



***Elementary  
Parent and Student  
Handbook  
2022-2023  
Seneca Trail Christian Academy***





*Welcome to the Seneca Trail Christian Academy*

*Elementary School K4-Grade 6*

*Seneca Trail Christian Academy is a ministry of the Greenbrier Baptist Church in Ronceverte, West Virginia. The academy was established in 1981 as a result of the vision for Christian Education that Pastor Earl McGuffey was given.*

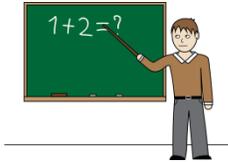
**Seneca Trail Christian Academy's Mission Statement:**

- *Giving our students life skills with a Biblical worldview to provide a vehicle for success.*
- *Serving the individual to better serve the community and the church of the future.*
- *Preserving our heritage as Christians and Americans.*

**Purpose of Seneca Trail Christian Academy:**

- *We exist to support Christian parents in fulfilling the Biblical mandate to raise children in the nurture and admonition of the Lord. (Ephesians 6:4) It is a privilege to partner with Christian parents in a Christ centered education.*
- *We exist to clearly present Christ-centered learning, to assist the student in developing a Biblical worldview, to present the truth of the gospel to every student, and to provide excellence in academics.*

## OUR PHILOSOPHY OF EDUCATION



### **TRADITIONAL EDUCATION**

**INSTRUCTION AND REVIEW**

**CURRICULUM ORIENTED**

**TEACHER DIRECTED**

**STRUCTURED ENVIRONMENT**

**INDIVIDUAL ACCOUNTABILITY**

**CHARACTER TRAINING**

### **PROGRESSIVE EDUCATION**

**EMPHASIS ON EXPERIENCE**

**STUDENT ORIENTED**

**TEACHER FACILITATED**

**PERMISSIVE ENVIRONMENT**

**COLLABORATIVE LEARNING**

**CORE VALUES**

*The STCA philosophy of education is Traditional. We have a curriculum with a Biblical Worldview. Every subject taught is from a Biblical perspective. Our instructors are responsible for instructing the students with the curriculum. The students are quizzed and tested on the material they are being taught. Grades are given to individuals for their individual achievements. Through the Bible classes, Chapel, subjects with a Biblical basis, the example and instruction of the teachers; our students are being taught integrity, diligence, respect and love for others, obedience, submission to authority and more importantly who God is and how to have a relationship with Him.*

*On a daily basis, we are a Traditional school. There will be times when teachers incorporate aspects of Progressive education.*

**CHAIN OF COMMAND**

**GOD**

**SCHOOL  
BOARD**

**PASTOR  
CRAIG  
TERRY**

**MR. BANTON**

**MISS BENSON**

**MRS. BRYANT**

**K4**

**MRS. HOKE**

**K5**

**MRS. MORRISON**

**1<sup>ST</sup>/2<sup>ND</sup>**

**MISS MCCARTY**

**3<sup>RD</sup>/4<sup>TH</sup>**

**MRS. ELWELL**

**5<sup>TH</sup>/6<sup>TH</sup>**

**School Administration**



**School Principal**

**James Banton**

**304-648-1030 Ext. 800**



**Secondary Principal**

**Kelly Cherry**

**304-205-9130 Ext. 802**



**Elementary Principal**

**Doris Benson**

**304-220-4998 Ext. 806**



**Day Care Director**

**Ashley Terry**

**304-205-9263 Ext. 805**

**Office Personnel**



**School Secretary**

**Amy Flint**

**304-647-4878 Ext. 803**

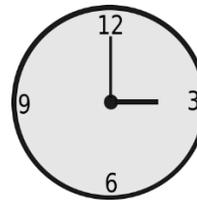


**Financial Director**

**Diana Morgan**

**304-205-9434 Ext. 804**

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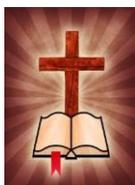
***HOURS OF OPERATION FOR STUDENTS***

***Monday – Thursday***

***8:15 am – 3:00 pm***

***Students may arrive as early as 7:40 and depart as late as 3:30.***

***SUMMER OFFICE HOURS... M-Th 9:00am-1:00pm***



## ***OUR STATEMENT OF FAITH***

- 1. We believe and affirm that the Bible is the inspired, infallible, authoritative Word of God. We interpret the Bible literally. We use the NIV Bible in our classrooms.***
- 2. We believe in one God, eternally existing in the persons of the Father, Son, and Holy Spirit.***
- 3. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His blood, His bodily resurrection, His bodily ascension to the right hand of the Father, and we await His imminent return.***
- 4. We believe that all men are sinners by nature as well as by choice, and that our sin separates us from a Holy God.***
- 5. Because man is incapable of paying for his sins, he is in need of a Savior. We believe that Jesus paid our sin debt on the cross by becoming our substitute and dying for our sin. His atoning blood, substitutionary death, His literal, physical resurrection are all proofs of His authority and of His unique position as our Savior.***
- 6. We believe that the Lord Jesus Christ is the only way to eternal life and that He offers salvation to all who will receive it as a free gift. We believe that the Bible clearly states that salvation cannot be earned through works like baptism, benevolent deeds and church membership. We must come to Jesus Christ in faith believing in the finished work of the cross.***
- 7. We believe in the work of the Holy Spirit, third person of the Trinity. He works in the hearts of men to convict of sin, bringing forth righteousness and judgment and testifies of the Lord Jesus Christ. We believe the scriptures plainly teach that the Holy Spirit indwells and seals believers at the moment of salvation and produces fruit in the lives of believers.***

## **ENROLLMENT PROCEDURES**

- Step 1** Go to [senecatrailchristianacademy.com](http://senecatrailchristianacademy.com) and click on [Steps to Enrollment](#). Click [STCA Student Application](#). Complete the application.
- Step 2** The [STCA Student Application](#) will be sent to MySchoolWorxs. The Elementary (Grades K4-6) or High School Principal (Grades 7-12) will acknowledge receipt of the application by calling the parents or guardians listed on the application.
- Step 3** The Principal will make an appointment with the child and the parents or guardians. At this time, a tour of the campus will be given. There will be an interview providing: 1. an opportunity for the parents to ask questions, 2. an opportunity for the principal to ask questions, and 3. an opportunity to assess the child's social skills, academic skills, and age appropriate behaviors.
- Step 4** A decision will be made to Accept or Deny admittance into STCA. The Principal will notify the parents or guardians of the decision. The [STCA Student Application](#) has a tab to [Accept](#) or [Deny](#). The Principal will click on the appropriate button. Parents will be able to view the [Accept](#) or [Deny](#) on the application.
- Step 5** A MySchoolworxs account will automatically be set up using the information from the [STCA Student Application](#). MySchoolworxs will send an email to the parents or guardians. The child's name will be added to the appropriate grade level.
- Step 6** The Financial Office will set up an account for the student and will make contact with the parents or guardians.
- Step 7** Prior to the student entering the classroom, certain forms must be completed. Mr. Banton will make sure parents get digital copies of these forms to be completed.
- Step 8** Parents will need to order uniforms. These can be ordered by going to a link on the school web page.



