attendance at school is considered a priority and will be treated as such.

Acceptable reasons for students to be absent include illness, death of a family member, court appearances, special circumstances pre-approved by the Assistant Head of School (see Planned Absences), and medical appointments. However, medical appointments should be scheduled after school, whenever possible. Students will receive credit for assignments when missing school for any of the above reasons. A student who is absent from school for any other reason may receive a failing grade for the work due on the day absent from school.

Extracurricular Activities Participation -Upper School

A student who fails to sign in by 11:00 a.m. will be considered absent, and shall not be permitted to participate in afternoon school activities (including athletic practices and games as well as fine arts rehearsals and performances) and may not participate in any school-sponsored trip that same day.

Absences Because of Illness

When a student is ill and cannot attend school, it is the parent's responsibility to notify the school by 9:00 a.m. Please call the school phone number and leave a message at extension 3304. A note from a parent is needed the first day the student returns to class only if the parent does not call school to report the illness. A doctor's note is required if a student has been absent from school due to a communicable disease such as strep, lice, ringworm, etc. If it is subsequently discovered that the student who is absent because of illness has engaged in an activity, even with parental permission, that is inconsistent with the illness, the student's absence will result in the student receiving a failing grade for any work due the day of the absence. Fatigue is not considered an illness.

Extended Absences

Students who have been absent for longer than three days must make arrangements with their teachers the day of their return to complete their assignments. Each teacher will meet individually with the student to determine when the class assignments are to be completed.

Planned Absences -Upper School

A student who intends to be absent from school for reasons other than illness (family vacation, sports tournament, etc.) is expected to obtain a Planned Absence Form from the Assistant Head of School, as well as meet *beforehand* with each teacher to make arrangements for completing assignments. This form needs to be completed regardless of the number of days missed out of school. Any student work turned in after the planned absence will not be accepted for credit unless approved by the teacher. The completed Planned Absence Form must be turned in to the Assistant Head of School and the Main Office no later than 9:00 a.m. on the day preceding the absence. Planned absences are not allowed during exam periods.

Absences for College Visits - Upper School

All seniors and juniors are allowed three excused days for college visits in any one school year. College Visit Forms must be filled out for all visits that cause a student to miss school and approved by the Director of College Guidance before the visit takes place. Forms are located in the College Guidance office.

Student Sign-Out

Leaving school before 2:30 p.m. is strongly discouraged. If a student must leave before the close of the school day, the student must provide a note from a parent to the Main Office for approval. A specific reason must be stated on the request: "To go home" or "Appointment" will not suffice. Students need to be in school until 11:00 to receive credit for a full day of school. Please try to schedule medical and dental appointments after school hours. If a student must leave the school during school hours and the Main Office has been notified, the student must sign out (and back in, if appropriate) in the Main Office. Upper School students who are off campus without having signed out will be reported to the Head of School for disciplinary action and will receive a zero for any work due that day in that class.

Tardiness to School

See pages 25 (Lower School) and 28 (Upper School)

Behavior Expectations

Each student is expected to behave in a manner that exemplifies honesty, loyalty, courtesy, consideration, and respect. Students will be held responsible and accountable for behavior that violates these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the standards of conduct and behavior expected by the school will be subject to disciplinary action and may not be invited back the following year. Parents and students are expected to support and uphold school standards of conduct and discipline. Without this cooperation and support, double standards exist between the home and school that are detrimental to the student's development and the school community.

Realistic behavioral limits are set for the good of the students and are carefully explained and enforced.

Discipline is necessary when behavior falls within the following general guidelines:

1. Any action that interferes with the learning process
2. Any action that could cause physical or emotional harm
3. Any action in violation of a school rule
4. Any act of willful disrespect.

Prior to the school year, every student in grades 6-12 and at least one of their parents must sign the Honor Code statement indicating their understanding of the Community Standards of Conduct and their willingness to conform to these standards or face appropriate disciplinary action. All parents of students in grades PreK-5 are encouraged to review the handbook with their children, specifically addressing areas that relate to those students. ***Students are expected to follow the guidelines while they are enrolled as a South Shore Christian Academy student on and off campus, during the school year and also over the summer.***

Honor Code

"I, [student's name], have read the *Student Handbook* and hereby acknowledge an understanding of the standards of conduct required by South Shore Christian Academy and pledge my best efforts to conform to these standards or willingly face the consequences for their violation as deemed appropriate by the Head of School."

General Standards of Conduct

1. Students must conduct themselves in a respectful and orderly manner.
2. Students shall not talk back or argue with faculty members in a disrespectful manner.
3. Students shall endeavor to keep the campus clean.
4. Students must attend class with appropriate books and materials and will turn in assignments at the beginning of class.
5. Students and parents must make restitution for any damaged or defaced property. Actual replacement or repair costs will be assessed by the administration.
7. Students shall not use profanity or hurtful and demeaning language to others.
8. Students shall not bring articles such as pornography, alcohol, drugs, or tobacco to school or to school functions. Students may not drink alcohol, smoke, or use drugs at anytime while enrolled at SSCA.
9. No weapons, including knives, guns, or explosives, will be brought onto the campus or to any school function, either on campus or off. Using any object in a threatening manner as a weapon will also be held to be a violation of the weapons policy. Furthermore, the school forbids having facsimile weapons at school, such as toy guns or plastic swords or knives. Exceptions regarding facsimile weapons needed for a school related learning activity should be addressed to the Assistant Head of School.
10. Students shall not engage in public displays of affection, such as holding hands or kissing, at school or at school functions.
11. Students shall notify designated school personnel and instructors of classes being missed before leaving the campus during school hours.
12. Students shall have necessary class materials ready each day.

Campus Safety

In the interest of safety, all visitors to the campus, including parents, must sign in at the Main Office immediately upon arrival and receive a nametag. Visitors are expected to wear their nametags for the duration of their visit. Students and faculty are instructed to notify the Main Office or an administrator if a visitor is seen without a nametag, or direct the visitor to the Main Office. All outside doors to the school must be kept locked during the school day. Only prospective students will be allowed on campus during school hours.

Car Policy -Upper School

All vehicles driven by South Shore students must display an SSCA parking permit prominently from their mirror. Applications for parking permits are available in the Main Office. Completed applications should be returned to the Registrar. All students must park in the east portion of the parking lot. They may not park in spaces designed for visitors. The campus speed limit is 5 mph; reckless driving will result in the loss of driving privileges.

Students must comply with all applicable laws concerning the safe operation of the vehicle. No student may transport another student at any time without prior permission from the parents of the driver and the parents of the rider. Sitting in student vehicles during the school day is not permitted. Students are held to the same standard of behavior in the parking lot as they are inside of the school building and will be disciplined for breaking the code of conduct accordingly.

Chapel

All students and teachers are expected to attend Chapel, which is an integral part of the school life. Parents are welcome to come to Chapel. Skipping Chapel without permission or arriving late is equivalent to skipping class and will be handled accordingly. Chapel will be held on Wednesdays for Upper School and Thursdays for Lower School. Students are required to wear their Chapel uniform. Guest speakers are entitled to courteous attention.

Child Abuse

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

College Counseling -Upper School

The SSCA Director of College Guidance has the primary responsibility of advising students and their parents about the college application and enrollment process. Orientation meetings for students in grades 9-11 are provided throughout the year. Particular focus is devoted to seniors. Seniors should not send out applications or essays until reviewed by the Director of College Guidance.

Contacting Faculty

Parents wishing to contact faculty during the school day may email or leave a phone message with the Main Office. Teachers are expected to return all parent inquiries within 24 hours. In order to respect the faculty's privacy, please refrain from calling them at home, unless a teacher has specifically given permission to do so. **Contacting teachers via email is always preferred: first initial, last name @southshorechristian.org. Please refrain from calling a teacher's classroom extension while school is in session.**

Community Meeting -Upper School

The Upper School will meet weekly for Community Meeting, where announcements about up-coming activities will be made and issues of community-wide concern shared. All other announcements will be included in *The Lighthouse*, the weekly parent and education resource newsletter. All information to be included in *The Lighthouse* must be submitted to the Main Office by 3pm on Monday.

