



Parent/Student Handbook

2026-2027

Raising Faith-Strong, Future-Ready Kids—Together

Welcome

Welcome to Summit Christian Academy! We are honored to partner with your family in nurturing students who grow in faith, wisdom, and Christlike character. This handbook provides an overview of our mission, culture, and expectations so that together we can build a joyful, purposeful school community.

Please note that while this handbook outlines essential policies and procedures, it cannot anticipate every situation. Summit Christian Academy may update policies as needed to support our students and families.

Our Mission

Summit Christian Academy partners with families to provide a Christ-centered, classical education that nurtures faith, cultivates character, and equips students to think, speak, and live with wisdom for the glory of God and the good of others.

Our Story & Educational Philosophy

Long before Summit Christian Academy had a name, it had a heartbeat.

It began in 1979 with a small group of parents—*John and Kathy Bangsund*—and the leadership of the *Leavenworth Church of the Nazarene*, who shared one simple, courageous conviction: **our children need a place where Christ is the center, and learning is rich and meaningful.**

These families didn't set out to build an institution—they set out to establish a place in the Upper Valley that would protect and nurture the hearts of their children. They prayed, dreamed, and sacrificially created a school where kids could grow up surrounded by truth, kindness, meaningful learning, and God's great outdoors. They named it **Upper Valley Christian School.**

Over the decades, that small seed of faith grew. The school expanded grade levels, deepened its academic offerings, embraced classical education, and built a reputation for developing students who think well, communicate clearly, serve humbly, and love Jesus deeply.

And now, as the next chapter unfolds, the school takes on a new name—Summit Christian Academy—a name that reflects the upward call of discipleship, the beauty of growth, and the strength we find in Christ. But while the name has changed, the heartbeat hasn't.

Today, Summit Christian Academy stands on the legacy of over four decades of God's steady faithfulness and the unwavering devotion of parents who continue to say:

"I want my child to be rooted in truth. I want them to know who they are in Christ. I want them to grow in wisdom, purpose, and character."

Summit Christian Academy isn't just a school.

It's a legacy.

It's a community.

And it's a place where children can grow into who God made them to be—anchored, confident, and ready for whatever summit He calls them to climb.

Or

Summit Christian Academy began in 1979 through the faith-filled vision of parents and church leaders who longed for a school where Christ is central and learning is purposeful, joyful, and deeply rooted in Scripture. Over the years, the school grew in both size and depth, strengthening its commitment to forming students who love Jesus, think clearly, and live with integrity.

Today, Summit Christian Academy continues that legacy by providing a classical Christian education—a rich, time-tested approach that shapes the whole person: mind, heart, and character.

What Is Classical Christian Education?

Classical Christian Education is about forming the whole person—mind, heart, and character—through a thoughtful approach that mirrors the natural way children learn and grow.

It weaves together:

Deep thinking

Passionate learning

Strong character

Firm faith

...into an education that prepares students not just for the next grade, but for life.

THE TRIVIUM: HOW CHILDREN NATURALLY LEARN

We honor how God created children to grow by teaching in three intentional stages:

1. **Grammar Stage:** (Early Grades) foundational rules, facts, and knowledge in each subject.

Children love memorization, songs, stories, and concrete facts. We lean into that natural curiosity and help them build a solid foundation.

2. **Logic Stage:** (Middle Grades) ordered reasoning, relationships, and analysis within a subject.

Students begin to ask “why?” We guide them to reason well, think critically, and understand how ideas connect.

3. **Rhetoric Stage:** (Upper Grades) winsome, clear, and persuasive communication of knowledge.

Students learn to express their thoughts with clarity, grace, confidence, and humility—becoming compelling communicators and leaders.

The entire Trivium shapes our approach at every level, ensuring students grow in knowledge, reasoning, and communication as they mature.

Christ at the Center

Every subject is rooted in a biblical worldview. Students learn to:

1. See the world through the lens of Scripture.
2. Recognize truth, beauty, and goodness.
3. Grow in virtue and wisdom.
4. Apply biblical truth to their daily lives.

Our Educational Goals

Summit Christian Academy is committed to:

- Integrating Scripture into every subject. (II Timothy 3:16-17)
- Modeling Christian character in all relationships. (Matthew 22:37-40)
- Encouraging spiritual formation in students. (Matthew 28:18-20, Matthew 19:13-15)
- Developing deep thinking, clear communication, and joyful learning.
- Creating a nurturing, orderly, grace-filled environment.

Statement of Faith

Summit Christian Academy's foundation is built upon the following core beliefs. They are also the key elements of Christianity that are taught in various ways throughout all grade levels. By necessity, all of our Staff, Board and volunteers share in love for God, His Word and subscribe to the following Statement of Faith.

We believe in God the Father Almighty, Maker of heaven and earth. And in Jesus Christ His only Son, our Lord; who was conceived by the Holy Spirit, born of the virgin, Mary; suffered under Pontius Pilate, was crucified, dead, and buried. He descended into hell; the third day He rose again from the dead; He ascended into Heaven, and sits at the right hand of God the Father Almighty; from there He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, the Holy Christian Church, the communion of Saints; the forgiveness of sins; the resurrection of the body and the life everlasting.

