

# Sallisaw Christian Academy

104703 S 4620 Rd, Sallisaw, OK 74955

HANDBOOK 2025-2026



To the Parents:

Sallisaw Christian Academy welcomes you and your children. We trust that your association with us will be a happy and rewarding experience. The staff will be glad to assist you in any way. Please do not hesitate to ask for our assistance.

This handbook will explain to you the rules and regulations of this school. We ask parents to study the handbook carefully, and to accept the responsibility of instructing your child/children to abide by the stated rules and to be governed by the intended spirit of the handbook.

The objective of this Christian school is to teach children how to live and to equip them for success. Proverbs 22:6 admonishes adults to train up a child in *the way he should go*. A Christian school is an extension of the home in training young people. The school staff works closely with parents to train each student in a Biblical manner.

Attending this school is a privilege and not a right. The goal of this school is to train youth of every age in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. The school stands without apology for high standards of morality, academics, and wisdom.

Sallisaw Christian Academy reserves the right to not enroll or admit a child:

- With significant health, social, or academic problems because of the limitation of our school.
- Based on the school's ability to meet the needs of the child. An evaluation by school personnel may be required for enrollment or admission of any student. Evaluation may include an admissions test at the parent's expense, a thorough examination of the student's transcripts, and previous standard testing scores.
- Who has been expelled or whose custodial parents or legal guardians have removed him/her from enrollment at prior schools.
- If satisfactory academic progress is not being made; and/or is on academic probation.

### **Policies of SCA Regarding Admittance**

The primary reason for the existence of SCA is to provide a Christian education for children for Christian families. Non-Discrimination policy – It is the policy of Sallisaw Christian Academy Inc. to maintain a school environment that is free from discrimination and to conduct its educational practices, admissions program, financial aid policies, hiring, and other school-administrative programs on the basis of an individual's qualifications and abilities. The school does not discriminate on the basis of race, color, religion (unless it is required as a bona fide occupational qualification), sex, national origin, age, marital status, disability, or any other characteristic protected by law, unless a particular status protected by federal, state, or local laws contradict the deeply held religious convictions of Sallisaw Christian Academy.

### **Basic Education Goals**

- To give God the glory in all things.
- To lead non-Christians to Christ.
- To develop spiritual leaders in the church.
- To develop an understanding of one's uniqueness and responsibility before God.
- To help students realize their capabilities and limitations, and how to utilize them toward growth and service.
- To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
- To encourage creativity and curiosity.
- To encourage an appreciation of art.
- To teach the fundamentals of physical fitness, nutrition, and hygiene.
- To teach the fundamentals of Language Arts, Mathematics, History, Science, and the Bible.
- To teach students to make constructive use of leisure time.

### **Biblical Principles**

One of the basic reasons why parents enroll their children in a private school is to obtain an education, grounded in moral values. SCA uses a Biblically based A Beka curriculum, which includes scripture memory passages and references to God and Jesus Christ – all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students' sense of responsibility and integrity.

### **Statement of Faith**

- We believe that the Old Testament and New Testament are the inspired Words of God, revealing the Three Persons of the Godhead: The Father, The Son and The Holy Spirit.
- We believe in the incarnation and the virgin birth of our Lord and Savior Jesus Christ, as true God, and true man.
- We believe that man was created in the image of God but became separated from God by sin.
- We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the cross of Calvary.
- We believe that the gift of eternal life is available to all men. Those who receive Christ by faith are generated by the Holy Spirit and thereby become the children of God.
- We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people.

This "Statement of Faith" does not exhaust the extent of our faith. SCA adheres to the Statement of Faith as found in the By-laws of Apostolic Faith Church. The Bible itself is the sole and final source of all that we believe.

## **School Policies**

Sallisaw Christian Academy is an integral and inseparable part of the ministries of Apostolic Faith Church. The controlling authority of the church board determines the policies of the school. Parents are expected to cooperate fully with the school policies as set forth in this handbook.

### **Admissions Policy**

Since our school is an extension of the Christian home, and since our calling is to help Christian parents discipline their children, we feel we cannot effectively help children from non-Christian homes. In addition, it is required that all enrolled students reside with their parent(s) or legal guardian(s). Other scenarios will be dealt with on a case-by-case basis. It is difficult for a child to integrate what he/she learns if the parents do not support what is taught at school. Therefore, at least one custodial parent or legal guardian must acknowledge Jesus Christ as their personal Lord and Savior and agree and in support of our Mission Statement and Statement of Faith.

### **Attendance Policy: Absences**

It is the responsibility of the student and parent to create the habit of being punctual and regularly faithful in attendance. The school feels that faithfulness is necessary for maximum benefits.

A written excuse signed by a parent or guardian, or a phone call by a parent or guardian, must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental and other appointments are to be scheduled after school hours when at all possible. A doctor's note needs to be sent to count as an excused absence.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the principal and the student is sufficiently advanced in their work.

Excessive absences will inhibit the students' progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. Truancy is defined as an absence without knowledge and consent from parents and/or the school staff. Such action will not be tolerated.

