

SALVATION CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK 2023-2024



General Policies

Governing of the School

Salvation Christian Academy (SCA) is a private K4 through Grade 10th Christian School whose mission is to provide Christian parents and their students with a quality, Christ-centered education which is biblically, spiritually, physically, socially, and academically sound. We seek to teach God's truth through a biblical world-view and to demonstrate accomplishment of that mission by producing graduates capable of successfully pursuing a vocation as well as making spiritual, aesthetic, political, and moral decisions based on biblical principles.

SCA is operated by the School Board and is a ministry of Salvation Slavic Baptist Church (Edgewood, WA). Salvation Christian Academy is partnering with families to educate students in the knowledge of the Bible and in the Christian worldview, to develop understanding in evangelical Christian values and principles, to train students in moral character, to provide quality academic education, and to promote service to God and others.

We believe the Bible teaches that parents are responsible for the upbringing of their children in all aspects (Deuteronomy 6, Proverbs 22:6). They may, however, delegate part of this responsibility to the church as the Body of Christ, and to a Christian school, if they choose to do so. SCA's responsibility, then, is to assist parents in teaching God's Word to children and in training them in godly living.

3 Principles of SCA

1. Honor God
2. Respect People and Property
3. Be Prepared

Doctrinal Statement

SCA uses the Statement of Faith adopted by the Northwest Association of Slavic Baptist Churches. Its current version is available in two formats: [English](#) and [Russian](#).

Statement on Marriage and Sexuality

1. We believe that 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 SCA school faculty and staff as the Body of Christ, and to provide a biblical role model to our students and families, 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.

(Genesis 1:27-28; Genesis 2:18-25; Exodus 20:14; Matthew 19:3-12; Romans 1:26-27; 1 Corinthians 6:9-20; Ephesians 5:22-33; Hebrews 13:4.)

Admission

Salvation Christian Academy admits students if at least one parent:

- Is an active member of Salvation Slavic Baptist Church or another evangelical congregation
- Believes in the biblical mandate given to parents to raise up their children
- Shares the vision, mission and values of this school
- Agrees to abide by the [Parent Commitment](#)
- Agrees with the Doctrinal Statement and Statement on Marriage and Sexuality (see above)

Secondary students, grades 6-10, 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. School administration may deny admission of any student for any reason it deems necessary.

The enrollment process in SCA is outlined in the [Enrollment page](#).

Entrance Testing

SCA administers academic entrance testing to all new students. Enrollment is contingent on passing an entrance test.

Minimum Age

K4 children must be four years of age by midnight, August 31, to be admitted. 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.

Transfer Students

When admitting transfer students from another school or homeschool, SCA will request the student's previous academic and behavior records. A student with poor academic performance or behavior problems will be placed on probation for one quarter. If results show improvement, the student will be taken off probation and will be officially enrolled at school.

Special Needs Students

SCA does not assess or update IEPs, 504 plans or Service Plans, but aims to customize curriculum assignment and academic standards based on pre-existing plans according to the individual's academic needs. Thus, students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the capacity to accommodate that disability. The school administration reserves the right to deny enrollment to students with learning disabilities if SCA lacks facilities and/or staff to meet the needs of such students in the fullest possible way.

Non-Discrimination Policy

Salvation Christian Academy 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

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.

Only a person who has legal custody of the child has the authority to make decisions regarding the child's education.

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.

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 local school office.

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 and 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 noncustodial 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.

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.

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.

Withdrawal

Parents may withdraw their child(ren) from school for any reason. A student who is expelled is also withdrawn from school.

The withdrawal process is as follows:

- Parents notify the school office of their decision to withdraw their child from SCA and fill out the Withdrawal Form. (Note: Withdrawal Form does not need to be filled out for students who are withdrawn after completing the academic year and do not plan to return the next academic year to SCA.)
- All financial obligations, including the withdrawal penalty, must be paid before the records can be released to another school.

