



South Texas Christian Academy

...a ministry of the Seventh-day Adventist Church

Student Handbook & Bulletin

Accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, which is a recognized member of the National Council for Private School Accreditation and the Texas Private School Accreditation Commission, and is recognized as accredited by the Texas Education Agency

7001 N. Ware Rd. (Elementary & Junior High)
6817 N. Ware Rd. (High School)
McAllen, TX 78504
USA

Phone: (956) 682 -1117
Website: www.stca.ws

Introduction

Mission Statement

The mission of South Texas Christian Academy (STCA) is to “prepare service-oriented disciples of Jesus to excel spiritually, mentally, and physically to impact the Rio Grande Valley and beyond.”

Educational Philosophy

South Texas Christian Academy is dedicated to the fulfillment of one great purpose, “to restore in man the image of his maker, to bring him back to the perfection in which he was created, to promote the development of body, mind and soul, that the divine purpose of his creation might be realized.” *Education, p.15.*

It is the purpose of Christian education to restore each student to the capacity for free, creative, responsible thinking and acting that has been considerably diminished by sin. Knowledge of God, his plan for us, and the kind of people each student may become as they are restored to the likeness of Christ is of first importance throughout the school experience. Such restoration involves the whole person, physically, mentally, socially and spiritually.

Adventist education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image can be developed. We endeavor to provide opportunities for students to secure a preparation that will enable them to live successfully and productively. Students are encouraged to take an active interest in making their communities better places to live, to appreciate the cultural and scientific advances of the age, and to develop positive attitudes toward useful work and toward humanity.

All students enrolled agree to respect the religious guidelines established in this document and by the Seventh-day Adventist Church.

While a student, they must also adhere to the social, moral, and sexual guidelines in this document and established by the Seventh-day Adventist Church.

Organization

“South Texas Christian Academy operates as a day school. The school is a McAllen Spanish Valley Central Church constituent, which biannually elects an operating board. The business has conducted a minimum of 10 board meetings a year.

Non Discrimination Policy

South Texas Christian Academy admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in its administration or its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Qualifications for Admission

South Texas Christian Academy is open to all young people who desire a Seventh-day Adventist Christian education. Students who apply for admission must follow the purposes and objectives of the school and live in harmony with its principles.

Age Requirements

Students may enroll at the following ages

- Pre-Kinder 3 3 years of age by September 1 (limited enrollment)
- Pre-Kinder 4 4 years of age by September 1
- Kindergarten 5 years of age by September 1
- First Grade 6 years of age by September 1

Application & Admissions Policies

Application Process

Application packets are available from the school office. Before admissions can be allowed the following must take place:

- **Application:** Filled out every year.
- **Immunization Record** showing the student to be up to date. (After the 1st day of school, the parent has 10 days to submit an updated immunization record to the school).
- **Copy of Birth Certificate or U.S Passport and Social Security Number.**
- Foreign Students and students whose primary language is not English need to take an English and Mathematics Proficiency Test.
- **Foreign Students: SEVIS Form (I-20) with current VISA/PASSPORT. To maintain active visa status, student needs to be enrolled with the school.**
- **School Records:** Upon receipt of school records from the former school, new students may have their program adjusted to meet any deficiencies. Each new secondary student must present evidence of having completed grades one through eight.
- **New Students (6th -12th):** Must have two recommendation forms on file at STCA before admissions is considered. Recommendations forms must be completed by one current school official and one church official (not a relative of the applicant). (*Recommendations are not available for student or parental view.*)
- New students will have a mandatory test in Mathematics and English. The outcome of the test score will determine the next step.
- STCA reserves the right to determine student grade placement based on evaluation and testing of the student.
- **Unpaid Accounts:** Students who have an unpaid account with STCA or another school are not permitted to register until clearance has been obtained from the treasurer.

Exemption(s) will be determined on a case-by-case basis

Student Visa (I-20)

The issuing of the student Visa is a privilege. **Parents are responsible** to make sure that the students' visa is maintained in an active status. All returning students for a "new school year" need to have the administration sign their I-20 by the month of May. For withdrawals or transfers school administration needs to be notified immediately. Student Visa will be maintained in an "Active" status until July 1st, after that date I-20(student visa) will be set as *complete* or *failure to enroll in the system..* All students transferring or not returned to STCA will have their VISA revoked no later than August 5th.

Home School Credits

Home school credits are evaluated according to the home school program used.

- Scores from standardized achievement tests may also be needed.
- Due to variety in HS programs, portfolios are examined and credits determined on a case-by-case basis by the registrar working in close consultation with the parents.
- Credits from an unaccredited program may or may not be accepted. If accepted, the credit will be on a pass/fail basis only and will not be figured into the GPA.
- Official transcript credits from accredited home school entities are accepted as letter grades and are figured into students' GPAs.
- Students with credit awarded for home school programs shall be eligible to be ranked in their graduation class only if a minimum of twelve credits has been earned from South Texas Christian Academy or another accredited academy/high school
- Home school students transferring in may not skip a grade by doing extra courses.

Mid-Year Enrollment

Students wishing to enroll after the beginning of the school year must complete all back work unless they have transcripts from their previous school. Part of the admission decision will be based on whether the student's program in their

previous school will match the curriculum sequence at STCA.

Financial Information

Registration (Pre-Kinder-12th Grade)

The non-refundable registration fee for each student is due at the time of registration and covers the costs of the following:

- Student Accident Insurance (while in school activities)
- Liability Insurance
- Texas Association of Non Public School (TANS) fee
- Library (AR Program)
- MAP test sessions
- Workbooks (Elementary & Junior High)
- Textbook Rental (PreKinder-8th grade)
- Physical Education Fees
- National Honor Society Fees
- Student Association (SA) fees

**Parent/Guardian is responsible for paying for lost, stolen, or damaged student textbooks/workbooks.*

Tuition Policies

In order for STCA to meet its financial obligations, the school board has voted the following payment policy:

1. A Financial Agreement must be fully complete, signed and on file with the treasurer before a student enrolls in school.
2. Payments are made to the office as indicated by the selected tuition payment plan.
3. Tuition is due and payable ON or BEFORE the FIRST of the month. **If the account is not paid by the TENTH of**

the month it is considered delinquent and a 10% penalty will be added (If the 10th of the month does not land on a business day). Students will be withdrawn from class if an account becomes **SIXTY** days overdue.

4. Diplomas or school records will not be released if there is a balance unpaid for tuition, uniforms, hot lunches or any other fees.
5. The SIXTY days policy will not apply to families with a past history of delinquency in tuition payments; will have to pay in a month to month basis.
6. Tuition is yearly amount that will be charged on a ten-month basis (August through May plus registration fee).
7. Students will not be able to enroll to a new school year with balances from a previous school year.

Tuition, and Fees

Registration Fee

Pre-K-12th	\$600.00
Pre-K-12 th / International	\$ 700.00

Tuition

PreK-8	\$5,450.00
9-12	\$6,300.00

Other Fees (6 -12)

- iPad /Chromebook deposit\$150
- Textbooks 9th -12th..... E-licenses Charged to the student's account.

- Application fee: \$25.00 (Returning Student)
- Application fee: \$30.00 (New Student)

International Students:

- Admission Test (English & Math)..... \$25.00
- Transportation Fee..... \$800.00
(10 mo. Payments of \$80.00) ** this fee will not be pro-rated.
- Outdoor School (5-6) \$250.00
- Music Fest (7-8) \$250.00
- Freshman Bible Camp (9) \$250.00

Tuition Discounts:

- Full year paid by August 30 5%
- First Semester paid by August 30..... 3%
- 2nd Semester paid By January 30... 3%
- If tuition paid by ACH (bank draft)..... \$10 discount per month as of September
- Multiple Children (**tuition balance paid on time**) Third child and up25% each.

E-Textbook Policy: (9th -12th Grade)

The high school academic program is primarily E-textbooks. It is the policy that once the students have been assigned a book the actual cost will be totaled and applied the school bill. If the class requires a paperback book it is the responsibility of the student to obtain a copy by September 1st.

