



Parent-Student Day School Handbook

www.SlavicChristianAcademy.com

Dear Parents and Students,

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

We strongly encourage the whole family to read through this handbook together which is designed to assist you as you begin to experience SCA. Please keep this handbook in an easily accessible place in your home for your reference.

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

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

Slavic Christian Academy

SCA/NWASBC School District Directory

NWASBC School District Office

8913 N. Nettleton Lane
Spokane, WA 99208
Work: 888-924-4618
Cell: 509-868-2335
Fax: 509-467-4942
Superintendent: Elena V. Solodyankin

SCA, Edgewood Campus

10622 8th Street E.
Edgewood, WA 98372
Work: 253-952-7163
Cell: 425-268-9969
Fax: 253-952-7164
Administrator: Vadim Hetman

SCA, Portland Campus

12152 SE Mather Rd
Clackamas, OR 97015
Work: 503-454-0319
Cell: 503-753-0903
Fax: 866-286-0473
Administrator: Hanna Grishkevich

SCA, Spokane Campus

8913 N. Nettleton Ln.
Spokane, WA 99208
Ph: 509-924-4618
Fax: 509-467-4942
Principal: Wes Evans

SCA, Tacoma Campus

2014 S. 15th Street
Tacoma, WA 98405
Work: 253-272-0173
Cell: 253-359-0608
Fax: 253-572-1742
Administrator: Alex Slobodyanik

TABLE OF CONTENTS

<ul style="list-style-type: none"> i. Letter to parents ii. NWASBC School District Directory 	<ul style="list-style-type: none"> o Five School Rules o Classroom Conduct o Reward for Consistent Behavior o Dress Code/Uniform o Chapel Dress o Dress Standard Violations o Discipline General Procedures o Conduct probation o Suspension o Cheating Policy o Inappropriate Affection o Search Policy o Transportation o Guidelines for Parking Lot o Driving to School for HS students o Violence Prevention Policy o Illegal Drugs/Alcohol/Tobacco Policy o Sexual Conduct Policy
<p>I. GOVERNING GUIDELINES AND POLICIES.....p.1</p> <ul style="list-style-type: none"> o NWASBC Education School Board o Structure of NWASBC School Leadership o Mission Statement o Purpose o Reason for Existence o Responsibilities o Educational Process o Goals o Academic Endeavors 	
<p>II. NWASBC DOCTRINE SUMMARY.....p.3</p>	
<p>III. ADMISSION AND WITHDRAWAL PROCEDURES...p.4</p> <ul style="list-style-type: none"> o General Admission o Admission Requirements for Parents o Admission Requirements for Students o Enrollment o Tuition and Fees o Scholarships and Financial Aids o Withdrawal o Reasons for Withdrawal o Procedures for Withdrawal o Withdrawal Penalty 	
<p>IV. CAMPUS POLICIES.....p.7</p> <ul style="list-style-type: none"> o Attendance o Absence o Tardiness o Unapproved Absence o Excuses for Physical Education o Early Dismissal o School Closure o Chapel o Lunch o Library o Tutorial Support o Textbooks and Curriculum o Personal Property (Lost and Found) o Field Trips o Birthday invitations o Visiting o Injury and Illness at School o Contagious Illnesses o Medication o Chewing Gum and Candy o Books and magazines o Electronic Devices o Technology use o Care of Property o Use of the Facilities o Insurance o Late Pickup Policy/Fee 	<p>VI. GRADING AND EVALUATION STANDARDS.....p.19</p> <ul style="list-style-type: none"> o Classification of Students o Carnegie Unit of Credit o Counseling o SAT Testing o Graduation Requirements o Advanced Placement Classes o Diploma of Graduation and credits o Grading and Report Cards o Progress Reports o Grades: o Honor Roll and Scholar's List o Grading Scale o Academic Evaluation o Homework o Elementary Homework Policy o Middle School and High School Homework Policy o Retention o Classroom & Hallways o Playground Regulation o PE Policies and Procedures o Non-suit PE disciplines procedures
<p>V. DISCIPLINE GUIDELINES.....p.12</p>	<p>VII. EXTRA-CURRICULAR ACTIVITIES.....p.25</p> <ul style="list-style-type: none"> o Athletic Eligibility o Olympic Competitions
	<p>VIII. PARENT INVOLVEMENT.....p.26</p> <ul style="list-style-type: none"> o Parent Teacher Fellowship o Weekly/biweekly Newsletters o Service Block Program
	<p>IX. EMERGENCY POLICIES.....p.27</p> <ul style="list-style-type: none"> o General Emergencies o Snow Days o Fire Emergency & Fire Drill Procedure

I. GOVERNING GUIDELINES AND POLICIES

NWASBC Education School Board: Slavic Christian Academy is operated by Board of Directors of Northwest Association of Slavic Baptist Churches who, in cooperation with the leadership of churches, oversees all school operations, appoints the district superintendent and school administrators, provides guidance in hiring teachers and oversight of all school financial operations and management.

Board members are selected from interested NWASBC senior pastors, school pastors, businessmen, and other dedicated people. The Chairman is appointed by a council of pastors and serves for three years with renewable terms. Once selected, board members agree to give of their time and talents to ensure that the school prospers and is successful in assisting parents in the training of their children for the glory of God.

Structure of NWASBC School Leadership:

1. Board of Directors: NWASBC Chairman, Senior Pastors, School Pastors, Education Consultant, Businessperson, and other appointed members.
2. District Office: Superintendent who oversees all schools operations with support from Education Consultant, Financial Manager, and Secretary.
3. Schools: Administrators who oversee all school operations with support from school manager, secretary, advisors, teachers, and parents.

Note: The local school campus administration with the local church and school pastor has the right to make special case decisions concerning policy which would benefit the ministry of each local campus.

Mission Statement: We are partnering with families and NWASBC churches in educating students in biblical beliefs, evangelical Christian values and principles, training students in moral character, providing quality academic education in knowledge, in understanding, and service to God and others.

