

SMCA



Spring Mountain Christian Academy

PARENT-STUDENT 2016-17

# HANDBOOK

[www.ncek12.com](http://www.ncek12.com)



## Dear Parents and Students,

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

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

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

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

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### I. GOVERNING GUIDELINES AND POLICIES

#### **School Board:**

SMCA is operated by the Board who oversees its financial and management operations.

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

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

### **Reason for Existence:**

1. The Bible delegates the responsibility for training young people to two agencies: the family and church.
2. The Bible commands us to obey God (Matt.22:37-40, John 14:23) and the authorities (Romans 13).
3. The government requires all children to attend an organized education program.
4. Therefore, the role of NCE is to assist the family in their responsibilities of raising godly young people, while satisfying government requirements for education as long as these requirements 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 (local school home-place) 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 the above.

### **Educational Process:**

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

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

### **Academic Endeavors:**

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his/her full academic potential.
2. To help each student gain a thorough comprehension and command of the

fundamental processes used in communicating and dealing with others such as: reading, writing, speaking, listening, and mathematics.

3. To teach and encourage the use of good study habits.
4. To teach the student how to conduct independent research and to reason logically.
5. To motivate the student to pursue independent study in areas of personal interest.
6. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American 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.

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

SMCA's curriculum meets or exceeds CCSI standards. SMCA has evaluated the CCSI standards and does not endorse some of these standards *\*Check with the school principal, if you have any questions regarding CCSI.*

### **Spiritual Goals:**

1. To provide Biblical training that will teach the statement of Evangelical Christian beliefs and principles.
2. To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on Evangelical, biblical, educational philosophy. Students will be given a strong background in the basics of reading, language, mathematics, science, and history.
3. To provide godly Christian teachers who will be role models for the students they teach. To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian 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 Thess.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 (Philip. 2:5).
- Physically - our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Cor. 6:16).
- 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 other fruits of the Spirit (Gal. 5:21, 22).

**Holidays:** We observe the following federal holidays: New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We do not observe or participate in Halloween. Observing a holiday does not automatically mean that classes are cancelled for that day. *\*Please, see the annual school calendar for No School dates.*



## II. SMCA Doctrine Summary

1. We believe that the Bible is the inspired, infallible, inerrant Word of God (2 Peter 1:21; 2 Timothy 3:15-16). and is the only rule for faith and practice (John 20:31; Romans 10:17; Joshua 1:7-8; Romans 15:4)..
2. We believe in one God (Isaiah 45:22; Jeremiah 10:10; John 17:3), who exists in three persons: the Father, Son, and the Holy Spirit. These three are co-equal, co-eternal, and co-essential (1 John 5:7; Genesis 3:22; 11:7; Isaiah 6:8; 48:16; Matthew 3:16-17).
3. We believe that Jesus Christ is God incarnate (1 John 5:20), was born of a virgin, lived a sinless life, died on the cross for the sins of the world, was buried and rose again (1 Timothy 3:16; Matthew 1:18; Luke 1:35).
4. We believe that He ascended and is seated at the Father's right hand, where He now intercedes for all true believers (Matthew 16:18; Ephesians 1:22-23; 5:23; Colossians 1:18).
5. We believe the Holy Spirit has 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 (John 3:3-6; Acts 5:32; 1 Corinthians 6:19; Titus 3:5).

6. We believe that man was created in the image of God, but in Adam's fall, every person is a sinner both by birth and by practice. (Genesis 1:27; Isaiah 45:12; Romans 3:23)
7. We believe that every person must be born again, in order to be forgiven of his sin and saved from eternal separation from God (Romans 6:23; Acts 4:4; Romans 10:17).
8. We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God (Hebrews 11:6; Ephesians 2:8).
9. We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit (1 Thessalonians 4:3-8; Hebrews 12:14; Revelation 22:11).
10. 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 (Acts 2:41-47; Ephesians 1:20-23; Mark 16:15-16; 1 Corinthians 11:23-26).
11. We believe in the bodily Resurrection of Christ, His imminent return, and the resurrection of both just and unjust (Acts 1:11; Matthew 24:27-31).
12. We believe in the imminent and bodily Second Coming of the Lord Jesus Christ, who will come again not to save, but to judge the wicked and reward the righteous, and set up his eternal kingdom (Revelation 20:11-15; Matthew 25:46; John 5:29).

