St. Stephen's Classical Christian Academy

HANDBOOK

for

students and parents

2026-2027 academic year

St. Stephen's Classical Christian Academy
2275 Liberty Road
Eldersburg, MD 21784
410-795-1249

Headmaster
John Dykes

Rector
Rev. Eric Jorgensen

SCHOOL DAY

Arrival and Departure

For drop-off and pick-up, parents must follow the established traffic pattern and not leave their cars in the traffic lane. It is our desire that students arrive and depart safely. Therefore, drive very slowly and carefully when in the school parking lot. Watch for children at all times. Please do not park in the first two rows in front of the gymnasium, as this will block the flow of traffic.

Morning Drop-off:

Students should be dropped off between 8:15am and 8:30am on school days. School begins promptly at 8:30 a.m. Students will not be allowed in the classroom earlier than 8:15am. Exceptions are made on a case-by-case basis and through the school administrator only. Students dropped off between 7:00 and 8:15 will be charged $10 per day for Before Care services. A monthly Before Care rate is available.

Parents of students in grades JK – 3rd will drop off their children in the carport. Parents of students in grades 4th-8th will drop their students at the main entrance. Parents of students in grades JK-2 may, for the first week of school, park in the parking lot and come in the main entrance if they wish to physically escort their children to their classroom.

At 8:30am the carport door will be locked. If you arrive after 8:30am, children in grades JK-3rd **need to be escorted by the parent** through the main entrance to the chapel and seated at the back of the sanctuary.

Dismissal:

- Junior Kindergarten and Kindergarten are dismissed at 12:00 pm.
- Grades 3 – 8 are dismissed at 3:10pm from the gym, unless those students have siblings or are carpooling with students in lower grades, then they will be dismissed at 3:20pm from the gym.
- Full Day JK, Full Day Kindergarten, and Grades 1 - 2 are dismissed at 3:20pm under the carport.

If a Half-Day JK or K parent is running late and will not be able to pick up by 12:15pm, he or she should call the school. After 12:15pm, a $10 late pickup fee will be charged. Student will be escorted to the front desk and parents will need to sign them out with the Administrative Assistant.

If a Full Day JK – 8th grade parent is running late and will not be able to pick up by 3:30pm, he or she should call the school. A $15 late pickup fee will be charged for pickups between 3:30pm – 4:00pm. After 4:00pm, an $18 After Care fee will be charged. For any parent picking up their child after 5pm, a $10 per 15 minutes late fee will be assessed. All late pickup fees and Before/After Care fees will be billed through FACTS on a monthly basis. For those utilizing Before/After Care on a regular basis, discounted rates can be arranged. Please contact the School Office for details.

If someone other than you will be picking up your child, you must notify the School Office in writing, stating who will pick him or her up. We want to take every precaution in the protection of your child. If there is an emergency and you are unable to notify the School Office in writing, you may email the School Office to let us know who is picking up your child. **Without a note or email giving permission, the student will not be allowed to leave the school.** If the email is coming after 12:00pm, please accompany the email with a phone call to make sure it has been received.

Inclement Weather

In case of inclement weather, SSCCA will follow Carroll County Public Schools. If CCPS are closed, we will be closed; if they are late, we will be late. **Please do not call the school for this information. Whenever possible SSCCA will send an email.** If for some reason SSCCA deviates from CCPS, we will email and text parents. If schools are two hours late, Junior Kindergarten and Kindergarten will begin at 10:30am and end at 1:00pm. In the event that we decide not to follow CCPS parents will be notified by text via My School Worx.

Before Care may start as early as 7:00am on delay days, but this is the decision of the Before Care personnel and is based on safety for all. Parents may call the Before Care supervisor as early as 6:15am to let her know that you desire care earlier than the delayed time. If this is something you may need to use, please be sure you have the phone number of the Before Care provider so you can make arrangements and double-check availability.

Attendance and Related Policies

Parents are reminded that for students to obtain the full benefits of the academic program, they must bring their children on time and have a regular pattern of attendance. The following are the attendance policies of the school:

1. In case of unanticipated absences (such as sickness or a family emergency), parents should phone or email the school before the start of the school day.
2. Any student entering school after 8:30am is considered tardy. Should a student enter school after 11:00am for any reason, he will be marked ½ day absent. Students leaving before 10:30am or arriving after 1:00 p.m. will be marked absent.
3. If your child needs to leave early, please email the front office in advance.
4. An absence will be issued for every three tardies.
5. Excessive tardies and absences could result in loss of grade, summer school work, or loss of promotion and matriculation to high school. It is up to the student or the parent to email the teacher about work to be made up either before the absence or on the first day of return. Failure to do so will result in a loss of grade. Students who are tardy and miss a test or quiz must make arrangements to take the test or quiz. Parents are encouraged to pick up missed work at the end of the school day or it will be given to the student when they return to school. **Parents will not be able to pick up work at the beginning or middle of the day as it takes the teacher away from preparing for the day and overseeing their students.**
6. If a student misses more than 20 days of school, the school may require that the student complete an acceptable summer school program.
7. If a student misses more than 30 school days during the school year, the student must repeat the grade during the next school year.
8. Special recognition will be given at the end of the year to those students who have achieved perfect and near-perfect attendance.

Early Pick Up:
Parents are strongly encouraged to schedule doctor or dental appointments and other necessary activities after school hours. Please try to schedule doctor (including orthodontist) appointments as early as possible in the day or at the very end of the school day. Students who must leave school during the day must be picked up at the main entrance, and the parent or guardian who picks them up must sign the log at the secretary's desk. This is for the protection of the children. Students who return to school during the

day must also enter through the main entrance. Please enter and leave only through the main doors during the school day.

