

ACADEMICS

SCA academics are rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective.

ACHIEVEMENT/STANDARDIZED TESTING

Each spring, standardized testing will be administered to 5K through ninth graders as a tool to help determine achievement and curriculum effectiveness. Students who arrive late for testing will not be admitted to school until testing is completed for the day. Parents will need to take the student home and bring him back after testing. No make-up tests will be given for standardized testing. Average and median scores for standardized aptitude and achievement tests are available for parent review.

CURRICULUM

All curriculum will be biblically integrated and designed to meet the students' needs. SCA curricula is designed to provide students with a traditional education, which will meet and exceed the South Carolina requirements for graduation, and prepare students for further study at the collegiate or university level.

DUAL COLLEGE ENROLLMENT

In special circumstances, seniors in the honors program may be allowed to participate with area colleges in a high school/college joint enrollment program to attend an approved class not being offered at SCA. Students must receive permission from Spartanburg Christian Academy to enroll in courses that will earn dual units, i.e. Carnegie units from SCA and units at another institution. Dual unit courses receive AP weighting which is one full quality point above the CP weighting. Courses taken off campus are not intended to replace a high school course offered at SCA. Each student is responsible to meet the college's requirement for enrollment, complete the application process necessary, and pay for the courses taken. Class schedules must not conflict with required SCA coursework.

EXAMS

- o Students in Grade 7 will take a second quarter exam (covers second nine weeks) and a second semester exam (covers third and fourth nine weeks).
- o Students in Grade 8 will take a first semester exam (covers first and second nine weeks) and a second semester exam (covers third and fourth nine weeks). Eighth graders taking classes for high school credit will follow same exam guidelines as high school for those classes.
- o Students in grades 9-12 are expected to take cumulative semester exams.
- o Quarterly exams will count 10% of the nine-week grade.
- o Semester exams will count 20% of the semester grade.

Exemption: Juniors and seniors may exempt end of course exams in subjects in which they have earned a 93 (A) second semester average (for courses with only one semester, exemption will be based on the second nine weeks average).

Students should be on time when reporting to school for exams. Tardiness may result in points taken off of the exam, or receiving a zero on the exam. Dress code will be in effect during exams. Administration reserves the right to alter any of these guidelines as deemed necessary.

EXTRA CREDIT

Extra credit work will not be assigned solely for the purpose of raising a student's average.

GRADING SCALE

A serious attempt is always made to provide parents and students with an evaluation of students' progress that is consistent and meaningful. The following grading systems for elementary, intermediate, middle, and high school are reflected on each nine-week report card, and conform to the South Carolina Uniform Grading Policy.

Each middle and high school teacher will prepare a syllabus explaining the grading system and requirements for his or her particular class.

Teachers consider many things prior to determining a student's level of progress. Factors considered include:

- Completion/quality of homework and daily assignments
- Neatness of work submitted
- Class participation
- Test performance
- Preparation for class (papers, pencils, books, etc. brought to class)

<u>Academic</u> A 90-100 B 80-89 C 70-79 D 60-69 F 0-59	<u>Academic/Conduct</u> S+ = Superior S = Satisfactory S- = Less than Satisfactory N = Needs Improvement U = Unsatisfactory INC = Incomplete
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Interim Reports

Interim reports are sent home with students at the mid-point of each 9-week grading period.

Missed Work

All class work or tests missed for any absence must be made up. Teachers will make all missed materials available to the student.

When a student is absent, he must make up the work within at least twice the amount of time which was missed. (Example: if absent two days, the student has four days for make-up). However, such work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above.

If a student misses only the day a test is given or project or assignment is due, he is responsible to make up the work the first day he returns provided he was informed of the due date in advance of his absence. If a student returns to school on the day of a pre-announced test, quiz, project or assignment after a short absence, the student is expected to take the test or quiz or turn in the project or assignment on the day it is given.

Parents should make a request by email or phone by 12:00 p.m. if they want to pick up make-up work for the day the student is absent. The work assignments will be available at the office for pick-up after 3:15 p.m. for 5K-4th grades and 3:30 p.m. for 5th-12th grade students. Parents are responsible for obtaining books out of lockers.

Parents should give teachers a 10 day notice for any planned absences to allow adequate time for gathering work.

Promotion/Retention Policy

A student is expected to pass all subjects before being considered for promotion to the next grade. There are no unimportant subjects offered at SCA. A student who fails either math or English or a combination of any other two subjects, at course end, may be retained in that grade. The student will be allowed to remain at SCA, on probation, for one year. Continued enrollment beyond the probationary year will be dependent upon the student earning passing grades for that year. A student may repeat a grade once and remain eligible for continued enrollment.

Classification of High School Students - The classification of a student will be determined by the number of high school credits obtained at the close of the previous school term. Students may be reclassified at the close of each semester. A student may repeat a high school subject once and remain eligible for continued enrollment. No more than two failed subjects may be made up through an SCA approved summer school.