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

1. We believe that term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
2. We believe that God intends sexual intimacy to 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 or any attempt to change one's

gender, or disagreement with one's biological gender, is sinful and offensive to God.

4. We believe that in order to preserve the function and integrity of the NCE 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.

*Bible verses:* 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.



### III. ADMISSION AND WITHDRAWAL PROCEDURES

#### **General Admission:**

SMCA exists to assist member schools and parents as they provide Christian education for children. The primary basis for admission to the program is a parental commitment to accept their biblical mandate to train their children. Since the Board of SMCA believes that education is a scriptural mandate, admission is open only to children whose parents are committed to Christian values. Exceptions can be made to the general admission policy, only under the consideration and approval of the local School Board. In addition, the following policy considerations will be applied when evaluating each family for admission of their child(ren):

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

All school policies apply equally to all families. 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, the student will be taken off probation and be officially enrolled at school.

Minimum Age: K4 children must be four years of age by midnight, August 31st. K5 children must be five years of age by midnight, August 31st, as stated in WAC



180 39 010. A child entering first grade must be six years of age as of midnight, August 31st, of that year, as stated in WAC 180 39 015. *Exceptions may be made per parent's request, individual circumstances, testing results, and parents' written consent to the fact that children may not be automatically promoted to the next grade level if not reaching legal age.*

**Kindergarten Readiness Screening:** Each student who applies for enrollment will be administered the Readiness Screening evaluation, which helps determine school readiness. Recommendations for acceptance will be made from the results of the screening.

A record of these fulfilled requirements must be on file in the local school office before any child is allowed to enter school.

Secondary students, grades 7-12, must verbally commit to their willingness to attend SMCA, and must openly attest to their willingness to abide by all the procedures of SMCA .

Students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the capacity to accommodate that disability.

SMCA's mission involves working with the parents in the Christian education of students, therefore we expect parents to be partners in nurturing their children, and to agree to the following statement. *"As a parent I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared ONLY with the teacher, principal, or the person involved and NOT with my child or other people, following the Matthew 18 principle."*

During the registration period, an appointment for a new family interview and student entrance test will be made through the local school administration. This is a meeting where the goals, program, and commitment of the school will be presented.

After the interview and testing, the admission committee will determine whether or not the student is accepted for enrollment.

After the initial interview, parents will be notified by the local secretary regarding a decision to accept or deny the student's enrollment within two weeks.

If a student is accepted, a fully completed and signed application form must be returned to the local school office with all registration fees paid in full, by the date established on the acceptance notification.

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

### **Parent Commitment:**

- We will faithfully support the school through our prayers and positive attitude and share any complaints, questionable or negative comments,

with ONLY the people involved (teacher/principal), and NOT around our child(ren).

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

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

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

## **Legal Custody Policy:**

1. A single parent, grandparent, or foster parent must provide written documentation of the legal custody of the child enrolled, i.e., a court decree or private settlement agreement.
2. Only a person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced parents share legal custody of a child (evidenced by written documentation provided to the school of the shared custody ruling), then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required and emergency action must be taken in the best interest of the child.
4. Unless granted guardianship rights by the court, grandparents and foster parents will need approval from the child's natural parents regarding educational decisions, and any such authority granted to the grandparents or foster parents must be communicated in writing the local school office.
5. Legal custody of a child must be established by fulfilling the following requirements before enrollment is completed:
  - The legal custodian must sign the school enrollment contract.
  - Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational & medical decisions for the students they are attempting to enroll.
  - If a foster parent does not have sole legal custody, then signed authorizations from both 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.
6. Written directions should be contained in the official custody papers regarding which parent is to:
  - be called in an emergency, if the child fails to attend school, or if there is a discipline problem;
  - receive school notices; and
  - have access to the student's records.