Morning Prayer

At the very heart of Christian education is the constant concern of the entire staff to direct our students' efforts, minds, and hearts to our chief purpose in life: glorifying God. As a part of this concern, daily chapel services are conducted in which the whole school offers worship to God.

In chapel, as in Bible classes, the focus is upon the basic teachings of Biblical and historic Christianity. As a summary of faith, the Apostles' and Nicene Creeds are used, as well as select passages from Scripture such as the Ten Commandments, Psalm 23, and the Beatitudes.

Lunch

Students must bring their own lunches to school. These lunches must include a drink, utensils, and paper products, as the school will not provide any of these items. Students will not be allowed to exchange food with one another. **No peanut or tree nut items will be allowed in snacks and lunches in order to keep students safe.** If additional anaphylaxis allergies are present in the school population additional protocols may be required to keep our students safe. **There are no available supplies for student lunches such as napkins, forks, spoons, cups, or use of a refrigerator or microwave. Please be sure that all lunches are sufficiently supplied.**

For students who forget their lunches, SSCCA will provide Emergency Backup Lunches at a cost of $8.00 per lunch, which will be charged to FACTS. **No lunch deliveries from outside vendors will be accepted.**

Snack

Students who bring snacks to school must NOT bring in any peanut or tree nut items. Having these items in the classrooms is a danger to the lives of our students and church members through cross contamination. Other allergies will be addressed by the homeroom teachers.

Students should not be eating their lunches or snacks in other classrooms or hallways.

Peanut Free Classrooms

All classrooms at SSCCA must be peanut and tree nut free. Student snacks cannot have nuts in them in any way. Snacks may be processed on equipment or in a factory that processes nuts, but it may not have nuts in the ingredient label. If a student would happen to have another anaphylactic allergy such as shellfish, strawberry, etc. the SSCCA teacher will notify the parents so that they do not send in an anaphylaxis item that would put that child's life in danger.

Students are not allowed to eat parts of their lunch in the classroom. This will not be allowed unless the teacher is directly monitoring it as an exception, not as a rule. Situations; such as, a student forgetting to eat breakfast, and the teacher is allowing the student to eat a snack. In this situation the teacher is supervising and assuring that the food is safe that is being eaten in the classroom. The same

responsibility is needed for Birthday snacks. Parents cannot send in products that contain tree nut or peanuts for Birthday snacks even if eaten in the lunchroom. If a birthday snack is brought in it can be eaten in the classroom if it does not pose a threat to any students. **Parents need to provide two days notice when bringing in snacks or birthday items**, so that parents with children who have allergies have time to provide a substitute.

ACADEMICS

SSCCA Junior Kindergarten Curriculum & Literature

- Math: Saxon
- Bible: Various Gospel Light
- Language Arts: Wordly Wise 3000-K
- Phonics: Get Ready for the Code A, Get Set for the Code B, Go for the Code C, Explode the Code 1, Can you Find Me?
- Literature: Various Fairy Tales

SSCCA Kindergarten Curriculum & Literature

- Math: A Beka Number Skills K5
- Bible: *Scripture Pictures: A Journey Through the Old Testament*
- Phonics: Saxon Phonics K
- Literature: *A Treasury of Children's Literature, The 20th Century Children's Book Treasury,* various classic children's picture books.

SSCCA 1st Grade Curriculum & Literature

- Math: A Beka Level 1
- Bible: The Golden Children's Bible
- History: MD History, MD Geography, MD Symbols by Mary Michael
- Science: World of Animals, God's Design by Answers in Genesis
- Grammar: Shurley Grammar
- Cursive: Memoria Press New American Cursive I Penmanship
- Geography: Legends and Leagues by Veritas Press
- Music: God Made Music 1
- Art: Various Curriculum
- Phonics: Saxon Phonics 1
- Literature: *Curious George, Caps for Sale, Corduroy, If You Give a Mouse a Cookie, Blueberries for Sal, The Little Engine that Could, Floss, A Chair For My Mother, Harry the Dirty Dog, Billy and Blaze, Bread and Jam for Frances, Doctor DeSoto, Frog and Toad are Friends, Frog and Toad All Year, Longshoreman, Madeline, Nate the Great and the Lost List, Miss Nelson is Missing, The Biggest Bear, A New Coat for Anna, The Emperor's New Clothes, The Stone Soup, Mr. Putter and Tabby Pour the Tea, Henry and Mudge, Little Bear, Amelia Bedelia, Peter Rabbit, Ping*

SSCCA 2nd Grade Curriculum & Literature

- Math: A Beka Level 2
- Bible: Aelfred Rex
- History: Story of the World Vol. 1
- Science: World of Animals, God's Design by Answers in Genesis
- Art: Various Curriculum
- Grammar: Shurley Methods Level 2
- Music: God Made Music 2
- Phonics: Saxon Phonics 2
- Literature Curriculum: *The Boxcar Children, Stories From Grandma's Attic, Little House in the Big Woods, Little House on the Prairie, Owls in the Family, Madeline, The Little House, The Biggest Bear, The Velveteen Rabbit, Senefer, Who was King Tut?, Stone Soup, The Blue Fairy Stories, Nurse Matilda, Mrs. Piggle Wiggle, The Nutcracker, Just So Stories, Aesop's Fables, Alice and Wonderland, The Wind and the Willows, Dr. Doolittle, American Folklore*

