

PARENT/STUDENT HANDBOOK	
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SCA faculty and Support Staff

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First Grade Teacher.....Ms. Kimilyn Soper
Second & Third Grade Teacher.....Mrs. Shannon Harton
Fourth and Fifth Grade Teacher.....Mr. Dave Harton
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Loving Hearts Early Learning Center
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Pastors: Rick Sharkey
Linda Sharkey
Children’s Pastor: Erica Johnson

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SCA School Board Members

Dave Harton
Pat Savage
Coral Perrigo
Kyle Nolte
Stacie Hirakawa
Brad Larson
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MESSAGE FROM THE PASTOR

Dear Parents and Students:

The Word of God gives us as parents the directive to train-up our children in the way that they should go. Secular education is limited to training children with facts, information, social activities, and values, while God is absent from its curriculum and school programs.

With all our hearts, we at SCA are providing an educational environment where God is free to move in our children's lives and where they can learn Godly values, citizenship, respect, and quality retention of academic skills.

II Peter 1:3-9 Everything that goes into a life of pleasing God has been miraculously given to us by getting to know, personally and intimately, the One who invites us to God. The best invitation we ever received! We were also given absolutely terrific promises to pass on to you - your tickets to participation in the life of God after you turned your back on a world corrupted by lust.

So don't lose a minute in building on what you've been given, complimenting your basic faith with good character, spiritual understanding, alert discipline, passionate patience, reverent wonder, warm friendliness and generous love, each dimension fitting into and developing the others. With these qualities active and growing in your lives, no grass will grow under your feet; no day will pass without its reward as you mature in your experience of our Master Jesus. Without these qualities you can't see what's right before you, oblivious that your old sinful life has been wiped off the books.

Our idea of education isn't facts and figures alone, but also how to deal with the issues of life without being deceived by secular humanism.

Pastor Rick Sharkey

MESSAGE FROM THE ADMINISTRATOR & PRINCIPAL

Welcome to Spokane Christian Academy! We are excited about your enrollment into SCA, and we want to be a blessing to your lives.

“Children are a heritage from the Lord and the fruit of the womb is his reward. As arrows are in the hand of a mighty man, so are the children of one’s youth.” Psalm 127:3-4

Our goal at Spokane Christian Academy is to help our children become mighty arrows. I pray that our children are well informed, quick to understand, showing aptitude for every kind of learning, good looking and qualified to serve in the King’s palace. (Daniel 1:4)

As a staff, we are committed to providing the best Christian education available. We will always strive to improve for our students and the Gospel’s sake! May God bless you through out this year.

Cheryl Gade
Administrator

Dave Harton
Principal

GENERAL INFORMATION

MISSION STATEMENT

Our mission is to assist parents in “training-up” Godly young men and women in order to impact the world for Jesus Christ through excellence in spiritual training, academics, physical education and service to others.

We are committed to each student’s total development:

- **Academics**
- **Spiritual Training**
- **Physical Education**
- **Integrity**
- **Reaching Our Community**
- **Encouragement**

Academics

Spokane Christian Academy is committed to excellence in education. Our faculty integrates Christian principles into all aspects of the academic areas. We endeavor to provide the best curriculum, textbooks, and materials by staying current with the latest resources. We have prepared detailed information about our academic program specific to each grade level. This

information is available through the SCA office. Our staff is highly trained with individual specialties that allow us to meet the wide needs of our student body.

Spiritual Training:

The school (staff, students and parents) practice and strive to live a life of faith by praying and agreeing together for every need to be met including healing, prosperity, academic success, salvation of loved ones, infilling of the Spirit, and more.

Each morning students enjoy Praise and Prayer together as a school community. Morning announcements and the flag salute are also a part of our all-school gathering. Parents are always welcome to join us.

In addition, SCA students have grade level Bible class scheduled into their days and a weekly chapel service. The emphasis in each class is on living the Word of God every day, with the teachers providing a practical guide to the Christian lifestyle. Our classroom teachers also incorporate spiritual training into their classes every day. All members of our staff are committed to God's Word and to training their students at every opportunity to live the life God has called them to live.

“Make every effort to give yourself to God as the kind of person he will accept. Be a worker who is not ashamed and who uses the true teaching in the right way.” 2 Timothy 2:15

Physical Education

At SCA we view Physical Education as a very important life skill. Healthy bodies and healthy minds go together. In addition, with the advent of computer games, DVD's, television and other sedentary activities, children in increasing numbers are becoming overweight, out of shape, and suffer many illnesses, which may carryover into their adult life. Our P.E. classes are a combination of physical fitness exercises, games, and activities, which are designed to be fun for students but also provide necessary exercise and movement. As a guide to fitness, we use the President's Physical Fitness Awards program, which has standards for each of the five different exercises. In order to qualify for this award, students must achieve at least in the 85th percentile in all five events. Tests are given in the fall and spring. We encourage all students to live a healthy lifestyle by eating healthy foods including lots of fruits and vegetables and to minimize sweetened drinks and high calorie food.

Integrity

A life of integrity fully equips our students to make an incredible impact on their world. Integrity is strength of character shown through: Respect, Dependability, Honesty, Purity, Morality, Strength, Faithfulness and Honor.

Reaching Our Community

We train our children that in order to impact the world, we must first be committed to love and to relate positively to people. We provide opportunities for our students to visit nursing and adult day health centers, to work with younger students in the building, and to minister to their peers through music, art, and drama.

Encouragement

At Spokane Christian Academy, we encourage our students to become as much like Jesus Christ as possible and ignite vision in them to impact the world with the life and love of God. Our students are being trained daily to be leaders in the Kingdom of God, and they are already making a tremendous impact on the lives of the people around them.

STATEMENT OF FAITH

We believe:

- In the triune God - the Father, the Son, and the Holy Spirit.
- Jesus Christ is true God and true man.
- The Holy Spirit is a divine person.
- The Old and New Testaments are God's divinely inspired words.
- All have sinned and come short of the glory of God and are in need of salvation.
- Salvation has been provided through Jesus Christ for all people.
- By confessing their sins to God, every believer will be forgiven and cleansed from all unrighteousness
- It is the will of God that every believer be filled with the Holy Spirit and speak with new tongues.
- Healing is provided in the redemptive work of Christ and is available to every believer.
- Every believer is to grow up in the Lord through study of the Word, prayer and renewing of the mind.
- The church consists of all those who have received Jesus Christ as their personal Savior.
- There shall be a bodily resurrection of the just and the unjust, in Christ's personal return in power and glory as Lord of Lords and King of Kings.
- In water baptism and observance of the Lords supper.
- In the raising of hands to worship.