Should such official directions not be contained in the custody papers, then only

a document signed by both parents before a notary or in front of the school principal, will suffice for needed documentation of which parent(s) holds the aforementioned authorities.

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

### **Tuition and Fees:**

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

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

The school collects tuition that could be paid in full at the beginning of the school year – annual tuition payment (if the total tuition and fees are paid in advance by the due date in August, the family will receive a 5% tuition discount); or semester payment at the beginning of I and II semesters (50% of tuition paid before the due date in August and 50% paid by the due date in February: 2% discount); or paid quarterly or by 12 equal monthly payments - withdrawals from parents' bank account (August through July). If Annual/Semester payment is not received by the due date, the discount amount will be removed. *\*Check with your school secretary about due dates.*

Monthly tuition payments are due as scheduled 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 Non-Sufficient Fund (NSF) activity will result in a \$30.00 fee.

*Registration, book and activity fees* are due at the time of registration or by the end of August. The registration fee is non-refundable.

*Scholarship Award* Students in 9-12 grades may receive \$250 per semester (minimum GPA of 3.7 or above in the preceding semester), total of \$500/year. \* The GPA and exemplary behavior verification is required every semester.

*Multifamily discount:* 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 student receives 10% discount, the fourth and the following children within the same family are free of charge (100% discount).

*Ministry discount.* A senior pastor discount is available for up to 25%. For other church key positions the annual family service hours are waived.

*Tuition Assistance:* Families receiving tuition assistance may not receive more than 25% total in all discounts, including the tuition assistance.

*\*If applying for any of the discounts, please ask the school secretary for the appropriate application.*

### **Withdrawal Policy:**

During the course of a school year, circumstances may arise that require a family to withdraw their child(ren) from SMCA. Parents may withdraw their child(ren) from school for any reason. Also, parents may be asked to withdraw their child: for failure to meet financial obligations; due to academic and conduct probation; or lack of partnership with school.

Withdrawal based upon a conflict with a teacher, principal, or other staff member, and/or differences in behavioral and educational philosophy should be resolved following the Scripture passage in Matthew 18:15-17. It is of utmost importance that the individual or school be given the opportunity to work out the problem with the student and family in a biblical manner that results in a restored relationships within the school.

### **Procedures for Withdrawal:**

If a student should leave SMCA to attend another school, it is necessary that the school office be notified at the time the decision is made. A withdrawal form should be filled out by the parents within 2-3 business days. The withdrawal form is also available on [www.ncek12.com](http://www.ncek12.com) website.

Tuition and other unpaid charges or fines must be paid and all materials returned before records can be released or transferred to another school. The parent, school principal, teacher, and 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:**

If a student withdraws after the first day of school until January 31, 20% of total annual tuition will be assessed as the withdrawal fee. If the withdrawal happens after January 31 until the end of the school year, 10% of the total annual tuition will be assessed as the withdrawal fee. If a student transfers to another NCE member school, half of the withdrawal fee will be charged.

The actual tuition will be prorated by the total number of school days and the remaining amount. Mid-month withdrawals are defined as any withdrawal after the first day of each month. Only in special circumstances, withdrawal penalty may

be adjusted by the local administration. SCHOOL RECORDS will be on hold until all accounts are settled and materials returned. The requesting school should mail or fax the official request for records.



## IV. SMCA SCHOOL POLICIES

### **Attendance:**

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

### **Absence:**

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

SMCA policy provides excused absences for the following reasons:

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

A total of 10 days per year are allowed for pre-arranged absences. Absences for only a portion of the school day will be considered half day toward the total of 10 days. A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred. Note: Prearranged absences are counted toward 10 allowed absences per year. If a student misses more than 10 days of school, summer school will be assigned. *\*In absences occur due to severe or contagious illnesses, a student may be excused from summer school, if a letter is presented from a doctor about the illness, and having passing grades in all core subjects (GPA of 2.0) by the end of school year.*

All 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. It is wise to schedule appointments after school hours or on Fridays. *\*Emergency appointments are an exception.*

Extended absences (two or more days) must have pre-approval by the school administration, at least one week in advance. Students must be in good academic standing with a consistent attendance record before an excused absence will be approved by the principal.

