

# SENECA TRAIL CHRISTIAN ACADEMY

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## **Jr./Sr. High School Student Handbook**

2023-2024

321 TRAILBLAZER DRIVE | RONCEVERTE, WV 24970

304.647.4878

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# BASIC INFO

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Seneca Trail Christian Academy is a ministry of Greenbrier Baptist Church in Ronceverte, WV. Our status as a private, religious institution is recognized by the state of West Virginia in the Exemption K status granted to STCA

## **Mission:**

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

## **Purpose:**

- 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.

## **School Contact Information**

Phone number: 304-647-4878 or 304-973-1779

Email address: [office@senecatrailchristianacademy.com](mailto:office@senecatrailchristianacademy.com)

If a parent needs to speak to a student during the school day, please contact the main office. We will have the student return the call ASAP.

All staff members can be contacted directly through the MySchoolWorx messaging portal.

## **Staff Information:**

Craig Terry- Pastor/School Administrator

Jimmy Banton- School Principal	304-973-1779	Ext. 800
Kelly Cherry- Jr/Sr High Principal	304-973-1779	Ext. 802
Doris Benson- Elementary Principal	304-973-1779	Ext.806
Ashley Terry- Daycare Director	304-973-1779	Ext. 805
Amy Flint- School Secretary	304-973-1779	Ext. 803
Diana Morgan- Financial Secretary	304-973-1779	Ext. 804
Ellen Dillon- Lunch Director		

## **Elementary Teachers:**

K4/K5: Ricki Lewis

1st/2nd: Alena Voytenko

3rd/4th: Susan Morrison

5th/6th: Jayleine Elwell

## **Jr./Sr. High Teachers:**

English/Fine Arts: Sara McCarty

Science: Max Robinson

Math/Science: Gregory Hughes

History/Spanish: Jessica Madara

# BASIC INFO CONT.

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## **Beginning and Ending of the School Day**

Classroom instruction begins at 8:15 a.m., and classroom instruction ends at 3:00 p.m.\*.

(Students may arrive as early as 7:45. Please contact the office if you need to arrange an earlier arrival or later departure)

\*Seniors are dismissed at 1:20 p.m.

## **Attendance Policy**

Consistent school attendance is necessary for teaching and learning processes to be successful. STCA students are expected to attend school Monday–Thursday regularly and not be absent without a good reason. Friday is reserved for remote learning.

All absences must have written documentation (MySchoolWorx or note) with a reasonable explanation for the absence. Please send all documentation concerning attendance to the main office (Miss Flint). MySchoolWorx is the best way to communicate absences with the main office and the teacher.

STCA considers it a privilege to uplift our families in prayer. We encourage you to communicate with us, even in times of family emergencies.

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

## **Excused Absence**

Excused absences will be granted for personal illness, appointments (doctor, dentist, etc), death within the family, family emergencies (family illness, hardship, etc.), and absences deemed excused with STCA's Pre-Arranged Absence Form. STCA will accept a parent/guardian note for 5 illness-related absences. All other illness-related absences will require a doctor's excuse. \*\*STCA reserves the right to make individual judgments concerning the validity of absence requests.

## **Unexcused Absence**

All absences for reasons not listed above or that have no documentation will be considered unexcused. In the event a student reaches 5 unexcused absences, an STCA principal will send a letter to the parent/guardian. If a student reaches 8 unexcused absences, the parent/guardian will receive a phone call and a letter from an STCA principal. If 10 unexcused absences occur, STCA may file a complaint against the parent/guardian before a magistrate of the county due to compulsory school attendance laws.

## **Student Drivers**

Please notify STCA if the student driver will be absent from school. If the main office (Miss Flint) is not aware of a student driver's absence, the parent/guardian will receive a phone call if the student driver is not at school by 9:00 a.m.

*\*Student drivers may only transport other students with written permission from both parent/guardians (driver and passenger)*

# BASIC INFO CONT.

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## **Tardy Arrival**

Students who arrive between 8:15 a.m. and 11:00 a.m. will be considered tardy. Arrivals after 11:00 a.m. will be a half-day absence. Each time a student compiles three unexcused tardies in one grading period, an unexcused absence will be given and the parent/guardian will receive a letter through MySchoolWorx. If a student is tardy due to a doctor or dental appointment, please send the doctor's work/school excuse with the student.

