



2023-2024 Academic Year

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

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 is based on a God-centered view of truth and man as presented in the Bible. It is our belief 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. Simonton Christian Academy becomes a partner in this endeavor.

ADMISSIONS POLICY

Simonton Christian Academy 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 and national origin, 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.

ENROLLMENT PROCEDURE

The Simonton Community Church Board of Trustees will make all decisions concerning the admission and enrollment of a family into the school. The school administrator develops details of the enrollment procedure. The enrollment procedure includes:

- Parents will complete all portions of the Application for Admissions. Records from previous schools will need to be reviewed thoroughly before scheduling the interview.
- Scheduling an interview with a school official. The student should also attend the interview.
- Schedule for testing and placement of each student depending on grade level.
- Potential students who do not test within grade level must perform remedial work to get to a minimum level prior to the start of school. The parents may choose to have their child placed at the grade level appropriate based on their test scores. Remedial work is the responsibility of the parent.
- Complete all forms necessary for enrollment file and submitting the following paperwork:
 - a. Application packet forms
 - b. Copy of birth certificate
 - c. Copy of immunization record
 - d. Copy of most recent report card
 - e. Copy of most recent standardized test
 - f. Proof of address (i.e. current utility bill)
 - g. Copy of parent driver's license
 - h. Custody documents if applicable
- Parents being notified by the administrator of acceptance or rejection of the student's registration.

- Adhering to financial requirements of the school including:
 - a. Paying the registration fee for new students of \$200 per student (maximum \$300 per family) which is nonrefundable and non transferable.
 - b. Paying the supply and book fee which is nonrefundable by May 15th.
 - c. Paying all previous balances in full, if a returning student.
- Parents and students carefully reading the Handbook for Parents and Students and signing a Statement of Agreement to comply with the standards set forth in the Handbook.

FINANCIAL POLICY

It is the financial policy of Simonton Christian Academy that:

1. Invoices are due the 15th of every month. Invoices are sent via email.
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. There will be a \$35 fee for all returned checks.
4. Upon prior notice, a late charge may be assessed beginning at \$15 per day, if a parent is habitually 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 off of 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 yearly tuition after the first day of school. All 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 has final decision on any adjustments made to this commitment.

PARENT ORIENTATION AND INVOLVEMENT

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

- Attend Parent Orientation Session(s) prior to 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 activity for SCA.
- Daily monitoring and assisting with academic projects, homework, behavior issues and extra curricular activities.
- Parents are requested to 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 that 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 respectful 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 aide 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.

Attendance for Kindergarten-6th grade

There are three types of absences:

1. Excused absences are those resulting 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 unexcused absences, a conference between the administrator, teacher, and parent may be scheduled. If a student has more than three 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 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 upon the day the student returns. Test dates, etc. must be pre arranged with the teacher. The responsibility to do so is upon parents/students. These are coded as excused, as long as written notification is given ahead of time.

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.

Early dismissal is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before regular dismissal, a request must be made in writing to the school office. 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 is irresponsible behavior and unacceptable. It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life.

Any student arriving after the tardy bell at 8:00 a.m. 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. 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 window. 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 prior to dismissal.

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)

Simonton Christian Academy 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 individual 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.

CLASSROOM GUIDELINES

1. Put God First

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

2. EXAMPLES OF OFFENSE: Lack of reverence at appropriate times, fist fights, cut downs, lying, stealing, cursing, pornography, outright disobedience.

“I will honor God by striving to serve Him, pursuing deeper knowledge about His nature and kingdom and participating in the spiritual life of the school. I will use God’s name carefully. I will not swear or use crude or offensive language.”

2. Respect for Teachers, Students, and Myself

1. Love your neighbor as yourself. (Mathew 22:39)

2. When addressing or responding to adults, students will use “Yes Ma’am” or “No Ma’am” or “Yes Sir” or “No Sir” and “Please” and “Thank You.”

3. EXAMPLES OF OFFENSE: Playing when students should be on task, talking at inappropriate times or without permission, abusing another’s property, excessively loud noises, throwing items, bothering another child, chewing gum.

“I will show respect for my teachers by giving them my attention, constructively participating in class, and following their directions.”

“I will show respect for other SCA students by modeling Christ-like behavior.”