Students must receive homework prior to their 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 principal. Forms are available in the school office.*

### **Unapproved Absence:**

Secondary students who have been truant or suspended or otherwise absent from school improperly may make up work due in that class for the day of absence. 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.

### **Tardiness:**

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

### **Consequences for Absences:**

A student may jeopardize high school course credit (9-12 gr.) or receive an incomplete grade (K4/K5-8 gr.) if absent more than 10 days during academic year, unless a major illness or other family emergencies have resulted in an extended absence. If a student falls behind due to illness, their work should be made up within two weeks after returning back to school. *\*Tardies will be counted toward missed school days. Three tardies = one missed period. Fifteen tardies = 1 missed school day.* Summer school or tutoring will be assigned for students who missed more than 10 days of school within a year for any reason and/or if a student failed two core subjects. A summer fee will be applied for a missed day, which equals 3 hours of summer school make up time (9:00am-12:00pm) = \$10.00. A student may be held back if summer work is not completed by July 25th. At best, absences should be avoided so that the education process is not interrupted. Families receive additional volunteer hours monthly for excessive tardiness in grades K-6. Students of grades 7-8 may lose "morning activity" points that may not be reworked.

Students of grades 9-12 pay fees at the end of the year for missed classes.

*Excuses must be submitted in the forms of writing or communicated to the office upon return to school. Excuses may not be accepted when submitted more than one week after the absence. If a student leaves school early, except for personal illness or a serious emergency, twice within a nine-week grading period, the absence will be unexcused.*

SMCA tardy policy stresses the importance of promptness as valued “work ethic.” Discussion with a student about tardiness will be held in private. All tardies are recorded; parents are notified via email.

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

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

### **Early Dismissal:**

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

### **School Closure:**

During bad weather the school administration will determine school closures, late starts, and early dismissals by the decision of the principal. If it becomes necessary to close school or have a late start, parents will be notified at the earliest possible time.

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

Parents are to pick up 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 arises or should you be late, we ask that you call and notify the school office. The school secretary will notify the parents of charges established by the school.

### **Chapel:**

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



**Lunch:**

Good manners in eating, soft voice talking, and cleaning up after oneself are expected of each student. *\*Please consult the school office for specific lunch options and guidelines.*

**Library:**

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

**Tutorial Support:**

SMCA member schools are limited in resources to help students who have learning difficulties. Tutorial help in one or more subjects might be available (upon request by parent or teacher) after school for elementary and secondary students. In general, tutoring is done by the school faculty. *\*Contact your school secretary for details about tutorial fees.*

**Textbooks and Curriculum:**

All consumable textbooks belong to the student, all non-consumable textbooks belong to school. Lost textbooks will be replaced at parents' expense. *\*Contact your school 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 & Found" box will be kept at a designated location. Unclaimed items will be disposed of at the end of each quarter.

**Field Trip Guidelines:**

Field trips are a vital part of SMCA. Before a field trip, a notice will be sent home from the school office with all the details. Parents driving on field trips must have the insurance verification and background check forms completed and submitted to the office. The annual parental field trip permission is done at the registration time. The additional permission might be required depending on a type of fieldtrip (such as Olympics, Ice-skating, Sport events, etc.). The privilege to participate in a field trip may be revoked due to unfinished school-work or disciplinary problems. Students are expected to follow the school's behavior guidelines.

**Birthday Invitations:**

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

### **School Visits:**

Parents are invited to visit the school. For mutual convenience, please make an appointment for your visit and sign in at the office when you arrive.

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

In the event a student is too ill to remain at school, parents will be contacted and the student will be sent home. A student who is injured, should immediately notify his teacher, so proper care could be given. The incident will be recorded and communicated to the school secretary.