Excused tardy - illness, family emergency, medical appointment

Unexcused tardy - running late, oversleeping, traffic

\*\*STCA reserves the right to make individual judgments concerning the validity of tardy requests.

## **Early Departure**

If a student needs to leave school early, please communicate with both the teacher and the main office (Miss Flint) by MySchoolWorx or written note. Please include the name of the person who is picking up the student. In order to keep students safe in the carline, students leaving early should be picked up by 2:30 p.m. Upon arrival, please call the main office, 304-647-4878, and Miss Flint will send your student to the vehicle.

## **School Calendar**

All important dates, such as school activities and school breaks, are posted on the school online calendar. <https://www.senecatrailchristianacademy.com/school-calender>

## **School Closures and the Emergency Alert System**

In the event of a school closure or an unexpected early dismissal, parents will be contacted by an emergency notification phone call/text from their student's homeroom teacher. A notification will also be posted on the STCA Facebook page.

## **Driving to School and Parking**

- Student Driver forms will be available in the main office. Student drivers will need to have this form completed and returned to the main office within one week of driving to school.
- Driving to school is a privilege. If a student violates this privilege by speeding around campus, they will be prohibited from driving and parking on school property.
- Students are to park in the designated parking area below the gym.
- Students are not to loiter in the parking lot. They should park and immediately report to homeroom.

## **Leaving Campus**

Students are to remain on campus unless they have permission based on the following:

- Early dismissal must be agreed to by the parents, and the permission must be in writing either by a note or email sent to the main office.
- ALL students must check out of school at the main office before leaving and must check in upon returning.

## **Senior Early Dismissal**

- 12th-grade students will be dismissed at 1:20 pm each day. Students are allowed to remain on campus in the following capacity: Serving as a Teacher's Aid for K4-6th grade teachers. Serving as an Office Assistant. If students are not actively serving on campus, they need to be off-campus during instructional hours. Students will not be allowed to linger in the gym, locker room, or in a teacher's classroom during this time, as it is a disruption to other students and instructional time.

# DRESS CODE

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The STCA dress code policy 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. Parents should talk to their 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?"

Parent reinforcement of the dress code is critical in helping maintain the school culture and an environment free of distractions for our teachers and students. It is each parent's responsibility to ensure that their child is dressed appropriately for school each morning. If parents or students have questions about the suitability of any clothing or style, please ask your principal 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 meet the dress code or 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)?

## **Official School Uniform**

- STCA embroidered polo or official STCA t-shirt. *This does not include apparel received or purchased at athletic events or tournaments.* **All students must have at least one royal blue STCA embroidered polo shirt.**
- Boys: Denim/khaki pants or shorts.
  - No sweatpants or athletic pants/shorts.
- Girls: Denim/khaki pants, shorts, capris, or skirts.
  - All shorts must be a 7-inch inseam.
  - All skirts must be no higher than 2 inches from the knee.
  - No sweatpants or athletic pants/shorts.
  - No jeggings or leggings will be allowed unless worn under a skirt.

## **Outerwear**

- All outerwear worn INDOORS (sweaters, cardigans, hoodies, or sweatshirts) must have an official STCA logo.
- No oversized hoodies, sweatshirts, or sweaters.
- Winter coats and jackets need to be removed when in the classroom.
- Hats, hoods, and sunglasses are not permitted to be worn inside buildings.

\*ALL CLOTHING SHOULD BE CLEAN AND FREE OF TEARS AND/OR RIPS. CLOTHES SHOULD HAVE NO WORDS OR LETTERING EXCEPT IN THE CASE OF SMALL BRAND LABELS.

## **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 oneself.
- Boys: Facial hair is allowed but must be neatly trimmed.

## **Jewelry/Accessories**

- All visible jewelry and piercings must not bring undue attention to the individual.

## **Footwear**

- Dress shoes, casual shoes, boots, and tennis shoes are acceptable.
- Sandals and Crocs are permitted but must fasten securely behind the heel.

