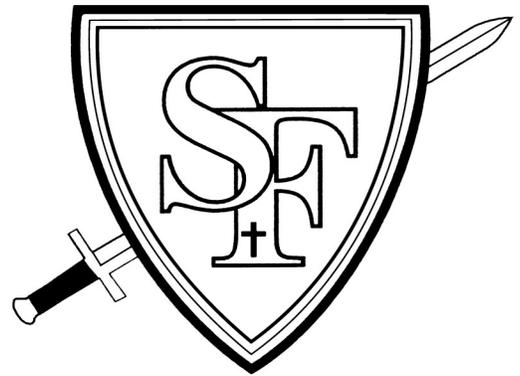


**HIGH SCHOOL**

**STUDENT  
HANDBOOK**



**Step of Faith**  
CHRISTIAN ACADEMY



Aug. 14- Orientation in MPB  
 Aug. 17- Teacher Dedication: 11AM  
 Great Swamp Baptist Church  
 Aug. 18- FIRST DAY OF SCHOOL  
 Sept. 1- **NO SCHOOL** Labor Day  
 Sept. 24- School Dismiss at 11:15 for SCACS  
 Teachers Convention  
 Sept. 25-26<sup>th</sup> - **NO SCHOOL**, Teacher's Convention  
 Sept 30<sup>th</sup>-Oct.3<sup>rd</sup>- The Wilds  
 Oct. 13- **NO SCHOOL** Columbus day  
 Oct. 15-PSAT for 10<sup>th</sup>-11<sup>th</sup> Grade  
 Oct. 17- Pink Day- End, of 1<sup>st</sup> quarter  
 Oct. 23- PTM at 7:00 in MPB  
 Oct. 31-Nov. 1<sup>st</sup> -State Volleyball & Men's Soccer  
 Tournaments  
 Nov. 1- Harvest Fest w/ Trunk or Treat  
 Nov. 11- **NO SCHOOL** Veteran's Day  
 Nov. 25- Thanksgiving Program, School Dismisses  
 for holidays following program  
 Nov. 26-28<sup>th</sup>- **NO SCHOOL** Thanksgiving Holidays  
 Dec. 16-18<sup>th</sup>- 1<sup>st</sup> Semester Exams  
 Dec. 18- Christmas Chapel, class parties, School  
 dismisses for holidays at 11:15  
 Dec. 19-Jan. 5- **NO SCHOOL** Christmas Holidays  
 Jan. 5- Teacher Workday  
 Jan. 6- **TUESDAY** School Resumes  
 Jan. 15- PTM at 7:00 in MPB  
 Jan. 19- **NO SCHOOL** MLK holiday  
 Feb. 16- **NO SCHOOL** President's Day holiday  
 Feb. 19-21- State Basketball Tournament  
 March 6- Elem. Fine Arts Festival  
 March 13- End of 3<sup>rd</sup> quarter  
 March 19-20- Jr/Sr High Fine Arts Competition  
 March 30-April 3- **NO SCHOOL** Spring Break  
 April 20-24- SAT/OLSAT Achievement testing,  
 school dismiss' at 12:00  
 April 24-25- State Ladies Soccer Tournament  
 May 1-2- State Baseball Tournament  
 May 8- Muffins for Mom Program, 8:30 AM, MPB  
 May 9- Jr/Sr Formal  
 May 12- K5 Graduation, 7PM, MPB  
 May 13- Senior Baccalaureate  
 May 16- Senior Graduation  
 May 20- Elem. Field Day  
 May 21- 7-12<sup>th</sup> Field Day  
 May 22- Awards day, School dismisses immediately  
 following, **LAST DAY of SCHOOL**  
 May 25- **OFFICE CLOSED** Memorial Day  
 May 26-29- Teacher Workdays

*This Calendar Subject to Change.*

*Created on January 31, 2014*

# Step of Faith Christian Academy

A ministry of Great Swamp Baptist Church  
9009 Tarboro Road

*Mailing Address:* Step of Faith  
Christian Academy  
P.O. Box 1449  
Ridgeland, SC 29936

*Website:* [sfcaweb.org](http://sfcaweb.org)

*Email Address:* [dcarter@hargray.com](mailto:dcarter@hargray.com)

*Office Hours:* 7:30 a.m. - 3:30 p.m.