### **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. \* *SMCA has a nit-free policy for readmission after being out of school with lice.*

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

- Measles — 4 days from onset of rash,
- Chicken Pox — 6 days from the last eruption of new vesicles,
- Mumps — 9 days from onset or until subsidence of swelling,
- German Measles (Rubella) — 4 days from onset of rash,
- Respiratory Streptococcal Infections, including Scarlet Fever — not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

### **Medication:**

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

### **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. Inappropriate literature will be confiscated, parents will be notified, and a student will suffer consequences.

### **Electronic Devices:**

Because of the effect and liability of the following devices: cell phones, iPods, iPads, games and other electronic equipment should not be presented on school grounds, school transportation, or at school sponsored activities, at any time. Any devices of this nature seen to be used by students may be confiscated by the teacher, kept in office, and given back only to the parents.

1st occurrence: The incident is reported to the office, device given back at the end of the day.

2nd occurrence: Office confiscates the electronic device, parents notified, device is given back in exactly 7 days.

3rd occurrence: Office confiscates the electronic device, parents notified, device is given back in exactly 7 days, a fine is paid by the student of \$10.

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

### **Telephone Use:**

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

### **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 furniture and carpet. Students are given detention for violating these rules. Parents are responsible for fixing any damages to the school properties.

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

Students are reminded that the hallways are a place to practice courtesy. All students should keep silence and order 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 inside or outside the school facilities. Students arriving before school are requested to remain quiet in designated area. *\*Check with the school secretary to find about your school waiting place.*

### **Medical Insurance:**

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

### **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. Contact the school secretary for after school care fees. If an emergency arises or should you be late, we ask that you call and notify the school office. Students of grades 7-12 are released immediately after last class and doors are locked. There is no after school care for students of grades 7-12. *Note: If students of grades 9-12 leave the school's building during lunch hours or during class time, it becomes the parents' responsibility to ensure their safety. School assumes no responsibility for students well-being when they leave school's property. Students of grades K-8 may not leave the school's premises at any time.*

### **Surveillance:**

The church property where school is located is under surveillance 24/7. If any suspicious behavior is reported, the security personnel will investigate an incident and check cameras. If any students will be involved, parents will be notified, and called to the office. Based on the level of violation, a proper discipline will take place.



## **V. DISCIPLINE**

Training includes correction as well as instruction. It is a process that begins at home, is reinforced in school, and continues on through life. Various forms of discipline and correction will be administered to help maintain order and to aid the student in his emotional and spiritual growth. Contact the office for specific orientation guidelines from teachers. Behavior violations are recorded in student electronic file.

### **Standard of Conduct:**

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

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

1. *Faithfulness* – Covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. *Honor* – The fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachability; gratefulness.
3. *Harmony* – Dwelling together in unity; friendship and sharing; peace and joy; cooperation.

4. *Honesty* – Being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
5. *Purity* – Holy to the Lord; cleanliness; modesty and decency; being noble and lovely.
6. *Order* – Accepting discipline and self-disciplined; being neat and orderly; organized and clear thinking.
7. *Stewardship* – Accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

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

The purposes of the discipline policies:

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the biblical instruction that should be provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters. To avoid behavior that may tempt a weaker brother.
10. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

### **Five School Rules:**

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

### **Classroom Conduct:**

Students are to show honor to others: "May I...", "Please," "Thank you" - are examples of courteous phrases. Students are to address all adults with proper

respect (e.g., Mr. Hetman, Mrs. Turner, Miss 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. Merit/demerit system may be established.

### **Dress Code Policy:**

The ultimate authority in setting dress code policy is up to the School Board. Contact the school office for school dress code description. We encourage school uniforms; our students look the best in them. Most students of grades K-6 wear uniform style clothes.

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

1. Uniforms result in stronger discipline and academics.
2. Uniforms help improve a student's self-image.
3. Uniforms reduce yearly clothing costs.
4. Uniforms eliminate the daily decision of what to wear.
5. Uniforms eliminate competition in dress between students.
6. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
7. Uniforms give organizational identification building school spirit.