Computer Usage Policy

Students will not maintain a website or forward email with objectionable or inappropriate content. Such inappropriate content includes, but is not limited to, obscene language, lewd or suggestive pictures, and disparaging remarks about individuals or groups. Students will not access any websites containing inappropriate content from school computers. Such sites may include sites developed by friends. All students will receive a more detailed computer policy and sign a consent form and waiver at the beginning of school from the Director of Technology.

RenWeb

In our ongoing effort to provide quality services to our parents, South Shore Christian Academy has implemented the use of RenWeb. RenWeb is a secure, web-based system designed to provide real-time access to information specific to your child. Once you have activated your account, parents and students can use RenWeb to view important details of the student's classes.

Upper School teachers use RenWeb to post their weekly lesson plans, class syllabus, and grades on a weekly basis. You may also find some teachers will post additional items such as web links and news items on their homepage. Lower school teachers use RenWeb to post a weekly class newsletter and may post other important announcements.

You will be contacted to activate your RenWeb account.

Emergency Contact Information

It is critical that parents keep the school informed of any changes in phone numbers, both at home and at work, including cell phone numbers and extension numbers. Also, please keep both emergency contact information and any changes in custody arrangements up-to-date.

Emergency School Delay, Closings or Alert Messages

In the event of inclement weather or an emergency, please check the school web site as the first means of notification. In addition, South Shore Christian Academy's name will be announced on major television stations for no school/delay of school announcements. The third means of notification will be the Honeywell "Instant Alert" system. Please be sure your Honeywell information is up-to-date.

The decision to cancel, delay, or release school is not taken lightly, and is decided primarily for the safety of the students. If, as a parent, you feel that the driving conditions are unsafe due to inclement weather and school has not been canceled, please call and notify the school office. This will be considered an excused absence.

Facility Guidelines

All facility needs or requests to use the school building for school events should go through the Assistant Head of School. The following guidelines should also be followed:

- No scotch or duct tape on walls, doors or windows
- No nails in the walls or woodwork
- No change to the facility without first getting approval from the administration.
- Avoiding scratching the floors.

Field Trips

Field trips are offered for educational purposes. They must be pre-approved by the Head of School. Dress for field trips is the school dress code unless otherwise designated. The cost of field trips is not included in tuition; therefore, some trips may require an extra fee. Cell phones and personal listening devices cannot be used on field trips and athletic events without permission from the adult (teacher/coach) in charge.

Financial Aid

Limited financial aid is available for families with demonstrated need. Families interested in applying for financial aid must fill out an application with FACTS Tuition Management by the published deadline in the school calendar. Applications are available from the Admissions Office or online at www.factsmgt.com.

Fundraising

Special interest fund-raising is kept to a minimum at SSCA. All fundraising efforts must be approved by either the Head of School and not conflict with the Annual Fund effort. Fundraising request forms are available in the Main Office and should be submitted to the Head of School.

Gifts to Faculty

Personal gifts are discouraged. If given, the value should be limited to \$25.00.

Health (Illness, Immunization, and Physicals)

In the event of illness or injury at school, the School Nurse will be notified immediately. The nurse and other designated administrators are the only adults allowed to administer medicine at school when provided with written permission by the student's parent or legal guardian and physician.

Parents will be contacted to pick up any student too ill to remain in school. The school requires parents to provide all requested medical information, as well as the names and phone numbers of people to be contacted in the case of emergency. If a student must take a prescription medication during school hours, the parents must leave this medication with the School Nurse to administer as ordered unless otherwise arranged. The medicine must be in its original container, which must have a prescriptive label if applicable, and contain no more than a five-day supply. Parents should inform the school office as soon as possible if their child is diagnosed with any contagious illness such as strep throat, measles, chicken pox, hepatitis, and mumps.

Please keep your child home if he or she shows signs of illness. No Lower School student is allowed to leave the school alone when ill. Parents are required to provide transportation. No Upper School student shall call home when ill or leave the school without first seeing the school nurse who will determine if the student should leave school due to illness. The nurse will also determine if the student is able to drive home, if they have driving privileges.

If a Lower School student needs to stay indoors at recess or refrain from gym due to sickness and/or injury, please send a note to the classroom teacher. Every child will go to recess or gym unless he or she has a signed note. Extended days asked for will require a doctor's note.

All new students entering must provide SSCA with a completed Health History Form detailing up-to-date immunizations and physician examinations. In accordance with state regulations, no student will be permitted to attend SSCA until the school has received this documentation. Students entering grade seven, whether new or returning, must also supply the school with written documentation of additional immunization against measles before the start of the school year.

All students entering SSCA for the first time, usually preschool, kindergarten, or grade 1, must receive physicals before the start of the school year. Students in grades 4, 7, and 10 are required by law to have a physical. In addition, all students participating on an athletic team must have a physical on record before participating in athletic practices and/or competitions. All athletes must have received required immunizations within one year prior to participating in any athletic event. **No student will be allowed to attend school or participate in any sports activities until all health forms are returned.**

First Period - Upper School

Students in the Upper School report to class each day by 7:45 a.m. Students are tardy after 7:45 a.m. and should report to the Main Office to obtain a pass before going to class. Students should come prepared for their first class of the day, as there is limited time to get to class after the homeroom period. Chronic tardiness will be addressed according to the standards printed in the discipline and attendance sections of the handbook.

Honor Code

All South Shore students must sign the Honor Code each year. A signed copy is kept in each student's file. The Honor Code reads:

"I, [student's name], have read the *Student Handbook* and hereby acknowledge an understanding of the standards of conduct required by South Shore Christian Academy and pledge my best efforts to conform to these standards or willingly face the consequences for their violation as deemed appropriate by the Honor Council and Head of School."

Honor Council - Upper School

Upon referral by the Head of School, the Honor Council reviews Upper School student violations of the Community Standards of Conduct, and makes disciplinary recommendations to the Headmaster. The offending student will have the opportunity to defend their innocence, clarify information, or explain mitigating circumstances to the Honor Council. Parents are invited to attend the Honor Council, but are not permitted to speak. Proceedings of the Honor Council are confidential. Following the Honor Council's disciplinary recommendation, the Head of School will either contact and/or meet with the student and parent. The Head of School has the authority to overrule the recommendations of the Honor Council.

In the spring of each year, students and faculty may nominate Honor Council candidates for the following year based on the following criteria: they 1) must be a committed disciple of Jesus Christ, 2) must display academic integrity, 3) must serve as a recognized leader among peers, 4) must exhibit the ability to speak respectfully with adults, 5) must demonstrate a commitment to

the vision of the school, and 6) must be fair and impartial. The persons receiving the most votes from students and separately from faculty are named as Honor Council nominees. The combined list of student and faculty nominees is presented to the Head of School and Assistant Head of School, who select members and appoint one to serve as the Head of the Honor Council. Members may run again for re-election. Members of the council are held to higher standards than other students and will be removed from their responsibilities if their integrity is undermined by their conduct or attitude. In such a case, the position will be filled with a replacement appointed by the administration. Members must be enrolled and in good standing with the school.

Lighthouse

The Lighthouse is SSCA's weekly newsletter that contains important news and information for our school community. *The Lighthouse* is sent in electronic form via email on a weekly basis (usually Wednesday afternoon). Any submissions for *The Lighthouse* should be sent via email to the Administrative Assistant no later than 3pm on Monday. SSCA students and parents are accountable for reading *The Lighthouse* on a weekly basis. *The Lighthouse* is also posted on the school's web site.

Lockers - Upper School

Each Upper School student is assigned a locker to hold books and other possessions during the school year. Locks are not permitted on lockers due to the climate of trust we have established at SSCA.

SSCA cannot be responsible for theft or damage to items stored in student lockers. Please leave valuable items at home. School officials have the right to inspect student lockers at anytime and the contents therein.

If there are any mechanical problems with a locker in the first week of school, the student should notify the Assistant Head of School as soon as possible. The lockers must not be marked up or damaged in any way. Stickers, tape and writing on lockers are not allowed. Students will be charged a fee for any repairs or damages. Students cannot remove or deface the locker nameplates or change lockers with other students during the school year unless they have permission from the Assistant Head of School.

