SALVATION CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK

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General Policies

Governing of the School

Salvation Christian Academy (SCA) is a private K4 through 10th grade Christian School whose mission is to provide Christian parents and their students with a quality, Christ-centered education that is biblically, spiritually, physically, socially, and academically sound. We seek to teach God's truth through a biblical worldview and to demonstrate fulfillment 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 Baptist Church in Edgewood, Washington. 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.

Doctrinal Statement

SCA adheres to the Statement of Faith adopted by the Northwest Association of Slavic Baptist Churches.

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 occur only 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, any attempt to change one's gender, or rejection of 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)

Non-Discrimination Policy

Salvation Christian Academy admits students of any race, color, sex, national or 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 or ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletic, and other school-administered programs.

Admission

Salvation Christian Academy admits students if at least one parent:

- is an active member of Salvation Baptist Church or another evangelical congregation;
- believes in the biblical mandate given to parents to raise up their children in the knowledge and admonition of the Lord;
- shares the vision, mission and values of SCA;
- agrees to abide by the Parent Commitment as outlined in the Enrollment Packet;
- 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 affirm 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 step-by-step enrollment process is outlined in the Admissions section of the SCA website.

Entrance Testing

SCA administers academic entrance testing for all new students. Admission is contingent on passing an entrance test.

Minimum Age

K4 children must be four years of age by midnight on August 31 to be admitted. K5 children must be five years of age by midnight on August 31, as stated in WAC 392-335-010. A child entering first grade must be six years of age by midnight on August 31 of that year, as stated in WAC 392-335-015.

Transfer Students

All students entering SCA who are transferring from another school or from a homeschool environment will be placed on probation for one semester. During this time, the school will monitor academic performance and behavior. If satisfactory progress is demonstrated, the student will be removed from probation (see Discipline and Academic Probation sections).

Special Needs Students

At SCA, we believe every student is created in God's image, including those with special needs. While we are committed to caring for and assisting all students, resources and facilities are designed to support a traditional classroom setting, which may limit our ability to accommodate every special-needs requirement. We may recommend learning disability testing to parents of students when we deem it necessary. We strive to create a supportive environment, but if a student's behavior consistently interferes with the learning of others or the overall classroom atmosphere, SCA reserves the right to require the student to seek an alternative educational setting.

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 of the shared custody ruling provided to the school), 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 SCA 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 packet.
- 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.

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 school year and do not plan to return the next academic year to SCA.)
- All financial obligations, including the withdrawal fee, must be paid before school records can be released to another school.
- The withdrawal policy applies to students who have attended at least one school day.

Withdrawal Fee

A **withdrawal fee of 20%** from the full tuition will apply for all withdrawals, and school records will be on hold until all accounts are settled and materials returned. 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 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 the financial policy of the school, tuition payment plans, discounts, etc., see the Financial Information section on SCA website.

Attendance and School Calendar

Students are expected to be present and ready when classes begin each morning. Consistent attendance is essential for academic success, as missing class time—whether due to full-day absences or tardiness—can result in gaps in learning and negatively affect a student's performance.

SCA provides four major breaks, one in each academic quarter, in addition to all observed holidays (see the Holidays section for details). These breaks are clearly marked on the school calendar, which includes important dates such as:

- the first and last day of school
- quarter start and end dates
- major school events
- scheduled breaks and holidays

The calendar is available on the school website and is distributed to parents before the end of the previous school year. We strongly encourage families to familiarize themselves with the calendar and to plan vacations, trips, and family outings during the scheduled school breaks to support consistent attendance.

All other days are considered regular school days, with a minimum of 170 instructional days required annually, in accordance with state regulations.

Absences

If a student misses more than three hours in a school day, they will be marked absent for that day. If a student is absent, the school office must receive 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. If a student has an unexcused absence, the parent has two weeks to call the office to verify that it is excused. (Changes to the attendance record can't be made at the end of the year). 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 due to inclement weather
- approved school activities

All other absences, including family vacations, are unexcused. Students are allowed a maximum of 10 unexcused absences per school year. If a student exceeds these 10 unexcused absences, a fee will be assessed at the end of the school year for each day that exceeds this limit. The exact fee will be determined by the administration. Please note that students may not be promoted to the next grade level until this fee is paid.

