



**2026-2027**

## **Handbook for Parents and Students**

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### **Mission & Purpose Statement**

The mission and purpose of Simonton Christian Academy is to raise up Jesus Christ as the standard of excellence in education and the student's identity in Christ as the foundation of their spiritual, mental, physical, and social development. We work diligently to create a campus environment that reflects God's sovereignty. We strive to partner with parents in equipping, educating, and encouraging their students to be passionate ambassadors for Christ.

"But those who hope in the Lord will renew their strength. They will soar on wings like eagles, they will run and not grow weary, they will walk and not be faint."  
Isaiah 40:31

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# Statement of Faith

- In the verbal, complete inspiration of the Old and New Testaments and hold them to be the inerrant Word of God, the supreme and final authority. (Matt. 5:17-18; 2Tim. 3:16-17; 2 Pet. 1:20-21; Luke 1:1-3; John 10:35; Luke 16:17; Gen. 3:3)
- In one God, Creator of all things, eternally existing in three persons; Father, Son, and Holy Spirit. (Isa.45:5; Mark 12:29-30; Ps.90:3; Gen. 1:1; 2 Cor. 13:14, Matt.28:19; John 6:27; John 1:1-20; Acts 5:3-4)
- That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true man and true God. He lived a sinless life and died for our sins according to the Scriptures...as a representative, substitutionary, and complete sacrifice. He rose again from the dead, ascended into heaven and is today our High Priest and Advocate. (John 1:1; Matt. 1:18; Luke 1:26-38; Matt. 1:18-25; Isa. 7:14; 1 Cor. 15:3; John 3:16; Heb. 4:15-16; 1 John 3:5; Rom. 19:9-10; 2 Cor. 5:17; Rom. 5:1-11; Luke 24:23-40; Acts 1:1-11; 1 Peter 3:22; John 14:8; Heb. 4:14; 5:1-10; 13:5; 7:25)
- In the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and of judgments...to regenerate, sanctify, baptize, and empower all who believe in Jesus Christ. He indwells every believer in Christ, and is an abiding helper, teacher, and guide. (John 14:16-17; Matt. 28:19; John 16:7-11; 2 Thes. 2:7; John 3:5-7; 1 Cor.12:13; Eph. 1:13; John 16:13; Rom. 8:26-27; Eph. 5:18)
- That man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, lost and without hope except in His sovereign mercy and grace. (Gen. 1:27; 1 Cor. 11:7; Rom. 6:23)
- That Salvation is received by faith alone in the Lord Jesus Christ. All who trust in Him alone are justified and assured of eternal life by His shed blood. (Eph. 2:8-9; 1 John 3:1; Rom. 3:14-17)
- That Christians are called to live a holy life of service and testimony for the glory of God and the well-being of their fellow man. (1 Peter 1:15-16; John 12:25-26; Acts 1:8; 1 Cor. 3:12-15)

# Statement of Philosophy

The educational philosophy of Simonton Christian Academy (SCA) is based on a God-centered view of truth and man as presented in the Bible. We believe that students should be taught with an eternal focus in every discipline of learning - not just for future academic or career gain, but to glorify and serve God now and in the future. The authority for such an education begins with God's command and is supported by the God-given parental responsibility for the education and training of their child. SCA becomes a partner in this endeavor.

## Admissions Policy

SCA exists to **partner with parents** as they attempt to provide a Christian education for their children. The primary basis for admission is a commitment from the parents to be genuinely and substantially involved in the education of their children. SCA does not discriminate. The school will admit students of both sexes, regardless of race, creed, color, or national origin, provided that, in the opinion of the school, the student can profit from our program of studies using a Bible-based curriculum.

## Faculty Qualifications and Hiring Standards

SCA is committed to providing students with qualified, capable, and dedicated educators who support the academic and spiritual mission of our school. SCA reserves the right to consider candidates for classroom teaching positions who demonstrate appropriate qualifications through one or more of the following:

1. Current or previous teaching certification;
2. Verified teaching experience; and/or
3. An earned advanced degree in a relevant field.

SCA recognizes that effective educators may bring a variety of professional, academic, and classroom experiences to their roles. All hiring decisions are made at the discretion of school administration with careful consideration given to a candidate's qualifications, experience, character, and ability to support the mission and values of SCA.

# Enrollment Documentation

All documentation must be turned in before the first day of school. Not turning in documents may result in a delayed start time for your student. Please update the front office if you have any questions.