Lost & Found

All articles and personal items are to be placed in lockers, closed book bags, or designated coat room closets. Books, papers, and articles of clothing left in classrooms, hallways, or the gym will be placed on the Lost & Found table. At the end of each semester, items in Lost & Found will be discarded or given to charity and books will be reclaimed. Lost and Found is located outside the Maintenance Office.

Lunch

Students may bring their own lunches or purchase lunch through the school vendor. Monthly lunch calendars are posted on the school web site for students to fill out and pay for ahead of time. Snacks are also available for purchase. All lunches must be consumed in the designated lunch area. Microwaves are available for heating lunches for students in grades 7-12; however, food requiring over three minutes heating time will not be allowed. Seniors (with Senior Privileges) may eat their lunches in the senior courtyard or off-campus, but not in classrooms, hallways or in their cars parked in the school parking lot. Faculty members are encouraged to eat lunch with students.

The Lunchroom Coordinator and assistants have the authority to enforce all school rules and to dispense discipline accordingly.

Manners

South Shore Christian Academy promotes a school culture where traditional manners are encouraged and expected. The following five principles will be expected in all faculty and student behavior.

- Put others first.
- Avoid calling attention to yourself.
- Respect those in authority.
- Protect the weak and young.
- Leave it better than it was found.

Messages

Only in cases of emergencies will classes be interrupted to deliver messages from home. In such case, parents should call the Main Office. The office staff or administrators are not able to give messages to students if it is not an emergency.

Parent Conferences

At the end of each marking period, scheduled times (check the school calendar/Lighthouse for dates) will be available for parents to meet with individual teachers. Call the Main Office to make an appointment for a marking period conference. If these time options do not work, please contact the teacher to work out a more convenient time.

Teachers are available at other times for conferences with parents. Please call or email the teacher and they should respond within 24 hours. Parents are asked to not call teachers at home to arrange a conference or to discuss a student's progress.

Personal Technology

See Appendix B.

Pick-up (2:30-2:45pm) and Drop-off (7:30-7:45am)

Prior to 7:45 a.m., Lower School morning drop-off vehicles are to enter the school grounds via Stetson Street (behind the school) and exit onto Broad Street (in front of the school). Kindergarten through grade 6 students should be dropped off beside the curb or in the first marked drop-off lane. Drivers should stay in their vehicles as staff members will assist students into the building. Students should exit the car only when instructed to do so by the adults in charge. PreK-6 students enter the school through the second side door closest to Broad Street.

Upper School or multi-grade carpools enter the school grounds via Stetson Street at the front of the school, unload students at the front door and exit right onto Broad Street. No parking is allowed in the front drive before 8:00 a.m. After 8:00 a.m. the front drive is reserved for visitor parking only.

The afternoon Lower School pick-up is similar to the morning with the exception that all pick-up vehicles must display their carpool name placards (supplied by the school) from the passenger visor of the front window. Students are dismissed from their classrooms as their carpool arrives at the front of the line. Drivers should stay in their vehicle as students will be assisted getting into vehicles.

In order to facilitate an orderly start and end to the day, teachers must give their full attention to their students. Parents may not be in the hallways during pick up or drop off. All messages to teachers, scheduling of meetings or the delivery of materials should be handled through the School Office.

Any student who needs to be dropped off earlier than 7:30 should enter the school building through the main entrance in front of the school and wait in the school foyer until 7:30 when they will be dismissed. Students may not enter school before 7:15.

Please use caution when driving in the drop-off and pick-up areas. Drivers may not leave their vehicle when in the pick-up or drop-off lanes.

Prefect Council -Upper School

The Prefect Council provides the formal student leadership for the school. Its members are selected on the basis of the following criteria: they 1) must be a committed disciple of Jesus Christ, 2) must display academic integrity, 3) must serve as a recognized leader among peers, 4) must exhibit the ability to speak respectfully with adults, and 5) must demonstrate a commitment to the vision of the school. The Prefect Council provides regular counsel to the administration, organizes social and school activities, and may represent the school at public functions.

In the spring of each year, students and faculty may nominate Prefect Council candidates for the following year. The persons receiving the most votes from students and separately from the faculty are named as Prefect Council nominees. The combined list of student and faculty/staff nominees is presented to the Head of School and Assistant Head of School, who select members, and appoint one to serve as the Head of the Prefect Council. Prefect Council members have the option to run again. Prefect Council members are held to higher standards than other students and will be removed from their responsibilities if their integrity is undermined by their conduct or attitude. In such a case, the position will be filled with a replacement appointed by the administration. Members must be enrolled and in good standing with the school.

School Day

The SSCA academic day begins at 7:45 a.m. and concludes at 2:30 p.m. for all students. It is followed by athletics or extracurricular activities. Students will be considered tardy if they are not in their first period class and ready to work by the start of school. Students will not be allowed inside the hallways or classrooms until 7:30 a.m.

Students in grades 7-12 who are not involved in after school activities must leave the campus by 3:00 p.m. unless they are meeting with a faculty member. Students in Lower School who are not picked up by 2:45 will be sent to Aftercare.

School-sponsored Events

School-sponsored events are activities, which are organized by SSCA students, teachers and/or staff, Parent Fellowship Council, and approved by the administration.

1. School-sponsored events should be consistent with the goals of South Shore Christian Academy.
2. School-sponsored events require the attendance of a faculty or staff member of SSCA or a designated parent.
3. School-sponsored activities are generally limited to students who are currently enrolled at SSCA. The Head of School may grant exceptions.
4. School-sponsored activities must be communicated in a timely manner to parents.
5. School-sponsored activities held off campus must have a signed written waiver by the parents limiting the school from liability. Additional authorization for medical treatment may be required.
6. Only school-sponsored activities will be placed on the school calendar.
7. The Head of School must approved school-sponsored events. The Head of School will also determine the number of chaperones required and approve the date.

School Apparel

SSCA has gym t-shirts for purchase for Lower School students and school sweatshirts for all students. Order forms for apparel will be available in the Main Office and should be returned there, as well, with a check made out to SSCA for the amount purchased.

Senior Privileges - Upper School

Seniors in good standing (not on any academic/disciplinary probation) are given special privileges. They may leave campus during lunch as well as during their study halls. They must sign in and out when going off campus in the School Office. Seniors may study in the courtyard or other approved areas, individually or in groups, provided they do not disturb other students, but should sign out in the Main Office. Attendance is required for Community Meeting and Chapel. Seniors may also sign out of school following their last class of the day. Violation of senior privileges may lead to a student losing his/her privileges. A senior on academic probation forfeits the privileges until further notice. Students do not receive senior privileges until a signed permission slip from parents is returned.

Sexual Harassment, Bullying, and Hazing

South Shore Christian Academy will not tolerate any form (including the use of the internet) of sexual harassment, bullying, and hazing. The faculty and administration will not, under any circumstances administer corporal punishment to a SSCA student.

Sexual harassment is any unwanted or unwelcome sexual attention by students, faculty, or staff including sexual suggestions or threats, sexual jokes, spreading sexual rumors, comments regarding body parts, obscene gestures, displays of obscene material or remarks, grabbing, touching, or intentional physical contact, pulling or touching a person's clothing, impeding a person's movement, any implicit or explicit pressure for sexual activity. It can also include repeated requests for dates with a person after a clear indication that the requests are not welcome. Any form of retaliation against any person who has made a complaint related to sexual harassment is forbidden. Those involved with sexual harassment investigations must protect the confidentiality of all information related to the case.

Bullying and Hazing

Bullying and hazing are any activities whether written, verbal or physical, designed to intimidate, diminish, embarrass, or in any way demean the person or character of another. South Shore Christian Academy will not tolerate hurtful humor or cutting remarks designed to put down another person. As such, behavior that results in cliques and the maintenance of cliques will be strongly resisted. Words, attitudes, and behaviors that exclude, demean, or harm another student will be viewed with enormous seriousness and will be reported to the Head of School for disciplinary action. Please see Appendix A for a detailed explanation of the policy.

Signs, Posting, Banners

The Head of School or Assistant Head of School must approve any sign, banner, or notice before it can be posted.

Skateboards/Rollerblades/Heelys

Skateboards, rollerblades, and sneakers with wheels are forbidden on school grounds.