Withdrawal Penalty

We (parents) understand that a **withdrawal penalty of 20%** from the full tuition will apply for any withdrawal reasons, including expulsion, and school records will be on hold until all accounts are settled and materials returned. We understand that withdrawal during the school year may result in unnecessary complications when transitioning from school to school.

Tuition and Fees

SCA supports its ministry through collecting tuition from parents whose children attend the school. However, tuition is not sufficient to support the

entire school program. Therefore, SCA is a donor-supported ministry and a non-profit organization whose support also comes from fundraising and donations, both monetary and goods.

For details on financial policy of the school, tuition payment plans, discounts, etc., see [Financial Information](#)

Attendance

Students are expected to be at school when the classes start in the morning. If a student is absent, the school office must receive a written or phone notification from parents on how to classify the absence. Absences will be assumed to be unexcused if no written or oral notification by parents is given to the office by the student's parents. Absences can be excused or unexcused. Absences can be excused in the following situations:

- Serious illness or death in the family.
- Personal illness or medical procedure (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 due to sickness or medical procedure)
- Impassable roads or an emergency situation due to inclement weather.
- Approved school activities

All other absences, including family vacations, are unexcused. A total of 10 days per year are allowed for unexcused absences. If a student has more than 10 unexcused absences per year, summer school will be required in order to make up for the excessive absences (one day of excessive absence equals 3 hours of summer school). If the excessive absences are not made up, the student may not be promoted to the next grade level.

Summer school is not covered by a student's tuition payment and is charged separately. A letter is sent out by the school administration at the end of the school year to those parents whose children need to take Summer school. The letter explains why the student is assigned to Summer school, for how many hours or days, and the fee amount.

If parents are planning for the student to be absent for a number of days, a pre-arranged absence form must be completed at least 7 days prior to a student's planned absence. Pre-arranged absences are unexcused unless they meet the criteria for excused absences. 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.

Tardiness

All students are expected to arrive on time each morning and for each class period. A student is considered tardy if not in class by the tardy (second) bell. Tardies can be excused if:

- There were emergency or unforeseeable circumstances in bringing a student to school (such as a traffic jam or impassable roads)
- A written note is presented from a faculty member requesting to excuse a student for a school-related activity

Three unexcused tardies equal one unexcused absence. Unexcused tardies are converted at the end of the year into unexcused absences.

Excuses from Physical Education

Students who need to be excused from PE classes because of illness or injury need to have a note from their parents. To be excused more than three times, a note from a doctor is required.

Early Dismissal

Should an early dismissal be necessary, 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. If it becomes necessary to close school or have a late start, parents will be notified at the earliest possible time.

Pickup Procedures

Only parents or those listed on the school's emergency contact list may pick up their children from school. If a parent has someone other than person listed on the emergency list picking up the child, they must contact the school office to notify who will be picking up their child. Parents are to pick up their children between 2:45-3:05 pm at the end of the school day. On Fridays, dismissal is at 1:05-1:25. (Pick-up time for K4 and K5 is at 2:30pm to avoid parking lot congestion.)

Elementary (K4-5 grade) pick-up procedure is as follows:

- Parent or emergency contact drives up to school and takes their place in line of vehicles waiting for dismissal
- A plaque with student's name to be picked up is clearly displayed on the windshield
- A designated staff member will call the student name out
- The student will carefully walk towards the car
- Please follow the designated route for driving up and leaving the campus. Do not drive at speeds exceeding 5 mph!

Pickup procedures for secondary grades (6-10) are as follows:

- Parents or emergency contacts drive up to the secondary campus using a designated route
- Students come out of the building; students may use a cell phone at this time to communicate with the parents
- Students get picked up by the parents; vehicles leave driving at speeds not exceeding 5 mph

Late Pickup Policy

Parents understand that if secondary students leave the school premises after dismissal without permission, school bears no responsibility for their supervision. Students who are not picked up within 20 minutes after dismissal are sent to the school office or a designated room where they will be supervised until picked up. A charge of \$5.00 per hour (or part of the hour) is placed on the family account for extra supervision of students after 3:05 pm or 1:25pm on Fridays.