- We believe the Bible to be inspired; the only infallible, authoritative, inerrant Word of God, containing all truth necessary for faith and practice.
2 Timothy 3:16
- We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
Matthew 28:19
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless and perfect life, His miracles, His substitution and debt-canceling death on the cross, His bodily resurrection from the dead, His ascension to His Father's right hand, and His future, personal return in power and glory. *Colossians 1:15-20, Hebrews 4:15, John 2:23, Colossians 1:21-23, Acts 1:6-11*

- We believe that for the salvation of lost and sinful people; it is absolutely necessary for each person to be regenerated by the Holy Spirit in order to receive eternal life. *Titus 3:5-6*
- We believe that salvation is by grace alone, through faith alone, and in Christ alone. *Ephesians 2:8-9*
- We believe that faith without works is dead. *James 2:14-17*
- We believe in the present ministry of the Holy Spirit by who's indwelling the believer is able to grow and mature in their relationship and walk with God. *Romans 8:1-11*
- We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those that are lost to condemnation and separation from God. *Matthew 25:31-46, John 5:28-29, Hebrews 9:27*
- We believe in the spiritual oneness of believers in our Lord Jesus Christ. *John 17:20-23*
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions from conception through natural death. We are therefore called to defend, protect, and value all human life. *Psalms 139*
- We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God. *Gen. 1:26-27*
- We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. 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, and that any form of sexual immorality is sinful and offensive to God. *Genesis 2:18-25, Matthew 19:4-5, 1 Cor. 6:18, Hebrews 13:4*
- We believe that as a Christian community, the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. We therefore believe in biblically based mediation or arbitration, rather than litigation. *Matthew 18:15-20; 1 Corinthians 6:1-8*
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. *1 John 1:9*

Statement on Final Authority for Matters of Faith and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The Bible, which speaks with final authority concerning truth, morality, and the proper conduct for all, is the sole and final source of all that we believe. For purposes of Summit Christian Academy's faith, doctrine, and practice, the denomination of the Church of the Nazarene is the final interpretive authority on the Bible's meaning and application.

Ecumenical Community

"In essentials unity, in non-essentials liberty, in all things charity"

Summit Christian Academy recognizes that doctrinal diversity exists among the larger Christian Community. Therefore, all doctrinal issues not directly addressed in the SCA Statement of Faith are referred to as "Secondary Doctrine". Examples of secondary doctrine include such topics as modes of baptism, end times, charismatic gifts, etc. Secondary doctrines may be discussed in various classes but the discussion will be conducted in a respectful and non-coercive educational manner.

Facilitating our Mission Statement

In order to facilitate our mission statement and achieve the desired result, all subjects taught at SCA shall integrate faith and learning. SCA staff and volunteers shall all participate in transmitting the Christian faith as described in part by SCA's Statement of Faith, to students at SCA in ways including but not limited to leading prayer times, assisting with and leading chapel and worship, reading Scripture, Bible teaching, spiritual discipleship of students, and incorporating biblical teaching into all curriculum.

Reverence Policy

In all areas of instruction, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles. Examples of things to avoid include silly or trite references to Jesus Christ, His work on the cross, or the name of God.

In Loco Parentis Policy

In loco parentis refers to the Latin phrase meaning "in place of the parents." Summit Christian Academy exists to partner with parents in the education of their children. As such, we recognize that the parents are the ones who have God-ordained authority and responsibility to raise, train, and educate their children. In light of this, we understand that education consists of a partnership between SCA and the student's parents or guardians.

Racially Non-Discriminatory Policy

In His Word, God forbids us to regard anyone with partiality: "If you really fulfill the royal law according to the Scripture, 'You shall love your neighbor as yourself', you do well; but if you show partiality, you commit sin, and are convicted by the law as transgressors." (James 2:8-9) Therefore, in obedience to the royal law of God, and in accordance with the Constitution of the United States and all applicable state and Federal laws, Summit Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in its admissions or in the administration of its educational policies, programs or activities.

Admissions Procedures and Requirements

Admissions Process

1. We invite you to take a tour of our school and read through our Student/Parent Handbook
2. Application - Submit your student's [application online](#) and pay the new student application fee upon submission. Please read instructions carefully as you go. If you plan on applying for [financial aid](#), you may do so after you apply.
3. Assessment - The office will call you to set up the assessment for your student and recommend placement.
4. Admissions meeting - Once we receive your application, we will contact you to schedule a meeting together with the Administrator and a School Board Member. This is a chance for you to ask questions and for us to get to know your family better.
5. The Administrator and SCA Board will review all applicants and determine approval or denial of admission. (In the event that an applicant is denied admission, the parents may appeal the denial to the School Board.)
6. Acceptance – If your student is accepted, you will receive your acceptance notification via email, click on the link and complete the online enrollment packet.
7. Enrollment packet - Complete your student's enrollment packet online and submit the enrollment fee.
8. Complete - Congratulations! We look forward to partnering with you in the Christian education of your child.

Student Placement

1. A child generally must have reached the age of three years by August 15 to enroll in Playschool.
2. A child generally must have reached the age of four years by August 15 to enroll in Pre-Kindergarten.
3. A child generally must have reached the age of five years by August 15 to enroll in Kindergarten.