*School Office:*

*Mrs. Donna Carter, School Administrator*

*Mrs. Robin Holmes, School Secretary*

*Mr. Tim Soucy, Athletic Director*

*Mrs. Julie Soucy, Financial Director*

*Phone:* (843) 726-6100

*Fax:* (843) 726-3294

*GSBC Church Office*

*Pastor Ralph Lee*

*Phone:* (843) 726-3631

*Step of Faith Christian Academy  
is Fully Accredited by the  
South Carolina Association  
of Christian Schools  
and is a member of the  
American Association  
of Christian Schools*



# SFCA PARENT-STUDENT HANDBOOK *for* HIGH SCHOOL

A Ministry of  
**Great Swamp Baptist Church**  
Ridgeland SC 29936

## **PURPOSE OF HANDBOOK**

It is the purpose of this handbook to explain to the parents and students of Step of Faith Christian Academy our basic philosophy of education, discipline, and policies, which will direct our relationship together throughout the year. Should problems or situations arise which are not discussed in this handbook, it is at the discretion of the Administration and faculty to determine the course of action necessary to correct the problem.

We trust that this handbook will provide you with the information that will lead to a successful school year.

## **MISSION STATEMENT**

Step of Faith Christian Academy exists to provide a superior academic education taught from a Biblical view by qualified, dedicated teachers.

## **HISTORY**

Step of Faith Christian Academy is a ministry of Great Swamp Baptist Church. The church was founded in 1845 and has a long history of following God's lead in specific areas of missions and ministry. In 1999, the church once again felt God's call to step out in faith and expand her outreach to include a Christian school. As we strive to carry out God's command to "train up a child in the way he should go" (Proverbs 22:6), we are excited to see what great blessings and mighty works are in store for this "step of faith."

The faculty of Step of Faith Christian Academy is well qualified, both spiritually and academically. The entire staff is dedicated to serving the Lord through the ministry of teaching and training young people.

## **ADULT CHAPERONES**

When chaperoning a school trip, conservative attire is required (see above\* note). Use of profanity, illegal drugs, alcoholic beverages and tobacco products (or clothing bearing or promoting such) is prohibited. If the chaperone will be providing transportation, his/her driver's license and car insurance policy must be valid and current. The office must have photocopy of both the driver's license and insurance card on file. The chaperone must not be under any medication that would impair his/her driving ability. All passengers must wear safety belts. No double belting of passengers. Siblings or other small children not enrolled in the class are not permitted to attend field trips. A chaperone's job is to assist the teacher in implementing rules and procedures.

## **OPPORTUNITIES FOR PARENTAL INVOLVEMENT**

Step of Faith Christian Academy encourages each parent to be involved in his/her child's education and to work in cooperation with teachers and administration to ensure the best quality academic and spiritual environment. There are many opportunities for parents to be involved such as: field trip chaperones, fund-raisers, volunteers for lunch/recess, office, classroom, school improvements, clubs, etc. Please contact your child's teacher or the school office for more information.

## **BAD WEATHER CONDITIONS**

If school closes due to inclement weather, announcements will be made over:

88.7 (WAGP - The Light)

98.7 (WYKZ) - The River)

Channel 11 (WTOC) - Savannah

If no announcement is made over these stations, school will be in session.

***Thank you for choosing  
Step of Faith Christian Academy  
for your child. We pray that God will  
bless you and your family as we all  
strive together to train young  
champions for Christ.***



**Step of Faith**  
CHRISTIAN ACADEMY

### ATHLETICS

SFCA offers students in grades 7-12 the opportunity to compete in interscholastic volleyball, soccer and baseball. In order to participate, student athletes must maintain passing grades in all academic subjects, with a C average, submit a current doctor's physical and pay a sports fee. Booster Club is available for parent participation. Questions about sports activities should be directed to the Athletic Director.

### SCHOOL CONFERENCES

Please consult with the School Administrator regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student. Teachers welcome a visit from any parent.