- |                                                               |                                                                             |
|---------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Household Information                | <input type="checkbox"/> Drivers Licenses/Proof of Address                  |
| <input type="checkbox"/> Financial Agreement                  | <input type="checkbox"/> Academic Records                                   |
| <input type="checkbox"/> Enrollee Information                 | <input type="checkbox"/> Allergy Documents, if applicable                   |
| <input type="checkbox"/> Current and Previous Schools         | <input type="checkbox"/> Custody Documents, if applicable                   |
| <input type="checkbox"/> Emergency Contacts and Authorization | <input type="checkbox"/> \$25 Application Fee (New students only)           |
| <input type="checkbox"/> Religious Affiliation Form           | <input type="checkbox"/> \$125 Enrollment Fee (\$75 for returning students) |
| <input type="checkbox"/> Medical Info - Permission to treat   | <input type="checkbox"/> \$400 Book & Supply Fee                            |
| <input type="checkbox"/> Media Release                        | <input type="checkbox"/> \$200 Program Fee (\$100 per semester)             |
| <input type="checkbox"/> Fundraiser Commitment                | <input type="checkbox"/> Signed Handbook and Dress Code Acceptance          |
| <input type="checkbox"/> Statement of Parents or Guardians    | <input type="checkbox"/> Photo Release Form                                 |
| <input type="checkbox"/> Birth Certificate                    | <input type="checkbox"/> Allergies on File                                  |
| <input type="checkbox"/> Immunization Records or Exemption    |                                                                             |
| <input type="checkbox"/> Tuition Payment Plan Set Up          |                                                                             |

## Financial Policy

It is the financial policy of SCA that:

1. Tuition invoices are due the 1st or 15th of every month or on the selected date in your service agreement. Tuition will be generated through FACTS Tuition software through the Family Portal.
2. Invoices paid after the 15th of each month are considered late. A \$25 late fee will be assessed on the 16th of each month.
3. Returned payments will incur the following fees; (a) FACTS system charges \$30, and (b) SCA charges \$25.
4. Upon prior notice, a late charge may be assessed starting at \$20 per day if a parent is habitually fifteen (15) minutes late picking up their child.
5. In the case of a student transferring to another school, SCA reserves the right to withhold report cards or other personal file information until all past-due account balances have been paid.

6. School day-to-day operations, including staff pay, are based on tuition. Enrollment and tuition are an **annual** commitment. Tuition is not prorated for holidays, vacations, illnesses, or inclement weather.
7. **All tuition is non-refundable.**
8. Withdrawal policies – Parents/guardians remain responsible for the annual tuition after the first day of school. All student withdrawals must be made by contacting the SCA office and giving written notification.
9. Families incurring financial difficulties will contact the school administrator as soon as possible in order for the school to have the opportunity to work with them. The Board of Trustees has the final decision on any adjustments made to this commitment.
10. Late payments for aftercare, events or other incidentals will not be permitted. All payments must be turned in by the due date.

## **Parent Orientation and Involvement**

**SCA assumes there will be genuine, active, and substantial parental involvement in the education of their children.** Therefore, after enrollment in the school, parents are required to participate in the following activities:

- Attend Meet the Teacher Night before the opening of each academic school year.
- Attend all scheduled parent conferences to discuss student progress.
- Be an active participant in SCAPO (Simonton Christian Academy Parent Organization). This is the core of all volunteering and fundraising activities for SCA.
- Daily monitoring and assisting with academic projects, homework, behavior issues, and extra-curricular activities.
- Support the school with their time, talents, and transportation for student field trips.

It is the goal of SCA to train a student to be well-rounded in academics, spiritual maturity, and moral character. Our team emotionally invests in your child. Teachers and parents are to work together as a team with clear communication concerning the student.

*Parents who do not agree with the vision of SCA are not obligated to stay. The success of the student depends on the collaboration of the parents and teachers. All parents and family members are expected to act respectfully to students and staff.*

## **Attendance**

Attendance will be taken by 9:00 am. Attendance is documented for all grades for record keeping. In the interest of safety and to aid teachers in their daily preparations, parents are asked to call the school office by 9:00 am if a student will be absent that day. After 9:00 am, the SCA office staff may contact parents.

There are three types of absences:

1. **Excused absences** result from personal illness, illness in the family, or death in the family. The school will determine that inclement weather and/or road conditions warrant an excused absence. **The reason for the absence must be stated in writing and signed by the parent.** Make-up work with credit will be allowed. For each day of an excused absence, one day of make-up time is allowed. Make-up work will be available the morning after the excused absence.
2. **Unexcused absences** result from circumstances other than those defined as excused absences or absences that have no written excuse signed by the parent. Make-up work will be due the next school day after the student returns and a parent/teacher conference will be scheduled if necessary. After three (3) unexcused absences, a conference between the Administrator, teacher, and parent may be scheduled. If a student has more than three (3) days of unexcused absences for the school year, he/she is in jeopardy of being held back or withdrawn. A committee of teachers and the Administrator will meet after a student has three (3) unexcused absences in order to determine the course of action.
3. **Planned absences** are acceptable occasionally if the parents contact the school office in writing at least one week in advance. Taking a planned absence from school does not in any way reduce or negate the student's responsibility for accomplishing the work normally due. The make-up work is due the day the student returns. Test dates, etc. must be pre-arranged with the teacher. The responsibility is on the parents/students. These are coded as excused, as long as written notification is given ahead of time.