**NOTE:**

*\*When enrolling a child in the Kindergarten K5 class, the cutoff date for turning age 5 is October 1<sup>st</sup>.*

*\*The exception to the October 1<sup>st</sup> cutoff date:*

- 1. The student has been enrolled in the STCA Daycare program. If a child exhibits a maturity level and a readiness to learn and the parents or guardians want their child to start Kindergarten: consideration will be given to acceptance into the K5 class.*
- 2. An assessment will be made by the Elementary Principal and the Kindergarten teacher. The child found to be academically, socially, and physically ready for K5; will be considered for acceptance into the K5 class.*
- 3. Consideration will be given to the birthdate of the child. A child that does not turn 5 until January 1<sup>st</sup> or after will not be considered for acceptance into the K5 program.*





## **WHAT DO WE WEAR TO SCHOOL?**

# **STCA DRESS CODE**

*The STCA Dress Code is designed to minimize classroom distractions, reduce the emphasis on outward appearances, and create school spirit. Our goal is that the dress code would not become an issue, but that spiritual and academic development would be our focus. The intent of the dress code is to train our students to realize that some types of clothing are more appropriate for specific activities than others. The type of clothing we wear can influence our attitude and behavior. The following dress code represents the acceptable mode of dress for our school and its activities. It is not our desire to be legalistic, but we recognize that some guidelines are in order. Please talk with your child about his/her attitude toward the dress code. We desire an attitude of “what would please Jesus?” rather than “what can I get by with?”*

*If parents or students have questions about the suitability of any clothing or style, please ask your administrator for assistance. The administration reserves the right to determine the appropriateness of clothing and appearance in questionable situations.*

***When in doubt regarding clothing, hairstyle, or any other part of your appearance, ask yourself these questions:***

- *Am I honestly trying to comply with the dress code or am I trying to push the limits? (Philippians 4:8)*
- *Have I responsibly chosen my clothing to honor God? (Colossians 3:23)*
- *Am I working hard to create an atmosphere of unity for the good of the school? (Romans 14:19)*
- *Am I respecting rules that have been established by school authorities? (Romans 13:5)*

***What is the official STCA school uniform?***

- *STCA embroidered polo or an official STCA t-shirt. All students must have at least one royal blue STCA embroidered polo shirt.*
- *Boys: Denim or khaki pants or shorts. No sweatpants or athletic pants.*
- *Girls: Denim or khaki pants, shorts, capris, or skirts.*
  - \**All shorts must have at least a 7” inseam.*
  - \**All skirts must be no higher than 2 inches from the knee.*

*\*No sweatpants or athletic pants.*

*\*No jeggings or leggings will be allowed unless worn under a skirt.*

- *All clothing should be clean and free of stains and rips. Clothes should have no words or lettering except in the case of small brand labels. Any words or pictures with advertising are inappropriate.*

## **Outerwear**

- *All outerwear worn indoors (sweaters, cardigans, hoodies, or sweatshirts) must have an official STCA logo.*
- *Winter coats and jackets need to be removed when in the classroom.*
- *Hats, hoods, and sunglasses are to be removed when entering the building.*

## **Hair**

- *Boys and Girls: Hair must be clean, well-groomed, neatly trimmed, and kept out of the face for both male and female students. No hairstyle should seek to draw inappropriate attention to the individual.*

## **Jewelry/Accessories**

- *All visible jewelry should be minimal and must not bring undue attention to the individual.*
- *Girls may wear earrings. Keep in mind the activity level of the child and give consideration to the style of the earrings. Some earrings, if yanked on or caught on something while playing; could result in damage to the ear. Small stud like earrings are best for the younger girls.*

## **Footwear**

- *Boys and girls may wear dress shoes, casual shoes, boots, and tennis shoes.*
- *Sandals and Crocs are permitted but must fasten securely behind the heel.*
- *Athletic shoes are required when playing in the gym and in P.E. class. Students need to bring a pair of athletic shoes to be stored in the classroom.*

## **The following displays are prohibited at school functions:**

- *Visible midriff, strapless tops, immodest shorts, skirts, or dresses*
- *Excessively tight-fitting clothing*
- *Inappropriate or offensive messages or symbols on clothing or hats*

## **Backpacks**

*Student backpacks, notebooks, or other carrying bags may not display obscene symbols, signs, slogans, alcohol, drug-related, tobacco, or degrading items.*



## **Physical Education Class Attire**

### ***K4-2<sup>ND</sup> Grade:***

*\*Because of the more casual dress code, it will not be necessary for students to change into a P.E. uniform.*

*\*Activities conducted in the gym will require the students to wear athletic shoes which are to be left in the classroom.*

*\*Girls wearing skirts will need to wear shorts under their skirts.*

### ***3rd-6<sup>th</sup> Grade:***

*\*The teacher conducting the P.E. class will determine if it is necessary for students to change into a P.E. uniform.*

*\*When the teacher deems it necessary to dress out for the P.E. class, students may wear:*

- *Navy athletic shorts with a 7" inseam*
- *STCA official T-shirt (Different from the one they wore to school that day.)*
- *When it gets colder, students may wear Navy sweat pants or Navy athletic pants.*
- *In the gym, students must wear athletic shoes which are to be kept in the classroom.*
- *Students will need a gym bag for transporting gym clothes to and from school.*





## **FIELD TRIP ATTIRE**

***Boys and girls will wear a Royal Blue Polo with the official STCA logo and Khaki Pants or Shorts when the location requires students to be dressed up. (Example: Touring the State Capitol Building)***

***Boys and girls will wear a Royal Blue T-shirt with the official STCA logo and Denim Pants or Shorts when the location requires casual attire. (Example: Pumpkin Patch)***

## **SPIRIT WEEKS**

***\*Before Volleyball and Basketball Tournaments we allow the students to show their school spirit and support of the teams by wearing designated non-uniform items.***