Pre-Arranged Absences

If you know your student will be absent for several days, please email the school secretary **and** your student's homeroom teacher at least 3 days before the planned absence. This email should clearly state the reason and the dates for the upcoming absence.

It is important to understand that a pre-arranged absence does not automatically qualify as an excused absence. All pre-arranged absences are considered unexcused unless they meet our established criteria for excused absences (e.g., illness, medical appointments, family emergencies).

Students with pre-arranged absences remain responsible for all academic work. This means students are responsible for personally reaching out to each of their teachers to get missed assignments and discuss completion and submission.

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 the reason for tardiness falls under any of the categories listed in the Excused Absences section above, or if a written note is presented from a faculty member to excuse a student for a school-related activity. At the end of the school year, all unexcused tardies will be counted. Three unexcused tardies will equal one unexcused absence.

Excuses from Physical Education

Students who need to be excused from PE classes due to illness or injury must first be sent to the office. The office will assess the student's condition and determine whether they should be excused from PE for that day. If a student is excused from PE more than three consecutive times due to an ongoing illness or injury, a note from a parent or a doctor must be submitted to the office for continued exemption.

Early Pickup

If an early pickup of the student is necessary, the individual picking up the student must come to the school office to sign them out. If a relative is picking up the student during the school day, or if the student has driving privileges, the school must receive a phone call from the parent before the student can be released early. Upon returning to school the same day after an early pickup, a parent must accompany the student to the main office for re-entry. In cases of divorce or separation, a student will only be released to a non-custodial parent with written permission from the legal guardian. Signed permission must be provided for each occurrence.

School Closure

During severe 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 the 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 from 1:05-1:25 pm. (To avoid parking lot congestion, pick-up time for K4 and K5 is at 2:30 pm Mondays through Thursdays and 12:50 pm on Fridays.)

The Elementary (K4-5 grades) pick-up procedures are as follows:

- Parent or emergency contact drives up to school and takes their place in the line of vehicles waiting for dismissal.
- A plaque with the student's name and grade level is clearly displayed on the windshield.
- A designated staff member will call out the student names using the walkie-talkie.
- 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!
- Vehicle doors must be closed while moving forward to the next waiting spot.

The Secondary (6-10 grades) pick-up procedures are as follows:

- Parents or emergency contacts drive up to the secondary pickup area 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, the school bears no responsibility for their supervision. The school does not recommend that secondary students walk on the streets from the school, as there are no sidewalks and this poses a safety concern.

Elementary 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 $20.00 is placed on the family account for extra supervision of students picked up after 3:10 pm Mondays-Thursdays or 1:30 pm on Fridays (or early dismissal days). This fee applies even in cases of emergency.

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

Holidays

We observe the following federal holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' 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 non-school dates.

School Life

Chapel

Learning to worship God is an important part of a Christian school education. Chapel is held once a week and attendance is required for all students. It is intended to build Christian character in each student. Parents are encouraged to attend chapel whenever possible.

Choir Participation and Events

Throughout the school year, students involved in choir will participate in several performances. These may take place during regular worship services at the local church or during school hours and are designed to glorify God while showcasing the musical development of students across various grade levels.

Attendance at these events is mandatory for participating students and their parents. Absences may impact the student's grade. Families will be notified of all scheduled performances and events in advance to ensure proper planning and participation.

Lunch

Students are expected to bring their own lunch and snacks each school day. The school office is not responsible for providing lunch or snacks for students. Parents are responsible for packing a healthy lunch and snack(s) for their child(ren).

While a limited number of microwaves are available on campus, we kindly ask families to consider sending cold lunches or meals packed in a thermos whenever possible. Heating up lunches for multiple classes can be quite time-consuming, and thermos-packed meals tend to be more efficient during the lunch period. That said, parents are still welcome to pack a microwavable lunch if needed.

Students are only allowed to eat in designated lunch areas and are expected to clean up after themselves.

Parents and students are not allowed to use delivery services to order lunch, snacks, drinks or any other food to be brought to the school premises.

Food at School

Students are allowed to bring snacks to school and eat them during breaks or designated snack times. Students are responsible to clean up after themselves after eating.

Lunch is to be eaten only in the cafeteria.