*We require that teacher conferences be scheduled by appointment through the school office. This allows our staff to be fully prepared to answer your concerns.*

### INFO DIRECT

SFCA utilizes School Dynamics' *Info-Direct*. This is a **web-based** communication tool among teachers, parents, and the school office allowing almost instant access to grades, homework assignments, tuition statements and current school information. For more information, contact the SFCA office.

### REENROLLMENT

During the month of January, currently enrolled students and siblings of enrolled students at Step of Faith and members of Great Swamp Baptist Church may enroll for the fall term. Enrollment is open to the public in February of each year on a first come, first-serve basis.

### WITHDRAWAL FROM SCHOOL

Parents must complete all necessary forms before a student will be considered officially withdrawn. School records will not be released for any student when there is a balance due on the student's account.

### VISITORS

Anyone coming on campus must check in at the school office and receive a visitor's pass. Helpers should check in at the school office. Please understand that it is not permissible to interrupt teaching during the course of the school day. Please communicate via a note in the homework pad, written letters in the teacher's box or through the office.

\*While we don't expect adult visitors to adhere to SFCA uniform dress code; we do expect anyone on campus to be modestly dressed. We are a Christian school inside a church campus. Thank you for respecting our desire to model a modest, conservative image to the young people we influence.

### STATEMENT OF FAITH

We believe the Holy Bible, inspired by the Holy Spirit, to be the infallible, authoritative, inerrant Word of God. (II Timothy 3:15; I Peter 1:21)

We believe there is one God, eternally existent in three persons -- Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

We believe that God the Father reigns over the universe, which He created, and all that is in it. He is all-powerful, all-loving, and all-knowing. (Genesis 1:1)

We believe in the deity of Jesus Christ, God the Son (John 10:33):

His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)

His sinless life (Hebrews 4:15; Hebrews 7:26)

His miracles (John 2:11)

His Baptism (Matthew 3:13; Luke 3:21; Mark 1:9)

His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)

His resurrection (John 11:25; I Corinthians 15:4)

His ascension to the right hand of the Father (Mark 16:19)

His personal return in power and glory (Acts 1:11; Revelation 19:11)

We believe in the present ministry of the Holy Spirit, by whose indwelling every Christian is enabled to live a godly life. (Romans 8:13; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of all born-again believers in the body of Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)

**GOALS**

- To lead students to a saving knowledge of Jesus Christ and to develop a personal relationship with Him.
- To pursue academic excellence.
- To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
- To develop a desire to know and obey the will of God.
- To instill a desire in each student to be Christ-like and have a heart to serve others.
- To encourage the development of self-discipline and responsibility.
- To instill in each student love and honor for home and parents.
- To motivate each student to strive for success.
- Inspire a love for God and Country as intended by our forefathers.

**ADMISSION POLICY**

Step of Faith Christian Academy will admit all prospective students that meet all conditions for enrollment regardless of race, creed, color, or national origin. Step of Faith Christian Academy admits students of any race, creed, color, or national origin to all the 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 or ethnic origin in administration of its educational policies, admission policies or other school-administered programs.

**THESE THINGS ARE STRICTLY PROHIBITED AT SCHOOL:**

- Gum
- Cigarettes, alcohol, drugs, weapons-including pocket knives, or pornography
- Non Christian music
- Public display of affection among students, including touching, hugging, holding hands. This rule is also in effect at school sponsored functions. Anything that could be considered inappropriate in a Christian school atmosphere

**EXPECTED BEHAVIOR:**

- Courteous language (such as, "Yes, mam", "Yes, sir", "Please.....")
- Respect for God, country, family, teachers, fellow students, & school
- Attitude of cooperation

**CELLUAR PHONES**

- The use of technology at SFCA is a privilege, not a right.
- The use of cell phones for any reason- texting, games, internet access, etc, by students during class time is strictly prohibited.
- Any phone that is visible or is heard **will be confiscated**, held in the school office and parent notified.
- We reserve the right to confiscate electronics that the administration deems as an inappropriate use of technology on school campus. Examples include: gaming, music, videos, jokes and the like.