- Parents are asked to call the office by 8:15am when the student is going to be absent.
- Leaving before 2:30 will be considered an absence.
- 3 unexcused absences per quarter = detention

**Attendance Policy:**

A student is considered tardy if they are not in class on time. Continued tardiness will necessitate a conference with parents and principal, possibly leading to revocation of student privileges, suspension or further attendance at SCA may be denied.

- 8:35am is considered being tardy.
- 4 tardies per quarter = detention
- Detention will be served during break time.

**Medical Guidelines**

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicines must be kept and administered at the school office. Parents are asked to consider the potential danger of having students bringing medication to school. The school recognizes that medications are justified in chronic health conditions and short-term, acute health conditions. Students should give their medication to the supervisor immediately upon arrival at school. The supervisor will then oversee the distribution of the medicine.

**Illness During School Hours**

If a student becomes ill during the day, efforts will be made to contact a parent. For this reason, it is imperative that the school has the correct home, work, and emergency telephone numbers of both parents.

**Student Injury**

The staff of SCA will attempt to exercise reasonable judgement for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained on the child's behalf.

**Change of Address and/or Phone Number**

If you change your address, telephone number, or work location, please notify the school. It is vital that emergency contact information be kept current.

**Parent Involvement**

Parent orientation, meetings, conferences, and programs promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs. SCA assumes there will be active and substantial

parental involvement in the education process as well. Parents are expected to participate in the daily monitoring of the students' progress via papers, projects, and any assigned homework. With that being said, we do ask the parents to limit their involvement on the school premises. While help is appreciated, our staff is more than capable of taking care of the educational duties and we expect help only when we have requested it.

### **Homework**

The responsibility for scholastic achievement is placed on students. It is the parent's duty to check the student's schoolwork and to supervise all homework. You, as the parent, can help by giving your child a proper environment for study.

- 3 incomplete homework assignments per quarter = detention
- Detention is served during break.

### **Devotions**

Students have a daily devotional period conducted by the class supervisor. Principles of life are organized, outlined, and illustrated and/or discussed in these meaningful sessions.

### **Christian Americanism**

Christian Americanism places emphasis upon the greatness of America's heritage, and the sacrifices of her heroes. America's constitution guarantees liberties to educate and to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law and love for God, flag, and country.

Pledge of Allegiance 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 of Allegiance 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 of Allegiance 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 His Word in my heart that I might not sin against God.*

### **Fire and Tornado Drills**

Practice fire and tornado drills will be held during the school year. Students will be expected to participate in all drills and follow the instructions of the supervisor. When instructed to do so, they may return to the classroom in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his/her group.

**Facilities**

The school represents a ministry of Apostolic Faith Church and is, therefore, privileged to use designated facilities as needed. Children will be expected to treat the facilities of Apostolic Faith Church with respect and reverence always. All activities of the school day will take place on the church premises unless parents are notified otherwise.

**Field Trips**

Field trips are planned for their education value and designed to enrich learning. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this 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.

Parents will normally be invited to participate in field trips, but the supervision of the students is the responsibility of the teacher and he or she will retain full right to exercise authority in the administration of supervisory and disciplinary measures. Supervisors may ask students to take notes and complete tests upon returning to school. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

**Reporting Progress to Parents**

The grading system of our school is designed to give parents a true indication of the students' progress or lack thereof. Reporting progress is an important part of parent/teacher communications. Report cards are distributed quarterly. The report card is to be signed by the parent and returned to the school promptly. Besides report cards, there will be progress reports given out throughout each quarter. These reports will be designed for the parents so that they can see any concerns they would like to address.

Either party can call parent/teacher conferences when needed. Besides these means of communication, supervisors may send notices or call concerning specific problems. Parents should feel free to contact the Principal at any time. Please DO NOT call them at home or question them at church. Should a parent like to visit the classroom during the school day, we ask that an appointment be made with the supervisor involved.

**School Hours**

Current school hours of operation are as follows:

Monday – Thursday      8:30am to 3:30pm

The school is not responsible for students before and after school hours. We expect that all children will be picked up no later than 3:45pm. Please make arrangements with the school if you will be late picking up your children. Children will only be allowed to leave with a parent or guardian unless otherwise notified in advance.

### **Closed Campus**

We follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal. Students must bring a written parental request to leave the campus for any reason. The campus is also closed to parents unless special permission is given. Call or text the office to let them know that you are coming by.

### **Standard of Conduct & Code of Behavior**

A lifestyle, which reflects Christian principles, stands out in today's society. At SCA we have standards of conduct that we believe should be a part of the student's mode of living. Most of the standards are simply for the protection of our students and for orderly operation of our school.

To ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member at any time on the school grounds or during school functions. Students will always be courteous and respectful to teachers, aides, secretaries, and visitors.

Students at this school are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, listening to secular music, public dancing, drinking alcoholic beverages, sexual activity, and using narcotics. Students who participate in and discuss such activities at school are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this school should immediately discuss the matter with a supervisor.

The following are considered major infractions to be handled in a firm manner: unexcused absence from school, truancy, profanity, obscene or suggestive language or gestures, willful destruction of property, cheating, lying, fighting, rebellious or irreligious attitude, use of or possession of drugs, sexual misconduct, theft, possession of knives or other dangerous objects, leaving the school grounds without permission, or any other consistent violation of the spirit of the rules and purpose of SCA.