Smoking

Smoking, cigarette lighters and any other smoking paraphernalia are prohibited on school grounds and at all school functions for all adults and students.

Standardized Testing

Educational Record Bureau's achievement test (CPT 4) is used in grades 1-9. This test evaluates student performance in key areas of school achievement, such as reading, vocabulary, writing, and mathematics. This test is typically used in high-achieving schools and schools wishing to set high standards. Students are measured against national school norms. The test is administered in the spring and results sent home to parents in July.

SSCA administers the College Board's SAT exam on selected dates. For registration purposes the SAT school code is #222381. Students are to register for the SAT, while the school registers students for the PSAT, PLAN, and Advanced Placement exams. Students pay for AP exams. The cost for the PSAT and the PLAN is included in tuition. Questions regarding standardized tests should be referred to the Assistant Head of School.

Summer Reading/Homework

Summer reading is expected of students in grades 1-12. Please reference the school web site for this information.

Telephones (Main Office)

Students, with permission, may use the student phone in the Main Office to call home.

Uniform Guidelines

South Shore Christian Academy takes seriously the appearance and behavior of its students. The dress of students, faculty and staff affects the quality of personal conduct and has a direct impact on the school day. Therefore, modesty and discretion should be the focus. School dress should promote neat appearance, good grooming and cleanliness. It should be properly sized and without holes, rips, patches or frayed/ragged ends. We strongly recommend dress code clothing be purchased from the Land's End School Uniform catalog or website. The Sears department store in Hanover has a limited selection of Land's End dress code clothing available also. Students may also purchase dress code clothing from other vendors (Old Navy, Gap, Dockers, etc) provided they follow the dress code requirements listed and that it look like Land's End clothing. Dress code clothing should not have any brand insignias or emblems on it identifying a specific make or manufacturer. (Please see page 25 for the consequences of not following the uniform guidelines.)

- **Girls:**

- Blouses (long/short sleeves white only)/ Polo Shirts (long/short sleeves black, white and burgundy only):
 - Polo shirts may be worn un-tucked
 - Team shirts/jerseys may also be worn except on Chapel Days.
 - May not have more than the two top buttons unbuttoned at any time. No undershirt/camisole may be showing and must be neutral in color (white, beige, etc.)
 - Appropriate underwear must be worn (white or beige only) with blouses/shirts.
 - No decal, colored, or shirts with printing allowed underneath any dress code shirt
 - No layering of dress code shirts allowed
- Jumpers, Skirts, Skorts, Long Pants, Capri Pants, and Shorts (black or khaki only):
 - Jumpers, skirts, skorts, pants, and shorts must be loose fitting and ride on the natural waist
 - A belt must be worn if the blouse or shirt is tucked in.
 - No cargo skirts, pants, or shorts (including Land's End)
 - Shorts may be worn: September 1 thru October 31st and April 1st thru the end of school.
 - Jumpers, skirts, and skorts may not be more than **three** inches above the top of the kneecap
 - Students may wear non-Land's End long pants, Capri pants, or shorts provided they follow the guidelines listed in the dress code
- Sweaters (black, white and burgundy only):
 - Cardigan, crewneck, v-neck, or sweater vest allowed
 - Sweaters may be worn everyday, including Chapel
- Leg Wear:
 - Girls in grades K-5 may wear tights, knee or ankle socks. No leggings allowed.

- Girls in grades 6-12 may wear pantyhose, tights, and knee or ankle socks. No fish net stockings or leggings allowed.
- Shoes:
 - Dress Shoes: No higher than 3 inches.
 - Flat Shoes: any color is acceptable (no neon)
 - Sneakers: white or black with neutral accents-no outlandish colors
 - No dressy sandals and opened toed shoes are allowed
 - No spiked heels, combat shoes, work boots, athletic sandals, or beach type shoes (including flip flops, Crocs, etc.)
 - Upper School girls may wear Ugg style boots and rain boots from October 1-April 1.
- Chapel Wear:
 - White blouses only (long/short sleeves). No polo shirts.
 - Skirts, jumpers, or pants are allowed
 - No shorts, sweatshirts or outside jackets, except SSCA team jackets and solid black/burgundy fleece jackets/ vests allowed
 - Sweaters are allowed
 - Shoes only – no sneakers
 - A belt must be worn if the blouse or shirt is tucked in (only grades 1-12).
 - No SSCA sports team jerseys allowed on Chapel Days
- **Boys:**
 - Dress Shirts/ Polo Shirts (long/short sleeves black, white, or burgundy only):
 - Shirts may not have more than the two top buttons unbuttoned at any time
 - Team shirts/jerseys may also be worn except on Chapel Days.
 - Only plain white, short sleeved or sleeveless, t-shirts may be worn under dress code shirts
 - Dress shirts are limited to long or short sleeves including the following: white polo/oxford and must be tucked in
 - No layering of dress code shirts allowed
 - Sweaters (black, white, and burgundy only):
 - Cardigan, crewneck, v-neck, or sweater vest are allowed
 - Sweaters may be worn everyday including chapel day
 - Shorts/Pants (black or khaki only):
 - Must ride on the natural waist
 - Belts must be worn when shirts are tucked in (only grades 1-12)
 - Shorts may be worn September 1 thru October 31st and April 1st thru the end of school
 - Students may wear non-Land's End long pants and shorts provided they follow the guidelines listed in the dress code
 - No cargo shorts/pants (including Land's End)
 - Socks and Shoes:
 - Boys may wear solid colored socks (crew or ankle length)
 - Dress Shoes: black, brown, cordovan, or neutral colors only
 - Sneakers: white, neutral or black only
 - Sandals may be worn only with shorts, during September 1-October 31st and April 1st through the end of school
 - No combat shoes, athletic sandals, and beach type shoes (including flip flops, Crocs) allowed
 - Upper School boys may wear work boots from October 1-April 1.
 - Chapel Wear:
 - Any dress code pants allowed/no shorts
 - White oxford shirts only (must be tucked in)
 - Any traditional tie may be worn and can be purchased through an outside vendor.
 - Must wear dress shoes – no sneakers
 - Sweaters are allowed
 - Belts must be worn when shirts are tucked in (grades 1-12).

- No shorts, sweatshirts or outside jackets, except SSCA team jackets and solid black/burgundy fleece jackets/ vests allowed
- No SSCA sports team jerseys allowed on Chapel Days
- **Boys and Girls:**
 - Gym Wear (grades K-6):
 - Grey shirt with burgundy school logo available for purchase through SSCA
 - Grey, white, or black shorts are allowed and must be an appropriate length and fit; no Lycra tights or shorts. May be purchased through an outside vendor or Land's End.
 - Drawstring sweatpants are allowed (grey, white or black only). May be purchased through an outside vendor or Land's End. Stripes on sides of pants are acceptable.
 - Sports Team Jerseys/ (grades 3-12):
 - May be worn on special spirit days and game days only (not on practice days)
 - May not be worn on Chapel Days
 - Sports Team Jackets (3-12)
 - Students may wear their team uniform jackets daily including Chapel.
 - Hair:
 - The length of hair for males cannot be below the bottom of the shirt collar
 - Hair should be neatly styled, and not conform to any extreme or faddish style
 - Sideburns should be no longer than the ear lobe. Neatly trimmed beards and mustaches are permitted.
 - Jewelry and Make-Up:
 - Must be moderate and not represent inappropriate worldly influences, such as Goth, punk, studded, etc.
 - No spiked or studded jewelry of any kind, i.e., wristbands, bracelets, collars, or belts
 - Body Piercing:
 - Body piercing is not permitted; only girls are allowed to wear earrings in the lobes of the ears.
 - Tattoos:
 - Tattoos are not permitted for either gender.
 - Hats/Jackets:
 - Unless otherwise instructed, outside apparel is not to be worn in the classroom including kerchiefs, and hats.
 - Students should keep outside apparel in their lockers or coat closets (jackets, coats, hats, gloves, scarves, and non-SSCA sweatshirts).
 - The only exception to the above is that solid black or burgundy fleece vests and jackets and SSCA team jackets may be worn every day along with gray, black, white, or burgundy scarves.
 - Sweatshirts:
 - Black, white, grey, or burgundy sweatshirts, SSCA, or senior sweatshirts are allowed to be worn every day except Chapel Day.
 - Uniform Use:
 - Students must be in school dress code for the academic day, and while on campus unless specified. Those who require changing clothes for sports or extracurricular activities are allowed to do so at the conclusion of the academic day.
 - Senior Dress Code:
 - Seniors may wear jeans or jean skirts on Friday as a senior privilege with dress code tops or a college shirt of a school they are applying to. This is not a dress down day, however. Students need to still follow the rules of modesty and tastefulness expected on other school days. Please follow the guidelines as stated above in the dress code. Seniors may wear their senior sweatshirts on any school day except Chapel Day.
 - Dress Down Days/Jeans Days:
 - Will be announced and should follow the standards set forth for that day and also follow the dress code standards for modesty, neatness, and cleanliness. Students who do not want to take part in the dress down day activity should wear regular dress code.