EDUCATIONAL PHILOSOPHY

Our philosophy is founded on dedication to five principles in action which set Christian education apart from secular education.

We stand united in:

- 1) **Recognizing** truth as an absolute standard defined by the person of God Himself and communicated to us through the Bible.

"This Book of the Law shall not depart from your mouth, but you shall meditate in it day and night, that you may observe to do according to all that is written in it, for then you will make your way prosperous, and then you will have success. Joshua 1:8

- 2) **Integrating** God's truth into all learning opportunities whether spiritual, mental, physical, or social/emotional.

"I have no greater joy than to hear that my children walk in the truth." 3 John 4

- 3) **Selecting** Christian educators who are called, appointed, and anointed unto servant leadership.

“A student should be satisfied to become like his teacher.” *Matthew 10:25a*

- 4) **Dedicating** our efforts to developing the unique potential in Christ of each student, parent, and staff member.

“But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him who called you out of darkness into His marvelous light.” *1 Peter 2:9 NKJ*

- 5) **Creating** educational policies and operational practices based on Biblical principles.

“Let everything be done decently and in order.” *1 Corinthians 14:40 NKJ*

HOW DECISIONS ARE MADE

Pastor

The Pastor of Spokane Christian Center is the final authority on all decisions regarding Spokane Christian Academy.

Administrator

The Administrator of Spokane Christian Academy is responsible for the day to day business decisions and works hand in hand with the principal to support the staff, students and parents.

Principal

The Principal of Spokane Christian Academy is responsible for all day to day decisions and dealings with teaching staff, parents and students, and the application of school board policy for the school.

School Board

Spokane Christian Academy is governed by a five-member volunteer school board working in close cooperation with school Principal and Administrator. This school board meets at least once a month for decision making and to set policies that enable Spokane Christian Academy to accomplish our mission and purpose.

Meetings of the School Board are open to the public.

Teaching Staff

All teaching staff members report directly to the Principal.

Support Staff

All administrative support staff reports directly to the Administrator.

Parent Information

PARENT RESPONSIBILITIES

In addition to training and teaching your children to become positive and self-disciplined young people, parents of SCA students also have the responsibility to positively support the school, its administration, teachers, staff, and its policies and procedures. We know questions and concerns may arise throughout the school year. Parents are responsible to determine the facts first from the teacher and, if necessary, work with the principal.

We also do not expect any parent to negatively gossip and complain about SCA, any member of the staff, and/or established policies and procedures in the presence of their children or with other parents. This can only breed strife which affects the entire school. Parents who do not deal with concerns and challenges in a respectful manner will be called in for a conference. If the attitudes and behaviors continue, parents may be asked to withdraw their child(ren) from the school.

Parent/Teacher Conference and Meetings

Any parent who wishes to meet with a teacher is welcome and encouraged to do so. The parent may call the school office to contact the teacher and make an appointment. Should a conference with the principal or the principal and teacher be desired, the parent should follow the same procedure and have the school secretary schedule a meeting.

The school will schedule formal parent/teacher conferences *twice* a year, at the end of the first and second trimester. These meetings are invaluable as we strive for school unity and teamwork between faculty and parents. At least one parent **must** be in attendance at each meeting. Please review the school calendar for the exact dates of conferences each year. School is not in session during conference days.

Parental Visits

It is the desire of the administration and the faculty to be of service to our families, and we welcome parental visits to the classroom. We ask that you contact your child's teacher to pre-arrange your visits. Students may not bring visitors to school or on any field trips due to increased liability.

Report Cards

Parents are given the first and second trimester report cards when they attend their parent/teacher conference. Report cards are mailed home at the end of the school year.

Volunteers

We are always in need of helpers in every area of our school. The volunteer help we receive is vital to the success of our program, and we encourage every parent to become involved. Please call SCA office to volunteer.

FUNDRAISING PROGRAMS

Spokane Christian Academy strives to keep low tuition rates to make Christian education affordable to as many families as possible. We depend on God's blessing and your support to keep our program operating. We have several fundraising projects each year which supplement our tuition income and provide for many important educational needs, such as equipment & computers.

Our goal is to have each student at SCA raise a minimum of \$200 each year in one or more of the fundraising projects. Encouragement and support from families make these fundraisers successful, so please help us reach our goal by being excited and involved with your child's attempts.

INDIVIDUAL & CLASS PICTURES

Individual student pictures will be taken in the fall shortly after the beginning of the school year. Class pictures are taken in the spring of the year. Individual Spring pictures are available for purchase if you so desire. Announcements will be made prior to picture day and ordering information will be sent home with your child.

CLASSROOM SUPPLIES

Classroom supply lists are available in the school office and will also be sent home in the summer letter each year. We attempt to keep our operating costs as low as possible by having the students bring their own supplies and a few general classroom supplies such as baby wipes and tissue.

SCHOOL/PARENT COMMUNICATION

A school newsletter will be distributed once a week from the school office. The monthly update includes information concerning important school events and programs; it also includes Monday and Friday lunch order information and any other pertinent information. Most of the teachers send home a class newsletter as well. Keeping the lines of communication open contributes to the success of our program.

AFFILIATIONS

Spokane Christian Academy is approved by the State of Washington, meeting and/or exceeding established requirements for private schools. SCA is also an Association of Christian Schools, International (ACSI) member school.

ADMISSIONS POLICIES

Spokane Christian Academy is a private, religious institution and as such we have certain requirements that are necessary.

1. All kindergarten and first grade students must meet state and SCA requirements for admission.

2. All students must be capable of being successful in a regular classroom without special services.
3. Parents are to provide the name of the child's most recent teacher and give the school permission to talk to that teacher about the student's progress.
4. Parents are to provide documents from the previous school which include:
 - Standardized test scores
 - Previous report cards
 - Records of behavioral difficulties including suspension or expulsion
 - Results from special testing for learning disabilities which might affect classroom performance
 - IEP's (Individual Education Plan)
 - Medical information which might affect the child's performance including any medications which the student may be required to take during the day.
5. Parents and students must be in agreement with the mission, goals and values set forth by SCA.
6. Parents and student must be in agreement with and abide by the rules and regulations, set forth by Spokane Christian Academy's policies and procedures.
7. Parents and students will be interviewed prior to admission unless circumstances make this impossible.
8. Parents and students should attend church on a regular basis.
9. After completing the application, submitting the required paperwork, and completing the interview, you will be informed of your acceptance or non-acceptance.
10. An entrance test may be given to all first time students to ensure appropriate grade placement and/or to determine if additional services may be required.
11. An entrance test may be required of students entering from a home-school situation if previous testing and records do not give us a clear idea of the student's academic achievement. A non-refundable testing fee will be charged for any testing done.
12. At the time of acceptance enrollment and materials fees will be due. Arrangements must be made for the paying of tuition at that time. If enrollment has been paid and the student is not accepted, that money will be refunded.
13. Any information which is found to be false or withheld, may subject the student to dismissal from the school.