If an emergency arises or should you be late, we ask that you call and notify the school office. If another person is picking up your child, their name needs to be added to the "Emergency Contacts" by calling the school office.

School Life

Chapel

Learning to worship God is an important part of Christian school education. 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.

Lunch

Students are expected to bring their lunch from home. If another option will be available for lunch ordering, the parents will be informed.

Library

The school is equipped with a library. Due to limitations in staffing, the library is used as a Computer Lab and Classroom, and library hours are limited. Please check the library schedule to see when the library is open. Books may be checked-in by placing them in the drop box.

Lost and Found

All articles of clothing, lunch boxes and other personal property should be clearly marked with a student's name 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. The school is not responsible for lost or stolen items from students.

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 e-mail or by phone.

School Visits

SCA is a closed campus, for reasons of security. However, parents are welcome to visit. Anyone wishing to visit the school needs to check-in with the school office and get a visitor pass. Homeschoolers or public school students are not allowed to visit their friends during school hours. Exceptions can be made by the discretion of the Principal.

Holidays

We observe the following federal holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

We do not observe or participate in the following holidays:

- Halloween
- Valentine's Day

Observing a holiday does not automatically mean that classes are canceled for that day. Please see the current year's School Calendar for No-School dates.

Bringing Items Not Related to School

Students may not bring to school any items not directly related to the learning process. This includes, but is not limited to, books, magazines, electronic items, various substances, dangerous items (such as weapons), etc. The school office may search the student's backpacks and lockers in case there are any suspicions.

Electronic Devices

Students may not use their cell phones during class times.

Because of the effect and liability of such devices as cell phones, iPods, iPads, smart watches, games and other electronic equipment, they are not permitted to use during school hours (8:15-2:45 pm). Students may only use these devices at the express permission of the teacher. For class field trips or at school sponsored activities, students must ask permission from SCA administration. Students are not permitted to post pictures or video-clips of any school related events on social media that might violate students' or teachers' privacy.

If a student is caught using an electronic device between the hours of 8:15 am and 2:45 pm, the device will be confiscated and turned into the office. The student's parents will be notified, and the parent may collect the phone from the office after school. A fine of \$20 will be charged for secondary students who fail to comply with the above policy.

The school is not responsible for lost personal electronic devices.

Telephone Use

Students may make phone calls from the office with permission of the office staff. If a parent needs to reach a student at school, please call the school phone number; the secretary will assist you.

Care of School Property

Students are expected to value and appreciate the appearance of the school building. 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. Depending on the severity of the violation, a student may be required to restore, replace, or pay for the damaged property or its equivalent.

Video Surveillance

Classrooms and hallways, as well as outside areas of the school are under video surveillance. Cameras may be checked if suspicious behavior is reported.

Extracurricular Activities

The school staff in cooperation with students and parents may initiate various extracurricular activities. These include but are not limited to:

- Student Government
- Honor Society
- Prayer Meetings
- High School meetings
- Student Outings and Trips

Parents and students will receive information prior to the event with an option to participate. Participation in extracurricular events is optional and does not affect a student's standing with school; however, students on academic and behavior probation may be excluded from participation by the discretion of

the administration. A fee may be required to participate in a particular activity.

Parent Involvement

SCA utilizes the following means to communicate with parents:

- Parent-Teacher Conferences (two times per year plus by appointment)
- Parent-Teacher Fellowship (this is a separate organization that rallies parent support for the school and plans its own fundraisers, projects, etc.)
- Regular messages via Email and ParentAlert (text messaging)

Parent Service Hours

The ministry of Salvation Christian Academy is heavily dependent upon family participation. Each family is expected to serve a minimum of 15 hours. Each hour is \$15. This means if you have not worked off 15 hours by the end of the school year, you will be charged \$15 per hour, which equals \$225 total.

