

SALINE CHRISTIAN ACADEMY

STUDENT HANDBOOK

2025-2026

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1. Welcome and Introduction

Purpose of the Handbook:

This handbook is designed to be helpful and informative for all SCA families and prospective families. It outlines the policies, procedures, and regulations established by our administration to guide the actions and attitudes of all families associated with SCA. If these guidelines are understood, accepted and followed, they will contribute to an educational experience which will be both rewarding and edifying. *SCA reserves the right to change or add to its policies to accomplish its objective of equipping students to fulfill God's will for their lives in an environment that enables and encourages Christian relationships.*

Primary purpose: To provide an educational opportunity to local churches as well as our community that is distinctly Christian and centered around the grounding of young people in the Word of God as well as academic achievement.

Parents and students (grades K4-12th) are held responsible for information, policies, and guidelines found in the Parent/Student Handbook. Each family is to read the Parent/Student Handbook in its entirety before the start of a new year and will be required to sign an agreement that you have read and agree to uphold what is written in this handbook.

School Mission and Objectives: Articulate the school's commitment to Christian education, spiritual growth, and academic excellence.

SCA seeks to see each student express saving faith in Jesus Christ, to demonstrate a progressively clearer understanding of God's Word, and to experience spiritual growth and commitment in his/her life evidenced by a growing character that is formed in Christ's likeness. We place a strong emphasis on Biblical Integration in every grade and course a student takes.

Spiritual Objectives:

1. To teach that the Bible is the written Word of God. (2 Timothy 3:16)
2. To teach that God is the Sovereign Creator and Sustainer of everything. (Colossians 1:15-17)
3. To teach that man is born a sinner and in this natural condition, is unable to please God. (Romans 3:10, 23)
4. To teach that Jesus Christ is the Son of God who came to this earth to die for sinners. (John 3:16)
5. To lead each student into a personal relationship with Christ as His Savior. (John 3:36)
6. To stress the responsibility of Christians for world missions. (Matthew 28:12,20; Acts 1:8)
7. To teach that Biblical truth is the foundation for the proper understanding of all academic subjects. (2 Timothy 3:16-17)
8. To teach the importance of fellowship with God through daily Bible study, prayer, worship, and service. (2 Timothy 2:25; Ephesians 6:18, Hebrews 10:25, Colossians 3:17)

Academic Objectives:

1. To achieve and maintain academic excellence.
2. To teach each student to work independently and cooperatively.
3. To develop effective communication skills in speaking and writing.
4. To develop an appreciation for God's Creation.
5. To teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
6. To teach and develop an appreciation of our American heritage.
7. To present current affairs and relate them to God's plan for man.
8. To teach all subjects from a Biblical worldview.

Statement of Faith:

Saline Christian Academy is a ministry of Saline Baptist Church and as such, our statement of faith will be the same statement of faith that we hold to as an independent Baptist Church. By agreeing to enroll your child into our Christian School, you also agree in your understanding that we will teach and educate your child through the scope of our doctrinal beliefs stated below.

I. THE SCRIPTURES

We believe the Holy Bible was written by men supernaturally inspired; that it has truth for its matter without any admixture of error; that it is and shall remain to the end of the age the only complete and final revelation of the will of God to man; and that it is the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried.

A. We believe the Authorized (King James) Version, Old and New Testaments, is the Word of God kept intact for English-speaking peoples by way of God's divine providence and work of preservation; and that the Authorized Version translators were not "inspired," but were merely God's instruments used to preserve His words for English speaking peoples.

B. By Holy Bible we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written and providentially preserved, does not only contain and convey the Word of God, but is the very Word of God.

C. By inspiration we mean that the books of the Bible were written by holy men of God as they were moved by the Holy Ghost in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

D. By providentially preserved we mean that God through the ages has, in His divine providence, preserved the very words that He inspired; that the Hebrew Old Testament text, as found in the Traditional Masoretic Text, and the Greek New Testament text, as found in the Textus Receptus, are indeed the products of God's providential preservation and are altogether the complete, preserved, inerrant Word of God. ***The King James Version is the only English version used and or endorsed by the staff, faculty, and student body.***

II. God

We believe there is one and only one living and true God, an infinite intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; that He is inexpressible, glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons: the Father, the Son, and the Holy Ghost, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

III. THE HOLY SPIRIT

We believe the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled, and He convicts of sin, of judgment, and of righteousness; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer.

IV. THE CREATION

We believe in the Genesis account of creation and that it is to be accepted literally and not allegorically or figuratively; that man was created directly by God in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species or developments through interminable periods of time from lower to higher forms; and that all animal and vegetable life were made directly, and God's established law was that they should bring forth only after his kind.

V. THE FALL OF MAN

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state; consequently, all mankind are now sinners, not by constraint but by choice, and therefore are under just condemnation without defense or excuse.