Assessing Student Academic Readiness

New students enrolling at SCA will be given an academic readiness assessment for the grade they will be going into. In addition, the school will seek all academic and standardized test records from the child's previous institution. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he/she repeat the previous grade.

Admissions Requirements for Students

1. All students are expected to cheerfully comply with academic and behavioral standards of SCA. This includes regular teaching in our Christian faith and heritage as outlined in our statement of faith, as well as our academic and behavioral policies.
2. The child should understand that his parents have delegated their authority to the school. Therefore, in order to be eligible for and maintain admission to SCA, he is subject to the instruction and discipline of the teachers and Administrator in their prescribed roles at SCA. (See Discipline Policy)
3. Summit Christian Academy does not unbiblically discriminate on the basis of race, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other-directed programs.

Admission Requirements for Parents

1. SCA desires to partner with like-minded families who will further our mission to provide a Christ-centered education, in the classical tradition, that prepares students to live purposefully and intelligently for the glory of God and for the good of others. Though not required to be Christians, both parents or guardians of students at SCA must have a clear understanding of the Biblical philosophy and purpose of SCA. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the School's Statement of Faith in various and frequent ways within SCA's program.
2. Parents should be willing to cooperate with all the written policies of Summit Christian Academy and engage in active communication with the respective teacher(s) and administration.

Ongoing Admission Requirements

Students are required to be compliant and desire to be educated at Summit Christian Academy.

When a student exhibits behaviors or attitudes that appear to call into question their desire to enjoy the opportunity afforded at Summit Christian Academy, the relationship may be reevaluated. This reevaluation is to assure that the family goals and Summit Christian Academy's vision continue to be harmonious. (See SCA Code of Conduct)

SCA is an academic institution. Therefore, a student must be able to maintain an academic disposition as well as pass the course work in a given year. If a student fails to pass a class, their continued enrollment may be reevaluated (See Promotion Policy).

Students (grades 7-12) and Parents will be asked to sign an agreement to these policies each year.

Admission Restrictions

- SCA does not have an open admission policy. While we do not discriminate on the basis of race, sex, color, or national origin, SCA reserves the right to deny admission to applicants on the basis of academic ability (as demonstrated by previous school records or standardized achievement tests), behavior (both in and out of school), and the attitude of the applicant including a willingness and ability to cooperate with SCA administration and staff and to abide by its policies. We support and sympathize with parents who are trying to correct problems with their children; however, we do not have either the resources or the set purpose of dealing with behavioral and academic problems.
- In some cases, at the discretion of the SCA Board, students may be admitted under academic and behavior probation for a set period of time until they prove themselves capable of meeting SCA's behavioral and academic standards.

Learning Disabilities

Developmental/Intellectual/Severe Disabilities: Any condition in which a student would require a separate classroom, program, and/or staff member in order to receive the educational services desired by the parents (e.g., Downs syndrome, deaf/mute, blind, Autism, etc.). Due to the lack of adequate staff, funding, and facilities, children with these types of disabilities will not be admitted to Summit Christian Academy.

Specific Learning Disability or Health Impairment: Any condition in which a student does not require a separate classroom, program, and/or staff member in order to receive the educational services desired by the parents (e.g., ADD/ADHD, Dyslexia, Auditory/Sensory Processing Disorder, etc.) Such learning disabilities may require some degree of accommodations or modifications in order to complete grade-level work. For the purposes of this policy, actual doctor diagnosis is not mandatory, but may become required depending on the student's needs.

There are two paths for students with Specific Learning Disabilities or Health Impairments:

1. **Accommodations:** Accommodations are changes made to the regular classroom curriculum that alter the form of the assignment/test, or the means by which a student completes such work. Examples of accommodations include such items as enlarging the print on an assignment or providing a quiet place for a student to complete a test. Accommodations do not change the substance or length of an assignment or test, only the method or means by which the student completes it. If accommodations are made for a student, they will not be reflected in the students' records or transcripts.
2. **Modifications:** Modifications are any changes in the content, length, or challenge level of an assignment or test. Modifications fundamentally change the requirements for a given student. All modifications will be noted on report cards and transcripts in order to accurately reflect the changes made to course load, content, and rigor.

If a student is known, or suspected, to have a specific learning disability, teachers and/or parents should alert the Administrator. The best course of action will be determined by the intervention specialist, administrator, and parents.

Student Health Requirements

All students attending Summit Christian Academy must have on record with the SCA office the following before entering in the fall:

- Current Immunization Record: (diphtheria, tetanus, polio, rubella, and hepatitis B)
 - Or an Exemption Statement
 - Standard immunization record forms may be obtained from the family doctor and a copy given to the SCA office.
- Parental Permission for Medication: Medication will not be administered by the school without separate written permission from a parent or guardian. All medications must be in the original bottle including student's name, date prescription was filled and dosage. Please contact the school to complete an Authorization to Administer Medication Form.
- Health History: Describes the basic health/illness history of each student. Students with life-threatening conditions must have both medical authorization and necessary medication at school before that student will be allowed to attend.
- A copy of the student's Birth Certificate.
- Emergency Contact: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency. This includes a signed waiver to facilitate necessary surgical action and also includes a transportation and activities release waiver to be used for school-sponsored field trips.
- If applicable: After School Sports Release: Grants students permission and releases the school of liability so that students may participate in After School Sports.
- Transportation and Activities Release: Grants a student permission to travel in another family's automobile for a field trip or activity.