Absences cannot exceed 10% of your academic school year (16.5 days). Students who approach ten (10) absences before Christmas Break will be required to come in for attendance plan meeting.

**Truancy** is defined as an absence **without** the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Such action will not be tolerated. Truancy violations will be considered grounds for dismissal from the school.

**Check In/ Check Out:** Parents must go to the school office to pick up their child. No student will have permission to leave unless accompanied by his parent or guardian.

**Tardiness:** Any student arriving after 8:10 am will be considered late. Students will be required to sign in at the office to be admitted to class. Every tardy will be recorded and an accurate attendance record will be kept in your student's permanent file. Five (5) tardies will be considered one (1) unexcused absence. Each student is expected to be in the classroom and in his/her seat when the period begins. All students must come to class fully prepared with the materials needed for class.

**Car Tags and Carpooling:** Parents using the car pick-up line will receive a car tag to hang in the rearview mirror. Please display it once you enter the pick-up line. If families are carpooling together, a car tag is needed for each child riding in the vehicle. **If your child is riding home with someone else they typically do not go home with, please notify the office at least one hour before dismissal. Students will NOT be released to anyone that does not have a car tag unless the office has been notified in writing.**

# Philosophy of Discipline

*“...He disciplines us for our good, that we may share in His holiness. For the moment, all discipline seems painful rather than pleasant; later yields the peaceful fruit of righteousness to those who have been trained by it.” (Hebrews 12:10-11)*

SCA believes that the Bible is the foundation for Christian living and seeks to apply its principles to help students grow in character. Our goal is to glorify God in every aspect of our organization, including our discipline policy. With this in mind, the conduct expectations of SCA delineate the standard for appropriate behavior. Students are expected to willingly comply with the rules set for the school as well as each classroom. Students will be taught to accept responsibility for their behavior by being held accountable by their teachers/administrators. In addition, we expect SCA parents and guardians to encourage their students to comply with these rules and to be an active part of correcting behavior when needed.

## Campus Guidelines

### 1. Put God First

- Love the Lord your God with all your heart and with all your soul and with all your mind. (Matthew 22:37)

### 2. Respect for Teachers, Students, and Myself

- Love your neighbor as yourself. (Matthew 22:39)

### 3. Ready Obedience

- If you are willing and obedient, you will eat the best from the land. (Isaiah 1:19)

### 4. Diligence to Duty

- And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. (Colossians 3:17)

## Classroom Guidelines with CHAMPS

The teacher will develop rules and expectations for his/her classroom based on the foundation of the Classroom Guidelines. The teacher will actively use the **CHAMPS** behavior management program in his/her classroom. The teacher will remind students that each aspect of **CHAMPS** helps us honor God with our behavior and body.

These expectations will be taught and modeled for students on the first day of classes and as needed throughout the year.

These rules and expectations will be presented to students in a positive way. The rules and expectations **MUST** be posted in the classroom.

Examples of CHAMPS/MAC (preschool) displays, which may vary by classroom.

| Lining Up                 |                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------|
| <b>C</b><br>Conversation  | Voice Level 0    |
| <b>H</b><br>Help          | Raise Your Hand  |
| <b>A</b><br>Activity      | Line Up                                                                                           |
| <b>M</b><br>Movement      | Move when called upon                                                                             |
| <b>P</b><br>Participation | Straight, silent line                                                                             |
| <b>S</b>                  | Follow The Eagle Way and CHAMPS!                                                                  |

| Whole Group               |                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------|
| <b>C</b><br>Conversation  | "0" when listening<br>"3" when sharing                                                            |
| <b>H</b><br>Help          | Raise Your Hand  |
| <b>A</b><br>Activity      | Whole Group      |
| <b>M</b><br>Movement      | Only with permission from teacher                                                                 |
| <b>P</b><br>Participation | Listen, Answer, Ask Questions                                                                     |
| <b>S</b>                  | Follow The Eagle Way and CHAMPS!                                                                  |

| Small Group               |                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------|
| <b>C</b><br>Conversation  | "0" when listening<br>"2" when sharing                                                          |
| <b>H</b><br>Help          | A3B4Me                                                                                          |
| <b>A</b><br>Activity      | Small Group  |
| <b>M</b><br>Movement      | Only with permission                                                                            |
| <b>P</b><br>Participation | Listen, Answer, Ask Questions                                                                   |
| <b>S</b>                  | Follow The Eagle Way and CHAMPS!                                                                |

## Moral Code of Conduct

SCA accepts the view that man's ultimate purpose is to glorify God. Therefore, we expect staff and students to reflect His image. To accomplish this SCA strives to cultivate an atmosphere of understanding and Christlikeness. Glorifying God affects one's lifestyle, behavior, moral choices, and overall attitude. Every guideline is designed to reflect the Christian values provided for us in the Bible and the moral code crucial to our testimony and reputation in the community.