IMMUNIZATION REQUIREMENTS

Spokane Christian Academy is required by the State of Washington to maintain proper immunization records. The school must have the signed *original* current edition of the Washington State Immunization Status Form on file by the first day of school or the student will not be permitted to attend classes. **This is a state law.**

KINDERGARTEN ADMISSION POLICY

In order to be eligible for admission to Kindergarten at Spokane Christian Academy, the child must be 5 years of age by August 31st. All students entering Kindergarten may be subject to an entrance test.

Parents requesting admission for a child born after August 31st *must have* the child tested by an approved certified Kindergarten teacher. Parents are responsible for the test fees of the

evaluation. Based on the results of that evaluation, the principal will decide if the student will be allowed to enroll for the current school year. The decision of the principal will be final.

EXTENDED DAYCARE PROGRAM

Loving Hearts Early Learning Center offers an extended day program for elementary school students with working parents who require supervision for their children before and/or after school hours. Information and rates are available from Loving Hearts Director. Pre-enrollment is required at all times, including holidays, vacation, and school closures. Space is limited. Enroll early.

NON-DISCRIMINATION POLICY

SCA does not discriminate against students of any race, color, national, or ethnic origin with all the rights, privileges, programs, and activities generally made available to students at the school. SCA does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or any other school-administered program.

STUDENT DISMISSAL POLICY

Any time a student or parent cannot remain in harmony with the philosophy, rules, and policies of SCA, the child may be dismissed from the school and not accepted in the future.

FIREARMS/DANGEROUS WEAPONS AND EXPLOSIVES POLICY

A student shall not possess firearms, explosives, or any other items capable of causing bodily harm, including “fake” firearms that are represented as “real” firearms. Nor shall they possess or place explosives (e.g. Stink bombs or imitations of such devices on school property, transportation or at any school related activity.) **RCW 70.74**

CLASS SIZE POLICY

Due to the size of the classrooms and the desire to maintain small class sizes, classes are limited to 15 students in grades K through 4, and 20 students in grades 5 through 8. However, the school reserves the right to combine classes that have less than 10 students.

FEES AND TUITION

ENROLLMENT FEE

An enrollment fee (annual & non-refundable) will be charged for each student. It allows us to purchase materials, textbooks, and equipment necessary to provide an excellent learning environment for our students. Thus, this fee must be paid prior to the child’s enrollment in the school and guarantees class placement. A student is not officially enrolled and will not be admitted to class until these fees are paid.

YEARLY TUITION FEE

The tuition fee is adjusted annually and is charged for the purpose of operating the school and hiring staff. We charge full tuition for the oldest child in the family while additional

children are discounted. Please request the current Fees & Tuition schedule from the SCA Office.

TUITION PAYMENT OPTIONS

We offer three payment options in which to choose:

1. Full payment of tuition by July 1st with a 5% discount.
2. A monthly payment plan through F.A.C.T.S.
Payments are automatically deducted from your bank on the 5th or 20th of each month, whichever you prefer. Payments can be spread out up to twelve months.
3. Two payments, with 50% of the current year tuition's total due by July 1st and the other half due by January 1st.

SPORTS FEES

Students who participate in a sport at SCA will be required to submit a signed permission slip, a liability waiver, and a **nonrefundable** sports fee. Information will be sent home with the students as sports seasons approach.

AFTER-SCHOOL PROGRAMS

Currently SCA does not have an after school sports program. Due to our small class sizes, we do not have a sports league that fits the small number of students that would turn out. We feel that playing in leagues with much larger schools would not be a positive experience for our students.

Many of our students do participate in private gymnastics, football, soccer and baseball leagues. Students may also participate in sports at their local public school if it is available.

FINANCIAL POLICIES

DELINQUENT PAYMENTS

It is our policy to ask parents to withdraw their children if an account goes 30 days delinquent. After dismissal is processed, a registration fee will be charged for re-enrollment. It is important that parents stay current on their tuition account. Records and report cards will not be released until the account is paid in full.

In the event of non-sufficient funds available at the time of the scheduled F.A.C.T.S. payment, the responsible individual will be charged a \$25 NSF penalty by his/her bank. The bank will notify him/her of the NSF. F.A.C.T.S. will automatically assess a \$25 missed payment fee and contact the individual by mail.

TUITION DEDUCTION

Since tuition is calculated on the basis of the entire year, no deductions can be made for vacations, in-service days, parent-teacher conferences days, or school holidays. If a student enters school after the school year has begun, charges are pro-rated according to the actual number of days enrolled. No deductions are made for absences during the school year regardless of the cause.

SCHOOL WITHDRAWAL POLICY

The school's budget is based on every student enrolled paying tuition for the entire year. Withdrawals from school must be made through the office in writing by the parent or guardian. **If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition and an additional month. The total amount of tuition will be divided by that number of months.**

ATTENDANCE POLICIES

Absent and Tardy Policies and Procedures

It is recognized that the school does not have the authority to tell parents when and for what reason they may take their children out of school. At the same time, parents must recognize that whenever a child is tardy or absent, an extra burden is placed on the teacher and the student to help him/her to catch up on their work upon return. Further, good attendance at school is an extremely important aspect of each student's education and has many carry-over implications for later life. Spokane Christian Academy has a responsibility and obligation to define what is excused & unexcused. We also are required to report excessive tardiness and absences to the State of Washington. We will, therefore, ask parental cooperation in the following procedures.

For All Absences

- Parents are asked to telephone the school office by no later than 9:00 a.m. on the day a student is absent to insure the safety of the child and to notify the office of the reason for the absence.
- If telephone contact has not been made between the parent and school office the day a student is absent, parents are requested to send a written excuse to the school office on the day the student returns to school. This is necessary to correct the school records to indicate an excused rather than unexcused absence.

Excused Absences

These absences will be for reasons over which the student and his parents have no control.

- Personal illness
- Death in the immediate family
- Family emergencies

Pre-Excused Absences

- If a student is going to be absent from school for a family or church activity, a written request for the absence should be submitted to the Administrator before it occurs regardless of whether that absence will be **excused** or **unexcused**; then the parents should notify the respective teacher with a written notice so they may plan for the child's absence.
- Upon review of the student's academic standing, the teacher and the Administrator will deem whether the absence is excused or unexcused.
- Homework may or may not be available before the trip. Homework assigned before the absence will be due upon the student's return to school. Assignments not available before the student's absence must be completed upon return, with one day, per day absent, to make up that work.