Purpose Statement: The NWASBC Education Department purpose is to provide Christian Education through its member churches and others who agree and support NWASBC doctrine and policy in educating children in moral and academic development in preparing followers of Jesus Christ.

Reason for Existence:

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

Therefore, the role of NWASBC Education Department is to assist the family and the church in their responsibilities of training up godly young people while satisfying government requirements for education as long as they don't conflict with God's commands.

Responsibilities:

1. Family:
 - Teach God's Word - Deuteronomy 6
 - Train up a child - Proverbs 22:6
2. Church (Body of Christ): Prepare God's people for works of service to build up the Body of Christ - Ephesians 4:12
3. School:
 - To assist parents in teaching God's Word to children and in training them in godly living;
 - To assist the church in the training and maturing of Christian young people for a fruitful life of service to God and man;
 - To fulfill state requirements for an organized educational program as long as this does not conflict with above.

Educational Process (Romans 12:1-2):

To instill the evangelical Christian mind based on the principles in these verses:

1. Dedication of themselves to God (Belief and Commitment).
2. Not conformed to the world (i.e. Humanism, the exaltation of man and gratification of self).
3. Transformed by the renewing of their minds (to be Christ-like in all that they think and do).
4. Result - So that they may fulfill God's will in their lives, that which is good and acceptable and perfect.

Goals:

1. To provide Biblical training that will tend to teach the statement of faith of Nwasbc and Evangelical Christian beliefs and principles.
2. To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on Evangelical biblical educational philosophy. Students will be given a strong background in the basics of reading, language, mathematics, science, and history.
3. To provide godly Christian teachers who will be role models for the students they teach. To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian mind set (consistent life view with Christ pre-eminent):
 - Spiritually - teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thessalonians. 3:3).
 - Mentally - develop a Christian way of thinking that places Christ pre-eminent in all of life, stressing that all of life is spiritual (Philippians 2:5).
 - Physically - our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Cor.6:16).
 - Socially - to learn to develop biblical human relationships in which we serve people, not use them (Matt. 20:25-28).
 - Emotionally - develop a stable personality which is based on one's self worth in "God's sight and that emphasizes self-control and the fruits of the Spirit" (Galatians 5:21,22).

Academic Endeavors:

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others; such as reading, writing, speaking, listening, and mathematics.
3. To teach and encourage the use of good study habits.
4. To teach the student how to do independent research and to reason logically.
5. To motivate the student to pursue independent study in areas of personal interest.
6. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world, and awareness of man's role in his environment and his God given responsibilities to use and preserve them properly.
10. To develop a practical reason for learning the content of Mathematics, English, History, Science, Physical education, etc., and to allow the student to see a purpose in his/her education and how it can be used.

Holidays:

As a private Christian school, we observe the following Federal Holidays: New Year, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. As a Christian Community, representing Slavic Baptist Churches, we do not observe or participate in the following holidays: Halloween and Valentine's Day.

II. NWASBC DOCTRINE SUMMARY

We believe that the Bible is the inspired, infallible, inerrant Word of God and is the only rule for faith and practice.

We believe in one God who exists in three persons: the Father, Son and the Holy Spirit and that these three are co-equal, co-eternal, and co-essential.

We believe that Jesus Christ is God incarnate, was born of a virgin, lived a sinless life, died on the cross for the sins of the world, was buried and rose again. We believe that he is ascended and is seated at the Father's right hand where he now intercedes for all true believers.

We believe the Holy Spirit is come to convict the world of sin; that he comes to teach and guide believers into all truth; that he permanently indwells every true believer in Christ; that he wants to fill, control and empower each believer for service; that all who believe in Christ are baptized by the Holy Spirit into the church, the body of Christ.

We believe that man was created in the image of God, but in Adam's fall, every person is a sinner

both by birth and by practice. We believe that every person must be born again in order to be forgiven of his sin and saved from eternal separation from God.

We believe that salvation is by grace through faith apart from works and that every true believer will be kept saved by the power of God, and that this faith is personally to be in Christ's substitutionary death on our behalf.

We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.

We believe in the pre-millennial, pre-tribulation rapture of the church. We believe that the earth will then go through seven years of tribulation and then Jesus Christ will return to earth with his saints to set up his millennial kingdom.

We believe that the true church is one body composed of all believers, with Jesus Christ as head. We believe that baptism and the Lord's Supper are scriptural ordinances to be observed by the church today.

Note. A complete doctrinal statement is available upon request at the school office.

III. ADMISSION AND WITHDRAWAL PROCEDURES

General Admission:

- An invitation to a New Family Orientation will be made by the school secretary. This is a meeting where the goals, program, and commitment of the school will be presented.
- NWASBC Educational Department mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children or to maintain enrollment to affirmatively support and cooperate with the school. SCA expects parents to be partners in nurturing their children, agreeing to the following statement:
 - As a parent: I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared ONLY with the teacher, administrator, or person involved and NOT with my child or other people, following the Matthew 18 principle.
- Within a month before the beginning of the school year, an appointment for a family interview and student entrance testing will be made through the school secretary.
- The parent will be notified within a week after the initial interview and testing by the school office concerning the decision regarding acceptance.
- If student is accepted, a fully completed and signed application packet must be returned to the school office with all registration fees paid in full (see below Tuition and Fees).

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

Admission Requirements for Parents:

- Be in attendance at scheduled Parent/Teacher Fellowship gatherings.
- Parents are required to cooperate with policies of Slavic Christian Academy or confront the issue of disagreement openly with the faculty or administration.
- Parents ought to stay current with financial obligations to NWSBC Education Department. If a family falls behind in tuition payments for **30 days**, they will be put on a probationary period for 30 days and be obliged to make the full payment, if the family fails to pay, they will be put on financial probation or asked to withdraw their child/ren.
- Parents must be supportive of building character qualities from Evangelical Christian perspective, and support the Christian educational process in their home. At least one parent must be a "born again Christian" and must attend church regularly and endeavoring to live a separated life from the world. The same rules apply to new believers, who wish to enroll their child/ren at Slavic Christian Academy.
- Parents must desire a Christian education for their children, not just a desire to get them out of a negative situation. The student shall be willing to attend Slavic Christian Academy and come in good standing academically and behaviorally.
- Parents must agree to support all Slavic Christian Academy policies, procedures, and actions without spreading dissension or strife.