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

Birthdays

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 phone. If you, as a parent, plan to come and serve food for the entire class, you must communicate with the teacher beforehand. In such cases, students may be informed not to bring their lunch if the birthday parent is providing lunch for the whole class (e.g., pizza). If you have leftovers or wish to share treats with other teachers or students, please do not distribute them during class time—bring them to the school office instead.

Library

SCA operates a library that is available in Room 11 during school hours. 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.

Textbooks and Additional Materials

A significant portion of the annual fee is used to buy textbooks for each student. Once purchased, these textbooks belong to the parents and must be brought to school daily. However, this does not apply to literature books. Due to their high cost, literature books will be reused by the school for future grades. Lost textbooks will be replaced at the parents' expense.

In certain grade levels, additional items—such as recorders for music classes—may be required. These items are not covered by the annual fee and must be

purchased separately by parents. Teachers will provide detailed information about these materials during the school's Open House and as needed throughout the year.

Field Trips

Each year, at least two field trips will be offered as part of the educational experience at SCA. Before a field trip, a notice will be sent home from the school 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 submitted to the office.

The annual parental field trip agreement is completed during the enrollment process. Additional permission and waiver forms might be required depending on the type of field trip or outing. The privilege to participate in a field trip may be revoked due to incomplete schoolwork or disciplinary problems. Field trips involve an additional fee per trip.

School administration has the right to decline participation of any parents wanting to chaperone on the field trip for any reason.

The school may offer a field day at the end of the year. The purpose of the field day is to bring the school body together and celebrate the accomplishment of the year.

Extracurricular Activities

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

- Student Council
- 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.

Sports and Athletic Events

SCA is committed to encouraging student participation in athletic activities and strives to engage in inter-school competitions with other Christian schools. Sports such as soccer, volleyball, basketball, and others may be offered, depending on student interest and seasonal availability.

Practices will be scheduled after school hours, and parents will be notified in advance regarding the time and location of practices and games. Students who choose to participate may be required to pay an additional fee to help cover the cost of equipment, uniforms, transportation, and other related expenses.

Scheduled games and tournaments will be announced ahead of time, and information regarding attendance will be communicated to parents.

To participate in school sports, students must be in good academic and behavioral standing. Each team will have specific eligibility requirements, which will be outlined by the coaching staff and communicated to families prior to the start of the season.

Lost and Found

All articles of clothing, lunch boxes and other personal property should be clearly marked with the student's name for identification. Lost and Found items 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.

Bringing Items Not Related to School

Students may not bring to school any items not directly related to the learning process unless approved by the teacher. This includes, but is not limited to, books, magazines, toys, hair products, various substances, dangerous items (such as weapons), sprays, etc. The school office may search the students' backpacks and lockers in case there are any suspicions.

Cell Phones and Other Electronic Devices

Students may not use their cell phones, iPods, iPads, smart watches, Bluetooth headphones, tablets, games, or other electronic equipment during school hours.

Students may only use these devices when authorized by the teacher. All electronic devices must be powered off and stored in backpacks/lockers/ school office during school hours. Students are not permitted to take or post pictures/video clips of any school-related events or individuals on social media at any time. This includes during school hours, field trips, or school-sponsored activities. Use of any devices during class time, field trips, or school events requires prior permission from a teacher. If any pictures/videos are taken, they may not be posted on social media and are for school purposes only.

If a student uses or allows a cell phone to ring during class or is found using an electronic device without permission during school hours, the device will be confiscated and turned in to the school office. A strike will be recorded into the behavior system, and a fine of $20 will be charged for each occurrence. The student may not collect their phone until the end of the school day.

The school is not responsible for lost or stolen personal electronic devices.

Telephone Use

Students may make phone calls from the office with the permission of the office staff. If a parent needs to reach a student at school, please call the school office. Students are not allowed to make phone calls during class time.

Care of School Property

Students are expected to value and appreciate the appearance of the school/church property as good stewards. Defacing furniture, walls, etc., is strictly prohibited. Chewing gum is not 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

School grounds—including classrooms, hallways, and outside areas—are under video surveillance. Surveillance footage may be reviewed only by school administration and only when deemed necessary. The administration reserves the right to initiate a review of camera footage in response to reports of suspicious behavior or other disciplinary concerns.

School Visits

SCA is a closed campus, for security reasons. Anyone wishing to visit the school needs to contact the school office and receive approval to obtain a visitor's pass. Homeschoolers or public-school students are not allowed to visit their friends during school hours. Exceptions can be made at the discretion of the administration.