Unexcused Absences

- All absences from school not covered in Excused or Pre-Excused absences above will be considered unexcused absences.
- **Unexcused absences** include but are not limited to the following: oversleeping, schoolwork (projects, test preparation), errands, and family days without advance written notification. (Others may be determined by the administration.)

Accumulated Absences

Excessive absences can greatly jeopardize a student's academic standing. For that reason – accumulated absences resulting in diminished academic achievement may result in the need to repeat a grade level.

- Absences, whether excused or unexcused, from school must not exceed 10 days per trimester without a written doctor's excuse. Exceeding this number could result in In-School Suspension. (In-school suspension requires the student to report to school as normal, but sit in a special room all day, concentrating on their individual work.) Continued absences may also result in needing to repeat the academic grade in which the student is currently enrolled.
- A student accumulating more than 7 days of unexcused absences is truant whether these are consecutive or not. The State of Washington Compulsory School Attendance Law requires that a school must report excessive truancy to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010,

Tardiness

Punctuality is an important life skill for children, and a character trait which engenders respect for teachers, fellow students and our school. It also demonstrates self-discipline, responsibility and maturity. Tardiness is usually considered a form of rudeness and lack of adequate planning. Whenever a late student enters a class, the learning process is either interrupted or delayed for all students in the class. Since school years are the habit- forming years of life, it is crucial for attention to be given to the importance of promptness. Most importantly – at SCA we begin our day by actively putting God first with Praise and Prayer. Please help your student show highest honor to God by being ready to “enter into His gates” on time.

- The school day begins at 8:30 a.m. as determined by satellite clocks. Students arriving late (after 8:30 a.m.) **MUST SIGN IN AT THE SCHOOL OFFICE AND RECEIVE A PASS BEFORE GOING TO THEIR CLASSES.**
- By definition within state laws, if a student arrives at school after 12:00 p.m., they are considered absent for the day.
- **Excused** tardies include prearranged doctor/dental appointments, car trouble, poor weather conditions, and other unforeseeable circumstances. All other tardies will be considered unexcused.
- The following consequences will be in place for **unexcused** tardies per trimester:
 - 5th tardy: call home to parent to discuss an action plan.
 - 7th & subsequent tardies: The Administrator and/or teacher will conference with parents to discuss future discipline and actions. This may also be reported to the State of Washington.
- Beat the Clock awards will be awarded at the end of each trimester for students with 3 or less excused tardies.

Early Dismissal

- When it is necessary for a student to leave school early during a school day, a parent must call the school office or a written note from the parent must be brought to the office the day of the early dismissal.
- A parent must sign the student out in the presence of an authorized staff person.

Absence or Tardy Because of Medical and Dental Appointments

- Appointments should be arranged so that they will not interfere with classes. If this is impossible, an excuse will be honored as a ‘pre-excused’ absence only if the student brings a note from home to the office or if a parent calls the office the day of the appointment. If your child is needing multiple doctors (for example: orthodontia appointments), please consider changing the times of the appointments so your child is not missing the same learning period.

Perfect Attendance

- Students with perfect attendance will be recognized at the end of the school year.
- To qualify for this award a student must have missed no days of school and have no more than two excused tardies.

STUDENT CHECK-OUT PROCEDURES

When it becomes necessary for the parent to take a child out of class for any reason, *release of the student must be made through the office. The parent must sign the student out on a check-out slip that will then be given to the classroom teacher.* Teachers will not release students without a check-out slip. If an adult other than the parent will be taking a student from school, please call the school office to authorize the release. We will ask for verification of the person’s identity.

SCA DRESS CODE

Reasons for Establishing the Uniform Dress Code

- To promote modesty and ensure that clothing and personal appearance do not distract others from the pursuit of their academic goals.
- To maintain consistency in enforcement of dress code throughout the school.
- To promote a positive school image.
- To provide a positive learning environment that prepares students for the world of work, family, and personal advancement and fulfillment.
- Dress affects performance. A uniform dress code helps to ensure that all students have an equal opportunity to succeed.
- To eliminate competition among students.

Dress for Regular School Days

Polo Shirts

A polo shirt in any solid color or striped fabric made of 100% cotton or cotton/poly blend (no lycra /spandex). Short or long sleeved polo's are acceptable. Shirt must have buttons and should be loose-fitting such that chest, stomach and hips will not be exposed or accentuated. Button-front, collared dress shirts may not be substituted for, or worn on top of, polo shirts.

Cool Weather Alternatives

Long-sleeved polos meeting the above criteria for short-sleeved polo shirts may be worn. Another alternative is a solid color shirt worn under a short-sleeved polo shirt. Turtlenecks or collarless shirts with a neckline no lower than three inches below the collarbone are both acceptable for *under* a polo shirt. As above, shirts should be loose-fitting and should be fitted such that stomach, chest and hips will not be exposed or accentuated.

A solid-color sweater may be worn over polo shirts described. As with polo shirts, sweaters should be loose-fitting and should be fitted such that stomach and hips will not be exposed or accentuated.

Hooded sweatshirts

Hooded sweatshirts with S.C.A. logo are encouraged but not required. S.C.A. logo sweatshirts may be purchased in the school office. The sweatshirt should be in an appropriate size --- no more than approximately one size larger than the student should normally wear. An alternative to the S.C.A. sweatshirt is a hooded sweatshirt in an appropriate size, as described above. As with all S.C.A. clothing, sweatshirts should be void of negative or worldly sayings or graphics (i.e. skulls)

Jeans or Khakis/chinos/cargo pants

Jeans should not have holes, patches, or frayed hems. To prevent fraying and promote safety, pants should not extend below the heel of the shoe. They should be loose-fitting and the waistband should be fitted such that the stomach and hips will not be exposed or accentuated.

Khakis/chinos in any solid color may be worn. Cargo pants or painter-style pants are also acceptable. As with jeans, khakis/chinos should not have holes, patches, or frayed hems. To prevent fraying and promote safety, pants should not extend below the heel of the shoe. They should be loose-fitting and the waistband should be fitted such that the stomach and hips will not be exposed or accentuated.

Shorts / Capri's/skorts in a solid color may be worn in the *appropriate season only*. They may be jeans-style denim shorts or khaki/chino style shorts made of cotton or cotton/poly fabric. Cargo and painter-style shorts are also acceptable. Length for each of the above should be no shorter than three inches above the knee. As with pants, shorts should not have any holes, patches, or frayed hems. They should be loose-fitting and the waistband should be fitted such that the stomach and hips will not be exposed or accentuated.