Admission Requirements for Students:

Enrollment is open to families from member churches of NWSBC on a first come first serve basis. Non-member families may enroll as space is available, yet all school policies are applied to all Slavic Christian Academy families.

- Minimum Age: Preschool children must be four years of age by midnight, August 31st. Kindergarten children must be five years of age by midnight, August 31st, as stated in
- WAC 180-39-010. A child entering first grade must be six years of age as of midnight, August 31st, of that year, as stated in WAC 180-39-015.
- Kindergarten Readiness Screening: Each student who applies for enrollment will be administered the Readiness Screening evaluation, which helps determine school readiness. Recommendations for acceptance will be made from the results of the screening.
- Each student must be in good standing from the previous school attended, i.e., passing marks academically and a good behavior record. A student with poor academic performance or behavior problems will be placed on probation for one quarter, if results are improved, a student will be officially enrolled at Slavic Christian Academy.
- Secondary students, grades 7-12, must verbally and in written form be committed and willing to attend Slavic Christian Academy. The student must be willing to abide by all the procedures and rules of Slavic Christian Academy.

Note: As an exception, at each local campus, school administration in cooperation with local school pastor, may review a student's admission on individual basis.

Enrollment:

Slavic Christian Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. This Christian ministry does not discriminate on the basis of race, color or national or ethnic origin in the administration of its educational policies, scholarship programs, and athletic or other

school-administered programs.

Tuition and Fees:

Slavic Christian Academy is a self-supporting school and depends on prompt payments of all fees. Tuition and fees must be kept up to date or students may be suspended from school until all accounts are current.

- Nwasbc District Office may collect tuition that could be paid in full at the beginning of the school year (if total tuition and fees paid in advance before August 10, the family will receive a 5% tuition discount); or at the beginning of I and II semesters (50% of tuition paid before August 10 and 50% paid by February 10: 2% discount); or paid quarterly or by 12 equal monthly payments - withdrawals from your bank account (August through July). Monthly tuition payments are due on the 10th day of each month or the next business day. If a student is enrolled at mid-year, tuition is then pro-rated. Those paying directly to the school will be assessed a \$30 late fee if payment is not received by the scheduled due date and any NSF activity will result in a \$30 Non Sufficient Fund Fee.
- A sibling discount is given to families with two or more students enrolled. The oldest student has no discount, the second student receives 5% discount, the third and other students from that family receive 10% discount.
- Registration, book and activity fees are due at the time of registration or by the end of August. The registration fee is non-refundable.

Scholarships and Financial Aids:

A limited number of scholarships are available through Nwasbc participating churches. The Church Board and the School Administration are in charge of scholarships and financial aid distribution for their families including Senior Pastor, School Pastor, Teachers, and any Faculty discounts.

Withdrawal:

During the course of a school year at Slavic Christian Academy, circumstances may arise that require a family to withdraw their child from the day school program. Parents may also withdraw their child from Slavic Christian Academy for any reason. Parents may also be asked to withdraw their child for failure to meet financial obligations, due to academic and conduct probation, or lack of partnership with Slavic Christian Academy.

Withdrawal based upon a conflict with a teacher, administrator, or other staff member, and/or differences in behavioral and educational philosophy that have not been resolved following scripture passage Matthew 18:15-17, will result in a school family not being able to transfer to the Home School program or pursue enrollment at Nwasbc Education Department the following year. It is of utmost importance that the individual or school be given the opportunity to work out the problem with the student and family in a biblical manner that results in restored relationships within the school.

Procedures for Withdrawal:

If a student should leave Slavic Christian Academy to attend another school, it is necessary that the school office be notified at the time the decision is made. A withdrawal form needs to be picked up from the main office by the student and/or parent at the time of notification in order to facilitate the transfer.

Tuition and other unpaid charges or fines must be paid and all materials returned before records can be released or transferred to another school. The parent, appropriate school administrator, teacher, and business office must sign this withdrawal form before the process can be completed. Notification to the teacher by the parent must also be given in advance in order to adequately prepare the teacher and class for the changes.

Withdrawal Penalty:

Students who withdraw after attending at least one day of school will be assessed 20% of the TOTAL ANNUAL SCA TUITION as a withdrawal fee. If withdrawn after January the penalty will be 10% in February and reduced by 2% each month thereafter. If this is a transfer to the other NWASBC Education Program/campus, a 10% transfer fee of the TOTAL ANNUAL SCA TUITION will be assessed instead. If withdrawn after January the penalty will be 5% in February and reduced by 2% each month thereafter. The actual tuition will be prorated by the total number of school days and the remaining amount. SCHOOL RECORDS will not be released until all accounts are settled and materials returned. Mid-month withdrawals are defined as any withdrawal after the first day of each month. Parents are responsible for the entire month's tuition and the withdrawal fee: 20% during First Semester and 10% during Second Semester.

IV. CAMPUS POLICIES

Attendance:

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

Absence:

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

Slavic Christian Academy policy provides excused absences for the following reasons:

- Serious illness or death in the family.
- Personal illness (The school requires a note from parents or a doctor's note upon a student's return to school, if the child will be or has been absent for 2 or more days.)
- Impassable roads or emergency situation due to inclement weather.
- Approved school activities.

A total of five days a year will be allowed for pre-arranged absences. Absences for only a portion of the school day will be considered half day toward the total of five days.