SSCCA 3rd Grade Curriculum & Literature

- Math: A Beka Level 3
- Grammar: Shurley Grammar Level 3
- Spelling: Purposeful Design Level 3
- Latin: Beginning Latin (No Text)
- Bible: Aelfred Rex
- Science: World of Plants, God's Design by Answers in Genesis
- Music: God Made Music 3; flutophone
- Art: Various Curriculum
- History: Veritas (Ancient Greeks and Romans) and Story of the World
- Composition: Institute for Excellence in Writing; Fables, Myths, and Fairytales
- Literature: *Grimms, Wilde, Anderson et al Fairy Tales, D'Aluieres Greek Mythology, Charlotte's Web and Stuart Little by EB White, Homer Price by Robert Mc Closkey, Magicians Nephew and The Lion the Witch and the Wardrobe and Prince Caspian by CS Lewis*

SSCCA 4th Grade Curriculum & Literature

- Math: A Beka – Arithmetic 4
- Latin: Latin Primer 1
- Bible: Aelfred Rex
- History: Veritas (Middle Ages thru Renaissance) and Story of the World Vol. 2
- Science: Our Universe, God's Design by Answers in Genesis
- Music: God Made Music 4; recorder
- Art: Various Curriculum
- Spelling: Purposeful Design – Grade 4 Workbooks
- Grammar: Shurley Grammar- Worksheets
- Composition: Institute for Excellence in Writing; Medieval History
- Literature: *Door in The Wall, Mary Poppins, Dangerous Journey, Raiders of the Sea*

SSCCA 5th Grade Curriculum & Literature

- Math: A Beka – Arithmetic 5
- Grammar: Shurley Grammar
- Spelling: Purposeful Design
- Composition: Institute for Excellence in Writing: U.S. History
- Bible: Aelfred Rex
- History: Veritas (Explorers to 1815) and various supplemental materials
- Latin: Ecce Romani
- Art: Art in History by Susie Hodge; Getting to Know the World's Greatest Artist Series by Mike Venezia
- Science: Properties of Matter by God's Design: Answers in Genesis
- Literature: *The Witch of Blackbird Pond, Johnny Tremain, Seaman: The Dog Who Explored the West with Lewis and Clark, Carry On Mr. Bowditch, The Princess & The Goblin, Treasure Island*

SSCCA 6th Grade Curriculum & Literature

- Math: Abeka Math 7 - Intermediate Math
- Grammar: Shurley Grammar 7
- Spelling: Purposeful Design - Grade 6
- Latin: Classical Academic Press – Latin Alive, Book 1
- Bible: Aelfred Rex
- History: Veritas (1815 to Present)
- Government: American Government in a Christian Perspective by Abeka
- Composition: Grammar of Poetry by Matt Whitling
- Science: Gods Design (Chemistry & Ecology) - Properties of Matter and The World of Chemistry
- Literature: *The Hobbit, The Jungle Book – Kipling, The Call of the Wild – London, A Christmas Carol – Dickens, Carry a Big Stick – Grant, A Hiding Place - Corrie ten Boom, Little Women – Louisa, Animal Farm – George Orwell*

SSCCA 7th Grade Curriculum & Literature

- Math: A Beka – Pre Algebra
- Latin: Latin for the New Millenium
- Omnibus: Book of the Ancient Greeks; Book of the Ancient Romans
- History: Curious Historian: Greek and Roman
- Logic: The Art of the Argument – Aaron Larsen
- Composition: Essays, short-stories and poems related to Ancient or Medieval History and Literature
- Science: Novare Life Science and Physical Science
- Literature: *The Aeneid, Black Ships Before Troy, Julius Caesar, The Odyssey, Sophocles 1 Theban Plays, The Oresteia, Alexander the Great, The Landmark Histories by Herodotus, Famous Men of Rome, Aesop's Fables, Eusebius' Church History, Marcus Aurelius: Meditations*

SSCCA 8th Grade Curriculum & Literature

- Math: A Beka – Algebra 1
- Latin: Latin for the New Millenium
- Omnibus: The Book of the Middle Ages – Memoria Press
- History: Famous Men of the Middle Ages – Memoria Press
- Logic: Introduction to Logic and Intermediate Logic – Canon Press
- Composition: Essays, short-stories, poems and a capstone research paper related to Ancient or Medieval History and Literature
- Science: Novare Life Science and Physical Science
- Literature: *Augustine's Confessions, The Fellowship of the Ring, Beowulf, The Canterbury Tales, Book of the Middle Ages, Augustine of Hippo, King Arthur and His Knights, Famous Men of the Middle Ages, The Song of Roland, The History of the Kings of Britain, Sir Gawain and the Green Knight, Everyman and Other Miracle and Morality Plays, Merchant of Venice, MacBeth, Murder in the Cathedral, The Lantern Bearers, Inferno, The Church History – Eusibus, The Middle Ages: An Illustrated History, Charlemagne and the Paladins*

Grading

Grading is not the goal of education. The ultimate goal is to educate the child in wisdom and virtue. SSCCA has high academic standards for its students. It is important for parents and students to realize that while earning high grades may have been easy in a prior school experience, it may be more difficult here. What is learned is always more important than a grade received.

Students receive grades as follows:

A	Excellent	92-100
B	Good	83-91
C	Average	70-82
F	Failing	Below 70

Where a number grade is not appropriate, the following codes will be given:

S+	Very Good
S	Satisfactory
S-	Needs Improvement
U	Unsatisfactory

MySchoolWorx:

Student progress is monitored through *MySchoolWorx*.