## **Backpacks**

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

## **Tattoos**

We encourage our students to not get tattoos, as it is an adult decision and should be made after one graduates from Seneca Trail Christian Academy. If a student already has or plans on getting a tattoo that is not school appropriate, it will need to be covered while the student is on campus.

## **Physical Education Dress Code**

- Modest athletic shorts, athletic pants, or sweatpants
- Solid color shirt (no print)
- Lace-up athletic shoes (no slip-on shoes, crocs, or sandals)

## **The following displays are prohibited at any school function:**

- Visible midriff or cleavage
- Strapless tops
- Immodest shorts, skirts, or dresses
- Excessively tight-fitting clothing
- Inappropriate or offensive messages/symbols on clothing or hats
- Boys must wear shirts at all times while on campus.

## **Reinforcement**

In the event a teacher or staff member feels the dress code has been violated, the process below will be followed:

- First violation: A verbal warning is given to the student by the teacher.
- Second violation: A demerit is given to the student by the teacher, and the principal emails the parent(s).
- Third violation: The student receives detention, meets with the principal, and the principal calls the parent(s).
- Fourth violation and beyond: The student receives detention and is required to sit in the main office until a parent arrives with a change of clothes.

A record of dress code violations is kept on file for all violations that occur during the school year.

*Should medical or other extenuating circumstances arise where abiding by the dress code becomes challenging, please talk with the STCA principal to explore options.*

# ACADEMIC POLICY AND AWARDS

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## Academic Grading Scale

A letter grade will be used on progress reports and report cards:

- **A** - Student masters the content completely, accurately, and supplements with enriching experiences, thus greatly increasing his store of knowledge and broadening the student's experience. Also, the student is able to apply the assignment practically and relatively.
- **B** - Student comprehends and masters most of the principles and understands the content involved sufficiently to make application.
- **C** - Student understands the content and is able to make a reasonable amount of application.
- **D** - Student understands enough of the content to apply the minimum essentials of the work to warrant a recommendation to continue study in this particular field.
- **F** - The performance of the student has not reached the minimum necessary for credit.

## **7-12th Academic Grading Scale**

Letter Grade	Percentage Range
A	94-100
B	87-93
C	78-86
D	70-77
F	0-69

## Report Cards and Progress Reports

- Students will receive four nine-week report cards. The first and third report cards will be digital copies in MySchoolWorx. The second and fourth report cards will include semester grades and will be sent as paper copies.
- Remember, you can always track your grades and assignments in MySchoolWorx.

## Schoolwork

### Homework

Homework usually involves newly assigned practice or projects. It can also contain work that was not completed in the classroom. Here are some general guidelines regarding homework:

- Homework may be assigned Monday, Tuesday, and Thursday. There is no homework given on Wednesday. Friday is a virtual instruction day. Students and parents will be alerted to the due dates for long-term projects so that they can create a plan for completion.
- Grades 7th - 12th can utilize Microsoft Teams and MySchoolWorx to track assignments.

## Definitions of Late, Missing, Incomplete, and Exempt Work

- **Late Work (L)** is work that is turned in after the scheduled due date and is not associated with a student's absence.
- **Missing Work (M)** is work that has missed the due date because you were absent.
- **Incomplete Work (I)** is work that is turned in and is not completed. If you need help, just reach out to your teacher.
- **Exempt Work (E)** is work that the student has been exempted from and does not need to make up.



# ACADEMIC POLICY AND AWARDS CONT.

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## **Making Up School Work Due to an Absence**

- Check the grade book in MySchoolWorx to see what you are missing so you can stay on track.
- If you are sick, injured, have a medical appointment (this includes therapy), funeral, wedding, or your family has an emergency, you will have one day for each day absent to complete work after you return to school.
- If you have homework or a project due on the day you were absent, it will be due on the day you return.
- In some cases, a teacher can give more time if it is determined to help you. The teacher will clarify the “new” due date for any assignments you missed.
- Teachers are happy to assist you in identifying missing work; however, it is your responsibility to follow through on its completion.
- The teacher has the option to decide which assignments will be required. The required assignments will be those deemed essential to your academic progress.

## **Late Work Consequences**

Ten points will be deducted for each school day the assignment is late, equaling a zero by the tenth day.