VI. THE VIRGIN BIRTH

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner: born of Mary, a virgin, as no other man was ever born or can ever be born of woman; and He was born the Son of God and God the Son.

VII. THE ATONEMENT FOR SIN

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, who by appointment of the Father freely took upon Himself our nature yet without sin, who honored the divine law by His personal obedience, and who by His death made a full and vicarious atonement for our sins, thus we have redemption through His blood; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary

substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the most tender sympathies with divine perfection; and that he is in every way qualified to be a suitable, compassionate, and all-sufficient Saviour.

VIII. REPENTANCE AND FAITH

We believe that repentance and faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, and helplessness, and of our need of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy and at the same time heartily receive the Lord Jesus Christ and openly confess Him as our only and all-sufficient Saviour.

IX. HUMAN SEXUALITY

We believe that God has commanded that no sexual activity should be engaged in outside of a one-man one-woman marriage. We believe that any form of adultery, fornication, homosexuality, lesbianism, pedophilia, bisexuality, bestiality, incest, and pornography are sinful perversions of God's gift of sex and design for mankind. Gen. 2:24; Gen. 9:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29.

For a more exhaustive statement of faith, you are welcome to visit our church website or ask a staff member for a copy of our church's statement of faith.

2. Admissions and Enrollment

Admissions Process:

In order to enroll at Saline Christian Academy, an application must be completed by the parent or guardian and returned to the principal for review.

Upon completion, an enrollment meeting will be scheduled. Our enrollment committee will conduct the interview with the parent or guardian and the prospective student. Rules, tuition, and school policies will be discussed, as well as the spiritual aspect of attending a Christian school. The committee will prayerfully consider each applicant before reaching a decision for his/her enrollment. All Jr. High and High school applicants must have a Pastor's recommendation (via letter or phone call with the principal) that accompanies their application.

Saline Christian Academy does not discriminate in its admissions process on the basis of race, color, or national origin, in compliance with applicable federal and state laws. All applicants are considered based on their alignment with the school's Christian mission, adherence to our code of conduct, and commitment to the values outlined in our Statement of Faith.

Tuition and Fees:

Upon meeting and acceptance into the school, an enrollment fee of \$250 per enrollee will be required. This fee will cover the cost for each student's curriculum and books. This fee is non-refundable upon payment.

Tuition is \$200 a month per student, and is due by the end of each month. Tuition is paid in 10 installments (Aug. 15th - May 15th).

For families that enroll three students, there is a 15% monthly discount on tuition cost.

For families that enroll four or more students, there is a 25% monthly discount on tuition cost.

Tuition bills are sent out at the end of each month and payment is expected by the end of each academic month.

Refund Policy:

If a student is withdrawn from school on or before the 15th day of the month, we will refund half of the month's tuition payment back to the parent or guardian.

If a student is withdrawn from school after the 15th day of the month, no refund will be issued.

If a student has been expelled from SCA, no refunds will be given.

Re-Enrollment:

At the end of each academic year, we will send out re-enrollment applications with your last school bill. Because there is limited space in our classrooms, please return the form promptly to ensure that we reserve space for your child for the upcoming school year.

3. Academic Policies

Curriculum Overview:

Classes at SCA utilize the ABEKA curriculum and Accelerated Christian Education curriculum. Reading is taught with a phonics-based program that gives the early student the best foundation for future learning. This curriculum is a Bible-based, traditional approach featuring textbooks and support materials for students and teachers. It is a nationally accepted curriculum that facilitates transferring to other locations.

K4—6th grades are taught traditionally using the ABEKA curriculum.

7th—12th grades utilize a mixture of ACE and Abeka curriculum.

The wide variety of course offerings, coupled with the strong KJV Bible-based content provide a deep base of practical wisdom for students as they prepare for the future that lies beyond graduation.

Grade Placement:

Grade placement for all students will be determined by the administrative staff. Acceptance is based on academic standing at the student's previous school and/or an assessment by a member of the school staff to determine the appropriate academic level.

Gradelink:

SCA utilizes this online program to track student information on an annual basis. Gradelink allows parents to monitor current grades and attendance. Parents are responsible for monitoring academic progress.

4. Code of Conduct

Behavioral Expectations:

We want to create an environment where students, faculty, and families can learn and grow academically, spiritually, and socially. We believe that routines and procedures are necessary to develop this type of culture.

Philippians 2:3-4: "Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem other better than themselves. Look not every man on his own things, but every man also on the things of others."

The way we treat each other, the way we talk to each other really does matter. As such, there will be consequences for violating school rules; those will include office referrals, parent meetings, detention, suspension, and expulsion. We believe that teaching correct behaviors and expectations will greatly decrease the need for punitive forms of punishment.