Use of *MySchoolWorx* is mandatory and parents will be provided with an email link by *MySchoolWorx*. After you sign in you can create your own unique password to access your *MySchoolWorx* account securely - anytime and from any internet ready device. *MySchoolWorx* is a great place for parent teacher communication and where parents will receive text alerts from the school.

Grades on student report cards are given at the teacher's discretion. There is always a subjective measure when grading a student's performance and is up to the judgment of the teacher to determine the final grade for each student.

Progress Reports:

Student progress can be monitored year round through *MySchoolWorx.*

If a student is failing or has had a significant drop in their grades at the mid-point of a quarter the teacher will send home a progress report that needs to be signed and returned by the parent.

Report Cards:

Report cards will be sent home after the completion of each quarter. The first three must be signed and returned. The fourth quarter report card will be mailed within two weeks of the last day of school.

If a student has failed to make up daily work or tests, he will receive an "Incomplete" (I) on his report card. He must make up this work or make a special arrangement with his teacher within one week after receiving the "I" to prevent the grade from becoming an "F". The student, or parents of the student, must assume the responsibility of contacting his teacher regarding the "Incomplete".

Parents are encouraged to schedule a conference with the teacher, either before or after school, if there are any questions concerning the progress of the child.

Communication:

SSCCA communicates by way of email so it is essential that parents not only have email access, but also check email daily so SSCCA can effectively communicate with its parents. The Newsletter is also sent via email weekly for parents to review. Most questions that parents have can be answered via email and reading the newsletter. Most times when parents do not understand or are uninformed regarding what is going on at the academy is because neither of these things has been done first.

Homework:

Each teacher is at liberty to assign homework that will enable the student to advance in his learning experience. Homework will be graded at the discretion of the teacher. Each student is to complete his/her homework assignments when due, and if s/he is absent under normal circumstances, s/he must complete all assignments within one day. For extended absences, the student will have one day for each day of absence to make up the work required or otherwise directed by the teacher. Exceptions to these guidelines will be determined by prior arrangement only. For planned extended absences, please notify your child's teacher a week in advance to allow time to organize the missed work. It is the teacher's decision what work can be completed over the planned absence and what work will be handed out when the student returns.

For normal absences the student's work will be made available after school (and not during the school day) for parents to pick up.

Students will be expected to study for tests on a continuing basis. We do not recommend "cramming" the night before an exam. Homework assigned on Fridays will be light in order to encourage church and family involvement.

Suggested amount of homework per night:

Lower School:		Upper School:	
JK/K	20 minutes	5^{th} – 6^{th}	1 to 1 1/2 hours
1^{st} -2^{nd}	45 minutes	7^{th} – 8^{th}	1 1/2 hours
3^{rd}- 4^{th}	1 hour		

Homework turned in late will result in being marked down at the discretion of the teacher.

Honor Roll:

Students who have achieved excellence by sustaining a 90% average or above throughout the school year are recognized by inclusion on the Headmaster's List. Students in grades 3 – 8 who achieve a 90% average or above attain honors, and those who achieve a 95% or above receive high honors. An average below 70% in any class disqualifies one from inclusion on the Headmaster's List.

Field Trips:

From time to time, educational field trips will be planned. Participation is expected as these trips enrich our student's education. If a parent is having difficulty affording these field trips they should contact the Headmaster.

Notice will be sent in advance of the trip with all information concerning the activity, costs, etc. A permission slip must be filled out and signed by the parents or the student will not be allowed to participate. Students having disciplinary problems may be prohibited from participating, in which case parents are responsible for the student on the day of the field trip. In most circumstances students who do not participate in a class field trip will be expected to stay home that day.

Due to multiple student allergies, lunches and snacks brought on a field trip **MUST BE PEANUT AND TREE NUT FREE.**

No electronic devices will be allowed on field trips.

The majority of fees for field trips and class activities are covered in the curriculum fee.

DRESS CODE

Uniform school dress is to be observed at all times, both to and from school, and throughout the school day, unless other instructions have been given from the school office. Students should leave in full uniform (unless and exception is given by the teacher). SSCCA attempts to set the highest possible standards in academic and moral conduct. Neatness and personal hygiene are required at all times. Clothing must be clean, without stains, tears mended, buttons replaced. Shoes must be closed toed, closed back with a non-skid sole that will not mark the gym floor, and should be clean and in good repair. Pants must be worn outside the shoe and not tucked in. No boots or slipper shoes of any kind are allowed. No heeled shoes for girls.

The school uniform is designed to produce uniformity and scholarly appearance of our student body. It also reduces competition between students about clothes and puts the proper emphasis on character and personality traits. We wish to promote a dress code that reflects our desire for students to be neat, clean, and comfortable while attending school. School Administration has the right to determine compliance with the dress code. The guidelines below outline our expectations for student dress and grooming.