If for any reason, you physically are not able to work off these hours, we will accept help from students or relatives that are age 12 or older to serve these hours for you.

Complaint Procedure

If you disagree with a situation at school, first see the teacher to whom the situation relates. If resolution is not obtained, then the principal should be contacted. If no resolution is achieved, then contact the School Board.

Academics

Classification of Students

K4 – 2 Lower Elementary	Primary Grades
3 – 5 Upper Elementary	
6 – 8 Middle School	Secondary Grades
9 – 10 High School	

Grading Scale

Percent Letter Grade

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

All grades, except for D, F and I, are considered “passing”. No credit for the course is given if a failing grade is earned.

Also, the following codes are used in the grading system:

Missing	Student needs to complete the assignment; until then, the missing assignment will be weighted as a 0
Incomplete	Student submitted an incomplete assignment and needs to resubmit a completed one for the grade
Drop	Student is excused from completing the assignment

For computing GPA's, the following numerical values are used:

Letter Grade Point Grade

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3

Letter Grade Point Grade

D	1.0
D-	0.7
F	0.0

Grading and Report Cards

SCA requires parents to attend Parent-Teacher conferences that are held at least two times per year (after the 1st and 3rd quarters). Students in grades K4-10th will be evaluated concerning academic and behavioral progress two times per quarter: mid-term and end of the quarter progress. Report cards for K4 – 10 grades are issued at the end of each quarter. Transcripts for grades 9-10 are issued at the end of the 2nd semester.

Homework

Homework contributes to a student's academic success and is assigned for various purposes, including practice, drill, remediation, enrichment, and special projects. In general, if a student has been attentive in class and concentrates while doing homework, the time required for homework should be reasonable. The amount of homework a child is assigned is typically:

Grades Time per day:

Grades K5-3rd 30-60 minutes

Grades 4-6th 1-1.5 hours

Grades 7-8th 1.5-2 hours

Grades 9-10th 2-2.5 hours

If your child is working diligently yet spends an excessive amount of time on homework, please discuss the situation with your child's teacher.

Academic Probation

A student may be placed on academic probation when the school administration determines the student has an academic deficiency. When a determination is made, the administration will request a meeting with the student, parent, teachers to discuss the terms of probation. A student who has been placed on probation is expected to make satisfactory progress within the

probation period. If progress is not made, the student may not continue their studies at SCA.

Procedures:

1. A student who receives a quarter grade lower than 72% or C- in two of the core subjects (Math, Language Arts, Science, History and Bible) and/or has a GPA of 2.0 or lower at the conclusion of a quarter may be placed on academic probation for one quarter.
2. A conference will be held with the parents, homeroom teacher, student, and administration, to give an explanation of the student's academic standing, and to:
 - Place the student on academic probation and suggest remedial steps.
 - Establish an academic plan
 - Subject the student to restrictions of extra-curricular activities.
 - Establish a weekly follow up meeting between student, homeroom teacher and administration.
3. The academic status of the student will be reviewed by the homeroom teacher and Administration at the end of the quarter. If the results are improved, the student will be taken off probation and allowed to continue their studies at SCA. If results are not improved, the student will not be able to continue their studies at SCA.
4. Following removal or withdrawal from the school for academic reasons, a student may apply to be reenrolled on academic probation if the two following conditions are met:
 - The student has attended another school for one full semester.
 - The student received no grade lower than a "C" in any subject.

Retention

Retaining students at a given grade level is a procedure practiced when students are functioning at a level significantly below grade level expectation. Student is to repeat the grade if:

- He/she received at least two failing grades in core subjects (ELA, Mathematics, Social Studies, Science and Bible) for two quarters in a given year
- He/she received at least two failing final grades in core subjects
- He/she did not complete an assigned amount of summer school hours

Other cases of retention are decided on a case-by-case basis by the school administration.

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.