***\* The Spirit Week attire is determined by the Leadership Team. The STCA Weekly Newsletter found on MySchoolWorxs will have a list of what may be worn on specific days of the week.***

***\*Teachers will send information home a week prior to Spirit Weeks. They will also send a text to make sure that parents or guardians are aware of the change in uniform.***

***\*There will be other times when we allow the students to wear non-uniform items to school. **Just remember this....**It will be in the newsletter, your child's teacher will send information home, and will send a text. If your child tells you a certain item may be worn to school, it will be verified by contact from the teacher.***

## **STCA ATTENDANCE POLICY**



*\* The Elementary students will attend classes Monday-Thursday in the classroom. On Friday, the students will work at home.*

*\* Because each day is important, daily attendance is imperative. Parents need to make being in class a priority for their child.*

*\*There will be days when sickness, special family situations, emergencies, and incimate weather will hinder the child from being on campus. All absences must have written documentation (MySchoolWorx or a note) with a reasonable explanation for the absence. Because Miss Flint oversees the daily attendance on MySchoolWorx, please send all documentation to the secretary's office. If you can't email, send a written excuse to Miss Flint when the child returns.*

*\*STCA realizes there will be planned and unplanned absences. Please carefully read the following explanation of absences, tardy arrivals, and early departures.*

### **EXCUSED ABSENCES**

*Excused absences will be granted for personal illness, medical appointments, death within a family, family emergencies, and absences deemed excused with STCA's **Pre-Arranged Absence Form**. (Parents taking a trip that requires the child to be absent from school will need to fill out the **Pre-Arranged Absence Form** and submit it to the Elementary Principal for approval at least one week prior to taking the trip. STCA reserves the right to make individual judgments concerning the validity of absence requests.)*

*If a student is absent for 5 days, STCA will accept documentation from the parent guardian. When a student is absent for 6 or more days due to a communicable disease; Covid, Chicken Pox, Conjunctivitis, etc.; a Doctor's Excuse must accompany the student's return to school.*

*Sending a written excuse does not guarantee an excused absence. If the student was not in class due to sickness, special family situations, emergencies or incimate weather; excusing or not excusing the absence will be at the discretion of the Leadership Team.*

*Students missing school work due to excused absences must turn their work in to the teacher within the number of days that were missed. For example: If a student missed 5 days of school, the student has 5 days to complete and submit the work to the teacher.*

*Parents are strongly encouraged to schedule family trips during the breaks: Thanksgiving Break, Christmas Break, Spring Break, Summer Vacation.*

*Parents are strongly encouraged to schedule routine dental, vision, and medical check-ups during non-school hours.*

### **UNEXCUSED ABSENCES**

*All absences for reasons other than those previously mentioned or that have no documentation will be considered unexcused. When the student has accumulated 5 unexcused absences, the Principal will send a letter to the parent or guardian. When the student has accumulated 8 unexcused absences, the parent or guardian will receive a phone call and a letter from the Principal. When the student has accumulated 10 unexcused absences, STCA may file a complaint against the parent or guardian before a magistrate of the county due to compulsory school attendance laws.*

*\*Unexcused absences may result in quizzes, tests, and graded assignments not being made up and a zero being given for the assignment.*

*\*If a student is absent 20 or more days and those days do not qualify for being excused; there will be a discussion by the Leadership Team regarding retention instead of promotion or dismissal from the school.*

*\*Students who are absent may not participate in extra curricular activities on that day unless special permission is given by the Elementary Principal.*



### **EARLY DEPARTURE**

*\*When a student requires an early dismissal, notification through MySchoolWorxs or a written note needs to be given to the classroom teacher and Miss Flint.*

*\*In your communication, please include the name of the person who is coming for and transporting the student.*

*\*To keep students safe in carline, students leaving early should depart by 2:30pm.*

*\*At the time of the early departure, please stop in front of the building and call Miss Flint in the main office: 304-647-4878. She will send the child to the ve*



## **TARDY ARRIVAL**

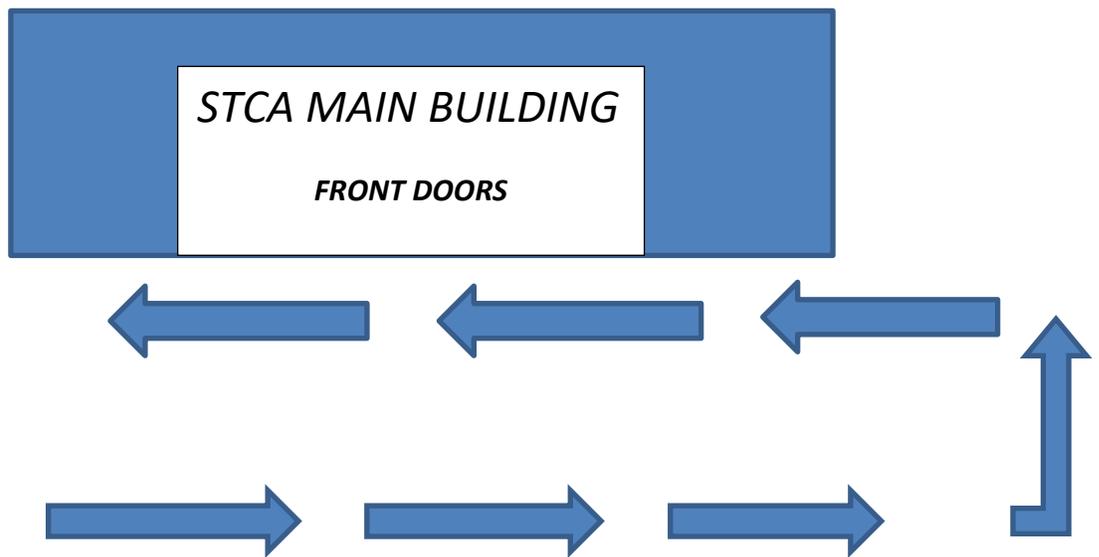
***\*Being on time demonstrates a respect for the teacher and the educational environment. Students arriving between the hours of 8:15am and 11:00am are considered Tardy. Students arriving after 11:00am are considered absent for half of the day.***

***\*When a student accumulates 3 unexcused tardies in one grading period, an unexcused absence will be given. Parents or guardians will receive a letter through MySchoolWorxs.***

***\*When a student is tardy due to medical appointments, please send the doctor's work/school excuse with the student.***