Everyday Dress Code For All Students:

- **Boys** – All boys are required to wear Flynn O'Hara short-sleeved or long-sleeved SSCCA embroidered navy polo shirts with plain or pleated front khaki pants. Shirts must be tucked in. Khaki pants do not need to be purchased from Flynn O'Hara but must comply with the dress code (cargo style is not allowed). In cool weather, a navy turtleneck or navy long-sleeved shirt may be worn under the navy uniform polo. White or black long-sleeved shirts may not be worn under the short sleeve navy uniform polo. Navy, Black, or White short-sleeved undershirts may be worn under the short sleeve Navy Blue Uniform Shirts. Khaki uniform shorts may be worn in September and May (cargo style is not allowed). Socks must be **SOLID** navy, black, or white. Black or brown dress belts are required for grades 2-8. **SSCCA and Spirit Wear Sweatshirts may be worn during the school day with uniform polo underneath.**

- **Girls (Grades JK-5)** – Girls in grades JK-5 are required to wear either Flynn O'Hara jumpers with short or long sleeved white Peter Pan collared Flynn O'Hara shirts underneath or Flynn O'Hara plaid skirt with SSCCA embroidered polo shirt in Navy or Yellow. Shirts must be tucked in when wearing a polo and skirt. Long-sleeved shirts may not be worn under the short-sleeved white peter pan collared uniform shirt from Flynn O'Hara. During the colder months, the long-sleeved white peter pan collared uniform shirt from Flynn O'Hara may be worn. A Flynn O'Hara sweater with school logo may be added overtop for additional warmth. Jumpers and skirts must have **SOLID** black, navy, or white spandex, shorts, or ankle-length leggings underneath. Socks and tights must be **SOLID** black, navy, or white. Jumpers and skirts must be no more than 2 inches above the knee. **SSCCA and Spirit Wear Sweatshirts and may be worn during the school day with uniform polo underneath. <u>Parents need to be prepared to let out hems as girls grow or purchase appropriate length jumpers mid-year as necessary.</u>**

- **Girls (Grades 6-8)** – Girls in grades 6-8 are required to wear Flynn O'Hara plaid skirts with SSCCA embroidered polo shirts in navy or yellow, shirts must be tucked in. In cool weather, a navy turtleneck or navy long sleeved shirt may be worn under the navy uniform polo. Skirts must have solid black, navy, or white spandex, shorts, or ankle-length leggings underneath. Socks and tights must be solid black, navy, or white. Skirts must be no more than 2 inches above the knee. **SSCCA and Spirit Wear Sweatshirts may be worn during the school day with uniform polo underneath. Parents need to be prepared to let out hems as girls grow or purchase appropriate length jumpers mid-year as necessary.**

Casual Friday Dress Code:

- **Boys** may wear SSCCA t-shirts and/or SSCCA sweatshirts with dress code bottoms every Friday.
- **Girls in grades JK-5** may wear SSCCA t-shirts and/or SSCCA sweatshirts with a plain khaki skirt every Friday. This skirt does not need to be purchased through Flynn O'Hara. Skirts must have solid black, navy or white spandex, shorts, or ankle-length leggings underneath. Socks must be solid black, navy or white. Skirts must be no more than 2 inches above the knee. **Parents need to be prepared to let out hems as girls grow or purchase appropriate length skirts mid-year as necessary.** If you do not wish to purchase an SSCCA t-shirt or khaki skirt, the Everyday Dress Code may be worn on Casual Fridays.
- **Girls in grades 6-8** may wear SSCCA t-shirts and/or SSCCA sweatshirts with the Flynn O'Hara plaid skirt every Friday. Skirts must have solid black, navy or white spandex, shorts or leggings underneath. Socks must be solid black, navy or white. Skirts must be no more than 2 inches above the knee. **Parents need to be prepared to let out hems as girls grow or purchase appropriate length skirts mid-year as necessary.** If you do not wish to purchase an SSCCA t-shirt or khaki skirt, the Everyday Dress Code may be worn on Casual Fridays.

Dress Down Days:

Occasionally we will have optional dress down days requiring a $5.00 fee per student. In order to participate, students must bring $5.00 and follow the guidelines below. We expect students to be dressed modestly and to avoid extremes in style that are only for the purpose of drawing attention to themselves. If a student is not in compliance with these guidelines parents will be called to bring a change of clothes.

- Bathing suits not allowed
- Tee shirts with non- offensive messages or images
- No tanks or tops that leave the back and shoulder bare, exposed bra straps, or see-through tops
- **No "form fitting" pants; no leggings of any kind for girls in 5th – 8th grade**
- **No shorts shorter than mid thigh**
- **No boots or slipper shoes**
- **No heeled shoes**

General Guidelines:

Shoes: Though there is latitude in shoe styles, a shoe that detracts from the overall uniform appearance will not be allowed. **For safety, shoes should have a closed toe and a closed back. They should also have a non-marking rubber sole. Boots, slipper shoes, and light-up shoes are not permitted.** No heeled shoes for girls. Snow boots may be worn to school on snowy days, but students are required to bring additional shoes to change in to for the classrooms.

Jewelry: Girls may wear earrings; boys may not. No one may wear jewelry in pierced body parts other than the ears.

Hair: Hair is to be kept clean, neat, and well groomed, avoiding extremes of style. Hair dyed to a color other than those found in the natural spectrum of human hair is not permitted. Boys should keep hair cut so as not to hang below the collar or be of an unacceptable length or height. Boys' hair should be kept clean cut and short in length and height.

All: No more than one top button may be unbuttoned.

The students are permitted to wear non-uniform coats and jackets to school, as well as mittens, gloves and knit hats for warmth, but once the classroom has been entered the articles must be taken off. If they are not taken off, the students will be considered in violation of the dress code.

Students are generally expected to go outside for recess, weather permitting, subject to the discretion of the teacher. Students should be dressed appropriately for the weather. We will be outside until the temperature drops below 32°, Therefore, a warm coat, hat, scarf, and gloves are suggested during the winter months. If the class is going outside, children may only stay inside for health reasons and parents are required to send a note to the teacher if this is necessary.

Students who are out of dress code shall be requested to immediately conform. Failure or inability to comply normally will result in being given a dress code notice. If the infraction is serious enough, the student may be sent home.