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

SMCA school administration may have minor changes to this policy (for example, using a demerit system policy).

The three-tiered level of offenses/discipline approved by the Board has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the mission and activities of SMCA, while the primary goal of all discipline is to bring the offender to a place of restoration. The secondary purpose is to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the particular 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 SMCA, 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 principal at each school, in accordance with the published policies.

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

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

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

**LEVEL II:** This level of offense goes beyond Level I in regards to severity, or repetition of some lesser offense. It is at this level that the principal becomes involved and records of actions and disciplinary responses begin to be kept in the school office. Teachers or other school staff must report Level II offenses immediately to the principal for discipline.

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

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

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

*Sample level III offenses:* Repeated Level II offense, severe and blatant disrespect, including insubordination, use of profanity that is severe in nature (or repeated), stealing or forgery, repeated deceit of any kind, skipping classes or

truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds), false alarms being called in or set off, fighting, any possession of weapons, sexual immorality on or off campus, any criminal offense not including traffic violations, any threatening remarks made to others.

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

### **Detention Policy:**

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

1. The student is warned. 2. Parents are notified and incident recorded in RenWeb. 3. Parents are notified and the student is serving detention during lunch, before, or after school. The student is supervised by the assigned school personal.

*\*A "no show" results in a double time of detention. Classes can't be resumed until detention is served.*

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

### **Conduct Probation:**

Under certain circumstances, a student in grades K4/K5-12 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.

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.

Length of Probation:

- Usually one school quarter, assigned by the local school administration.

Consequences of Probation:

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



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

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

### **Suspension:**

The principal may issue suspensions of up to three days as a consequence 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 principal.
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 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:

- Meeting with a teacher. A teacher might assign an alternate assignment.
- A teacher will contact parents via email/phone explaining specifics of incident.

2nd offense:

- Meeting with a teacher and a 0% on assignment.
- Student is sent to the school office. The office informs parents via email/phone.

3rd offense:

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

### **Inappropriate Affection:**

SMCA 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 or girl-girl/boy-boy or siblings' 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.

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

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

### **Search Policy:**

SMCA school 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.

### **Classrooms & Hallways:**

It is the goal of SMCA 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's desk 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 box. This area is then their responsibility to keep straightened.
5. Hallways to be kept clear of clutter: tables, books, papers, & sport equipment.
6. Any dues or penalties owed to SMCA must be paid before the final report card is released.

### **Playground Policy:**

1. No students are allowed to be on playground without supervision.
2. Children must use the playground equipment in proper and safe manner.
3. No tackle football. Only softballs are allowed, no baseballs.

4. Students are required to keep the playground clean and picked up by using acceptable disposal containers.
5. Children must stay within the playground boundaries and must obtain a teacher's assistance in retrieving a ball that rolls across the street.

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

1. No students are allowed to play on the grass field without supervision.
2. Soccer is allowed only with students one grade level apart
3. Students are required to keep the grass field clean and picked up trash
4. Students must stay within the grass field boundaries and must obtain a teacher's assistance in retrieving a ball that rolls across the street.

**Playground/Grass Field Misbehavior:** Discipline procedure rules apply (see earlier)

### **Bus, Van, Car Rules:**

1. Obey all instructions of the bus driver.
2. The driver may assign seats to students.
3. Students must remain seated at all times.
4. Backpacks should be under the seat.
5. Use a soft voice.
6. Keep hands and head inside the vehicle.
7. Honor God with your words.
8. Keep the vehicle clean. Do not destroy property.
9. Weapons/dangerous items and violence are prohibited.
10. For your own safety, do not distract the driver through misbehavior.
11. Discipline rules apply on all trips.

### **Parking Lot Guidelines:**

Always drive slowly in the parking lot (5mph)! When picking up or dropping off your child, follow the pick up/droff off established rules. Contact the office for information.

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

HS 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.
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 principal.