In order to ensure fairness and to uphold the standards stated above, more serious behavioral or moral issues will be dealt with on an individual basis. Each case will be judged on its own merits, and the following items will be taken into consideration:

1. Attitude of the student (one of repentance or hostility)
2. Home Support
3. Church Support
4. Academic Performance
5. Contractual Fulfillment (home, school, church)
6. Discontinuance of Immorality
7. Extenuating Circumstances

## **Discipline Slips**

For repeated behaviors of the SAME nature, SCA utilizes a discipline slip system to aid parents in “training their child in the way he should go” (Proverbs 22:6). The first five (5) days of each school year will be a time to teach, explain, and train students on the discipline system. No discipline slips will be given during those first five (5) days.

**When a student violates a school rule, the behavior must be addressed.**

- A discipline system will not be successful unless it is used consistently and fairly.
- All staff will use positive methods of discipline that encourage self-esteem, self-control, and self-direction, which will include redirecting behavior using positive statements, reminding students of behavior expectations, and by focusing on good behavior when possible.
- A teacher WILL NOT hesitate to correct the behavioral issues of any student, regardless of their grade level, when a violation of school rules occurs in their presence.
- Teachers will be held responsible for notifying parents/guardians of behavior issues that happen in electives and enrichments.
- Discipline slips should be filled out completely. The comments should be worded tactfully.
- The teacher will explain to the student privately the reason for the discipline slip.
- The student is asked to sign the discipline slip after the teacher/student conference. Student signature does not suggest guilt but instead confirms acknowledgement of discipline slip and teacher/student conference.
- The teacher will notify the student’s parent or guardian the day of the behavior incident, and a copy of the discipline slip is sent home to be signed and returned the following day.
- A copy of the discipline slip will be turned into the office, and the teacher will keep one copy for documentation purposes.

## Behavior Offenses and Discipline Actions

Below is a chart outlining examples of behavioral offenses and the corresponding disciplinary actions. At SCA, ensuring the best for every student includes teaching them about the consequences of their behavior, which is crucial. As an organization, we are committed to collaborating with families to provide support.

| LEVEL 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | LEVEL 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | LEVEL 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Hall disruption - running, shouting, horseplay</li> <li>• Noise that hinders instruction</li> <li>• Bullying/Cyberbullying</li> <li>• Campus/class rules violation, including but not limited to talking, cutting in line, being unprepared, food or drink in restricted areas, sleeping, etc. (CHAMPS violation)</li> <li>• Cheating/Copying</li> <li>• Disturbing/Taunting others</li> <li>• Possession of electronic devices</li> <li>• Public display of affection</li> <li>• Inappropriate toys/ items brought to school</li> <li>• Derogatory remarks about a student or school staff</li> <li>• Not turning work in</li> <li>• Mode of dress violation (1st)</li> <li>• Cell phone/ SMART watch Violation (1st)</li> </ul> | <ul style="list-style-type: none"> <li>• Bullying/Cyber intimidation</li> <li>• Dangerous objects/materials</li> <li>• Disrespect toward others, derogatory comments toward another student or staff member.</li> <li>• Disturbing or taunting</li> <li>• Failure to follow administrative directions</li> <li>• Inappropriate touching</li> <li>• Insubordination/disobedience/ disorderly</li> <li>• Leaving class without permission</li> <li>• Physical aggression towards another</li> <li>• Possession of improper photography or electronic visual media</li> <li>• Safety violation</li> <li>• Threatening another student</li> <li>• Profane/abusive language</li> <li>• Verbal/written aggression</li> <li>• Inappropriate searches on school devices</li> <li>• Mode of dress violation (2nd/3rd +)</li> <li>• Cell phone/SMART watch violation (2nd/3rd+)</li> <li>• Persistent Level 1 Behaviors despite intervention</li> </ul> | <ul style="list-style-type: none"> <li>• Bullying/Cyberbullying (persistent)</li> <li>• Common area disruption</li> <li>• Distribution of improper photography or electronic visual media</li> <li>• Dangerous objects/materials</li> <li>• Fighting</li> <li>• General disruption</li> <li>• Human waste violation</li> <li>• Incendiary devices</li> <li>• Noxious odor devices, harmful chemicals, stink bombs</li> <li>• Possession of a non-illegal knife, 5" or less. (Illegal knife is immediate expulsion)</li> <li>• Possession of pepper spray/mace</li> <li>• Possession of a simulated controlled substance</li> <li>• Physical/verbal threat to another</li> <li>• Shocking devices</li> <li>• Possession of Tobacco or Vaping products and/or paraphernalia</li> <li>• Stealing</li> <li>• Threatening staff</li> <li>• Unacceptable, inappropriate display of anatomy</li> <li>• Persistent profane and/ or abusive language</li> <li>• Computer use violation</li> <li>• Vandalism- minor property damage</li> <li>• Weapon replica</li> <li>• Fire Alarm</li> <li>• Persistent Level 2</li> </ul> |