Skirts

Skirts should be worn on chapel day only and should meet the criteria described under "Dress for Chapel Days."

Shoes

Tennis shoes, dress shoes with no more than a two-inch heel height, or sandals with heel strap may be worn. (*Sandals may be worn in appropriate season, only.*) Sandals must have a heel strap for safety reasons. The heel strap keeps the shoe securely on the foot and prevents the child from tripping while running and/or playing. (Flip-flops are not allowed.)

P.E. 5th-8th Grades

We require students in grades 5-8 to have a change of clothing for P.E. along with athletic shoes with non-marking soles. They should be washed weekly. We reserve the right to have the student change into other clothes if we feel it is necessary.

P.E. K-4th Grades

Athletic shoes, non-marking soles *must* be worn for P.E. class. Shoes *must* tie or Velcro securely.

Note: To avoid the appearance of any association with the Gothic (“Goth”) sub-culture, students *must refrain* from wearing an all-black outfit. For example, a student may not wear black pants, black shirt, and black sweatshirt and/or unnatural black hair color as part of the same outfit.

Misc. Dress Requirements:

- Shoes must be worn at all times.
- Hats and sunglasses *may not* be worn in the building.
- Clothing with negative or worldly sayings *is not permitted.*
- Hair should be clean, groomed, kept out of eyes and of a natural hair color.
- No earrings on boys.
- Earrings on girls must be of safe size/length.
- No facial piercing will be allowed.

Dress for Chapel Days

On chapel days jeans, shorts, and sweatshirts may not be worn. All other clothing described above under “Dress for Regular School Days” may be worn.

Girls may wear dresses or denim/khaki skirts with a hem no shorter than three inches above the knee. As with pants or shorts, skirts should be of a solid color and should not have holes, patches, or frayed hems. Dresses and skirts should be loose-fitting. Shirts and dresses for girls should have long or short sleeves or shoulder straps at least three inches in width and neckline should be no lower than three inches below the collarbone. Skirt waistbands should be fitted such that the stomach and hips will not be exposed or accentuated. Girls may wear *solid-color tights* with skirts and dresses. Dress-type shoes *must* be worn. (No tennis shoes.)

Boys may wear khakis, chinos or dress pants of a solid color. As with pants for regular school days, pants for chapel day should not have holes, patches or frayed hems. Shirts should be polos or button-front, collared dress shirts with long or short sleeves. Dress shirts do not include Hawaiian-type or loose-fitting button-front shirts. Dress shirts and polo shirts should be tucked in on chapel day. Dress-type shoes *must* be worn. (No tennis shoes.)

Dress Code Violations

Enforcement of the dress code is the responsibility of the principal and/or the child’s regular classroom teacher. The consequences for violating the dress code shall be established by the teacher and/or principal to ensure that the consequences are age appropriate. Concerns about

compliance with the dress code should be addressed to the principal and/or the child's regular classroom teacher.

The SCA dress code shall apply to all students at all times during school hours or for any school-sponsored event (unless otherwise directed).

DISCIPLINE POLICIES

STUDENT DISCIPLINE

At SCA, the teacher is the primary authority in the classroom and assumes the major responsibility for the training and discipline of each student. The students are expected to follow the specific rules of the classroom and of the school. All teachers at SCA follow a discipline policy within their classrooms. Specific information from each classroom will be sent home at the beginning of the school year to explain each teacher's discipline plan.

The principal has the ultimate authority and responsibility for discipline in the school. If a teacher determines that a child's behavior has not improved after continued action by the teacher, the student will be sent to the office for discipline. The principal or his/her designee will administer disciplinary action which includes:

1. Notification of parents
2. Parent conference with the student present
3. Suspension, in-school suspension, or expulsion

Parents are expected to support the teachers and the principal in student discipline and punishment if necessary. This is true even if parent disagrees with school authorities on discipline administered by the teacher or principle. On such occasions parents should not talk about the situation in front of the student. Staff is required to refer to Matthew 18:15 for problem solving and SCA parents are encouraged to do the same. Jesus taught several clear principles for solving people to people problems:

1. Keep the matter confidential. (Prov. 11:9)
2. Keep the circle small. (Matt. 18:15)
3. Be straightforward. (Prov. 27:6)
4. Be forgiving. (Gal. 6:1)

Parents should contact the child's teacher about the issue for further clarification. This should be done in a very calm, civil and Christian manner, realizing that the teacher is the adult authority figure who was present at the time.

STUDENT INFORMATION

Student Programs

We generally have several student programs every year during the school day. Parents are always welcome to join us on these days. We also will have evening programs on occasion. We require students to be present if at all possible. Please consult the school calendar well in advance and set aside these evenings to come and enjoy the wonderful things our students are doing here at SCA.

Academic Expectations

All students are expected to maintain high academic achievement as per their ability. Junior high students will be placed on academic probation for one quarter if their grade point falls below 2.0 in all core academic subjects. At the end of the probationary quarter, their progress will be assessed and a recommendation made to remove the student from probation, to continue probation for an additional quarter if sufficient effort is seen, or to withdraw the student for academic reasons. A joint decision will be made between the teacher and principal after parental consultation.

Homework & Make-up Work

Homework is an integral part of the school program, and each teacher is at liberty to give homework to advance student progress. We do request parents' full cooperation in seeing that the students' assignments are completed in a timely manner. There is a two day make up period per each day absent. Repeated delinquency in homework could result in failure of a class or a student's expulsion. Parents are expected to communicate with teacher when their child(ren) are having challenges with homework. It is expected that students will make up any missed work due to an absence. Parents are encouraged to pick up student assignments and books for a prolonged absence. Please phone the school office early in the day to make the necessary arrangements with teachers.

Food, Pop, & Candy

No beverages, gum, or food of any kind may be consumed in the hallways. Pop and candy machines may **not** be used at lunch and during school time.

Student Cell Phones

We recognize students will occasionally have a legitimate need to bring a cell phone with them to school. In order to maintain student safety and to prevent loss or damage to cell phones, students' cell phones must be turned off and kept in their backpack outside the classroom or in a locker during school hours, 8:30 a.m. to 3:00 p.m. They will remain off and stored during lunchtime and during all recess periods and breaks. SCA will not be responsible for cell phones that are lost or broken while at school by the owner or another student. Cell phones used during school hours will be confiscated and turned over to the parent at the end of the day. We also reserve the right to view texts and pictures. Parents are required to fill out and sign a cell phone responsibility release form at the beginning of the school year. Families will be instructed to pick one up at the SCA office during enrollment or from your child's teacher the first week of school.