I Will:	I Will Not:
<ul style="list-style-type: none"> - Compliment and Affirm - Respect others' Personal Space - Take my concerns or problems to the source - Take responsibility for my own actions - Include others in what I am doing - Report dangerous activity to a teacher - Stop rumors with the truth - Be honest with my words and actions - Do what is just - Show mercy and kindness - Forgive others - Love one another 	<ul style="list-style-type: none"> - Tease, provoke, threaten, bully, or name call - Engage in any inappropriate or unsolicited physical contact - Throw anything inside the school at any time - Send, receive, or share inappropriate emails, texts, or social media images - Gossip or spread rumors - Exclude my peers - Blame someone else for something I did - Cheat - Make inappropriate gestures or suggestions - Verbally abuse others - Be rude, arrogant or defiant - Pull unkind pranks - Set up or be a part of cliques, packs, or exclusive clubs

"I will show respect for myself by treating my body as God's temple. I will protect my body from illegal or legal substances that will be damaging to my health. I will dress in a way that honors God and complies with the SCA dress code. I will believe the best of myself and my abilities."

3. Ready Obedience

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

2. EXAMPLES OF OFFENSE: Not being on task, not following the teacher's instructions, wearing inappropriate clothing, getting out of seat without permission.

4. Diligence to Duty

1. 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)

2. EXAMPLES OF OFFENSE: Not accomplishing tasks at hand to the best of your ability, not staying on task.

"I will pursue excellence in all that I do, faithfully meeting my obligations and completing my assignments to the best of my ability. I will complete all assignments with integrity and truthfulness."

CLASSROOM RULES AND EXPECTATIONS

- The teacher must develop rules and expectations for his or her classroom based on the foundation of the Classroom Guidelines listed above. 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 must be taught and modeled for students on the first day of classes and as needed throughout the year.
- These rules and expectations should be presented to students in a positive way.
- The rules and expectations MUST be posted in the classroom.

MORAL CODE OF CONDUCT

Simonton Christian Academy 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

EAGLE'S CODE OF HONOR

As a member of the Simonton Christian Academy student body, I will do my best to be an image bearer of Christ. I believe that my purpose is to glorify God in all I do. I will encourage my fellow Eagles with my words and actions. I will commit myself to a high standard of integrity and strive for excellence in all my academic and personal endeavors.

INFLUENCE

The Bible teaches that no one lives to himself. Simonton Christian Academy is a community of people who have influence, both direct and indirect, upon each other. As stated in the Simonton Christian Academy mission statement, our goal is to develop the whole student, body, mind, and spirit and because of this goal the lifestyle of each student and staff member on and off campus

is important. Each student and staff member must adhere to the Eagle's Code of Honor throughout their tenure on the SCA campus. Students (K-6th grade) will acknowledge this commitment by signing an Eagle's Code of Honor agreement at the beginning of every school year.

SCHOOL DISCIPLINE SYSTEM

Simonton Christian Academy utilizes a discipline slip system to aid parents in "training their child in the way he should go" (Proverbs 22:6). The first 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 days.

When a student is in violation of a school rule, the behavior must be addressed.

The teacher should remember:

- 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 SHOULD 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 student behavior issues not addressed in their presence.

Discipline Slips -

- 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.

VIOLATIONS

The following are some examples of school violations. This list is not exhaustive. The administration will clarify any behavior not identified below and appropriate discipline will be administered.

Level 1 Violations

Level 1 violations should be handled by the teacher observing behavior. The behavior issues should be easily corrected within the classroom setting. Documentation of behavior, classroom consequences, and parent communications should be well documented at the time of incident. The teacher should adhere to the following steps when dealing with this type of behavior violation:

First Offense: Verbal Warning

Second Offense (within same week): Classroom consequence and parent contact

Third Offense (within same week): Discipline slip, parent contact, possible detention

Examples include but are not limited to:

- Classroom rule violation
- Minor rule violation outside of classroom (halls, library, playground)
- Tardiness
- Dress Code Violation
- Having food or drink in class (without permission)
- Possession of/or use of phones or other electronic devices
- Not turning in assigned work
- Making derogatory remarks about another student or teacher (cut down)

Level 2 Violation

Level 2 violations should be handled by the teacher observing behavior. The behavior issues should be addressed immediately. Documentation of behavior, classroom consequences, and parent communications should be well documented on the discipline slip at the time of incident. The teacher should adhere to the following steps when dealing with this type of behavior violation:

First Offense: Discipline Slip, Parent Contact, and Morning Detention

Second Offense (within the same week): Discipline Slip, Parent/Teacher Conference, and Detention

Third Offense (within the same week): Discipline Slip, parent conference with administrative directive for Saturday school, probation, suspension, or expulsion

Examples include but are not limited to:

- Lack of reverence at appropriate times
- Verbal threatening or intimidation of a student, teacher, staff member, or volunteer
- Lewd behavior
- Lying
- Stealing
- Cheating/Plagiarism

- Cursing, Abusive Language
- Possession of sexually related materials
- Outright disobedience
- Public displays of affection (holding hands, kissing another student) Boy/Girl Relations: Simonton Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will not be allowed.
- Disrespect of authority
- Detention violation (misbehaving, talking, disobeying rules)
- Cutting class, required activities, detention or truancy
- Destruction of school property
- Setting off fire alarm

Level 3 Violations

Level 3 violations should be handled by the teacher observing behavior. The behavior issues should be addressed immediately. The student should be sent directly to the school office and directed to an administrator. Documentation of behavior and parent communications should be well documented on the discipline slip at the time of incident. The teacher should adhere to the following steps when dealing with this type of behavior violation:

First Offense - Discipline Slip, immediate parent conference with administrative directive for probation, suspension, or expulsion.

Second Offense (within the same school year) - Immediate suspension or expulsion

Examples include but are not limited to:

- Fist Fight, uncontrolled behavior, assault of a student, teacher, staff member, or volunteer.
- Possession, distribution or being under the influence of alcohol on the SCA campus or at any SCA event or trip.
- Possession of drug paraphernalia on the SCA campus or at any SCA event or trip.
- Smoking, forgery, gambling, or indecent behavior.
- Possession of tobacco or lighter on SCA campus or at any SCA event or trip.
- Possession, solicitation, distribution or being under the influence of illegal drugs on the SCA campus, at SCA events or trips.
- Possession, solicitation, distribution, misuse or being under the influence of prescription drugs on the SCA campus, at SCA events or trips.
- Possession of a weapon or firearm on the SCA campus, at SCA events or trips. Weapons include but are not limited to knives, clubs, batons, brass knuckles, "Chinese stars", pepper spray, stun guns, tasers, nunchaku, axes and hatchets, saws, straight razors, "Ninja" weapons, saps, swords, spears, and self-defense keychains such as "Monkey's Fists" and kubotans.

4 or more morning detention sessions within one 9-week grading period will result in immediate parent conference with administrative directive resulting in after school detention, Saturday school, probation, suspension, or expulsion.

2 or more after school or Saturday school detention sessions within one semester period will result in immediate parent conference with administrative directive resulting in probation, suspension, or expulsion.

One (1) Level 3 Discipline slip in one grading period will result in immediate parent conference with administrative directive for probation, suspension, or expulsion.

When a student displays a pattern of unchanged behavior, such behavior could warrant a different course of action than what is normally issued. Certain behaviors do not require the use of discipline slips, but rather an immediate office conference. When a student does not respond to teachers, administrators, and parents and causes sufficient disturbances to prevent teachers from carrying out their responsibilities or prevents other students from learning, it shall be deemed necessary to discuss suspension and/or dismissal with parents. Any continued discipline issues will be made known to the SCA school committee and SCC board of trustees. These cases will be considered on an individual basis.

DETENTION/SUSPENSION/EXPULSION

MORNING “THINKING TIME” (Grades K-2nd)

- “Thinking Time” will be held for 10-15 minutes during morning break as determined by the classroom teacher and administration.
- Students will sit at their desks in learning position to the best of their ability.
- Students will remain with their teacher in their classroom.

AFTERNOON DETENTION (Grades 1st-6th)

- Detention will be held for 30 minutes after school as determined by the Administrator
- Students will not talk and must remain seated during detention
- Students who are late to detention or are absent will automatically be given another detention
- Students will serve detention with the Administrator in a designated area of campus.

SATURDAY SCHOOL DETENTION

- As the Administration deems appropriate, students may be assigned to a 3-hour (9 a.m. – 12 p.m.) session of Saturday School at a cost of \$50.
- Saturday School may be rescheduled once, upon receipt of a written request by the parent.
- Failure to attend will result in loss of eligibility for all extracurricular activities, electives, and field trips. Additionally, the student will be scheduled for the next available Saturday School. After serving this, he/she will gain eligibility.
- A second Saturday School will result in the student being placed on probation.
- Upon assignment of a student to a third Saturday School within a single semester, the student will be suspended for 2 days and placed on ineligible status for all extracurricular

activities, field trips, and electives for the remainder of the semester. Re-entry to school will require a parent conference with the administration.

IN SCHOOL SUSPENSION

In some discipline cases, the Administrator may deem it necessary to grant in school suspension for a student. These decisions will be made on a case by case basis. The student will have individual work for the duration of the suspension. No elective, field trips or extracurricular participation will be allowed during the dates of suspension.

EXPULSION

In unfortunate circumstances, after a review before the SCC board of trustees, a student may be expelled for reason of misconduct, attitude, or sustained failure to put forth academic effort as outlined in the student and campus handbook.

CELL PHONES

SCA Students should not bring cell phones or other devices to school.

CELL PHONE VIOLATIONS

- The first time a student is found in violation of this policy, the student will be issued a warning and asked to correct behavior. The second violation will result in a discipline slip write up and the cell phone will be confiscated until the end of the school day. The third violation will result in a discipline slip write up, possible detention, and the cell phone will be confiscated. A parent will be called to pick up the device. A fee of \$25 will be collected from the parent before the phone is released.
- For each additional violation, the student will be issued automatic detention. The cell phone will be confiscated, and a parent will be called to pick up the device. A fee of \$25 will be collected from the parent before the phone is released.
- Cell phones may be turned on while traveling to and from field trips and other school activities with administrative approval for parental communication only.
- Cell phones may not be used in extended care or in the car line without administrative permission.
- Students will not share the content of their devices with classmates.

ELECTRONIC DEVICES

- Personal electronic devices are NOT to be used by students on campus during school hours.
- Personal electronic devices will not be used in extended care.
- Personal smart devices are not to be worn or used during school hours 7:30 a.m. - 3:30 p.m. These devices include, but are not limited to, Apple Watches, Kindles, smart phones, tablets, iPad, iPod, laptops, and Fitbit Smart brands. Electronic devices such as those with internet, texting, messaging and/or calling features/ capabilities are not allowed unless there are circumstances in which administration has given specific permission.
- SCA laptops may not be removed from the Library/Tech Lab by a student without permission.
- SCA is equipped to provide students with access to laptops, kindles, Chromebook, 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. This includes but is not limited to:
 - eBay
 - Craigslist
 - Netflix
 - Facebook
 - YouTube
 - Snapchat
 - Instagram
 - Minecraft (In dual player mode)
 - Twitter
 - Fortnite

Parents are to alert administration if they believe their student struggles with any form of device addiction.

PLAGIARISM / CHEATING

Simonton Christian Academy defines plagiarism as failure to give credit and/or citation as per 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 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 cellphone/technology privileges. Repeated academic dishonesty could result in expulsion.

EARLY EDUCATION DISCIPLINE SYSTEM

Simonton Christian Academy 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 SCC board of directors. 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.

The SCA Early Education staff have been trained to fully understand the social, emotional, and physical developmental stages of the children in their care. Using this knowledge all SCA EE staff will discipline with grace and love. If a behavior infraction occurs (name calling, hitting, biting, showing disrespect, etc.), the teacher will speak privately to the child(ren) involved. The teacher will explain why the behavior is inappropriate and offer the child alternative ways to handle themselves and the situation in the future. When needed the teacher may have the child sit for “Thinking Time”. This is an opportunity for the child to cool down and to consider their behavior. “Thinking Time” will simply consist of a sitting area in the same classroom where the student can gather their thoughts and re-join the activities of the class when they have the power to gain self-control. The procedure for “Thinking Time”, whether it be in the classroom or on the playground, will be as follows:

1. Student commits an infraction and is given a gentle warning. This warning will include a reminder of appropriate behavior and possible consequences if behavior is continued.
2. Student continues in inappropriate behavior. Teacher guides the student to the “Thinking Time” spot for no more than 1 minute per the child’s age. The teacher explains to the child why they are in the TT chair.
3. When it is time for the child to return to play the teacher will discuss the inappropriate behavior and brainstorm with the child alternative choices for the future. The teacher will remind the student that he/she is loved, and that the teacher believes that they will make better choices in the future. If another student is involved the teacher will work to authentically restore relationships.

If unsatisfactory behavior becomes frequent or serious in nature, a parent/teacher conference will be scheduled to further discuss the situation and form a plan to help the child overcome any issue that they are struggling with.

BITING

While we understand that biting can be an age appropriate development stage or coping strategy, Simonton Christian Academy is committed to providing a safe environment for all children entrusted to our care. The following procedures have been put into place to prevent and address biting. 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).

If A Child Bites Another Student

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

IF A SECOND INCIDENT OCCURS

- 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 this 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 which could be contributing to the biting behavior.

DRESS CODE

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Our standards for dress and grooming are in keeping with the high Christian ideals that we seek to establish in those who attend our school. Our dress and grooming standards are also intended to minimize distractions and discourage competition in dress.

1. Uniforms

Uniforms are required for all SCA students. They may be purchased at Lands' End, Wal-Mart, Academy, Old Navy, Children's Place, etc. All collar shirts must be embroidered with the SCA school logo.

The school logo/monogram is optional for PreK-TK.

Regular Uniforms (Monday - Thursday)

Boys

- White, navy, light blue, gray, or forest green collar shirt
- Khaki, gray or navy shorts or pants
- Shirt must be tucked in (not required for PreK)
- A belt must be worn on pants or shorts with belt loops (not required for PreK).

Girls

- White, navy, light blue, gray, or forest green collar shirt

- Khaki, gray or navy shorts, capris, skort, jumper, or pants
- Length of the dress uniform for girls shall be no shorter than fingertip length when her arms are down by her side. Jumpers and skirts must be worn with shorts, leggings, or tights underneath.
- Shirt must be tucked in (not required for PreK).
- A belt must be worn on pants or shorts with belt loops (not required for PreK).
- Leggings, ponte style fitted pants, etc. are not pants and are not approved.

Spirit Friday/Free Dress Days

- Student/parent choice within dress code
- SCA spirit shirts.
- School appropriate bottoms as noted above are required
- Denim bottoms are acceptable (for girls they must be of dress code length)
- No high heeled shoes, flip flops, or shoes with wheels. PE appropriate shoes are necessary.
- No crop tops, see through tops
- No skulls, violent graphics, weapons, etc.
- Free dress days for Teacher Appreciation Fundraising will be scheduled throughout the year and notes will go home.

2. Outerwear

Jackets and sweaters intended to be worn inside the classroom should be solid navy, light blue, hunter green, white, or grey, in keeping with the uniform colors. They do not need the SCA logo. Coats to be taken off when entering the school can be any color choice.

3. Shoes/Footwear

Students should wear shoes that give adequate support such as tennis shoes. Flip-flops or crocs are not sturdy and safe for the playground or stairs and are therefore not allowed in school. Tennis shoes with wheels are also not allowed. PE requires closed toed, tennis shoes.

4. Off-Campus Functions/Visitations

Occasionally, an opportunity may arise for students to participate in activities at other schools, nursing homes, parades, competitions, or field trips. Typically, the students will wear the school field trip shirt with denim or uniform pants and tennis shoes.

5. Physical Education

Students in 3rd through 6th grades are required to change into shorts and T-shirts. P.E. uniforms can be purchased from Lands' End. All students must wear tennis shoes/sneakers to P.E. class. Girls should pull their hair back with a headband or ponytail.

6. Haircuts

Haircuts are to be conservative, clean, neat in appearance, and not hanging in the eyes. "Fad" haircuts are not acceptable. For school purposes, 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.

7. 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 girl's earrings), visible tattoos, and ear gauges will not be allowed.

8. Make-up

Students in K - 6th grade may not wear make-up of any kind.

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

CURRICULUM

Simonton Christian Academy endorses A Beka, Purposeful Design, Bob Jones University, and Positive Action. Bible is taught daily in all grade levels. All teachers supplement textbook curriculum with other materials and activities. Curriculum is defined as everything utilized in a lesson from purchased textbooks, consumables, to teacher created items.

All students participate in a variety of enrichment classes. PreK attends music and PE. Elementary grades attend Art, Theater Arts, Computers, and Spanish in addition to music and PE.

HOMEWORK

Simonton Christian Academy 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 testing week or on **Wednesday evenings so that families can participate in church activities.**

Guidelines for Homework:

- Simonton Christian Academy affirms and promotes the family unit and believes that family quality time is not only God ordained but mutually beneficial to all family members. With this in mind, homework should be thoughtfully considered and planned so that it achieves an educational purpose without compromising the student's family time. Parent-student activities or whole family assignments are great ways to combat these conflicts. These should be used occasionally and with administrative approval.
- Teachers should plan meaningful homework assignments that align with their daily lesson plans and should accomplish the course objectives.
- 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 weeks in advance to allow students/parents time to acquire materials and successfully complete the assignment.
- No homework will be assigned on Wednesday nights or during testing week.
- Students are responsible for completion of homework.

REPORTING STUDENT PROGRESS TO PARENTS/GRADING POLICY

EVALUATION OF STUDENT WORK

- The progress of students in the Simonton Christian Academy Early Childhood Department will be encouraged and evaluated through classroom observation, participation, and individualized progress throughout the year. A firm understanding of the unique nature of child development will be adhered to at all times. Pre-K students will be formally evaluated 3 times a year for mastery of skills. This will be communicated to parents in the form of a skills report card and through parent teacher conferences.
- Teachers of students in K-12 are to use numerical grades as the main means to evaluate the effectiveness of students' learning. Additionally, observation, participation, and behavioral integration will be evaluated but never graded upon solely.
- Grades will be collected on a variety of assignments to ensure different routes mastery. These include but are not limited to tests, quizzes, written daily work, homework, hands-on projects, research, and verbal mastery techniques.
- Teachers are to communicate student progress to parents when a student is working below his/her ability in a timely manner.
- Teachers are to notify students of grades in a private manner as to avoid embarrassment in front of their classmates.
- Teachers may drop no more than two daily grades per quarter. If a teacher chooses to drop a grade it must be done for all students in that class.
- All students must have the same number of grades to average per reporting time. If a student is short grades there must be a reasonable explanation and an assignment plan will have to be developed to correct the difference in grades.

- Student grades will be reported to parents using quarterly report cards and mid-quarter progress reports. Parent-Teacher conferences will occur on the first and third quarter reporting sessions.

GRADING SCALE

Each semester will be divided into two 9-week grading periods. Report cards will be issued at the end of each 9-week grading period. Students will earn one grade per class taken each quarter using the numerical system list below.

A	90-100
B	80-89
C	70-79
F	69 and below
E	EXCELLENT
S	SATISFACTORY
N	NEEDS IMPROVEMENT
U	UNSATISFACTORY
W	WORKING ON IT

Progress Reports – Interim reports will be sent home for all students electronically. If you need a paper copy, please come to the front office after the marking period to request one.

Mandatory Conferences – Regularly scheduled conferences will be a part of the school’s reporting process. These conferences will happen at the end of the 1st and 3rd grading quarter. Parents **must** attend these conferences. Report cards will not be released until the conference is complete.

Standardized Test Scores – Kindergarten – 6th grade will take a summative, nationally recognized test each spring and the scores will be evaluated and sent home to the parents.

Grading Policy (Kindergarten and above)

- Grades will be current each Monday by 5:00 p.m.
- 20 grades will be recorded for each core subject every 9 weeks. This is 2 grades per week. (Math, Science, Social Studies, ELAR/Phonics for example)
- Grades for core subjects are entered using a 0-100 scale. Kinder uses ESNU. See table below.
- If a student performs below satisfactory (70) on a test, teachers will reteach the skill and allow them to retest. They can earn a 70 on the corrections. Corrections to daily work will be at the teacher’s discretion. Not all students will make a 100/A, the grades are a true representation of their knowledge and progress.
- Minimal points may be taken off for missing items at the teacher’s discretion. This include things like student’s full name, heading, or if expectations for the assignment are not followed.
- If a student is not working or participating, teachers must address this with parents and office staff.

VISITORS POLICY

All visitors to the SCA campus must enter through the front office and receive a visitor's pass to wear at all times.

No visitors will be permitted during recess.

Visitors will not be allowed in the dismissal carline areas. Parents must stay in their cars.

All late arrival students will be taken to class by SCA staff.

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.

LUNCH/SNACK

All students are required to bring their lunch to school and they eat in the lunchroom. Please be aware that students will not have a place to refrigerate snacks and lunches on campus.

Our microwave ovens are limited and teacher's time for using the ovens is limited so please keep student lunches simple, but nutritious. We ask that lunches not require more than 30 seconds of microwave usage.

No student will be permitted to leave the school for lunch unless accompanied by a parent or other authorized person.

Please provide your child with a healthy snack each day separate from their lunch. PreK will need two snacks each day. One for the morning and one for the afternoon. Ideas: fresh fruit or vegetables, cheese, yogurt, dried fruit, fruit cups, cereal bars, granola bars, crackers. PreK follows a strict "no sweets" policy for school snack time. No candy, cookies, soda, or drinks with red or blue dye will be allowed.

A labeled water bottle is permitted in the classroom for refilling purposes if you would like to send one. Please ensure the water bottle is a sports bottle that is leak proof, sweat proof, and spill proof. Please do not send soda or drink mix pouches, they are not allowed.

STUDENT INSURANCE

The school will carry liability insurance on all students. If requested, the parents will be notified as to the type and cost of coverage provided.

SUPERVISION OF STUDENTS

Supervision of students on school property is provided from 7:35 to 3:15, unless extended care arrangements have been made. During this time, it is understood that a child is the responsibility of the Simonton Christian Academy, and as such, we retain the authority to

exercise supervisory and disciplinary measures. Students should not be dropped off before this time, or wait at the door without a parent/guardian.

TRANSPORTATION

Primarily due to cost and liability factors, Simonton Christian Academy does not provide transportation to and from school. Assistance will be given to help establish car pools. Any other cooperative effort of parents to facilitate transportation of students will be welcomed.

TELEPHONE CALLS AND MESSAGES

All telephone calls and messages to students or teachers must be directed to the school office. Student use of office telephone will be limited to calling parents/guardians.

Teachers can be contacted directly by e-mail or calling the school office. All phone calls and emails will be answered within a 24 hour period. Phone calls and emails made on Fridays will not be required to be returned until the following Monday by 3:00. It will be up to the teacher if they desire to give out their personal contact information or not. They are not required to do so by the school. No teacher will be called out of class except in case of emergency. Conference periods are built in each day and the teacher can be reached at that time. School email should be the primary form of contact with teacher to ensure accurate communication.

If there is a concern that involves the school Administrator, please call and make an appointment so that you will be guaranteed time to meet. Drop in visits can be made, but it is not always possible for the Administrator to be available. No meetings will be possible before morning assembly at 8:00 a.m. or during school dismissal from 3:00-3:15 p.m.

SCHOOL HOURS

PK – 6th grade: 8:00 a.m. – 3:00 p.m.

Students may be dropped off as early as 7:35 am.

Students should be picked up no later than 3:15 p.m.

Extended care is available until 5:30 pm.

All students leaving early will need to be signed out in the front office.

Important Notice: Parents who are habitually late (more than two times in a semester) picking up their children may be assessed fees beginning at \$15.00 a day per child. Late pick-up fees will be charged to their account.

After school care is based on need and interest from year to year.

ACCREDITATION

Simonton Christian Academy is accredited by the **National Association of Private Schools (NAPS)**. Simonton Christian Academy is also a member of the **Association of Christian**

Schools International (ACSI). During the school year, students may compete in ACSI national and regional competitions.

Simonton Christian Academy will not be bound by state curriculum that is often inferior and/or contrary to those of Christian education standards. SCA will attempt to follow curriculum objectives of the state (TEKs) as long as they coincide with the mission of the school.

Simonton Christian Academy is not interested in using textbooks adopted or approved by the state. Many of those texts are developed by secular authors who reject fundamental Christian principles and, therefore, are saturated with humanistic values.

Simonton Christian Academy believes it is unreasonable for parents to withdraw their children from a government school with its academic and moral ills and place them in a private institution with the same curriculum methods and objectives. To accept the secular school and their accrediting criteria as our standard would be to leave no viable alternative available to Christian parents.

Accreditation of a Christian school is **not** necessary for a graduate who wishes to enroll in a college or university. The basic criteria for college admissions are student aptitude and achievement as determined through nationally formed standardized tests. The instructional program of Simonton Christian Academy is designed and implemented to allow its graduates to stand on their own academic achievements and merit. Simonton Christian Academy's philosophy is that state certification does not automatically qualify a person to be a teacher. The most important quality a teacher can possess, Simonton Christian Academy believes, is to be degreed and to display an intense Christian desire to educate and inspire students. Professional development is offered to ensure staff is highly qualified to meet needs of all students.

GENERAL

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.

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

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.

Information specific to COVID – We believe that it is up to each individual to make the choice best for them and their families in regard to vaccination. Face masks are optional. Cleaning and disinfecting of restrooms and common areas will be done throughout the day, teachers will also sanitize their classrooms regularly with EPA approved materials. Hand sanitizer is located

throughout the building and in each classroom. Handwashing and good hygiene signage will be posted throughout the classroom and staff will remind students of good practice. Anyone with underlying health issues or concerns should take precaution necessary to ensure they are safe and healthy. If you have been in direct contact with someone who has tested positive for COVID-19, monitor your health. Follow recommendations of health officials in regard to quarantining based on your health status. If you or your child have tested positive, stay home. If there is a case of someone on campus that directly impacts all stakeholders, SCA will send out notification. The campus will not close due to a confirmed case. If you feel it best for your family, you may decide to stay home for 2-5 days to monitor the health of your family. A person who has tested positive will not be allowed back on campus until they are fever free for 72 hours without medication, have improved symptoms, AND 10 days have passed since their first symptoms appeared. Simonton Christian Academy and Simonton Community Church have put measures in place to reduce the spread of COVID-19. However, we cannot guarantee or assure you that your child will not become infected with it after attending activities on our campus or other school or church functions. Parents and guardians acknowledge the nature of COVID-19 and various other strains that may develop and voluntarily assume the risk on behalf of their child that their child may be exposed to or infected and such exposure or infection may cause other health issues, even death. They waive, release, covenant not to sue, discharge, and hold harmless SCA/SCC, its officers, board members, employees, and agents of all claims, liabilities, actions, costs, etc. that are directly or indirectly connected to COVID-19 infection.

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 24 hours before returning to school and need to be eating and drinking without any problem. If a child vomits two or more times within 24 hours, they will need to stay home for at least 24 hours to ensure they are not contagious. Please call the school if your child has been diagnosed with a contagious condition such as pink eye, strep throat, chicken pox, head lice, impetigo, ringworm, flu, COVID, or has vomiting and/or diarrhea.

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. **A student that vomits, has diarrhea, or with a fever of 100.4 degrees or higher will need to go home as soon as possible.**

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.

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 and must be stored in the office. The only exception is prescription inhalers. Prescription inhalers can be kept in the classroom in the custody of the teacher.

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 school will rest with the administration.

Field Trips: Notes giving details of trips will be sent home with a permission slip. It is essential that parents sign the permission slip and return it to the school. **NO** student will be permitted to go on a trip without this permission slip being on file in the office.

Emergency procedures: SCA has specific plans in place for a variety of emergencies. It is imperative that students follow the directives of the staff during such times. Each student is to remain with their classmates at all times and follow all staff directives. 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 emergency we have procedures in place for, please contact the school office.

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

Application of Force Majeur: Simonton Christian Academy 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 Simonton Christian Academy's control. The duties and obligations in this agreement may be postponed for a period of time or terminated, depending on circumstances.

MORNING ASSEMBLY

Morning assembly will take place in the chapel unless otherwise notified. Parents are encouraged to attend and are expected to sit with their child and their child's class, not at the rear of the chapel. Students should participate by reciting pledges, participate in songs, not talking off task and following staff directives.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Texas Flag

Honor the Texas flag; I pledge allegiance to thee Texas, one state under God, one and indivisible.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior, for whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge to the School Flag

Honor the flag of Simonton Christian Academy; by our actions, by our faith, and by our love of God.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

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 Simonton Christian Academy 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 Simonton Christian Academy. Those who decide to do so thereby agree to model the Academy's 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 Simonton Christian Academy 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