Illness

The health of all the children at SCA depends on each family acting responsibly. Please notify us immediately if your child contracts anything that is contagious and also act promptly with medical care. We will provide information for dealing with contagious situations as the need arises.

First Aid

Band Aids and simple first aid supplies are available in the office.

Student Drop-off and Pick-up Procedures

The school doors open for students at 7:40 A.M. They may enter the building and wait outside their classroom doors at this time. Classroom doors open at 7:45 A.M. Students should be in their seats, ready to begin class at their designated time, 8:00 or 8:10. Unless prior arrangements are made with a teacher, students will not be allowed in the building prior to 7:40 A.M. The school day ends at 2:45 P.M. Students are to be picked up at their designated time and will not be allowed to wait in the building for late pickup unless prior arrangements have been made with the school office. Students will not be allowed in the building after school unless they are involved in a specific SCA after-school activity.

During drop-off and pick-up times, enter the SCA parking lot *only* from the Prospect Street side and exit onto Ski Hill Drive.

Daily Schedule

Students should be in class and ready by the designated times:

Prk-Kindergarten:	8:10am - 11:30am
1st - 8th Grade:	8:00am - 2:45pm
Lunch:	
Kindergarten	11:30 -12:25pm
1st - 2nd Grade	11:45 – 12:25pm
3rd - 8th Grade	11:50 - 12:30pm
Chapel ~Monday:	8:00 - 8:30am

General Guidelines and Procedures

Contacting Children During the School Day

Parents needing to contact their student during school hours must contact the school office (509)548-5292 who will deliver the message to the student.

Emergency Procedures

SCA makes student safety a top priority. Each year, staff will be trained on emergency procedures to ensure everyone has familiarity with each process. Emergency procedures will also be practiced with students (age appropriately) and staff annually. For any serious illness or injury judged to be an emergency, 911 will be called. Known allergies for conditions which might result in a medical emergency must be reported to the school at registration.

Attendance Policy

Students enrolled in SCA are expected to be present and on time every day school is in session. The actual number of school days will be determined by the yearly calendar, but generally will be 176 days.

Tardy Guidelines

- Students are to be in class on time. Students are considered tardy if they are not in class on time.
- Tardy students will not be admitted to class without a tardy pass obtained from the office.
- When a student accumulates three tardies in a term, parents will be contacted.

Leaving Campus

SCA is a closed campus. Students may not leave school grounds during normal school hours unless given prior permission by their parents. If parents need to take their students out of school during normal school hours, parents must check students out at the school office. Students must check out when leaving and check in upon their return in the main office.

Teachers will not release students to a non-parent or unknown person during the school day without a release slip from the office.

Absence Guidelines

- Unplanned absences are those that are unforeseen and require a student missing school due to illness, or emergency, etc. The parents should contact the office by note or phone as soon as possible. This allows time for teacher(s) and/or students to compile the necessary work the student would otherwise miss.
- Planned absences are those that are scheduled in advance (i.e., family vacations, mission trips, service in the community, doctor visits, etc.). Parents/students planning an absence must notify the teachers and the school office at least 2 weeks in advance of the absence. Given enough lead time, teachers may be able to provide some of the work to be missed. However, due to the interactive nature of the classroom, it is impossible to duplicate what a student misses. In light of this, students may be given extra assignments attempting to cover the missed classroom experience.
- Excessive Absences: In the event the total number of absences (planned or unplanned) from a class in a given semester exceeds ten the student may not receive credit for the course.

School Work Guidelines and Grading Procedures

Missed Classwork

If students are absent due to sickness or other unforeseen circumstances (unplanned absence) requiring them to miss school, they will be given not less than 2x the number of days they were absent to make up their work (i.e., absent 2 days = not less than 4 school days to make up work).

- If students are absent due to a planned outing, they will be given not less than 1x the number of days they were absent in order to make up their work (i.e., absent 2 days = not less than 2 school days to make up work). In order to limit the impact and additional work created for our teachers by absences, students will not be given make-up work for more than five discretionary absences in a school year.

Testing

- If students are absent only on the day a test is given, at the teacher's discretion they will generally be required to take the test upon their return to school.
- If students are absent on one or more days leading up to the test and thus miss content or review, at the teacher's discretion they may be given at least two days for every one day missed to make up the test.

Grades and Evaluation

Percentage	Grade	GPA Calculation
97%-100%	A+	4.0
93%-96%	A	4.0
90%-92%	A-	3.7
87%-89%	B+	3.3
83%-86%	B	3.0
80%-82%	B-	2.7
77%-79%	C+	2.3
73%-76%	C	2.0
70%-72%	C-	1.7
Below 69%	F	0.0

Other evaluation assignments

Used for Behavioral Reporting and Kinder-Prep through Third Grade report cards.