Pre-Registration Reservation

A \$ 200.00 *non-refundable* deposit is required to reserve a place per student. For students with student visa (SEVIS) full registration plus 1st months tuition must be paid before processing or updating the I-20 form.

Alternative Testing Dates: It is expected that all high school semester exams will be taken on the date and time scheduled. If, for special circumstances, an early or late testing date or time is approved, there will be a \$25 exam fee charged for each exam taken on an alternative date or time.

Payments Plans

STCA will **ONLY** accept the following type of payments:

- Cash
- Checks or money orders
- Automatic monthly account withdrawals. (need to apply with treasurer)
- Credit or Debit Cards (3.5 % charge fee)
- Adventist School Pay

Checks or Foreign Currency

A **\$37.00 fee** will be charged to all non-sufficient funds checks. NO foreign currency or checks will be cashed or exchanged at STCA.

After School Care

After school care can be arranged with the office. It begins promptly at 3:45 p.m. During this time, students will be under the supervision of the after school care personnel. Students are to be picked up at the latest by 5:30p.m., Monday-Friday. **On Early Dismissal Days, no after school care will be provided.**

After school Care Charges

The after-school care program charges a flat fee of \$150 per month per student, regardless of the student's daily participation. Additional fees will be charged if the student is picked up after 5:30 p.m. For students in part-time aftercare a \$3.00 fee is charged for the first and second half- hour or any portion of the half hour and then \$2.00 for every quarter hour per student.

Lunch Program

The lunch program will involve the use of student identification cards. Cards for grade Pre-K through 4 will be held by the teacher. For grades 5-12 the student must keep the card with them. Parents are required to add credit to the lunch account, thus allowing the student to purchase lunch. If a parent is dropping off a lunch it must be given to the office before 10:30am, then it will be given to the student.

Student Records Release Policy

All student records are the property of South Texas Christian Academy. Copies of any student records may be released to parents or guardians of students at the sole discretion of South Texas Christian Academy. However, release of any records shall be contingent on full payment of all financial obligations.

Because parents have a contractual agreement to pay tuition and failure to pay is a breach of that contract, report cards, transcripts, letters of reference, recommendation, attendance, graduation diplomas or I-20(Student Visa) will not be issued/renewed until the account is paid in full. *Students will not be accepted for the following school year if there is a pending balance in their account.*

Financial Assistance

Families needing financial assistance are encouraged to visit with the school administration or their pastor to determine whether financial aid may be obtained to help meet tuition obligations. A link to the Financial Aid application process will be posted on the school's website: www.stca.ws when the yearly term is opened.

After the Senior Year

All monies left over after a senior class finishes the school year will be donated to a worthy student fund administered by South Texas Christian Academy administration and staff.

Financial Requirements for a School

Sponsored Trip Participation

Students may attend school sponsored off campus overnight trips only if their tuition is up

to date (family balance not just the individual student). Any exceptions to the family balance rule must be approved by the administration. Determination of eligibility will be made 2-weeks prior to the trip, thus giving the family time to catch-up on tuition payments. If they do not meet the required payments all money paid into the trip will be forfeited by the family to pay for tuition.

Extra-Cost Programs

STCA offers some programs that require parents to pay extra costs to participate. Parents are promptly notified and allowed to buy the necessary items. The usual activities are choir, Band, and Sports.

Financial Assistance Conditions

If a student receives assistance through a scholarship they must maintain passing grades in all subjects. Failure to do as required may cause the loss of assistance from the failing marking period to the marking period that changes their grade to passing. In the case of private financial assistance the school can only take action when both parties give written permission.

Partial Year Registration

Students registering late (with transfer grades from another school) or transferring out to another school before the end of the year will be charged full tuition price for each month they are in attendance at STCA. All students transferring from another SDA School, they must present a financial release from the previous school before registration at STCA.

Attendance and Arrival Information

- Students absent more than nine unexcused days per semester will forfeit the semester.

Philosophy

Education is more than academics, learning to be on time is very important too. We would like to instill in our students the need for punctuality and attendance through the following policies.

School Hours:

School is in session Monday-Friday from 8:00 am- 3:30 pm. Early release days and holidays will be announced thru email/parent alerts/schoolwebsite: www.stca.ws

Absences

When a student has a planned absence they must fill out an “absence request form”. If the paperwork is filled out then the Principal will determine if the trip is considered excused.

- School sponsored trips and Texas Conference of SDA trips are automatically considered excused.
- When a student is absent without any notification they will be considered unexcused
- If a student is absent on a school day, the administration may call to verify the absence

Student Attendance

Texas State Law mandates the following as valid excuse for absence:

- Sickness of student
- Medical Appointments
- Death of immediate family member

*Students returning to school after an absence MUST bring a written excuse signed and dated by parent/guardian or doctor.

**If a student is absent for three or more consecutive days a written and signed doctor's excuse is required.

*** If no note is given then the absence will not be excused

Unexcused Absences:

- Family vacation trips during school days.
- Visiting Universities during school days.

Make-up Work

All students must talk to their teachers the day they return from an absence to gather their make-up work. The following are conditions for **unexcused** absences:

- No make-up work will be given by the teacher for unexcused, so the grade(s) will be marked as a zero(s).
- The administration will notify the teachers when an absence is excused, then homework can be obtained by the student.

The Student will have the same number of days they were absent to complete make-up work.

Transportation Tardy

Only 3 excuses per semester will be allowed for transportation tardies in the morning. This would include items like:

- Accident, car wouldn't start, flat tire, heavy traffic, morning fog, parent/guardian running late, ride was late, stopped by a train, etc.

You will need to submit a note in writing to the administration, signed by your parent/guardian, to receive one of these excuses.

Elementary and High School Office Hours Monday-Friday at the following times:

- Morning: 8:00 am -11:55 pm
- Afternoon: 1:00 pm -4:00 pm

Tardy Detention (6-12)

Being on-time is a crucial part to education. Students who are consistently tardy will serve an afterschool detention.

- When a student is tardy on the 15th time they will have earned a detention.
- Detention will be held on every Tuesday from 3:30-4:30 in the host teachers' classroom.
- Every 15th tardy will lead to a detention.
- The student has the same restrictions as a discipline detention. (page 17)

Elementary Tardy policy

When a student in grades Pre-K through 5 earns 10-tardies in a calendar month, they are suspended from the next field trip and must attend school that day.

Extended Absence Rule:

If you are going to be absent for 2 or more days due to a trip or planned absence you must receive administrative approval. You must fill out the absence request form for student. If you do not receive approval prior to taking a trip then it will be counted as an unexcused absence.

Drop off Procedure and Checking-in

- Students arriving before 7:40 am will be required to stay in the waiting area.
- After 7:45, when the teacher arrives to their classroom, students are checked in and permitted to enter class.
- Students grade 5-12 must carry their school ID with them at all times
- If a student is missing a card on 2-consecutive days, then a new card will be printed and the cost will be placed on the parents' bill.
- If a student arrives without proper dress code clothing on him/her will be sent home or placed in the waiting area until new clothes arrive.

fee (5-12) will be added to their bill. No Student may leave school to purchase a lunch or eat at a restaurant.

Pick up Procedure

Pick up procedure will require parents to:

- Identify themselves and who they are picking up. Only approved people may pick up a child.
- Once the ride is identified, the child will be allowed to exit and they must go to the correct car and leave.
- This process will start at 3:30 pm and will continue until 3:50. If a student is left after that they will be referred to after-school care.
- Siblings may not enter the building during dismissal to pick up their younger sibling
- Parents may not enter the educational area during dismissal for any reason.
- Parents will not be allowed to check out their child early between the times of 2:30 and 3:00 pm.

Physical Education Attendance

To be excused from PE activities for any one day, a student must have a signed and dated note from their parent or guardian. A record of these requests will be kept.