**AUTOMOBILE POLICY**

It is a privilege to be able to drive a car to school.

1. All student-driven cars are to registered in the school office immediately when the student begins driving to school.
2. Each driver should be an example of courteous, careful driving habits; follow the directions of those directing traffic; use vehicle turn signals. Wear seat belts. No cell phone use. No excessively loud music.
3. Cars are to remain parked until students leave for the day. Parking areas will be assigned when the car is registered.
4. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses.

Failure to observe these policies will necessitate cancellation of the privilege of driving your car to school.

**EXTRA CURRICULAR ACTIVITES**

Currently SFCA offers participation in the Charger Chorus, the Shield Yearbook and the school newsletter as extracurricular opportunities. Participation is a privilege open to those students who choose to be committed to the work required.

## DISCIPLINE

We have a genuine, loving concern for each young person entrusted to us. It is our desire to help each one develop his/her God-given abilities in a Christ-like atmosphere of stability and accountability. Step of Faith Christian Academy is committed to training each student to accept individual responsibility for his/her actions and challenge him/her to glorify God in every facet of his/her life.

Any student, who will not cooperate spiritually, morally, or scholastically, will be dismissed from the school. **Parents are expected to be supportive of our school. Parents who cannot be supportive of our school will be asked to withdraw their child.**

Each teacher has individual classroom rules and procedures and will discuss those with parents and students during Orientation. The homeroom teacher will maintain a demerit folder for each student. Disciplinary actions or conferences will be recorded for reasons of consistency and follow-up. Disciplinary procedures include verbal warning, loss of privileges, detention, suspension, or expulsion. Parents will be notified of violations and disciplinary actions pertaining to their child. **Serious offenses and continuous disobedience will result in immediate expulsion.**

### UNACCEPTABLE BEHAVIOR

**Disobedience**  
**Disrespect to any authority**

**Bullying\***  
**Cheating \*\***  
**Lying**  
**Stealing**

**Fighting**  
**Use of profanity or inappropriate language**  
**Questionable gestures**  
**Running / Horseplay**  
**Vandalism of property**

**\*Bullying includes repeated acts of aggression or harm such as kicking, tripping, pushing, picking on, spreading falsehoods, etc., against another student.**

**\*\*Cheating includes: receiving or giving answers on a test; copying (or allowing) homework; parent (or other) doing homework, project, report, etc., plagiarizing.**

### CONDITIONS FOR ENROLLMENT

1. Admission will be based upon the following:
  - a. previous academic and conduct records
  - b. results of placement test
  - c. references
  - d. interview with parents and applicant
2. Health forms required:
  - a. Certificate of Immunization from the SC Health Department
  - b. A medical information form will be kept in a confidential health file for each student. The school must be made aware of all medical conditions pertaining to our students.
  - c. A copy of the child's birth certificate must be on file.
  - d. A copy of the child's social security card must be on file.
3. All fees must be paid and tuition paid up-to-date before a student is permitted to enter class.

### HEALTH SERVICES

Any medication to be administered during school hours must be properly labeled and include directions. If medication is liquid, a personal measuring dispenser should be supplied.

For the welfare of your child and others in the school, **students who are sick must be kept at home.** School attendance is vital to success. However, sick children must be kept at home so that other children are not exposed to contagious illnesses. Please keep student at home if he/she has any of the following symptoms: fever even if controlled by medication, chills, vomiting, diarrhea, pink eye, severe coughing, ear ache, etc.

We do not dispense over the counter medication. Students are prohibited from sharing medications such as Advil, Tylenol and cough drops.

## FINANCIAL POLICIES

- All payments are due on the 1<sup>st</sup> day of the month.
- A FEE OF \$25.00 will be charged for all checks returned for non-sufficient funds. At that point, your tuition account will be on a cash basis.
- Payments not received by the 15<sup>th</sup> of the month will be charged a \$15.00 late fee.
- For any account that is delinquent on the last day of the month, students will not be permitted to attend classes until the account is paid current.
- **There will be a financial hold on report card(s) and school records if payment is not current at the end of each grading period. A financial hold will remain in effect until the account is current. Report cards will not be released until the account is current.**

First tuition payments are due June 1, and run through May 1.

