

SUGAR CREEK CHRISTIAN ACADEMY

**All SCCA FAMILIES NEED TO FILL OUT THE FOLLOWING FORMS FOR 2024-2025
THESE FORMS MUST BE SUBMITTED TO BRIGHTWHEEL BEFORE MAY 31ST.**

1. _____ PUBLIC SCHOOL LETTER OF NOTIFICATION (one for each child)
2. _____ TUITION PAYMENT AGREEMENT
3. _____ APPLICATION FEE
4. _____ TECHNOLOGY AND SOCIAL MEDIA POLICY
5. _____ SCHOLARSHIP AND SPONSORSHIP APPLICATION (OPTIONAL)

PLEASE NOTE THE FOLLOWING:

- ALL CURRENT SCCA STUDENTS ARE CONSIDERED TO BE ENROLLED FOR THE UPCOMING SCHOOL YEAR UNTIL PARENTS FILL OUT AND SIGN THE APPROPRIATE WITHDRAWAL FORMS.
- NO RECORDS WILL BE RELEASED FOR WITHDRAWING STUDENTS UNTIL ALL TUITION AND FEES ARE PAID.
- REGISTRATION FEES PAID BEFORE MAY 31ST RECEIVE A \$50 DISCOUNT.

SUGAR CREEK CHRISTIAN ACADEMY

“A ministry of Sugar Creek Missionary Baptist Church”

4824 St. Rt. 141

Ironton, Ohio 45638

740-533-2215

This form must be filled out for **each student every year**. This letter is submitted to the District of Residence and meets ODE requirements for students attending non-chartered, non-tax supported schools.

School District of Residence:

To the Superintendent of schools:

The intent of this letter is to inform you that our child,

_____, will continue to attend Sugar Creek Christian Academy for the 2024-2025 school year. SCCA is a non-chartered, non-public school.

This letter also meets the requirements of the Ohio Department of Education.

Thank you for your cooperation.

Please contact us if you have further questions.

Sincerely,

Signature

Phone #

STUDENT’S FULL NAME _____

STUDENT’S DATE OF BIRTH _____

STUDENT’S ADDRESS _____

SUGAR CREEK CHRISTIAN ACADEMY

2024-25 ENROLLMENT (FINACIAL) INFORMATION

- **REGISTRATION FEE:** (non-refundable)

\$100.00 per student or \$150 per family (enrolling students paying before May 31st)

\$150.00 per student or \$200 per family (those enrolling after May 31st)

THIS FEE IS DUE AT THE TIME THE STUDENT'S APPLICATION IS SUBMITTED.

- **TUITION FOR NON-MEMBERS OF THE CHURCH**

	YEARLY	SEMESTER	MONTHLY (10months)
1 child	\$3300	\$1650	\$330
2 children	\$5500	\$2,750	\$550
3+ children	cost of 2 children plus cost of materials for each additional up to \$6000		

- **TUITION FOR MEMBERS OF THE CHURCH**

	YEARLY	SEMESTER	MONTHLY (10months)
1 child	\$3000	\$1,500	\$300
2 children	\$5000	\$2500	\$500
3+ children	cost of 2 children plus cost of materials for each additional up to \$6000		

- **GENERAL INFORMATION**

S.C.C.A neither solicits nor accepts Government funds of any type, therefore, it is imperative that fees be paid when due. Tuition and all other accounts will be due on the first day of each month and considered late after the 10th. Late payments will be assessed a \$25.00 fee. **PLEASE NOTE:** Students having attended any portion of a month will owe for the entire month.

- **PAYMENT PLANS AND DUE DATES**

1. Yearly- The total amount is due by August 31st.

2. Semester- One half of the total amount is due by August 31st.

The remaining amount is due by January 31st.

3. Monthly- Program runs August through May. The first payment is due August 31st.

Each payment thereafter is due on the 10th of each month. At late fee of \$25 is assessed to accounts if not payment is not received by the end of each month.

- **ACTIVITY COST**

Activities that are planned during the school year may be at extra cost to parents of children who participate.