Suppose a student has an excessive number or needs to be excused for an extended time. In that case, a student must have a statement from a medical doctor specifying the need for such an excuse and the size of the recuperative period.

Leaving During the School Day

Closed Campus Policy

No student may leave campus property without permission of the school, then the parents. To request early release the parents/guardians may send a written request that will be reviewed by the administration.

- **No student can order anything from an outside vendor and have it delivered. Only parents can order food for students and deliver it before 10 a.m. If lunch is not received on time, the student will receive a lunch from the school, and a fee will be applied to the student's account.**
- If a student decides to skip a class or leave the school, a

Fines for Grades 6-12:

- Skipping Class (charge per class) \$20.00 fee
- Leaving Building without Permission \$25.00 fee
- Leaving Campus without Permission \$50.00 fee
- Ordering items/food without Permission, \$25.

If a student is caught doing any of the above listed items that result in a fine then he/she can be subject to the further discipline.

Academic Information

Homework Policy

Homework is an important part of the education of all students. Please be aware that on Ren Web the teacher has posted the homework assignments for your student. RenWeb will also notify you at 5 pm through e-mail when your student has missing work. The policies for acceptance of late homework will be determined by the teacher.

Grading System

An explanation of these grades follows:

Pre-Kinder & Kindergarten

I Achieves objectives & performs skills independently
P Progressing towards achieving objectives & Skills
NT... Needs more time to develop

Grades 1-2

E Excellent or Outstanding
S Satisfactory
N Needs Improvement
NT Work in this area not acceptable

Grades 3-12

Student grading generally will use the following scale:

A..... 90 - 100% Excellent or Outstanding
B..... 80 - 89% Good
C..... 76 - 79% Satisfactory
D..... 70 - 75% Minimal Acceptable
F ↓69% Failed – Not Passing

Progress Reports

Progress reports are sent out half-way through each quarter. If a child should fall below a D in any of his/her classes, notification will be given to the parent by the teacher. It is the responsibility of the parent to give the school up-to-date

contact information to allow the teacher to contact them. If the parent does not give up-to-date information it is not the responsibility of the school or teacher if notification is not received by that parent.

Report Cards

Report cards are issued on a quarterly basis. Parent/Teacher Conferences will be held at the end of the first nine weeks for grades Pre-K-12th. Conferences will be held with grades 3-8 during the end of the second nine-week quarter in order to present the MAPS results. Meetings will be arranged when teachers and parents agree on a timeline.

Incompletes (K-12)

An incomplete is allowed only in cases of extreme hardship. (I.e. illness, death in the family) Missed work must be completed within two weeks of the issuing of the grade report.

Teacher/Parent Communication

Quality communication between parents and teachers will help ensure success for the child. It is imperative that the parents give up-to-date contact information so that the teacher can communicate with them. If a parent would like to speak with a teacher, they must email the teacher to schedule a date and time.

Standardized Testing

- In the fall, winter, and spring, students in grades PK- 12 will take the MAPS assessment.
- Exam scores will be given when available or at Parent/Teacher Conferences.
- STAR Math, STAR Reading and Early Literacy program from Renaissance Learning will also be utilized.

Acceleration for grades 1-8

Acceleration is discouraged. However, proper teacher/principal meetings and documentation must be submitted to the Texas Conference Department of Education for final approval.

Acceleration for grades 9-12

In harmony with the recommendation of the Southwestern Union Conference Education Code, each student is expected to spend four full years in high school. Summer courses are designed for make-up work or enrichment.

Parents who wish their student to accelerate and complete graduation requirements in less than four years, will:

- Submit a written application signed by their parents during the sophomore year or during the first six weeks of the junior year.

To be eligible for acceleration, the student must meet the requirements:

- 1) On a standard achievement test battery an eligible student is expected to have a composite score which places him at the 90th percentile or above.
- 2) A cumulative grade point average of 3.7 is maintained.

Done based on the student's grade point average and achievement test scores. The process as outlined in the Southwestern Union Educational Code will be followed.

- 3) The student must demonstrate initiative, have a sense of responsibility, and show emotional stability, self-control, and adequate social adjustment.
- 4) Complete all required courses for a 4-year graduation must be met.

Transfer students must be in residence at South Texas Christian Academy for two full semester before a request for acceleration will be considered.

Retention

An elementary school student may be retained based on the following criteria:

1. Attendance
2. Academic average 69 or lower
3. When the combined judgment of the teachers and administration indicates that retention would serve the best interest of the student. Social promotion is discouraged in the State of Texas and is not an option at STCA

High School Academic Information

Class Standing

Class standing is determined by the number of high school/academy credits earned. To be eligible to join and continue in the respective class, students must meet the following criteria:

Seniors

- Enrolled in enough course work to be able to meet the graduation requirements by the end of the senior year
- Official transcripts from schools previously attended must be recorded in the Director of Student Records' Office
- Correspondence work must be completed and the transcript on file in the Registrar's office no later than the end of the 3rd quarter

Juniors, Sophomores, and Freshmen

- Enrolled in enough coursework to have earned at least 18, 12, or 6 credits by the end of the Junior, Sophomore, or Freshman year, respectively
- Completed all major required coursework
- Have an official transcript of previous coursework on file in the registrar's office (including all correspondence coursework).

Semester Exams

Semester exams are given in all 9-12 courses at the end of each semester. Students are expected to take their exams during the assigned exam period. If a student chooses to take the test early or late they must pay \$25 per test to take them. The only exception is if a student is unable to take the semester exam due to lack of financial clearance.

Foreign Students

Classes taken outside of the Texas Education Agency Graduation Program and Texas Conference of SDA will be subject to revision from the academic standards committee. Not all course work will be revalidated.

Dropping/Adding Courses

Any changes made after classes begin must follow these guidelines:

- Students considering a schedule change should discuss it with the Academic Principal and complete a schedule-change form
- Students who wish to drop out or add a course within the first week of the first semester must obtain approval from parents, teachers, the Registrar, and the principal.
- Students who withdraw from a class after the first six weeks will have a WP or WF (withdrawn/passing or withdrawn/failing) recorded on their transcript and must obtain approval from parents, teacher, and registrar

SAT and PSAT

- Juniors & Seniors will be required to take the SAT, paid by the parents.
- Grades 8-11 will be required to take the PSAT in the fall or spring, paid by parents.

Seniors Marching for Graduation

Seniors that are not eligible for graduation due to being more than 2 credits short, will not be allowed to march or participate in the commencement ceremony of graduation.

Senior Class Trip Eligibility

Eligibility is determined at the end of 1st Semester of the Senior Year. The requirements to participate are:

- They must be on course to graduate at the end of 2nd Semester. We will assume that they pass all their classes 2nd Semester.
 - If a senior is taking make-up classes through distance education, those courses must be completed with transcripts submitted to STCA by January 10 to be eligible to go on the senior trip.
- Eligibility to go on the senior trip may be revoked for a **significant** discipline issue (determined by the administration). Notification will be given to the student and parent, *if possible* money will be returned.

Graduation Services

Kinder, Eighth Grade and Senior Graduation Services will take place in the McAllen Spanish Valley Central Church and/or the STCA Gymnasium. Speakers for both graduations will be chosen by the **school administration**. All speaker-related expenses will be paid by the class.