Electronic Devices

Use of and/or visual displays of pagers, cell phone cameras or other electronic communication devices and personal listening devices such as iPods and MP3 players are prohibited during the school day unless approved by the principal. Such devices may be confiscated if they are visible, on and/or if they disrupt the educational process.

Toys

Use of and/or visual displays of toys, games and similar items is not permitted. *Exceptions* to this rule may be authorized by the permission of the teacher and/or principal for

such use as a class project or assignment (i.e. Show and Tell). Toys and /or games may be confiscated if they are visible and/or disrupt the educational process.

Phone Use & Messages

Students need to take care of all personal business and transportation arrangements before or after school. Office phones may only be used in emergencies with written permission from the teacher. Students are called to the office in extreme emergencies only. If it is essential that a student receive a message from parents, it will be relayed to the student through the office.

Lost & Found

Lost and found items are collected twice weekly and taken to the school office. Items may then be redeemed during recess. Habitual behavior could result in detention. We have established this policy in order to teach the students responsibility for their belongings. Check the SCA office if your child is missing anything.

Lunches

Spokane Christian Academy does not have a daily hot lunch program at this time. Currently we are ordering from local fast food restaurants on Friday. Menus for Friday are available on Wednesday. Students must bring sack lunches not requiring refrigeration. Microwave ovens are provided for 2nd grade and up, but microwave meals should be ones that require a minimal cooking time. No paper products, utensils, or condiments are supplied by SCA. Lunch items brought from home are not to be sold or traded. Milk punch cards may be purchased for \$8/20 punches (one punch redeemable for one carton of 2% white or chocolate) and Water punch cards for \$15/20 punches through the school office.

Locker Guidelines

All lockers at SCA are the property of the school and can be inspected at any time by the administration. Lockers must be kept clean and void of any odor causing agents. Locker combinations should not be given out to any other students and are not to be entered by other students without permission. Any problems with lockers should be directed to the school office. Violation of the above guidelines can result in temporary or permanent suspension of locker privileges.

OTHER RULES & POLICIES

ILLNESS

Please do not send a sick child to school. Some signs of illness are: rash, fever, vomiting, cold sores, unusual fatigue, or irritability. Communicable diseases include: colds, flu, chicken pox, measles, impetigo, and pink eye. A child is required to be ***fever-free for 24 hours before*** returning to school. In the event antibiotics are necessary, the child should be on an antibiotic for at least 24 hours before returning to school. In case of infectious disease, please ask your doctor when the child should return to school. If you do not want your child to go outside upon their return, please send a note. If a child appears ill at school, the parent or authorized person

will be contacted to come and remove the child from school. The sick child will wait in the school office until they are picked up.

(In a medical emergency, a staff member will tend to the immediate needs of the child and call the parent and seek assistance from the local EMT, if necessary.)

MEDICATION

Ideally, all medication should be given at home. Spokane Christian Academy recognizes that some students may have special needs which require medicine to be administered during school hours. If this should occur, the parent must send a written note to school detailing the situation (name of the medication, amount needed, and time of day it is to be given). School law prohibits teachers from administering medicine as well as prohibits students from having medications in their possession. Therefore, all medication must be brought into the office and administered by school office staff.

INTERNET AND COMPUTER USAGE

To safeguard Spokane Christian Academy students and staff while accessing the Internet, we created this Internet Use Policy. The policy will serve to inform school staff, students, parents, and guardians about the proper - and improper - use of the school's computer network and the Internet on the school premises.

- School computers should only be used for school related purposes.
- They should be used only with teacher permission.
- Students should not load programs from home onto school computers; however, student files (such as Word, Excel or Power-point) are permissible, with teacher permission, as long as it is for an educational purpose.
- Users of the Internet must obey all laws regarding harassment, copyright infringement, and plagiarism.
- Students may not download music, pictures, video, programs or files, without direct teacher permission and supervision. Such permission is necessary for each and every occurrence.
- Students may not at any time go to chat rooms, or use the computers to attempt to purchase something online.
- Students are forbidden from putting personal information in the computer or uploading any personal information to any computer site.

Although the school will do its best to maintain the computer network we cannot guarantee that it will function at all times. In addition, SCA provides access to the Internet but it does not guarantee the accuracy of the information found on the Internet.

SCA does use various hardware and software filters but we cannot guarantee the effectiveness of these filters since the technology is constantly changing. Students who find anything inappropriate on the computers or on the Internet should report this immediately to their teacher or the principal. The school will make every effort to determine the cause and location of the inappropriate material and will take steps to make sure it does not appear on school computers again.

Since many classes and many individuals use school computers, we cannot guarantee that student documents kept on the computers will not be deleted or modified. Important documents should be saved to CD or flash drive.

Classes may have their own individual web pages to display class information but parents must provide permission before student pictures can be used on the web page. We will not use student's full names.

This policy will be changed and modified as the use of the Internet and as our SCA web site expands. Students who do not obey computer usage rules, computer etiquette, vandalize, or use the computers or the Internet inappropriately may be subject to discipline. Depending on the severity of the offense discipline may range from a warning to expulsion.

ACADEMIC PROGRESS

RECORD UPDATES

Each year, student records will need to be updated. A form will be mailed to your home or sent home with your child. This form needs to be completed and sent to the SCA office ASAP. This is to ensure that we have accurate information in the event of an emergency. It is the responsibility of the parents to communicate with the school office during the school year regarding any information changes such as address, home phone, work phone, emergency contact information, etc.

GRADE LEVEL PLACEMENT

Students who are younger than the typical age for their grade (see chart below) must be evaluated to ensure success at the grade level they are applying for. Standardized tests, classroom observations, and teacher input of students ability to fit in assigned classroom is a standard placement procedure. Another factor in classroom placement is the child's social health and well-being. Each teacher/principle classroom placement decision is based on what is best for each child enrolled. This procedure may conflict with parent's decision; however we must maintain our sovereignty on this issue.

K	5-6 years	3 rd gr.	8-9 years	6 th gr.	11-12 years
1 st gr.	6-7 years	4 th gr.	9-10 years	7 th Gr.	12-13 years
2 nd gr.	7-8 years	5 th gr.	10-11 years	8 th gr.	13-14 years

LENGTH OF SCHOOL YEAR/DAYS

The minimum school year consists of no less than one hundred eighty school days or the equivalent in annual minimum program hour offerings, i.e. grade kindergarten – 450 hours; grades 1 through 12 – 1000 hours. The state requirements relating to assigned percentages of total program hour offering prescribed for public school do not apply to private schools and private sectarian schools. Wash. Rev. Code 280A.195.010(1), (2).

