

# FAMILY HANDBOOK 2022-2023



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## Dear Parents and Students,

Welcome to Summit Christian Academy (SCA)! It is our sincere joy and great desire that the Kingdom of God be advanced through this ministry by following the mandate given to us to bring up children in the nurture and admonition of the Lord. Together, with God's guidance, we can prepare the next generation of students who will be equipped for life: spiritually, academically, socially, and physically.

Summit Christian Academy will become a part of your daily life. Please know that we are committed to assisting you in Bible-based education. Our hope for your family is to celebrate the abundant spiritual impact that SCA will have upon your child, the strong pattern of learning that will develop in basic academic subjects, and most importantly, honoring God in every part of life and learning.

The SCA handbook is designed to assist you as you begin your experience at SCA. We strongly encourage parents to read it. Please keep this handbook in an easily accessible place in your home for your reference.

In the meantime, we congratulate you on embarking upon this marvelous journey with your child and encourage you to be active participants in your child's education at SCA.

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~ *SCA Administration*



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## I. GOVERNING GUIDELINES AND POLICIES

### **School Board:**

Summit Christian Academy (SCA) is operated by the School Board who oversees its financial and management operations.

**Mission Statement:** Summit Christian Academy is partnering with Christian families to educate students in Bible knowledge and in a Christian worldview, to develop understanding in Evangelical Christian values and principles, to train students in moral character, to provide quality academic education in knowledge and understanding, and to promote service to God and others.

**Purpose Statement:** The purpose of Summit Christian Academy is to provide educational services, namely, providing kindergarten through 12<sup>th</sup> grade (K-12) classroom instruction.

### **Reason for Existence:**

1. The Bible delegates the responsibility for training young people to two agencies: the family and Church.
2. The Bible commands us to obey God (Matt.22:37-40, John 14:23) and the authorities (Romans 13:1-7).
3. The government requires all children to attend an organized education program.

Therefore, the role of SCA is to assist the family in their responsibilities of raising godly young people, while satisfying government requirements for education as long as these requirements do not conflict with God's commands.

### **Responsibilities:**

1. Family:
  - a. Teach God's Word (Deuteronomy 6:6-9).
  - b. Train up a child (Proverbs 22:6).
2. Church (Body of Christ): Prepare God's people for works of service to build up the Body of Christ (Ephesians 4:11-14).
3. School:
  - a. To assist parents in teaching God's Word to children and

in training them in godly living.

- b. To assist the church (local school home-place) in training and maturing of Christian young people for a fruitful life of service to God and man.
- c. To fulfill state requirements for an organized educational program as long as this does not conflict with the above.

### **Educational Process:**

To instill the Evangelical Christian mindset into young people based on the principles in Romans 12:1-2:

1. Dedication of themselves to God (Belief and commitment).
2. Not being conformed to the world (i.e., Humanism, the exaltation of man and gratification of self).
3. Being transformed by the renewing of their minds (to be Christ-like in all that they think and do).

### **Academic Endeavors:**

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his/her full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics.
3. To teach and encourage the use of good study habits.
4. To teach the student how to conduct independent research and to reason logically.
5. To motivate the student to pursue independent study in areas of personal interest.
6. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's will for man.
9. To produce an understanding and appreciation for God's world, and awareness of man's role in his environment and his God-given

responsibilities to use and preserve them properly.

10. To develop a practical reason for learning the content of Mathematics, English, History, Science, Physical Education, etc., and to allow the student to see a purpose in his/her education and how it can be used.

### **SCA Position on Common Core Standards Initiative (CCSI):**

SCA evaluated the CCSI standards and do not endorse these standards.

### **Spiritual Goals:**

1. To provide Biblical training that will teach the statement of Evangelical Christian beliefs and principles.
2. To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on Evangelical, biblical, educational philosophy. Students will be given a strong background in the basics of Reading, Language, Mathematics, Science, and History.
3. To provide godly Christian teachers who will be role models for the students they teach. To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian mindset (consistent life view with Christ preeminent):
  - Spiritually - teach the basics of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thess.3:3; Rom. 8:1-14).
  - Mentally - develop a Christian way of thinking that places Christ preeminent in all of life, stressing that all of life is spiritual (Philip. 2:5).
  - Physically - our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Cor. 6:16-18).
  - Socially - to learn to develop biblical human relationships in which we serve people, not take advantage of them (Matt. 20:25-28).
  - Emotionally - develop a stable personality that is based on one's self-worth in God's sight and that emphasizes self-control and the fruit of the Spirit (Gal. 5:19-25).

**Holidays:** We observe the following federal holidays: New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We do not observe or participate in the following holidays: Halloween and Valentine's Day. Observing a holiday does not automatically mean that classes are canceled for that day.



## II. Doctrine Summary

1. We believe that the Bible is the inspired, infallible, inerrant Word of God and is the only rule for faith and practice.
2. We believe in one God who exists in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal, co-eternal, and co-essential.
3. We believe that Jesus Christ is God incarnate, was born of a virgin, lived a sinless life, died on the cross for the sins of the world, was buried, and rose again.
4. We believe that He is ascended and is seated at the Father's right hand where He now intercedes for all true believers.
5. We believe the Holy Spirit has come to convict the world of sin; that He teaches and guides believers into all truth; that He permanently indwells every true believer in Christ; that he wants to fill, lead/guide and empower each believer for service.
6. We believe that man was created in the image of God, but in Adam's fall, every person is a sinner both by birth and by practice.
7. We believe that every person must be born again, in order to be forgiven of his sin and saved from eternal separation from God.
8. We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
9. We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.

10. We believe that the true Church is one body composed of all believers, with Jesus Christ as the Head. We believe that baptism and the Lord's Supper are scriptural ordinances to be observed by the Church today.
11. We believe in the bodily Resurrection of Christ, His imminent return, and the resurrection of both just and unjust.
12. We believe in the imminent and bodily Second Coming of the Lord Jesus Christ, who will come again not to save, but to judge the wicked and reward the righteous, and set up His eternal Kingdom.

### **Statement on Marriage and Sexuality:**

1. We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
2. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God.
4. We believe that in order to preserve the function and integrity of the church as the local Body of Christ and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the school in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Proverbs 28:13).



### III. ADMISSION AND WITHDRAWAL PROCEDURES

#### **General Admission:**

Enrollment is open to students of Christian families on a first come - first served basis. The primary basis for admission to the program is a parental commitment to accept their biblical mandate to train their children. Exceptions can be made to the general admission policy, only under the consideration and approval of the School Board. Also, the following policy considerations will be applied when evaluating each family for admission of their child(ren):

- At least one parent must subscribe to the Statement of Faith.
- Parents must view Christian education as a religious conviction.
- At least one parent must be present at seminars, orientations, and parent conferences provided for Christian school families (except in the case of F-1 international students).

#### **The school policies apply equally to all families:**

- Each student must be in good standing from the previous school attended (i.e., passing grades academically and a good behavior record). A student with poor academic performance or behavior problems will be placed on probation for one quarter. If results are improved, the student will be taken off probation and be officially enrolled at the school.
- Minimum Age: K4 children must be four years of age by midnight, August 31st. K5 children must be five years of age by midnight, August 31st, as stated in WAC 180-39-010. A child entering first grade must be six years of age as of midnight, August 31st, of that year, as stated in WAC 180-39-015.
- Kindergarten Readiness Screening: Each student who applies for enrollment will be administered the Readiness Screening evaluation, which helps determine school readiness. Recommendations for acceptance will be made from the results of the screening.
- A record of these fulfilled requirements must be on file in the school office before any child is allowed to enter school. Secondary students, grades 6-12, must verbally commit to their willingness to attend SCA, and must openly attest to their

- willingness to abide by all the procedures and rules of the school.
- Students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the capacity to accommodate that disability.
  - SCA mission involves working with the parents in the Christian education of students. Therefore we expect parents to be partners in nurturing their children, and to agree to the following statement. *“As a parent, I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared ONLY with the teacher, the principal, or the person involved and NOT with my child or other people, following the Matthew 18 principle.”*
  - During registration, an appointment for a new family interview and student entrance test will be made through the school administration. This is a meeting where the goals, program, and commitment of the school will be presented.
  - After the interview and testing, the admission committee will determine whether or not the student is accepted for enrollment.
  - After the initial interview, parents will be notified by the school regarding a decision to accept or deny the student’s enrollment within two weeks.
  - If a student is accepted, a fully completed and signed application form must be returned to the School Office with all registration fees paid in full, by the date established on the acceptance notification.