| <b>LEVEL 1</b>                                                                                                                                                                                                                                                           | <b>LEVEL 2</b>                                                                                                                                                                                                                                                                                      | <b>LEVEL 3</b>                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Level 1 Required Minimum</u> <ul style="list-style-type: none"> <li>● Discipline Slip</li> <li>● Short-term class removal to office.</li> <li>● Parent contact</li> <li>● Student conference</li> <li>● Parent conference</li> <li>● Confiscation of item.</li> </ul> | <u>Level 2 Required Minimum</u> <ul style="list-style-type: none"> <li>● Discipline Slip</li> <li>● Short term class removal to office.</li> <li>● Parent contact</li> <li>● Student conference</li> <li>● Parent conference</li> <li>● Confiscation of item.</li> <li>● Lunch Detention</li> </ul> | <u>Level 3 Required Minimum</u> <ul style="list-style-type: none"> <li>● Discipline Slip</li> <li>● Parent contact</li> <li>● Student conference</li> <li>● Parent conference</li> <li>● Confiscation of item.</li> <li>● Suspension one (1) day</li> </ul> |
| <u>Level 1 Optional</u> <ul style="list-style-type: none"> <li>● Time out</li> <li>● loss of privileges</li> <li>● other options as appropriate</li> <li>● Counseling referral</li> </ul>                                                                                | <u>Level 2 Optional</u> <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Removal from extracurricular activities</li> <li>● Suspension one (1) day</li> <li>● Counseling Referral</li> </ul>                                                                                  | <u>Level 3 Optional</u> <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Removal from extracurricular activities</li> <li>● Suspension one (1) day</li> <li>● Counseling Referral</li> </ul>                                          |

The following rules/guidelines are designed to protect the rights of all students to an educationally efficient school setting that promotes teaching and learning in a safe and orderly manner.

Students may not be disciplined for lack of progress toward achievement of learning objectives; however, disciplinary measures may be appropriate when misbehavior impedes progress toward these objectives.

## Dating

SCA enforces a strict policy prohibiting student dating. Engaging in dating activities, as well as discussing or exhibiting any related behaviors (such as sitting too closely, holding hands, passing notes, or conversing about dating outside of school), is not allowed. Students will receive an initial verbal warning, followed by a disciplinary slip, and subsequently, suspension.

## Cell Phones

SCA students may **NOT** bring cell phones or other electronic devices (described below) to school.

|                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|
| 1st Offense – Warning issued, device confiscated, and parent notified.                                            |
| 2nd Offense – Device confiscated, parent notified, and \$25 fee required for parent pick-up                       |
| 3rd + Offense – Device confiscated, parent conference, \$25 fee required for parent pick-up, and lunch detention. |

SCA 6-12th grade students who need to bring a phone must turn in their cell phones to the office upon arrival at the SCA campus. Failure to do so will result in disciplinary action as outlined above.

*Cell phones may be turned on while traveling to and from field trips and other school activities with administrative approval for parental communication only.*

## Other Electronic Devices

- Personal smart devices will not be worn or used during school hours. These devices include but are not limited to: **Apple watches, Kindles, smart tablets, iPad, iPod, laptops, and Fitbit Smart bands.** Electronic devices such as those with internet, texting, messaging, and/or calling features are not allowed under any circumstances without administrative approval.
- Personal electronic devices are NOT to be used by students on campus during school hours.
- Personal electronic devices will not be used in aftercare.
- SCA laptops may not be removed from the classrooms by a student without permission.
- SCA is equipped to provide students with access to Chromebooks and/or iPads, etc. These devices will be monitored by the classroom teacher while in use. In the interest of cyber safety, students are NEVER allowed to access social media accounts, personal email accounts, open access video streaming accounts, online sales platforms, messaging apps, or multiplayer games while on SCA owned devices.
- Parents are to alert the administration if they believe their student struggles with any form of device addiction.