E = Excels (in skill acquisition)

S = Satisfactory

N = Needs Work

I = Incomplete (work missing, not enough grades to assign letter)

U = Unsatisfactory (in skills or behavior)

Grading Guidelines

- In order to keep any single assignment from overly affecting a grade, teachers should ensure no one grade exceeds 20%.
- Skill Set grades (character encouragements) and Teacher comments will be used on the Semester Report Cards. The progress portion of the semester report provides an opportunity for an evaluation of the student's class and school behavior. These skills set grades are accompanied by comments by the teacher to clarify the Skill Set grade.
- In the event of a student earning an "F" for the term in any class or subject, the parents must have received prior notification. When teachers notify parents and students, they must make sure both understand the reasons (missing assignments, poor grades, etc.) for the failing grade. Parents should not be blind-sided by a failing grade. Teachers should attempt to meet with parents and students to make sure that issues can be resolved openly and effectively.
- Grading Late Assignments: Any assignment turned in after the determined date and time to be collected is late. For each day an assignment is late 10% will be deducted, and the highest grade a student may earn on that particular assignment is 60%.

Homework Philosophy and Guidelines

Homework is a regular and valuable part of a student's life. Homework should be a way of preparing for the next class and reviewing or practicing the material from the previous class. It should never be busy work. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. Students who do not use their class time wisely will likely accrue homework above and beyond that assigned by teachers.

Parental involvement is critical to a child's education. Therefore, homework can be used as an opportunity for parents to actively come alongside their child.

Guidelines For Assigning Homework

The homework allotments below should act as a guide for teachers when giving assignments. Students should utilize a planner and communication folder to keep themselves organized. Secondary teachers should make use of a tool like Google Classroom to aid in communication and the efficient conveyance of information. Normally, homework is not to be assigned over the weekend or over holidays and vacation periods, with the exception of math and reading.

Grade	Approx. Time Per Weeknight
Kinder-Prep & Kindergarten	None (except reading practice or unfinished work)
1st - 2nd	20-40 Minutes (infrequently)
3rd - 4th	30-60 Minutes
5th - 6th	45-60 Minutes
7th - 8th	60-90 Minutes
9th - 12th	60-120 Minutes

Summit Christian Academy Student Promotion Policy

In order to be promoted to the next grade at SCA, all students should demonstrate an appropriate level of mastery of their assigned subjects, and also display grade level maturity necessary to succeed in the next grade. The following serve as minimum requirements for promotion at SCA.

Elementary

- Pass reading, math, and English with at least a 70% average.
- Have no more than one F per term in any other academic subjects (e.g., history, science, etc.) and no more than two Fs in the same subject within an academic year.
- If students are low in math or reading, and the grade-level teacher believes they will catch up with help from a tutor, the student may be moved up a grade as long as parents are notified of the deficiencies and a plan is made to make improvements.

Secondary

- Secondary students currently enrolled at SCA must maintain at least a 2.0 GPA to qualify for promotion to the next successive grade.
- All appeals for diverging from or waiving the requirements of this policy will be submitted to the Administrator, who with the counsel of the teachers, will make the final decision on the appeal.

Process for Repeating a Grade

If a teacher suspects one of their students may not meet the qualifications for promotion into the next grade, careful and deliberate communication with parents and the Administrator is necessary. In general, the teacher must:

1. Notify the Administrator immediately to determine the best course of action.
2. Document all evidence that leads the teacher to believe the child should repeat. This includes academic work as well as behavioral challenges that may make retention a necessary option.
3. Communicate all academic and behavioral challenges to parents as soon as they are detected. A parent should never be blindsided when a teacher recommends repeating.
4. Communicate the possibility of retention at the next parent/teacher conference.
5. Give objective, measurable standards for the child and parents to work toward.

Parent-Teacher Conferences

Parent-teacher conferences are one of the most effective tools we have to partner well with our parents. Two set times in the school calendar will be made available for parents and teachers to meet for conferences, though teachers are expected to communicate and set up conferences with parents during the rest of the school year should the need arise. Parents should always feel free to contact the office to set up appointments with teachers when necessary.

Discipline Philosophy and Guidelines

Summit Christian Academy views parents as the primary disciplinarians of their students. Though it is necessary for schools to enforce discipline in order to keep classrooms orderly, it remains the parents' primary responsibility to discipline their children. Therefore, teachers will make every possible effort to keep parents well informed of student conduct so that appropriate measures can be taken at home to curb unhelpful behavior.

When discipline at school becomes necessary, SCA will make every effort to do so with grace and love. In this way, discipline will always be applied with restoration and forgiveness at the center. Discipline will always seek to end in a restoration of fellowship (child to God, child to others). Shaming or withholding affection from a student should never be used as a means of discipline.

Classroom Discipline

The vast majority of discipline problems will be able to be dealt with at the classroom level. Teach and train the students first. Good teaching and training of the whole class on the standards of behavior at the beginning of the year and then periodically throughout the school year is critical to good classroom management.