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 follow Drop Off/Pick Up Procedures below. If you are picking up your child during school hours, please park at the lower gravel area or by the main church entrance. There is no thru traffic during school hours; if you come between 8:45 am and 2:20 pm, please park your car in the gravel area.

Please follow these guidelines when bringing your children, picking them up or parking:

- Parking Lot Map
- Drop Off/Pick Up Procedures

Parent Involvement

SCA utilizes the following means to communicate with parents:

- Parent-Teacher Conferences (two times per year, plus by appointment)
- Regular messages via email and ParentAlert (text messaging)

The school appreciates the "Moms in Prayer" group that meets weekly to pray for the SCA staff, students and other needs, as well as parent volunteers who donate their time and resources to help the school. Parent volunteers working directly with children are subject to a background check, as required by law.

Parent Service Hours

The ministry of Salvation Christian Academy is deeply supported by the active involvement of our families. Each family is expected to contribute a minimum of 20 service hours per family during the school year by assisting with school projects, events, and daily operations.

Each hour is valued at $20, which means that if the 20 service hours are not completed by the end of the school year, the family will be charged $20 per uncompleted hour, up to a total of $400.

To fulfill your service hours:

- Please contact the school office to inform the office of your availability and to be assigned appropriate tasks or projects.
- Please pay close attention to communication from the school—including newsletters, emails, and classroom announcements—that will list specific volunteer opportunities, upcoming events, and areas where help is needed.
- You may also fulfill service hours by purchasing approved items for the classroom or school (e.g., classroom supplies, cups, or other needed supplies). These purchases must be pre-approved by the school office, and a receipt must be submitted for the purchase to count toward your service hour total. The value of the purchase will be converted into service hours at the rate of $20 per hour.
- Parents are responsible for logging their service hours at the office. A logbook is available at the school office, and parents must come in and record their hours in person. All hours will be verified by the administration for approval.

Dispute Resolution Process for Parents

By enrolling their child at SCA, parents or guardians agree to abide by the school's policies and procedures as outlined in the Parent-Student Handbook. Signing the Parent Commitment section in the Enrollment packet indicates full agreement with the expectations, values, and systems established by the school.

Enrollment also implies a foundational trust in the school's leadership, faculty, and staff to care for, guide, and discipline students in a manner consistent with the school's mission and Christian values. Parents are expected to support the school's decisions and work in partnership with staff in the spiritual, academic, and personal development of their children.

However, if a parent disagrees with a decision or action taken by the school, the following steps must be followed to seek resolution:

1. **Step 1: Speak with the Involved Teacher or Staff Member**
   The first step is to address the concern directly with the teacher or staff member involved. Many misunderstandings can be resolved through respectful, open dialogue at this level.
2. **Step 2: Contact the Administration**
   If the matter is not resolved after discussion with the teacher, parents may contact the Administration. The Administration will review the situation and provide a response or decision.
3. **Step 3: Appeal to the School Board**
   If the parent remains dissatisfied after administrative review, they may submit a formal, written appeal to the School Board. The Board will consider the matter at its discretion, usually during a scheduled board meeting. Please note that the Board will only hear concerns that have already been addressed through the proper sequence of communication.

All concerns should be raised in a spirit of cooperation, respect, and in accordance with biblical principles of reconciliation. Skipping steps in the process may hinder effective resolution.

It is essential that parents demonstrate ongoing support for the school's mission, values, and leadership. If a parent consistently undermines school policies, decisions, or authority—whether through speech, behavior, or social conduct—it may result in the loss of the privilege to enroll or re-enroll their child at SCA. Enrollment at SCA is a partnership, and like all partnerships, it requires mutual trust, shared values, and respectful collaboration.

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+ Passing
65 – 68	D
62 – 64	D-
Below 62	F
P	Passing
I	Incomplete

A grade of D+ (69%) or higher is required to pass a course and receive credit. Any grade of D (68%) or below is considered failing and will not receive credit.

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 zero.
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
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 K4-10 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 should be reasonable.

The following chart outlines the total recommended amount of homework time per day across all subjects:

Homework 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.