Step of Faith Christian Academy endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct fund raising events and **expect each family and faculty member to support raising additional funds for school projects. Parents may elect to pay a fee in lieu of participating in fundraising.** The school receives no federal assistance - neither is it endowed or supported by any other organization.

## ACADEMICS

Step of Faith Christian Academy uses a variety of Christian world view textbooks. Our curriculum is unashamedly Christian and traditional in its approach to education.

Bible class is the most important subject of the day. Participation in music, Scripture memorization and chapel is expected of each student.

All assignments must be the student's own legible handwriting. Use of standard proper English is expected. Sloppy or incomplete work will be reassigned until it meets the satisfaction of the teacher.

## GRADUATION REQUIREMENTS

### 24 Total Units

English: 4 Units

Mathematics: 4 Units

Laboratory Science: 3 Units

Computer Science: 1 Unit

History: 3 Units **(Two must be US History & Econ/Gov)**

Foreign Language: 2 Units

Fine Arts: 1 Unit

Physical Education: 1 Unit

Bible and Electives: 5 Units

## LADIES

Shirts -Solid white, navy, or oxford blue with collars and sleeves, embroidered with school crest, and may be **tucked in** and fit properly. Undershirts, turtlenecks or camis must be school color and must be tucked in.

Bottoms -**Must be modest, not tight fitting, no low rise clothing.** Solid navy or khaki pants, or capris, or jumpers, skirts, skorts or shorts (all knee length.)

“Clear Blue” plaid skirts, skorts and jumpers are available from Lands End. For more information see the SFCA office.

Tights &knee socks: Must be school colors- navy or oxford blue, white, khaki or silver.

Belts -Conservative belts must be worn.

Shoes -Sneakers, dress shoes (loafers, Mary Jane, etc), sandals with a heel strap, low heeled boots\*, hiking style boots. Shoes should be clean and in good repair with laces tied.

**Fashion should reflect a modest spirit.**

## PROHIBITED:

- Tattoos of any kind
- Body piercing
- “Dixie Outfitters” brand apparel of any sort
- Hats
- Hair pieces
- Extreme hair styles/color/cuts
- No earrings of any kind for boys
- High heels, platforms, flip flops, or mules  
( backless that won't stay on foot)

The intent of these rules is to reflect Christ likeness..

*I also want the women to dress modestly, with decency and propriety, adorning themselves, not with elaborate hairstyles or gold or pearls or expensive clothes, but with good deeds, appropriate for women who profess to worship God.*

I Timothy 2:9-10

# UNIFORMS

Uniforms have been adopted as the only appropriate dress for school. These may be purchased through the school uniform vendor of your choice.

Students may wear **heavy jackets or coats** to school and on the **playground** but not in buildings.

**IN THE CLASSROOM, STUDENTS MAY ONLY WEAR UNIFORM STYLE SWEATSHIRTS OR SWEATERS, ETC, IN SCHOOL COLORS WITH THE SFCA CREST.**

Since "Fads and Fashions" are constantly changing, the Administrator reserves the right to determine what is acceptable. Anything, which in our judgment is likely to distract or disturb other students and hinder the educational environment we desire to build in our school, will not be permitted.

## REQUIRED: Uniform Style

### MEN:

Shirts- Solid white, navy, or oxford blue with collars and sleeves, embroidered with school crest, and **MUST be tucked in** and fit properly. Undershirts and turtlenecks must be school color.

Bottoms-Solid navy or khaki pants or shorts that fit properly

Belts -Conservative belts must be worn.

Shoes -Sneakers, dress shoes (loafers, etc), hiking style boots, "Georgia" style boots. Shoes should be clean and in good repair with laces tied.

Haircuts: Neat, off the collar, ears, and eyebrows. No designs.  
Clean Shaven.

**Please label clothing.**

## Report Cards

**Report cards** will be sent home at the end of each nine-week period. Additionally, mid quarter **progress reports** are sent home. These are to be signed by a parent and returned to the teacher. If desired, parents may make an appointment with the teacher to view graded work.