*\*Returning families should attend the Registration/Information Night, review Parent-Student Handbook, fill out the registration packet, return promptly to the school office, and schedule an appointment for any questions or concerns.*

### **Parent Commitment:**

1. We will faithfully support the school through our prayers and positive attitude and share any complaints, questionable or negative comments, with ONLY the people involved (teacher/principal), and NOT around our child(ren).
2. We agree with the standards of conduct and discipline and grant authority to the teacher and administration to discipline our child(ren), when necessary. We further agree to cooperate and discipline our child(ren) at home ongoing.

3. We understand that the standards of SCA do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies.
4. We understand that our failure to report any prescribed program of medication and/or involvement with the law or juvenile authorities may cause immediate dismissal. We agree to report relevant psychiatric or psychological counseling information.
5. We will uphold the spiritual emphasis of SCA. We agree that in order to effectively support the school, we and our child(ren) will actively attend church services.
6. We agree to hold and support the high academic standards of the school by providing a place at home for our child(ren) to study and encouraging them in the completion of assigned homework.
7. We will support the school by regular involvement at parent-teacher meetings, seminars, workdays, open houses, fundraisers, and other school-sponsored meetings and activities.
8. We understand and agree to the school's financial and withdrawal policy. *\*See the withdrawal policy for details.*
9. We understand that parents' failure to comply with the established regulations, discipline, parental commitment, financial obligations, including their commitment to participate in regular fundraising events (such as school fundraisers, sales, etc.) will forfeit the student's privilege to attend school.
10. We understand that we need to have our own medical and major accident insurance in case of an emergency situation during school hours at the church facility.

### **Non-discrimination Statement:**

SCA admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at SCA. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic, and other school-administered programs.

### **Legal Custody Policy:**

1. A single parent, grandparent, or foster parent must provide written documentation of the legal custody of the child enrolled,

- i.e., a court decree or private settlement agreement.
2. Only a person, who has legal custody of the child, has the authority to make decisions regarding the child's education.
  3. If divorced parents share legal custody of a child (evidenced by written documentation provided to the school of the shared custody ruling), then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required and emergency action must be taken in the best interest of the child.
  4. Unless granted guardianship rights by the court, grandparents and foster parents will need approval from the child's natural parents regarding educational decisions, and any such authority granted to the grandparents or foster parents must be communicated in writing to the school office.
  5. Legal custody of a child must be established by fulfilling the following requirements before enrollment is completed:
    - The legal custodian must sign the school enrollment contract.
    - Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational & medical decisions for the students they are attempting to enroll.
    - If a foster parent does not have sole legal custody, then signed authorizations from both non-custodial parents and foster parents must be provided for children who are enrolled.
    - If a grandparent is merely a caregiver and does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.
    - Enrollment will not be complete until permission to enroll the child is given in writing by the parent(s) named in the official custody papers as having authority to make decisions regarding the child's education.
    - Any restrictions in the official custody papers not in keeping with official school policy, such as restrictions on after-school pickup, free exercise of religious instruction, or standards of conduct, will negate enrollment.
  6. Written directions should be contained in the official custody papers regarding which parent is to:

- be called in an emergency, if the child fails to attend school, or if there is a discipline problem;
- receive school notices; and
- have access to the student's records.

Should such official directions not be contained in the custody papers, then only a document signed by both parents before a notary or in front of the school principal will suffice for needed documentation of which parent(s) holds the above-mentioned authorities.

If a noncustodial parent is unavailable or the whereabouts are unknown, the person with legal custody must provide a signed affidavit disclosing such details and give information about plans to serve the absent parent's right to legal custody.

### **Tuition and Fees:**

The primary support for the operation of SCA will come from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is also considered a "donor-supported ministry." As such, in addition to fundraising projects conducted by the school administration, parents, and students — additional financial support, in the form of financial gifts, and donations of equipment, supplies, and services will be solicited from members and friends of SCA, as well as from corporate partners, and the community at large.

### **Tuition Assistance and Payments:**

The school collects tuition that could be paid in full at the beginning of the school year – annual tuition payment (if the total tuition is paid in advance by the due date in August, the family will receive a 5% tuition discount); or semester payment at the beginning of I and II semesters (50% of tuition paid before the due date in August and 50% paid by the due date in February: 2% discount); or paid quarterly or by 12 equal monthly payments - set up via auto pay from a bank account (August through July). If Annual/Semester payment is not received by the due date, the discount amount will be removed.

Monthly tuition payments are due as scheduled each month and/or on the next business day. If a student is enrolled at mid-year, tuition is

prorated. Those paying directly to the school will be assessed a \$30 late fee if payment is not received by the scheduled due date and any Non-Sufficient Fund (NSF) activity will result in a \$30.00 fee.

- *Registration Fees are due at registration and Annual Fees are due by August 14th.* The registration fee is non-refundable. The Annual Fee is non-refundable after the first day of school.
- *Multifamily discount:* A sibling discount is given to families with two or more students enrolled. Please check [www.ncek12.com](http://www.ncek12.com) for the approved discounts for the current academic school year.
- *Tuition Assistance:* Families receiving tuition assistance may not receive more than 25% total in all discounts, including tuition assistance.

### **Withdrawal Policy:**

During the school year, circumstances may arise that require a family to withdraw their child(ren) from SCA. Parents may withdraw their child(ren) from school for any reason. Also, parents may be asked to withdraw their child: for failure to meet financial obligations; due to academic and conduct probation; or lack of partnership with the school. Withdrawal based upon a conflict with a teacher, principal, or another staff member, and/or differences in behavioral and educational philosophy that have not been resolved following the Scripture passage in Matthew 18:15-17. It is of utmost importance that the individual or school be given the opportunity to work out the problem with the student and family in a biblical manner that results in restored relationships within the school.

### **Procedures for Withdrawal:**

A withdrawal form should be filled out by the parents within 2-3 business days. The withdrawal form is also available on [www.ncek12.com](http://www.ncek12.com) website. Tuition and other unpaid charges or fines must be paid and all materials returned before records can be released or transferred to another school. The parent, school principal, teacher, and school office must sign this withdrawal form before the process can be completed. Notification to the teacher by the parent must also be given in advance in order to adequately prepare the teacher and class for the changes.

### **Withdrawal Policy:**

Parents agree to meet all financial obligations promptly. Failure to

comply with SCA financial policies and obligations will forfeit the child(ren)'s privilege to attend SCA. SCA contracts with teachers and staff for the academic school year regardless of enrollment changes. The annual and tuition fees are non-refundable and due in full. Parents also understand that SCA, the school, will not waive the regular tuition payments or issue refunds for any reasons if the school is required, by the state, local or federal authorities, to switch to remote (hybrid/online/alternative) learning due to health matters or a force majeure event. The annual and tuition fees will apply for any withdrawal reasons, including expulsion, and school records will be on hold until all accounts are settled and materials returned. The requesting school should mail or fax the official request for records. The SCA School Board will review written special circumstance requests and make a decision on a case-by-case basis.



## IV. SCHOOL POLICIES

### **Attendance:**

Regular attendance develops dependability and is essential for students to gain the maximum benefits from their education.