## Plagiarism/Cheating

SCA defines plagiarism as failure to give credit and/or citation as per the Modern Language Association's MLA Handbook for Writers of Research Papers. The first time in a school year that a student is determined to have plagiarized a final draft assignment, the work will receive a grade of fifty (50). Any additional times in a school year that a student is determined to have plagiarized a final draft assignment, the work will receive a grade of ZERO (0), and the student will be considered for expulsion. Cheating of any kind will NOT be tolerated and could result in loss of recess, enrichment programs and/or technology privileges. Repeated academic dishonesty could result in expulsion. Using Artificial Intelligence (AI) of any kind to do any schoolwork will be considered plagiarism and not tolerated.

## Lower School

PreK – 1<sup>st</sup> Grade

SCA strives to provide a loving, nurturing, structured environment where the love of Jesus Christ is both modeled and taught. The teacher is the established authority in the classroom and will follow the guidelines set forth by the administration and the Board of Trustees. It is the goal of the SCA Early Education Department to partner with parents in developing the whole child, equipping them to make choices that will glorify God.

SCA lower school staff have been trained to fully understand social, emotional and physical developmental stages of the children in their care. Using this knowledge, all SCA lower school staff will discipline with grace and love.

Staff have been trained to notify administration of any persistent behavioral infractions or learning differences. Parents may be required to follow up on these concerns by

conducting outside evaluations. SCA Administrator encourages open communication and participation with parents. A timeline may be given to parents requesting or reaching out for more resources. If the administration concludes they are unable to accommodate behavioral or learning differences, student may be released.

During the explanation of child-to-child behavior to parents, at NO POINT will either child's name be shared verbally or on written documentation.

## **Biting**

While we understand that biting can be an age-appropriate development stage or coping strategy, SCA is committed to providing a safe environment for all children entrusted to our care. This policy has been established to:

- Help children understand that biting is not an acceptable behavior
- Ensure the health and safety of all students in care
- Help to build self-control
- To teach students social emotional skills that will assist them in communicating using words and not actions (biting)

The following procedures have been put into place to prevent and address biting:

### **First Incident**

- Both parents will be notified by the teacher on the day of the incident
- Specifics about the incident, other than names, will be provided to both parties
- The teacher will document the incident in both student records

### **Second Incident**

- A parent/teacher conference will be requested to determine an individualized plan of action to meet the child's needs
- With administrative approval, the teacher will put the agreed upon plan into action immediately following the meeting. The teacher will consistently and clearly explain the expected behavior to the child
- The teacher or aide will then shadow the child who has been biting in an attempt to prevent the behavior from occurring and to reinforce appropriate behavior. The teacher or aide will look for patterns or provocations that could be contributing to the biting

## **Expulsion**

In unfortunate circumstances, after a review before the Board of Trustees, a student may be expelled for reasons of misconduct, attitude, or sustained failure to put forth academic effort as outlined in the student handbook.

# School Uniforms

Students at SCA wear uniforms Monday through Thursday, as described in the flyer below. Friday is free dress day.

## PRESCHOOL THROUGH 8th GRADE

### Boys Dress Code



### Girls Dress Code



## EXTENDED CAMPUS 9th - 12th

### HS Dress Code



## PK3 - 8th GRADE - WEDNESDAY

### Chapel Dress Code

TIES NOT PROVIDED BY SCA



Embroidery available by:  
PS Designs - info@psdesigns.biz (209) 676-0058  
OR Land's End - School #: 900172545

#### SWEATSHIRTS AND OUTERWEAR

- Jackets intended to be worn inside the classroom should be solid navy, light blue, hunter green, white, or grey.
- Jackets that are removed once indoors, can be any color.
- Sweatshirt MUST be a SCA design or plain (no text/ graphics) in navy, light blue, hunter green, white, or grey.

#### FREE DRESS FRIDAYS

- Wear any SCA Spirit Shirt or casual shirt.
- Choose school appropriate bottoms in any color

#### SCHOOL APPROPRIATE CLOTHING

- No rips, holes or frays
- Skirts/shorts/dresses longer than fingertip or 3" above knee
- No inappropriate graphics or slogans/writing
- Non-hugging/tight bottoms (leggings/bicycle shorts) unless under a dress or skirt.