All other absences must be communicated by parents to the office in written or verbal form at least 24 hours prior to the absence i.e., medical, dental, and other appointments during school hours. If at all possible, please make these after school hours. (Emergency appointments are an exception.)

Extended absences (two or more days) must have administrator/principal pre-approval. Students must be in good academic standing with a consistent attendance record before an excused absence will be approved by the administrator.

Students must have received homework prior to their prearranged absence and have all work completed upon return to school. It is the student's responsibility to approach their teachers for homework assignments. (A prearranged absence form must be shown to teachers by the student signed by a parent and the administrator. Forms are available in the school office.)

Please note, students may jeopardize high school course credit if absent more than 10 days during academic year unless a major illness or other family emergencies have resulted in an extended absence. If a student falls behind due to illness, their work should be made up within two weeks after returning back to school. A summer school or tutoring will be assigned for students who missed more than 10 days of school within a year for any reason and if a student failed two core subjects. A summer fee of \$10 will be applied for a missed day for 2 hours of summer school. A student may be held back if summer work is not completed by September 1st. At best, absences should be avoided so that the education process is not interrupted.

Tardiness:

Students are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate written excuse from an authorized individual is submitted to the teacher upon the student's arrival. (A legitimate excuse is one that entails an emergency or an unforeseeable circumstance; running out of gas, failure to set an alarm clock, etc., are not considered legitimate excuses.) Any three unexcused tardiness will be considered an unauthorized absence. Excuses must be submitted in writing upon returning to school. Excuses may not be accepted when submitted more than one week after the absence. If a student leaves school early, except for personal illness or a serious emergency, twice within a nine-week grading period, the absence will be unexcused. SCA tardy policy stresses the importance of promptness as valued "work ethic." Discussion with the student about tardiness will be held in private as will the assigning of consequences. Tardiness is recorded on attendance sheets. Students with repeated tardiness may be asked to make up any missed work.

Unapproved Absence:

Students who have been truant or suspended or otherwise absent from school improperly may make up work due in that class for the day of absence. Minus 1.5 % of the overall average grade for the grading period will be deducted from the student's final average for that grading period.

Excuses for Physical Education:

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

Early Dismissal:

Should an early dismissal be necessary, a written note must be presented to the school office upon arrival that day. The person picking up the child must come to the office to sign out the student. Upon re-entering the school the same day of an early dismissal, parents are to report

with the student to the main school office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

School Closure:

During bad weather the school administration will determine school closures, late starts, and early dismissals by the decision of the administrator. If it becomes necessary to close school or have a late start, parents will be notified at the earliest possible time. You as parents can help with the process by keeping the office up-to-date on any phone number and other personal information changes throughout the year.

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 enrolled day school students. It is intended to build Christian character within the lives of each student. Special chapel speakers are scheduled from time to time. We encourage parents to attend chapel whenever possible. Chapel dress is required.

Lunch:

Good manners in eating, talking, and cleaning up after oneself are expected of each student. The Hot Lunch program is not available in all SCA campuses. Please consult the school office for specific lunch guidelines.

Library:

Our goal is to provide SCA students with good library resources that may be used for research or for casual reading. Please consult the school secretary for available library policies.

Tutorial Support:

We are very limited in our ability resources to help students who have learning difficulties. Tutorial help in one or more subjects might be available (upon request by parent or teacher) after school for elementary and secondary students. There is an hourly fee for tutorial services paid directly to tutor. In general, tutoring is done by the school faculty.

Textbooks and Curriculum:

All consumable and non-consumable textbooks belong to the student. Lost textbooks will be replaced at parents' expense. Contact your campus secretary for details.

Personal Property (Lost and Found):

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

Field Trips:

Field trips are a vital part of Slavic Christian Academy. Before a field trip is taken, a notice will be sent home. 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 on file with the office the Insurance Verification and Background Check

forms completed.

The parental Field Trip Permission form must be in the student's file before the student can take part in any school field trip. The privilege to participate in a field trip may be revoked due to unfinished school-work or disciplinary problems.

Birthday Invitations:

Birthday invitations are not to be given out to the students in the classroom, unless the entire class is invited. Students can be hurt if not receiving one. Please send birthday invitations by mail.

Visiting:

Parents are invited to visit the school at any time. For mutual convenience, please make an appointment for your visit, and sign in the office when you arrive. Note: Homeschoolers are not allowed to visit their friends during school hours, Slavic Christian Academy has a closed campus policy.

Injury and Illness at School:

In the event if a student is too ill to remain at school, parents will be contacted, and a student will be sent home. A student who is injured should immediately notify his teacher so proper care could be given. The school does not supply aspirin, pain reliever, or any other medication or treatment.

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. Note: that our Christian School has a nit-free policy for readmission after being out of school with lice. This requires a Health Department check showing the child to be nit-free.

Students should miss school for the number of days indicated if they have:

- 1) Measles - four days from onset of rash,
- 2) Chicken Pox -- six days from the last eruption of new vesicles.
- 3) Mumps -- nine days from onset or until subsidence of swelling,
- 4) German Measles (Rubella) - four days from onset of rash,
- 5) 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 non-prescription drugs. All medication must be brought to the school office by the parent and will be kept in the school office.

Books and Magazines:

Any books or magazines brought to school by a student must be approved by the student's parents, as well as by the teacher.

Electronic Devices:

Because of the effect and liability of these devices, radios, tape recorders, games, cell phones, beepers, walkmans, and other electronic equipment, are not permitted on school grounds or at school sponsored activities. Any devices of this nature seen to be possessed by students will be confiscated by staff, held at the office, and given back only to the parents.

1st offence - Warning is given by a teacher, accident is reported to the office.

2nd offence - The office confiscates a cell phone or other electronic devise. Parents are notified and allowed to pick it up after school.

3rd offence - The office confiscate a cell phone or other electronic devise and given back to parent/student for \$10 as a penalty fee.

Technology use:

– This paragraph is repeated twice, see previous section. 1. Students shall not give out any personal, family, or school information such as: name, address, phone number, email, or other such information.