Exceptions to the dress code may be made by administration for medical reasons. What is neat, clean, and modest will ultimately be decided by the faculty and staff. They are the sole arbiters of the dress code, and may issue a dress code violation. If students are

unsure about the neatness, cleanliness, or modesty of any garment or fashion, they should ask a staff member before wearing the garment.

Vandalism

Willful destruction of school property will be considered a serious breach of the community spirit. The student or students involved will make full reparations to the school to see that the damage is fixed as well as serving time in community service restoring some other aspect of the school building. If those responsible for the damage cannot be determined, all students will be assessed the damage. The building's uniqueness and age are to be prized and protected by students and faculty members.

LOWER SCHOOL INFORMATION AND POLICIES

Aftercare

South Shore Christian Academy offers aftercare for students in grades PK-6 whose parents cannot pick them up by 2:45. The hours are 2:45 to 6:00 p.m. If a student is not picked up from school by 2:45 p.m., the student will go to aftercare until the parent arrives and be charged appropriately for the service. The entrance to the aftercare room is located in the courtyard. Call the School Office for fee and enrollment information. SSCA is not responsible for the supervision of students not enrolled in the after care program.

There are limited spots available for those students who normally do not use after school care on early dismissal days. Please contact the Main Office if you would like to utilize this service.

If school closes early due to severe weather, there will be no aftercare. If weather conditions become serious during after school hours, you may be called to pick up your child early from aftercare.

Accommodated Students

It is during the primary years that signs of learning difficulties present themselves. The Lower School faculty, along with the administration, watch for indicators that may warrant further investigation. In the event that the school suspects a potential problem, parents will be notified and may, if necessary, be required to have the student assessed by an outside source to determine if SSCA is able to meet the student's needs.

Attendance

Regular school attendance lies at the heart of SSCA's teaching and learning process. A student benefits from regular class attendance so please make every effort to have your child in school. Valid reasons, of course, arise for missing class, including illness, family emergencies, and extraordinary opportunities. However, SSCA needs the highest possible priority placed upon the importance of regular class attendance.

Awards

Each teacher in grades 1-6 presents a Christian character award to their students at Lower School Recognition Chapel in June. These awards exemplify a positive Christian characteristic that is unique to each individual. Certificates are also awarded to those students with perfect attendance for the school year. Parents are invited and strongly encouraged to attend this event.

Chapel

Chapel for Lower School students takes place each Wednesday in the gym at 8:00am. Parents are invited to attend and should sign in at the Main Office before going to the gym.

Discipline

Classroom and school discipline will be handled directly by the classroom teacher and, when necessary, by the administration. It is understood that the same behavioral expectations for the Upper School also apply to the Lower School. It is expected that parents will respect the decisions of the administration. The school reserves the right to dismiss a student in the Lower School.

Extra Help

Extra help sessions are designed to augment, not replace the classroom experience. Students are expected to put forth their best effort during the class period including completing homework assignments and taking notes. More detail regarding extra help will be explained at Back to School Night by the classroom teacher.

Outside tutoring, in addition to the school's extra help sessions, is generally not necessary. However, students do sometimes need more help than is available to them in school. Outside private tutoring is the usual solution. Students who want to find a tutor should contact the Assistant Head of School who has a list of tutors who have been used successfully by SSCA's students in the past for various subjects. Peer tutors may also be available.

Grading Scale

The grading scale below is for grades 4, 5, and 6. Grades PK – 3 will be marked E – Excellent for grade level, V – Very Good for grade level, S – Satisfactory for grade level, and N – Not meeting standard for grade level.

Numerical Grade	Letter Grade
94 – 100	A
90 – 93	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
65 – 66	D
0 – 64	F

Homework

Homework is assigned on a regular basis as a part of the educational process. It is expected that homework assignments will be meaningful work and not “busy work.” When assigned, it is expected that students will complete the work by class the next day. As a general guideline, we anticipate that students will spend approximately 10-15 minutes per grade level per evening completing homework (i.e., 10-15 minutes in 1st grade and 60-90 minutes in 6th grade). Studying for a test can take longer, depending on whether the material was mastered when initially taught and consistently reviewed.

Report Cards and Progress Reports

Report Cards will be sent electronically at the end of the 1st and 2nd semesters. Progress Reports will be sent electronically at the midpoint of each semester. Additional communication (oral or written) will take place when a student is struggling or in danger of receiving an unsatisfactory grade. Please contact the teacher through email (first initial, last name@ southshorechristian.org) to make an appointment.

Tardiness

Students are to be in their classrooms at the start of school. If a student is late to class for any reason, he or she must get a tardy slip from the School Office before going to class. Excessive tardiness (after 3 unexcused tardies per marking period) in the Lower School will require a meeting with the Head of School to resolve the problem.

Use of Cell Phones/Personal Listening Devices/Electronic Games

See Appendix B

UPPER SCHOOL BEHAVIOR POLICIES

Behavior Expectations

Minor Conduct Offenses

The Honor Council and Upper School Principal consider the following behaviors minor community conduct offenses and are handled by the classroom teacher or, if necessary, may be referred to the Honor Council or the Upper School Principal for disciplinary action.

1. Dress code violation
2. Inappropriate attitude (mild)
3. Use of personal listening devices or cell phones during school hours
4. Disruptive behavior (minor)
5. Unexcused tardiness
6. No gum chewing during school hours
7. Candy, or other food in unauthorized area (water/coffee allowed during classes only)
8. Littering on campus
9. Mischief and roughhousing (minor)
10. Minor vandalism
11. Locker contains inappropriate material
12. Writing and /or passing of notes in class
13. Consistently unprepared for class/late homework
14. Disregard of school rules
15. Public display of affection
16. Driving violations on school property

Major Conduct Offenses

The Honor Council, Upper School Principal, and/or Head of School consider the following behaviors major community conduct offenses, and will be referred to the Honor Council, Upper School Principal, and/or Head of School for disciplinary action depending upon the seriousness of the offense.

1. Use and/or possession of inappropriate/illegal articles on school grounds (weapons, pornography, alcohol, drugs, tobacco, etc.)
2. Plagiarism, cheating, or other violation of the Academic Pledge
3. Lying
4. Any action that may harm or disrespect a student
5. Sexual immorality
6. Sexual harassment
7. Vandalism (any willful destruction of school or student property)
8. Truancy
9. Physical abuse (including fighting threats or bullying)
10. Verbal abuse (including slander, swearing, inappropriate language)
11. Leaving school without permission during school hours
12. Skipping class, Community Meeting, Chapel, or homeroom
13. Stealing
14. Major disrespect, insubordination, or direct disobedience toward a student, faculty member or staff
15. Two or more repeated minor conduct offenses per marking period
16. Any violation of civil or moral law

Consequences of Major Conduct Offenses

Major conduct offenses may require a meeting between the parents, student, and the Head of School. The consequences of major conduct offenses may result in disciplinary probation, suspension, withdrawal, or expulsion of the student as deemed appropriate. The goal of discipline is to address the heart of the student in the context of discipleship.

Detention

Students may be given a detention during lunch or after school based on the severity of the offense as determined by a teacher, staff member, the honor council and/or the Head of School.