Conduct Policy:

1. Students who use, write, distribute, or possess profane, indecent, or obscene language, literature, writing or pictures shall be subject to disciplinary action including suspension or expulsion.
2. Smoking or the possession of smoking paraphernalia (cigarettes, e-cigarettes, vaping or similar items, lighters, matches, etc.) as well as drugs and alcoholic beverages will result in immediate disciplinary action. These are considered illegal drugs and the use of them may result in immediate expulsion.
3. Food and drinks will be allowed in the classroom at the teacher's discretion.
4. All electronic devices are prohibited (unless needed for medical purposes) without expressed permission from a faculty member. (see Electronics Policy)

5. Any student who assaults another student, either physically (fighting) or verbally, will be disciplined by the administration, which can include suspension or expulsion.
6. Students at Saline Christian Academy should reflect the high standards of Christian morals and principles. It is therefore expected of each student to refrain from the public display of affection (such as kissing, embracing, etc.) while on campus or at school sponsored activities including sporting events away or at home. Any involvement in sexual immorality will result in disciplinary probation, suspension, or expulsion.
7. No gambling on school property.
8. No student will have in his possession (in person, in locker, or vehicle) any kind of fireworks, explosives, knives, firearms or other weapons. Possession of such items will result in disciplinary action including suspension or expulsion.
9. There will be no attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the principal.
10. Scoffing, scorning or disrespectful remarks or behavior made to other students or staff are not acceptable and will result in disciplinary action including expulsion. This includes physical or verbal “bullying” and threats of violence.
11. Involvement in or promoting witchcraft, the occult, astrology, or other beliefs not consistent with Christianity and Biblical teachings are grounds for disciplinary action.

Discipline Policy:

Students facing serious discipline issues may have the following steps taken to correct the discipline issue.

Parent - Principal Meeting:

Students who violate school or classroom rules may be required to have a meeting with the principal as well as the parent or guardian. This meeting seeks to explain to parents and guardians the behavioral issues that have happened that if continued could lead to suspension or expulsion.

Suspension:

Under certain circumstances, it will be necessary for the administration to take severe disciplinary action. In such cases, a student may be suspended from two to five days. Parents will be notified. It is the student’s responsibility to collect homework assignments for the work that was missed and for making plans to take any quizzes or exams. Multiple suspensions in a school year may be cause for expelling the student from SCA.

During a suspension from school, students are not permitted on school grounds or at school functions, on or off campus. Non-compliance may lead to additional suspensions or expulsion. Suspension may result in loss of extra-curricular privileges for the semester or year.

Expulsion:

Expulsion is the final step that the school has in dealing with students who are unwilling to follow the rules and guidelines of the school. While expulsion is typically the final step in the

disciplinary process, a student may be expelled for committing particularly egregious infractions without the other two steps being taken.

A student who is expelled shall be immediately dismissed from the school. Expulsion shall be for the balance of the current semester plus one semester. A student who has been expelled shall be considered for re-enrollment only when the following conditions have been met:

- * A pastor's interview and a letter of recommendation.
- * Principal's interview and letter of recommendation.
- * Formal probation period.

Zero Tolerance: Saline Christian Academy has adopted a zero-tolerance policy for students involved in drug possession, usage, or trafficking (including marijuana, chemicals, huffing, etc.) possessing illegal firearms /weapons on campus or bullying. Students engaged in such activities may be expelled and their offenses reported to local law enforcement officials.

Dress Code:

Uniform Guidelines for Girls:

Shirts: Navy, Red or White polo (long or short sleeve) or a tee shirt or sweatshirt that has the school logo and no other logo printed on them. School approved tee shirts or sweatshirts must be purchased through the school and worn instead of a polo.

Skirts: Navy or Khaki skirts that fall below the knee when standing or sitting and be loose fitting. Jumpers or polo dresses are also permitted for grades K4 - 4th Grade as long as they fall below the knee. K4 - 2nd grade must wear a pair of shorts under their skirt or jumper.

Shoes: No open-toed shoes or sandals are allowed. Crocs that are able to fasten securely to the heel are permitted. Shoes should be able to be securely fastened and not easily come off during play time. House shoes are not permitted.

Hair: No unnatural hair colors or hairstyles are permitted. Dyed or unnatural colored hair must be back to a normal hair color by the start of the school year.

Additional Uniform Guidelines for girls:

- Tights may be worn under skirts, dresses, etc.
- Leggings may be worn with a dress or skirt.
- Excessive jewelry is not permitted. No body piercing other than earrings are permitted at school or any school functions.
- Bracelets whether on the wrist or ankle should not be worn in excess, but will be left up to the discretion of the school staff if it is deemed excessive.
- No graphic tees, sweatshirts, or hoodies are permitted other than ones with the school logo printed on them.

- Dress code for formal school functions must be pre-approved by administration prior to the function.