## **Extended Vacation Absences**

If a student is going on vacation or another family event for 3 days or more, a Pre-Arranged Absence form needs to be completed. You can pick up a copy from the main office. The administration will determine if this absence will be excused or unexcused. Here are the guidelines for extended “vacation” absences:

- Assignments/projects assigned prior to the student leaving are due the first day the student returns to school. After that day they are considered late.
- Any assignment/project assigned during the time the student was absent will have an automatic two days to complete work after you return to school. After that time they are considered late.
- Any test/quiz missed during that time will be completed by the third day the student returns to school as the teacher directs.
- NOTE: The assignment/project/test will be indicated with an “M” for Missing.

# ACADEMIC POLICY AND AWARDS CONT.

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## **Academic Integrity Policy**

Students are expected to demonstrate honesty and integrity while in attendance at STCA. Each student is expected to do his/her own work. This includes tests, homework, class assignments, and the original creation of essays, papers, and scientific research. All work submitted by students should be a reflection of their own effort and ability. If another person has contributed to the work, they should be given credit for their contribution or cited as a reference.

The following behaviors include examples of academic misconduct:

- Using notes or online information on an assignment when it was not permitted.
- Stealing or selling tests or other curricular materials.
- Tampering with another person's work.
- Allowing a friend to copy an assignment or a test.
- Using websites or apps that give solutions to math problems.
- Using AI-generated writing, answers, or solutions.
- Copying sections of information online and claiming it as your own (i.e., plagiarism\*).

## **Plagiarism**

"Plagiarism" is defined as taking credit, whether it was intentional or not, for another person's or source's (print or non-print) ideas or words without proper citation or credit. Simply put, plagiarism is the process of taking other people's words and ideas and pretending that they are your own. At STCA, we take a very dim view of plagiarism, and there are consequences for such behavior, whether intended or not. If you are unsure if you are plagiarizing, just ask your teacher to check your work; instead, we would help you learn to cite references correctly rather than apply consequences. If you would like to self-check your paper to make sure it passes the plagiarism test, there are free options on the web that can do that, such as <https://smallseotools.com/plagiarism-checker/> If you turn in your paper or project and we do find that you plagiarized, here are the consequences:

- The first time you will receive a warning and a demerit. Any questions that have been copied will be marked incorrect. If more than  $\frac{1}{3}$  of the paper is plagiarized, the student will have to write the paper, complete the project or assignment again, but this time the student can only get up to 50% of the original high score. This incident will also be placed in the student's behavior record, which while internal and private, will alert us if this happens again.
- The second time a student plagiarizes a paper or project or is found to have copied or stolen the work, they will receive a 0% on the assignment, be assigned detention, and the student will be placed on academic warning. Academic warning means that everything a student turns in will be reviewed entirely for plagiarism in every class.
- After the third act of academic dishonesty, a student will receive a 0% on the assignment, be assigned detention, and the student will be placed on academic probation.

If any form of academic dishonesty continues past three incidents, a meeting with the student's parents and a discussion regarding his/her continuance at STCA will be determined.

# ACADEMIC POLICY AND AWARDS CONT.

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## **Academic Warning**

A student will be placed on academic warning when the administration is concerned about his/her academic progress. This warning is meant to bring attention to the student's progress and work towards a solution to help the student achieve academic success. A student may be placed on academic warning at any time for multiple reasons, including but not limited to:

- Being caught plagiarizing an assignment more than once.
- Having a grade of D or lower in at least two classes.

The principal will notify the student and parents if the student is placed on Academic Warning. The principal will monitor the student's academics on a daily basis and work with the parents, student, and teachers to create an improvement plan.

## **Academic Probation**

A student may be placed on academic probation at any time when his/her academic performance is inadequate. A student does not need to be on Academic Warning to be placed on Academic Probation. 7th-12th grade students will be placed on Academic Probation for the next grading period when at the end of a nine-week grading period they have earned:

- A. An overall grade average below 78%.  
and/or
- B. An F in any course.

Academic Probation is intended to be a warning to the parents and students that there is a serious problem that needs to be addressed. Students on Academic Probation may not participate in athletics or extracurricular activities. This is not a punishment but is out of concern for the student and the desire to give them the time to study and work on academics. The probation period begins the day report cards have been issued and ends the day report cards have been distributed for the following quarter.