The following are credit requirements for each classification:

0-5	<i>Freshman</i>	13-20	<i>Junior</i>
6-12	<i>Sophomore</i>	21 or more	<i>Senior</i>

Report cards are issued at the end of each nine-week period, as long as all financial accounts are current. They are to be taken home and signed by a parent or guardian. Report cards must be returned to the homeroom teacher by the date printed on the report card.

GRADUATION REQUIREMENTS

Minimum Academic Requirements for Graduation

Bible/Christian Studies.....	4 units
English	4 units
Math.....	4 units
Science	3 units
US History.....	1 unit
Government.....	½ unit
Economics.....	½ unit
Other Social Studies.....	1 unit
Composition and Research.....	1 unit
Physical Education/Health.....	1 unit
Computer Science.....	1 unit
Foreign Language.....	2 units
Electives.....	5 units
Total.....	28 units

Seniors must complete 50 hours of church and/or community service as a requirement for graduation. New high school students may receive instruction on service hour requirements.

- For transfer students, the Bible/Christian Studies requirement will be adjusted to one credit per SCA year. This will increase the number of electives accordingly. Some requirements may be modified to accommodate transfer students.
- English I and Algebra I may be taken for one unit of high school honors credit in eighth grade in order for a student to accelerate in the math and/or English programs.
- It is mandatory that all students enroll in a math and English course in grades 9-12.
- One computer credit is required for college-prep students.
- Some elective courses must be supported by demand. Insufficient enrollment may result in cancellation of the course.
- All course selections are listed in the annual *HS Course Directory*.

Requirements for Honors Diploma

Purpose

- To encourage and motivate above-average students to enroll in a challenging sequence of courses during their high school years.

- To better equip above-average students for the challenging programs which they may encounter during their college years.
- To set forth a worthy goal for above-average students so that more of the school's excellent students may earn their deserved academic honors.

Structure

- Honors diploma students must earn a minimum of 30 units from the list of courses offered.
- Enrollment in an Honors course must have approval from subject teacher.
- At least seven honors units are required. Six of the honors units must be in core subject areas (English, Math, Science, Social Studies). One unit may be in Fine Arts. These units may be earned in 8th-12th grades. An honors diploma can only be earned according to the above course specifications along with a cumulative grade point average of at least a 3.75 for high school courses taken in 8th - 12th grades.

The following three levels of graduation honors are bestowed to qualified seniors:

- **Honors** – The student must have a minimum GPA of 4.0, cumulative for eight semesters, including high school courses taken in the 8th grade.
 - **High Honors** – The student must have a minimum GPA of 4.4, cumulative for eight semesters, including high school courses taken in the 8th grade.
 - **Highest Honors** – The student must have a minimum GPA of 4.8, cumulative for eight semesters, including high school courses taken in the 8th grade.
- Students in the Honors Program may be offered the opportunity to take selected courses not offered at SCA, off campus at a local college. If this arrangement is made, those courses will receive AP weighting.

GUIDANCE

SCA believes in ministering to the total needs of our students, based upon Christian beliefs and practices. Services that are available include: testing, counseling, study skills, college and/or career planning, college financial aid assistance, and scholarship applications. The Headmaster will oversee all standardized testing at SCA. Each spring, elementary through 9th grade students will participate in Achievement Testing. High school students will undertake the following exams to prepare them for college entrance tests: PLAN, PSAT, and SAT or ACT.

HIGH SCHOOL VALEDICTORIAN AND SALUTATORIAN

The selections of valedictorian and salutatorian are made from honors graduates only and are based on the cumulative grade point average for high school courses. Transfer students, to be considered, must have attended SCA at least the junior and senior years. Transfer student credits will be based on the SCA and SC Uniform Grading Policy.

HOMESCHOOL PARTNERSHIP

In an effort to provide Kingdom Education and upper level courses to more families in the upstate, SCA has created a homeschool partnership. Homeschool students in grades 9-12 may enroll at Spartanburg Christian Academy on a part-time basis. This is not a diploma-seeking program through SCA. Students participating in the homeschool partnership may take core subjects and fine arts classes. Homeschool students are responsible for securing required textbooks and materials for all classes.

Homeschool students may attend all SCA home athletic events (at no charge), homecoming festivities and the spring formal.

Due to the regulations of SCA's accrediting association (SCISA), homeschool students are not eligible to participate in athletics.

HOMEWORK

Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills conferred in the classroom, without interfering too much with non-academic activities or with meeting a healthy bedtime hour. If a student consistently has difficulty in this area, something is wrong with either the amount of assignments received, with his/her time management, or with the amount of time spent in extracurricular activities. Some students may experience difficulty due to their ability level, or possibly a learning problem. Whatever the reason, parents should contact the classroom teacher so that the matter might be resolved in a timely manner.

To help students budget their time, the following guidelines may be helpful in estimating daily homework requirements:

<i>Grades K5-3</i>	<i>Thirty minutes or less</i>
<i>Grades 4-6</i>	<i>One hour or less</i>
<i>Grades 7-12</i>	<i>One or two hours</i>

Assignments must be completed, on time and written properly. The only acceptable excuse for not completing homework is a student's illness. If a student fails to bring in homework, the assignment should be turned in the following day.