CRISIS/DISASTER PROCEDURE

CRISIS/DISASTER PREPARATION AND STAFF RESPONSIBILITIES

Preparation Steps Taken by School and Childcare Center

1. The School and Childcare Center has taken these steps to prepare the facility, children, staff and parents for a crisis or disaster.
2. The school and center conducts fire drills on a monthly basis and records the dates as required by licensing.
3. We are also required to do three other crisis/disaster drills quarterly. These are the drill and the months they will be implemented:
 - POWER OUTAGE – November/December
 - INTRUDER ALERT OR LOCKDOWN – February/March
 - EVACUATION – April/May
4. The school and center has prepared a Crisis/Disaster Kit and has included a supply of any medications or supplies for those with special needs.
5. The school and center checks its emergency kits and emergency medication expiration dates on a monthly basis.
6. For those with special needs or life threatening health condition, who require medication or supplies on a regular basis or on an as-need basis. Those medications or supplies are kept on-site and will be taken with us if evacuation is required.

We have at least one cell phone to use if there is no electricity and we have located our nearest payphones.

PAYPHONE LOCATIONS;

Argonne Library/Upriver Drive
Argonne 7-11 Convenience Store

The cell numbers that will have a recorded message for any updates are:

Cyndi Lentz	993-2636
Jarretta Manning	995-5192
Cheryl Gade	993-2517
Coral Perrigo	218-1796

BUILDING AND SITE EVACUATION PROCEDURES

In the event of a crisis/disaster that would cause our facility to become unsafe, evacuation may be necessary. The administration of the school and center would assess the situation and prepare for the evacuation order which would be implemented by hand held alarm.

These steps will follow:

1. Administration: will assess the need to evacuate and the alternate site will be notified to alert them of our need.

2. Evacuation Site:

Pasadena Park Nazarene Church
8822 E. Upriver Drive
Church Office Number: 296-5858 Tues – Fri.
Monday Contact: Assistant Pastor: Gerald Vanbebber – 922-4680

3. Bus Manager: Ed Wright will assess the evacuation route for safe travel and prepare two buses for transporting school and childcare. The bus drivers are Ed Wright and Linda Sharkey (if unavailable back up driver will be notified.)

4. Teachers:

- Will take a head count and prepare their students and themselves to board buses
- Get coats, backpacks, diaper bags, and any personal items
- First aid pouches and flashlights.
- Student emergency contact cards
- Any student medical supplies
- Cell phone
- Young children's blankets and bottles.

5. Bus One: Will park at the north Loving Hearts Early Learning Center entrance. This bus is for toddler, preschool and pre-Kindergarten classes. They will load as soon as bus, children and teachers are prepared. Children and teachers will remain quiet and calm. Another head count will be taken.

6. Bus Two: will park at the East SCA Entrance. Classes will exit the building and enter the bus one class at a time starting with Kindergartners. Classes may line up in hallway quietly and in order. Teachers will lead their classes and stay with them the entire time. A head count will be taken.

7. Kitchen manager: Will secure the Childcare kitchen; take clipboards with childcare sign-in sheets, parent directory, and any student medications and medication forms.

8. SCA School Secretary: Will secure the school office; take attendance sheets, parent directory, any student medications and medication forms and the evacuation kit.

9. Administrative Staff: Cyndi Lentz and Cheryl Gade will check the building for any missing children or adults.

10. The Receptionist: Barbara Knack will check visitor sign-in sheet for any visitors and be accountable for them. She will also alert 911 of our emergency situation.

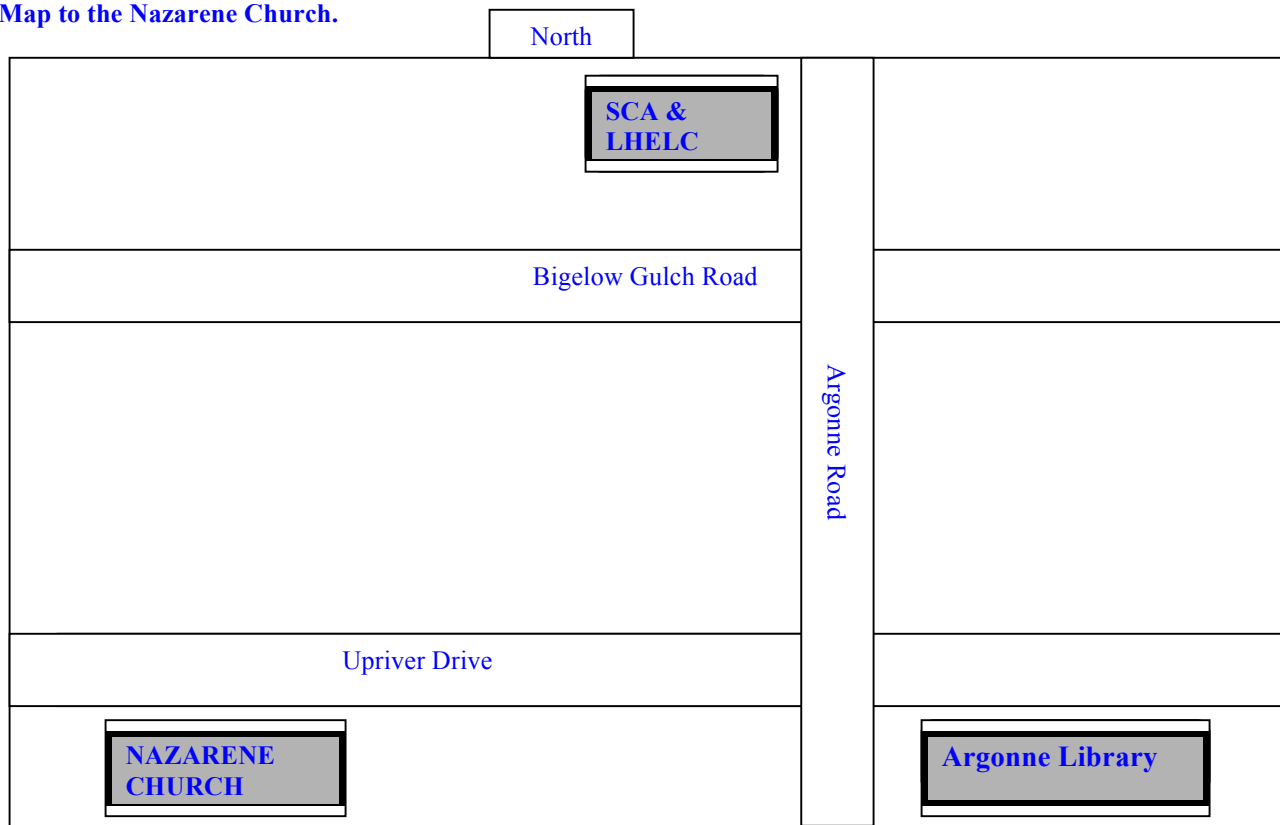
11. Loving Hearts Early Learning Center Director: Cyndi Lentz will load disaster supplies stored in her office into bus one and proceed to alternate site before bus two to secure and settle young toddlers.