Cheating Policy

Cheating is defined as copying homework, submitting another student's work as your own, committing plagiarism in research papers or compositions, or receiving unauthorized assistance on tests or quizzes. Cheating involves taking information from another source and presenting it as your own and therefore includes the components of both stealing and lying. If it is determined that a student has cheated, disciplinary actions will be taken in accordance with the current discipline policy. The teacher will also assign appropriate academic consequences in line with their class policy and will determine whether the assignment or assessment may be made up.

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, and 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 semester grade lower than 68% or D+ in two of the core subjects (Math, ELA, Science, Social Studies and Bible) at the conclusion of a semester may be placed on academic probation for the next semester.
2. A conference will be held with the parents, homeroom teacher, student, and administration, to explain the student's academic standing, and to:
    - place the student on academic probation and recommend remedial steps
    - establish an academic plan
    - subject the student to restrictions of extracurricular activities
    - establish a follow-up meeting between student, homeroom teacher and administration (parents may be requested to come)

3. The academic status of the student will be reviewed by the homeroom teacher and administration at the end of the semester. If the results are improved, the student will be taken off probation and allowed to continue enrollment at SCA. If results are not improved, the administration will make a decision regarding the student's enrollment at SCA.

Retention

Retaining students at a given grade level is a procedure practiced when students are functioning at a level significantly below grade level expectation. Retention cases are decided on a case-by-case basis by the school administration.

Summer School

A student will be assigned to summer school if the student receives at least two failing grades in core subjects (ELA, Math, Social Studies, Science, and Bible) for two quarters in a given school year.

Summer school is remedial in nature. Students who successfully attend and complete summer school will be permitted to enroll at SCA for the following school year. Students who do not attend or complete summer school are not guaranteed re-enrollment at SCA.

A summer school fee will be charged, calculated as half of the monthly tuition for the student's grade level. The exact fee amount and the conditions of summer school enrollment will be provided in an official letter sent to the family by the administration.

Credit for Courses

To receive high school credit for a course, a student must earn a passing grade for the semester. If a passing grade is not achieved, the student will need to repeat the entire course or attend summer school (if the course is available) in order to earn credit.

Guidance and Counseling

Services are available for students who request assistance or are referred for school counseling and guidance. Assistance is available to students in the

areas of academic planning, vocational and career interest, and spiritual matters.

Graduation Requirements

The course offerings in grades 9 and 10 are tailored in accordance with current Washington State Graduation Requirements. Academic guidance is offered to families of high school students regarding their options after completing their studies at SCA.

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.

Academic Awards

Students who earn a 3.33 to 3.69 grade point average each quarter in grades 4-10 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.

Student Privacy and Records Policy

Student academic and disciplinary records are:

- stored securely in locked or password-protected systems
- accessible only to authorized school administrators and staff with a legitimate educational interest
- not shared with third parties without written consent from a parent or legal guardian, except in cases where disclosure is required by law

Records are maintained for the duration required by applicable state guidelines. Typically:

- temporary records (e.g., attendance, behavioral notes) are retained for at least 5 years after a student leaves the school.
- permanent records (e.g., report cards, transcripts) may be retained for up to 60 years, depending on state requirements.

Parents or legal guardians may request to review their child's records by submitting a written request to the school office. Requests will be addressed in a timely and respectful manner.

Discipline

SCA uses the following three basic behavior principles:

- Honor God
- Respect people and property
- Be prepared

General classroom rules

- Listen when your teacher is talking.
- Follow directions quickly.
- Raise your hand to speak or stand.
- Keep your hands and feet to yourself.
- Be safe, be kind, be honest.

Behavior Management in Grades K4–5

In these grades, students' behavior will be monitored by their homeroom teacher. If the behavior incident is too serious to be handled in class, or there have been repeated behavior violations during the day, the 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 in FACTS and inform the parents. The parents are expected to follow up with their discipline policy at home. If a student accumulates too many behavior incidents, the administration may consider escalating the matter, which could ultimately lead to the student not being allowed to remain at the school.

Behavior Management in Grades 6–10

Strikes are used in grades 6 – 10 to record behavior infractions incurred by students. The number of strikes is assigned corresponding with the seriousness of an infraction. Each staff member will record behavior violations in FACTS, sending a notification to the students' parents. Strikes are assigned in accordance with the level of violation described in the "Behavior Management System" document.