Classroom Rules

- We obey right away
- We raise our hands and stand to speak
- We show respect to others with our words and actions
- We work diligently during class time

Classroom Process

1. A student who chooses not to comply with classroom rules shall first receive a verbal correction.
2. Continued misbehavior will result in the student's name being placed on the board or behavior card and losing some benefit or privilege in the class, for example, half of a recess.
3. If repeated misbehavior in a day or week, the teachers shall contact parents either by using Attention Grabbers, an email, or a phone call or in person.
4. Any time a student's name is placed on the board, the teacher shall talk through the misbehavior with the student for understanding and learning purposes. If applicable, the teacher may walk through the biblical confession process as soon as is practical with the goal of being restorative. Specifically, the student should seek forgiveness from whomever they have offended and seek forgiveness from God.
5. Should the student continue to not comply with classroom rules the student may be sent to the office.
6. Certain acts and behaviors by students may merit an immediate visit to the office to meet with the Administrator, including but not limited to:
 - Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
 - Dishonesty in any situation while at school, including lying, cheating, and stealing.
 - Rebellion, outright disobedience in response to instructions.
 - Fighting, striking in anger with the intention to harm the other student(s)
 - Obscene, vulgar or profane language, as well as taking the name of the Lord in vain.

Secondary Discipline

In an effort to increasingly encourage students toward self-governance, discipline at the secondary level will be different than in elementary.

The first step of correction is to verbally address the inappropriate behavior with the student. Students should be given the opportunity to correct their behavior and relationships as young adults before teachers resort to involving parents.

If the misbehavior is something only the teacher observes, the student should be quietly/privately corrected. If the teacher perceives a pattern of disobedience, negative attitude, or classroom disruption, the teacher is to call or email the parents. Secondary students should always be informed when parents will be contacted. If a student persists in their inappropriate behavior, and/or working with parents doesn't seem to be changing their demeanor, teachers should speak to the Administrator or, if needed during class, send the student directly to the office.

Certain acts and behaviors by students may merit an immediate visit to the office to meet with the Administrator, including but not limited to:

- Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- Dishonesty in any situation while at school, including lying, cheating, and stealing.
- Rebellion, outright disobedience in response to instructions.
- Fighting, striking in anger with the intention to harm the other student(s)
- Obscene, vulgar or profane language, as well as taking the name of the Lord in vain.

Office Visits

Any time a student is sent to the office, parents will be notified. Office visits may result in intervention strategies being implemented, loss of privileges, suspension and/or expulsion. Teachers and the Administrator will make every effort to ensure forgiveness and restoration are core to the process.

Serious Misconduct

Should a student commit an act of serious misconduct, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence or vandalism to the facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to discipline for serious misconduct, which occurs outside of normal school hours.

Harassment Policy

SCA aims to create an environment where all individuals are treated with dignity, decency, kindness, and respect. SCA strives for a supportive, safe, and stimulating atmosphere; therefore, SCA does not tolerate harassment or bullying. Subject to the Constitution of the United States and all applicable state and federal laws, SCA prohibits unbiblical harassment (including sexual harassment) of any person. Such conduct could include, but is not limited to, unwelcome touching, verbal, written or electronic comments, name calling, spreading rumors, suggestive gestures, forcing one's presence on another, or pulling at clothing. SCA will actively prevent, correct, and discipline behavior that violates this policy (up to and including expulsion). SCA reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.

Re-admittance

Should the expelled student desire to be readmitted to Summit Christian Academy at a later date, the Administrator, or a delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.

Student Culture at SCA

Culture is one of the most powerful tools we have to shape students. What follows is a list of cultural elements we practice that help shape our students and our school:

- Begin each day with anticipation to learn something new.
- Bring a positive attitude toward learning and toward those with whom you are engaging.
- All people will be treated with respect regardless of age or grade. Kindness in word and action is not a suggestion, but a requirement.
- As we teach our students to communicate clearly and eloquently, teachers are to encourage their students to answer verbal questions in complete sentences and without the use of fillers such as umm, ah, etc. Teachers should model clear speech in the classroom.

Hallway Culture

- Elementary classes are to walk in a quiet, straight line.
- All students, staff and visitors are to quietly walk in the building.
- Students are to be thoughtful of others while in the hallways and public areas and should notice and make way when others need to pass.

Lunch

On Mondays, a hot lunch is provided by some wonderful volunteers. Every other day, a sack lunch needs to be brought from home. Hot water and microwaves are available to students. The church kitchen is off limits to all students during the school day.

Class Parties

Holidays and special events may be celebrated in the classrooms. With teacher approval, it is common for students to celebrate their birthdays at school by bringing a treat for the students in their class.

Snow Days

Snow days will be the same as those for the Cascade School District. Please listen to the radio (KPQ, KOHO) for updates. SCA will not follow the Cascade School District for late starts. When weather conditions are unfavorable, by 7:00 a.m., teachers from SCA will notify their classes of late starts which will begin at 9:30. However if not notified, please drive safely and arrive as soon as you can.

Funerals

Because Summit Christian Academy is a ministry of the Leavenworth Church of the Nazarene there are events that will occur that will affect the school and the students.

Periodically it is necessary to have a funeral service in the sanctuary during the school day. Because it is impossible to know when this will occur, the office will notify parents as soon as possible that students will be dismissed at 11:30 a.m. on the day of the funeral.

Cello Phone and Electronics Policy

SCA is a cell phone and personal electronics free space. All students will not be allowed to use their cell phones, or electronic devices (any electrical device that has access to the internet and games) during school hours. If a cell phone or electronic device is seen, it will be taken to the office and can be picked up at the end of the school day.