## **PE Uniform for grades 6th & Up**

Students will wear purchased SCA PE uniforms, closed-toed shoes that give adequate support, such as tennis shoes. **Flip-flops, Crocs, and high heels are not sturdy and safe for the playground or stairs and are therefore not allowed in school. Failure to bring a PE uniform will result in a dress code violation.**

### **Shoes/Footwear**

Students should wear PE appropriate, closed-toed shoes that give adequate support, such as tennis shoes. **Flip-flops, Crocs, and high heels are not sturdy and safe for the playground or stairs and are therefore not allowed in school.**

### **Hair**

Haircuts are to be conservative, clean, neat in appearance, and not hanging in the eyes. Decorative hair enhancements, including extensions and hair pieces worn for cosmetic or costume purposes, are not permitted, unless otherwise approved by administration. “Fad” haircuts are not acceptable, this includes no designs cut into the hair, no partial shaving such as “mohawks”, no unnatural color, etc. Hair should be clean, brushed, and well-kept. Facial hair is prohibited.

### **Jewelry**

Girls are permitted to wear earrings, bracelets, and necklaces. Earrings may not extend more than one inch below the earlobe. Bracelets must not be noisy or interfere with classwork. Boys are not permitted to wear earrings. Body piercings of any kind (except girls’ earrings), visible tattoos (real or fake), and ear gauges will not be allowed.

### **Makeup**

Students are not permitted to wear makeup or fake nails in grades PK3- 5th grade. Makeup in grades 6th- 12th should be minimal and appropriate for the school setting.

### **Violations**

Students who come to school out of uniform will receive a Dress Code Violation slip.

|                                                                         |
|-------------------------------------------------------------------------|
| 1st Offense – Warning issued, and parent notified.                      |
| 2nd Offense – Parent notified, and lunch detention (grades 4th and up). |
| 3rd + Offense – Parent conference and \$15 fee.                         |

***The school administration may disapprove clothing items and general appearance not listed above that are deemed inappropriate***

## **Curriculum**

SCA endorses the Abeka and Teach Like a Champion Reading curriculum. The Bible is taught daily at all grade levels. All teachers supplement the textbook curriculum with other materials and activities that have been previously reviewed/approved by the administration. Curriculum is defined as everything utilized in a lesson, from purchased textbooks, consumables to teacher created items.

All students participate in a variety of specials and enrichment classes.

# Homework

SCA recognizes the importance of quality family time during evening and weekend hours. However, at times, homework will be a necessary part of learning and can be an invaluable parent-child experience. Christ-like character qualities of responsibility, integrity, orderliness, initiative, and follow-through are developed as a result of regular homework. These assignments will be reasonable, meaningful to daily lesson plans, and clearly defined. Classroom work that is not completed due to behavioral issues will be assigned as homework. Students are responsible for the completion of all assigned homework. Homework will not be assigned during test week or on **Wednesday evenings so that families can participate in mid-week church activities.**

## Guidelines for Homework:

- Homework assignments, due dates, and instructions for completion should be posted clearly in the classroom so that students can add them to an assignment calendar or folder.
- Long term homework such as project-based assignments, book reports, or research papers should be assigned no less than two (2) weeks in advance to allow students/parents time to acquire materials and complete the assignment.
- Individual projects and homework may not be assigned over holiday breaks.
- **Students** are responsible for the completion of homework.
- Homework will NOT be given on Wednesday evening or IOWA testing week.

## Evaluation of Student Work

SCA students in grades 1st - 8th will receive report cards at the end of each nine-week marking period. *Parents MUST attend conferences following the 1st and 3rd marking periods in order to receive the report card.* Grades will be numerical except for specials and conduct which will be E, S, N, U.

Preschool and Kindergarten students will be given progress mastery of skills evaluations three times a year (Fall, Winter, Spring). *Parents MUST attend conferences following the 1st and 3rd marking periods in order to receive the evaluation.*

Teachers are to notify students and parents of progress, poor grades, and mastery issues in a **TIMELY** manner so corrective action can be taken early enough in the quarter to avoid affecting the grading quarter.

ALL students will have the same number of grades to average at reporting time.

# **Visitor Policy**

All visitors to the SCA campus must enter through the front office and be checked in through our Raptor software to receive a visitor's pass to wear at all times. This includes morning arrival time, parents must wear a badge all times when on campus.

Visiting the classroom during class: Parents may visit the classroom during class time only if prior arrangement has been made with the school administration and the teacher has approved the in-class visit. This procedure is designed to minimize classroom disturbances, which might distract the children and otherwise interfere with regular classroom procedure. It is also a safety precaution. Appointments must be made in advance to ensure adequate time.

Visitors will not be allowed in the dismissal carline areas. Parents/Guardians must stay in their cars. All late arrival students will be taken to class by SCA staff through the Front Office.

## **General**

### **Closed Campus**

We follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal.

### **Field Trips**

Notes giving details of trips will be sent home with a permission slip or emailed as a fillable form. Parents must sign the permission slip and return it to the school. NO student will be permitted to go on a trip without this permission slip or payment (if applicable) being on file in the office.