Graduation Requirements

The minimum credit requirements for a High School student to graduate are 28 credits, if attended all four years at SCA. Since at this point SCA does not offer grades 11 and 12, and most students enter the Running Start program after completing 10th grade, SCA offers them enough high school credits to successfully enter the Running Start program. The course offerings in grades 9 and 10 are tailored in accordance with current Washington State Graduation Requirements.

Credit for Courses

No credit will be given for courses with a grade below C-. High School students who fail to receive High School credit for any class with a semester grade lower than 72% or C- must repeat the entire class or attend summer school to receive credit.

Elementary students (grades K4 – 6) who receive a final grade lower than 72% or C- in Math and/or Language Arts must repeat that grade or take summer school and pass a minimum competency test before advancing into the next grade level.

Middle school students (grades 7 – 8) who receive a final grade lower than 72% or C- any core subject (Math, Language Arts, Science and History) must attend summer school; summer hours will be determined by the subject teacher.

Common Core Standards

The SCA curriculum meets or exceeds CCSSI standards. SCA evaluated the CCSSI standards and, although it finds them helpful for school development, it does not align its practices in accordance with it.

Tutorial Support

SCA has limited resources to provide individual academic support to students. If remedial help is needed, tutoring may be recommended by a teacher and/or requested by parents. In this case, teachers may be available to provide tutoring for a fee. Please contact each teacher for arrangements.

Textbooks

A major part of the annual fee is used to purchase textbooks for a student. All textbooks become the property of the student's parents once purchased, but must be brought to school to be used in class. Lost textbooks will be replaced at parents' expense.

Field Trips

Each year, at least two field trips will be offered as part of the educational experience at SCA. Before a field trip is taken, a notice will be sent home from the school office with all necessary details. Parents will be notified what clothing may be worn on the trip, type of transportation, volunteers needed to chaperone the activity, and trip overview. Parents driving on field trips must have copies of their driver's license and auto insurance, as well as a Background Check form, submitted to the office.

The annual parental field trip permission is done during the enrollment appointment. Additional permission might be required depending on a type of field trip (such as Inter-School Olympics, sports events, etc.). The privilege to participate in a field trip may be revoked due to unfinished school-work or disciplinary problems. Most field trips are covered by the Activity Fee; however, some (priced above \$10) may involve an additional fee.

School administration has the right to decline any parents wanting to chaperone on the field trip due to room availability.

Academic Awards

Students who earn a 3.33 to 3.69 grade point average each quarter in 4-10 grades will receive the Honor Award. Students earning a 3.70 to 4.00 grade point average in 4-10 grades each quarter will earn recognition with the Scholastic Award.

Discipline

Basic Principles of Behavior

The following “Five Alive” guide the students’ active engagement at school:

- **Watchful Eyes:** Keep your eyes on the teacher. Watch where you are going. Watch for the good of others.
- **Listening Ears:** Pay attention to the instruction in class.
- **Respectful Mouth:** Say only what is honoring to the Lord and to others.
- **Working Hands:** Keep on task. Be engaged in meaningful classroom projects.
- **Purposeful Feet:** Stay in areas you are supposed to be.

SCA also uses the following three basic behavior principles:

- Honor God
- Respect people and property
- Be prepared

Behavior System in Grades K4 – 5

In these grades, each teacher has their own in-class system of monitoring students’ behavior. If the behavior incident is too serious to be handled in class, or there have been repeated behavior violations during the day, student may be sent to the office for a reprimand from the Principal. The decision is then made whether to record the incident in the student’s behavior record and inform the parents. The parents are expected to follow up with their discipline policy at home.