- First violation – warning
- Second violation – 30 minute lunch detention
- Third violation – 60 minute after school detention **(A $30.00 fee will be assessed on FACTS)**
- Fourth violation – 1 day suspension

Field Trips: Most field trips require school uniforms. Exceptions are made on a per event basis. Please consult the teacher for details on a specific field trip.

ADDITIONAL POLICIES

1. **LOST AND FOUND** items will be kept in the gym for a limited time. Please encourage your child to check for their lost items promptly.
2. **TELEPHONES** may not be used by the students. Exceptions may be granted by the Headmaster or Administrative Assistant.
3. **CELL PHONES & ELECTRONIC DEVICES MAY NOT BE USED** during school hours. They must be turned off and stay in the students backpacks at all times. Smart watches must only be used during the school day for telling time and must be put on Airplane Mode. Any other use is not permitted. No Electronics are allowed on field trips except for taking pictures.
4. **TOYS** of any kind may not be brought to school, with the exception of show-and-tell items approved by the kindergarten through second grade teachers.

5. **CLASS TRIPS** are considered part of the curriculum, although privilege to participate may be lost through misbehavior.
6. **PARTIES** must be pre-approved by the teacher.
7. **PARENTS/VISITORS** must arrange visits through the Headmaster.
8. **FORGOTTEN LUNCHES, GLASSES, BOOKS, HOMEWORK, etc.**, may be brought to school by the parents with the least amount of disruption.
9. **BIRTHDAYS** may be celebrated by the class with a treat at lunchtime. This should be communicated to the teacher two (2) days in advance of the birthday treat. Please contact the school secretary regarding any food allergies in your students' classroom. This gives the teacher and parent time to arrange for alternative treats for those students with food allergies. Invitations to parties should not be given out at school unless all the students in the class are invited. This will avoid unfortunate and awkward situations for our students.

FINANCIAL

The cost of a quality education is high, yet it is the desire of SSCCA to keep tuition affordable. SSCCA accepts contributions and donations from those who support our stated goals and objectives. The Academy is a 501(c)3 institution. Parents and others who can exceed their required support are encouraged to give as they are able.

In addition to tuition, there is a non-refundable registration fee for each academic year, as well as a curriculum fee, which is non-refundable. Parents will be informed of the specific amounts prior to each school year.

SSCCA does not accept cash payments. The academy bills for additional and incidental charges through FACTS at the beginning of the following month. SSCCA can accept credit card payments through our website portal and at the front desk. A 3.5% surcharge will be added to any credit card payments that are made using this method.

SSCCA doe not accept cash payments. The Academy bills charges for incidentals through FACTS.

FACTS:

In order to meet the school's financial obligations, it is imperative that tuition payments be kept current. SSCCA uses FACTS to manage tuition payments, and all families must sign up and pay through FACTS, in the form of direct debit from a checking or savings account or by credit cards.

There are three payment plans available on FACTS. Annual payments made by June 1st of each school year will receive a $105 discount from the Academy, with a $5 yearly FACTS fee. Semi-annual payments made on June 1st and December 1st of the school year will receive a $50 discount from the Academy, with a $10 yearly FACTS fee. A monthly payment plan (10 months, June – March) is also available, with a $50 yearly FACTS fee.

If payments are returned for insufficient funds, FACTS will impose a fee. If an account becomes delinquent more than 30 days, the parents will be asked to keep their child at home until the account can become current. SSCCA reserves the right to pass along any bank fees incurred as a result of insufficient funds. The Headmaster will determine exceptions.

It is expected that all parents have an open and active FACTS account in order to bill incidental expenses.

Scholarship:

SSCCA has a scholarship fund and uses BeneFAQ to process scholarship applications.
Returning families who are applying for scholarship should apply by the first business day in March.

Jog-a-thon:
All families are required to support the Academy's fundraising efforts. When enrolling your student/s, you agree to raise the funds specified below for the yearly Jog-a-thon, or to have the balance added to your FACTS account for tuition in May:

- First Child: $300
- Second Child: $200
- Third Child: $100
- Additional: $100

Before and After Care Charges:

All late pickup fees and Before/After Care fees will be billed through FACTS on a monthly basis.

Emergency Lunch Charges:
All Emergency Lunch charges will be billed through FACTS on a monthly basis.

ADMINISTRATIVE

Conduct and Discipline

SSCCA is concerned that each child behaves in accordance with God's clear commands from scripture. We always direct children to understand that it is ultimately God's Law that we have either obeyed or broken. The Academy or the teacher's rules only reflect or represent what we learn from scripture. That being said, SSCCA is primarily concerned with shaping and nurturing the disposition of the child's heart to be inclined toward actions and behaviors, which are wise and virtuous.

The first stage of discipline lies in the classroom with the child's teacher. Since classroom discipline and control is immediately the teacher's responsibility, he/she will be first to deal with excessive behavior problems. This stage may consist of such actions as the teacher feels is warranted for the individual student including "time out", recess detention, written assignments, staying after school, lunch detention, designated chores (such as washing desks), notification of parents, lowered conduct grade, etc.

If this first stage is unsuccessful in correcting the discipline problems, at the teacher's discretion the student will be referred to the school office for further action. This will normally occur after the teacher has made and documented several attempts to correct the problem including the contacting of the parents. The obvious exception here would be serious infractions of school policy, at which time the student would be immediately referred to the administration. Action in this second stage of discipline is to be considered serious and would include such things as after school detentions and suspensions.

