

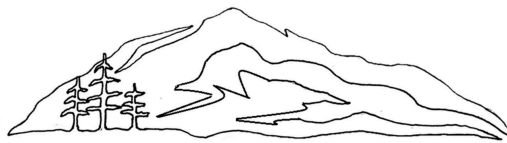
Spruce Mountain Christian Academy
www.SpruceMountainCA.org
(719) 431-5240

PARENT AND STUDENT HANDBOOK

Building the Kingdom of God with the most precious of Stones

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Welcome to SMCA,

We are a hybrid middle and high school that blends home education with classroom learning. Our mission is to build the kingdom of God through a foundation on the Word of God and to equip students with excellence in truth and understanding for the glory of God in Jesus Christ.

Spruce Mountain Christian Academy will provide all core curriculum and elective courses required for high school graduation. We will begin operations on August 11th for the 2025-2026 academic year, serving students in grades 6th through 10th. We plan to expand our offerings to include 11th grade in 2026 and 12th grade in 2027.

Spruce Mountain Christian Academy is dedicated to achieving academic excellence by employing teachers who exemplify exceptional professional qualifications and spiritual integrity. We collaborate with parents to monitor subjects, grades, and the required hours necessary for high school graduation in Colorado. A Spruce Mountain Christian Academy diploma and high school transcript will be provided upon graduation.

Students will attend school on three days each week: Monday, Tuesday, and Friday. As SMCA is a privately funded institution, students have the option to engage in an additional enrichment program either Wednesday or Thursday, such as D38's Homeschool Enrichment Academy.

We look forward to serving the families of the Tri-Lakes Community and beyond!

Blessings,
SMCA Faculty and Staff



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MISSION AND VISION STATEMENT

We are a hybrid Christian school that blends home education with classroom learning. Our mission is to build the kingdom of God through a foundation on the Word of God and to equip students with excellence in truth and understanding for the glory of God in Jesus Christ. We will strive to accomplish this by supporting homeschool families with comprehensive classroom experiences to help each student grow in academic excellence.

By wisdom a house is built, and through understanding it is established; through knowledge its rooms are filled with rare and beautiful treasures. (Proverbs 24:3-6)

STATEMENT OF FAITH

Spruce Mountain Christian Academy (SMCA) aligns with the comprehensive evangelical faith rather than affiliating with any specific denomination. In this commitment, SMCA embraces the following declarations of the National Association of Evangelicals:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

CORE VALUES

Spruce Mountain Christian Academy is committed to providing a quality education within a learning environment that emphasizes four core values:

- Spiritual and Character Development

We teach the gospel of Jesus Christ and nurture the growth of students as disciples of Christ. As students build their relationship with Christ, they are challenged to exemplify behaviors and attitudes which glorify God. Students will see their worth through the eyes of the Lord and use their spiritual gifts to serve God's Kingdom.



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We are called to make disciples of all people. (Matthew 28:18)

- Academic Excellence

We are committed to a teaching staff of the highest caliber both professionally and spiritually. We are committed to using a Biblically integrated curriculum which exceeds national and state standards. We value an honor code of excellence. At SMCA, we will strive to build the Kingdom of God by exhibiting mature Christian behavior. Our goal is to see each of our students grow in their relationship with Jesus Christ, and we take this responsibility very seriously. Part of that growth is emphasizing excellence in everything that we do. Grace will be key in this venture, but God is our Protector, Guide, Comforter, Shepherd, Provider, and LORD.

In all you do, do it unto the Lord... Whatever you do, work at it with all your heart, as working for the Lord, not for men. (Colossians 3:23)

- Parent Partnership

We value parental involvement. We will partner with parents by communicating regularly via DreamClass, email, verbally, and/or handwritten notes. Because SMCA is a hybrid school, we value a working relationship with parents who are an integral and essential part of their student's learning. We desire open communication and positive relationships with the parents of our students. Parents, staff, and teachers will be required to work together to support each SMCA student.