- **BRIGHTWHEEL Application**

All families must register in the Brightwheel Application in order to make tuition payments. SCCA will charge a processing fee of \$25 per transaction for tuition paid via other methods.

- **Failure to pay tuition** on time can result in the dismissal of students. No records can be released to transferring students until all tuition and fees are paid in full.

SUGAR CREEK CHRISTIAN ACADEMY

2024-25 TUITION PAYMENT AGREEMENT

❖ This form must be filled out by each family before the first day of school each year.

- **REGISTRATION FEE:** (non-refundable)
\$100.00 per student or \$150 per family(enrolling students paying before May 31st)
\$150.00 per student or \$200 per family (those enrolling after May 31st)

Name of student(s) _____

Amount paid _____ Date paid _____

TUITION

- Please indicate which Tuition Payment Plan you choose.

Yearly _____ Semester _____ Monthly _____

INFORMATION NEEDED FOR BRIGHTWHEEL REGISTRATION

MOTHER'S NAME	EMAIL	CELL PHONE
FATHER'S NAME	EMAIL	CELL PHONE
STUDENT(S) NAME	STUDENT(S) NAME	

I have been explained the terms of SCCA's Tuition Payment Plans and understand the following:

- SCCA neither solicits nor accepts Government funds of any type, therefore, it is imperative that I pay fees when due.
- Invoices are issued on the first day of each month and considered late after the 10th.
- SCCA will charge a \$25 processing fee for all payments not made via Brightwheel unless arrangements have been made with the administration.
- Students having attended any portion of a month will owe for the entire month.
- A late fee amount of \$25.00 will be charged if tuition is not paid before the due date.
- Activities that my child participates in during the school year may be at extra cost to me.
- Yearly Plan- The total amount is due by August 31st.
- Semester- One half of the total amount is due by August 31st.
The remaining amount is due by January 31st.
- Monthly- Program runs August through May. The first payment is due August 31st.
Each payment thereafter is due on the 10th of each month.

I furthermore agree to adhere to these terms and realize that a failure to do so may result in the dismissal of my child(ren) from Sugar Creek Christian Academy.

Signature of Parent or Guardian

Date

SCCA SCHOLARSHIP FUND **AND SPONSORSHIP PROGRAM**

All Applicants Please Read the following:

- The SCCA Scholarship fund and Sponsorship Program exists to help families afford the cost of tuition to SCCA. Money donated is used specifically for the purpose of assisting families with tuition.
- Financial aid is awarded to families based on yearly family income.
- There are several types of scholarships and sponsorships available. The amount of financial aid available for SCCA families depends on the amount of money donated by individuals, churches, and businesses.
- Several specified Full scholarships are available. Money for these scholarships will be awarded separately based on the criteria set forth by the particular scholarship.
- Only families who fill out the Financial Aid Application and submit a copy of their most recent tax form will be eligible for financial aid.
- All scholarships and sponsorships will be awarded during the month of August prior to the first day of school.
- Families are not guaranteed to receive financial aid by simply applying.
- All forms and information submitted in this application will remain confidential and will only be viewed by the school board and the administrator.
- All financial aid will remain confidential between the school board and the recipients.

Dr. Michael Long
Administrator

SCCA Financial Aid Application Form

2024-2025

Student(s) Name	Age	Grade Entering
1.		
2.		
3.		
Mother's Name	Occupation	Yearly Income
Father's Name	Occupation	Yearly Income
Please list any other income for the family.		Amount per year
<u>Income</u>		<u>Total Yearly Family</u>
Is your church or any other institution helping your family pay tuition? If yes, please specify.		
Indicate the payment plan you have chosen to pay tuition.		
Yearly	Semester	Monthly
Please list any other considerations you feel the board should know about your need for scholarships.		

I hereby state that all information provided above is true. I also understand that in order to qualify for scholarships that I must provide copies of recent tax documents as well as this application. I realize that by being dishonest on this or any other form I forfeit eligibility for all scholarships and possibly enrollment for my child(ren) in Sugar Creek Christian Academy.