### **Lost and Found**

PLEASE LABEL ALL clothing, jackets, lunch boxes, and supplies. All items found should be turned into the office. Lost items that are not claimed by the end of each month will be given away.

### **Damage to School Property**

It is expected that all damage, even if accidental, will be acknowledged by the person involved and a plan for reimbursement will be made.

### **Health Records**

All vaccinations in accordance with the Texas Department of State Health Services are required. Students entering school are to present a certificate of immunization. Waivers for reasons of conscience, medical or religion will be accepted. They must be current and notarized.

## Medications

No medications, including over-the-counter medications, will be administered without the written request of a parent and/or directive of a physician.

**All** medications, including over-the-counter medications, must be in their original containers, checked in and stored in the office, and do not send in student backpacks.

Prescription inhalers and EPI pens can be kept in the classroom in the custody of the teacher.

## Illness During School Hours

If a student becomes ill during the day, the school office will contact a parent. The student then may be excused by the Administrator to go home with the authorized adult. Students who show signs of contagious illness will be separated from the rest of the campus until a parent arrives. Any student who vomits, has diarrhea, or has a fever of 100.4 degrees or higher will need to go home. Students must be picked up within an hour of parent/guardian being notified.

## Communicable Diseases

Schools are fundamental to child and adolescent development, and in-person instruction should be the goal for all schools. Stay home or keep your child at home if you feel ill. School policies at SCA will be age appropriate, flexible, and may be revised at any time needed based on the health concerns of our community and stakeholders. Policies were developed after review of state and national recommendations as well as the families we serve.

Please telephone the school immediately if your child is diagnosed with a contagious disease. Per health requirements some contagious diseases require notification of the health department. We appreciate your cooperation in this matter.

If your child is sick: **Children must be free of fever (less than 100.4 degrees) for 24 hours without the use of fever reducing medications (such as Tylenol or Advil/Motrin) before returning to school. Children must be free of diarrhea for twenty-four (24) hours before returning to school and need to be eating and drinking without any problems. If a child vomits two (2) or more times within twenty-four (24) hours, they will need to stay home for at least twenty-four (24) hours to ensure they are not contagious.** Please call the school if your child has been diagnosed with a contagious condition such as pinkeye, strep throat, chicken pox, head lice, impetigo, ringworm, flu, COVID, or has vomiting and/or diarrhea.

## Emergency Procedures

SCA has specific plans in place for a variety of emergencies. It is imperative that students are to remain with their classmates and follow the directives of the staff during such times. For evacuations, all classes will have an assigned exit. When the emergency alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. There should be no talking. A signal will be given when it is safe to return to the classroom. For sheltering emergencies, each class has a designated location. We will have regular emergency drills throughout the year for events such as fire, tornado, and emergencies in the community.

Information will always go home regarding all drills as well as any actual emergencies. For specific details about the different kinds of emergencies we have procedures in place for, please contact the school office.

## **Emergency School Closing**

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to inclement weather, which makes the roads impassable or unsafe. In case of emergency closing the administration will attempt to notify parents through “Parent Alert” via text message.

The decision to close the school will rest with the administration. In cases of large scale or community wide school closures, SCA will attempt to follow LCISD’s recommendations, as our school is physically within their district.

## **Application of Force Majeur**

SCA and staff member agree that neither shall be liable for any delay or failure in performance resulting from a force majeure event resulting from acts beyond reasonable control, including but not limited to: acts of God, war, governmental actions, acts of terrorism, epidemic, pandemic, state of emergency, or any other event beyond SCA’s control. The duties and obligations in this agreement may be postponed for a period of time or terminated, depending on circumstances.

## **Ending Remarks**

Many institutions take the position that their responsibility to the student does not go beyond the academic work of school hours. We at SCA do not take such a position. We believe it is our responsibility to set full behavior standards for our students, and we will take a firm stand in doing so. Each student and parent makes the decision to attend the SCA. Those who decide to do so thereby agree to model its standards, principles, and requirements. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your children in SCA to guide and teach socially, academically, and spiritually.

*“Train up a child in the way he should go, even when he is old  
he will not depart from it.” Proverbs 22:6*

# **Simonton Christian Academy Parent and Student Handbook Acknowledgment Form**

Academic Year: 2026-2027

I acknowledge that I have received and reviewed Simonton Christian Academy's Parent and Student Handbook with my child(ren). I understand that the handbook contains important information regarding school policies, procedures, academic expectations, behavioral standards, and student responsibilities.

We agree to abide by the rules and guidelines set forth in the handbook and understand the consequences for failing to do so. Including, but not limited to, the Uniform and Cell Phone policies and their subsequent violation consequences.

If we have any questions regarding the handbook, we understand that it is our responsibility to seek clarification from the school's administration team or a teacher.

Student Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
Signature: Date: