



SEARCY
CHRISTIAN
— ACADEMY —

Student Handbook

2026-2027

Searcy Christian Academy Student Handbook

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I. Introduction

Inasmuch as we refute arguments and theories and reasonings, and every proud and lofty thing that sets itself up against the true knowledge of God; and we lead every thought and purpose captive into the true obedience of Christ the Messiah, the Anointed One. II Corinthians 10:5 (Amplified)

Mission Statement

The Mission of Searcy Christian Academy (SCA) is to partner with families to provide a Christ-centered academically challenging education, emphasizing Christian values and character, while cultivating and nurturing leaders to impact the world for Jesus Christ.

Objectives & Goals

Searcy Christian Academy's determination to provide Christian education is born of a conviction that we cannot begin too early the process to provide students with the tools to learn, to think, to speak, to read, to write, to calculate, and enable them to live as, culturally different, biblically based, men and women. SCA's goals are to enable students to address tangible facts, consider logical concepts, use intelligent language, develop a strong work ethic, master academic subjects and skills, seek and know Jesus Christ, and to further apply Christian ideology to home, college, work, and community.

Vision and Philosophy

The purpose of SCA is to provide high quality, community based, and Christian education and to provide godly men and women the leadership skills necessary to take places of authority in the world and in Christ's Church. **Our vision is to see our students become leaders in their community, who are strong in their Faith.** SCA believes that a Christian school is dependent on a Biblical philosophy, which provides the right worldview and essential truths for life. SCA believes that parents, teachers, students, and staff are part of a team effort in Christian education. SCA exists as an extension of the Christian home to help parents fulfill the responsibility of educating their child(ren). SCA desires that families affirm and partner with the school in their child's learning. SCA expects teachers to be the spiritual leader, role model, mentor, academic leader, and a reflection of Christ in their classrooms. Students at SCA are asked to grow in the areas of responsibility, resiliency, creativity, collaboration, and Christian character. Our prayer for the students is taken from Isaiah 54:13, which says: "And all the children shall be taught of the Lord, and great shall be the peace of thy children."

The foundation for teaching the Word in the classroom is based on some foundational truths. SCA believes:

1. The Bible to be the inspired and only infallible, inerrant, and authoritative Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. That there is one God, Yahweh, eternally existent as Father, Son and Holy Spirit (Genesis 1:1; John 1:1-3; John 10:30; John 14:25).
3. The Deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); in His bodily resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and in the hope of His personal, visible future return to earth to receive to Himself His blood-bought Church that it may be with Him forever. (Acts 1:11; Revelation 19:1)
4. In the precious blood of Christ, and that regeneration is absolutely essential for personal salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16; Titus 3:5).
5. In the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and they that are lost unto the resurrection of the damnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3: 26-28).
7. In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
8. In the liberty of each individual to pursue the Christ life as shown in the Scriptures, free of the guilt of sin, religious legalism and condemnation, because of the atoning blood of Jesus Christ. (Romans 8:1; Galatians 5:1, 25)
9. In showing the love and compassion of Christ to all especially those in the faith. (John 15:9-17; Galatians 5:13; 6:8-10)

Admissions Policy

SCA will admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at this school. Our school's enrollment guidelines are rooted in Biblical principles and guided by Christian values. We seek to create a nurturing environment where students can grow spiritually, academically, and socially in accordance with our faith. Prospective students and families are welcomed into a community that upholds Biblical teachings and fosters a commitment to integrity, compassion, and service. Our aim is to provide a transformative education that prepares students to positively impact the world with a strong foundation in Christian faith.

We recognize laws that ban discrimination on the basis of race, color, sex, nationality, age, and disability generally apply to religious organizations, with the noteworthy exception that religious organizations like Searcy Christian Academy and this school community are allowed to make decisions based on our religious beliefs. Searcy Christian admits students of any race, color, national or ethnic origin to all the privileges and activities generally accorded to all students at the school.

In the admissions and enrollment process, as a Christian school, we reserve the right to make decisions that are in alignment with our mission. If admitting a student would create confusion, raise concerns, or go against our mission, Statement of Faith, Handbook, or the scriptures of the Bible, we may choose not to proceed, or continue, with a partnership. Such decisions would be made carefully and respectfully by the Head of School with help, if necessary, by the School Board. This policy applies to all Searcy Christian Academy affairs, including contracts, activities/events, facilities, and publications.

Arkansas Immunization

It is required by the state of Arkansas that every student file an updated Arkansas Record of Immunization before the first day of school. Immunizations can be taken care of through a family physician or the local health department authorities. ***Immunization exemption forms must be applied for annually*** through the Arkansas Dept. of Health and SCA must have a current copy.

II. DAILY PROCEDURES

Please note that the school bell rings in conjunction with Searcy Time and Temperature. - 268-5532

A. Student Drop-off

Students are expected to be on time for school, which begins at 8:00 a.m. Students may not be dropped off at school before 7:40 a.m., as doors will be locked. For the safety of all students, only one traffic line is needed for student drop-off. The student is the only one who may exit the vehicle in this traffic line.

If your child needs assistance exiting the vehicle you will need to park on the north side of the building and assist them there. You must then walk them to the front door.

In order for student drop-off to be timely and effective for everyone, please make sure your child has everything they need and will be able to exit the vehicle as quickly as possible.

No student should leave their vehicle before school staff directs them to do so.

B. Student Pick-up

All parents should use the circle drive to pick up your child. If the drive is full, please pass the school and turn around somewhere safely to drive back by to see if you can pull in. Please do not wait in neighboring business parking lots. Students will be dismissed to the appropriate vehicles in the order in which they arrive. Please do not enter the building to retrieve your child from school (this includes Pre-K parents).

1. School is dismissed prompt at 3:00 p.m. Parents are expected to be on time. Please call the school as soon as possible if you have an unforeseen delay. **Habitual tardiness will result in After School Care Charges.**
2. The parents/guardians are to submit a list of names of people who have permission to pick up their child(ren). SCA will not release a child to anyone without prior approval from parent/guardian. Anytime a student must leave with someone not on the regular permission list, SCA must have a note/phone call from the parent/guardian giving that permission ahead of time. If a person not listed on the pick-up list attempts to pick-up a student, the parent/guardian will be contacted as soon as possible and the student will remain at SCA until the matter is settled.

3. If parents are divorced or separated (or there is a custody change), and one parent is not allowed to see or pick-up a student, SCA must have a certified copy of the court order of Final Judgment on file.

C. Attendance Policies and Procedures

In order for SCA students to achieve excellence in their academics, students must attend school. The curriculum used is academically challenging to most students; therefore, every day of classroom instruction is important. SCA will follow Arkansas Compulsory Attendance Law, which makes it mandatory that all children attend school. If an excessive amount of days are missed it is the responsibility of SCA to report this to the proper officials.

We highly stress that your child **only** be absent for personal sickness or family emergencies. The administration and teachers strongly discourage extended personal leave (vacations) during the school year. **Family vacations require extra work** from our teachers by asking them to prepare assignments in advance, give make-up quizzes and tests upon the child's return, and review concepts that students missed during their absence. **Most importantly, your child loses quality instruction** to help them master the material taught during their absence.

1. Absences

If a student **MUST** be absent on a school day, the parent should call the school office. If a call is not received in our office by 9:00 a.m., we will contact you to verify the absence. If a student **MUST** be absent more than two days due to reasons other than illness, the parent or guardian should inform the teacher **and** administration prior to absences.

a) Students should not leave or return during the course of a school day, except for medical or dental appointments. Students will need to have a doctor's excuse/return to school note. A student **MUST** be signed out when he/she leaves.

b) **No student should have more than a total of six absences (excused or unexcused) for each semester.** If a student exceeds this number, a review of the absences will be conducted by the administration. A conference will be held with the parents, if necessary, to discuss the nature of the absences. The administration may deny a student credit for the year if the number of class absences, excused or unexcused, exceeds the allowed number of absences. Furthermore, the administration reserves the right to deny the privilege of making up work for future absences.

c) Students who arrive to school after 9:00 a.m. or leave before 11:30 a.m. will be marked absent ½ day. Students who leave school after 11:30 a.m. and before 2:00 p.m. will be marked absent ½ day. Students who leave school before 9:00 a.m. will be marked absent 1 day.

2. Tardies

Students learn the responsibility of promptness by being on time for school. Any student arriving after 8:05 a.m. will be tardy. Tardiness disrupts the classroom and will be documented. These policies will also be followed:

a) Three tardies will equal one absence.

3. Early Checkouts

Any student who is checked out after 2:00 p.m. but before the end of the school day will be considered "checking out of school early." A parent/legal guardian must come to the office to sign out a student. Please do not assume that children will not be "doing anything" during these last minutes of school. Early checkouts will be recorded, and three early checkouts will equal one absence.

D. Make-up Work Policy

On the day a student returns to school after having been absent, it is the responsibility of the student or parent to ask the teacher for any missed assignments. Students will be given a minimum of two days, for every day missed, to turn in missed work.

For example, if a child does not attend classes on Monday, missed assignments should be given to students on Tuesday. The child will then turn in completed work on Thursday. In the event that a child misses two days, i.e. Tuesday and Wednesday, missed assignments will be given to the child on Thursday. The student will then turn in all work on Monday.

****A teacher may find it necessary to extend the number of days to complete any missed work, based upon the intensity and quantity of assignments.**

If a student knows in advance of an upcoming absence, he may request his assignments prior to the absence. Also, parents may call the school and request to pick-up assignments on the day of absence. **Assuming the teacher has had sufficient time** to gather the work, the assignments may be given early so the student will have early opportunity to complete such work. *However, the student will still be given a minimum of two days for every day missed, from the time he returns to school, to turn in missed work.*

If an isolated absence occurs on the due date of a major assignment that has been assigned well in advance of such absence (book reports, science projects, research papers, etc.), the student is expected to bring completed assignment to school on the first day he returns to class. If such assignment is not brought on the first day of return, points may be deducted for late work.

Note: Any exceptions to this policy, whether requested by teachers or parents, should receive approval from administration.

III. GENERAL INFORMATION

A. Academic Probation and Suspension

Academic performance will not only be measured via curricula tests, quizzes, projects, and seatwork, but also through 3x a year D.I.B.E.L.S. reading tests and 1x a year IOWA standardized testing (K-6th). Information about all of these learning measures will be made available to parents on regular report cards and progress reports. Teachers will stay in communication with parents throughout the school year regarding student academic performance. A satisfactory level of academic achievement is determined on the basis of a student's cumulative grade point average, calculated on the basis of all academic work. If a student is failing in two or more subjects, a conference will be held with the students, parents, and administration to discuss appropriate intervention. Collaboration is key. Teachers do not "give" grades, they assign the grades that are earned. Students at SCA are expected to grow in work ethic and academic knowledge. Parents are partners toward those goals. We cannot do it for students, but we can support growth and hold high expectations.

B. Custody

When one parent of a student has custody of the child, a photocopy of the official custody papers must be submitted to the school office. When this document is on file, a student will not be released to the non-custodial parent without the permission of the custodial parent. A non-custodial parent may not designate another person to pick up a child without the custodial parent's consent.

Any non-custodial parent of a student enrolled in Searcy Christian Academy may request to receive a copy of his/her student's report card, notice of school attendance, name of teacher, class schedules, standardized test scores, and any other records customarily available to parents. This request must be in writing and must include the non-custodial parent's mailing address. Such written requests must be submitted to the principal. In the event of a parental dispute, the school will respect the requests of the custodial parent/legal guardian. In the event that an attorney or social worker requests access to student files, the school will verify the request, obtain written authorization from the parent/guardian if required, redact non-relevant information, and respond.

For the safety and well-being of all students, non-custodial parents may only attend school events, visit classrooms, or participate in activities with prior written consent from the custodial parent/legal guardian, unless otherwise specified in a court order provided to the school. Non-custodial parents who arrive on campus without prior authorization will be asked to leave. If a non-custodial parent refuses to comply, local law enforcement may be contacted, and criminal trespassing charges could be pursued. These measures are in place to protect our students, maintain a secure environment, and ensure compliance with legal custody agreements.

Furthermore, Only individuals who are a student's custodial parent/legal guardian, or who have documented, custodial, or legal authorization from the parent/guardian, may participate in school activities or events. The spouses or other relatives of non-custodial parents that would like to visit campus or attend events in connection with your child, must also receive written authorization from a custodial parent/legal guardian, unless a court order states otherwise. All visitors must sign in at the school office and comply with staff directions at all times. These procedures are in place to ensure the safety and well-being of your child and all students. We appreciate your understanding and cooperation in adhering to them.

C. Field Trips

Field trips are offered throughout the year to enhance the students' education. Prior to a field trip, notes that detail all necessary information will be sent home so parents will know what to expect. Written permission slips and any necessary money must be turned in by the specified date in order for a student to participate. All field trip money must be sent as cash to the teacher. No checks will be accepted for this purpose. Only parents or legal guardians may accompany students unless permission is granted by administration. Pre-school siblings of students may accompany parents when appropriate and space allows, however, parents assume sole responsibilities for their supervision and expenditures. The classroom teacher, in conjunction with the principal, will decide which field trips are appropriate for younger siblings.

D. Fire/Disaster Drills

Fire drills are held once a month. When the alarm sounds, students are to go quickly and quietly outside the building to the designated areas. An announcement will be made by the principal when to return to the building. Tornado drills are to be held at least twice (2) a year. During a tornado drill, students are to go directly to the designated areas. Lockdown drills will be practiced at least twice (2) a year. Teachers will familiarize students with proper signals and safety routines.

E. Fundraising

All fund-raising activities by organizations that are not affiliated with SCA are not permitted on campus at any time. All school-affiliated fundraisers must be approved by the SCA School Board.

F. Gifts/Invitations

Please do not bring gifts or party invitations to school unless you are bringing one for each student in the class.

No personal deliveries should be made to the school. (flowers, candy, birthday gifts, Valentine's Day gifts, etc.)

G. Health Policies

The health care of each student is the responsibility of the parents. SCA office staff are here only to assist the parents in this area.

DO NOT SEND A SICK CHILD TO SCHOOL.

If a child has evident signs of sickness, such as a fever of 100 degrees, vomiting, diarrhea, excessive coughing, etc., parents will be called to immediately pick up their child. If parents cannot immediately pick up their child, SCA staff will begin calling individuals on the "authorized pick up" list for that child.

Students will need to be FEVER FREE and SYMPTOM FREE, **WITHOUT THE USE OF MEDICATION**, for **24 HOURS** before returning to school. SCA reserves the right to use our discretion regarding the ability of the student to return to school.

SCA is available to give medication to students ONLY with the specific, written permission from the parent. Parents must understand there is no licensed nurse on staff to administer these medications, and instead an unlicensed layperson will be administering them. **All medication, sent from home must be clearly labeled in its original container from the pharmacy for storage in a locked cabinet in the office.** Students are not permitted to keep any medicine with them at school. You will fill out an information sheet each year for occasional OTC medications, including dosages and a waiver. In the case of medication that has been prescribed for a daily or temporary time frame, there is a separate form to fill out. If you decide to send medicine with your child during the school year, be prepared to come in the office to fill out that documentation. It is best to only send the amount of medicine that is needed at school. The rest of the medicine should be kept at home for home doses. If your child is starting a new medication, be advised that the first dose of said medicine must be administered at home, in case of reaction.

H. Homework

Homework is a part of the learning process to assist students in developing independent work habits and reinforce concepts learned in the classroom. Homework is assigned to students to complete or complement daily lessons. Parents should check steno pads regularly to ensure that assignments are current and to check for notes from teachers.

I. Items Brought to School

SCA has a policy that nothing is brought to school except those items used in the classroom for learning. Only items directed by the teachers should be brought to class. Any reading material brought from home is subject to the approval of the teacher and administration.

During "Show and Tell", birthday parties, holiday parties, and other events in which items from home are brought to school for show or giving, we want to avoid all room for offense. Questionable items need to be approved, in advance, by the administration.

Dangerous items (including but not limited to knives, guns, needles, fireworks, explosives, matches, razor blades, laser pens, etc.) are not permitted at SCA at any time.

Electronic equipment is not permitted at school UNLESS authorized by a teacher for a specific purpose. Cell phones are permissible when kept in a student's backpack and they are not used, seen or heard throughout the school day. If this rule is violated, cell phones will be confiscated until the end of the day.

J. Lost and Found

All lost and found items will be kept in a designated area in the school office. At the end of each semester, all unclaimed items will be donated. We encourage parents to see that their students' belongings (clothes, books, etc.) are labeled with the student's name.

K. Lunch

Students are required to bring a "sack" lunch from home on Tuesday and Thursday. Please do not send any food that requires cooking or warming.

Students MAY NOT use the refrigerator for storage of lunches/drinks. Student lunches will NOT be heated in the microwave. Students are not allowed to be in the food preparation area of the kitchen. If condiments are needed for a child's lunch, they must be brought with the student's lunch. Remember to pack all necessary utensils and paper products (napkins, silverware, etc.)

Prepared lunches are available for purchase on Monday and Wednesday. The cost of student lunches is \$5.00 each. Orders should be placed, and payment made at the beginning of each month. Students may not eat the prepared lunches if payment has not been received, thus, making it your responsibility to provide your child's lunch. **Lunch may not be charged.**

Friday is "Pizza Day". Students may purchase pizza for \$2.00 a slice. Soft drinks or lemonade may be purchased for .50 cents, and snack/dessert may be purchased for .50 cents also. Again, please place and pay for your order by the first of each month, as pizza may not be charged.

***Due to limited seating in our cafeteria and growing student enrollment, parents/grandparents/other visitors will NOT be able to join us for lunch in the 2025-26 school year. Thank you for understanding this needed change.

Pre-Kindergarten student lunches sent from home must follow the guidelines of the Arkansas Department of Human Services. These guidelines will be given to parents by the Pre-Kindergarten teacher.

L. Report Cards/School Records

Report cards are sent home at the end of each quarter. We also send home a progress report for first-sixth graders to summarize their scores. We encourage you to communicate with your child's teacher regarding their classroom performance, but realize that official progress reports are not available until the quarter has ended. All final report cards will be mailed to the parents who do not have an outstanding balance at the end of the school year. SCA has adopted the following grading scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

SCA works to protect the privacy of student education records. SCA will ask for permission from the parent or eligible student in order to release any information from a student's education record except in the case of school officials with legitimate educational interest, other schools to which a student is transferring, specified officials for

audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies; and state and local authorities.

M. School Closings

A. Inclement Weather

The Board has agreed to be consistent with Searcy Public School's closings and openings that are weather related. Searcy Public School announcements regarding school closings, which would be announced on television stations KATV Channel 7 and KARK Channel 4 and KTHV Channel 11. We will post such information on Facebook and in our Remind text app. If severe weather arises during the school day, SCA administration will decide on school closing. Please note that any school days missed due to inclement weather may be added to the school year at the administrator's discretion.

N. Telephones

No student is allowed to use the school telephone except in an emergency and with permission from the office. Each situation must first be evaluated and determined as an emergency by a member of the faculty or administration.

O. Visitors

We encourage parents to be active in life at SCA. However, we do not want classes to be interrupted. When we have events or opportunities that you are invited to participate in the school day, parents MUST check in at the office BEFORE visiting a class. We like to include parents in the events at SCA. You can look forward to several invitations to special days and events during the school year.

P. Student Support Policy

Searcy Christian Academy believes that God gifted and blessed each child in special ways that are unique to them. We appreciate those differences and desire that every child is in an academic environment that best suits their learning styles and strengths. We also recognize that there are times that SCA is not a "right-fit" for those needs. SCA is not equipped to meet the learning needs of every student. It is very important that parents are forthcoming about any learning struggles or difficulties their child has experienced to ensure that Searcy Christian is the best educational institute for the child. An evaluation is done on all incoming students, but is not comprehensive. It is meant to be a screening tool that helps with placement. Parents are required to provide all documentation of previous services, IEPs, 504s, or diagnosed learning disabilities. The paperwork must be within 3 years of evaluation. While SCA is not required to follow the public school IEPs, the school will provide accommodations and support where the administration and faculty feel they can reasonably provide it.

Q. Parent Involvement / Assessment Materials and Academic Integrity

Searcy Christian Academy has established a parent organization, called the Parent Teacher Fellowship (PTF) that helps plan, host, and fundraise for special events during the school year to invite in and include our families. The PTF's desire is to connect parents to the school knowing that studies show that a strong parental involvement in a child's education will help that student perform better in their studies and feel more secure. We encourage participation from parents and grandparents in this program. Together, we believe these partnerships not only strengthen our school community but also create lasting memories that bless our students and their families.

Additionally, Parents are encouraged to actively support their child's learning by reviewing class materials, practicing skills, and helping students prepare for assessments. However, purchasing or obtaining teacher editions, test materials, quizzes, exams, answer keys, or other restricted curriculum resources for the purpose of previewing or preparing for classroom assessments is not an appropriate form of academic support and is not permitted.

Our goal is for student work and assessment results to reflect each child's understanding and mastery of the material. Maintaining the integrity of classroom assessments ensures that teachers can accurately evaluate student progress and provide meaningful instruction and support. Families are encouraged to partner with teachers regarding appropriate study strategies and resources.

IV. RULES OF CONDUCT

At SCA, our goal is to develop Christ-like characteristics, along with motivation and good study habits, among the students. Students are to follow rules and are to always be respectful to authority. "Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe." (Phil 2:14-15 NIV) A signed **Code of Conduct** will be provided for each family's review at the start of each school year that expounds on the below ideas.

A. Students are to Respect Authority.

They must obey teachers and all others in authority.

1. Talking back or arguing is not permitted. If a student disagrees with the teacher or feels that the teacher is being unfair about a discipline procedure, the student should calmly and respectfully ask for a time to discuss it. Discussion times could be: the beginning of recess, during class work time, after school or any other time convenient to both student and teacher.
2. Negative talk about the school, staff, or students is not permitted. Scoffing, scorning, or disrespectful remarks or behavior will be addressed.
3. Inappropriate gestures will be addressed.

B. Students Must Respect Others.

Words spoken are to be true and should edify. Hands and actions should help or bless others.

1. Gossiping about, or picking on another student will be addressed.
2. Rumors (started or repeated) will be addressed.
3. Name-calling will be addressed.
4. Profanity, vulgar speech, and obscene actions will be addressed.
5. Fighting and any other physical action that results in harming someone will be addressed.
6. Cheating, lying, and stealing will be addressed. Any student who assists another student in cheating will also be penalized.
7. Horseplay, loud noises, and running (other than at recess) will be addressed.

C. Students are to Respect Property.

The building, grounds, equipment, and supplies are provided by the sacrifice of Christian people.

Students are to care for the school's property.

1. Writing, carving, or any other damage to desks, walls, floors, furniture, or building will be addressed. A vandalism fee may be assessed to a student when appropriate.
2. Gum is not allowed on the school grounds.
3. Students should not handle another person's (student or teacher) personal property without permission.

D. Students are to Respect and Use Electronics Appropriately

SCA recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, SCA encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of SCA and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, SCA adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on SCA-owned equipment or on the SCA campus.

It is the policy of SCA to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, SCA recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, SCA retains the following rights and recognizes the following obligations:

1. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
2. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to SCA-owned equipment and, specifically, to exclude those who do not abide by SCA's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. SCA reserves the right to restrict online destinations through software or other means.
3. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of SCA.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of SCA.
2. Proper codes of conduct in electronic communication must be used. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, SCA will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Excessive use of the network for personal business shall be cause for disciplinary action.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
4. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
6. Hate mail, chain letters, harassment, discriminatory remarks, and any other bullying behaviors are prohibited on the network.
7. The unauthorized installation of any software, including shareware and freeware, for use on SCA computers is prohibited.
8. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
9. The SCA network may not be used for downloading entertainment software or other files not related to the mission and objectives of SCA for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of SCA.
10. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of

materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

11. Use of the network for any unlawful purpose is prohibited.
12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
13. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
14. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. SCA cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. SCA reserves the right to change its policies and rules at any time. Additionally, SCA reserves the right to revoke privileges should violations occur to these policies. This could include but is not limited to school disciplinary action or appropriate legal action.

E. Grievance Policy

The purpose of this policy is to provide a clear, biblically guided process for addressing grievances within the school community. As a Christian institution, we are committed to fostering an environment of respect, open communication, and reconciliation in the spirit of Matthew 18:15-17.

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over...” — Matthew 18:15

This policy applies to all members of the school community, including parents, guardians, students, faculty, staff, and administration.

Guiding Principles

1. **Biblical Reconciliation** – Concerns should be addressed directly and respectfully, following the biblical model.
2. **Confidentiality** – All grievances will be handled with discretion and respect for the privacy of all parties involved.
3. **Timeliness** – Grievances should be raised in a timely manner, ideally within 10 business days of the incident or issue.
4. **Mutual Respect** – All parties are expected to engage in a Christlike manner, seeking understanding and restoration.

Grievance Process

Step 1: Direct Communication

- The concerned individual should first address the issue directly with the person involved (e.g., teacher, staff member).
- This conversation should be conducted respectfully and privately, seeking mutual understanding and resolution. It should be solution-focused and to seek collaboration.

Step 2: Supervisor/Administrator Involvement

- If the concern is not resolved at Step 1, the issue should be brought to the immediate supervisor or the school principal.
- A written summary of the concern should be submitted, including:

- The nature of the grievance
- Steps already taken to resolve it
- The desired outcome
- The administrator will schedule a meeting within 5 business days to review the matter and work toward resolution.

Step 3: Appeal to School Board

- If resolution is still not achieved, the matter may be formally appealed to the School Board in writing.
- A final meeting will be held to review the issue with all relevant parties present, if needed.
- The School Board's decision will be final.

Special Notes

- Anonymous complaints will not be addressed.
- Grievances involving serious misconduct (e.g., harassment, discrimination, or safety concerns) may bypass Step 1 and go directly to the administration.
- Retaliation for filing a grievance is strictly prohibited.

Parent and Staff Agreement

By enrolling a student at Searcy Christian Academy or accepting employment, all parties agree to:

- Resolve conflicts in a biblical manner
- Refrain from gossip or public criticism
- Approach concerns with humility and a desire for unity

V. DISCIPLINE

A. Parental support

It is not possible to maintain and enforce discipline without the cooperation and support of the parents. When students come home complaining of disciplinary measures, we ask parents to remember the following:

1. Give the staff and administration the benefit of the doubt. Keep in mind that we have the best interest of your child at heart.
2. Realize that your child is emotionally involved in the situation and may not be able to accurately provide all information.
3. Realize that the school has reasons for all rules and that they are enforced impartially.
4. Support the administration and contact the school for all the facts.

B. Classroom Discipline Policies

Each classroom teacher will send a copy of her discipline policy home during the 1st week of school. These should be closely reviewed. If changes need to be made during the year, parents will be notified. School wide we use relationships and skill building proactively to help prevent behavior issues. We empathically look at each child when an unwelcome behavior arises to find motivation and provide support. More information on consequences can be found on our Code of Conduct agreement. Possible negative consequences might include, but are not limited to: "time-out" situations, Walking tickets, loss of privileges, clean-up duty, written assignment, being sent to the Principal, etc.

In the case of a severely disruptive student, a parent will be called to come and take the student home for the day. A conference may then be scheduled with the parents, student, teacher, and principal. This conference will be used to discuss alternative discipline for this child such as: suspension, and/or possible expulsion if behavior does not change.

C. Suspension/Expulsion

Should the need arise; suspension of one (1) day to one (1) week may be administered. Permanent expulsion will be a school board action, but the principal makes the temporary suspensions. Decisions to expel a student will be made by the Principal and presented to the School Board for approval. If more than three (3) suspensions are received in any one school year, the student will be dismissed from SCA.