Signature

Date

***PRIVACY STATEMENT ALL INFORMATION SUBMITTED TO SCCA IN THIS FORM WILL BE CONFIDENTIAL.
ONLY MEMBERS OF THE SCHOOL BOARD AND THE ADMINISTRATOR WILL HAVE ACCESS TO THIS INFORMATION.***

SUGAR CREEK CHRISTIAN ACADEMY

TECHNOLOGY and SOCIAL MEDIA POLICY

Sugar Creek Christian Academy exists to glorify God by providing quality, Christ-centered education that will nurture students to become spiritually minded, academically versed, socially balanced, and equipped to make a positive impact in their community to the glory of our Lord Jesus Christ. This goal provides direction in all that we do at Sugar Creek, including making the highest and best use of the tool we call technology. With this in mind, we believe the redemptive work of Christ permeates our entire life, including our digital life and that use of the following policy will assist in equipping our students to honor God and protect this ministry.

Cell Phones

Students may bring cell phones to school but they are expected to be turned into the teacher upon entering the building. Cell phones are not permitted to be carried on their person. **Any student caught using their cell phone during school hours will have their phone confiscated.** Phones confiscated by staff will require the parent to pick the phone up from the school office. **If a student has an emergency, they must use the office phone to call home.**

Internet Usage

STUDENTS will be held accountable for all content including messages, comments, pictures, and any other material that appears on any form of social networking website, email, or messaging feature before, after, or during school (both on and off campus). Unacceptable postings on social media include but are not limited to:

- profane and inappropriate language
- posting of inappropriate song lyrics
- posting of inappropriate images, pictures, graphics, etc.
- inciting school disharmony
- liking, re-posting, or sending any inappropriate activity.
- videoing or taking pictures of a student/staff/faculty without their expressed consent.

Students should not access social media during the school day. Content posted should be in keeping with a Christian testimony. Pictures and video should not be taken or posted during school hours. Students who are guilty of posting or sending inappropriate messages, material, or sexual pictures will be suspended and/or expelled from school. Students may not post pictures or videos taken at school to social networking sites without permission.

PARENTS are required to join SCCA staff in setting a good example for our children by....

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Using appropriate language when discussing school.
- Addressing any issues or concerns regarding school, directly with Administration and Staff rather than posting them on social media.

PARENTS are required to join staff in setting a good example for our children by not....

- Using social network sites to make derogatory comments or posting photographs which could bring staff into disrepute, including making comments about pupils, parents, other staff members, the administration, or the church.
- Posting photographs of other people's children on social network sites without their permission.

Cyberbullying

Sugar Creek Christian Academy is committed to ensuring that all of its staff, administration, and students are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber-bullying methods could include text messages, emails, phone calls, instant messenger services, circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms.

I have read the Use of Technology and understand that these rules and procedures are in place to ensure that SCCA is a place where students are safe, accepted, encouraged, disciplined, and trained. I realize that SCCA will strictly enforce these rules and procedures and also agree to the use of this policy.

Signature

Date

DRESS CODE FOR FEMALE STUDENTS

SCCA follows a **uniform policy**.

The dress code at Sugar Creek Christian Academy applies to all programs sponsored by the school. Its purpose is to create an environment that promotes the development of character qualities laid forth in the Holy Scriptures. We believe dress should be governed by the following principles:

- I. MODESTY-** Individual's dress should be that attention is not drawn to the body. Clothing designed to attract attention is both distracting and ungodly. Students are to dress with purity in mind. Formfitting garments, revealing necklines, short skirts, tops that expose the midriff, see through materials, sleeveless shirts, and shorts are not permitted.
- II. SAFETY-** Certain styles of clothing or types of shoes can cause injury. For this reason flip-flops and opened toed shoes are not permitted.
- III. HYGIENE-** A part of student's education is the science of health and its maintenance. There are basic principles that promote health, sanitation, and the prevention of disease. For this reason students should wear appropriate shoes and undergarments and maintain a clean and neat appearance.
- IV. APPROPRIATENESS-** Students should live and exemplify then standards and principles taught in the Bible and in the school therefore clothing which promotes immoral themes, satanic symbols, secular music, pop culture, or sports teams are not to be worn at school or school functions.

Therefore, we enforce strict adherence to the following policy for all female students.

Tops- Students must wear a solid color polo style(collar) shirt at all times. These shirts are to be:

1. Solid color. No designs, stripes, prints, logos, emblems, etc
2. long-sleeve or short sleeve
3. embroidered on left side with SCCA Logo
4. In good condition. Not faded, stretched, torn, etc.

These polos can be purchased at the retailer of your preference or on the school's online store. Parents can also have shirts embroidered independently.

Bottoms- Students can wear the following types of bottoms. **NO SHORTS ARE PERMITTED.**

1. Full length Blue, Grey, or Black dress pants.
2. Full length Khaki pants
3. Blue, Grey, Black, or Khaki skirts below the knee (*knee should not be seen when in standing position*)
4. No jeans or jean skirts

Pants and skirts can be purchased by the parent independently but must adhere to the dress code.

Shoes- Flip-flops and opened toed shoes are not permitted.

Tennis shoes are acceptable except those displaying obscene material.

Jewelry- Jewelry must be modest and decent. Female students are not permitted to wear earrings, rings, necklaces, bracelets, or any type of jewelry that is excessively large or that causes distraction.

Body Piercing- No body piercing is permitted other than the ears.

Hairstyles- Girls are to wear appropriate hair styles, Unnatural - looking dyed hair, spiked hair, etc., that are contrary to the standards of SCCA as determined by the Administration are not permissible. The hair should not cover the eyes or be worn in a way that is unnatural or untidy.

Accessories- Sunglasses, hats, picks, bandanas, wraps, or scarves are not permitted to be worn at school unless approved through the administration.

PLEASE NOTE THE FOLLOWING:

- Uniforms are to be visible. Wearing sweatshirts and sweaters over the top of uniforms will not be permitted. If in a rare circumstance a student is still cold, they may put on the uniform jacket or uniform hoodie. These hoodies, coats/jackets can only be purchased from the school’s online store.
- Students are permitted to wear a plain white, blue, or black shirt underneath their uniform shirt. These shirts must not have any writing on the sleeves or any writing or picture visible through the uniform. Turtlenecks are permitted. Hooded sweatshirts are not to be worn under uniforms.
- Polos can be purchased by the parents from the retailer of their choice. All items in the listed on the school’s online store are permissible. As stated above pants must be of “dress quality”. **No sweat pants, stretch pants, or denims** are permitted. We also ask that dress pants have no stripes or designs but be solid in color.
- Clothing that is form fitting will not be permitted.
- Any garment that has separate legs will be considered pants and therefore must come to the ankles. No capri style pants will be permitted.
- We will follow the following procedure in dealing with dress code infractions:

1st offense- Conference with student and written notification sent home.

2nd offense- Conference with student followed by disciplinary action and written notification sent home.

3rd offense- Conference with student and parent to discuss noncompliance followed by disciplinary action.

4th offense- Conference with student and parent to discuss noncompliance and possible suspension or dismissal.

We cannot anticipate changes in style that occur during the school year nor can we list everything that is inappropriate and therefore unacceptable. Therefore, SCCA reserves the right to make clarifications and changes at any time that are in accordance with the standards of the scriptures and our school.

UNIFORM AND DRESS POLICY AGREEMENT

I have read the policies of Sugar Creek Christian Academy concerning dress and understand that these rules and procedures are in place to ensure that SCCA is a place where students are safe, accepted, encouraged, disciplined, and trained. I realize that SCCA will strictly enforce these rules and policy. I hereby give authority to the teachers and administrators of SCCA to discipline my child according to this code. I also agree to uphold this policy to my child(ren) by not promoting and encouraging rebellion and disobedience to these rules.

Signature of Parent or Guardian

Date

DRESS CODE FOR MALE STUDENTS

SCCA follows a **uniform policy**.