### **Absence:**

If a student stays home for any reason, the parent is required to call the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. Students who have been absent must present a signed and dated note from parents on the day they return to class, or the absence will be considered unexcused. Any unexcused absence is considered an unauthorized absence and may result in suspension. Every attempt will be made to notify parents whenever there is an unauthorized absence via RenWeb parent communication that includes: a phone call, email, text messaging.

SCA policy provides excused absences for the following reasons:

- Serious illness or death in the family.
- Personal illness (the school requires a note from parents or a doctor's note upon return to school if the child will be or has been

absent for more than two days.)

- Impassable roads or emergency situations due to inclement weather.
- Approved school activities.

A total of 10 days per year are allowed for pre-arranged absences.

Absences for only a portion of the school day will be considered half-day toward a total of 10 days. A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred.

Prearranged absences are counted toward 10 allowed absences per academic year. If a student misses more than 10 days of school, the summer school will be assigned.

*\*If absences occur due to severe or contagious illness, a student may be excused from summer school. A letter from a doctor about the illness is required. The student should also have passing grades in all core subjects (GPA of 2.0) by the end of the school year.*

- All absences must be communicated by parents to the office in a written or verbal form at least 24 hours prior to the absence, i.e., medical, dental, and other appointments during school hours. It is wise to schedule appointments after school hours or on Fridays.  
*\*Emergency appointments are an exception.*
- Extended absences (two or more days) must have pre-approval by the school administration, at least one week in advance. Students must be in good academic standing with a consistent attendance record before an excused absence will be approved by the principal.
- Students must receive homework prior to their pre-arranged absence and have all work completed upon return to school. It is the student's responsibility to approach their teachers for homework assignments.

*\*A prearranged absence form must be shown to teachers by the student, signed by a parent and principal. Forms are available in the school office.*

### **Unapproved Absence:**

Secondary students, who have been truant or suspended, or otherwise absent from school improperly, may make up work due in that class for the day of absence. 1.5% of the overall average grade for the grading

period will be deducted from the student's final average for that grading period.

### **Tardiness:**

All students (K4/K5-12 gr.) are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate written excuse from an authorized individual is submitted to the school office/teacher upon the student's arrival. *\*A legitimate excuse is one that entails an emergency or an unforeseeable circumstance; running out of gas, failure to set an alarm clock, etc., are not considered legitimate excuses.* Students, who are assigned for after lunch clean-up duty, must be in class within 5 minutes after the bell, otherwise they are considered tardy. *\*Any three unexcused tardiness will be considered an unauthorized absence and will be counted toward missed school days (three tardies = one missed period).*

### **Consequences for Absences:**

A student may jeopardize high school course credit (9-12 gr.) or receive an incomplete grade (K4/K5-8 gr.) if absent more than 10 days during the academic year unless a major illness or other family emergencies have resulted in an extended absence. If a student falls behind due to illness, their work should be made up within two weeks after returning back to school. *\*Tardies will be counted toward missed school days. Three tardies = one missed period. Fifteen tardies = 1 missed school day.*

- Summer school or tutoring will be assigned for students who missed more than 10 days of school within a year for any reason and/or if a student failed two core subjects. A summer fee will be applied for a missed day, which equals 3 hours of summer school make-up time (9:00 a.m. - 12:00 p.m.) = \$15.00. A student may be held back if summer work is not completed by July 25th. At best, absences should be avoided so that the education process is not interrupted.
- Excuses must be submitted in the forms of writing or communicated to the office upon return to school. Excuses may not be accepted when submitted more than one week after the absence. If a student leaves school early, except for personal illness or a serious emergency, twice within a nine-week grading period, the absence will be unexcused.
- SCA tardy policy stresses the importance of promptness as valued

“work ethic.” Discussion with a student about tardiness will be held in private:

- If a student is tardy more than three times, the student will receive a warning by his/her teacher.
- If tardiness continues, a student will be sent to the School Office and parents will be notified via email/phone.

### **Excuses for Physical Education:**

Students who need to be excused from physical education because of illness or injury need to have a note from parents. In order to be excused for more than three times, a note from a doctor is required.

### **Early Dismissal:**

Should an early dismissal be necessary, a written note must be presented to the School Office upon arrival that day. The person picking up the child must come to the School Office to sign out the student. Upon re-entering the school the same day of an early dismissal, parents are to report with the student to the main School Office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

### **School Closure:**

During bad weather, the school administration will determine school closures, late starts, and early dismissals by the decision of the principal. If it becomes necessary to close school or have a late start, parents will be notified at the earliest possible time. Parents are responsible for notifying the office about any changes in the contact and other personal information throughout the year.

### **Late Pickup Policy/Fee:**

Parents are to pick up children promptly when classes are dismissed. Students, who are not picked up 15 minutes after dismissal, are sent to the School Office where they will be supervised until picked up. If an emergency arises or should you be late, we ask that you call and notify the School Office. One grace time is allowed per quarter. For other late times, the School Office will notify the accountant to charge a late fee, established by the school administration (minimum of \$5.00).

**Chapel:**

Learning to worship God is an important part of Christian school education. The chapel is held once a week. Chapel attendance is required for all students. It is intended to build Christian character within the lives of each student. We encourage parents to attend chapel whenever possible. The chapel dress is required for all attendees: students and visiting parents.

**Lunch:**

Good manners in eating, a soft voice talking, and cleaning up after oneself are expected of each student.

**Library:**

Our goal is to provide SCA students with good library resources that may be used for research or for casual reading.

**Tutorial Support:**

SCA is limited in resources to help students who have learning difficulties. Tutorial help in one or more subjects might be available (upon request by parent or teacher) after school for elementary and secondary students. In general, tutoring is done by the school faculty. *\*Contact the School Office for details about tutorial fees (cannot be lower than minimum wage).*

**Textbooks and Curriculum:**

All consumable textbooks belong to the student, all non-consumable textbooks belong to the school. Lost textbooks will be replaced at parents' expense.

**Personal Property (Lost and Found):**

All articles of clothing including lunch boxes and other personal property should be clearly marked for identification. A "Lost & Found" box will be kept at a designated location. Unclaimed items will be disposed of at the end of each quarter.

**Field Trip Guidelines:**

Field trips are a vital part of SCA. Before a field trip is taken, a notice will be sent home from the School Office. Parents will be notified of what clothing may be worn on the field trip, type of transportation, volunteers needed to chaperone the activity, and field trip overview. Parents driving

on field trips must have the Insurance Verification and Background Check forms completed and submitted to the office.

The annual parental field trip permission form is submitted during registration and as needed. The additional permission might be required depending on the type of field trip (such as Olympics, Ice-skating, Sports events, etc.). The privilege to participate in a field trip may be revoked due to unfinished school-work or disciplinary problems. School administration has the right to decline any parents wanting to chaperone on the field trip due to room availability or need for service.

### **Field Trip Student Responsibility:**

1. Dress code: SCA public appearance should be above reproach and support our reputation as Christians.
2. Stay with the group. This is a chance for students to model respect and courtesy toward leadership. It is also a safety issue.
3. Obey the rules. Be respectful of the rules for group behavior such as waiting for instructions, listening, and taking turns.
4. Be thankful. Students should say thank you to the field trip coordinator and the event host leader. A handwritten note is always appropriate.

### **Field Trip Misbehavior:**

1. A warning is given.
2. A student is assigned to stay with the group leader for one hour, at least.
3. Parents are notified and may be asked to pick up their child(ren).

*\*Depending on the severity of misbehavior, other disciplines may apply.*

### **Birthday Invitations:**

Birthday invitations are not to be given out to the students in the classroom unless the entire class is invited. Please send birthday invitations by email/phone.

### **School Visits:**

Parents are invited to visit the school. For mutual convenience, and to respect the learning environment of the school, please make an appointment for your visit and sign in at the School Office when you arrive. Please do not “pop in” the classrooms without first following this

policy.