Train up a child in the way he should go, and when he is old he will not depart from it. (Proverbs 22:6)

- Community Fellowship

At SMCA we will foster relationships with the homeschool, Tri-Lakes, and surrounding communities. We value our community. We believe that no man is an island and that we were designed to live in fellowship with each other. Spruce Mountain Christian Academy emphasizes the importance of friendship and care of our students, parents, staff, and faculty. When restoration is needed between people at SMCA, we will follow the Matthew 18:15 guidelines. Discord needs to remain confidential as we work through restoration steps.

If your brother or sister sins, go and point out their fault, just between the two of you. (Matthew 18:15a)



STUDENT LIFE

Expectations for Conduct

SMCA students, parents, employees, and volunteers are expected to abide by the following guidelines for conduct:

- Harassment/Bullying

Any forms of harassment, intimidation, and bullying are prohibited in all aspects of the school environment, as well as any such behavior that may take place outside of school, but which may negatively impact school life.

Harassment, intimidation, and bullying include any personal interaction that may be reasonably perceived as threatening, demeaning, mentally or physically abusive, or that which communicates rejection and exclusion in a hurtful or cruel manner (including various forms of gossip or defamation).

- Manners

Students are encouraged to exhibit good manners toward staff and other adults with whom they interact during the school day or at school functions. Adults are to be addressed respectfully. Students are expected to be attentive and prepared when class begins.

- Stewardship of Buildings and Property

We should view ourselves as God's stewards responsible for the care of facilities, materials, equipment, and technology that He has provided us. Students, staff, and visitors are expected to take pride in and diligently maintain the condition of their school.

Discipline Policy and Procedures

At SMCA we practice aspects of Restorative Discipline. This involves fostering relationships, working together, open communication, and natural consequences.

If students are consistently violating classroom/school rules the following steps will be implemented by staff.

Step 1 - Students will receive temporary loss of a privilege such as PE or sitting with friends at lunch. The teacher will communicate discipline details with parents.



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Step 2 – A conference will be held with the student, parents, teacher, and administrator to develop a behavioral contract.

Step 3 – A conference will be arranged with the student's parents to discuss behavioral concerns and to determine if SMCA remains a suitable environment for the student.

The SMCA staff will respectfully listen to and address parents' concerns and suggestions. We will collaborate with parents to determine the most appropriate course of action when issues arise with a student at school. We will provide parents with ample opportunities to engage in fellowship and service within the school community.

Individuals found vaping, smoking, or using any form of tobacco, controlled substances, illegal drugs, or alcohol on school grounds or at school-sponsored activities will face immediate expulsion.

Dress Code

Clothing should promote academic excellence. The dress code should reflect modesty, neatness, and appropriateness. In a school setting, appropriate clothes are those that do not disrupt the educational process or draw excessive attention.

Attire that is not allowed:

- Shirts that do not cover undergarments, mid-drift, and cleavage while sitting, standing and bending
- Straps of 1 inch or less (unless worn with an appropriate shirt/sweater underneath or over)
- Offensive, negative, violent themes, words, or pictures
- Flip-Flops, skate shoes, slippers (unless requested by the teacher)
- Tight, form fitting articles such as bike shorts worn alone as shorts
- Inseams shorter than 5 inches
- Pajama tops and/or bottoms (accept on a designated Spirit Day)
- Hoods and hats worn inside (hoods and hats outside are acceptable)

If a student does not adhere to the dress code policy, they will be required to change immediately. Clothing will be provided by the school, or parents will be notified to bring appropriate clothing to the school. Continued non-compliance with the dress code policy will result in disciplinary action following SMCA Discipline Procedures.

It is the policy of SMCA that students dress in conformance with one's biological sex.



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Food and Snacks

For the safety of staff and students with possible allergies, please refrain from bringing food containing peanuts.

Students may always have closed water bottles with them.

Lunch time will be 30 minutes. A microwave and fridge will be available for student use.

Health and Medication

Medication

Prescribed medicines can be checked in at the office and must be accompanied by a medical release form signed by the doctor, or licensed prescriber must be on file. SMCA staff will distribute the medicine as prescribed.

Students capable of taking their own prescription and/or nonprescription medications may do so. However, they are still required to provide the doctor's or licensed prescriber's written authorization and parent/guardian's written permission form.