Behavior System in Grades 6 – 10

Strikes are used in grades 6 – 10 to record behavior infractions incurred by students. Each teacher has the right to record behavior violations using the RenWeb system, sending a notification to the students’ parents. Strikes are assigned in accordance with the level of violation:

Level 1 — Minor Infractions

** requires a warning from the teacher before entering the strike*

Type of Infraction# of Strikes

3 Eating in class	1
4 Eating in Class	1
5 Failing to do a student's duty	1
6 Gum chewing	1
7 Talking and other disruptive behavior in chapel*	1
8 Computer use violation	1
9 Misuse of supplies (shooting staples, etc.)*	1
10 Tardy	1
11 Dress code violation	1
12 Running in the hallways or misbehaving outside*	1
13 Unapproved use of electronic devices during school hours	1
14 Violating teacher's personal and work space	1
15 Disturbing class atmosphere*	1
16 Not using inside voice*	1
17 Not following directions in class (not cooperating)*	1

Level 2 — Serious Infractions

Type of Infraction# of Strikes

18 Diminishing comments towards classmates or staff	3
19 Inappropriate or profane language	3
20 Disrespect toward school staff	3
21 Lying to school staff	3
22 Damaging school/church property	3
23 Student's presence where he/she is not supposed to be	3
24 Using energy drinks	3
25 Direct disobedience or arguing with a teacher	3
26 Fighting	3
27 Class skipping, truancy	3

Level 3 — Major Infractions

Type of Infraction# of Strikes

30 Forging school documents	6
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31 Possession of a weapon or dangerous objects	6
32 Intimidation, harassment, bullying	6
33 Emergency Siren Initiation	6
34 Taking someone's property without permission	6
35 Alcohol and tobacco usage (incl. outside of school)	
36 Drug usage, including marijuana	
37 Inappropriate physical contact	

In order to correct a student's behavior, the following levels of intervention have been established:

**# of
Strikes Corrective measure**

- 3 Lunch Detention
- 6 2nd Lunch Detention
 - 2 Lunch Detention equals 1-day home suspension
 - 1-day home suspension and 2 lunch detentions equals Administrative conference with parents and 1 day home suspension
 - 2-day home suspension and 2 lunch detentions and Saturday school detention equals expulsion

Lunch Detention is assigned by designated staff member and is served during student's lunch time. A no-show for detention doubles the time to be served.

Parent conferences are scheduled in order to set up a behavior plan to change a student's behavior.

Courtesy and Respect

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. Johnson, Mrs. Turner, Miss Smith). Boys are encouraged to practice being courteous by such acts as opening doors for girls and adults.

Food at School

Students are allowed to bring snacks to school and eat them during breaks or designated snack times (in elementary grades). Students have to make sure not to leave a mess wherever they eat their snack.

Lunch is to be eaten only in the cafeteria.

Drinks are allowed during classes but are to be kept in close-lid cups or water bottles. SCA promotes healthy environment for students spiritually, academically, and physically, therefore energy soft drinks and junk food/fast food are not permissible at the school.

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, disciplinary actions in accordance with current discipline policy will be assessed, and the following consequences will be assessed:

- 1st offense — reprimand by the teacher and 25% reduction of grade
- 2nd offense — reprimand by the administration and 0% on the assignment

The teacher will determine if the assignment is to be made up.

Inappropriate Affection

SCA does not permit any public display of affection by either of the genders among students. This includes hand holding or inappropriate touching, either in school or at school events.

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.

Non-Engagement Policy

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

Parking Lot Guidelines

When coming to school, drive slowly in the parking lot and exercise caution at all times (no more than 5 mph). When picking up or dropping off your child, 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. There is no thru traffic during school hours; if you come between 2:30 am and 2:45 pm, please park your car on a side parking lot.

To navigate the parking lot when bringing your children, picking them up or parking, please use the following [parking lot map](#).

Policy on Illegal Drugs, Marijuana, Alcohol and Tobacco

SCA has a zero tolerance policy in relation to the student's use or possession of illegal drugs and marijuana, alcohol, or tobacco products. Our school reserves the right to search students if they are suspected of possessing illegal drugs, marijuana, alcohol, or tobacco products. The school office may give a drug test for a suspected student, and parents will be notified. In some circumstances, a student can be asked to take a drug test at the Drug Test Office. If a Drug/Marijuana/Alcohol/Tobacco policy violation is exposed, a student will be immediately expelled from school.

Dress Code

All Students

See the [French Toast uniform website](#).