Child Abuse Reporting

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse and neglect within 24 hours. Failure to make the required report is in itself a gross misdemeanor. It is not a breach of professional confidence or privilege to report; the law protects professional school personnel from any liability which might otherwise be incurred for breach of confidence between a professional and his/her student. In all cases of child abuse or neglect, whether suspected or confirmed, it is essential that strict confidentiality be maintained to the extent possible.

School Transportation

Students will ride to/from all field trips in the school bus unless they are riding with an appointed parent, or have written permission to ride with another parent turned into the school office prior to the trip. A written note to the office before the trip will also be required if the student is to be picked up by someone other than a parent or dropped off somewhere other than the school. For some trips all students may be required to ride the bus if the teacher intends to use the transport time as a teaching opportunity.

SCA Technology Policy

Technology is a tool that should not eclipse our relationship with God, or distract from our interpersonal relationships, or our education. Therefore, SCA seeks to utilize technology in a way that will aid students in engaging with subjects; it should never simply be about the technology itself but about how to use it as a worthwhile tool.

It is expected that all Students here at SCA respect the opportunity given to use technology. This includes appropriate use of software and the internet on the school's computers. Downloading, installing, or executing programs that are not already installed on a SCA computer is not allowed. The use, distribution, or ownership of any sort of destructive program is unacceptable and accessing inappropriate internet sites is also prohibited.

Summit Christian Academy shall be held harmless for any misuse of its computer systems or any information that may be accessed through SCA information technology resources. Parents and students must agree to comply with the terms of the Summit Christian Academy Information Technology Policy. If a student-user violates the terms of that policy or the directives of a teacher or administrator, he or she may be subject to discipline, up to and including expulsion, as well as civil or criminal penalties that may be imposed by law.

Standard of Dress

The Biblical truth that the attitude of our heart is reflected in the way we speak, act, and the choices we make also applies to the way we dress. At SCA our uniform policy is driven by a desire to create and promote an environment where dress is not a distraction to the educational process. Rather, our desire is to dress in a way that communicates the following:

- We take learning seriously, school-time is a specific time set apart with a special purpose.
- We have the ability to focus on expressing ourselves through our attitudes, behavior, minds and hearts rather than just relying on the newest fashion.
- We have a history and a tradition that we value.

At SCA we believe uniforms play an important role in maintaining a culture that encourages virtue, a sense of school identity, and cohesion among students. The following uniform policy was designed in order to help reflect the values and ideals of SCA, while still offering students room for individual expression.

Uniform Guidelines

Uniforms will be required for all students Pre-K and up. You may purchase uniforms in our selected color scheme from Lands End and French Toast websites:

- landsend.com/shop/school/S-ytp-xe8
Our Lands' End school number is 900077637
- [frenchtoast.com/school box/schools](https://frenchtoast.com/school-box/schools)
You may enter our school number [QS479EJ](#) to bring up the selections for SCA. An embroidered SCA logo is available on some items for an additional cost of \$5.95. We are not requiring any logos this year, but you are welcome to add that on if you like. A portion of the proceeds from all sales at French Toast will be returned to SCA. French Toast uniforms are also sold by Costco, Amazon, and Target.
- Children's Place also carries uniforms at a reasonable price. While we are not able to set up an account for our school, you may also order from Children's Place. If you are buying from one of these retailers, please choose from the following:

Uniform Colors

Boys

Tops

- Collared polo or button-up shirts & **approved plaid tie**
- Navy sweater, vest or SCA sweatshirt

Colors: Navy, Light Blue and White

Bottoms

- Slacks, pants, shorts
- All items should be modest knee length
- Belts should be black or brown

Colors: Navy and Khaki

Girls

Tops

- Collared polo or button-up shirts
- Navy sweater, vest or SCA sweatshirt

Colors: Navy, Light Blue and White

Bottoms

- Slacks, pants, shorts, skirt, skort, dress and jumper
- All items should be a modest knee length
- Belts should be black or brown

Colors: Navy and Khaki, Approved Plaid

Approved PE Uniforms are available through SCA and can be worn on designated days.

Shoes must be close-toed and blue, brown, black and white in color.

NO jeggings, yoga pants, flip-flops or slides.

Leggings or tights (solid colors: navy, light blue and white)

MAY ONLY be worn with skirts, skorts, dresses and jumpers for warmth.

Uniform Policy

Students are expected to be clean and dress in clean, fitting, sex-specific, untorn clothing, which adheres to the stated SCA uniform guidelines.

If a student is not wearing the appropriate uniform, the teacher will assess and address the situation and may:

- Call a parent to bring the correct item of clothing.
- Send home an “Out of Uniform” slip for the parent to sign and return.
- Enlist the help of the Administrator if a pattern of noncompliance develops.

Physical Privacy Statement

All sex-specific, restrooms and changing areas are to be used by the designated biological sex only. This Physical Privacy Statement is in alignment with our Statement of Faith, “God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God.”

Grievance Policy

All persons of Summit Christian Academy should take any concerns respectfully and directly to the person with whom they are in conflict (Matthew 18 and James 3). If direct and respectful conversations are not fruitful in resolving the conflict, appeals may be made by addressing the Administrator. If that should fail, the School Board may be appealed to, in writing, through the Administrator. All Board decisions shall be final.