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

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

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

*Note: SMCA's staff may drive students to school events, and parents should notify the school's office if they oppose this policy. All child safety measures will be followed.*

### **Violence Prevention Policy:**

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

1. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
2. Fighting between students while in the classroom or school premises will result in immediate suspension.
3. 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)
- (c) Under the student's control or accessible or available, such as hidden by the student.

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

- (a) A statement of personal bodily harm with a weapon
- (b) A statement indicating friends or acquaintances with weapons who will

commit bodily harm

(c) A statement of possessing a weapon at school or a school function.

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

(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

(e) A sand club, chains or metal knuckles

(f) A device commonly known as "throwing stars," multi-pointed objects designed to embed upon impact

(g) Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle

(h) A dirk, which is a type of dagger

(i) Any device commonly known as "nun-chu-ka" sticks consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means

(j) A stun-gun

(k) Any explosive device including fireworks.

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

(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.

SMCA does not allow pocketknives, squirt guns, paint ball guns, and look-alike weapons. Any student at SMCA violating this policy will be turned over to the appropriate law enforcement agency and be immediately expelled from the school without exception.

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

SMCA has zero tolerance policy in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products. Our school reserves the right, according to our "Student Search Policy," to search students if they are suspected of

possessing illegal drugs, alcohol, or tobacco products. The school office may give a drug test for a suspected student, parents will be notified. In some circumstances, a student can be asked to take a drug test at the Drug Test Office. If Drug/Alcohol/Tobacco policy violation exposed, a student will be immediately expelled from school.

**Sexual Conduct Policy:**

SMCA 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**

**Placement Testing:**

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

**Standardized Testing:**

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

**Classification of Students:**

K 4/K5-1gr.	Primary
1-6 grades	Elementary
7-8 grades	Middle School
9-12 grades	High School

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

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

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

**Carnegie Unit of Credit:**

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

**Guidance and Counseling:**

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

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

In general, the following problems can be handled:

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

**Graduation Requirements:**

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

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

**Advanced Placement Program:**

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

**Diploma of Graduation:**

SMCA will require the following criteria to be matched or exceeded for a student to receive a diploma of graduation, if attended all four years at SMCA member school:

## **Course** Northwest Christian Education

**Bible** 4 (4yrs)

**English:** 4 (4yrs)

Composition, Rhetoric, Literature, AP English

**Mathematics:** 3 (3yrs)

Algebra I&II, Geometry

Trigonometry, Calculus, Discrete Math

**Social Studies:** 3 (3yrs)

US History 1 (yr)

World History 1 (yr)

Government 1 (yr)

Modern History, Geography

**Laboratory Science:** 3 (3yrs)

Basic Science, Biology I & II

Chemistry, Physics

Psychology

**Occupational Education:** 1 (1yrs)

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

**Second Language** 2 (2yrs)

**Electives:** 6 (6yrs)

Fine & Visual Arts

**Physical Education:** 1 (1yrs)

**Health** 1 (1yrs)

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

### **Grading and Report Cards:**

SMCA requires parents to attend Parent/Teacher conferences that are held three times per year (after the 1<sup>st</sup> and 3<sup>rd</sup> quarters). Students in grades K4/K5 through 12 will be evaluated concerning the academic and behavioral progress two times per quarter: mid-term and end of the quarter progress. Progress reports are issued at the end of each quarter. Report cards for K4/K5 – 6 grades and transcripts 7-12 grades are issued at the end of 1<sup>st</sup> and 2<sup>nd</sup> semesters.

### **Grading Weight:**

Letter grades for secondary students (7-12) shall be reported using this formula: 34% daily work (graded daily assignments, i.e. homework, book reports, spelling tests, quizzes, compositions, etc.), 33% unit exams (major exams covering a unit of study), 33% final comprehensive exams (covering the completed quarter). Primary and elementary students' grades are reported simply using a 50/50 formula: 50% for daily work; 50% for tests and major projects.



### **Academic Awards:**

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

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

This standing involves the following criteria:

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

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

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

### **Gifted Track:**

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

### **Homework Policy:**

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

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

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

**Homework Policy for K4/K5 - 5 Students:** Each student is required to complete his/her homework on time. Failure to complete homework on time will result in one or all of the following:

- *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 principal will be involved.