Probation is a serious step and may lead to the eventual dismissal of the student. The student will be evaluated throughout the quarter following the grading period for which probation was assessed and will be withdrawn from the school at the end of the probation period if progress is not noted. A second marking period of probation during any academic school year also disqualifies a student from returning to STCA.

It is our desire to give students on academic probation support and encouragement. We will prayerfully work with parents and students as long as there is some prospect for satisfactory achievement. Our goal is to see each student restored to good academic standing. The principal will confer with the student and his/her parents to make recommendations and evaluate the student's progress

# ACADEMIC POLICY AND AWARDS CONT.

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## ACADEMIC AWARDS & GRADUATION

### **Honor Roll**

STCA's Honor Roll system is a way to recognize exceptional academic effort and achievement on behalf of students in grades 7-12. At the end of each quarter, students will be recognized for their academic achievement.

- Principal's "A" Honor Roll- All A's in every subject.
- "A" Honor Roll- "A" average for the nine weeks.
- "B" Honor Roll- "B" average for the nine weeks.

### **Graduation Specific Awards**

- Valedictorians\*, Salutatorians\*, and Honors:
  - Cum Laude: 3.5-3.6 GPA
  - Magna Cum Laude: 3.7-3.8 GPA
  - Summa Cum Laude: 3.9-4.0 GPA

*\*In the event two students have the same GPA, we will look at cumulative percentages to determine class rank.*

### **Senior Graduation and Activities**

- Seniors at Seneca Trail Christian Academy Christian High School must complete all graduation requirements by 2:30 p.m. the day before graduation in order to qualify for an STCA diploma. In cases where there is a deficit of credits to graduate, the student will not be allowed to walk with his/her class.
- Graduation activities and programs are to be arranged by the senior class, their advisors, and an administrator. The final program is subject to the approval of the school administration. Speakers at graduation will be selected from the senior class and the content of speeches must be submitted to the administration for approval.

# DISCIPLINE GUIDELINES

## Behavior Expectations and Trailblazer Values

At Seneca Trail Christian Academy, we have a very high expectation of our faculty and students to demonstrate behaviors and attitudes that promote Christian values. To help students understand the importance of Biblical principles and how they relate to their choices, we developed the "Trailblazer Values." These values are based on four Biblical principles that cover a student's behavioral choices at STCA. They are as follows:

- **Responsible:** *"If you become wise, you will be the one to benefit. If you scorn wisdom, you will be the one to suffer." Proverbs 9:12 (NLT),*
- **Respectful:** *"Love each other with genuine affection, and take delight in honoring each other." Romans 12:10 (NLT)*
- **Honest:** *"Truthful words stand the test of time, but lies are soon exposed." Proverbs 12:19 (NLT),*
- **Kind:** *"Share each other's burdens, and in this way obey the law of Christ. If you think you are too important to help someone, you are only fooling yourself. You are not that important." Galatians 6:2-3 (NLT)*

## Daily Guidelines

- Show respect: To people, property, and learning
- No hats, hoods, or sunglasses in the classroom.
- No gum or snacks during class.
- Water is permitted in the classroom in a translucent bottle. No carbonated beverages or open containers are allowed in the classroom.
- Do not enter a classroom unless the teacher is present.
- Refrain from a public display of affection. While on campus, students should follow a "hands-off" policy.

While our Trailblazer Values speak to our school's expected student behavior, there are a few non-negotiable rules that we have clarified below. Students who choose to violate these expectations will face significant consequences. Items we consider extreme behavioral violations which could result in suspension or expulsion include the following:

- Mockery of, or extreme disrespect for, authority.
- Possession or use of illegal drugs, edibles, tobacco, vape, or alcohol.
- Stealing or damaging others' property.
- Possession of a weapon(s), knives, guns, etc.
- Acts or threats of violence.
- Acts or threats of sexual harassment/assault.
- Acts or threats of harassment, intimidation, bullying, menacing, or cyber-bullying.
- Destruction of school facilities and equipment.
- Misuse of the internet, such as accessing pornographic sites.