Accounting, Fees, and Tuition

The mission of Summit Christian Academy is to partner with families in providing a Christ-centered education, in the classical tradition, that prepares students to live purposefully and intelligently for the glory of God and for the good of others.

In order to accomplish this task, we want to make sure that the business side of the school functions transparently and conveniently for each of our families. Our goal is that all financial arrangements are clearly understood and that the fulfillment of financial agreements with the school is a relatively simple process. By using the FACTS Tuition Management System, we are able to take advantage of the security and convenience of payment processing and information technology.

Benefits of FACTS Tuition Management Plan:

1. **Payment Dates:** You may choose either the 1st or 15th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
3. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$22.50 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

Types of Fees

- **Application Fee:** This is a one-time per family fee that must accompany the application for enrollment and is non-refundable.
- **Re-enrollment Fee:** A per family deposit is due each year and payable through FACTSmgmt.com to insure a space is reserved for your student(s). It is non-refundable if you choose to unroll before the new school year. However, it is deducted from your first month tuition payment.

- **Materials Fee:** This covers the day-to-day classroom supplies, textbooks, office supplies and equipment used by both students and teachers. It is a one-time fee and is paid after acceptance, but due before July 15th to guarantee materials have been ordered before the start of school. The materials fee is non-refundable. If the student's registration is canceled by the parent(s) or guardian(s), the materials fee is forfeited to Summit Christian Academy. If a student's registration is canceled by SCA, the materials fee will be refunded.
- **Service Fees:** These fees are billed to your FACTS account on a per-user basis. Examples include: PE and SCA Apparel, Field Trips, and Educational Travel Trips etc.

Tuition

Tuition covers the majority of teacher and staff salaries. In addition, it will cover some enrichment programs and operational costs. You can select your tuition payment through FACTSmgt.com.

The first tuition payment is due no later than August 15th.

The parent(s) or guardian(s) of the student will pay an annual tuition, payable in ten to twelve (10-12) equal installments, due on the 1st or 15th of each month. Tuition is based on 176 instructional days. No tuition deductions will be made for absences. Tuition payments may be made with an automatic bank withdrawal or credit card payment to FACTSmgt.com

A multiple child discount is as follows: The first child pays full tuition. Additional children, of the same family, will be given a discount on their tuition. Because the school is a ministry of the Leavenworth Church of the Nazarene, members receive a 10% discount on tuition.

For each tuition payment more than five days late, a late fee penalty will be assessed. If any payment is more than 30 days late, the student will be suspended from classes until suitable payment arrangements are made. Payments more than 90 days late may result in collection proceedings. Records will not be released until tuition is paid in full.

- Full year prepaid tuition: discounted 2.5% billed yearly to FACTS account in July.
- Half year prepaid tuition: discounted 1.5% billed twice yearly in July and December.
- Monthly tuition payments: billed monthly to FACTS account.

Tuition and Fee Refund Policy

SCA has contracted with teachers and arranged for supplies sufficient to meet the educational goals and objectives of each grade level. Therefore, paid tuition and fees are non-refundable. However, if a student's registration is canceled by SCA, the materials fee will be refunded.

If a student withdraws or is expelled, they are not required to pay tuition for the remaining school year.

SCA Student Code of Conduct

Summit Christian Academy (SCA) is a place where students participate in a Christ-centered education and are encouraged in their personal spiritual growth. Students will be instructed in truth from the Bible, as it is the authority on all matters of faith and practice in life. The primary responsibility for building Christian Character belongs to the parents, but SCA seeks to be an extension of the ministry of godly parents, partnering to build Christlike students.

Therefore, the following biblical standards of character and conduct will be encouraged and expected from SCA students:

- Kindness
- Honesty
- Respect
- Responsibility
- Obedience
- Christlike Morality
- Positive Attitude
- Engaged in Learning

When these values are present in SCA students, it supports our expectations that students refrain from negative behaviors, such as: lying, cheating, stealing, profanity, sexual immorality or suggestive words or actions, tobacco, drugs, alcohol, vaping, pornography, or anything that is unlawful, violent, or destructive. This includes harassment and bullying as defined previously within the Handbook. All of which will not be tolerated and will be met with appropriate disciplinary action.

In agreement with our Statement of Faith, it is expected that all students will identify and dress in conformity with their biological sex as well as use restrooms that conform with their biological sex. It is also expected that all students will show respect, consideration, and a Christ-like attitude towards all, on school property during school activities or while attending school events off property. Any behavior, either on or off campus, that indicates a student has little desire to live a life honoring God, or any conduct that gives evidence of disregard for the spirit of the school standards, is sufficient cause for disciplinary action, including suspension or expulsion.

Our Vision for our Students

Our hope and aim is to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God.

We desire them to recognize cultural influences as distinct from biblical, and to be able to stand firm in a Christian worldview. We aim to find them well-prepared in all situations, possessing information and the knowledge of how to use it. We desire them to be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding and in the wisdom God provides.

We desire they have a heart for the lost and the courage to seek out those who need to know the Lord. That they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with joy, humility and gratitude to God.

Please note: This Parent/Student Handbook is not a contract and is subject to change without notice by decision of the School Board and Administration. The current version of this handbook replaces all prior versions. We also want to thank The River Academy, Summit Classical Christian School and Alliance Defending Freedom in helping us compile our handbook.