High School Graduation Requirements

- 28.0 credits are required for the **Distinguished Achievement Program +AP Course Work**
- 28.0 credits are required for the **Recommended High School Plan**

Performance Acknowledgments under the *DAP:

Outstanding performance:

1. Dual Credit Course
2. Bilingualism
3. On an AP Test
4. On the PSAT, ACT or SAT

Discipline 2024	Recommended High School Program	Distinguished High School Program
English Language Arts	Four credits: <ul style="list-style-type: none"> ✓ English 1 ✓ English 2 ✓ English 3 ✓ English 4 	Four credits: <ul style="list-style-type: none"> ✓ English 1 ✓ English 2 ✓ English 3 ✓ English 4 or AP English
Mathematics	Four credits: <ul style="list-style-type: none"> ✓ Algebra 1 ✓ Geometry ✓ Algebra 2 ✓ Pre-Calculus 	Four credits: <ul style="list-style-type: none"> ✓ Algebra 1 ✓ Geometry ✓ Algebra 2 ✓ Pre-Calculus or AP Calculus
Science	Four credits: <ul style="list-style-type: none"> ✓ Biology ✓ Chemistry ✓ Physics ✓ Anatomy & Physiology or Astronomy 	Four credits: <ul style="list-style-type: none"> ✓ Biology ✓ Chemistry ✓ Physics ✓ Anatomy & Physiology or Astronomy
Social Studies	Four credits: <ul style="list-style-type: none"> ✓ U.S. History ✓ US. Government (0.5) ✓ Economics (0.5) ✓ World Geography ✓ World History 	Four credits: <ul style="list-style-type: none"> ✓ U.S. History ✓ US. Government (0.5) ✓ Economics (0.5) ✓ World Geography ✓ World History
Physical Education	One credit: <ul style="list-style-type: none"> ✓ FPF I or ✓ FPF II 	One credit: <ul style="list-style-type: none"> ✓ FPF I or ✓ FPF II
Language Other than English	Two credits in the same language	Three credits in the same language
Fine Arts	One credit: <ul style="list-style-type: none"> ✓ Visual Arts ✓ Band ✓ Choir 	One credit: <ul style="list-style-type: none"> ✓ Visual Arts ✓ Band ✓ Choir
*Speech/Health	One-Half credit: <ul style="list-style-type: none"> ✓ Speech One-Half Credit: <ul style="list-style-type: none"> ✓ Health 	One-Half credit: <ul style="list-style-type: none"> ✓ Speech One-Half Credit: <ul style="list-style-type: none"> ✓ Health
*Religion	Four credits: <ul style="list-style-type: none"> ✓ Religion I ✓ Religion II ✓ Religion III ✓ Religion IV 	Four credits: <ul style="list-style-type: none"> ✓ Religion I ✓ Religion II ✓ Religion III ✓ Religion IV
*Technology	One credit: <ul style="list-style-type: none"> ✓ Computer Applications 	One credit: <ul style="list-style-type: none"> ✓ Computer Applications
Electives:	Two Credits: <ul style="list-style-type: none"> ✓ Journalism ✓ Yearbook 	Two Credits: <ul style="list-style-type: none"> ✓ Journalism ✓ Yearbook

Total Credits:	28	28
----------------	-----------	-----------

Student Conduct and Discipline

School Expectations for Students

Because students of STCA are expected to be preparing for Christian citizenship of this country and also be members of God's Kingdom it is expected that students will:

1. They will always use pure and kind words in their speech and gestures. They will also be polite, courteous, and obedient.
2. They will not undermine STCA's religious ideals. Doing this can result in dismissal or an inability to reapply next year.
3. They will not do any form of lying and stealing.
4. They will not gamble, bet, or have gambling devices.
5. They will not chew gum or bring it to school
6. They will not participate in Bullying, Cyberbullying, fighting, or inciting others to fight.

Examples of Bullying

- Slurs against one's sex, race, sexual orientation, religion, or ethnic origin.
 - Explicit or subtle references of a sexual nature.
 - Harassing e-mails, internet communiqués, text messages, voicemails, notes, letters, comments, jokes with sexual overtones, obscene language, unwanted physical advances, or the invasion of one's personal space.
7. They will not participate in cheating, insubordination, or plagiarism. The consequence for Plagiarism or cheating:
 - 1st offense: 0 on test/homework, suspended for 2-game athletic games
 - 2nd offense: 0 on test/homework, 3-day
 - 3rd offense: 0 on test/homework, 5-day school suspension, no longer allowed to be on the team or practice
 - 4th offense: expulsion for STCA.
 - The student may reapply for admission to the school with board approval.
 8. They shall not meet with any person(s)

at any unauthorized time or place intending to engage in improper social or sexual conduct. Those involved can be suspended, removed, or expelled.

9. No inappropriate or excessive contact between any students is allowed.
10. Viewing or sending inappropriate sexual images is never acceptable, regardless of age.
11. There is a zero-tolerance policy for tobacco, alcohol, or drugs at STCA. Due to the constantly changing nature of drugs, the list of drugs is open to the interpretation of the school.
12. Students will not bring weapons on campus, including guns (toy or natural), knives, or similar items.
13. They will not have unauthorized or distracting items such as comics, magazines, unauthorized electronics, etc. These items will be confiscated.
Confiscated items will be secured, but items lost or damaged in school possession are not the school's responsibility to replace.
14. If they become a clear and present danger to the life or safety of school personnel or students. They will be asked to withdraw from school or be expelled.
15. They will not participate in any form of vandalism. When it is identified, the student/family will be required to pay for the repairs; STCA will determine repairs.
16. They will not have roller skates, blades, or any other object or shoes with wheels.

Consequences for Discipline Offenses

- Verbal reprimand
- Loss of privileges
- Time out
- Parent notification
- Parent/Teacher meeting
- A demerit
- Suspension
- Expulsion

Suspension

Students who are suspended for disciplinary reasons will serve their suspension either at home or at school upon the decision of the Administration. During this time, the student will be responsible to complete their school work for regular credit. All work done during suspension must be handed in the day that the student returns or else it will be considered late. The student must do this on their own initiative. Students suspended on campus will be under the supervision of a substitute teacher, and will be charged the substitute teacher pay rate for the day(s) of the suspension. The minimum is \$100/day and due at the start of the suspension.

Detention (6-12)

After school Detention will only be for those students that earn it through wrong actions and words. It will be earned by receiving:

- **4-demerits (points) in a week (Mon-Fri)**
- **Every 10th Demerit earns a detention.**

Upon receiving their 4th demerit (point), they will immediately be put on the detention list. When a student is placed on the det. list they will *not be eligible to practice or play* in any extra-curricular activity or go on any field trip.

The discipline detention will be held once a week on Thursday from 3:45 until 4:45. If a student is late they will not receive credit for serving the detention. Once the detention is complete it is required that the parents pick them up immediately, no school transportation will be provided.

- If a parent does not pick up a student within 15-minutes of the end of detention then a \$25 fine will be paid by the parents, with each hour thereafter costing \$50. The fine must be paid before the student returns to school.

Demerit system: (5-12)

A student will be given a demerit for violating the items listed previous to this, but not limited to them. The number of demerits earned for each action will be determined by the teacher, but a student will receive no more than 3-demerits for any reported action. A student's action that might receive more than 3-demerits will be considered for suspension, not detention.

Inspection Policy

The administration reserves the right to search all students' possession, with or without their permission or presence including, but not limited to, a student's lockers, backpacks, vehicles, clothing, etc. Remember, anything brought on campus is subject to inspection.

Conflict Resolution Policy

If negative actions are done to your child by another student or teacher:

- 1) Make it clear that such behavior is offensive and must be stopped immediately
- 2) If the action by a student does not stop, report it to your teacher.
- 3) If satisfactory action is not taken by the teacher, report it to the administration.
- 4) If satisfactory action is not taken by the administration, report it to the school board, not its individual members.

All reports will be taken seriously and based upon the investigation action will be taken.

Backpacks or Oversized Purses

Backpacks should be put into secure lockers during school hours. Students who chose to not follow this advice are responsible for their items. If backpacks are stolen or lost, along with the items in them, the school is not responsible.

Student Sales and Distribution

Student sales or distribution of products or services (student store) are not to be transacted on campus without administrative permission. The only exception is class or school sponsored fundraising. With all acceptable fundraising it is not allowed to interfere with the educational process. If a student is caught selling without permission their merchandise will be confiscated and may not be returned.