No student is to offer his/her medication to another or share medicine with another, even if asked to do so. Doing so will result in disciplinary measures.

Students with severe allergies are required to provide non-expired, prescribed, lifesaving medication to SMCA staff. The medication will be securely stored in the staff office. In case of an allergic emergency, the school will administer lifesaving medication and call 911.

Sick Policy

For the safety of students and staff, please keep your student home if they are sick.

If a student gets sick, it is required that they stay home until they have been fever free for 24 hours without assistance of a fever-reducing medication.

Parents or other family members who are sick should not enter the building.

Immunizations

Immunization records are not required.

Lost and Found

The lost and found will be located in the school office. Any items not collected by the Christmas break for the first semester or the end of the school year for the second semester will be donated to Tri-Lakes Cares.



GENERAL INFORMATION

School Hours and Location

- Mondays, Tuesdays, and Fridays from 8:30 a.m.-2:00 p.m.
- SMCA is located in the heart of downtown Monument in Northland Community Church at 216 Jefferson St, Monument, CO 80132
- Our mailing address 545 3rd St #51, Monument, CO 80132

Attendance, Absences, and Early Dismissal

Regular and punctual attendance is crucial for a student's success. SMCA will monitor attendance to meet graduation requirements. As a hybrid program, we place great importance on and actively encourage family time. Growth and learning are not confined to a single setting but can occur in various environments. Please see the Class Assignments section to review our school makeup policy.

Students arriving, leaving, or returning during the school day are required to check-in with the front office. Students must have Parent/Guardian/Emergency contact permission to leave the building. Parents/Guardians must provide a written note or call to excuse a student for appointments ahead of time.

Parents should contact the school if your student will be absent or late. Please call the Spruce Mountain Christian Academy office at (719) 431-5240 or email the office at officemanager@sprucemountainca.com

Drop Off and Pick Up

The school day begins at 8:30 a.m. and drop off begins at 8:20 a.m. A student arriving after 8:30 a.m. is considered tardy. Repeated instances of tardiness will be addressed in accordance with the Discipline Policy.

All students must be picked up no later than 2:00 p.m. Repeated delays in picking up your student will incur a Late School Pick Up fee.

Please inform the front office at (719) 431-5240 if there is a delay in picking up your student(s).

School Calendar

A school calendar can be found on our website at www.SpruceMountainCA.org.



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Inclement Weather {Delays and Closures}

Spruce Mountain Christian Academy will follow the Lewis-Palmer district when inclement weather occurs.

In the event of a 2-hour delay, school will begin at 10:30 a.m., and an abbreviated class schedule will occur. Pickup remains at 2 p.m.

SMCA reserves the right to close due to weather conditions in addition to Lewis-Palmer's schedule. In any event of school closure, an email notification will be sent to all families. Please ensure that the email address provided to the school is accurate and current to receive all essential information.

In the event of school closure, students will work from home and receive schoolwork via DreamClass.

ACADEMICS

Curriculum

The curriculum is prayerfully and meticulously reviewed and chosen by our experienced educational team. We are not confined to a single company for all subjects. We select individual curricula for science, mathematics, language arts, etc., based on what best meets the needs of our students. Materials may be subject to change in accordance with our board's discretion and input from parents.

Student/Teacher Ratio and Priority of Applications

SMCA is committed to providing optimal learning environments. As of the 2025-2026 school year, SMCA has placed a hard cap of 12 students per grade level. Because of this, space is very limited. Priority will be given to staff students and siblings of actively enrolled students. All additional students who apply after a class is full will be placed on a waitlist in the order of application received.

Class Assignments

To fulfill graduation requirements, students will be assigned one hour of homework per subject each week.

Students who are absent from school will be allowed an additional two days for each day of absence to complete any missed assignments. It is the student's responsibility to check in with the teacher upon return to school after an absence.



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Assignments can be submitted late; however, for each day the assignment is overdue there will be a 10% reduction in the maximum grade.