Everyone will remain quiet and calm while traveling to site destination, exiting bus and entering the Nazarene church.

12. Cyndi Lentz and Coral Perrigo will continue communication with parents to coordinate pick-up of their child.

13. A written incident report will be sent to Loving Heart Early learning Center Licensor and logged in the Crisis/Disaster Handbook at the earliest opportunity.

Map to the Nazarene Church.



EMERGENCY LOCKDOWN/INTRUDER ALERT PROCEDURE

From time to time, school and childcare centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at

any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be facing an intruder situation.

If it's determined by Cheryl Gade or Cyndi Lentz that the safety and health of the children and staff are in jeopardy, an intruder alert procedure will be implemented.

Steps to take:

1. If intruder is already in the building, a hand signal which has been predetermined and is known by all staff, will be made to the first staff member seen. That staff member will call 911 and alert Administration and other staff members.
2. If a suspected intruder is not yet in the building an announcement will be made, (or a bell sound) to alert the staff of potential danger.
3. The announcement will be "THIS IS A CODE RED EMERGENCY", repeat "THIS IS A CODE RED EMERGENCY."

Upon hearing the chosen lockdown announcement, the following steps must be implemented:

1. Staff should quickly check the hall closest to their classroom to get children into the rooms. Administration will check all restrooms and assist children to their classroom. If classes are outside or in the gym, the instructor will quickly inform the children of code red, line up at the gym door, do a head count and assist children to their classrooms.
2. Staff and teachers will lock all doors, close and lock all windows, cover all windows and doors and turn off lights.
3. Teachers will keep children away from windows and doors; position children in a safe place against walls or on the floor, turn a classroom table on its side to use as a buffer if needed.
4. Staff will maintain (as best they can) a calm atmosphere in the room. They will pray, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table away from windows. Help comfort them with quiet toys and blankets if they are younger.)
5. The Director or designee will immediately call 911 and stay on the phone until help arrives and await further instructions from emergency response personnel. Staff will be informed when it is safe to move about and release children from their rooms. Children should not be released to parents until an "ALL CLEAR" has been called. Upon arrival, the local police, in conjunction with the SCA principal and Learning Center Director will assume controlling responsibility and may evacuate the building per police standard operating procedures.
6. When "ALL CLEAR" is verbalized and safety is confirmed, the principal and director will apprise the staff of the situation and counsel with the children. Normal activities should be resumed as soon as possible as instructed by the principal and director. All parents and staff will be notified of all "lockdowns" (drill & real.)
7. Director will complete a written incident report at the earliest opportunity. Incident reports are stored in the director's office in the Response Handbook. The director will report the incident to licenser.

POWER OUTAGE PROCEDURE

If SCA and LHELIC were to experience a power outage, the follow steps would be taken:

1. Cheryl Gade and Cyndi Lentz will try to locate the problem with their on-site maintenance dept. (Coral Perrigo-Department Head).
2. Back up lighting will be activated automatically (see map for locations.)
3. All classrooms will have flashlights and batteries with first aid kits in teacher cabinets marked for easy access.
4. Cyndi Lentz will call Inland Power to check on power outage information – 509-747-7151. We will call 911 for fire or safety hazards if needed.
5. Cyndi Lentz will contact Spokane Regional Health District to determine if Center needs to be closed considering the following items:
 - a. Can we safely prepare/store food?
 - b. Do we have running water for cleaning and toilet use?
6. All parents will be notified if power outage is prolonged.
 - a. Coral Perrigo– Spokane Christian Academy
 - b. Cyndi Lentz – Loving Hearts Early Learning Center
7. An incident report will be given to Childcare Licensor – Helen Cramer. Incident reports are kept in Disaster Response Handbook in Director’s office.

SCHOOL CLOSURE/SNOW PROCEDURE

Occasionally, weather conditions cause changes in our ability to open due to severe weather and extremely dangerous road conditions.

~~If we feel a change in the schedule is necessary because of severe weather conditions, we will have the message announced as quickly as possible on KXLY 920 AM. A call will be made to radio and television stations prior to 6:00 a.m. by the school administration. If it begins to snow after students have arrived at school and childcare, tune to KXLY 920 AM for early dismissal announcements should road conditions pose a threat.~~

Again, we will close only if weather and road conditions pose a threat to the safety of our families, children and employees.

Coral Perrigo will call parents for the academy and Cyndi Lentz for the childcare facility to notify them of early closures. If parents cannot be contacted the approved emergency contact person will be called.

The school and center’s staff will care for the child until such time parent or legal guardian or emergency contact can safely claim the child. If a parent or emergency contact person is unable to claim a child, the director will be notified and a decision made at that time who will stay at the center until communication is made. The disaster supplies will be used as needed.

An incident report will be completed and a copy sent to our licensor. Disaster Incident Reports are kept in Director’s office in the Crisis/Disaster Response Handbook.

Disaster Supply List

Batteries
Bible
Bleach, unscented
Books or games
Bucket
Can Opener (manual)
Comfort kits for children (blankets, stuffed animals)
Clothing
Phone directory (SCA & LHELIC)
Copies of Important Documents
Disaster Plan (copy)
Disposable diapers/wipes
Feminine Supplies
Toothpaste, Toothbrushes
Shampoo
Disinfectant Spray
Phone Book
Emergency information cards for children & and special needs list
Flashlights
Canned Food (3 day supply)
Camp stove and fuel
Heavy duty aluminum foil
Gloves (Heavy material/leather)
Hand Sanitizer
Lighter or waterproof matches
Money (change and small bills)
Office supplies (pen, paper, and tape)
Paper towels
Plastic garbage bags
Plastic kitchen supplies
Radio
Small tool kit:
 Ax, shovel, broom
 Crescent wrench to turn off gas
 Screwdriver, pliers, hammer
 Knife and blades
 Garden hose for siphoning and fire fighting
Soap
Tarp or tent
Toilet paper
Water (3 day supply)
Whistle

First Aid Kit (for disaster)

Adhesive bandages
Acetaminophen
Alcohol wipes
Bandages (roller gauze, elastic)
Butterfly adhesive tape
Cotton balls
Eye drops (saline)
First aid book
Gauze dressing
Gloves disposable
Medications or equipment for children/staff w/special needs.
Pocket CPR mask
Safety pins
Scissors
Splints
Medical tape
Tissue
Thermometer
Tweezers
Eyedropper