*\*Homeschoolers are not allowed to visit their friends during school hours.*

### **Injury and Illness at School:**

In the event a student is too ill to remain at school, parents will be contacted and the student will be sent home. A student who is injured should immediately notify his teacher so proper care is administered. The incident will be recorded and communicated to the School Office. The school does not supply aspirin, pain reliever, or any other medication or treatment (see exceptions under the Medication section below).

### **Contagious Illnesses:**

Please do not send your child to school if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing/breathing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies, or other parasitic infestations, redness, itching, or discharge from the eye. *\*SCA has a nit-free policy for readmission after being out of school with lice.*

Students should miss school for the number of days as indicated below:

- Measles — 4 days from onset of rash,
- Chicken Pox — 6 days from the last eruption of new vesicles,
- Mumps — 9 days from onset or until subsidence of swelling,
- German Measles (Rubella) — 4 days from onset of rash,
- Respiratory Streptococcal Infections, including Scarlet Fever — not less than seven days from onset if no physician in attendance or 24 hours from start of medication.
- COVID symptoms - complete a required quarantine before returning to school (*check with the school office for additional information*).

### **Medication:**

If a student is taking medication under a doctor's orders, the school office will, if requested by the parent, with a signed notice and furnished with an authorization form signed by the doctor, administer provided medication at specified times. The school assumes no responsibility for this service. This policy is the same for prescription and non-prescription drugs. All medication must be brought to the school office by the parent and will be kept in the school office.

### **Books and Magazines:**

Any books or magazines brought to school by a student must be approved by the student's parents, as well as by the teacher. The School Office will uphold the policy of checking backpacks in case of any suspicious behavior. Illegal books or magazines will be confiscated, parents will be notified, and the student will serve detention based on the level of violation.

### **Electronic Devices:**

Because of the effect and liability of electronic devices, we prefer that they not be brought to school. If devices such as cell phones, iPods, iPads, games, and other electronic equipment are brought to school, they **MUST** be turned off and remain in backpacks during the school day, on school transportation, and at school-sponsored activities. Students **MAY NOT** get their devices out of their backpacks for any reason during school hours *unless directed by a teacher for class learning purposes*. They may **NOT** text, call, or video-record on school grounds, school transportation, or at any school-related activities. Any devices of this nature seen to be used by students during school hours or school activities and may be confiscated by teachers, held in the School Office, and returned *only* to parents as outlined below:

- First occurrence: The incident is reported to the School Office and a warning is given to the student.
- Second occurrence: The office confiscates the electronic device. Parents are notified and allowed to pick it up after school.
- Third occurrence: The office confiscates the electronic device and gives it back to the parent for a penalty fee, established by the local office (minimum is \$5.00).

*\*Note, school is not responsible for lost personal electronic devices. They should be kept at home.*

### **Telephone Use:**

Students must have permission from a teacher to use the school telephone. We ask parents, in case of emergency, to call the School Office, first. The School Office will assist with your request.

### **Care of Property:**

Students are expected to value and appreciate the appearance of the school building and property. Writing on desks, walls, textbooks, etc., is

prohibited. Chewing gum will not be permitted on school grounds in order to protect the furniture and carpet.

- First occurrence: A student is asked to throw gum into the garbage can and warned.
- Second occurrence: A student is sent to the office; parents are notified via email/phone.
- Third occurrence: A student is required to restore, replace or pay for damaged property or equipment (minimum penalty is \$5.00).

### **Use of the Facilities:**

Students are reminded that the hallways are a place to practice courtesy. All students should remain quiet and orderly in the area where the library and staff offices are located and visitors are most often received. Students are reminded that rowdiness and roughhousing are not permitted during the school day in and/or outside the school facilities. Students arriving before school are requested to remain quiet in a designated area.

### **Medical Insurance:**

SCA school families are required to have their own medical and major accident insurance in case of an emergency situation during school hours at the local church facility or sponsored school activities.

### **Surveillance:**

The church property where the school is located is under surveillance 24/7. If any suspicious behavior is reported, the security personnel will investigate an incident and review the camera footage. If any student(s) will be involved, parents will be notified and called to the office. Based on the level of violation, proper discipline will take place.



## **V. DISCIPLINE**

Training includes correction as well as instruction. It is a process that begins at home, is reinforced in school, and continues through life. Various forms of discipline and correction will be administered to help maintain order and aid the student in his emotional and spiritual growth.

### **Standard of Conduct:**

Standard of conduct principles aim to produce a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This is what learning the ways of God is all about; not learning just the “right thing to do” or how to “get by,” but having the nature of Christ formed in us (2 Peter 1:3, 4).

Therefore, the following are examples of principles set forth as a standard or plumb line of student behavior:

1. *Faithfulness* – Covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. *Honor* – The fear of the Lord and respect for those in authority; humility, submissiveness, and obedience; teachability; gratefulness.
3. *Harmony* – Dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. *Honesty* – Being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
5. *Purity* – Holy to the Lord; cleanliness; modesty and decency; being noble and lovely.
6. *Order* – Accepting discipline and self-disciplined; being neat and orderly; organized; clear thinking.
7. *Stewardship* – Accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

### **The Purpose of Discipline:**

The purposes of the discipline policies:

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God’s will.
5. To protect and build respect for the personal rights of fellow students and adults.

6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the biblical instruction that should be provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters. To avoid behavior that may tempt a weaker brother.
10. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

### **Five School Rules:**

1. Keep all communications honoring to God.
2. Keep your hands and feet to yourself.
3. Respect and obey all supervising adults.
4. Be a good steward of all things.
5. Always be prepared.

### **Classroom Conduct:**

Students are to show honor to others: “May I....,” “Please,” “Thank you” - are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Hetman, Mrs. Turner).

### **The Reward for Consistent Behavior:**

The school and teachers will, as seems appropriate, reward those students who demonstrate consistent obedience to all authority.

### **Dress Code Policy:**

Some of the reasons for adopting a dress code are as follows:

1. Dress Code results in a stronger discipline.
2. Dress Code standardizes unity while enhancing individualization in internal values.
3. Dress Code gives a school identification, which helps to build school spirit.

\*More details about the dress code located here:

[http://ncek12.com/images/stories/pdf/2022\\_2023/2022\\_2023\\_Dress\\_Code\\_Guide.pdf](http://ncek12.com/images/stories/pdf/2022_2023/2022_2023_Dress_Code_Guide.pdf)

### **Dress Code at School-Sponsored Events:**

The principles behind the dress code include:

1. Our dress should help develop Christian character and reflect our separation from the world (2 Cor. 6:14-7:1, 1 Tim. 2:9, 10, 1 Peter 3:3, 4). Is it modest, promoting moral purity? Does it overemphasize the “outer person” versus the “inner person”? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
2. Our dress should support our witness to the world. We are ambassadors of Christ (2 Cor. 3:2-3; 5:17; 1 Peter 2:12). Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him? Is it attractive and neat?
3. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts. A dress is a tool in helping our students develop a healthy sexual identity (Gen. 1:27, 1 Cor. 6:9, 10).
4. Our dress should strengthen the sense of community among us (Matthew 18:7; 1 Cor. 8:9, Phil. 2:1-4).

Functional, attractive, modest, and neat clothing is our standard. Faddish, sensual, or unduly attention-getting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing is not acceptable.

### **Appearance at School or Sponsored Events:**

- Hair may not be of unnatural color or style. The length of the bags should be above eyebrows for both boys and girls, overall length should be above ears and collars for boys.
- Make-up must be modest with no overly trendy colors or styles.
- No make-up or dress-up is allowed before/during school hours, unless for an approved school event.
- Girl’s nails must be in natural colors.
- No tattoo or facial piercings are permitted. Girls may have pierced ears and wear small - nondestructive earrings.
- Sunglasses, hats, and hoods may not be worn in the school buildings.

*\*Check the uniform brochure for details.*

### **Energy Soft Drinks and Junk Food/Fast Food:**

Energy drinks and junk food/fast food are not healthy for the heart and digestion system. SCA promotes a healthy environment for students: spiritually, academically, and physically, and so energy soft drinks and junk food/fast food is not recommended at school.