Uniform Guidelines for Boys:

Shirts: Navy, Red or White polo (long or short sleeve) or a tee shirt or sweatshirt that has the school logo and no other logo printed on them. School approved tee shirts or sweatshirts must be purchased through the school and worn instead of a polo.

Pants: Navy or khaki pants for the boys.

Shoes: No open-toed shoes or sandals are allowed. Crocs that are able to fasten securely to the heel are permitted. Shoes should be able to be securely fastened and not easily come off during play time. House shoes are not permitted.

Hair: No dyed or unnatural hair colors are permitted.

Additional Uniform Guidelines for Boys:

- Boys' hair must be clean, neatly groomed and not hanging over the collar or ears. No mullets or tails of any kind. Bangs must also be neatly groomed and not fall below the eyebrow.
- Boys' must be clean shaven.
- No hats or caps are allowed to be worn during school hours.
- Excessive jewelry is not permitted. Boys are not permitted to wear earrings or necklaces. Bracelets are permitted so long as it is not excessive in size or quantity.
- No graphic tees, sweatshirts, or hoodies are permitted other than ones with the school logo printed on them.
- Dress code for formal school functions must be pre-approved by administration prior to the function.

If a teacher or school staff deem hair, jewelry, or uniforms are against school policy, parents will be notified so that the issue can be corrected.

CELL PHONE & ELECTRONICS POLICY

Saline Christian Academy has adopted a Zero Tolerance Cell Phone Policy. Cell phones are not to be used at any time without the expressed permission of a teacher. Students will keep cell phones and other electronic devices always turned off and in the cell phone box provided in each classroom. Cell phone usage is not permitted during breaks or lunches without permission from a teacher or staff member.

Cell phone usage has been correlated with multiple social, emotional, and psychological problems. We believe it is our mission and responsibility to provide a healthy environment for our students. It is important that we are consistent in this policy.

5. Spiritual Life

Chapel Services:

Students in K4 - 6th Grade will participate in a weekly chapel service that will be a time of singing, prayer, and a Bible lesson given.

Students in 7th - 12th Grade will have a daily Bible class that is a part of their academic requirement and also helps foster spiritual growth and learning from the Scripture. These students will also participate in a monthly nursing home program where we take them to a local nursing home and conduct a short service to also help teach them about loving and respecting the elderly and showing care towards them.

Prayer and Devotions:

Each morning every class starts the day with prayer requests, Scripture reading, and a time of prayer. We believe it is important for students to learn how to take our burdens to the Lord in prayer and seek to model to them that consistent prayer life each morning before we start our school day.

Service Requirements:

Other service requirements and outreach opportunities will be properly communicated to parents should the time arise that we have more service opportunities within the community or school.

6. Attendance and Scheduling

Attendance Policy: Define excused/unexcused absences, tardiness, and procedures for reporting absences.

Purpose

Saline Christian Academy is committed to fostering academic excellence, spiritual growth, and personal responsibility. Regular attendance is essential to fulfilling our mission and complying with Kentucky's compulsory attendance laws (KRS Chapter 159). This policy ensures students attend school consistently, in alignment with our Christian values of stewardship and discipline, and meets state requirements for private schools.

Compulsory Attendance

Kentucky law (KRS 159.010) requires all students aged 6 to 18 to attend school regularly, unless exempted by graduation or a documented physical or mental condition that prevents attendance, as certified by a professional. Students under 6 enrolled at Saline Christian

Academy are also subject to these requirements. Attendance is mandatory for at least 1,062 instructional hours.

Excused Absences

Absences are considered excused under the following conditions, as permitted by KRS 159.035:

- **Illness:** Requires a doctor's note or a parent/guardian note (up to 16 per school year).
- **Family Emergencies:** Death or severe illness in the immediate family, with written documentation.
- **Religious Observances:** Absences for religious holidays or activities consistent with our Christian mission, with prior approval from the school administration.
- **Approved Activities:** Participation in 4-H, military basic training, state fair activities, or other educational programs, as outlined in KRS 159.035, with prior written approval. Parents/guardians must submit written documentation (e.g., note or email) to the school office within 5 school days of the absence.

Unexcused Absences and Truancy

- **Chronic Absenteeism:** Missing 10% or more of school days (approximately 18 days in a 180-day school year) is considered chronic absenteeism.
- **House Bill 611 (2024):** After 15 unexcused absences, Saline Christian Academy must report the student to the county attorney's office. For grades K–5, parents/guardians may face penalties. For grades 6–12, habitual truants enter a diversion agreement (up to 12 months). Four or more unexcused absences during the diversion period may result in court action.

Parental Responsibility

Parents, guardians, or custodians are legally responsible for ensuring their child's compliance with attendance laws (KRS 159.180). Violations may result in:

- First offense: Up to \$100 fine.
- Second offense: Up to \$250 fine.
- Third offense: Up to \$250 fine and/or 90 days in jail. Saline Christian Academy will work with families through conferences and support plans to address attendance issues before escalating to legal action.