*\*Because of the harmful nature of these activities, the continuance in our school of any student involved in such activities in or out of school is in serious question. Students involved may also be turned over to the proper authorities.*

*\*\*All school rules apply on all field trips and on all school-sponsored events, both on the school campus and away from it.*

## Discipline Procedure

We earnestly seek to discipline appropriately in love by following the Biblical model of correction. Students will be spoken to firmly but kindly. Students will not be made to be objects of ridicule or recipients of anger when being handled for discipline by the staff of STCA.

- The student will be warned respectfully and briefly.
- If the student continues the behavior, then a demerit and/or detention will be issued.
- STCA reserves the right to search a student's personal belongings, including student's clothing (students may be asked to empty pockets, take off shoes, etc.)

# DISCIPLINE GUIDELINES CONT.

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## **Demerits**

Below is an example of behaviors that can result in a demerit:

- Gossiping about others—staff or students
- Rebellious attitudes about school policies and rules
- Griping/seeking support for discontent
- Facial expressions of anger or contempt
- Disrespectful speech
- Disruptive classroom behavior
- Use of profane speech, including slang terms
- Failing to be courteous to guests
- Irritation with peers
- Dress code violation
- Cell phone violation
- Calling staff by first names or nicknames
- Failing to sign out when leaving school (main office)
- Going to a car without permission
- Showing a lack of regard for school property
- Cell phone violation
- Repeated occurrences of sleeping in class
- First occurrence of academic dishonesty

## **Detention**

Students will be assigned lunch detention when they have accrued three demerits or when deemed necessary by a staff member. Each action or behavior listed may result in immediate detention:

- Arguing with faculty members
- Lying
- More than one occurrence of academic dishonesty
- Deceitful behavior
- Extreme laziness and unwillingness to work when directed
- Anger when correction is given
- Defiant speech or actions
- Disrespectful/sassy comments

## **Suspension**

Suspensions can be 2-8 days, depending upon the severity of the behavior. A re-admission parent conference will be necessary for the student to return to school. Substantial changes in attitudes and actions will be expected, documented, and agreed upon by the student, parents, and administrator before re-admission. During a suspension, all assignments will follow our rules for when a student is absent.

- Suspensions are on a graduated scale: 2 school days; 4 school days; 8 school days.
- Upon suspension, a student will be on disciplinary probation.
- The fourth suspension activates the expulsion process automatically.

## **Expulsion**

An expulsion is warranted when a student demonstrates such extreme behavior, or an accumulation of actions or suspensions, indicating he/she cannot control himself/herself or that the school cannot guarantee his/her or the other students' and staff's safety. An expulsion hearing will be set at the request of the parents if desired. At the meeting, the participants will be the principal, vice-principal, any specific other staff, the student, and parents. When an expulsion decision has been made, the date of withdrawal from school will be set, and the withdrawal procedure followed. Immediate expulsion is preferred.

## **Consequences of Misbehavior**

\*One immediately assigned detention will result in 3 demerits on a student's record.

3 demerits or 1 detention: Email to parents

6 demerits or 2 detentions: Parent conference

9 demerits or 3 detentions: 2-day suspension and parent conference for readmission

12 demerits or 4 detentions: 4-day suspension, parent conference for readmission, and disciplinary probation

15 demerits or 5 detentions: 8-day suspension and review for expulsion

If there are any questions or concerns, parents are welcome to schedule a meeting with the principal at any time. Students who habitually display disrespect, rebellion through refusing to follow directions, direct disobedience, and/or argumentative spirits will be disciplined over a period of time and will likely be dismissed from the school.

## **Disciplinary Probation**

Disciplinary probation is designed to alert the student and his/her parents to areas of his/her life that need special attention. Students may be placed on disciplinary probation by the high school principal for actions that include, but are not limited to, accruing 9 demerits, continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, committing a serious breach of conduct inside or outside the school, or failure to comply with school policies.

A conference with the student and his or her parents is held at the beginning of the probation to discuss the reasons for the probation. Teachers who wish to participate in the conference may do so or they may be requested by the principal to attend. A letter stating the results of the conference and the reasons for the probation will follow this conference. When on disciplinary probation, the student will be restricted from participating in activities outside the classroom.