The dress code at Sugar Creek Christian Academy applies to all programs sponsored by the school. Its purpose is to create an environment that promotes the development of character qualities laid forth in the Holy Scriptures. We believe dress should be governed by the following principles:

- V. MODESTY-** Individual's dress should be that attention is not drawn to the body. Clothing designed to attract attention is both distracting and ungodly. Students are to dress with purity in mind. Formfitting garments, revealing necklines, short skirts, tops that expose the midriff, see through materials, sleeveless shirts, and shorts are not permitted.
- VI. SAFETY-** Certain styles of clothing or types of shoes can cause injury. For this reason flip-flops and opened toed shoes are not permitted.
- VII. HYGIENE-** A part of student's education is the science of health and its maintenance. There are basic principles that promote health, sanitation, and the prevention of disease. For this reason students should wear appropriate shoes and undergarments and maintain a clean and neat appearance.
- VIII. APPROPRIATENESS-** Students should live and exemplify then standards and principles taught in the Bible and in the school therefore clothing which promotes immoral themes, satanic symbols, secular music, pop culture, or sports teams are not to be worn at school or school functions.

Therefore, we enforce strict adherence to the following policy for all male students.

Tops- Male students must wear a solid color polo style(collar) shirt at all times. These shirts are to be:

1. Solid color. No designs, stripes, prints, logos, emblems, etc
2. long-sleeve or short sleeve
3. embroidered on left side with SCCA Logo
4. In good condition. Not faded, stretched, torn, etc.

These polos can be purchased at the retailer of your preference or on the school's online store. Parents can also have shirts embroidered independently.

Bottoms- Male Students can wear the following types of bottoms. **NO SHORTS ARE PERMITTED.**

1. Full length Blue, Grey, or Black dress pants.
2. Full length Khaki pants
3. No jeans or jean skirts

Pants can be purchased by the parent independently but must adhere to the dress code.

Shoes- Flip-flops and opened toed shoes are not permitted.

Tennis shoes are acceptable except those displaying obscene material.

Jewelry- Male students are not permitted to wear earrings or excessive jewelry.

Body Piercing- No body piercing is permitted.

Hairstyles- A man's life should reflect an attitude of self-control and prudence and should demonstrate a pattern of good works. (Titus 2:6,7). Therefore, young men attending SCCA must be neatly groomed at all times. Hair should be neatly cut and may not cover the eyes in the front, nor the shoulders in back. Unnatural-looking, dyed hair, hair that displays more than one color at a time, "faddish cut" hair (such as lines cut in the hair, chopped, spiked, mohawks, etc.), or other hair styles as determined by the Administration are not permitted.

Accessories- Sunglasses, hats, picks, bandanas, wraps, or scarves are not permitted to be worn at school unless approved by the administration.

PLEASE NOTE THE FOLLOWING:

- Uniforms are to be visible. Wearing sweatshirts and sweaters over the top of uniforms will not be permitted. If in a rare circumstance a student is still cold, they may put on the uniform jacket or uniform hoodie. These hoodies, coats/jackets can only be purchased from the school's online store.
- Students are permitted to wear a plain white, blue, or black shirt underneath their uniform shirt. These shirts must not have any writing on the sleeves or any writing or picture visible through the uniform. Turtlenecks are permitted. Hooded sweatshirts are not to be worn under uniforms.
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- Clothing that is form fitting will not be permitted.
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- We will follow the following procedure in dealing with dress code infractions:

1st offense- Conference with student and written notification sent home.

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3rd offense- Conference with student and parent to discuss noncompliance followed by disciplinary action.

4th offense- Conference with student and parent to discuss noncompliance and possible suspension or dismissal.

We cannot anticipate changes in style that occur during the school year nor can we list everything that is inappropriate and therefore unacceptable. Therefore, SCCA reserves the right to make clarifications and changes at any time that are in accordance with the standards of the scriptures and our school.

UNIFORM AND DRESS POLICY AGREEMENT

I have read the policies of Sugar Creek Christian Academy concerning dress and understand that these rules and procedures are in place to ensure that SCCA is a place where students are safe, accepted, encouraged, disciplined, and trained. I realize that SCCA will strictly enforce these rules and policy. I hereby give authority to the teachers and administrators of SCCA to discipline my child according to this code. I also agree to uphold this policy to my child(ren) by not promoting and encouraging rebellion and disobedience to these rules.