***\*Vehicle malfunctions, sickness in the student or the person responsible for transporting the student, medical appointments, incimate weather, special family situations and emergencies qualify as excused tardies***

***\*Oversleeping, running late, traffic, etc. qualify as unexcused tardies.***



***\* For Morning Drop Offs and Afternoon Pick Ups, vehicles will come up the school drive, follow the arrows as indicated above, stop in front of the building, and drop off or pick up the student.***

***\*Vehicles are to stay in the “Car Line”. Vehicles may only go around another vehicle if signaled to do so.***

***\*Vehicles are not to park in front of the building during Car Line. If a parent has a conference or business in the building, the vehicle will park in the High School parking lot behind the gym or in the upper parking lot where the teachers park.***

***\*Parking in front of the gym is only for parents dropping off or picking up students in the Daycare.***

***\* The safety of the students is our priority. In the mornings the Elementary Principal will be awaiting the arrival of the students on the sidewalk in front of the building. Students will be checked in and continue on to their classrooms.***

***\*During afternoon pick-ups the Elementary Principal will use the walkie talkie to call for individual students waiting in the classroom. The students will come to the front of the building and be assisted to their respective vehicles.***



## ***READY FOR THE DAY***

*Just like parents going to a job, students have responsibilities facing them each day. Some days are tougher than others. How can you prepare them?*

*1. Have a set bedtime to ensure proper rest. The National Sleep Foundation Guidelines make these recommendations:*

*Age 4                      11-13 Hours*

*Ages 5-10                10-11 Hours*

*Ages 11-17              8.5-9.25 Hours*

*2. Have a set routine for homework, preparing the book bag for the morning, establishing a place for items going back to school, preparing uniforms to be worn, and packing snacks and water.*

*3. Have a nutritious breakfast with a side of encouraging words.*

*4. Have prayer with your child. Have them pray for you and the challenges you face at work. Pray for them and the challenges they have before them.*



## ***HERE WE ARE, NOW WHAT?***

## ***STUDENT EXPECTATIONS.....***

### ***IN THE BUILDING, ON CAMPUS:***

*\*Students should enter the building and report to classes quietly. When addressed by a staff member or another student, students should respond appropriately, politely, and softly.*

***COURTESY***

*\*Students should enter the classroom with a smile and a “Good Morning” to the teacher and classmates.*

***FRIENDLINESS***

*\*Students should unpack their book bag, place jacket and book bag in the designated place, give parent correspondence to the teacher, sharpen pencils, and prepare for class to start.*

***ORGANIZATION***

*\*Students should be attentive and follow directions given by the teacher.*

***RESPECT***

*\*Students should keep in mind the books and materials they use were provided by the sacrifice of their parents and should be handled with care.*

***ACCOUNTABILITY***

*\*Students should interact with others using kind words and actions.*

***KINDNESS***

*\*Students should complete each assigned task.*

***DILIGENCE***

*\*Students should desire to live a life that is pleasing to God.*

***FAITHFULNESS***

*\*Students should seek to solve life’s problems in a Christ-like way.*

***WISDOM***

*\*Students should proceed through their day with gratitude and joy.*

***CONTENTMENT***

## **TEACHER EXPECTATIONS...**

*\*You can expect your child's teacher to prepare an organized, inviting learning environment for your child.*

**THOUGHTFULNESS**

*\*You can expect your child's teacher to faithfully complete lesson plans on MySchoolWorxs and publish them by 7:30am Monday morning.*

**FAITHFULNESS**

*\*You can expect your child's teacher to be aware of each individual in the class and find ways to draw them in and help them when they are struggling in class.*

**CREATIVITY**

*\*You can expect your child's teacher to utilize and enhance the curriculum.*

**DEPENDABILITY**

*\*You can expect your child's teacher to administer quizzes and tests and have them graded and entered on MySchoolWorxs within 2 days.*

**ACCOUNTABILITY**

*\*You can expect your child's teacher to have established rules in the classroom with the expectation that students will follow them.*

**AUTHORITY**

*\*You can expect your child's teacher to supervise the classroom, the lunchroom and the playground with undivided attention.*

**SUPERVISION**

*\*You can expect your child's teacher to have Parent-Teacher Conferences that are on the calendar and when the child's academic progress or behavior deems it necessary to meet.*

**COMMUNICATION**

*\*You can expect your child's teacher to pray for your child every day and to share God's Word in dealing with life's situations.*

**MENTORSHIP**

*\*You can expect your child's teacher to strive to live a life that is pleasing to Jesus.*

**SURRENDER**



## **GRADING PROCEDURES**

*\*There are no grades taken in the K4 class.*

*\* In Grades K5-6 no papers are graded the first week of school. The teacher will give the students time to adjust to being back in school and to being in a new grade level. The teacher will collect assignments and look them over to get an idea of the student's strengths and weaknesses.*

*\*Tests, quizzes and other graded assignments will be given to the students. The teacher will have these papers graded and entered on MySchoolWorxs within 2 days of giving the assignment.*

*\*Students and Parents will have access to the MySchoolWorx account and will be able to see on the Lesson Plans quizzes and tests coming up. After the tests and quizzes are graded, the grades will be posted for parents and students to see. We encourage parents to visit their account on a weekly basis to track and monitor their child's progress.*

*\*Every 3 weeks Blue Notes will be sent home. The Blue Note has a place for the teacher to evaluate student work habits and behaviors. There is a place for teacher comments and recommendations as well. All quizzes, tests and graded assignments will be attached to the Blue Note. Parents are to look at the papers, read the comments, and sign in the designated place. Blue Notes are to be sent back to the classroom teacher within 2 days.*

*\*All Elementary Teachers will use the STCA grading scale which is a 6 point scale.*

100	A+
96-99	A
94-95	A-
91-93	B+
88-90	B
85-87	B-
82-84	C+
79-81	C
77-78	C-
70-76	D
0-69	F



## **HOMEWORK**



### **THE PURPOSE OF HOMEWORK**

*Why do teachers give homework?*



*Homework is given to complete assignments that were started in class. If a student does not use work time wisely, it may be necessary to complete the work at home.*



*Homework is given to prepare students for tests and quizzes. Tests and quizzes will be given weekly or bi-weekly and will be posted on MySchoolWorxs. The teacher's Lesson Plans will give test dates.*