The student may be admitted the following school year, but only under disciplinary review. During the restriction, the teachers will periodically review the progress of the student. The principal will then decide whether the student shall be returned to the status of a regular student or will recommend expulsion from the school to the school board.

Disciplinary probation is intended as an intermediate step for the students. If there is no progress in attitude or behavior, the student will be asked to withdraw from the school or he/she will be expelled by action of the STCA Board of Trustees.

# TECHNOLOGY GUIDELINES

## **Smartphone/Smartwatch**

Students are to keep their phones turned off and in their backpacks. Students are not allowed to use their phones in any way between 8:15 am and 3:00 pm unless permission is given by a teacher.

- Headphones of any kind (earbuds, AirPods, over-ear, etc.) are only allowed when needed for classwork at a teacher's request.
- Students who need to contact a family member during any part of the day may use the phone in the main office.
- If parents need to contact a student, they will call the office, and we will alert the student.
- Teachers may allow students to use smartphones in their classes under supervised rules. However, teachers are aware that these are to be directed for content research time, not for "free use."
- The school is not responsible if you damage or lose your phone.
- Students who need a smartphone for learning accommodations will have different rules based on their needs and determined on a case-by-case basis.
- Smartwatches can be worn; if they become a distraction, the student will be asked to put them away.
- Silence your notifications or keep your phone turned off.
- If a student has their phone out of their backpack, it will be confiscated by the teacher and returned at the end of the day.

## **Social Media**

Seneca Trail Christian Academy is concerned with the privacy of our students, staff, and volunteers. Therefore:

- Students are not permitted to post pictures or videos of students, staff, or volunteers on campus or in class that demean, embarrass, ridicule, or harm their reputation in any way.
- Students are never allowed to take pictures or videos of students in "privacy areas" such as restrooms and locker rooms. This is grounds for immediate suspension or expulsion.
- Students can post pictures or videos of our sports events and fun times with fellow students, including school-sponsored social events, and other activities where those being pictured are okay with the posting. Just remember the first bullet point in this list - what you think is okay might not be for someone else - so get their permission first.

## **Chromebook Usage**

### **At School**

Chromebooks are intended for use at school every day. Students are responsible for bringing their Chromebooks to all classes unless otherwise instructed by their teachers. Students should use their Chromebooks and their STCA email accounts for school-related communications and schoolwork. School staff and administration have the right to check any material stored on a student's Chromebook at any time.

### **Away From School**

All students are required to take their Chromebooks home each night throughout the school year for use and charging. Students are responsible for ensuring their Chromebooks are fully charged each day when they return to school. When fully charged, the Chromebook's battery should last throughout the school day.



# TECHONLOGY GUIDELINES CONT.

## **Password Protection**

Students should never share their passwords with anyone other than their teachers and parents/guardians. Passwords should never be shared with other students. This practice will help keep students' information secure.

## **Sound**

The Chromebook's speaker must be muted at all times during school hours unless permission is obtained from the teacher. Headphones are permitted for use in classroom school settings.

## **Chromebook Web Cams**

Chromebooks are equipped with a web camera. This camera offers students the opportunity to develop new communication, collaboration, and creative skills. Webcams are to be used for educational purposes only and at the direction of a teacher.

Some examples include:

- Recording videos or taking pictures to include in a class project
- Recording a student giving a speech and playing it back for rehearsal and improvement

## **Extensions, Add-ons, and Apps Extensions**

All Extensions, Add-ons, and Apps will be approved by STCA administration before they can be used on a Chromebook. The following apps and websites are NOT allowed during school hours:

- Spotify (or any other music app or website)
- Instagram
- Facebook
- Facebook Messenger
- Snapchat
- Twitter

Students should not be playing games or using Chromebooks for non-academic purposes during the school day unless given permission by his/her teacher.

## **Microsoft 365/MySchoolWorx for Students**

All students are issued an STCA email account. This allows students to safely and effectively communicate and collaborate with STCA staff and classmates.

## **STCA Email Guidelines**

- STCA email should be used for educational purposes only.
- All STCA email messages and their contents are the property of STCA.
- STCA emails should only be used by the authorized owner of the account.