Signature of Parent or Guardian

Date

Attendance Policy

General Requirements

The Ohio Revised Code contains laws that require students to attend school for a given amount of time each day and a certain amount of hours per year. **Parents are required to enforce these laws.** Schools in good faith are obligated to provide a program that allows parents to meet this law. Sugar Creek Christian Academy requires that a student may not be absent more than 10 days in either semester not to exceed 20 days per year without incurring possible academic penalty. This policy may be waived for an extended illness validated by a physician's signature and approved by the administration. SCCA believes that regular attendance is essential for the success of each student. Parents of children attending SCCA should note that attendance is a major part of their child's success and is therefore a requirement to receive academic credit at SCCA. For this reason, SCCA has adopted the following attendance policy.

The following procedures and guidelines will be strictly enforced by the administration of SCCA:

All absences are classified into 2 categories: Excused Absences and Unexcused Absences

Excused absences will be defined as follows:

1. Personal Illness / Medical or Dental Appointments

A doctor's excuse must be presented to the school in order for an absence to be considered excused. (Parents are encouraged to schedule doctor and dental appointments after school hours.)

2. Death of a relative

The absence arising from this condition is limited to 3 days unless other arrangements have been made with the administration.

3. Emergency Circumstances

The judgment of the administration constitutes a valid and sufficient cause for the absence.

4. Prior Arrangement with Administration

Parents or guardians have made arrangements through the Administrator

All other absences from school are considered unexcused.

Any SCCA student is permitted only 20 days of excused and unexcused combined absences during each academic year. Students who miss more than 20 days in one academic year may be required to repeat the year or, under some circumstances, other arrangements such as summer school may be available. The decision concerning placement of a student due to excessive absences shall be made by the administration on an individual case basis.

Late Arrivals

Many times, students must come to school later in the day due to appointments and other circumstances. Parents should attempt to schedule all such appointments after school hours if possible. However, in cases where students arrive to school late the guidelines for excused absences will apply. Students arriving late but before lunch may be counted for ½ day absence and students arriving after lunch may be counted absent for the entire day. Students must check in at the office before going to class.

Early Dismissal

There are circumstances when students may need to leave school before 3pm. In these cases, parents must enter through the office to sign the student out. Students can only be signed out by someone listed on their approved medical form. A staff member will then get the student from class. Students leaving before lunch may be counted absent for the entire day and students leaving at lunch or after may be counted for ½ day absent. If a student drives to school a parent should notify the school and/or send a note/message to the teacher. The students will sign themselves out in the office before leaving. Students must never leave school grounds without permission from the parent and school administration.

Tardiness

Promptness is a measure of school citizenship. School officially begins at 8:30am daily. Students arriving late disrupt their classrooms as well as the entire school. Daily tasks such as lunch counts and attendance are made very difficult by tardy students and late arriving students cause delay and disruption in classroom procedure which directly affects the educational environment of our school. For this reason, students arriving to school after 8:30am must first report to the office and check in. The student will then be given a tardy slip so that they may report to class. Only tardiness due to automobile trouble or illness will be considered excused. Students who accumulate 5 unexcused tardy slips will be counted absent for 1 day.

Five unexcused tardy slips constitute one absence. Consistent tardiness is an indication of a more serious problem, which may result in a conference with parents and school administration.

Intervention Procedures for Violations

Parents will be asked to meet with school officials after the following violations are made:

- 3 consecutive days with unexcused absences
- more than 5 unexcused absences in a grading period
- more than 10 absences in a semester
- more than 10 unexcused tardy slips in a grading period
- 15 combined absences

SCCA ATTENDANCE POLICY AGREEMENT

I have read the Attendance Policy of Sugar Creek Christian Academy and understand that these rules and procedures are in place to ensure that I meet my obligations concerning my child's attendance and that SCCA meets its obligation to provide a quality education for all students. I realize that SCCA will strictly enforce these rules and procedures. I hereby give authority to the teachers and administrators of SCCA to discipline my child according to this policy. I also agree to accept responsibility for my child's school attendance.

Parent or Guardian Signature

Date