Cell Phones and Music Players

Cell Phones and Music Players

We understand that cell phones are essential to society but are not needed at STCA. **No student (Pre-K-12) may use or display a cell phone, headphones, earbuds, or non-school iPad between 8:00 am – 3:30 pm.** They may not create a hot spot for any reason. The item will be confiscated if a student does not follow this rule. If a student refuses to hand over the item, they will be suspended for a minimum of 1-day for disrespect. The student will only be allowed back upon surrendering the device and apologizing to the teacher.

- If a teacher hears a telephone ring or vibrates on a desk, backpack, or person, the student will be required to immediately surrender the phone to the teacher and turn it into the office.
- **Students will turn in their cell phones at 8. a.m. to their homeroom teacher.**
- **Emergency calls can be made to parents via the school offices.**
- If a student is caught using the phone in the bathroom or hallway, **it will be taken away.**

Note: exceptions to this policy may be granted by the administration while in one of the offices.

Penalties:

- 1st Offense \$25 fine
- 2nd Offense \$50 fine
- 3rd Offense \$75 fine
- 4th Offense \$100 fine and parent retrieval
- 5th offense: It will be returned in May.
- .

Leadership Qualifications & Loss of Office

Accepting leadership to an elected, appointed office carries a responsibility. Their character and behavior must exemplify the Christ-like behavior of a young Christian person, and their lifestyle should be in harmony with the spirit and purposes of the school.

Students' academic performance, class conduct, attitude, and attendance will be considered in determining eligibility for and maintaining any elected or appointed office or position of leadership. Students on probation, under discipline, or with grades lower than required levels may be removed from office. When a student holds a major office they cannot hold any other offices. Note: Major offices are defined as: S.A. President, S.A. Vice President, and S.A. Chaplain, and All Class Presidents.

Offices have minimum GPA requirements: Eligibility is based on the previous quarter's grade report. Each officer must have been a student at South Texas Christian Academy for one full quarter preceding the election, with the exception of freshmen.

Probation

If a need for probation is identified by the faculty and staff it will require the student, parents, and administration to meet to establish a plan. The following reasons are why probation might be necessary:

- Numerous Reported Disciplinary Problems
- Failing multiple classes

Disciplinary Probation

Disciplinary probation may be required if:

- the student demonstrates a deliberate course of disobedience of the rules and or standards of South Texas Christian Academy.
- has been suspended.
- accepted on probation due to behavior at during a previous school year or at their previous school.

Any disciplinary probation will be negotiated between the Principal, Parents, and Students. This plan will be type written and give for the student to follow. If the student fails to follow the plan then they will follow the outlined consequence. If the consequence is withdrawal and the Parents refuse to follow the action, then the student will be expelled.

Academic Probation

Academic Probation may be required if the student shows a lack of effort or seems unable to make enough necessary academic progress, as deemed necessary for their grade level. There will be a conference between the Principal, Registrar, associated Teachers, Parents, and students. At the meeting, the terms of the probation will be negotiated. If the student fails to follow the plan, they will follow the outlined consequence(s). If the result is withdrawal and the Parents refuse to follow the action, the student will be expelled.

Sports

Sports Fees

All fees need to be paid before participation in any sports program. (Fee will be notified when season starts)

- Varsity & J.V. Volleyball
- Varsity & J.V. Basketball
- Varsity & J.V. Soccer
- Elementary Basketball and Soccer

Sports Academic Policy

To be eligible for sports participation a student must have passing grades in all classes:

- Sports eligibility for practice and games will be determined every Monday of the sports season between 8 and 9 am.
- The grades that are posted by the teacher on Ren Web will be the determining factor for eligibility.
- The teacher is not allowed to go back and change grades, unless the teacher has made an error that caused a failing grade.
- Notification of failing report will be e-mailed to the parent and verbally told to the student by the Athletic Director.

* For SWAU Hoops Festival eligibility is determined by the Semester grades.

Good Sportsmanship

Good sportsmanship at athletic events, at home and away, is especially important. All students and parents are expected to adhere to the following guidelines for sportsmanlike conduct:

- Show respect for opponents, players, coaches, and officials at all times.
- Don't use inappropriate language. Consistent usage can result in removal from the team or non-admission to the team.
- Know, understand, and respect the rules of the contest.
- Recognize and appreciate skill in performance, regardless of team.

TAPP's Fines

Any fine or sanction imposed upon a student/coach must be paid by that person before they are allowed to participate in the next eligible contest.

Transfer Students

Transfer students seeking to play sports are subject to all TAPPS rules as long as STCA is involved.

Sports Attendance Policy

If a student is absent from school and participates on a sports team, they will not be permitted to play in a game that day. The only exception is for a pre-arranged routine medical appointment that misses part of the day.

Sports Uniform

Upon the end of the sports season all school owned uniforms must be returned. If a student does not return the uniform within 2-weeks of the last game the student will be charged the cost of replacing the missing uniform.

Personal Appearance

Dress Code

South Texas Christian Academy seeks to educate the whole person, body, mind, and spirit. To create an environment where minimal distractions exist, such as fashion competitions and statements. South Texas Christian Academy has adopted a uniform policy to:

- Reduce superficial comparisons and competition in dress among the student body
- Encourage a focus on the

character of students rather than fashion

- Maintain a proper academic tone within the school family
- Encourage collective uniformity and school spirit in the student body

All students are required to follow the dress code when on campus. When participating in off-campus events, they must follow the spirit of the dress code. All other dress options are prohibited. The administration reserves the right to interpret and change the dress code outlined below.

All clothing must be clean, in good condition, modest, and of appropriate size and fit without being too tight or baggy. It must be worn between 8:00 am and 3:30 pm.

School Uniforms (Wednesday Required)

Boys Uniform:

- White Oxford shirt with the STCA logo sewn into the fabric, tucked in during the school day.
- A black belt must be worn in the loops.
- The uniform grey dress pants that is worn to the natural waistline.
- Black dress shoes.

Girls Uniform:

- White Oxford shirt with the logo sewn into the fabric,
- or skirt.
- Skirt Length: STCA defines a modest length in the skirt as touching at some point of the kneecap when standing.
- Knee-high white socks without any logos or decorations.
- Black dress shoes (flats), not high heels.

Outerwear:

- It must have a sewed-on logo.
- Black: Blazer/ Sweater/ Vest/ Fleece/ Wind Breaker

School Uniform (Mon, Tues, Thurs, Fri)

All Students:

- The assigned color (Pre-K – 4th Royal Blue, 5th – 8th Navy Blue, and 9th-12th Black) STCA Polo with a sewed on logo and Khaki colored cotton and/or polyester pants.
- The pants must be loose fitting, have no external pockets, no elastic cuffs, and be worn to a natural waist line with a belt.
- Socks and shoes of any color that have laces or Velcro to secure them.
- The approved uniform STCA Hooded sweatshirt sold by STCA.
- The Polo/Khaki uniform cannot be worn on Wednesday.

The dress uniform may be worn only on Wednesday.

Dress Code Violations:

We at STCA hope that the dress code will not be an issue.

Violations of the dress code that cannot be corrected on campus will require students to go home to make corrections or the parent/guardian to bring the appropriate clothes.

All classes missed due to incorrect uniforms will be unexcused.

Jewelry and Fingernail Polish

Jewelry (metal, plastic, rubber, leather or cloth) of any kind, including rings, earrings, (spacers, studs, or similar items), bracelets, bangles, anklets, necklaces, or friendship bands, are not permitted on campus or at any school-sponsored off campus function.

- It will be confiscated by the teacher the first time, it will be returned to the parents when they personally come to pick it up after school.
- The second time, jewelry will be confiscated and not returned to the parents until the end of the year.

Note: Band-Aids/other coverings cannot be used to cover jewelry.

Only **natural colored** and clear nail polish is allowed. All other types of nail polish or fingernail coverings are prohibited.

Banquet Attire

On certain occasion, STCA students may have the opportunity to wear more formal attire.

Whether students wear formal clothing or church clothing, all clothing should be modest.