2. Students shall not load any software, from CD, floppy, USB drives or Internet downloads. Any program installation must be performed by our school staff member.

3. Students shall not attempt to access server or other workstations.

4. Students shall not attempt to access the Internet unless they have an “Internet Pass” from their teacher.

5. Students shall not be permitted to sign up for Internet accounts, messaging, e-mail, purchases/orders, or other services on school computers.

6. Students are not permitted to use school computers to send, receive, or read e-mail.

7. Students shall not be permitted to play games over the Internet, unless the site has been approved by the teacher and they have a pass for privilege.

1st offence – The accident is recorded and signed.

2nd offence - Detention, the incident is recorded and signed, and parents are notified by phone or mail.

3rd offence – Meeting with parents, the incident is recorded and signed, if damage is made, a fine fee will be assessed to replace the damaged items.

Telephone Use:

Students must have permission from a teacher to use the telephone. We ask parents to please coordinate phone calls to students or teachers during the recess or noon lunch schedule unless it is an emergency.

Care of 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 school furniture and carpet. Students will be required to restore, replace, or pay for damaged property or equipment at the Administrator’s discretion.

Use of the Facilities:

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

arriving before school are requested to remain quiet.

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 church facility.

Late Pickup Policy/Fee:

Parents are to pickup children promptly when classes are dismissed. Students who are not

picked up in 15 minutes after dismissal are sent to the school office where they will be supervised until picked up. If an emergency situation arises or should you be late, we ask that you call and notify the school office. One grace time is allowed per quarter. For other late times, the school secretary will notify Business Office to charge a \$5 late fee.

V. DISCIPLINE

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

Five School Rules:

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

Classroom Conduct:

Students are to show honor to others: “May I....,” “Please,” “Thank you” - are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Brown, Mrs. Smith). Boys are encouraged to practice being courteous by such acts as opening doors for girls and adults.

Reward for Consistent Behavior:

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

Principles for Dress and Appearance:

In a day of constantly deteriorating cultural values, it is important that a school such as ours establish standards that support its vision and purpose. The principles behind the dress code include:

1. Our dress should help develop Christian character and reflect our separation from the world. (2 Cor. 6:14-7:1, 1 Tim. 2:9, 10, 1 Peter 3:3, 4) Is it modest, promoting moral purity? Does it overemphasize the “outer person” versus the “inner person”? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.

Our dress should support our witness to the world. We are ambassadors of Christ. (II Cor. 5:14-20, I Peter 2:12) Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him? Is it attractive and neat?

3. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts. Dress is a tool in helping our students develop a healthy sexual identity. (Gen. 1:27, 1 Cor. 6:9,10)

4. Our dress should strengthen the sense of community among us. (1Cor.8:9, Phil.2:1-4).

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

Chapel Dress:

For boys: Uniform style pants, uniform collared button-down front shirts with required neck tie. Sweater is optional.

For girls: Girls may wear uniform dress or skirts with approved shirts or blouses.

Uniform Policy:

Slavic Christian Academy has established the uniform policy. We hope that this decision will simplify your shopping in the summer and allow us here at SCA to concentrate on academics and positive interaction with our students. Contact your campus secretary for a brochure.

Chewing Gum and Candy:

There is to be no gum chewing in our school from 8:00 AM to 3:30 PM. If you have to be told to spit your gum out, a letter will go home to your parents stating that this is not allowed and why.

1st offence – A student is warned, the incident is recorded and signed, and parents are notified by phone or mail.

2nd offence – A student is assigned Detention after school hours. It will be recorded and signed. Parents are notified by phone or mail.

3rd offence – The Administrator meets with parents and their student. The school administration will make a decision on a fee, depending on damage.

Discipline General Procedures:

The three-tiered level of discipline adopted by Slavic Christian Academy has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the school's mission and activities are not hindered. While the primary goal of all discipline is to bring the offender to a place of restoration, the secondary purpose must be to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the offense.

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

LEVEL I. This level of offense includes areas usually addressed by the teacher in the classroom

or by aides in the cafeteria, or on the playground. This low level violation usually does not involve the Administrator.

Offenses: Repeated incomplete homework, excessive noise or running in the halls; class disruptions of a minor nature; disobeying playground rules; bringing radios, CD players, tape recorders, pagers, phones, electronic games, or other toys that could be broken, without teacher approval; tardy to class; public display of affection of minor nature; dress code violations; playing cards; and other such offenses.

Consequences: Assignments given by teacher, detention, written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, or any combination of these consequences as warranted.

LEVEL II. This level of offense goes beyond Level I in regards to severity or repetition of some offense. It is at this level that the Administrator becomes involved and records begin to be kept in the school office. Teachers must report Level II offenses immediately to the Administrator.

Offenses: Repeated Level I offense, gum chewing in the buildings; classroom disruption of more than a minor nature, class removal, disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative/uncooperative attitude, profanity of any

kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, minor shoving or pushing incidents, cheating, not being where student is supposed to be, or accumulation of five or more tallies or demerits (if these systems are used).

Consequences: In-school or after school suspension(s), detentions, written and/or oral apologies, written assignments, loss of a privilege, a phone call and/or a letter will be sent home for every level II offense committed, and a combination of consequences may be warranted. Each case is analyzed individually by the Administrator.

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

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

Consequences: Meeting is required between parent and Administrator, student immediately placed on probation (if allowed to stay), out-of-school suspension, multiple in-school suspension days, written and/or oral apologies, suspension from extracurricular activities, required professional counseling, permanent removal from a class with a failing grade (if behavior took place in classroom) or any combination of consequences may be warranted. Any level III offense may result in immediate expulsion, even without a previous record. Each case is analyzed individually by the Administrator.

Conduct Probation:

Under certain circumstances, a student in grades K-12 may be placed on conduct probation.

Probation gives the student opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to withdraw.