*Homework is given for drill and practice. In K5-2<sup>nd</sup> grade; letters and sounds, numbers, addition and subtraction problems and Bible memory verses may be drilled at home. In grades 3-6, students may be asked to drill multiplication and division facts, grammar rules, states and capitals, etc. If the students know them in class, they may not need the practice at home.*



*Homework is given to insure students are proficient in the foundational concepts. For example: Addition, Subtraction, Multiplication and Division will be used in Math classes until graduation. A foundation is laid in the elementary school which is built upon in the middle and high school.*

*How is homework communicated to the students and the parents?*

- ➡** *Each morning the teacher will display homework assignments.*
- ➡** *Students will copy the assignments into their planners.*
- ➡** *Teachers will check the planners and initial if the assignment has been copied correctly.*
- ➡** *Teachers will instruct students, at the end of the day, on the books and materials that are to be placed in the book bag and sent home.*

- ➔ *Students are to show homework assignments to parents or those responsible for them during the homework process. When the student has completed the tasks, parents are asked to initial the planner indicating the work has been completed.*
- ➔ *When the student returns to school the next morning, he/she needs to show the teacher the signature and turn in workbook pages or written assignments.*

*Do students have homework every day?*

- *Homework is given on Monday, Tuesday, and Thursday.*
- *There is no homework given on Wednesday. Before Covid, churches had AWANA and other children's ministries on Wednesday evening. Because we encourage and want our students to be involved in children's ministries, we have not given homework on Wednesdays.*
- *Friday is a school day at home and there will be assignments given.*

*Is Homework graded?*

- *The teacher may grade certain assignments with the standard grading scale. Students will be made aware of which assignments are graded.*
- *The teacher may give the completed homework assignment a participation grade which will be worth a small percentage of the grade.*
- *Although every assignment is not graded, assignments are to be completed with accuracy and neat penmanship.*

### **TIPS FOR HOMEWORK ROUTINES**



**Establish a time.** *Will the student come home and play for an hour and then do homework? Will the student do the homework after dinner? What will work best for the student? Talk it over with the child, let them help make the decision.*



**Establish a place.** *Create a place where homework is done. It should be a well lit space away from distractions like where the student is able to spread out books, papers, and supplies. Discuss it with the student. Does the child want to work at a desk? Does the child want to sit at the kitchen table?*



**Establish a routine** *for putting books and assignments in the book bag the night before returning to school.*

## REPORT CARDS

- *Our academic year is divided into 4 quarters. Each quarter contains 9 weeks.*
- *Report Cards will be published on MySchoolWorxs.*
- *Paper copies of the report cards will be sent home at the end of each semester.*



- *The Principal's "A" Honor Roll.* *Students receiving all A's (94-100) for the 9 weeks will be on The Principal's "A" Honor Roll.*
- *The "A" Honor Roll.* *Students receiving an A average (94-100) for the 9 weeks will be on The "A" Honor Roll.*
- *The "B" Honor Roll.* *Students receiving a B average (87-93) for the 9 weeks will be on the "B" Honor Roll.*
- *The Honor Roll will be posted with the weekly school newsletter on MySchoolWorxs.*
- *The Honor Roll will be posted on the bulletin board downstairs.*
- *Students with an "F" on the report card will be disqualified from the Honor Roll.*

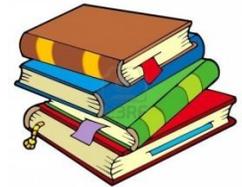
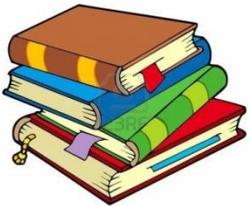
## PROMOTION

- *Students will be promoted that have passing grades (70-100) in the Core Subjects: Arithmetic, Phonics/Language, and Reading.*
- *Students will be promoted that commit to summer tutoring and receive an 80% or better when there is a failing grade in a Core Subject.*
- *Students will be promoted that have fewer than 20 unexcused absences.*

*If a student is failing Arithmetic and has 80% or better in the other subjects : the student will be promoted to the next grade but will have to retake the Arithmetic class.*

## **RETENTION**

- *Students that receive failing grades ( 69 and below) in the Core Subjects for their yearly average will be retained.*
- *Students that have an average of 75 and below for their yearly average may be retained.*



## **CURRICULUM**

*The K4-Grade 6 classes will begin using the curriculum created by BJU Press in the 2022-2023 school year.*

*Why are we switching from Abeka to BJU Press?*

- *The 7<sup>th</sup> -12<sup>th</sup> switched to BJU Press several years ago. Because BJU Press offers eTextbooks, our students in grades 7-12 use Chromebooks in class. Our students are growing in their use of technology.*
- *The Leadership, through much prayer and contemplation, feel led to have one curriculum in use throughout the school. BJU Press is that curriculum.*
- *By having all classes in the BJU Press curriculum, a Scope and Sequence from K4-12 is established.*
- *BJU Press offers every teacher Teacher Tools Online (TTO). TTO helps teachers find educational articles, editable lesson plan overviews, PowerPoint presentations that correlate with the textbooks, video clips, and many more resources.*
- *BJU Press publishes academically rigorous textbooks written from a Biblical worldview.*

## ***What materials are offered in each grade K4-6?***

### ***K4***

<i>Bible Truths</i>	<i>Student Packet</i>
<i>Footsteps For Fours</i>	<i>K4 Writing Packet</i>
<i>Footsteps For Fours</i>	<i>K 4 Activity Packet</i>
<i>Footsteps For Fours</i>	<i>K4 Practice Cards</i>

### ***K5***

<i>Bible Truths</i>	<i>K5 Student Packet</i>
<i>Math</i>	<i>K5 Student Manipulative Packet</i>
<i>Math</i>	<i>K5 Student Worktext</i>
<i>Focus on Fives</i>	<i>K5 Phonics Practice</i>
<i>Focus on Fives</i>	<i>K5 Phonics and Review Cards</i>
<i>Focus on Fives</i>	<i>K5 Reading Books for K5 (34 books)</i>
<i>Focus on Fives</i>	<i>K5 Write Now! Handwriting</i>

### ***Grades 1 and 2***

<i>Bible</i>	<i>Truths For Life Student Worktext, Assessments</i>
<i>Math</i>	<i>Student Manipulatives Packet, Student Worktext, Assessments</i>
<i>Phonics &amp; English</i>	<i>Student Worktext , Activities</i>
<i>Spelling</i>	<i>Student Worktext</i>
<i>Reading</i>	<i>Student Readers, Student Worktext</i>
<i>Science</i>	<i>Student Edition, Activities</i>
<i>Heritage Studies</i>	<i>Student Worktext, Activities</i>
<i>Handwriting</i>	<i>Worktext</i>