### **Discipline Procedures - The Three Tiers of Offenses:**

The three tiers of offenses are each accompanied by consequences that correspond to the degree of the particular offense. The primary goal of all discipline is to bring the offender to a place of restoration. The secondary purpose is to provide a means of keeping the community wholesome and productive.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of SCA, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Parent/Student Handbook, judgment will rest upon the SCA principal, in accordance with the published policies.

**LEVEL I:** This level of offense includes areas usually addressed by the teacher in the classroom or by teacher assistants in the cafeteria, on the playground, or school transportation. This level violation usually does not involve the principal.

*Samples of level 1 offenses:* Repeated incomplete homework, excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; disobeying school transportation rules, bringing cell phones or electronic devices, or other toys (without teacher approval); tardy to class; public display of affection of minor nature; dress code violations; and other such offenses.

*Samples of level 1 consequences:* Extra assignments given by the teacher, detention, written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, or any combination of these consequences as warranted. *\*If a student is sent to the office the first time, he/she will receive a warning.*

**LEVEL II:** This level of offense goes beyond Level I in regards to severity,

or repetition of some lesser offense. It is at this level that the principal becomes involved and records of actions and disciplinary responses begin to be kept in the School Office. Teachers or other school staff must report Level II offenses immediately to the principal for discipline.

*Samples of level II offenses:* Repeated Level I offense, classroom disruption of more than a minor nature, “class removal,” disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative/uncooperative attitude, profanity of any kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, minor shoving or pushing incidents, cheating, not being where a student is supposed to be.

*Samples of level II consequences:* In-school suspension(s), detentions, written and/or oral apologies, extra written assignments, loss of a privilege, a phone call and/or a letter will be sent home for every Level II offense committed, and a combination of consequences may be warranted.

**LEVEL III:** This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the school principal.

*Sample level III offenses:* Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), stealing or forgery, repeated deceit of any kind, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds), false alarms being called in or set off, fighting, any possession of weapons, sexual immorality on or off-campus, any criminal offense not including traffic violations, any threatening remarks made to others.

*Samples of level III consequences:* Meeting required between the parent and school principal, student immediately placed on probation (if allowed to stay), out-of-school suspension, multiple in-school suspension days, written and/or oral apologies, suspension from extracurricular activities, required professional counseling, permanent removal from a class with a

failing grade (if behavior took place in the classroom) or any combination of consequences may be warranted. Any Level III offense may result in immediate expulsion, even without a previous record.

### **Detention Policy:**

The detention is assigned for different violations at the school office level: tardy, absence, uniform violation, language usage, missed homework, etc.

1. The student is warned.
2. Parents are notified and the incident is recorded in RenWeb.
3. Parents are notified and the student is to serve 30 min. after school (or Friday) detention. The student is supervised by the assigned school personnel.

*\* A "no show" results in a fee.*

*\*\* Time and date for detention can be further determined by the principal.*

### **Conduct Probation:**

Under certain circumstances, a student in grades K4/K5-12 may be placed on conduct probation. Probation gives the student an opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to withdraw.

#### *Reasons for probation:*

- Continued deliberate disobedience.
- A rebellious spirit that is unchanged following counsel.
- Continued negative attitude and a bad influence on other students.
- Insufficient academic progress (academic probation).
- A serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school.

#### *Length of Probation:*

- Usually, one school quarter, assigned by the principal.

#### *Consequences of Probation:*

- The probationary student will not be permitted to engage in or be a part of, the on-going curricular activities of the school for a period of time to be determined by the principal.
- The probationary students are not denied the privilege of

attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role planning or completion of programs while on probation.

- A probationary student will be responsible for their behavior on a daily basis. He/she will be subject to frequent evaluations and corrective criteria.

### **Suspension:**

The principal may issue suspensions of up to three days as a consequence of misconduct, which is either flagrant or repeated. All suspensions result in an unexcused absence for the day missed. Two types of suspensions are issued:

- In-school suspension - this is the most commonly assigned suspension and is served at school. The student is isolated for the entire day and assigned work by the principal.
- Home suspension - the student is detained and supervised at home by a parent. *\*A student may not participate in any school-sponsored activities during suspension.*

### **Cheating Policy:**

Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying.

If it is determined that a student has indeed cheated, the following actions will be taken:

- *First offense:*
  - Meeting with a teacher. A teacher might assign an alternate assignment.
  - A teacher will contact parents via email/phone explaining specifics of the incident.
- *Second offense:*
  - Meeting with a teacher and 0% on the assignment.
  - The student is sent to the school office. The office informs parents via email/phone.
- *Third offense:*

- A 0% on assignment and up to 25% off a total grade for the current quarter.
- The student is sent to the school office. Parents are called to the office.

### **Inappropriate Affection:**

SCA is an educational ministry, with an emphasis on the development of godly character. Scriptural precepts warn us against the lust of the flesh. "But put on the Lord Jesus Christ, and make no provision for the flesh to fulfill its lusts" (Romans 13:14). We would be out of God's will if we permitted or overlooked inappropriate actions with regard to boy-girl or girl-girl/boy-boy or siblings' relationships. For this reason, there will be absolutely no hand-holding or other displays of affection, either in school or at school events.

### **Non-Engagement Policy:**

Because of the distinct philosophy and goals of this school, an engaged student may not be enrolled.

### **Search Policy:**

SCA reserves the right to search a student's personal belongings if the school suspects the student has illegal or unauthorized items. The student may be searched without the permission of the student's parents. Registration of the student in school constitutes parental permission for such searches. The following items may be searched:

- Automobiles.
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.

### **Classrooms and Hallways:**

It is the goal of SCA to maintain the classroom in such a way that it has a desirable appearance upon entering. We feel that structure and cleanliness is an important aspect of our Christian life and is also conducive to a learning atmosphere.

- Sports equipment must be stored appropriately in designated areas.
- The student's desk must remain in an orderly fashion.
- Desktops and area around the students' desks need to be clear of pencils, papers, and books at the end of each day.

- Each student should have a named and designated area for his/her coat, boots, and lunch box. This area is then their responsibility to keep straightened.
- Hallways to be kept clear of clutter: tables, books, papers, and sports equipment.
- Any dues or penalties owed to SCA must be paid before the final report card is released.

### **Playground Policy:**

- No students are allowed to be on the playground without supervision.
- Children must use the playground equipment in a proper and safe manner.
- No tackle football. Only softballs are allowed, no baseballs.
- Students are required to keep the playground clean and picked up by using acceptable disposal containers.
- Children must stay within the playground boundaries and must obtain a teacher's assistance in retrieving a ball that rolls across the street.

*\*P.E. equipment may not be used on the playground.*

### **School Grass Field Policy:**

- No students are allowed to play on the grass field without supervision.
- No-tag games are allowed.
- Soccer is allowed only with students one year apart (one grade up or down).
- Students are required to keep the grass field clean and picked up by using acceptable disposal containers.
- Students must stay within the grass field boundaries and must obtain a teacher's assistance in retrieving a ball that rolls across the street.

*\*P.E. equipment may not be used on the playground.*

### **Playground/Grass Field Misbehavior:**

- A conference with a teacher. One recess time privilege is lost.
- The student is sent to the office, and a warning is given.
- The student is sent to the office. Parents are notified via email/phone. Students lose recess privileges for a week.

- If misbehavior continues, parents are called to the office for a conference.

### **Bus Rules:**

Students must follow all established school bus rules:

- Students must be on time at the designated bus stops. If privilege is abused, use of bussing will be revoked.
- Students must not stand in the traffic lanes while waiting for the bus.
- Students must await the signal from the driver to cross a road or highway. The crossing must be made approximately 10 feet in front of the bus and in full view of the driver.
- Students desiring to leave the bus at other than their designated bus stop must present to the driver written permission from their parents/guardian.
- Animals are not allowed on the bus.
- Students should always get permission from the school office ahead of time when a friend is invited and going home with the student or when the ride is needed back to school in the morning.