Suspension

A student may be required to serve an in-school or out of school suspension from one to five days depending upon the seriousness of the infraction. A suspended student may not attend or participate in any school-related function during the period of suspension. The student must complete and turn in all classroom assignments missed. The Head of School reserves the right to determine what grade, if any, a student will receive for the classroom assignments. Students may receive a failing grade for that day's assignments. The suspension will be noted on the official student discipline record.

Disciplinary Probation

A student may be placed on disciplinary probation for a serious offense of discipline, persistent offenses, or after an out of school suspension for a period not to exceed one semester. A student on disciplinary probation may be denied the right to participate in any activities or interscholastic play or to hold any office in the School. Disciplinary probation is to be interpreted as a warning that any further breach of discipline is reason for expulsion. Disciplinary probation will be noted on the official student discipline record.

Expulsion

The decision to expel a student rests with the Head of School. Should an expelled student desire to be readmitted to the school at a later date, the Head of School will make the decision based on the student's attitude and circumstances at the time of reapplication. Attending SSCA is considered a privilege. Students who are expelled will not receive reimbursement.

Alcohol and Other Drugs Policy

It is the policy of South Shore Christian Academy to maintain a safe and drug-free environment for all students. The presence of alcohol and other drugs in the school community, and the influence of these substances on students during school hours or at school-related functions, is contrary to good health, effective learning, school policy, and state and federal law. Students who possess, use, or are under the influence of drugs while enrolled as a student at SSCA, are in violation of the Drug Policy.

For the purpose of the Alcohol and Other Drugs Policy, drugs include all substances which have mind or function-altering effects upon the human body or that impair one's ability to learn or conduct him or herself appropriately. These substances include, but are not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all inhalants, steroids, all "synthetic" or "designer" drugs, all "look alike" drugs, alcohol, and all substances illegal under federal or state law. Prescription medications, when taken as directed by the student's physician, are not included with the definition of the term "drugs." Because the use of alcohol by a minor, defined as anyone under age of 21, is illegal, alcohol also falls under the guidelines of the Drug Policy. The distribution, manufacture, possession, sale or use of the above substances will not be condoned, excused or permitted by students at South Shore Christian Academy and will be cause for expulsion.

If the Head of School suspects drug use by a student, he may ask that the student get an outside professional drug test. The student's parents will be required to sign an informed consent statement acknowledging that they understand the student is being tested for drug use. Refusal to be tested or to give informed consent indicates an unwillingness to abide by school policy, which is cause for expulsion. A positive drug test will lead to an immediate expulsion.

Classroom Discipline

The classroom teacher will handle most minor classroom disturbances or minor infractions. However, the failure of a student to cooperate with the teacher—even regarding a minor disturbance or infraction— becomes a more serious event warranting a disciplinary consequence.

Even small disruptions or infractions, when continuous, may result in dismissal from the classroom. In such a case the student will spend the rest of that period in the Head of School's Office, the parents will be notified, a discipline report will be placed in the student's file, and the student will be given a zero for the day in that subject or class.

Dress Code Violations

If a student is not in dress code for any reason, a teacher may issue a verbal warning for the first offense. Then, for repeated violations, a discipline referral form will be given to the Upper School Principal. A copy will be sent home with the student to have it signed by the parent and returned the next school day. A one-day grace period is allowed for submitting notes. Excessive dress code violations (more than 4 per marking period) will be sent to the Honor Council or the Upper School Principal for review.

Tardiness to School

Students are to be in their homerooms at the start of school. If a student is late to school for any reason, he or she must get a tardy slip from the Main Office before going to homeroom. After receiving unexcused three tardies in a marking period, students are automatically assigned a detention, the length to be determined. A discipline referral form stating the consequence will be sent home to be signed by the parent and returned the next school day to the Head of School. A one-day grace period is allowed for submitting notes. A student with excessive tardiness issues, (more than four per marking period) will be submitted to the Honor Council or the Upper School Principal for review. Students start each marking period with a "clean slate".

Tardiness to Class

Students are expected to be in their seats in the room to which they are assigned before the bell rings to begin the period. Without the expressed permission of an administrator, students who report to class after the bell rings will be marked tardy. Students arriving 15 minutes late to class or dismissed 15 minutes before the end of class will be marked absent. After three unexcused tardies to class, students are automatically assigned a detention, the length to be determined. A discipline referral form stating the consequence will be sent home to be signed by the parent and returned the next school day to the Upper School Principal. A one-day grace period is allowed for submitting notes. A student with excessive tardiness issues, (more than four per marking period) will either be submitted to the Honor Council or the Upper School Principal for review. Students start each marking period with a "clean slate".

UPPER SCHOOL ACADEMIC AND CURRICULAR INFORMATION AND POLICIES

Academic Standards

Progress reports are sent electronically to all parents at the middle of the first and second semesters. Faculty members will also notify the parents of students in danger of a failing grade. Report cards are sent electronically at the end of first semester. A paper copy will be sent at the end of second semester. Parents are encouraged to take an active role in the education of their child. At the parents' request, a conference with the teacher and/or the administration may be scheduled at times other than what is on the school calendar. This conference may be by phone, email, or in person.

Transcripts and final report cards will not be released until all financial obligations to the school are met.

A student's work will be evaluated against an objective standard in each class (see chart below). Grade point average (GPA) for each student will be computed at the end of each semester. Only final grades appear on the student's academic transcript. All Upper School courses are graded. The following percentage and grade points are used in every class:

GPA and Grading Scale

Numerical Grade	Letter Grade	College Prep G.P.A.	Honors G.P.A.	A.P. G.P.A.
94 – 100	A	4.0	4.5	5.0
90 – 93	A-	3.67	4.17	4.67
87 – 89	B+	3.33	3.83	4.33
83 – 86	B	3.0	3.5	4.0
80 – 82	B-	2.67	3.17	3.67
77 – 79	C+	2.33	2.83	3.33
73 – 76	C	2.00	2.5	3.00
70 – 72	C-	1.67	2.17	2.67
67 – 69	D+	1.33	1.83	2.33
65 – 66	D	1.00	1.5	2.00
0 – 64	F	0.00	0.00	0.00

Academic Warnings and Probations

Academic Warning

Parents will be notified by the classroom teacher whenever a student's course average falls appreciably or is in danger of failing.

Academic Probation

If a student receives a grade of 64 (F) in one or more classes, receives two course grades below 70 (C-) or the overall GPA falls below 2.00, at the mid-semester reporting period or at the end of a semester, that student will be placed on academic probation. A student on academic probation is ineligible for participation in any extra-curricular activity or athletic team for a period of three weeks unless the student requests a waiver by scheduling a conference with the administration. The student's progress will be reviewed at the end of the three week period to determine eligibility. If a student has not made sufficient progress (not on academic probation) he/she will remain on academic probation, and will be ineligible to participate in all extracurricular activities until the next reporting period. The school reserves the right to dismiss a student with a GPA of 65 or below in two or more courses at the end of either first or second semester.

Students on academic probation at the end of the school year (based on second semester grades and year-end grades) will remain on probation the following fall and will be ineligible to participate in extracurricular activities for the first three weeks of school. They may participate in summer soccer practice, however. Students who attend summer school to make up a failed grade may have their academic probation lifted depending on the circumstances.

Assignments/Tests below a Grade of 65

All major assignments and tests with grades below 65 must be signed by a parent and returned to the faculty member by the next class period in order for the student to be readmitted to that class. A student who does not return the test signed by his/her parent the next day may be assigned a detention by the teacher. A copy of the form stating the consequence will be sent home to be signed by the parent and returned the next school day to the Head of School.

Course Information

Registration

Early registration in the spring allows accurate estimates of faculty needs for the following year. Enrollment in courses (especially in electives) helps determine if a course will be offered. Course selection sheets will be handed out to all 11-12 grade students during the second semester. They are to be turned in to the Assistant Head of School by the agreed date. All students must take at least five core courses (not including five day art classes) each semester.

Dropping and Adding

Once a course has begun, a student has up to three weeks to drop a course. A student may add a course within the first week of the semester with the permission of the faculty member and Assistant Head of School and by filling out the required paperwork.

Incomplete Courses

When a student's work is incomplete at the end of a semester the teacher may assign a failing grade at that time or grant the student an extension of up to ten academic class days from the day grades close. The school will not grant credit for a course until a grade has been entered. A student may not be placed on honor roll if they have an incomplete grade. A decision to include a student for honor roll status will be made by the administration based on the reason for the incomplete grade.