## ***3 and 4***

<i>Bible</i>	<i>Student Worktext, Assessments</i>
<i>Math</i>	<i>Student Manipulatives Packet, Worktext, Activities, Assessments</i>
<i>Reading</i>	<i>Readers, Student Worktext, Assessments</i>
<i>Spelling</i>	<i>Student Worktext</i>
<i>English</i>	<i>Student Worktext, Assessments</i>
<i>Science</i>	<i>Student Edition, Activities</i>
<i>Heritage Studies</i>	<i>Student Edition, Activities</i>
<i>Handwriting</i>	<i>Assessments</i>

## ***Grades 5 and 6***

<i>Bible</i>	<i>Student Worktext, Assessments</i>
<i>Math</i>	<i>Worktext, Assessments</i>
<i>Reading</i>	<i>Readers, Student Edition, Assessments</i>
<i>Spelling</i>	<i>Student Worktext</i>
<i>English</i>	<i>Student Worktext, Assessments</i>
<i>Science</i>	<i>Student Edition, Assessments, Activities</i>
<i>Heritage Studies</i>	<i>Student Edition, Assessments, Activities</i>





## ***What about Music, Art, and Physical Education classes?***

- \*At this time, we do not have teachers specifically for music, art, and physical education.***
- \*Teachers are encouraged to conduct art, music, and physical education classes with their individual classes.***
- \* Teachers may work together. One teacher may be responsible for teaching an art class while the other teacher has a prep period. The next day, one teacher may teach a P.E. class while the other teacher has a prep period.***



## ***How Do Combination Classes Work?***

***We have 2 grades together: 1<sup>st</sup> and 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, and 5<sup>th</sup> and 6<sup>th</sup>. At this point in time, we do not have enough students in each grade to necessitate a separate class for each level.***

***Here is how combination classes function?***

### ***● BIBLE***

***The 2 grades have Bible class together. Each grade level has its own Bible curriculum. This year for example, 1<sup>st</sup> and 2<sup>nd</sup> will use the 1<sup>st</sup> grade Bible curriculum. Next year, they will use the 2<sup>nd</sup> grade Bible curriculum. The rotation continues year after year.***

### ***● MATH***

***Students work at their grade level. The teacher will give instruction to the students in the younger grade while the students in the older grade work on a part of the math***

*page. The teacher will then instruct the students in the older grade while the students in the younger grade work on their math page.*

● **PHONICS/LANGUAGE ARTS**

*Students work at their grade level. The teacher will give instruction to the students in the younger grade while the students in the older grade work on a part of the language page. The teacher will then instruct the students in the older grade while the students in the younger grade work on their language page.*

● **SPELLING**

*Students learn spelling words and are tested at their grade level.*

● **READING**

*Students have readers for their specific grade level. The exception to that is the combination 5<sup>th</sup> and 6<sup>th</sup> grade class. They will combine their reading classes and read from the same readers.*

● **HISTORY AND SCIENCE**

*The 2 grades will have History and Science classes together. They will use the older grade level for one subject and the younger grade level for the other subject. For example: The 3<sup>rd</sup> and 4<sup>th</sup> grade class will use the 4<sup>th</sup> grade History curriculum and the 3<sup>rd</sup> grade Science curriculum this year. Next year they will use the 3<sup>rd</sup> grade History curriculum and the 4<sup>th</sup> grade Science curriculum.*

● **PENMANSHIP**

*Students will be instructed and practice at their grade level.*

**PROS** 

**AND**

**CONS** 

- ➔ *For students struggling, say in math, being in the combined class gives them an opportunity to be instructed in concepts again. If a 4<sup>th</sup> grader is struggling with division, that child will see the process being taught to the 3<sup>rd</sup> graders for the first time. Hopefully seeing it again and practicing with the 3<sup>rd</sup> graders will develop the skills in solving division problems.*

- *For students in the lower grade level, seeing and hearing the content of the next level may provide a challenge. A 6<sup>th</sup> grader may be working on changing fractions to decimals. A 5<sup>th</sup> grader may see that and get excited about being able to solve a problem.*
- *For the teacher, having a student 2 years in a row is very beneficial. The teacher learns the strengths and weaknesses of the student during the first year they are together. The next year the teacher is able to recognize the improvement or the concepts the student is still struggling with. The teacher and the student have a rapport that takes time to develop.*
  - *On the other hand, if a student struggles with being easily distracted; the student may find it difficult to focus on assignments while the teacher is instructing and working with the other grade level.*
  - *In the younger grades, it may take a few weeks for them to settle into having 2 classes together. They may need more one-on-one time with the teacher and may not be able to get that attention immediately. The teacher will help each child needing assistance, but, it may not happen as soon as the child raises their hand.*

## ***ELEMENTARY CHAPEL***

- *The students have Bible class each morning Monday-Wednesday.*
- *Thursday morning has been set aside for chapel.*
- *The elementary teachers take turns leading the chapels.*
- *Each child will need a NIV Bible for Bible class and Chapel.*

### ***Purpose of Chapel***

- ☀ *To help the Elementary students understand that coming together for worship and instruction in the Word is something God wants us to do.*
- ☀ *To give the students the opportunity to worship the Lord Jesus with their schoolmates.*
- ☀ *To present through videos, object lessons, teacher led lessons and guest speakers who God is, who I am in Christ, who God made me to be, etc.*

## **The Big “C”...**

### **COMMUNICATION**

*In any relationship, communication is a key ingredient to the success of that relationship. For us to have a successful Parent-School relationship there needs to be an open line of communication. We will endeavor to keep communication a priority by offering a Weekly School Newsletter, 3 Week Blue Notes, Parent-Teacher Conferences, access to STCA personnel via email on MySchoolWorxs, and by a willingness to meet with parents at their convenience.*

- 1. The Weekly School Newsletter.** *Each Monday a newsletter will be emailed to parents or guardians on MySchoolWorxs. Upcoming events and announcements will be included in the newsletter. Please read the newsletter each week.*
- 2. The 3 Week Blue Notes.** *(See Grading Procedures)*
- 3. Parent-Teacher Conferences.** *At the end of the 1<sup>st</sup> grading period and the 3<sup>rd</sup> grading period we will offer Parent-Teacher Conferences. When students are struggling academically or behaviorally, the teacher may request a conference. The Elementary Principal may be included in the conference.*
- 4. MySchoolWorxs.** *Every teacher and parent has an email account on MySchoolWorxs.*