### **When on a School Bus Rules:**

- Obey all instructions of the bus driver.
- The bus driver may assign seats to students.
- Students must remain seated at all times.
- Backpacks should be under the seat.
- Use a soft voice. No yelling!
- Keep hands and head inside the bus.
- Honor God with your words. No profanity!
- Keep the bus clean. Do not destroy property!
- Weapons/dangerous items and violence are prohibited.
- For your own safety, do not distract the driver through misbehavior.

### **Misbehavior on a School Bus:**

- The first time a written notice is sent home to report bus misconduct.
- Upon the second notice, parents will be notified immediately, a student will be suspended for one day.
- On the third notice, a student will be suspended for a week.

- If misbehavior continues, the student will lose the bus riding privileges until the end of the school quarter.

*\*The procedures outlined above may be altered to handle serious infractions, which require immediate suspension or expulsion from school.*

### **Guidelines for Parking Lot:**

Always drive slowly in the parking lot (5 mph)! When picking up or dropping off your child(ren), please park in a designated parking slot. For your child's safety, do not release your child from the middle of the parking lot or drive up and have them come to your car.

### **Driving to School for High School Students:**

HS students who drive to school must observe the following regulations:

- Only licensed drivers are permitted to drive cars to school.
- Cars may be parked in the designated area for student parking.
- Students are not allowed to drive their cars in the parking lot during school hours.
- Students are not allowed to leave the school campus during school hours unless a pre-arranged notice or phone call will be given by parents.
- No student may transport other students to or from school without written permission from the passenger's parents.
- Any immature or unlawful practices, such as squealing of tires, speeding, or reckless driving, are not permitted. A fine will be applied to a family account if such damage occurs.
- No student is to transport other students to school-sponsored activities unless written permission is given by a parent and is on file in the office and approved by the principal.

*\* The privilege to drive to school may be revoked by the principal if these regulations are not observed.*

### **Transportation (carpooling):**

The school has no official responsibility for transporting to and from school. For those who wish to help with carpooling, please contact the school office for names of families in your area. The school will not arrange transportation for you; this is the responsibility of parents.

*\*The same rules apply to any school vehicle transporting students.*

## **Violence Prevention Policy:**

SCA is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

- Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
- Fighting between students while in the classroom or school premises will result in immediate suspension.
- Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

**I. Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrant alarm for the safety of others shall be subject to discipline up to and including expulsion of one year.**

**II. "Possession" includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:**

- In a space assigned to a student such as a locker or desk
- On the student's person or property (such as on the student's body, in his/her clothes, purse, backpack, gym bag, or vehicle)
- Under the student's control or accessible or available, such as hidden by the student.

**A "Threat" includes, but is not limited to:**

- A statement of personal bodily harm with a weapon
- A statement indicating friends or acquaintances with weapons who will commit bodily harm
- A statement of possessing a weapon at school or a school function.

**A "Weapon" includes, but is not limited to:**

- A firearm, which is a weapon or device from which a projectile may be fired by an explosive; or an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other
- Projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns

- A slingshot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon
- A slingshot, which is a forked piece of wood, metal plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles
- A sand club, chains or metal knuckles
- A device is commonly known as "throwing stars," multi-pointed objects designed to embed upon impact
- Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle
- A dirk, which is a type of dagger
- Any device is commonly known as "nun-chu-ka" sticks consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means
- A stun-gun
- Any explosive device including fireworks.

**III.** Any faculty member, staff member, or principal with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building principal/director/designee, who shall:

- Submit a report to the appropriate jurisdictional police authority and
- Remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

Any student at SCA violating this policy will be turned over to the appropriate law enforcement agency and be immediately expelled from the school without exception.

### **Illegal Drugs/Alcohol/Tobacco Policy:**

SCA has a zero-tolerance policy in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products. Our school reserves the right, according to our "Student Search Policy", to search students if they are suspected of possessing illegal drugs, alcohol, or tobacco products. The School Office may give a drug test for a suspected student, parents will be notified. In some circumstances, a student can be asked to take a drug test at the Drug Test Office / School Office. If this policy is violated, a student will be immediately expelled from school.

**Sexual Conduct Policy:**

SCA holds a zero-tolerance position with regard to sexual immorality. Students will be immediately expelled with absolutely no exceptions to this policy if sexual immorality is proven as fact. God has given mankind a clear directive as to the moral standards that we should keep. He has been especially clear that fornication activities are an abomination - sinful perversions of God's gift of sex (See 1 Corinthians 5:1, 6:9, 18; Ephesians 5:3; Genesis 19:5-7, 13; Leviticus 18:22, 20:13). The Bible is our rule of faith and practice concerning these perversions.



**VI. GRADING AND EVALUATION STANDARDS**

**Placement Testing:**

Initial placement of students in grades K-12 will be based, in part, on data obtained from the administration of Kindergarten and WRAT4 entrance tests. The test will be administered in accordance with the procedures outlined in WRAT4 administration book.

**Standardized Testing:**

The testing program includes the administration of a standardized achievement test battery and is given to all students (K-12) on an annual basis (TerraNova for K-11, PSAT for 10-11, SAT for 11-12 grades). Additionally, the testing program may include, but not be limited to, vocational interest, college entrance, criterion-referenced in various skill areas, and tests of scholastic knowledge. The kind of tests administered will vary depending on the grade level of the student.

**Classification of Students:**

K4/K5-1gr.	Primary
1-5 grades	Elementary
6-8 grades	Middle School
9-12 grades	High School

Before a student can advance to a higher grade, he/she must pass all five major subjects (English, Math, Social Studies, Science, and Bible) or make them up independently.

Senior High (9-12): Before a senior high student can advance, the following criteria should be met:

- English should be passed each semester or made up independently.
- A student may advance to the sophomore class with at least 5 units.
- A student may advance to the junior class with at least 10 units.
- A student may advance to the senior class with at least 15 units.

### **Carnegie Unit of Credit:**

One unit of credit represents 150 hours of instruction under the direction of a teacher per core class. This unit (credit) is given to a student who successfully completes a class that meets five fifty-minute classes a week for thirty-six weeks.

### **Guidance and Counseling:**

Services are available for students who request assistance or are referred for school counseling and guidance. Assistance is available in the areas of academic planning, vocational and career interest, and student/family problems.

*\*In the rendering of personal counsel to a student and/or parent(s), SCA does not represent such services as any substitute for licensed professional counseling.*

In general, the following problems can be handled:

- Scheduling, including program changes.
- Graduation requirements.
- Vocational guidance and information.
- College entrance requirements and PSAT, AP, SAT I or II testing.

### **Graduation Requirements:**

The minimum credit requirements for a High School student to graduate are 28 credits, if attended all four years at SCA. College preparatory students should also meet the following requirements:

- \* Take Algebra I & II, Geometry, Trigonometry, Calculus
- \* Take Chemistry, Physics, Biology I & II, AP Biology
- \* Take Foreign Language
- \* Have at least a 2.0 grade point average (GPA) on a 4.0 scale
- \* Take a college entrance examination (ACT or SAT)

**Advanced Placement (AP):**

The Advanced Placement Program, commonly called AP, offers college-level courses.

**Dual Enrollment (CC):**

SCA high school students receive a college-level, quality education from Northwest Nazarene University (NNU) approved instructors without leaving school. Students need to register at SCA, then the school counselor is assisting qualified students with NNU registration. The due date for registration for NNU courses is September 1st.

Generally, NNU uses 10th grade as the early-start point for CC courses. However, a 9th grader could take a CC course if they meet the following:

- The student has a minimum 3.0 GPA average in their Middle School (6-8 grade) coursework;
- The student has demonstrated academic maturity and readiness to take the CCP course;
- The student has met the prerequisites, if there are any, for the CCP course.