Incomplete courses must be completed prior to the next school year. Please make arrangements with the faculty member and Assistant Head of School on how the course is to be completed.

Failure

A student does not pass a course at South Shore Christian Academy when the final grade is below a 65. A student who has a final course grade below a 65 risks the possibility of not being readmitted the following year. Such a situation will be reviewed on an individual basis by the administration. (See summer school information on page 29).

Examinations (Mid-year/Final)

With few exceptions, courses at SSCA have mid-year examinations in December at the end of the first semester, and final exams in June at the end of the second semester. The exams are cumulative per semester and approximately two hours long. There are no mid-year or final exams for elective subjects in grades 7-8. The semester final exams taken in December and June will each count for 10% in grades 9-12.

Extra Help

Extra help at SSCA is designed to aid students who seek support outside the regular class sessions. Some students are interested in going beyond the work presented in the class. Others may need this time because they are behind in their regular class work due to absence caused by illness or school-approved trips.

In some cases a teacher may *require* a student to receive extra help at least once a week if they are barely passing or failing their course. Every teacher is expected to stay until 3:00 p.m. when they will be available for extra help.

Extra help sessions are designed to augment, not replace the classroom experience. Students are expected to put forth their best effort during the class period including completing homework assignments and taking notes. Any student not meeting this standard may jeopardize their participation in receiving extra help.

Outside tutoring, in addition to the school's extra help sessions, is generally not necessary. However, students do sometimes need more help than is available to them in school. Outside private tutoring is the usual solution. Students who want to find a tutor should contact the Assistant Head of School who has a list of tutors who have been used successfully by SSCA's students in the past for various subjects.

Graduation Requirements

Credits toward graduation can only be earned in the ninth through twelfth grades. Students must carry at least five (5) major courses each semester, from the major academic disciplines – Theology, English, Math, Science, History, and Foreign Language.

A South Shore Christian Academy diploma requires a minimum of 23 credits and must include the following core requirements:

English	4 credits
Theology	4 credits
History (including US History)	3 credits
Mathematics (including Geometry and Algebra II)	3 credits
Science (must be 3 laboratory courses)	3 credits
Foreign Languages (2 years of the same language)	2 credits
Fine Arts/Public Speaking	2 credits
Senior Internship	.3 credits
Interterm (every other year)	.1 credits
Varsity Sport	.2 credits
Drama Program	.1 credits

Students may also choose to do school service and get credit based on how many days a week they participate.

No graduation requirement may be met by taking courses at other institutions unless the course is not offered at SSCA. Any exception must be pre-approved by the Assistant Head of School. Three years of foreign language is strongly encouraged as such a decision impacts college options. The Theology requirement of four years may be waived for students entering SSCA after grade 9.

Homework Policy

South Shore Christian Academy requires a homework load appropriate to the demands of its curriculum. Each night, students should expect moderate/rigorous amounts of homework, especially in Advanced Placement courses. Projects and papers will be assigned in advance of the due date. Juniors and seniors are urged to select their course load with the anticipated homework in mind.

If assignments seem to be out of line with these guidelines, students are urged to work constructively with the specific teachers, and only when necessary refer the matter to the Assistant Head of School. Homework is to be expected on weekends. Tests and major projects will be staggered throughout the week. Students will not be assigned more than two tests or one test and major paper on the same day. Quizzes are not considered tests. Homework will not be assigned over Christmas, winter, and spring vacations during the school year, although homework may be assigned over a long weekend. All students are required to do summer reading. For Advanced Placement students, additional work is required during the summer in addition to the normal summer reading.

Honor Roll

Students earning a 3.0 G.P.A. and no grades below a B- will earn Honor Roll status. High Honors is achieved by any student earning a 3.50 G.P.A. and no grades below B. Students receiving a 4.0 earn and no grades below a B+ earn the distinction of Head of School status.

Online Courses

In limited situations, SSCA will allow students in grades 9-12 to take a class online due to scheduling conflicts or if a class is not offered that the student wishes/needs to take to fulfill future college plans. Parents of the student are responsible for the cost of the course. Students pursuing this option should speak with the Assistant Head of School before enrolling to determine if this is an acceptable option for the student.

Promotion

Every student will be reviewed academically, socially, and behaviorally to determine if they will be invited to continue on as a student at SSCA.

Senior Final Exam Exemption Policy

Seniors may be exempt from a spring final exam if:

1. The student has an A– average (90 or above) one week before classes end;
2. The student has no excessive absences or tardies in the second semester (see handbook policy); and
3. The student has no incomplete assignments in the class.

Senior Internship

Students must complete all graduation requirements before becoming eligible for Senior Internship. All seniors are required to participate in an off-campus internship at the end of the senior year. The purpose of Senior Internship is for our students to obtain real-life experiences in a career field of his or her interest. Internships must be approved by the Assistant Head of School to help ensure that it serves as a valuable learning experience. If anyone has difficulty finding a placement, the Assistant Head of School will work with that student in developing a satisfactory experience. Information will be available in January from the Assistant Head of School's office.

Students are expected to work five days per week for three weeks or the equivalent of 90 hours. The student will complete a contract and have it signed by those directly supervising his or her experience and the faculty advisor. A weekly meeting with the individual's faculty advisor at SSCA is required. Each senior is also asked to maintain previous commitments during the internship (i.e. sports). At the conclusion, students will submit a written report to the Assistant Head of School. A letter grade and required credits are awarded after successful completion of this experience.

Study Hall

Study halls are for individual quiet study. Talking or distracting others is not permitted. Persistent violators will be reported to the Honor Council or the Head of School. Students may study in small groups with permission from the study hall teacher.

Summer School for Grades 7-12

A failure in an academic subject should be made up before promotion to the next grade. Students who plan to take a course equivalent to a South Shore Christian Academy course in summer school at a qualified school or college program must provide the Assistant Head of School and the SSCA teacher of that course with a description and/or syllabus that explains the course and receive approval before they enroll. After completion of the course, the student must submit a transcript indicating successful completion. Courses taken outside of SSCA will not be incorporated into the student's grade point average. The student's transcript will reflect the grade received from the summer experience, but the failing grade remains as part of the student's permanent record.

Testing

Making up Tests

In the case of a short absence from school (a day or two), students are expected to make up their work promptly upon their return to school. In particular, a one-day absence on the day before a scheduled test does not necessarily exempt the student from the test. In the case of longer absences for more serious illnesses, the school allows a proportionally longer time for making up a test. Students are expected to see their teachers individually to work out a schedule for making up their work.

Faculty members (or the Assistant Head of School in cases of prolonged absence or complicated schedules) are willing to help students devise an appropriate schedule for making up missed work; however, the responsibility for getting the work rests with the student rather than with the faculty member.

PSAT/SAT/PLAN/ACT

South Shore Christian Academy requires several standardized tests of its students. SSCA administers the PSAT to sophomores and juniors in the fall of every year. The score obtained on the PSAT in the junior year is used to determine National Merit Scholarship standing. Sophomores take the PLAN in the spring. The SAT, SAT II subject tests and ACT are taken by students at various times. The SAT is offered at SSCA on two dates during the year. SSCA's Test Center Code is 22749 and the SSCA School Code is 222381. Please see the Assistant Head of School or refer to the SSCA College Handbook for more specific information.

Transfer Credit

For students transferring into South Shore, the Academy will award credit for certain work done at other schools. The Assistant Head of School and Registrar handle each case individually at their discretion. Generally, credit will be granted for courses that are roughly equivalent to courses offered in the SSCA curriculum.

Valedictorian and Salutatorian

The valedictorian and salutatorian of the senior class will be awarded to the students with the highest and the second highest weighted numerical average, respectively. Class rank will not be calculated except for valedictorian and salutatorian. To be eligible a student must have attended South Shore Christian Academy for at least three years in grades 9 – 12 and be in good standing with the school. The Head of School and Upper School Principal make the final selections with notification in May.