If a student consistently does not turn in homework assignments, the following steps will be taken:

- Make-up work will be completed at recess/lunch.
- A discipline report will be sent home informing parents of the problem.
- A discipline report will be sent home and parents will be called to notify them of the problem.
- Students will be sent to the office for administrative discipline (detention, ISS, etc.).

An attempt to minimize homework on Wednesdays will be made by our teachers, but some work may be necessary because of scheduling contingencies. Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age.

HONOR ROLL

The *Principal's Honor Roll* consists of students who have received *all A's in each subject*. The *Academy Honor Roll* consists of students who have received *all A's or B's in each subject*. This does not apply to kindergarten.

INTERIM REPORTS

Interim reports will be sent home at the mid-point of each grading period.

LATE WORK

Consequences for work that is late for reasons other than being absent on the date due will be determined by the classroom teacher. Repeated failure to complete assignments in a timely manner may result in an academic review.

MISSED WORK

All class work or tests missed for any absence must be made up. Teachers will make all missed materials available to the student.

When a student is absent, he must make up the work within at least twice the amount of time which was missed. (Example: if absent two days, the student has four days for make-up). However, such work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above.

If a student misses only the day a test is given or project or assignment is due, he is responsible to make up the work the first day he returns provided he was informed of the due date in advance of his absence. If a student

returns to school on the day of a pre-announced test, quiz, project or assignment after a short absence, the student is expected to take the test or quiz or turn in the project or assignment on the day it is given.

Parents should make a request by email or phone by 12:00 p.m. if they want to pick up make-up work for the day the student is absent. The work assignments will be available at the office for pick-up after 3:15 p.m. for 5K-4th grades and 3:30 p.m. for 5th-12th grade students. Parents are responsible for obtaining books out of lockers.

Parents should give teachers a 10 day notice for any planned absences to allow adequate time for gathering work.

PROBATION POLICY

Academic probation is designed to assist students in becoming more responsive to and responsible for their academic progress. Academic probation also promotes important communication among students, parents, and the school. Academic probation may be invoked throughout the school year and/or as a condition of admittance.

All new students entering middle and high school will be placed on a probationary status for the 1st semester. However, this will not affect their involvement in activities and leadership positions.

Grades K-8

Students will be given an academic warning when they receive a D or an F in one or more subjects on any report card. A cautionary letter from Administration will be sent home following each report card, to the student and parents alerting them to the possibility of academic probation should the student's academic performance remain below standard. If marked improvement is not made by the following interim report, the student will be placed on academic probation and parents will be notified by a probation letter. The student may be taken off academic probation when improvement (no D's or F's) is documented on the next report card. Students who continually receive failing grades may be evaluated for continued enrollment.

Grades 9-12

Students will be given an academic warning when they receive a D in one or more subjects on any report card. A cautionary letter from Administration will be sent home following each report card, to the student and parents alerting them to the possibility of academic probation should the student's academic performance remain below standard.

Any student whose GPA drops below 2.0 or who has an "F" on any report card will be placed on academic probation. A letter from Administration will be sent home following the report card, alerting parents and the student of the academic probation status. Students may be taken off academic probation when improvement (no "F's" and GPA of 2.0 or better) is documented on the next interim report. Probation status will be reviewed by faculty at the end of each nine weeks.

Restrictions - students participating in fine arts will not be permitted to represent the school while on academic probation and class, club, and organizational officers who are placed on academic probation will be removed from the office in which they are currently serving. Students on academic probation may not participate in or be nominated for a leadership office. Refer to the student-athlete handbook for academic ineligibility guidelines. Any adjustments to the guidelines must be handled according to policy on an individual basis by Administration.

PROMOTION/RETENTION POLICY

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REPORT CARDS

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RETAKEING A COURSE

Based on SC Uniform Grading Policies, students may retake the same course at the same difficulty level under the following conditions:

- Only courses in which a grade of a D or F was earned may be retaken.
- The course in which a D or F was earned may be retaken only during the current academic year or the following academic year.
- The student's record/transcript will reflect **all** courses taken and the grades earned, with the following exception:
 - Courses retaken and passed through Credit Recovery will receive a passing grade of 70 which will replace the previous failing grade.
- A student may repeat a failed high school subject with a grade of 60 or below once and remain eligible for continued enrollment.
- No more than two failed subjects may be made up through an SCA approved summer school or through Credit Recovery.
- Administration reserves the right to evaluate and make decisions on continued enrollment.

WITHDRAWAL FROM MIDDLE OR HIGH SCHOOL COURSES

If a schedule change is necessary, the Guidance Counselor will issue a *Course Change Request form*. A middle or high school student may withdraw from a course at any time before the first interim of the course and receive a WP-Withdraw-Passing. However, any student who withdraws after the first interim of the course will receive an F for the course.