Ladies dresses for banquets

- Must have shoulder straps
- Should cover the back from the waist up to the shoulder blades
- Should not have cutouts or sheer panels
- Should not reveal cleavage
- Should have hems that approach the knee (No more than the width of the Student ID Card, 3 ½", from the top of the kneecap)

Gentlemen's attire should include:

- Dress pants
- Dress shirt
- Dress shoes

Tattoo's

If a student has tattoo(s) before enrolling to STCA, it (they) will have to be covered all times. If a student gets a tattoo while enrolled at STCA it is grounds for dismissal.

Grooming

Students should practice good hygiene by regularly bathing, washing and combing hair, brushing teeth and using deodorants. Short and groomed facial hair for boys is acceptable.

Hair for Boys

They must wear their hair in a neat and well-groomed fashion. No extreme or unnatural hairstyles, colors, or styles will be acceptable. Designs may not be cut into the hair or eyebrows. The hair may not be long enough to cover the student's ears or eyes. Pony tails or any other feminine hair additions are never acceptable. Hats are never allowed.

Hair for Girls

They must maintain good hygiene and wear their hair with a natural appearance. No extreme or unnatural hairstyles, colors, or styles will be acceptable. Feminine additions such as

hair ties, ribbons, are acceptable as long as they comply with the STCA color scheme. Hats are never allowed.

The administration of STCA reserves the right to discipline or suspend students who are not in compliance with this policy.

Swimwear

Ladies

Only modest, one-piece swimwear is to be worn on any school-sponsored event where swimming is an activity. Two-piece swimsuits may be allowed when covered by a dark colored shirt.

Gentlemen

Board-shorts type swim-trunks are to be worn on any school-sponsored event where swimming is an activity. (Spandex/Lycra briefs and shorts are not considered appropriate swimwear)

Substance Abuse Policy

General Policies

1. It is the policy of South Texas Christian Academy to maintain a safe and healthy environment for its students and employees. A drug-free/alcohol-free life-style is intrinsic to this policy. Therefore, it is South Texas Christian Academy's policy that the manufacture, distribution, possession, and/or use of tobacco, alcohol, illicit drugs, or dangerous drugs by students while at STCA or involved in any STCA programs is prohibited.
2. Due to the changing nature of drugs whether or not a drug is illegal will be determined by STCA, in consultation with the local Police Department.
3. All prescription drugs brought to STCA must be stored in the office and administered by the staff to the student with written parent permission and directions by the doctor. If a student is found in possession of prescription

drugs then they will be subject to discipline as if it were an illegal drug.

4. At no point will the staff or administration give students over-the-counter medications.
5. It shall also be a violation of the substance abuse policy for any student to possess and abuse glue (rubber cement, etc.), aerosol paint, or substances containing a volatile chemical:
 - Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
 - Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

Consent to Drug Testing

By enrolling their student in school, parents agree that the school may test their child for drugs at any time, without prior notification of parents. By signing for this handbook, all parents are giving permission for their student to be drug tested without prior notification. Refusal to sign for this handbook will not allow the student to be a member of STCA. South Texas Christian Academy will conduct drug tests on the basis of both reasonable suspicion and random selection. Failure to consent to random drug testing will result in the dismissal of the student.

Consent Statement

I consent for specimens of hair or urine to be taken and tested by South Texas Christian Academy (STCA) or a laboratory designated by the academy to determine any current or prior use of illicit drugs, as defined by the Academy's Student Handbook.

"I understand that STCA may require such testing on a reasonable suspicion basis, or on a random basis, as designated in the STCA Student Handbook. I also understand that follow-up testing will be required if any drug test returns positive results, or if I violate the Academy's Substance Abuse policy. I hereby consent to all such tests, and agree to cooperate in the taking and testing of all such hair, saliva, or urine specimens. I understand that the results of these tests will be used to determine my compliance with the STCA Substance Abuse Policy, and could be used as the basis for discipline by the STCA, up to and including permanent dismissal. I understand that refusal to give consent for testing or cooperate in giving any necessary specimens requested by the STCA will result in permanent dismissal.

If a laboratory is used, I authorize the laboratory to disclose all pertinent information, including test results, to its employees and to employees of STCA involved in the testing process. I hereby release STCA and the laboratory or laboratories

conducting the tests and all of their officers, directors, employees, representatives, agents, affiliated organizations, and attorneys from any and all claims, liabilities or actions arising out of negligence relating to the collection and testing of my hair or urine, communication of test results, excluding gross or intentional negligence.

I authorize STCA and the testing laboratory to release test information, results, and forms in response to any proceeding commenced by me or on my behalf challenging the test and/or any disciplinary action taken as a result of the test. I have signed this authorization release voluntarily and of my own free will. I understand that this will be in effect each year the named student attends South TX Christian Academy."

Reasonable Cause Drug Test

1. When the administration determines that there is reasonable cause to suspect a student has violated the Substance Abuse Policy's "General Prohibitions," it may require the student to submit to a drug test. Failure or refusal to submit to the required drug test will result in dismissal from STCA.
2. If a required drug test based upon reasonable cause returns a negative result, the cost of the test will be the responsibility of the STCA. *Should the results be positive, the cost will be the responsibility of the student and/or parents.*
3. If your student is on prescription medication, please inform the STCA office so that if your student is randomly selected a copy of a doctor authorized prescription will be on file.

Random Drug Testing

1. To assist in identifying students who may need help overcoming drug use or addiction, and to give our students an easy way to "save face" and just say "no" when tempted to use drugs by their peers, South Texas Christian Academy randomly drug tests its students.
2. Using the "hair testing" method, STCA will

- conduct random drug testing of all students.
3. All students will be assigned a confidential number. Students' numbers will be drawn at random periodically throughout the school year for testing. All students may be tested at least once per year.
 4. **Please note:** If a senior tests positive during the second semester of the senior year, s/he will not be allowed on the senior class trip.
 5. Refusal to consent and submit to testing

Consequences of Prohibited Conduct or
Positive Tests

1. A student will be deemed to have violated the Substance Abuse Policy, and may be disciplined by the Administration any time that: (1) the administration determines that the student has violated any of the Prohibited Conduct provisions above, or (2) the student tests positive in a Reasonable Cause Drug Test, a Random Drug Test, or a Follow-up Drug Test.
2. Any student holding elected positions for officers within STCA or extracurricular organizations who violates the Substance Abuse Policy will be required to resign their posts for the balance of the school year. Any athlete involved in sports will be removed from the sports program for the remainder of the academic year.
3. It is the requirement of STCA to ensure that students who violate the Substance Abuse Policy receive the professional help that they need.
4. A student who violates the Substance Abuse Policy is required to enroll in a series of counseling sessions with an STCA approved counselor. A minimum of six counseling sessions must take place with proof of attendance submitted to STCA. These sessions must be arranged and paid for by the parents/guardians. Failure to comply will result in dismissal from STCA.

- when requested will result in dismissal from South Texas Christian Academy.
6. The test results will be kept confidential in compliance with the student's consent, the student's/parent's drug testing authorization and release, and/or STCA's policy.
 7. If parents wish to question the validity of the test, they may have the student re-tested with a hair drug test at a certified drug testing laboratory at the parent's expense.
 5. A student who violates the Substance Abuse Policy must submit to Follow-up Hair Drug Tests (at the parents' expense) throughout the twelve month period following the initial violation. These Follow-up Drug Tests will be conducted at (as near as possible) 100, 200, 300, and 365 days from the initial positive test to insure that the student remains drug-free.
 6. Re-admittance to the Academy will be denied to students who fail to submit to the required testing.
 7. If a student's four Follow-up Drug Tests are all negative, the student will be placed back into the Random Testing pool.
 8. If a student violates the Substance Abuse Policy a second time in the 24 months following the initial violation, the student will be dismissed. In summary, two violations in any 24-month period results in dismissal.
 9. Although the preceding second chance program is the preferred discipline for violators of the Substance Abuse Policy, the Administrative Committee reserves the right to impose any consequences for any violation of this policy, up to and including expulsion from school, if it determines, in its sole discretion that aggravating factors warrant greater consequences, or mitigating factors warrant lesser consequences.