A school cannot operate effectively without discipline. The teacher stands *"in loco parentis,"* that is, in the place of the parents with respect to correcting and disciplining the children in our care. It is possible that parents may ask the Headmaster to come and corporally punish their own child when the child has

done something warranting discipline/suspension. This punishment is always done by the parents and never by the Headmaster. (Policy change 2026)

SSCCA believes that each student should overtly demonstrate self-discipline and responsibility through:

- Cheerful obedience to authority (even when authority figure is not present).
- Cooperation with others in play and work.
- Responsibility in doing assigned and expected tasks.
- Courtesy and good manners.
- Cleanliness in person and property.
- Truthfulness.
- Respect for the property of the school and other people.
- Promptness in attendance and assignments.
- Morally upright conduct in language and social relationships.
- Love for God and for the things that please Him.

The Bible teaches that children have sinful natures, and that they resist taking responsibility for their actions. However, parents are directed by God to take corrective measures when this happens. Teachers, *in loco parentis*, must also take such measures.

After School Detention

Detentions are served from 3:15 – 4:15 with the teacher who assigned them the detention. Any student who arrives more than 5 minutes late will serve an additional detention. During the detention the student will do one of two things. The first option is to perform an act of service. The second would be to sit and write a letter of apology followed by a silent time for reflection and prayer.

Detention is not a time to do homework, study, or anything else. The detention should always include a time to process with the teacher, repent, and be forgiven. A plan for improvement should be created by the student with the assistance of the teacher and, when possible, the parents.

Repeated Detentions – More than two referrals in a nine-week marking period will result in a one-day suspension. Work missed during suspensions may only be made up with the teacher and/or administrator's approval. Multiple suspensions and serious behavioral infractions will result in expulsion from the academy.

A $30.00 fee will be assessed on FACTS for each after school detention.

Faculty

The SSCCA faculty is comprised of teachers who believe that teaching is a calling, a ministry, not just a job. All are dedicated to the task of training and discipling your child. All are members of a church and are expected to lead dedicated Christian lives. All SSCCA Faculty and Staff have completed a Federal and Local background check.

Parent Assistance

SSCCA encourages and welcomes parent/guardian/guest involvement. In order to guarantee the safety of our student body, background checks will be completed on all parents/guardians who wish volunteer for on-campus activities or field trips.

Volunteers will be assigned to specific requested duties in order to aid the teacher and students as needed. Volunteer guidelines for parents/guardians are as follows:

1. Your role will be to assist the teacher in a way specified by the teacher.
2. Do not assume responsibilities beyond the assignment without the teacher's consent.
3. You will be expected to follow the teacher's requests and directives at all times.
4. When you are working in the classroom, please do not bring your smaller children with you into the classroom without first receiving permission from an administrator. The church nursery is available for use during the week, but it is not supervised.
5. Criticism of the teacher shared with other faculty or other parents will be construed as a hindrance to your continuing as a volunteer assistant. If there are such criticisms to be made, they should be handled through the proper channels at the proper time (by appointment) and in the proper place (privately).
6. Your cooperation in a cheerful and positive spirit is always important. Thank you for wanting to help and for volunteering to assist.

OFFICE

Each family should sign up to receive important news from the office via the Gmail Group. SSCCA communicates by way of email so it is essential that parents not only have email access, but also check email daily so SSCCA can effectively communicate with its parents. The Friday Newsletter is also sent via email every Friday for parents to review.

Records:

Please notify the school in writing of any changes in address, phone number, emergency contact information, health status of your child, or individuals approved to pick-up your child(ren).

Withdrawing from School:

Families who withdraw a child from school prior to Christmas break are responsible to pay tuition for the remainder of the month of withdrawal. If a child is withdrawn during / after Christmas break, the tuition for the entire school year is due.

Health:

Parents are responsible for ensuring their child has up-to-date immunization records. If a parent chooses to not have their child immunized for tetanus, diphtheria, poliomyelitis, measles (rubeola), mumps, rubella, hepatitis B they must provide a letter to the Academy stating that they have sought the advice of their pediatrician and are aware of the risks in not immunizing their child. A form letter can be obtained from the office.

The Department of Health and Mental Hygiene Code of Maryland Regulations (COMAR) states all students must furnish schools evidence of age-appropriate immunization requirements. The minimum vaccine requirements include tetanus, diphtheria, poliomyelitis, measles (rubeola), mumps, rubella, hepatitis B and varicella. New and updated records need to be turned into the school by the 1st day of school. If opting out of vaccinations, you MUST submit the Immunization Opt-Out Form.

Necessary medications should, if possible, be administered to students by the parents at home. All other medications need to be administered by medically certified personnel at SSCCA with the appropriate medical forms filled out by the parent and signed by the parent and pediatrician. The school oversight nurse must be given advance notice of approval of medications administered at school. At no time are students or teachers allowed to administer medication.

NOTICE OF NONDISCRIMINATORY POLICY

SSCCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the academy. SSCCA also does not discriminate based on race, color, national and ethnic origin in administration of any of its programs.

SSCCA PARENT/STUDENT ACKNOWLEDGMENT

☐ I understand that SSCCA has an Academic Honor Code and that all students will be expected to integrate God's principles into their daily life. This personal honor and commitment to Biblical principles must be learned, practiced, and refined. At the same time, sound moral character must be developed. It is the purpose of the SSCCA Honor Code to remind us to strive toward honesty, integrity and personal responsibility before our Savior, thus focusing our thoughts and actions on glorifying God.