VI. Pre-K–6th GRADE DRESS CODE

In school, there is a relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves. Wanting all students to be viewed as equally valued individuals, SCA has adopted the following guidelines. Students must abide by these guidelines and remain in proper dress code at all times while on campus or school-sponsored field trips. The key words in our dress code are "**Neatness and modesty.**"

If prescribed clothing is not worn to class, the student's parent will be called and asked to bring in proper clothing.

A. Shirts, tops, etc.

Tops should cover the midriff, straps should be larger than 1", and they should be free from insignias/emblems/messages that distract unreasonably, show disrespect in any way, or are deemed contrary to the educational mission of the school.

B. Slacks, Shorts, Skirts, Skorts, or Jumpers

Bottoms must fit properly around the waist and must be no shorter than three inches from the top of the knee. These items should be modest and appropriate to the current weather. Be mindful that if temperatures are above 40 degrees, students will play outside.

C. Shoes

Footwear should be neat and comfortable. No flip-flops or slides. Sandals must have a heel strap OR closed toe. Shoes must be worn at all times.

D. Hair

Hair should be neat, clean, and kept out of the face and eyes. We ask that you be mindful when you choose hair accessories and hair color. One's appearance should not be distracting from the learning environment. Hair should not vary greatly from its natural color (no extreme colors).

E. Outerwear

Outerwear such as heavy coats are NOT to be worn in the classroom.
Jackets or sweaters, if chilly, are fine in the classroom.
Hats and caps are to be worn outside the building only.

Dress Code Violations

A student who is wearing clothing outside of the dress code will be asked not to wear it again, a parent may also be contacted to be made aware and/or be responsible to immediately bring a change of clothes. Subsequent dress code violations may be handled with more severe consequences including dismissal from school. *SCA reserves the right to change and amend all dress code policies as new fashion "trends" emerge and present themselves in the popular culture. Any questions regarding the dress code shall be decided by the administrator.

VII. FINANCES

All payments must be paid with ACH, cash, check, or money order. No credit card payments are accepted. No checks will be "held" for later deposits. ACH authorization forms are part of the enrollment process paperwork.

Registration Fee

There is a \$250 registration fee for new students K-6th grade. The registration fee for Pre-Kindergarten is \$100. Returning students will have the opportunity to register early at a reduced rate. Payment of this fee reserves a place for the student on the class list. This fee is non-refundable and non-transferable.

Tuition

For the 2025-2026 school year the annual tuition will be:
Pre-K: \$4550

K-6 th: \$6850

The annual tuition may be paid in 10 monthly installments beginning August 1st and ending May 1st . Additionally, families can choose to pay in full at the start of the school year (Aug 1st) or at the start of each semester (Aug 1st and Jan 1st). Tuition should be brought by or mailed to the school office by the first of each month. On the 11th of each month a \$5.00 per day, per student, late fee will be added to delinquent accounts. When the 11th falls on a Saturday or Sunday, tuition payment may be made on Monday with no penalty. If payment has not been received by the 20th of the month – including late fees, the student will not be admitted to class until payment is received.

Also, there will be a \$25.00 charge for each returned check. If there are two returned checks in one school year, future payments must be made with cashier checks and/or money orders.

All account balances must be paid in full before report cards will be mailed or any student records released.

As always, Searcy Christian desires to work with our parents if financial status prevents timely tuition payments. If circumstances beyond your control interfere with meeting your scheduled payments, please request a meeting and submit a written explanation of circumstances. This will be submitted to the School Board for review.

Books

Books are purchased through Abeka and Purposeful Design Publications. Upon registering your child for the school year, book payment will be collected and an order placed for their curriculum. This curriculum is consumable and, as such, is non-refundable. At the time of book payment, you'll also be asked to pay a fee for the Parent Teacher Fellowship, school shirt, Custodial Fee, and 6th grade families will pay a Technology fee.

Withdrawals

All withdrawals from SCA must go through our school office. A minimum 24-hour notice is required. All books, materials, equipment, and other school-owned property, including tuition payments must be turned in before withdrawal can be completed. **Students having attended one (1) day or more of any month will owe the full month's tuition installment.**

*****This Student Handbook is intended to acquaint the students and parents with the current policies and practices of SCA. Searcy Christian Academy reserves the right to make changes to the handbook at any time. *****

(Last updated: 2026)