Driving and Parking

Student Driving/Parking

South Texas Christian Academy drivers are expected to use care while driving to school and on campus. Safety is the school's primary concern. Driving is a privilege which carries a high degree of responsibility. Drivers should also be aware that the school is not responsible for vehicles parked on campus. If a vehicle must be left on campus, inform the administrative office.

To park on campus, a student must fulfill the following requirements:

- Complete a vehicle registration form
- Show the student's valid Texas driver's license
- Provide a copy of the vehicles' insurance card
- Drive only registered cars to school
- Only the student is to be in their vehicle. The student is not allowed to transport other students who are not siblings.
- Observe 10 mph speed limit
- Remember that the entire campus is a no-pass zone
- Park only in designated area
- Only access the car at the start and end of the day. Students may not drive from one side of campus to the other.
- Report accidents to the administration office so that the police can be notified and an accident report filed.

Note: Any prank to someone's vehicle will be considered vandalism and will be reported to the police department

Closed Campus

STCA is a closed campus and students are not allowed to leave the school during regular school hours unless requested in writing by the parents or guardians and approved by the school.

Off-Campus School Events

All students are encouraged to ride school transportation for all after-hour off-campus school events. If a student chooses to arrive at an after-hour off-campus school event in their own transportation, South Texas Christian Academy assumes no responsibility for the student. The school will provide the only transportation during school hour off-campus events.

Consequences for Campus Driving Violations

Students who repeatedly violate the driving regulations will be subject to the following consequences:

- A warning issued and letter sent to the parents for the first minor driving or parking violation
- The loss of driving privileges for a determined amount of time.

Parent Driving & Parking on Campus

Parents' cooperation with campus driving policies will assist in traffic efficiency and safety:

- Park in designated parking areas
- Do not exceed the maximum speed limit of 10 MPH on campus
- Enter and exit the campus with care
- Remember that the entire campus is a no-pass zone
- Instruct students to go be picked up only along the sidewalk in front of the school. They are not to cross the parking lot to reach their vehicle.
- Do not leave vehicles unattended when not parked in an approved parking zone.
- Line up to wait for your riders along the right side of the lane, leaving room along the left for parents pulling into the parking lot.
- Please pull forward as soon as space becomes available

Student Services and Activities

Computer and Internet Access

Students will be allowed to use the Internet at STCA. To do so, they must first sign and agree to the Acceptable Usage Policy at STCA and follow all the rules and regulations listed on the policy. If they do not follow the rules, they can be disallowed from using the computers and Internet at STCA.

Lost and Found

Lost and found articles are kept in the janitor closet. Students are encouraged to check for lost items. Parents are welcome to check at their convenience. Please put your child's name in jackets or outer apparel so it can be identified as belonging to your child. All lost and found items not claimed will be donated at the end of the academic year.

Office Telephone Policy

The Office telephone is provided for school use may be used by students only with permission from the office. Since learning time is valuable, incoming calls will not be transferred to a student during the school hours except in case of ***genuine emergency which will need to be explained to the school secretary.***

Student Pictures

Individual school pictures will be taken in the fall. These pictures are in school uniform and are intended for the school yearbook, although parents are welcomed to purchase various sets of these pictures. Kindergarten, Eighth grade and 12th grade will also have graduation pictures taken.

Yearbook

A school yearbook will be produced and published. The cost for the yearbook is included in the registration fees.

School-Sponsored Social Activities

South Texas Christian Academy encourages the Student Association and class organizations to sponsor social activities. These should be scheduled with the administration at least one month in advance.

Students attending school-sponsored events are subject at all times to South Texas Christian Academy's behavior and conduct rules, whether on campus, or at another location. Students who violate any of the rules may be asked to leave, and their parents will be notified. Further disciplinary action may be taken according to school policy

Field Trips

Education is not limited to the classroom and field trips will frequently be used to extend the curriculum. Parents and students will be notified in advance of all field trips. The parents will be required to sign permission for each trip. If parent drivers are needed, then all drivers must show proof of insurance with a minimum 100/300 coverage, have a valid driver's license in order to drive students other than their own, and complete the volunteer process outlined by STCA administration. Students will only be permitted to go on overnight trips if:

1. The family account is paid up to date
2. They maintain a good conduct grade

When an academic trip is planned students are not subject to grade requirements.

- ***Sporting events are not academic.***

On day and overnight school sponsored trips, students are permitted to leave guardianship of our staff and chaperones only if their parent assumes total responsibility of the student. The parent must submit in writing the request to take the student under his/her supervision. No person other than the parent of the student may take the student from the group.

Outdoor School

In April of each year, grades 5th and 6th are transported to Lake Whitney Ranch, or another Conference chosen location, for a week of outdoor learning. This is a special week attended by all students in 5th and 6th grade for the Texas Conference. More information will be provided by the teacher regarding costs and itinerary for this activity. This is an important part of the school curriculum and all students in grades 5 & 6 are expected to attend. There is an additional fee for this event. All students are expected to attend; those that choose not to attend must attend STCA and complete the assignments given. Chaperones will be teachers chosen by administration.

Library Authorized Borrowers

All students registered for current school year and all STCA Faculty may borrow from the library

Materials Availability

- Reference books, CD-ROMS, videos, periodicals, magazines, journals, books on tape, or DVD's are not available for student checkout.
- Student may borrow up to two books for three days. STCA Faculty may borrow up to eight books or materials for five days.
- Borrowers are responsible for returning materials on time and in good condition. As a courtesy, Library Services will send borrowers overdue notices in a timely fashion.

Late Books

Students will be responsible for fines as outlined by the librarian for books that are not returned

when they are due.

Lost or damaged material

Library services will charge borrowers for lost items or damaged materials. Borrowers may either provide the library with a replacement copy of a lost/damaged item or pay for the replacement copy in full. If a book is not returned to the library by the borrower before the last week of school, it will be added to their school bill.

National Honor Society

Membership in the National Honor Society is open to qualified students in grades 10-12 who have attended South Texas Christian Academy for a minimum of one full year. To be eligible:

- Students must have earned a minimum of 3.00 cumulative GPA.
- Membership is also based on service, leadership, and character.

The High School Faculty and Sponsor will select the nominees. NHS selection is held in the fall, with induction shortly thereafter. Transfer students who are currently members of the National Honor Society may be accepted into the STCA Chapter upon approval of their application to the society. It is expected that students wishing to remain a member of the STCA National Honor Society Chapter will conduct themselves in a manner that does not bring reproach on STCA and its guidelines or the National Honor Society

Health Policy

Immunization Requirements

The Texas Education Code states, ***“No person may be admitted to any elementary or secondary school unless he has been properly immunized against diphtheria-tetanus-pertussis, rubella, polio, and mumps.”*** Texas State Law (TAC), Title 25 Health Services, Section 97.61 to 97.72, requires that all students must have the following immunizations before entering school:

Diphtheria/Tetanus/ Pertussis

(DTaP/DTP/DT/Td/Tdap)

- K-6TH : 5 doses or 4 doses
- 7TH: 3 dose primary series and 1 Tdap/TD booster within last 5 yrs.
- 8th 12th : 3 doses primary series and 1 Tdap/Td booster within last 10 years

Polio 1

- K-12th Grade: 4 doses or 3 doses

Measles, Mumps, Rubella 1, 2 (MMR)

- K-6th Grade: 2 doses
- 7th -12th: 2 doses& of measles & 1 dose ea. of rubella and mumps vaccine.

Hepatitis B 2

- K-12th Grade: 2 doses

Varicella 1, 2, 3

- K-12th Grade: 2 doses

Meningococcal (MCV4)

- 7th & 8th 9th : 2 dose

Hepatitis A 1, 2

- K-12th Grade: 2 doses

Exemptions

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents / guardians to choose an exemption simply because of inconvenience (i.e., a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct problem).