## S. C. GRADING SCALE

Step of Faith follows the S.C. Uniform Grading Scale required by the Department of Education.

A+ 100	C+ 85-84
A 99-95	C 83-77
A- 94-93	C- 76-75
B+ 92-91	D+ 74-73
B 90-88	D 72-71
B- 87-86	D- 70
	F 69-0

## CLASS RANKING

In the senior high, student rank is based on numeric grades that are converted to a weighted grade point ratio using the conversion chart prescribed by the most current SC Uniform Grading Scale Policy. Grades in the core academic classes, beginning with first semester of the 9th grade through second semester of the 12th grade, are included.

Grades are not rounded to a higher number, and students are ranked from highest to lowest grade point ratio. Non-academic classes such as Chorus, Art, Band and Yearbook are not included in grade point ratio computations.

Final transcripts will include a *Date Printed*, *Date of Graduation*, and *Date Calculated*. Transcripts will reflect class rank and the SC UGP GPA. The "date calculated" for GPA and rank will be the end of each grading period, with the final / end of the year calculation occurring during teacher work week at the end of each school year.

To be eligible for Valedictorian or Salutatorian positions, students must have the highest cumulative grade point ratios beginning with first semester of the 9th grade through second semester of the 12th grade, must have taken a college prep course of study and been enrolled in SFCA for at least their junior and senior years.

## HOMEWORK

Homework is an integral part of the school program. Each student is required to complete his or her homework on time.

**INCOMPLETE HOMEWORK WILL AFFECT THE STUDENT'S GRADE.**

## ATTENDANCE POLICIES

Unexcused student absences may not exceed 10 days during the school year. Any absence in excess of 10 may cause the student to lose credit for the year.

## ABSENCES

Excused absences are limited to: student illness, death in the family, doctor and dentist appointments, parent deployment, or pre-approved out of town travel.

The doctor's office must write a dated note to the school stating the reason (sickness, check-up, etc) in order for the absence to be excused.

If student is absent because of travel, **it is the responsibility of the parent to notify the teacher in writing prior to the absence**, so that arrangements can be made to complete missed school work.

## MAKE-UP WORK

It is the responsibility of the high school student with an excused absence to obtain and turn in the missed assignments from the teacher(s). Makeup quizzes and tests will be given at the convenience of the school. Student athletes are expected to pay close attention to this responsibility.

## PHONE CALLS

**Students may not call parents during the school day.**

PLEASE do not ask your student to call you. Students may not use the phone to call parents to bring forgotten books, lunches or materials. Staff will call a parent if student is ill.

## TARDINESS

Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. **The school day begins at 8:00.** Students not in their seat at the 8:00 bell are tardy.

Chronically late students disrupt the class, distract students who are already on task and force the teacher to stop teaching and check on the tardy student.

For these reasons, students who are late more than 3 times in a quarter will be fined \$2.00 for each tardy. The fine will be charged to tuition and must be paid before report cards are issued.

## EARLY DROP-OFF

Teachers meet for prayer and are not available to monitor students before 7:45.

## EARLY DISMISSAL

Any student who must leave the school during the day for any reason must sign out in the school office. Parents are asked to send a note or call the office stating the reason and time of dismissal, as well as the name of the individual picking up the student. A student will be considered absent if he/she misses more than half of the school day. 11:15 is the half-way mark. School work that is missed must be made up. Quizzes and tests should be taken early.

Students who drive to school must have written permission and must sign out in the school office if they leave early. Students are to leave campus promptly after signing out and are not permitted to return unless authorized.

## LATE PICKUP

Please be prompt in picking up your student from school. Late students will wait in the front office.

## LUNCH

Students must bring lunch including drink, napkin, and utensils. Students may not use GSBC refrigerators or the ice maker. Lunches are to be stored in lockers. Students may not drive off campus for lunch.

## SENIORS

- Seniors may leave after their last class by providing a written, blanket permission for the year.
- Seniors are expected to attend each chapel service and announced assemblies.
- Senior seminar meetings are held each Friday at 8:30; sometimes at 8:15. These meetings count as part of the senior seminar grade.
- All seniors are expected to participate in senior class fundraising projects and field trips.