ATHLETIC INFORMATION AND POLICIES

Participation Requirements

South Shore Christian Academy is a small school with a clearly defined academic mission. It also has a strong commitment to a carefully defined athletic program. The school competes in those sports that are conducive to its size and mission. Varsity teams practice five days a week outside of school for two hours each day. A health release form must be signed by all students participating in any school-sponsored sport. A student must pay their sports fee, have all paper work and a physical completed before they will be allowed to play. P.E. credits are earned through sports participation.

All students participating on an athletic team are expected to attend all scheduled games. If a student misses a game for reasons not cleared by the coach or the athletic director, the coach has the right to treat the failure to attend the game as an unexcused absence, which could result in not playing the next game or a part thereof. Being a member of a team is an obligation to others both on the team and to competitors. Team membership is a privilege that is not superseded by one's personal schedule or academic demands.

Academic Eligibility

Students in grades 7-12 must be enrolled in a full load of classes. A student on academic probation is ineligible for participation on an athletic team during the period of the probation.

Students on academic probation at the end of the school year (based on second semester grades and year-end grades) will remain on probation the following fall. While they may participate in pre-season practices, they will be ineligible to participate in sports during the first three weeks of school.

Athletic Uniforms

The school will in most cases provide teams with their game uniforms. Team uniforms must be given to the coaches at the end of the season or the student will be assessed for the cost of the uniform. Students who do not return their team uniform or who have any outstanding bills will not receive a final report card.

Hazing/Bullying

SSCA will not tolerate any activity that has the potential to humiliate or bully any student/athlete. We not only forbid any such practice, but also the spirit of such activity and practical joking that puts another person down. We strive to have our teams be groups that foster Christ-like service and encouragement to all participants, and we celebrate the differences that each young person brings to his or her endeavor. See Appendix A for the detailed policy.

Sportsmanship

Sportsmanship of Players

Players must not argue with the coach or referee.

Players must never use profanity.

Players must not make negative comments about the opposing players, coaches, or fans.

Players must give 100% effort and follow all rules.

Players must not attempt to injure opponents.

Players must recognize good play, whether by SSCA players or opponents.

Sportsmanship of Fans

Parents should manage their young children at a game.

Fans should not seek to distract players on the court or field.

Fans should cheer using positive expressions.

Fans should always honor and respect the opponent.

South Shore Christian Academy is to be known as a school that has contagious enthusiasm for fair play, courtesy toward the opposing school's fans and players, and a commitment to excellence. The reputation of the school, and Christ, is at stake in the behavior demonstrated by SSCA players and fans at every game.

HONORS AND AWARDS

Last Chapel

Middle School Awards (grades 7-8)

Academic Excellence Award – for Middle School students by grade level who demonstrate consistent academic achievement across the disciplines

Outstanding Effort in Academics Award – for Middle School students by grade level who show consistent improvement through the school year

Upper School Awards (grades 9-12)

Academic Excellence Award – for high school students by grade level who demonstrate consistent academic achievement across the discipline

Christian Service Award – for high school students by grade level who demonstrate the life of Christ through service

Christian Leadership Award – for high school students by grade level who best exemplify the characteristics of Christian leadership within the school community

Upper School Departmental Awards (grades 11-12)

Book awards are given to outstanding students (usually a senior) based on a love of that discipline and consistent academic achievement in each of the academic disciplines taught at SSCA over the course of their high school career.

National Honor Society

South Shore Christian Academy was officially recognized as a Chapter member of the National Honor Society (NHS) in 2006. This designation gives us the authority to grant qualified students membership. In order to be considered for selection, sophomore (spring only) and junior students must carry a 3.5 cumulative, weighted grade point average and complete a Student Activity Information Form.

While academic success is important, it is only one of four areas in which students are evaluated for selection. The NHS Faculty Council takes into consideration a student's service to others, their leadership experience and abilities, and their overall character. Upon review of the Student Activity Information Form and any other pertinent information, candidates receiving a majority vote of the Faculty Council will be notified of their selection. A formal induction ceremony takes place in the fall and spring.

ADDENDUM

The School Handbook is not an exhaustive list of the school's rules and/or procedures. Ideally, South Shore Christian Academy would seek to be a community not based on rules, but on a shared commitment to Christ-like behavior. The School Handbook is general in nature. The Honor Council and administration may use discretion in determining if the intent of the guidelines has been observed.

Appendix A

Bullying Policy

South Shore Christian Academy (SSCA) does not condone bullying or cyberbullying under any circumstance. Both of these activities are harmful and destructive. Bullying and cyberbullying are also in direct conflict with the mission, operational goals, operational values and operational commitments of SSCA. More importantly bullying and cyberbullying both stand in direct opposition to the teachings of Scripture.

This plan was created to comply with the requirements of the State of Massachusetts and is an expansion of one specific part of the overall SSCA discipline plan. The plan will be published annually in the Parent-Student Handbook and the Faculty Handbook.

Definitions

SSCA uses the following definitions reflective of the laws and terminology of the State of Massachusetts.

Acts of bullying, which include cyberbullying, are prohibited:

(i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by SSCA; or through the use of technology or an electronic device owned, leased, or used by SSCA, and

(ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by SSCA, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 370, nothing in this Plan requires SSCA to staff any non-school related activities, functions, or programs.

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Legal Definitions and School Policy

It is important to bear in mind that stricter standards of behavior may apply under SSCA’s policies in order that inappropriate verbal and physical conduct may be prevented before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as “repeated use” of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

Reports of Bullying, Cyberbullying or Retaliation

Any student who is the target of bullying or cyberbullying or has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyberbullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Headmaster or to any other faculty or staff member with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

A parent of a student who is the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly urged to promptly notify the Headmaster. Furthermore, any parent who has him or herself witnessed bullying or cyberbullying or has relevant information concerning such an incident is strongly urged to come forward to the Headmaster. A parent should also report any incident of retaliation in violation of this policy to the Headmaster.

Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Headmaster. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyberbullying, or retaliation.

Faculty and staff may not make reports under this policy anonymously. The School also urges students and

their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the School takes its policy against retaliation seriously. Also, while the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

Responding to a Report of Bullying, Cyberbullying, or Retaliation

(i) Preliminary Considerations When a complaint of bullying, cyberbullying, or retaliation is brought to the attention of the Headmaster, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying, or retaliation during an investigation.

(ii) Obligation to Notify Parents It is the policy of the School to notify the parents of any student who is an alleged target of bullying, cyberbullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

(iii) Investigation The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Headmaster:

An impartial investigation of the complaint is conducted by the Headmaster or designee. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyberbullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident. Depending on the circumstances, the Headmaster or designee conducting the investigation also may choose to consult with other teachers and/or other appropriate individuals.

(iv) Resolution, Notification, and Follow-up Following interviews and any other investigation undertaken, as the School deems appropriate, the Headmaster or designee will determine whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Headmaster or designee will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the Headmaster or designee who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the

steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and his/her parents to inquire as to whether there have been any further incidents.

Conclusion

This Plan is intended to prevent bullying and cyber-bullying among our students, to encourage students and their parents to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and to implement appropriate discipline and other corrective measures when they are found to be warranted.

Appendix B

ELECTRONIC DEVICES - UPPER SCHOOL

South Shore Christian Academy recognizes ubiquitous presence of electronic devices. These devices have many positive instructional uses though like any other tool they may hinder rather than help. Upper School students are allowed to use electronic devices on campus according to the following guidelines.

- All usage should be in accordance with the clearly stated mission and goals of SSCA.
- All usage should be in accordance with the guidelines established in the Acceptable Use Policy of SSCA.
- All usage should be in support of the curricular objectives of SSCA.
- Inappropriate usage of a device will result in disciplinary measures up to and including expulsion.

The following uses are not allowed.

- Cell phones and other devices may not be used for listening or viewing digital files unless approved by a teacher for specific instructional purposes (ex. listening to an assigned podcast).
- Cell phones and other devices may not be used for calls.
- Cell phones and other devices may not be used for other types of communication unless approved by a teacher for specific instructional purposes (ex. Chatting with a classmate about a project or continuing a class discussion).
- Cell phones and other devices may not be used for gaming before and during school hours.
- Cell phones and other devices may not be used to access social networking sites before and during school hours unless approved by a teacher for specific instructional purposes.