*Parents use the email account :*

- *to send an absence excuse to Miss Flint and the teacher.*
- *to let Miss Flint and the teacher know the student has a medical appointment during the school day.*
- *to communicate with the classroom teacher.*

*The classroom teachers use the email account:*

- *to communicate with families.*
- *to post grades for parents to view.*
- *to post lesson plans, assignments, and quiz and test dates.*

## **COMMUNICATING CLASSROOM CONCERNS**

- ✚ *Classroom concerns should be presented to the classroom teacher. These concerns may be expressed in an email on MySchoolWorxs, communicated in a hand written note to the teacher, or shared in a face to face meeting. If the teacher has given permission to call or text on a personal phone, then that would be an acceptable method of communication as well.*
- ✚ *Face to face meetings are always best when discussing more serious matters. In a text or email, you can't see the person's expression or hear the tone of their voice. It is easy to misconstrue something that was said.*
- ✚ *If an issue is not resolved between a parent and a teacher, a meeting may be conducted with the Elementary Principal and the School Principal present.*



### **A WORD TO THE WISE:**

- ✚ *Be respectful of the teacher's responsibility to supervise and conduct the class. **Please do not show up and expect an on-the-spot conference when students are present and are the teacher's priority.** It is very likely the Elementary Principal will interrupt the conversation and ask you to schedule a meeting after school.*
- ✚ *Be respectful of the teacher's time at home. Our teachers have families. Allow them to spend time with their families in the evenings. Refrain from texting or calling them.*

## **SCHOOL-WIDE CONCERNS**

- ✚ *School-wide concerns should be presented to the Elementary Principal or to the Head of School. These concerns may be expressed in an email on MySchoolWorxs, communicated in a hand written note, or shared in a face-to-face meeting.*
- ✚ *We appreciate parents expressing their concerns, frustrations, and suggestions with us. We will listen to parents and work toward resolution.*
- ✚ *We do not appreciate parents expressing their concerns, frustrations, and suggestions with other parents in a way that creates division and a spirit of discontentment.*

## **HOW WILL STCA COMMUNICATE WITH ME WHEN THERE IS NO SCHOOL DUE TO SNOW OR ICE?**



- Ⓢ *We are **not** included in the Greenbrier County School closings or delays.*
- Ⓢ *We will call in our own closings and delays.*
- Ⓢ *We will endeavor to post school closings the night before. When that is not possible, we will post closings or 2 hour delays by 6:00am.*
- Ⓢ *At times we will call a 2 hour delay to give us time to make the wisest decision. Stay tuned when there is a 2 hour delay. It is possible that we will close for the day.*
- Ⓢ *Seneca Trail Christian Academy closings will be posted on:*



*Seneca Trail Christian Academy Facebook page*



*senecatrailchristianacademy.com*



*Local television stations*

<i>Channel 7</i>	<i>WDBJ</i>	<i>Virginia</i>
<i>Channel 6</i>	<i>WVVA</i>	<i>Bluefield</i>
<i>Channel 4</i>	<i>WOAY</i>	<i>Oak Hill</i>

- Ⓢ *On 2 hour delays, students may report to their classrooms as early as 9:45am. Classes will begin at 10:15am. Dismissal will be at 3:00pm.*

### **NOTE:**

- *When there is a 2 hour delay, the students will not have a snack break or a morning recess. We assume that students will have time to eat breakfast and a snack prior to arriving on campus.*
- *If parents consider the drive to school to be hazardous, please use good judgment and do not risk injury. We understand that road conditions can change significantly from neighborhood to neighborhood. If you decide not to venture out, we respect that decision. The student will be counted absent but it will be an excused absence.*



## **CELL PHONES**

- *We understand that parents or guardians may want their child to have a cell phone with them. The child may be going somewhere after school with someone other than the parent or maybe the child lives in 2 homes on a rotation basis and the parent wants to be able to reach the child; we understand that and respect that. If that is your situation, the child may have a cell phone in their book bag.*
- *Students are not allowed to have cell phones at their desks, in their pockets, or out during the school day. Cell phones have to stay in the book bag.*
- *We are not responsible for lost or damaged cell phones. Phones are expensive and a big responsibility. In the younger elementary classes, a cell phone is a responsibility that the level of maturity might not be able to handle yet. We would discourage you from sending an expensive phone to school with them.*

### **Speaking of phones,**

### **Let's talk about the office phone...**



*STCA has a new phone system. Our phone service is through Zoom. On page 5, numbers were listed for Administrative personnel and Office personnel.*

***Please Call Miss Flint:***

- ☐ *When there is a family emergency and it is necessary to take the student out of class.*
- ☐ *When someone other than the parent or designated driver will be picking the student up in car line.*
- ☐ *When a student is absent.*
- ☐ *When your child has an appointment and you come to pick them up. She will send your child to the vehicle.*

☐ *When you realize your child forgot a lunch or you forgot to order lunch on MySchoolWorxs. Ordering has to be done before 9:00 am on the day of the lunch.*

*Students may ask Miss Flint to call home:*

- Ⓢ *When they suddenly become ill.*
- Ⓢ *When they have forgotten medication or health related items.*
- Ⓢ *When notifying parents of changes in after school events.*
- Ⓢ *When uncertain about what to do at dismissal time for that day or any question that would affect after school safety issues.*

*Students may not ask Miss Flint to call home:*

- ✗ *When they have forgotten homework, books, or items needed in class.*
- ✗ *When they want to get permission to go home with a friend.*

*We encourage families to foster a sense of responsibility in their children by communicating well in their homes regarding schedules, rides after school, athletic practices and games, and the assembling of school materials to be carried to school in the morning—lunches, books, P.E. clothes and special items.*

## **STUDENT MEDICATIONS**



*Students who need to take prescription medications during their school day should bring the medication in its original container to Miss Flint to be dispensed at the correct time. She will oversee the administration of medication as per written directions for the student.*

*Families may wish to send over-the-counter products such as Tylenol, Dimetap, and other allergy related medicines for their children. We request that these be sent in their original containers with the child's name clearly marked on the bottle. A written note giving directions and permission for the office to administer these medications to the child should be sent, and will be kept on file in the office.*

## ***ACCIDENTS AND ACCIDENT REPORT FORMS***



*Before the school year begins every family is asked to fill our Medical Forms. Miss Flint keeps those forms in her office. When students are sent to her for medical attention, she refers to those forms.*