1. Reasons for probation:

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

2. Length of Probation:

- Usually one school quarter, assigned by the Administrator.

3. Consequences of Probation:

- The probationary student will not be permitted to engage in, or be a part of, the on-going curricular activities of the school for a period of time to be determined by the Administrator.
- The probationary student is not denied the privilege of attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role planning or completion of programs while on probation.
- The probationary student will be responsible for his behavior on a daily basis. He will be subject to frequent evaluations and corrective criteria.

Suspension:

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

1. In-School Suspension - this is the most commonly assigned suspension and is served at school. The student is isolated for the entire day and assigned work by the Administrator.
2. Home Suspension - the student is detained and supervised at home by a parent.

*A student may not participate in any school-sponsored activities during that suspension.

Cheating Policy:

Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. If it is determined that a student has indeed cheated, the following actions will be taken:

1st Offense:

- Zero on assignment.
- Teacher confers with student.
- Teacher contacts parents explaining specifics of incident after it is established that cheating has occurred.

2nd Offense:

- Zero on assignment. Teacher confers with student.
- Teacher contacts parent explaining specifics of incident after it is established that

cheating has occurred.

- Referral sent to the administrator. The administrator contacts parent for parent conference.

3rd Offense:

- Zero on assignment and 25% of a total grade of a current semester.
- Teacher contacts the student and the parents explaining specifics of incident after it is established that cheating has occurred.
- Referral sent to the administrator. The administrator contacts parents, and the student may be removed from class.

Inappropriate Affection:

SCA is an educational ministry, with an emphasis on the development of Godly character. Scriptural precepts warn us against the lust of the flesh. "But put on the Lord Jesus Christ, and make no provision for the flesh in regard to its lusts." (Romans 13:14) We would be out of God's will if we permitted or overlooked inappropriate actions with regard to boy-girl relationships. It is our objective to remove temptation and not give Satan a foothold. For this reason, there will be absolutely no hand holding or other displays of affection, either in school or at school events.

Engagement:

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

Search Policy:

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

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

Transportation (carpooling):

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

Bus Rules (if your campus provide bus transportation for students):

Students will follow all established bus rules:

1. Students must be on time at the designated bus stops. If privilege is abused, use of bussing will be revoked.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Students must await the signal from the driver to cross a road or highway. The crossing must be made approximately 10 feet in front of the bus and in full view of the driver.
4. Students desiring to leave the bus at other than their designated bus stop must present to the driver written permission from their parents/guardian.
5. Animals are not allowed on the bus.

6. Students should always get permission from the bus driver ahead of time when you have friends going home with you on the buses or when they may ride to school in the mornings. (There needs to be room)

When on a bus rules:

1. Passengers will obey all instructions of the bus driver.
2. Keep hands and head inside of the bus and remain seated at all times.
3. No profanity.
4. Keep the bus clean.
5. Weapons/dangerous items and violence are prohibited.
6. Do not destroy property.
7. For your own safety, do not distract the driver through misbehavior.
8. The bus driver may assign seats to passengers.

Misbehavior on a bus:

The first time a written notice goes home to report bus misconduct; the student will be suspended for one day. Upon the second notice a student will be suspended for one week and on the third notice the student will be suspended from all bus riding privileges for a remaining quarter. The procedures outlined above may be altered to handle serious infractions, which require immediate suspension or expulsion from school.

Guidelines for Parking Lot:

Always drive slowly in the parking lot (5mph)! 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.

Driving to School for High School Students:

Students who drive to school must observe the following regulations:

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

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

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 on the church/school premises will result in immediate suspension.
- Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

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

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

- (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); or
- (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) or the statement of possessing a weapon at school or a school function.

A "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
- (b) projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or
- (c) a sling shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon;
- (d) a sling shot, which is a forked piece of wood, metal plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles; or
- (e) a sand club, chains or metal knuckles; or
- (f) a device commonly known as "throwing stars," multi-pointed objects designed to embed upon impact; or
- (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or
- (h) a dirk, which is a type of dagger; or
- (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; or
- (j) a stun-gun; or

(k) any explosive device including fireworks.

III. Any faculty member, staff member, or administrator with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building principal/director/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 pocketknives, squirt guns, paint ball guns, and look-alike weapons.

Illegal Drugs/Alcohol/Tobacco Policy:

SCA has zero tolerance in relation to the student’s use or possession of illegal drugs, alcohol, or tobacco products. Our school reserves the right, according to our “Student Search Policy”, to search students if they are suspected of possessing illegal drugs, alcohol, or tobacco products. Any student who violates this policy will be turned over to the appropriate law enforcement agency, when applicable to illegal drugs, and immediately expelled from school. There will be no exceptions to this policy.

Sexual Conduct Policy:

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

VI. GRADING AND EVALUATION STANDARDS

Classification of Students:

K	Kindergarten
1- 3 gr.	Lower Elementary
4-6 gr.	Upper Elementary
7-8 gr.	Middle School
9-12 gr.	High School

Before a student can advance to a higher grade, he/she must pass all five major subjects (English, math, social studies, science, and Bible) or make them up independently.

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

*English should be passed each semester or made up independently.

*Bible should be passed each semester or made up independently.

A student may advance to the sophomore class with at least 5 units.

A student may advance to the junior class with at least 10 units.

A student may advance to the senior class with at least 15 units.

Carnegie Unit of Credit:

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

Days Met Weekly	Semester Credit
5 days x 50 min/period	= 0.5 credit/semester
4 days x 50 min/period	= 0.4 credit/semester
3 days x 50 min/period	= 0.3 credit/semester
2 days x 50 min/period	= 0.2 credit/semester
1 day x 50 min/period	= 0.1 credit/semester

Counseling:

Counseling service is provided by Nwasbc District Office. In general, the following problems can be handled:

- A. Scheduling, including program changes.
- B. Graduation requirements.
- C. Vocational guidance and information.
- D. College entrance requirements and PSAT, AP, SAT I or II testing.
- E. Personal and spiritual guidance.