Reporting Requirements

As a private Christian school, Saline Christian Academy complies with KRS 159.040 and 159.160 by:

- Maintaining accurate attendance records.
- Reporting student names, ages, and residences to the local school district superintendent within two weeks of the school year's start.
- Submitting attendance and scholarship reports as required by the Kentucky Department of Education.
- If asked, by allowing inspection of records by the Kentucky Department of Education or directors of pupil personnel.

Religious Mission and Attendance

Saline Christian Academy integrates its Christian mission into attendance expectations. Students and families are expected to support our Statement of Faith and code of conduct, which may include participation in religious activities such as chapel services. Absences for religious observances aligned with our mission are excused with prior approval.

Procedures for Addressing Absences

- **Notification:** Parents/guardians must notify the school office (via email, phone, or written note) on the day of an absence or within 5 school days for it to be considered excused.
- **Interventions:** For truancy (6+ unexcused absences), the school will:
 - Notify parents/guardians in writing.
 - Schedule a conference to develop an attendance improvement plan.
 - Monitor progress and provide support.
- **Prevention:**
 - After 10 unexcused absences, the school administration will pay a visit to the address on file.
- **Escalation:** After 15 unexcused absences, the school will report the student to the county attorney's office, as required by HB 611.
- **Grievance:** Concerns about attendance decisions may be addressed through the grievance procedure outlined in [Section 11 of the Handbook].

School Calendar:

Our school calendar includes:

- Fall Break (1 week off school)
- Thanksgiving Break (½ week off school)
- Christmas Break (2 weeks off school)
- Spring Break (1 week off school)
- Labor Day
- MLK Day
- Other days are given year to year in our school calendar.

Daily Schedule:

- Each school day starts at 8:30 AM and finishes at 3:25 PM
- Each class is given four 10-15 minute breaks as well as a 30 minute lunch break throughout each school day.
- Some classrooms finish their work before 3:25 PM so we allow students who finish after 2:30 PM to be dismissed to play in the gym or on the playground as long as there is adult supervision. This dismissal is not for them to leave school before the end of the school day. It allows them extra PE time, but is not permission for them to be picked up earlier than 3:25 PM each day.

7. Health and Safety

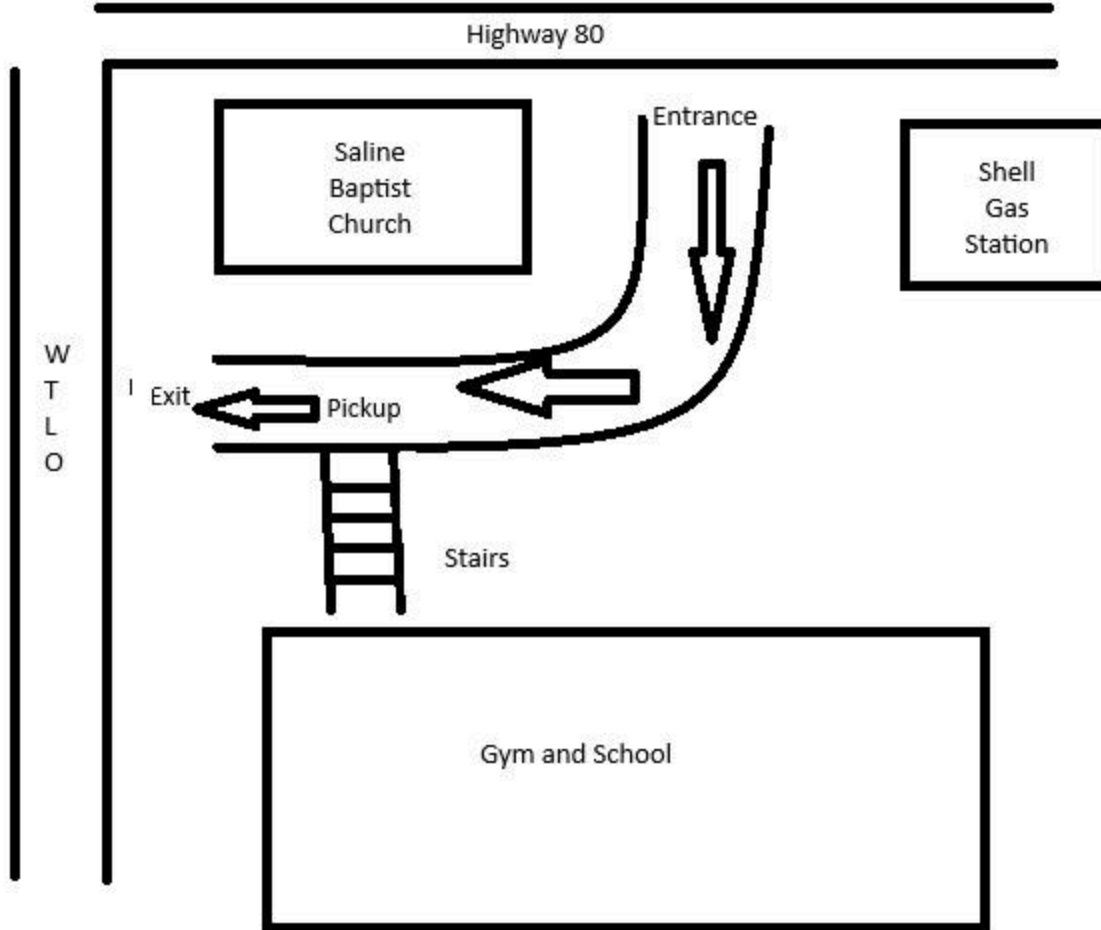
School Safety Guidelines:

School safety is of the utmost importance. Below are our guidelines and procedures for various emergency situations.

- No visitors are allowed inside the school building during school hours.
- If you need to pick up or drop off something to your child, please contact the school directly and a staff member will meet you in the parking lot upon your arrival and assist you.
- School doors will be locked throughout the entirety of the school day.

Pick up and Drop off Procedure:

- Morning Arrival – Morning arrival for all SCA students should be no earlier than 7:45 am. The school cannot be held responsible for students on campus prior to this time.
- ALL STUDENTS should be dropped off at the top of the staircase that leads down to the double doors of the gymnasium. No other door will be unlocked or accessible to students or parents.
- Pick up/Drop off for ALL GRADES will be in the parking lot/drive thru area between the school and church.
- For pickup at the end of the school day, please enter the same way as drop off and park in a designated spot and your child will be escorted to your vehicle.
- Please refer to the diagram below for more information:



PICK UP/Drop Off Procedures

Parents will enter in from West 80 between the church and Shell gas station, once you enter the parking lot you will proceed down the hill and around the curb as shown in the diagram. Students can be dropped off at the top of the steps and then enter the back door of the gym that is located at the bottom of the steps. Any student dropped off after 8:30 will need to come around to the office door and check in with Bro. Jonathan.

Early Dismissal or Late Arrival:

- At 8:30 AM, ALL school doors will be locked for safety reasons. If your child is dropped off after 8:30 AM, proceed to the lower parking lot and accompany them to the door labeled 'Office'. Ring the bell and a staff member will let you into the building and ensure your child gets to his/her classroom.
- If your child needs to be picked up early for ANY reason, please notify the teacher about what time they need to be picked up and who will be picking them up. Please park in the lower parking lot when picking up a child early so that we can confirm who is picking up the child during school hours.

Fire/Disaster Drills:

Fire drills are held periodically throughout the school year. When the alarm sounds, students must go quickly and quietly outside the building to the designated area. An announcement will be made by the principal when students may return to the building. It is necessary that all students be present and/or accounted for. Teachers will familiarize students with the proper exit route.

Crisis Response:

Our faculty have been through crisis response situations and have been instructed what to do if a crisis situation were to arise. Faculty and staff have been trained in crisis issues and what their response should be. This includes communication methods with the administrative team, evacuation routes and evacuation zones. At all times, the priority is the safety of our students. ***The first priority of all faculty and staff at SCA is to ensure the safety of our students.*** A crisis is a reaction to, or perception of, a situation or event which causes physical and/or psychological trauma to students and/or staff and requires immediate action because of its disruption or potential disruption to the educational process. A crisis may impact a small group of students in one classroom or the entire school community. Crisis response is designed to restore a school and community to baseline functioning and to help prevent or minimize damaging psychological results following a disaster or crisis situation. It is essential to handle a crisis in a rapid and sensitive manner. No single plan or intervention will fit all situations and meet all individual needs. Particular actions need to occur to respond comprehensively to a crisis; the order of responses will vary according to the crisis and the site needs. Upon notification of a crisis situation, the administrative team will assess the situation as quickly as possible to ensure the safety of students and faculty and will complete the following steps:

- Contact the appropriate local authorities.
- Contact parent(s) or family members of involved persons.
- Decide what information can be shared.
- No one other than the Head of School or Principal should make any public statement concerning a crisis situation.
- Make an announcement to SCA families to inform them of this crisis situation.
- This will happen as quickly as possible, but not before the situation is under control and the facts of the situation have been verified.

- Possible types of crises: death of a student or staff member, threats of or actual acts of violence, suicide attempt or completion, natural disaster such as earthquake, fire, automobile or other accident.

8. Extracurricular Activities

Athletics:

Basketball is offered for the boys starting in the 3rd Grade.