It is the position of SSCCA that:

1. We will do all in the name of the Lord Jesus Christ (Colossians 3:17)
2. In all things, we will give thanks to God (I Thessalonians 5:18)
3. We will do all things heartily for the Lord (Colossians 3:23)
4. We will not steal our neighbor's work or property (Leviticus 19:11)
5. We will always speak truthfully and honestly (Colossians 3:9-10)

Therefore, the SSCCA Honor Code states all papers, tests, homework, and projects will be the personal work of each student. Evidence of plagiarism and cheating will result in a grade of zero. This behavior will be referred to the Headmaster for any further action.

SSCCA reserves the right to make changes to its procedures and policies at any time. Your signature below states that you have read and understand completely the policies and procedures stated above.

☐ I understand that photos of my child/ren may be used in SSCCA's digital and print marketing materials unless I send written notification to the contrary to SSCCA. Names will NOT accompany photos in marketing materials.

☐ I understand that SSCCA performs background checks on parents/guardians to ensure the safety of our students.

_____ _____

Legal Name Date of Birth

_____ _____

Legal Name Date of Birth

☐ I have read, understand, and agree with the Academy's guidelines and policies put forth in the Parent/Student handbook.

_____ _____

Student Signature (Grades 3 – 8) Date

_____ _____

Parent/Guardian Signature Date

Covenant Not to Sue

Covenanter: (Parent/Legal Guardians' Names)

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_____

I/ We agree not to institute any action or suit at law against St. Stephen's Classical Christian Academy ("SSCCA"), its officers, and/or directors, nor to institute, prosecute, or in any way aid in the institution or prosecution of any lawsuit, claim, demand, action, or cause of action against SSCCA, its officers, and/or directors.

I/We agree that any unsettled claim or dispute arising out of, or related to, any aspect of our relationship with SSCCA, including statutory claims, shall be settled solely by legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (complete text of the Rules is available at www.iccpeace.com). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.

I/We agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive my/our right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Arbitration filing fee is $1,000, which will be split between both parties with each party paying 50%. Case administration fees are $200 per hour after 20 hours and will be split between both parties.

_____ _____

Parent/Legal Guardian Signature Date

_____ _____

Parent/Legal Guardian Signature Date

Code of Conduct for SSCCA Parents and Athletes

Our goal at St. Stephen's Classical Christian Academy is to create a positive and God honoring experience for all athletes, coaches, and families who join our athletic program. We desire to bring glory to God in all that we do! (1 Cor. 10:31) At SSCCA the Team is greater than its players. We desire that players learn that they are not the center of the universe and to put the good of the team over oneself. (Phil. 2: 3-4) The following Expectations and Behavior Plan were developed to ensure that all involved enjoy a safe and enjoyable environment while partaking in athletics. We have three overarching Goals: 1. Glorify God, 2. Grow as a team and win games, 3. Develop individual players to be the best that they can be or the best that they desire to be in athletics.

To establish the environment described above, the following is expected of all student athletes and their parents:

1. **Be respectful** - All athletes, coaches, and families are expected to be respectful and kind to all players, coaches, fans, officials at the game, and in practices. No inappropriate language or behavior is allowed towards other players, parents (fans), coaches or officials. Respect the Coaches' decisions and, when needed, address the Headmaster or Athletic Director regarding frustrations with coaching decisions.

2. **Be Obedient** - All athletes are expected to be obedient and follow directions from coaches, school staff, and game officials without arguing and challenging their decisions. Parents are expected to support and cooperate with these expectations.

3. **Be prepared and on-time** - All athletes are expected to bring their uniforms and all necessary equipment to participate in the contest. You must be on-time for practices and games. If you cannot make a practice or are going to be late, please communicate directly with the coach or the school office.

4. **Encourage peers** - All athletes and families are encouraged to display good sportsmanship. Please refrain from blaming, booing, heckling and confronting any players, coaches, or officials about a game decision or outcome. Support SSCCA players and show grace towards the opposition.

5. **Communication** - All athletes and families will contact the Headmaster Athletic Director to discuss their concerns and/or questions. Please communicate through an email or a phone call. Parents should never question a coach after the game about playing time or coaching decisions.

6. **Playing Time** - Due to the nature of competitive sports, parents and players must realize that their child is not guaranteed playing time. SSCCA is not a pay to play environment. Children earn playing time by being skilled and athletic enough to contribute. All players are

to be valued the same but playing time is in no way guaranteed, it is always earned. Children will get better every year and as they improve their playing time will increase.

SSCCA Behavior and Disciplinary Plan

If your child is having a difficult time meeting the athletic program expectations, the following behavior and disciplinary plan will be implemented to help create a positive and God-honoring environment for your child and other athletes in the athletic program.

1. A coach will limit an athlete's playing or practice time if the athlete exhibits poor sportsmanship by way of language/attitude, if the athlete exhibits any form of harassment, or if the athlete exhibits misconduct through any other means. The administration will also be involved on a case-by-case basis to determine if further consequences are necessary.

2. At minimum, two unexcused tardy appearances without approval will result in the athlete missing a start. Each subsequent unexcused tardy appearance or absence (game or practice) may result in the athlete missing a game. This is always the coach's or the AD's discretion.

3. Academic eligibility will be at the discretion of the Headmaster. Grade eligibility is based on effort and not GPA. Effort means more than GPA. Missing homework or assignments is weighed heavier than a student's grades.

4. If parents cause a problem by not abiding to this code of conduct, they may be asked by the Headmaster or AD to not attend games, and in some cases the student will not be allowed to be on the team.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____