## **Examples of Unacceptable STCA Email Use**

- Non-education related forwards (e.g. jokes, chain letters, images.)
- Harassment, profanity, obscenity, racist terms.
- Cyberbullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.
- If used improperly, students' STCA email accounts may be revoked at any time by school or district staff. Improper use may also lead to disciplinary action.

# TECHONLOGY GUIDELINES CONT.

## **Chromebook Care**

Chromebooks should remain free from any markings, stickers, or other decorations.

## **Storing Chromebooks**

When students are not using their Chromebooks, the devices should remain in students' possession or stored in their backpacks. Do not leave Chromebooks visible in cars, and don't leave them unattended anywhere in public. At home, store Chromebooks on a desk or table – never on the floor. Keep them away from:

- Extreme heat or cold
- Food and drinks
- Small children and pets

## **General Precautions**

- Students should:
- Carry their Chromebook in a protective case/backpack when outside of classrooms.
- Close the Chromebook's lid before carrying it.
- Keep food or drink away from the Chromebook.
- Wrap the Chromebook's power cord loosely to avoid breakage.
- Shut down the Chromebook when not in use to conserve battery life.
- Never force the Chromebook into a book bag or a locker containing other heavy objects as this may damage the device.
- Never stack heavy items on top of the Chromebook.
- Insert all cords, cables, and flash drives carefully into the Chromebook to prevent damage.
- Never expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time. Prolonged extreme heat or cold may cause damage to the Chromebook.
- Allow the Chromebook to reach room temperature prior to being turned on.

## **Chromebook Screen Care**

- Chromebook screens can be damaged if subjected to improper treatment. The screens are particularly sensitive to excessive pressure and temperatures.
- Do not lean on top of the Chromebook.
- Do not carry the Chromebook by the screen or with the lid open.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Before closing the Chromebook lid, make sure the keyboard is cleared of pens, pencils, notebooks, earbuds, etc.
- Only clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner, water, or any other liquid on the Chromebook or its screen.

## **Web Monitoring and Privacy**

STCA uses a website monitoring service called Classroom Cloud. Classroom Cloud offers web monitoring alerts for STCA distributed devices. Each Chromebook has the Classroom Cloud filtering service pre-installed which monitors the device 24x7 for trigger keywords. At school, Classroom Cloud allows teachers to view students' Chromebook screens while they are logged onto the school's WIFI network.

- ***There are strict consequences if it is discovered a student has turned off Classroom Cloud on their device.***

# TECHONOLGY GUIDELINES CONT.

## **Inspection**

Students may be required to provide their Chromebook and power chord for inspection by STCA school staff at any time. If technical difficulties occur, inappropriate software is downloaded, or apps are discovered that are suspected of harming the computer's performance, the Chromebook's system may be wiped clean and returned to its original settings. STCA does not accept responsibility for the loss of any software or documents deleted due to such reformatting and/or re-imaging processes.

*Reminder: Discovery of inappropriate student Chromebook use or inappropriate content found on a student's Chromebook may subject the student to disciplinary action.*

# HIGH SCHOOL PLANNING

## STCA High School Success Checklist

### **Grade 9**

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- Start tracking honors, awards, volunteer, leadership, and co-curricular activities.
- Look for ways to be involved at STCA and your community

### **Grade 10**

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- Consider taking the ASVAB and research possible career interests based on the results.
- Consider job shadowing or finding a mentor as you investigate your interests.

### **Grade 11**

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- Research and compare colleges.
- Do college campus visits.
- Take PSAT in the fall and use the results to study for SAT.
- Take SAT or ACT in the spring.

### **Grade 12**

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- Update your academic resume including honors, awards, volunteer, leadership, and co-curricular activities.
- Retake SAT or ACT.
- Complete the FAFSA as early as October 1.
- If interested in college, apply to at least three colleges of your choice.
- If interested in vocational/technical or community college, research WV Invests.
- Apply for state and local scholarships.

## High School Credit Requirements

Please Note:

- Some classes are only offered on "odd" or "even" years.
- Bible classes are required for each year a student attends Seneca Trail Christian Academy.

Course Requirements	Credit Hours
Bible	4
English	4
Math	4
Social Studies	4
Science	3
World Language	2
Physical Education/Health	2
Fine Arts	1
Credit Hours Required for Graduation	24