Instructions for requesting the official exemption affidavit that must be signed by the parents/ guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com. Original exemption Affidavit must be completed and submitted to the school.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against specific diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Physical Examinations

All students entering STCA must have a physical examination by a doctor. All athletes participating in TAPPS sports must have a physical exam.

Parental Information

School Expectations for Parents

1. See that the child attends school every day, arriving on time.
2. Pick up your child on time.
3. Pay all school bills and fees on time.
4. Attend Parent/Teacher meetings regularly.
5. Pre-arrange all teacher conferences with the office. All conferences will be after 3:15, unless pre-arranged times with the office can be made during school.
6. Encourage your child to observe good health habits.
7. Keep your child at home when he is suspected of having a communicable disease.
8. Dress your child with the school code as outlined in the section on dress. Also, keep the weather in mind when dressing your child for school.
9. Parent involvement is appreciated and encouraged. Please remember to uphold school guidelines when participating in school activities.
10. Provide signed notes to the school for the following reasons:
 - a. If the child will be absent from school.
 - b. If the child should not go outside during free play or for Physical Education.
 - c. If the child has a contagious disease (mumps, chicken pox, measles, strep throat, head lice, pink eye, etc.). Student needs to stay home until clearance from doctor has been issued to the school.
 - d. If the child is to go home in a car pool other than his/her own.
 - e. If the child is to leave with someone, unknown to the teacher.
11. **Planned vacations outside of the school calendar will not be excused.**

Classroom Birthday Celebrations

In an attempt to strengthen the academic program and eliminate the competitive nature of in-class birthday celebrations, all celebrations will:

1. Drop off cake or cupcakes at the front office.
2. Birthday celebrations will only be with students and classmates.
3. The teacher will take pictures and share them with parents digitally.
4. The teacher will decide at what time of the day to celebrate the student's birthday.

Insurance

A portion of the student entrance fee pays for secondary student insurance. This policy covers students from an hour prior to classes until one hour following dismissal. This means that in the event of an accident the parent's primary policy must be used first, the school policy should be solicited as secondary. If an accident is not covered by any other insurance policy, the school insurance will be the primary coverage.

Campus Visitation

We have a closed campus policy. *All* visitors, including parents, are to check in at the office and be given permission to visit the classroom, before going to the classroom. No student is to leave campus without clearance from their teacher and the office. **Do not come to pick up your student for lunch.**

Children, who are not students at STCA, may not be on campus during the school day without specific permission from the principal. If you would like to visit STCA for future enrollment, please call and set an appointment with the school secretary.

RenWeb

South Texas Christian Academy maintains a service called RenWeb for students and parents to securely access faculty-maintained course content information (i.e., grades, assignments, project due dates, calendars, notes, etc.) over the internet with their personalized RenWeb account. RenWeb login information is distributed at the beginning of each school year. Parents' login information is based on the email address provided during admissions. Parents must give up-to-date contact information so that communication can be sent to the parents. The school is not held responsible if the parent does not provide up-to-date information.

Parent/Teacher Conferences

To benefit the student, it is imperative that parents and teachers be in close communication. Should either parent or teacher desire a conference:

- Attend quarterly Parent-Teacher Conferences.
- Make an appointment through the office for a special Parent/Teacher Conference.

Asbestos Management Plan

STCA is a school that has no asbestos in any of the buildings on the campus. In compliance with the State of Texas, STCA has an asbestos management plan that is available for your viewing at any reasonable time. A copy can be made for a small fee if you would like to keep a copy of the plan.

Legitimate Concerns

Although Seventh-day Adventist depends on God for divine guidance when operating their

schools, they are nevertheless operated by human being who is, subject to error. In Matthew 18:15-17, Jesus made provision for dealing with problems that might arise, and this process should be used if the parents have questions concerning school administration or activities.

1. To establish good rapport between parents and teacher, parents should discuss their questions directly with the teacher outside of school hours. It is unwise to discuss these questions in the presence of your child, since this tends to lower the student's respect for the school authority. Pre-arranged after school conferences are required, unless during school conferences can be arranged by the office. Following Matthew 18, a problem should first be discussed with the teacher. A suitable time and place should be arranged for the parent and teacher to discuss the misunderstanding or difficulty. At least 80% of all potential conflicts can be resolved this way.
2. If mutual satisfaction cannot be achieved, the parent should, with the teacher's knowledge, discuss the problem first with the principal.
3. If you have given the principal all reasonable time and opportunity to solve the issue, and there is no solution, a written statement should be sent to the board committee chairman.
4. If the problem is not then resolved, the board may invite a parent to address the board for final arbitration. *The board will not become involved unless the above lines of communication have been strictly followed.*

Non-Published Regulations

Any regulation voted by the School Board Operating when announced, will have the same authority as those appearing in this document any newer edition of this document will nullify conflicting information in the edition.

Glossary

Attendance—8
Acceleration of student—11
After-School Care—6
Age Requirements—3
Application Process—4
Backpacks—16
Birthday Celebrations—29
Bullying—16
Cell Phones—18
Cheating—16
Demerit System—17
Detention—17
Driving Automobiles—25
Elementary Tardy Policy—9
Extended Absence Rule—9
Field Trips—26
Fines for Grades 6-12—9
Fingernail Polish—21
Grading System—10
Hair (Boys and Girls)—22
Health Policy—28
Jewelry—21
Library Rules—27
Lunch Program—7
Make-up work—8
Mid-Year Enrollment—5
Mission Statement—3
Non-Discrimination Policy—3
Office Telephone Policy—26
Outdoor School—27
Parent/Teacher Conferences—30
Parental Expectations—29
Probation—19
Registration Fees—5
Registration Process—5
Ren Web—30
School Hours—8
Senior Class Trip Eligibility—12
Sports Academic Policy—19
STCA High School Diplomas—13-15
Student Leadership Qual.—18
Student Records Release—7
Student Sales—18
Student Visa—4
Substance Abuse Policy—22-24
Suspension—17
Tardy Detention—8
Tuition Discounts—6
Uniform Policy—20, 21

Administration, Faculty & Departmental Staff

Administration

Maria Daniela Leal	Principal	dleal@stca.ws
Melinda Botello	Registrar/Elem. Office	mbotello@stca.ws
Jessica Escobedo	Treasurer	jescobedo@stca.ws

Faculty

Esmeralda Leon	Pre-Kindergarten	eleon@stca.ws
Sonia Salinas	Kindergarten	ssalinas@stca.ws
Sarai Escamilla	Grade 1	sescamilla@stca.ws
Daniella Fano	Grade 2	dfano@stca.ws
Ana Mochoge	Grade 3	amochoge@stca.ws
Denisse Longoria	Grade 4	dlongoria@stca.ws
Leticia Burgos	5-8 Mathematics	lburgos@stca.ws
Melissa Naranjo	5-8 Bible & Social Studies	mnaranjo@stca.ws
Eric Pena	5-8 Science	epena@stca.ws
Adriana Mendoza	5-8 Language Arts	amendoza@stca.ws
Ivan Castillo	World History/Geography/Journalism	icastillo@stca.ws
Criselda Flores	9-12 English	cflores@stca.ws
Darien Gonzalez	Campus Pastor/Religion I-IV	dgonzalez@stca.ws
William Guevara	9-12 Science/Math Models	wguevara@stca.ws
Brian Hack	9-12 Math/AP Calculus/	bhack@stca.ws
David Flores	IT/Computer Applications	dflores@stca.ws
Claudia Gill	Spanish II/ Spanish II(NN)	cgill@stca.ws
Matthew Mendoza	Athletic Director/PE Teacher	mmendoza@stca.ws
Raquel Torres	Choir Teacher PK-High school	rtorres@stca.ws

Departmental Staff

Angeles Gomez	Treasurer Assistant
Elisa Piña	Custodial
James Cobb	Bus Driver/Building Maintenance
Sara Oropeza	Custodial-Kitchen
Alicia McGuire	Office Clerk
Maria Solis	Cafeteria
Arcelia Reyes	Cafeteria