*In the event that your child gets hurt at school:*



*The child will be sent to the office for scrapes, bumps, insect bites, bee stings, accidents on playground equipment, etc.*



*Miss Flint will assess the situation. She will refer to the Medical forms and respond accordingly. She may give the child medication as directed on the form, provide an ice pack for a bump, a band aid for a scrape, etc. If she gives a student medication, she will enter the child's name, date, and medication given in a log book.*



*In the case of a child displaying great discomfort, pain, dislocation of a bone, possible concussion, or an injury possibly needing medical attention; the parent will be called immediately.*



*In the case of an injury requiring an Ambulance:*



*An ambulance will be called.*



*Parents will be called.*



*Information on the Emergency Cards will be referred to.*



*An Accident Report Form is completed when your child sustains an injury at school. Three copies are made: 1 for the classroom teacher, 1 for the office, and 1 for the student to take home.*



## ***CLASSROOM MANAGEMENT***

***At STCA we want to approach classroom discipline and correction in a Biblical manner. There are 4 components:***

***Communication***

***Accountability***

***Positive and Negative Consequences***

***Reconciliation***

### ***Communication***

***At the beginning of each new school year, the STCA Elementary Teachers will share the classroom rules with their classroom parents and students at Orientation. The rules will be posted in a prominent place for all to see and will be discussed. Teachers will also share the rewards for obeying the rules and the consequences for disobeying the rules. Throughout the first week of school, teachers will direct the student's attention to the displayed rules and will discuss them with the students. In the K4-2<sup>nd</sup> grade classes, rules, routines and habits will be practiced and discussed for the first 2 or 3 weeks.***

***Every classroom will have these 4 rules:***

***\*I will get permission to speak.***

***\*I will get permission to leave my seat.***

***\*I will obey.***

***\*I will respect others by keeping my hands, feet, and objects to myself.***

*Teachers will add rules that are age appropriate and necessary for their classrooms.*

### **Accountability**

*Teachers will be expected to display and discuss classroom rules. As infractions are observed, teachers will remind students of the rules and at first will give a warning without consequence. As the year progresses, teachers will expect students to adhere to the rules.*

### **Positive and Negative Consequences**

*Teachers will reward students for positive behaviors. Each teacher will share how positive behaviors will be rewarded at the Orientation meeting. Rewards will be discussed and given starting on Day 1 of school. Teachers are to focus on and reward students adhering to the rules.*

*Teachers will address students for disobeying or disrupting class. The teacher may pause the lesson, look directly at the student, wait for the student to recognize inappropriate behavior, and correct it. If the behavior persists, the teacher may ask the student to step into the hall where they can have a private conversation about the disobedience. When the behaviors persist, consequences will be given. Students may lose minutes at recess or a privilege. Parents will be contacted.*

### **Reconciliation**

*The goal is for the student to recognize their offence, admit their wrong, and to be reconciled to anyone they wronged.*





## ***What About Parties And Celebrations?***

- Ⓢ Elementary Fall Carnival***
- Ⓢ Thanksgiving Dress Up Days***
  - Ⓢ Christmas Party***
- Ⓢ 100<sup>th</sup> Day of School Celebration***
  - Ⓢ Valentines Day Parties***
  - Ⓢ K4 and K5 Birthday Parties***
- Ⓢ Grades 1-6 Birthday Celebrations***
  - Ⓢ Ice Cream Parties***



***SCHOOL COLORS: ROYAL BLUE AND GOLD***  
***SCHOOL MASCOT: TRAILBLAZER***



## ***ARE CHILDREN ALLOWED TO BRING TOYS TO SCHOOL?***

***☀ The goal in each classroom is to minimize distractions. We want the students to be engaged. Grades K4-6 grade students are not to bring toys or stuffed animals to class with these exceptions:***

- K4 and K5 children may bring a stuffed animal to sleep with at NapTime.***
- K4-2<sup>nd</sup> Grade students may bring a toy or stuffed animal for Show and Tell.***

## ***SHOW AND TELL***



***Show and Tell provides children with an opportunity to stand before their peers and talk about something special to them.***



***Show and Tell provides children with an opportunity to grow in confidence when speaking in a public setting.***



***Show and Tell provides the children with an opportunity to prepare and practice for their time of sharing.***



***Show and Tell is not for grades 3-6. Students in grades 3-6 are provided with opportunities related to their academics. They may be asked to do a science experiment, share an assigned poster or project, or share an oral book report. Show and Tell in the earlier grades gives them practice standing before their peers.***



## ***WHAT ABOUT SNACKS AND DRINKS?***



***The Elementary students have a snack break in the mornings.***



***We encourage the Elementary students to bring snacks that do not require a spoon. Fruit, crackers, chips, protein bars, etc. are great for snack time.***



***Snacks are offered and may be purchased through the school office.***



***Since Covid, we have stayed away from allowing the students to use the water fountains. The Elementary students are encouraged to bring water bottles filled with water each day. They are allowed to keep them at their desks and to take a drink as needed.***



***We ask that the Elementary students not bring soda, coffee, sweet tea, or other caffeinated drinks in their water bottles. We ask that they not bring caffeinated drinks for snack or lunch. They may bring Capri Sun, fruit drinks, Yoo-hoo, etc. for snack and lunch.***

# Lunch



- Ⓢ *A lunch menu will be posted on MySchoolWorxs.*
- Ⓢ *Orders need to be submitted with payment. If there is not payment, the student will not be included in the lunch count on MySchoolWorxs.*
- Ⓢ *Out of consideration for the person purchasing food items for the lunch program, please submit your orders and payment by Friday of each week.*
- Ⓢ *If you get to school and realize the child does not have a lunch, you may go on MySchoolWorxs and order. It has to be ordered before 9:00am and it has to be paid for. Please do not make a habit of ordering at the last minute.*
- Ⓢ *Thursday is always Pizza day.*



# ***Posting Pictures***



***STCA will only post pictures of students whose parents/guardians have given permission on the [Permission to Use Photo Form](#).***



***When you go on a field trip with a class and you take a lot of pictures which include children that are not yours; you may not post those pictures unless you have permission from the parents or guardians.***



***When your child is on the basketball or volleyball team and you are making videos which include children that are not yours; you may not post those videos unless you have permission from the parents or guardians.***



***The STCA team is looking forward to working with you.***

***To God be the glory for what He will do this year.***