*If a student fails completing homework during the current week, Friday School may be assigned. Parents are responsible to bring their child to school for 3 hours session (9am-12pm). A student will be doing homework with a teacher to bring grades up. Note, a student cannot receive more than 75% for his/her make up work. In case of no show, a student will receive 0% on all missing work.*

**Homework Policy for 6-12 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 in.
2. If the late assignment is still not turned in on the second day, the student will receive 10% off on the late work. Parents will be notified of the delinquent homework problem.
3. 25% is given to all assignments that are turned on a third day after the due date.
4. Friday school is assigned if the assignments are not turned in on a fourth day (Thursday). Note: a student cannot receive more than 75% for his/her make up work. In case of no show, a student will receive 0% on all missed work.

*It is very important that each child does his/her own homework. However, parents are encouraged to assist their child when necessary. Collaboration and group work is permissible, yet students need to present their own work. Disciplinary action will occur if homework cheating is discovered amongst students.*

### **Special Projects:**

Book reports, compositions, special research assignments, and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion. Note: in many situations, special projects are part of extra credit work.

### **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 is: students must pass English 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 principal will notify parents if end-of-the-year retention is being considered.

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

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

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

### **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. Parents will be contacted. Notes made in the behavioral file.

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



## **VII. EXTRA-CURRICULAR ACTIVITIES**

### **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 NCE member schools.

### **Student Council:**

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

### **Athletic Eligibility:**

The participation of students in athletics is an important part of SMCA, 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 principal's input.

### **Athletic Games:**

Participation in athletic games is based on P.E. teacher recommendations. On regular basis, students are required to attend 80% of all scheduled games. Students who followed all established sport guidelines will receive .25 athletic credit at the end of the school year.

### **Competitions:**

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



## VIII. PARENT INVOLVEMENT

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

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

### **Parent Committee:**

The purpose of the Parent Committee is service to the total school environment through sponsoring student activities, fundraisers, and financial assistance. Contact the school office for details.

### **Newsletter:**

SMCA teachers publish regular newsletters (distributed via email or in-print). It is the parent's responsibility to read newsletters and be aware all school activities, events, changes in calendar, etc., and respond promptly with any questions.

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

The school is dependent upon each family's participation and assistance. Each family is expected to give of their time in involvement for a minimum of 30 hours per year. (Single parent households are required to volunteer half of the required time; part time K4/5 parents also serve half of the required time). Students of grades 5-12 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.

*\*Please contact the local school for exact requirement on service hours.*

Service hours are recorded at school office. Please ask the school secretary of how you could work out your Service Hours. *\* Additional service hours/lunch duty are added to families who receive the Tuition Assistance. The office notifies parents about their time of service. Additional volunteer hours are assigned to families in grades K-6 who are consistently tardy to school. Parents are notified of their volunteer ours count monthly.*

### **Complaint Procedures:**

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



## IX. EMERGENCY POLICIES

### **General Emergencies:**

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

### **Fire Emergency:**

Expect drills at least four times per year.

- (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.

**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.

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

### **Earthquake:**

1. Instruct students to "Duck and Cover."
2. Get immediately under a desk or table.

3. Face away from windows.
4. Squat on knees close to ground.
5. Cover neck and sides of head with one hand behind the neck, hold firmly to a desk or table leg with the other hand.
6. Close eyes tightly.
7. If in a large room or where a desk or table is not available, stand in a doorway or corner facing away from windows.
8. If in an interior stairway, move to the wall and take the *personal protective position* (squat on knees close to ground, cover neck and sides of head with one hand behind the neck.)
9. Remain calm and re-assuring.

### **School Lockdown:**

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

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

In the event of a lockdown teachers will:

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

### **Evacuation Plan:**

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



by the principal. Parents will be notified by the office personal by phone, email and/or school websites.

### Procedures for Student/Parent Reunification

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

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