To correct a student's behavior, the following levels of intervention have been established (consequences per quarter):

- 3 strikes (detention), 6 (detention), 9 (in-school suspension)

- 12 strikes (detention), 15 (detention), 18 (conference with parents)
- 21 strikes (detention), 24 (detention), 27 (expulsion)
- Cap the amount at 39 strikes per semester (expulsion if exceeded)

Lunch detention is assigned by a designated staff member and is served during the student's lunch time. A no-show for detention will incur an additional strike.

Parent conferences are scheduled 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," and "thank you" are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Johnson, Mrs. Turner, Miss Smith). Students are also expected to maintain appropriate professional distance with teachers. Overly casual interactions are not permitted. Students should always remember that they are students and should treat teachers with respect and deference due to their role.

Students are to enter offices and classrooms properly—knocking first, waiting for permission to enter, and addressing the teacher or staff member respectfully with phrases such as "Excuse me," "Please," and "Thank you."

Secondary students are expected to demonstrate courtesy in the hallways by allowing elementary students to pass first, giving them space, and avoiding any behavior that could intimidate or disrupt them.

Inappropriate Behavior

SCA does not permit any public display of affection between students. This includes hand-holding or any other inappropriate touching, whether on campus or at school-sponsored events. Students are also expected to demonstrate respect and discretion when using restrooms, ensuring that they do not violate the personal space or privacy of others. Any behavior that compromises another individual's dignity or safety will be considered inappropriate. Such behavior will be assessed by the administration and may result in serious consequences.

SCA holds a zero-tolerance position concerning 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.

Policy on Illegal Drugs, Marijuana, Alcohol, Tobacco, and Vaping

SCA has a zero-tolerance policy concerning the student's use or possession of illegal drugs and marijuana, alcohol, tobacco, or vaping products. Our school reserves the right to search students if they are suspected of possessing illegal drugs, marijuana, alcohol, tobacco, or vaping products. The school office may request a drug test for a suspected student, and parents will be notified. If a Drug/Marijuana/Alcohol/Tobacco policy violation is exposed, a student will be immediately expelled from school.

Dress Code Policy

SCA is committed to cultivating an environment that reflects biblical principles of modesty, encourages academic focus, and upholds standards of respect and disciplinary values. In support of this, all students are expected to adhere to the school's established dress code.

Salvation Christian Academy partners with **Shaheen's Outfitters** for all uniform items. Parents may purchase items from other vendors only if the color, style, and overall appearance are identical to the items listed on the Shaheen's Outfitters pages for SCA.

Uniform Requirements

Tops (Boys & Girls)

- Polo Shirts (Short or Long Sleeve): White, Navy Blue, Black, Evergreen
- Cardigan Sweaters: Navy Blue, Black, Evergreen
- Crewneck Sweatshirts: Navy Blue, Black, Evergreen
- Quarter-Zip Pullovers: Navy Blue, Black, Evergreen
- Previously Purchased SCA Logo Items: Students may continue to wear any official SCA-logo sweatshirts, hoodies, or full-zip jackets purchased in prior years.

Bottoms (Girls)

- At-the-Knee Pleated Skirt: Black, Green Plaid, Khaki, Navy Blue
- Pleated Jumper: Black, Green Plaid, Khaki, Navy Blue

Bottoms (Boys)

- Dress Pants (Straight and Twill): Black, Khaki, Navy Blue

PE Uniform Requirements

- PE T-Shirt (SCA Logo Required): Evergreen
- Joggers/Fleece Sweatpants: Black
- Mesh Shorts (Length within 3" of the knee): Black
- PE Hoodie: Black, Navy Blue, or Evergreen
- PE Shoes: athletic shoes only

General Dress Code Standards
(All Students)

- Clothing must be clean, modest, and in good repair.
- Jeans are not permitted at any time.
- Clothing may not display logos, graphics, or branding other than official SCA logos.
- Collared shirts are required; sweaters and crewnecks must be worn over a collared shirt.
- Facial hair, earrings/jewelry, body piercings, and/or tattoos are not allowed.
- Hair must be natural in color, neat, no extreme style, and kept out of the eyes.
- Jackets, coats, and hats may not be worn inside classrooms.
- Only SCA-approved sweaters, sweatshirts, or spirit wear may be worn indoors.
- The hood of a hoodie must remain down at all times while inside the building.