- All colors are acceptable except neon and wild patterns. No wording on clothing
- No sweatshirt, t-shirt, fleece, see-through, spandex/stretch fabrics or athletic shirts (denim is okay for girls' skirts/dresses)
- Tops must be loose-fitting, have modest necklines, and have covered shoulders (sleeveless is okay if the upper shoulder is covered)
- Clothing must not depict/advertise alcohol, tobacco, drugs, gangs, crimes, or other objectionable material
- Hair should be kept neat, clean, and out of the eyes (no hair flipping). No bizarre or trendy haircuts allowed; natural hair color only
- Facial hair, earrings/jewelry, body piercings, and/or tattoos are not allowed
- Students are not allowed to wear outside clothing (such as jackets, coats, hats, caps or other head covers) inside the building. Only sweaters,

cardigans, vests and SCA sweatshirts/hoodies may be worn inside the classroom

Boys

- Hair should be clearly off the collar and ears. No man-buns/ponytails
- All shirts must have a collar and need to be buttoned/tucked in (sweaters/vests are ok with a collared top underneath)
- Pants and Slacks: Loose fitting pants, but no more than one size larger at the waist. Jeans are not allowed.
- Socks and Shoes: Socks must be worn with all shoes. Shoes must be closed-back and closed-toe
- Tuesdays (Chapel day): boys should wear a dress shirt with a tie/bow

Girls

- No pants allowed except during PE
- Skirts and Dresses: Loose-fitting skirts/dresses. The hem has to cover the knee when standing and touching the floor when kneeling
- Socks and Shoes: Heels should be no taller than 2 inches. No flip-flops

PE Uniform (Boys and Girls):

- SCA green T-shirt and/or hoodies need to be worn
- Athletic, loose-fitting pants, and in dark colors only. No leggings or tight pants allowed
- Athletic shoes must be worn during PE class
- Shorts are acceptable for boys only, and the length should touch the top of the knee

Dress Code Violations

Administration may ask the student to change if it feels that the clothing is inappropriate in any part, even if it does not directly violate these standards. In the event that the student does not have appropriate clothing with them, the student will remain in the office until such a time that appropriate clothing is acquired, and a dress code violation will be assessed. Repeated dress code violations will result in regular disciplinary consequences.

Health and Medicine

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 could be given. Any incident will be recorded and communicated to the school secretary. 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, 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 indicated if they have:

- 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.

Medication

If a student is taking medication under a doctor's orders, the school secretary 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 nonprescription drugs. All medication must be brought to the school office by the parent and will be kept in the school office.

Medical Insurance

SCA 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 and school facility or sponsored school activities.

Emergency Policies

Fire Emergencies

Expect drills at least four times per year.

- The fire alarm will sound.
- 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:

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

Teachers do the following:

1. Check restrooms and privilege areas for stragglers.
2. Take the daily attendance sheet.
3. Follow the students outdoors.
4. Call roll to verify everyone is out.
5. 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 Emergencies

- 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 sides of head with one hand behind the neck, 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 the ground, cover neck and sides of head with one hand behind the neck.)
- Remain calm and reassuring.

School Lockdown Procedure

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 window in door.
- Keep students away from the windows and doors. Turn off lights.
- 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. Examples of reasons for campus evacuation are environmental pollution, 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.

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.

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.

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

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

“**Threat**” includes, but is not limited to:

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

“**Weapon**” includes, but is not limited to:

- a. 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 projectiles.
- b. Projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or airguns.

- c. A slingshot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon.
- d. 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, pebbles, or other projectiles.
- e. A sand club, chains or metal knuckles.
- f. A device commonly known as “throwing stars,” multi-pointed objects designed to embed upon impact.
- g. Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle.
- h. A dirk, which is a type of dagger.
- i. Any device 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.
- j. A stun-gun.
- k. Any explosive device, including fireworks.

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/designee, who shall:

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

SCA does not allow pocket knives, squirt guns, paintball guns, and look-alike weapons.

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.