Volleyball is offered for the girls starting in the 3rd Grade.

Our school participates in the KCSAA sports league.

A.C.E. State Convention:

A.C.E. State Convention is an opportunity for those in the 8th - 12th grade to prepare and participate in an array of activities that include: Athletics, Platform, Academic, Art, and Music events that the students will prepare throughout the school year with the state competition taking place typically in late March. The state convention is a weeklong event that we will take the competing students from Monday - Friday. More information will be provided at the start of each school year about this convention.

Field Trips:

We take numerous field trips throughout the school year that will be communicated each year to the parents on the details and eligibility of these trips. All school rules are expected to be followed during school sanctioned field trips. Parents/Guardians will be required to fill out a permission form at the start of the school year for their child to be allowed to go on field trips.

9. Parental Involvement

Parent-Teacher Communication:

Parent - Teacher communication is very important to us, many methods of communication we use involve sending notes home, posting announcements on our school's Facebook Page and our school's GroupMe App, as well as person to person communication.

We want to respect each parent's right to be properly informed about their child's academic, social, and spiritual well being while a student at SCA. We ask that parents handle problems or conflicts in a respectful and controlled manner. If you perceive or have knowledge of potential problems or issues that we may not be aware of, please contact the school promptly so that we can address the issue.

We encourage our staff and parents to utilize the Matthew 18 Principle. Most of your questions and concerns can be resolved by going directly to your child's teacher. If you have a question or challenge concerning your child's grades, homework, class behavior or activities, please contact the teacher first, before bringing it to the attention of the administrative staff.

Parent – Teacher Conferences

Any parent who wishes to have a conference with a teacher is encouraged to do so. The parent should contact the teacher to schedule a time. Should a conference with an administrator be desired, the same procedure should be followed. *Please do not attempt to contact the teacher before or after school without an appointment when seeking to resolve an issue.*

10. Facilities and Resources

Campus Use:

- Damage to school property that is done by a student intentionally will be documented and reported to parents for possible reimbursement and could additionally result in disciplinary action for the student.
- Saline Baptist Church invests a lot of money into the school, and our facilities should be treated with respect.
- Saline Christian Academy is not responsible for lost, damaged, or stolen items that students voluntarily bring with them to school. When they bring a personal item with them that is not required for academic purposes, they are responsible for maintaining that item's whereabouts.

Resources:

- Any workbooks or school owned materials that may be sent home with a student to assist with their academic learning is expected to be returned in the same condition that it was sent.
- Athletic uniforms that are given to students during the sports season are expected to be returned in the same condition. Damaged uniforms may be subject to reimbursement.

11. Grievance and Conflict Resolution

Conflict Resolution Process:

Conflict is defined as strife, resistance, discord, opposition, or even fighting.

We, as Christians, are not supposed to act this way. We are to glorify God in all that we do. These conflicts can be used, if we respond correctly, as a way to point others to Christ (I Cor. 10:31-11:1). Our response to conflict reflects our trust in God. Our response to conflict impacts the school's culture (Ps. 133:1).

Whether it is conflict between two students, student and teacher, or parent and teacher we must first determine that we will glorify God. If we continue to dwell on how we have been wronged instead of looking to restore the lost fellowship, then we will miss out on following God. He has forgiven so much to each of us, the least we can do is strive to live peaceably with all men (Rom. 12:17-21).

1. Pray

“Be Reflective” - Our first step should be to ask God for guidance and wisdom in dealing with the situation. This will then result in us looking at the situation and seeing where we may have gone wrong, what have we done to contribute to this. God can then work in us to change our attitude towards those we have conflict with (Matt. 7:3-5; Co. 3:5-14).

2. Admit ownership and work towards reconciliation

“Gently Rebuild” - Rather than pretending that conflict does not exist or talking about others behind their backs, we will overlook minor offenses, or we will speak personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict cannot be restored in private, we ask others to help us Biblically settle the matter (Matt. 18:15-17).

3. Gracious living

“Be Reconciled” - Genuine peace, reconciliation, and the granting of forgiveness will be pursued. Instead of allowing relationships to wither, we should actively pursue genuine peace and reconciliation—forgiving others as God, for Christ’s sake, has forgiven us (Eph. 4:31-32).

Chain of Command:

- If a conflict arises that involves students, please report the issue with the child’s teacher.
- If a conflict arises that involves a student and a teacher, please report the issue to the school principal.
- If a conflict arises that involves a student, teacher, parent, or principal, please report the issue to the pastor of Saline Baptist Church.
- It is important that parents do not seek to handle school related problems on their own. We are here to help, but we can only help if we are first informed and then trusted to follow the steps listed above to seek to restore a broken relationship or problem.

12. Financial Policies

Payment Plans:

Tuition payments are expected to be on time, but we understand that financial crises can arise that would hinder the ability for prompt payment. If such occurrences happen, please let us

know so that we can formulate a payment plan that does not jeopardize your child's ability to be a student at SCA.