Dress Code Violations

The administration reserves the right to address any clothing it deems inappropriate, even if it does not explicitly violate the written dress code. Each situation will be handled at the administration's discretion, depending on the nature and severity of the issue.

At times, the school may designate Dress-Down Fridays or other special event days as a reward. On these occasions, students will be allowed to wear clothing outside the standard dress code; however, the administration will clearly communicate what types of clothing are permitted. Students and families must follow these specific guidelines closely. Failure to comply, even on dress-down days, may result in a dress code violation.

Visitor Dress Guidelines

Parents, siblings, and other family members are asked to wear modest clothing that aligns with the school dress code when on church and school grounds, including during drop-off, pick-up, chapel, and other school events inside the building.

Health

Injury and Illness at School

In the event a student becomes ill or injured, parents will be notified. If the student is determined to be too sick or injured to remain at school, parents will be advised to pick up their child. Students should immediately inform their teacher of any injury so appropriate care can be provided. All incidents will be documented and reported to the school office. While the school does not routinely supply medication or treatment, the office maintains a limited supply of over-the-counter medications and pain relievers, which may be administered only with parental permission provided during the enrollment process. For information regarding the administration of other medications, please refer to 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; significant throat inflammation or difficulty in swallowing and/or 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 indicated if they have:

- Measles—4 days from onset of rash,
- Chicken Pox—6 days after 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 7 days from onset if no physician in attendance or 24 hours from start of medication,
- COVID—students may return to school after symptoms improve and they are fever-free for 24 hours without medication.

Medication

If a student requires medication during school hours, the school office may administer it as a courtesy, provided the following conditions are met:

- Non-prescription medications (such as over-the-counter pain relievers or allergy medications) require a signed note from a parent or guardian.
- Prescription medications require a signed authorization form from both the parent/guardian and the prescribing physician.
- All medications must be clearly labeled, brought to the office by a parent, and will be securely stored in the school office.
- A designated staff member, with limited training in medication administration, will oversee this process. The school assumes no liability for the administration of medication.

Medical Insurance

SCA families are responsible 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

Fire drills are conducted monthly to ensure student safety and preparedness. In the event of a fire, students will be evacuated from the building following established procedures. Parents will be notified if an actual emergency occurs. The school follows all local fire safety regulations and maintains clear evacuation routes.

Earthquake Emergencies

In the event of an earthquake, students will follow safety protocols designed to minimize injury. Staff are trained to guide students to safe positions and ensure their protection. Parents will be notified if an earthquake affects the school day or building safety.

School Lockdown Procedure

Lockdowns are used to protect students and staff from potential threats inside or outside the building. During a lockdown:

- No one will be allowed to enter or exit the building.
- Students will remain in their current location under staff supervision.
- If an actual lockdown occurs, parents will be notified via phone, email, or school communication platforms with instructions for student pickup.

Evacuation Plan

In certain emergencies, students may need to be evacuated from the building or campus. Evacuation may be to an on-campus or off-campus location depending on the situation (e.g., fire, earthquake, environmental hazard). The administration will determine the evacuation site, and parents will be informed promptly through phone, email, or text message.

More details regarding the emergency preparedness are outlined in SCA's Crisis Management Plan.

Mandatory Reporting & Child Abuse Policy

School administration will report suspected child abuse, following Washington State law, to the proper local law enforcement authorities. This includes physical, emotional, and sexual abuse, as well as neglect or exploitation. This law reflects the state's commitment to protecting children and ensuring that all trusted adults act when harm is suspected.

Our school is committed to providing a safe, nurturing environment where students are protected and valued. We encourage students to speak with trusted adults if they feel unsafe or are experiencing harm.

Violence Prevention Policy

Our school is committed to maintaining a safe and respectful environment. The following behaviors are strictly prohibited and may result in suspension or expulsion:

- physical aggression or threats toward staff or students
- possession or display of weapons or items resembling weapons
- written/verbal threats involving weapons or harm directed towards any person or school property

Weapons include, but are not limited to:

- firearms, air guns, realistic replicas
- slingshots or any projectile devices
- sharp items such as knives

Possession is defined as having such items on school property, in personal belongings, or under the student's control.

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

Any student at SCA violating this policy may be turned over to the appropriate law enforcement agency.