**Diploma of Graduation:**

SCA will require the following criteria to be matched or exceeded for a student to receive a diploma if attended all four years at SCA:

**Course**

**Bible** 4 (4yrs)

**English:** 4 (4yrs)

Grammar, Literature  
AP English, Speech & Spelling

**Mathematics:** 4 (4yrs)

Algebra I&II, Geometry  
Trigonometry, Calculus

**Social Studies:** 4 (4yrs)

WA ST History & Geography 1 (yr)  
US History 1 (yr)  
World History 1 (yr)  
Government 1 (yr)

**Laboratory Science:** (4yrs)

Basic Science, Biology I & II  
Chemistry, Physics

**Occupational Education:**

Word Processing, Teacher's Assistant, Career Pathway, Yearbook, Home Economics, TSE - A student taking music for two consecutive years may use one for an occupational education credit.

Fine & Visual Arts	1 (1yr)
Physical Education	2 (2yrs)
Foreign Language	2 (2yrs)
Electives	1 (1yr)

**Total Credits** **28**

- \* 28 credits are applicable for SCA in Washington State.
- \* This program is designed to meet the needs of a student who has attended SCA high school for four years.

**Grading and Report Cards:**

SCA requires parents to attend Parent/Teacher conferences that are held two times per year (after the 1<sup>st</sup> and 3<sup>rd</sup> quarters). Students in grades K4/K5 through 12 will be evaluated concerning their academic and behavioral progress two times per quarter: midterm and end of the quarter progress. Progress reports are issued at the end of each quarter. Report cards for K4/K5 – 8 grades and transcripts 9-12 grades are issued at the end of 1<sup>st</sup> and 2<sup>nd</sup> semesters.

**Grading Weight:**

Letter grades for high school students (9-12) shall be reported using this formula: 34% daily work (graded daily assignments, i.e. homework, book reports, spelling tests, quizzes, compositions, etc.), 33% unit exams(major exams covering a unit of study), 33% final comprehensive exams (covering the completed quarter). Primary, elementary, and middle school students' grades are reported simply using a 50/50 formula: 50% for daily work; 50% for tests and major projects.

**Academic Awards:**

Students who earn a 3.33 to 3.69 grade point average each quarter in 4-12 grades will be placed on the Honor Roll. Students earning a 3.70 to 4.00 grade point average in 4-12 grades each quarter will earn recognition on the Scholar's List. These individuals will receive specific awards for their achievement.

SCA students are encouraged to do their best; this is why teachers

nominate one student per class/per month for the most improved student award “*Student of the Month.*”

**Grading Scale:**

95% -100% = A	75% -78% = C
92% -94% = A-	72% -74% = C-
89% -91% = B+	69% -71% = D+
85% -88% = B	65% -68% = D
82% -84% = B-	62% -64% = D-
79% -81% = C+	Below 62% = F
	P = Passing
	I = Incomplete

**For computing GPA, the following numerical values are used:**

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = .7
B = 3.0	C- = 1.7	F = 0

**Academic Evaluation:**

It is our purpose at SCA to challenge each student to strive for his full potential academically in the area of learning. Each new student enters school with one quarter for a grace period. After the grace period, any student in grades 4-12 who earns a grade point average below 2.00 on a quarterly basis in all academic subjects (Bible, Mathematics, Language Arts, History, and Science) will be subject to academic probation the following quarter.

This standing involves the following criteria:

1. A notice is sent home notifying the parents of their child's probationary standing.
2. Administration meets with each student whose GPA is below 2.00 after the mid-quarter reports. The student will be subject to one or all of the following correctional actions:
  - Placed on academic probation,
  - Required study schedule signed daily by a parent,
  - Restriction of athletic activities,
  - Increase in study time and/or decrease in activity time,
  - A weekly status report signed by the teacher.

3. The student must recover academically, raising GPA back to 2.00 or above by the end of the quarter or the student may be subject to withdrawal. A decision will then be made to retain the student or request that the parents withdraw the student. By special permission of the principal, a student who has been assessed to have insufficient academic skill or ability, but maintains high integrity and academic hunger, may be readmitted semester by semester.

*\*If a student does not make an effort toward improvement, it is a misuse of the school's resources, parent's money, and student's time.*

### **Gifted Track:**

Students with exceptional academic abilities (not necessarily based on 3.7 GPA) and psychological readiness may be advanced in core subject(s) such as Math and/or English to one grade level or in all subjects after 1<sup>st</sup> quarter. The following aspects are taken into consideration: teacher written recommendation, specialist testing, and psychological readiness. If a student is unable to maintain a minimum of 3.5 GPA in all core subjects during 2<sup>nd</sup> quarter in the advanced grade, he/she will be moved back to the age-appropriate grade. *\*1% -2% out of 1000 students in the same grade level are usually identified as gifted students.*

### **Homework Policy:**

Homework is an integral part of the school program. Homework is generally assigned so youngsters can complete regular classroom assignments or work on basic skills. Other reasons for homework may be to enable a child to make up for work missed during absences, to develop study skills, and to encourage creativity. The amount of homework assigned to a child is typically:

- 40 – 60 minutes per day for K4/K5 - 3 grades,
- 60 - 90 minutes per day in grades 4 - 6,
- 90 - 120 minutes per day in grades 7 - 8,
- 120 - 180 minutes per day in grades 9-12.

A student may spend more time on homework due to educational gaps or study skills. Parents are encouraged to monitor student's homework time, especially in elementary grades.

**Homework Policy for K4/K5 - 5 Students:** Each student is required to

complete his/her homework on time. Failure to complete homework on time will result in one or all of the following:

- *First offense:* A student receives a warning. The student will be held during recess to complete his/her assignment or at the discretion of the teacher.
- *Second offense:* A student will be held during recess or after school to complete his/her assignment. The student's grade will be lowered one letter grade. Parents will be notified.
- *Third offense:* A student will be held during recess or after school to complete his/her assignment. The student's grade will be lowered to two letter grades. Parents will be notified.

*\*If parents do not cooperate with a teacher on homework policy, the principal will be involved.*

**Homework Policy for 6-12 Grade Students:** All assignments are to be turned in on the due date in the beginning of each class or at the discretion of the teacher.

- If assignments are not turned in by the assigned date and time, the student will have one day to turn the work in.
- If the late assignment is still not turned in on the second day, the student will receive 10% off on the late work.
- 50% is given to all assignments that are turned on the third day after the due date. Parents will be notified of the delinquent homework problem.
- 25% is given to all assignments that are turned on the fourth day after the due date. If the work is not turned in on Thursday morning, the students received a 0 for the assignment. Parents will be notified of the delinquent homework problem.

Parents are encouraged to assist their child(ren) when necessary. Collaboration and group work is permissible, yet students need to present their own work. Disciplinary action will occur if homework cheating is discovered amongst students.

### **Special Projects:**

Book reports, compositions, special research assignments, and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion.

### **Retention Policy:**

Retaining students at a given grade level is a procedure practiced when students are functioning at a level significantly below grade-level expectations. Criteria used to determine whether or not a student should be retained are: students must pass English and Math in order to be promoted to the next grade. Any student in grades one through eight who earn two "F's" cumulatively for the year will be retained. The principal will notify parents if end-of-the-year retention is being considered.

*\*Note, after the second quarter parents will be notified about possible retention for their child. The conference will be scheduled, student's work and tests will be presented to parents, and a probationary contract signed. If no improvements are shown during 3rd and 4th quarters, a student will need to repeat a grade, unless he/she will make up failed classes during the summer.*

### **P.E. Policies and Procedures:**

The physical education program is committed to providing the necessary fitness activities, physical skills, social skills, and knowledge for student's success in daily life. The desired outcome of health and fitness is knowledge for student success in daily life. Students are required to dress appropriately for PE classes.