SAT Testing: In April of each year, Stanford Achievement Test is administered to K-11 grades. The results of these tests help our staff make adjustments in teaching methods and curriculum, as well as evaluate individual student progress. Parents are encouraged to help students, especially during the time of testing, by providing a good night's sleep, good breakfast, and lunch.

Graduation Requirements:

The minimum unit requirements for a four-year student to graduate are 28 units. College preparatory students should also meet the following requirements:

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

Advanced Placement Program:

The Advanced Placement Program, commonly called AP, offers college level courses. Please contact the school administration if the school has this option available.

Diploma of Graduation:

SCA will require the following criteria to be matched or exceeded for a student to receive a diploma of graduation:

Course	Slavic Christian Academy
Bible	4 (4yrs)
English:	4 (4yrs)
Grammar, Literature	
AP English, Speech & Spelling	
Mathematics:	3 (3yrs)
Algebra I&II, Consumer Math	
Geometry, Trigonometry	
Social Studies:	3 (3yrs)
WA ST History	.5 (.5yrs)
Government	.5 (.5yrs)
US History	1 (yr)
Contemporary World History	1 (yr)
Laboratory Science:	3 (3yrs)
Basic Science, Biology I & II	
Chemistry, Physics	
Occupational Education:	3 (3yrs)
Typing, Accounting, Word Processing or Computer, Teacher's Assistant, Career Pathways, Yearbook, Home Economics, TSE - A student taking music for two consecutive years may use one for an occupational education credit.	
Fine & Visual Arts	2 (yr)
Physical Education	2 (2yrs)
Foreign Language	2 (2yrs)
Electives	2 (2yrs)
Total Credits	28

*This program is designed to meet the needs of a student who has attended Slavic Christian Academy high school for four years. Any student who enrolls after the freshman year will be required to fulfill their State graduation requirements plus yearly expectations of SCA.

Grading and Report Cards:

SCA requires parents to attend Parent/Teacher conferences that are held twice per year (one after 1st quarter and second after 3rd quarter). Report cards are issued at the end of each quarter.

Progress Reports:

Students in grades PK through 12 will be evaluated concerning the academic and behavioral progress two times per quarter: mid-term and end of the quarter progress. Report cards for PK – 6 grades and transcripts 7-12 grades will be mailed home by the end of June.

Grades:

Letter grades shall be reported using this formula: 33% daily work (graded daily assignments, i.e. homework, book reports, spelling tests, quizzes, compositions, etc.), 33% unit exams (major exams covering a unit of study), 33% final comprehensive exams (covering the completed quarter).

Honor Roll and Scholar's List:

Students who earn a 3.33 to 3.69 grade point average each quarter will be placed on the Honor

Roll. Students earning a 3.70 to 4.00 grade point average each quarter will earn recognition on the Scholars' List. These individuals will receive specific awards for their achievement. *Honor and Scholars' List will pertain to grades 4-12.

Grading Scale:

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

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

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

Academic Evaluation:

It is our purpose at SCA to challenge each student to strive for his full potential academically in the area of learning. Each new student enters school with one quarter for a grace period. After the grace period, any student in grades 4-12 who earns a grade point average below 2.00 on a quarterly basis in all academic subjects (Bible, Mathematics, Language Arts, History, and Science for 4th – 6th grades) will be subject to academic probation the following quarter. This standing involves the following criteria:

1. A notice is sent home notifying the parents of their child's probationary standing.
2. Administration meets with each student below 2.00 GPA after the mid-quarter reports. The student will be subject to one or all of the following correctional offerings:
 - o Placed on academic probation;
 - o Required study guides and study schedule signed daily or weekly by parent;
 - o Restriction of athletic activities;
 - o Isolation in study time;
 - o Increase in study time decrease in activity time;
 - o Weekly status report signed by teacher.
3. The student must recover academically, raising their GPA back to 2.00 or above by the end of the quarter or the student may be subject to withdrawal. A decision will then be made to retain the student or request that the parents withdraw the student. By special permission of the principal, a student who has been assessed to have in-sufficient academic skill or ability, but maintains high integrity and academic hunger, may be readmitted semester by semester.

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

Homework:

Homework is an integral part of the school program. Homework is generally assigned so

youngsters can complete regular classroom assignments or work on basic skills. Other reasons for homework may be to enable a child to make up work missed during absences, to develop study skills, and to encourage creativity.

The amount of homework a child is assigned is typically 30 – 45 minutes per day for PK - 3 grades, 45 - 60 minutes per day in grades 4 - 6, 60 - 90 minutes per day in grades 7 - 8, and 90 - 120 minutes per day in grades 9 -12. A student may spend more time on homework due to educational gaps or study skills. Parents are encouraged to monitor a student homework time.

Homework Policy for PK - 4 Grade Students: Each student is required to complete his/her homework on time. Failure to complete homework on time will result in one or all of the following:

1st offence – A student receives a warning. The student will be held during recess to complete his/her assignment or at discretion of the teacher.

2nd offence – A student will be held during recess or after school to complete his/her assignment. The student's grade will be lowered one letter grade. Parents will be notified.

3rd offence – A student will be held during recess or after school to complete his/her assignment. The student's grade will be lowered two letter grades. Parents will be notified.

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

Homework Policy for 5-12 Grade Students: All assignments are to be turned in on the due date in the beginning on each class or at discretion of the teacher.

1. If assignments are not turned in by the assigned date and time, the student will have one day to turn the work. The student will receive a 25% off on these late assignments.

2. If the late assignment is still not turned in on the second day, the student will receive 50% off on the late work. Parents will be notified of the delinquent homework problem.

3. 0% is given to all assignments that are turned on a third day after the due date.

If a student will have three missing assignments/per subject in one week, he or she will serve 30 minutes detention after school. Parents will be notified and will be asked to pick up their child after school and meet with the administrator/principal.