## **Discipline**

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that they will be reformed. We are here to work with the home.

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher or staff member whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the student or school. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful; in which case parents will be involved and informed.

Punishment for major infraction will be at the discretion of the principal. SCA does not perform corporal punishment. We encourage parents to perform discipline to their children prayerfully and seriously. Disciplinary alternatives can be but are not limited to the following: parent conference, recess or after school detention, work detail, non-participation in special activities, suspension, and expulsion.

- 3 detentions per quarter = Meeting with parents and possible suspension

## **Behavioral Expectations**

All students at Sallisaw Christian Academy are expected to:

- Show a reverence for God, the Bible, and Christianity.
- Demonstrate a Christ-like example by showing a positive attitude and positive behavior, including words and actions; a wholesome language should be spoken always.
- Obey and show respect to all teachers and supervisors in class, at lunchtime, and during after school activities. Backtalk and persistent complaining are not tolerated.
- Respect one another. Ridicule and name-calling will be addressed directly with the perpetrator.
- Respect one another's property; do not take or borrow someone else's property without first obtaining permission.
- Remain quiet when in the classroom and in the hallways while classes are in session.
- Walk, not run, in the building.
- Do not chew gum while in the school building.
- Complete assigned class work on time and according to instructions given by the teacher.
- Take notes and participate in class discussion.
- Keep bathrooms and hallways neat and clean. No backpack or sports bags are to be kept on the floor.
- Comply with all rules established by the classroom teacher.
- Dress, groom, and conduct themselves so they will not disrupt or distract from the academic process of the school. Footwear and shirts shall be worn always.
- Play in designated playground areas and always use playground equipment in a safe and proper manner.
- Any pre-recorded music played at SCA shall be approved Christian music.

Students always must conduct themselves in a manner of becoming a lady or gentleman. If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting is emotionally biased and may not include all information.
- Realize that the school has reasons for all the rules and that they are enforced without partiality.
- Support the administration and call the school for all the facts.
- The staff is not biased towards any student.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

High School students in particular, because of their influence on younger children, are trained to adhere to the school's philosophy and Biblically based program.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible centered. We believe that "all things should be done decently and in order: and that our students should be taught to accept the responsibility to "walk honorably before all men."

Here, discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgement, and understanding.

### **Dress Code Regulations and Personal Appearance**

Each student's appearance must be discreet and modest. It is vital that each student and parent whole-heartedly supports the dress standards. The guidelines on school dress attire are as follows:

#### **Girls Dress Code**

Grade K4-12

Specified school attire:

- Girls may not wear slacks or shorts on school grounds, or any school sponsored extra-curricular activities, including field trips, or class parties.
- No jewelry such as earrings, rings, bracelets, or necklaces.
- No make-up may be worn at school.
- No nail polish, French tips, or glitter on fingernails or toenails.
- Girls must wear skirts that are no shorter than mid-calf and no splits.
- No low cut tops.
- No tight fitting clothes.
- Hair should be kept long, maintained, and of natural color.

**Boys Dress Code**

Grades K4-12

Specified SCA school attire:

- Boys must wear pants.
- No skinny pants allowed.
- Shorts may not be worn on school grounds or school sponsored extra-curricular activities including field trips or class parties.
- Boys are required to wear belts with their shirts tucked in.
- No earrings, rings, chains or necklaces or any kind.
- Hair should be neatly trimmed and tapered over the ears and at the back of the neck.
- No beards or mustaches are allowed.
- No sideburns longer than the bottom of the ear.
- Hair must be of natural color.
- No unusual haircuts (mohawks, etc.).

Boys and girls must always wear shoes in all classes. Students are required to keep shoelaces tied. Hats or caps are not to be worn inside the buildings and should not be worn backwards on the school campus. Students may not wear any type of stick-on, temporary, or permanent tattoo.

**Electronics**

- Computers are not allowed without the specific approval of the SCA staff.
- Calculators are permissible and may be used with the permission of the teacher.
- Cell phones are to be checked in every morning and are not to be used unless a student is given permission.
- Cell phones will be turned in to the teacher every morning and picked up when school is out. If a child needs to contact the parent, the teacher or principal will use their phone to contact the parent.
- No smartwatches are to be worn in class. They can be turned in to the teacher every morning and picked up after school.

**Physical Education**

It is our policy that no student is excused from the required physical education course without a doctor written excuse. The athletic program of this school is a coordinated effort; therefore, students are requested not to bring athletic equipment from home unless permission is obtained from the principal. They are not to expect use of school equipment except during planned and/or authorized activities.

**Fundraising**

Each student will be required to participate in fundraisers to help keep tuition costs low.

**Graduation Requirements**

Graduation requirements will be determined with each student as they reach high school level. Academic projections will be done once the student finishes eighth (8<sup>th</sup>) grade. Conferences will be held with the student and his/her parents to inform all involved of the necessary requirements and to determine a course of study. All Abeka requirements must be met before graduation.