### **Non-suit P.E. Discipline Procedures:**

1. Non-suits will not participate in the daily activity, but must stay with the class. Students may be asked to do work-related activities around the gym (sweep, laundry, clean, etc.).
2. The first non-suit is grace and does not count against the grade.
3. Each additional nonsuit results in a grade deduction. For each nonsuit after the first one, the student will receive one markdown, and any additional points accumulated during that class period will be lost. The work done in class will need to be made up to receive credit.
  - *First offense:* Grace.
  - *Second offense:* 0% in the grade book for that period, parents are notified.
  - *Third offense:* 0% in the grade book for that period, the student is sent to the office, parents are notified.

*\*Continuous violations will require a conference with parents.*



## VII. EXTRA-CURRICULAR ACTIVITIES

### **Objectives:**

- Offer students an opportunity to glorify God in use of their gifts, knowledge, and understanding beyond the classroom.
- Expand students' ability in expressing themselves in all areas of communication and stage performance.
- Motivate students toward further study in pursuit of knowledge and understanding.
- Encourage students to develop the ability to remain calm under the pressure of competition and maintain clear thinking and good recall.
- Provide opportunities for fellowship with students from other schools.

### **Student Council:**

The purpose of the student council is to establish a Christ-centered organization that serves to develop Christian character in the student body by influencing and maintaining high spiritual standards and acts as a mediator between the student body, the administration, and the faculty. The council shall also promote social activities. The student council shall consist of the ASB officers and class representatives.

### **Athletic Eligibility:**

The participation of students in athletics is an important part of SCA, yet we believe that academic achievement is more important than participation in after-school activities. We desire that all of our students realize that academics are a priority over athletics. Athletes are responsible for maintaining a GPA. at or above 2.0 (C or 75 %) in each class and must have satisfactory stewardship behavior. If a student-athlete fails to maintain this standard; he or she will be in jeopardy of participating. The key factors will include the following: homework complete, effort in class, teacher, and principal's input.

### **Athletic Games:**

Participation in Athletic games is based on P.E. teacher recommendations. On a regular basis, students are required to attend 80% of all scheduled games. Students who followed all established sport guidelines will receive

.25 athletic credit at the end of the school year.

### **Competitions:**

The purpose of SCA competitions is to provide such activities that enhance students with God-given abilities, gifts, and talents. So the school could provide after-school club activities in order to prepare students for the school and state competitions: Bible, Spelling Bee, English, Speech, Math, Science, etc.



## **VIII. PARENT INVOLVEMENT**

### **Parent-Teacher Conferences:**

Parent-teacher conferences are held for all students at least two times a year. Other conferences may be arranged by appointment with a child's teacher when parents consider it beneficial.

### **Parent Committee:**

The purpose of the Parent Committee is to serve the total school environment by sponsoring student activities, fundraisers, and financial assistance. Meetings are held monthly.

### **Newsletter:**

SCA publishes regular newsletters that are sent home via email. It is the parent's responsibility to read newsletters and be aware of all school activities, events, changes in the calendar, etc. and respond promptly with any questions.

### **Service Block Program – Family Involvement:**

SCA is dependent upon each family's participation and assistance. Each family is expected to give of their time in involvement for a minimum of 30 hours per year. (Single-parent households are required to volunteer half of the required time.) Students who are in sixth grade or older may help with family hours (1/2 of the fee is applicable for students). The value of service hours is calculated at \$12.50/hour.

Service hours are recorded at the School Office. Please contact the School Office to find out how the Service Hours are to be worked out. *Additional*

*service hours/lunch duty are added to families who receive Tuition Assistance. The office notifies parents about their time of service.*

### **Annual Auction:**

SCA is a tuition-driven school, therefore each family is required to participate in the annual school auction by (1) donating items and volunteering on the auction team OR by (2) paying the opt-out fee \$100 per family.

### **Complaint Procedures:**

If you disagree with a situation in the classroom, see your child's teacher first. If satisfaction is not obtained, then the principal should be contacted. If no resolution is achieved, then contact the school principal or call the SCA office.



## **IX. EMERGENCY POLICIES**

### **General Emergencies:**

Due to the increasing threat of violence targeted at schools, we have formulated a lockdown procedure to minimize the potential harm that could befall SCA students and staff. In the event that a lockdown should occur, appropriate communication will be sent home the same day to parents explaining the event and reassuring them of their child's safety. Parents coming to pick up students at the end of the day will be signaled that a lockdown occurred by the display of yellow flags in the parking lot. Students will remain in their classrooms for parents to come in and escort students to their vehicles.

### **Fire Emergency:**

Expect drills at least four times per year.

- Sound the fire alarm
- Follow evacuation procedures practiced in drills.
- Do not open hot doors. Check the top of the door for heat before opening it.
- Do not break windows.

**Students** follow these rules:

- Stop all activity at the sound of the alarm.
- Walk immediately toward the exits.
- The first person to a door holds it open for the rest.
- Students walk silently, in a single file.
- Leader of the line walks to the edge of the grounds.
- Students stand quietly while the teacher calls roll.

**Teachers** do the following:

- Check restrooms and privilege areas for stragglers.
- Take the daily attendance sheet.
- Follow the students outdoors.
- Call roll to verify everyone is out.
- Bring students back inside following the all-clear signal.

Once the building is secure, the school principal will instruct teachers and students that it is safe to re-enter the building. Signal “all clear” will be announced by the office employee.

### **Earthquake:**

- Instruct students to “Duck and Cover”.
- Get immediately under a desk or table.
- Face away from windows.
- Squat on knees close to the ground.
- Cover neck and head with one hand, hold firmly to a desk or table leg with the other hand.
- Close eyes tightly.
- If in a large room or where a desk or table is not available, stand in a doorway or corner facing away from windows.
- If in an interior stairway, move to the wall and take the *personal protective position* (squat on knees close to ground, cover neck and head.)
- Remain calm and reassuring.

### **School Lockdown:**

Lockdowns prevent unwanted intruders from entering the building. A lockdown protects the staff and students from external or internal threats. Students are to remain in the same location they are in when a lockdown is announced.

During a lockdown, no persons will be allowed to enter or leave the building. In the event a lockdown goes beyond the normal school day, parents will be notified of pick-up procedures via phone calls or emails.

In the event of a lockdown teachers will:

- Close and lock classrooms and windows, pull shades and cover windows indoors.
- Keep students away from the windows and doors. Turn off lights.
- Listen to announcements on the intercom (“lockdown with a warning” vs. “lockdown with intruder”)
- If gunshots or explosions are heard students will be instructed to lie on the floor.
- Resume activities/classes only after the signal “all clear.”

### **Evacuation Plan:**

In an emergency, it may be necessary to evacuate students from the school or campus. In the event the building is deemed dangerous, students will be evacuated to an on-campus or off-campus location depending on severity. Examples of reasons for building evacuation are earthquake, fire, water damage etc. Other examples of campus evacuation are environmental pollution or natural disaster, etc. in the event of a campus evacuation, the location to transport students will be determined by the principal. Parents will be notified by the office personnel by phone, email and/or school websites.

### **Procedures for Student/Parent Reunification**

- Parents report to the designated request gate. Parents will need to fill out a release form and show a picture ID.
- A runner will escort the requested student to the pickup area.
- After completing the release form, the parent will be instructed to go to the pickup area. The parent will then fill out a pickup form indicating they picked up their child.

These procedures are important for safety and security. During an evacuation, the main doors will be locked. Your patience and support will be required as we work to assist you in retrieving your child.

## **Binding Agreement:**

The guidelines in this handbook are meant to establish expectations and consistency for both families and SCA administration. By enrolling at SCA, families agree to abide by these guidelines. All communication between SCA faculty/staff and students/families should at all times be both professional and respectful in nature.

Families should faithfully support the school through prayers and a positive attitude. **Complaints or concerns** should be shared through the proper channels: your child's teacher, the principal, the school board.

**If you have concerns or complaints during your experience with SCA, please submit them to our administration at [summitacademy@ncek12.com](mailto:summitacademy@ncek12.com).**