Grades and Assessments

Grade Point Average

Grade point averages (GPAs) are often used to determine eligibility for college or university entrance. The following standard will be used at SMCA:

<i>Grade</i>	<i>Percentage</i>	<i>Points</i>
A	90-100	4.0
A-	87-89	3.66
B+	83-86	3.3
B	80-82	3.0
B-	77-79	2.66
C+	73-76	2.33
C	70-72	2.0
C-	67-69	1.66
D+	63-66	1.33
D	60-62	1.0
F	Below 60	0

Annual Assessment

SMCA will conduct annual standardized testing. Parents have the option to opt out of the testing if they choose. Testing will be administered at the end of the school year.

Graduation Requirements

Students who receive a diploma from Spruce Mountain Christian Academy will be required to earn 24 credits including 4 credits in English, 4 credits in mathematics, 4 credits in science, 4 credits in social studies, 2 Bible credits, 1 PE credit, 0.5 art credit, 2 foreign language credits, 0.5 personal finance credit, 0.5 health credit and 1.5 additional elective credits.

All of these credits will be offered during a SMCA student's four years of high school. Transferring high school students will be required to submit a transcript from their previous high school program as part of their admission process.

Accommodations

SMCA will provide minor modifications for students' learning at staff discretion. Modifications include but are not limited to extending time for exams, changing seating arrangements, and repeating and/or simplifying instructions.



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SMCA is not able to accommodate IEP or significant needs.

While at SMCA students may substitute classes during their high school years for different classes that they would like to take independently. While we will not pay for these modifications, we will provide space for quiet learning.

Technology Policy

SMCA feels that cell phones are a useful tool when used appropriately but can be distracting in a learning environment. For this reason, cell phone use is not allowed during school hours. Students who bring personal cell phones to school are required to keep them in their backpacks. If cell phones become problematic, they will be stored securely at the front office until the end of the school day. Additionally, ear buds and AI glasses are prohibited on campus.

Spruce Mountain Christian Academy sees honesty as a foundation for community within our school. Students are expected to do their own work and may not use any AI of any kind in the preparation of work to be submitted to their teachers for evaluation. If a student is found to have plagiarized any submitted work, this work will receive a 0%, it will not be allowed to be made up, and students will be disciplined for this behavior.

Financial Information

Enrollment Process

Application for SMCA begins the first week of January each year. The following process for acceptance to SMCA is:

Step 1 - Family will need to review SMCA's Mission Statement, Core Values, and Statement of Faith.

Step 2 - Family will submit the online application with the \$50 application fee.
www.sprucemountainca.org/admissions

Step 3 - A private family information session will be conducted.

Step 4 - SMCA will communicate to the family a formal decision of acceptance.

Step 5 - If accepted, student and family will sign applicable forms for admissions.

Step 6 - Family will then submit their deposit (equal to the last month's tuition) and nonrefundable curriculum fee.



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

Withdrawal Policy

In the event that a student decides to withdraw from SMCA, the family will be required to submit a withdrawal form and pay any unpaid balance on the student's account.

Tuition and Fees

Tuition payments can be made on a monthly, biannual, or annual basis. Additional fees will be applied for late tuition payments. When opting to pay tuition monthly, please ensure that payments are made by the first business day of each month during the academic session.

Curriculum fees will be charged separately from tuition.

Tuition for the 2025/2026 school year are:

Middle School (6th-8th)
\$5800 per year
High School (9th-10th)
\$5995 per year

Donations

SMCA is a non-profit educational organization. Our operations are overseen by a Board of Directors who diligently manage all financial matters with utmost care and responsibility.

SMCA is a non-profit, 501(c)(3) charity that operates by the generosity of donations. When donating to SMCA, the donor will receive an email or letter acknowledging their donation and serving as a tax receipt. All contributions are 100% tax deductible. SMCA gratefully accepts monetary contributions as well as donations of school supplies.



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Student and Family Handbook Acknowledgment Form

It is mandatory for parents, students, and volunteers to agree with and abide by the Statements of Faith listed in Spruce Mountain Christian Academy Student Handbook.

I hereby read and understand and plan to adhere to the guidelines set out in this handbook to the best of my ability and consent to the rules and regulations set by Spruce Mountain Christian Academy which are expressed within this handbook.

X_____

Student Printed Name

X_____ Date_____

Student Signature

X_____

Parent Printed Name

X_____ Date_____

Parent Signature