It is very important that each child does his/her own work. However, parents are encouraged to assist their child when necessary. Disciplinary action will occur if cheating is discovered amongst students.

Excessive homework will not be assigned on Wednesday or on a day of mid-week Church service, so that students who attend Church services will be able to devote their full attention to these important activities.

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

discussion.

Retention Policy:

Retaining students at a given grade level is a procedure practiced when students are functioning at a level significantly below grade level expectation. Criteria used to determine whether or not a student should be retained are: students must pass reading and math in order to be promoted to the next grade. Any student in grades one through eight who earns two “F’s” cumulatively for the year will be retained. The teacher or SCA will notify parents if end-of-the-year retention is being considered.

Classrooms & Hallways:

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

1. Sports’ equipment must be stored appropriately in designated areas.
2. Student desks must remain in an orderly fashion.
3. Desktops and area around the students’ desks need to be clear of pencils, papers, books, and general mess at the end of each day.
4. Each student should have a named and designated area for his/her coat, boots, and lunch pail. This area is then their responsibility to keep straightened.
5. Hallways to be kept clear of clutter: tables, books, papers, sports’ equipment, etc.
6. Any dues or penalties owed to SCA must be paid before the final report card is released.

Playground Regulations:

1. Any equipment taken out on the playground will be returned by the person who took it out. P.E. equipment may not be used after school.
3. Only softballs will be allowed, no baseballs.
4. Students will help keep the playground clean and picked up by using acceptable disposal containers.
5. Children will stay within the playground boundaries. They must obtain teacher assistance in retrieving a ball that rolls across the street.
6. Children will use playground equipment in a proper and safe manner.
7. No tackle football.
8. No throwing snowballs.
9. Balls must not be kicked toward playground equipment, homes, or school buildings.

P.E. Policies and Procedures:

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

Non-suit P.E. Discipline Procedures:

1. Non-suits will not participate in the daily activity, but must stay with the class. Students may be asked to do work related activity around the gym (sweep, laundry, clean, etc.).
2. The first non-suit is grace, and does not count against the grade.
3. Each additional non-suit results in grade deduction. For each non-suit after the first one,

the student will receive one mark down, and any additional points accumulated during that class period will be lost. The work done in class will need to be made up to receive a credit.

1st Offense – Grace

2nd Offense - Violation of Level I

3rd Offense - Violation of Level II and the conference with parents.

VII. EXTRA-CURRICULAR ACTIVITIES

Athletic Eligibility:

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

Olympic Competition:

The purpose of NWASBC Education Olympic Competitions is to provide to its member schools activities that enhance students with God-given abilities, gifts, and talents, so the school could provide after school club activities in order to prepare students for the school and state Olympic Competitions: Bible, Spelling Bee, English, Speech, Math, Science, Russian, etc.

An Olympic Competition is a one day event in which all SCA schools can participate with their teams and individual players. Ask the school secretary for more information.

Objectives:

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

Eligibility: All students of NWASBC schools with good spiritual and academic conduct are eligible to participate in the event. NWASBC schools should provide competitions within its student body by categories and nominate two top students in each category for Olympic competition.

Parental Permission and Medical Insurance: All Olympic participants shall have a written permission from parents and basic medical coverage.

Awards: Every student receives a Certificate of participation. Ribbons are awarded to the top three students in each division and category: superior, excellent, or good. The top team's school

(determined by the highest member of points) receives a trophy.

State and Other Olympic Competitions:

Top students might be nominated for other Olympic Competitions, if the administration decides to participate. Fees are different for each competition. If a student will be nominated to compete on a higher level, parents will be notified.

VIII. PARENT INVOLVEMENT

Parent-Teacher Conferences:

Parent-teacher conferences are held for all students at the end of the first quarter. Parents will be notified when the conference will be held. Conferences will also be set up at the end of the third quarter. Other conferences may be arranged by appointment with your child's teacher when you feel it would be beneficial.

Parent Teacher Fellowship:

The purpose of Parent Teacher Fellowship (PTF) is service to the total school environment through sponsoring student activities, fundraisers, and parent assistance. Meetings held quarterly are required for all parents. PTF meetings are designed to be the high impact events that challenge parents in biblical issues of godly child rearing.

Weekly/biweekly Newsletter:

Communication is a vital part in education. Thus, SCA publishes weekly/biweekly newsletters that are sent home with students. It is the parent's responsibility to read weekly/biweekly newsletters and be aware all school activities, events, changes in calendar, etc., and respond promptly with any questions.

Service Block Program – Family Involvement:

SCA is dependent upon each family's participation and assistance. Each family is expected to give of their time in involvement for a minimum of thirty hours per year. (Single parent households are required to volunteer fifteen hours.) Students who are in fifth grade or older may help with family hours. The value of this time is calculated at \$10.00 per hour, so the expected time would be valued at \$300.00.

Each family will be given a voucher and will keep track of hours on the honor system. When the thirty hours (or fifteen) are completed, the voucher will be returned to the business office for verification of hours served. Failure to return the voucher or failure to become involved will result in an additional \$300.00 charged to your family account. Please ask the school secretary of how you could work out your Service Hours.

*10 service hours are added to all families who receive the financial aid assistance.

Complaint Procedures:

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

the school administrator or call the SCA School District.

X. EMERGENCY POLICIES

General Emergencies:

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

Snow Days:

Snow days/or slick road conditions may cause school to be delayed or closed. The general rule observed is "safety first". The decision to delay or close school because of adverse and/or hazardous weather conditions is made by the school administrator. If the decision to delay or close school is made, you will be contacted via telephone. We will do our best to notify you at the earliest possible time. You as parent can help with the process by keeping the office up to date on any phone number changes throughout the year.

Fire Emergency Procedures:

Expect drills at least four times per year.

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

Fire Drill Procedures:

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 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.

Note: The detailed information on Emergency Policies and Procedures is located at the school office.