Our school does not operate financially independent from our church. The church offsets almost 40% of the cost to run our Christian school, and it is our desire to see the school become more financially independent to alleviate the financial burden so prompt tuition payments go a long way in ensuring that we accomplish this goal.

Fundraising Expectations:

Fundraisers help offset so much of the cost associated with Christian education and have been such a blessing when parents and students pull together in helping to raise funds for our school through these efforts. We give incentives for those students who wish to participate in fundraising endeavors throughout the school year, but we do not require parents or students to participate in our fundraisers.

13. Miscellaneous Policies

Abuse and Neglect Policy:

KRS 600.020 "Abused or neglected child" is a child whose health or welfare is harmed or threatened with harm.

Saline Christian Academy educates all faculty members during professional development to recognize and report child abuse or neglect. In Professional Development, staff members are made aware of the Faculty Handbook policies and procedures related to reporting abuse or neglect of a child. Abuse or neglect of a child by a staff member will be grounds for dismissal. A staff member suspected of abuse or neglect of a child will be reassigned duties away from children until the matter is resolved.

The law requires anyone who suspects abuse or neglect of a child to report it immediately. Staff members who suspect that a child is being abused or neglected must report the abuse/neglect directly to the Department for Social Services at 606-677-4086 or to the Kentucky Abuse Hotline at 1-800-752-6200. Inform the school administrator that a report has been filed.

In dealing with any suspected abusive situations, staff members must uphold the highest level of confidentiality and respond in a Biblical manner. Pray for all parties involved.

There are no legal ramifications for a staff member reporting suspected abuse or neglect as State law requires the reporting of all suspected abuse/neglect.

Honesty and Integrity Policy

SCA seeks to assist Christian parents in preparing their children to faithfully serve the Lord and be a success in the world following graduation. Integrity, trustworthiness, and a godly character

are key to this becoming a reality in the individual's life. Therefore, SCA maintains a zero-tolerance attitude toward cheating. Students should always perform their own work on assignments, projects, quizzes, and tests to increase their knowledge and understanding of the material being covered. If a concept seems beyond their ability to master on their own, they should seek the assistance of their teacher for further explanation. The following steps are in place to deal with any who choose to break this policy:

First attempt/act: zero on grade – meeting with teacher and parent

Second attempt/act: zero on grade – meeting with principal and parent

Third attempt/act: zero on grade – meeting with Discipline Committee and parent (possible dismissal)

Cell Phone and Electronics Policy

See Section 4 for policy

Consent To Communicate Policy

At the beginning of each school year, parents and students will be given a "Consent to Communicate" form that we will keep on file for that year. This form gives teachers and school staff the permission to communicate school related information with parents and students through electronic means.

Photography and Video Consent

This policy will also be given to parents for permission to include photos or videos that may include their child to be used for school advertising and promotion purposes.

Additional Requirements:

1. Immunization - Kentucky state law requires that parents, or guardians of all minor children in grades k-12 for all public, parochial, or private schools, present a certified copy of required immunizations upon school enrollment. To be in compliance, the student must have received or be in the process of receiving immunization for DPT/DT, oral polio, measles, mumps, rubella, and varicella (for students seven and under who have not had chickenpox). No child shall be considered officially admitted to Saline Christian Academy until he has proven that he has received these immunizations or that the child has been exempted from the immunizations.
2. Birth Certificate - A copy of the student's birth certificate must be submitted with the admissions application. Those enrolling in kindergarten must be five years old on or before October 1.
3. Report card - Or school record of progress from previous school.
4. GPA - Must be 2.0 or above. Below a 2.0 GPA may require remediation.
5. Completed application – and all corresponding documents.

Transportation:

Students who have their license and wish to drive to school are permitted. We ask that those students park in the school parking lot and upon arrival proceed to the gymnasium. They are not allowed to loiter in their car during school hours. They are not allowed to carpool to or from school with non - family members without written permission on file.

Food and Nutrition:

Our school offers lunch each day that can be purchased or ordered from a local restaurant that we have an agreement with. They are also welcome to bring their own lunch in a lunchbox. We have refrigerators and microwaves available for students who wish to pack their lunch. Purchased school lunch information will be provided each year at Open House.

We also have a Pepsi machine and snack machine if students wish to purchase snacks or drinks while at school

14. Acknowledgment and Agreement

Handbook Acknowledgment:

A form will be given at the start of each school year that states that you have read and agreed to uphold the rules and policies found within this handbook.

Contact Information:

School Phone number: 606-679-9265

School Email: salinechristian@hotmail.com

Principal's Email: brojonathansalinesaints@gmail.com

Pastor's Email: pastorreynolds@salinebaptistchurch.com