



# **Secondary Student Handbook**

2018-19



Dear Students and Parents,

Welcome to Summit Christian Academy! We are happy to have you as part of our Secondary School community, and we hope that your experience at SCA will be a successful and memorable one. SCA's vision and mission are all about developing students to impact the world around them. Everything we do is done with that singular objective in mind. We want our students to impact their world *intellectually*. Therefore, SCA offers increasingly rigorous academics at every level. Regardless of the course or level, our teachers challenge our students' thinking so that each one may mature in knowledge, understanding, and wisdom. We also desire that each student comprehend that all truth begins and ends with God's truth. Therefore, we integrate our entire curriculum with biblical truth so that our students may learn to see the connections between Bible, Math, and History (for example) and so that they may distinguish truth from error. Finally, we want each SCA student to be able to articulate a biblical worldview eloquently and convincingly. To that end, we expose our students to the great thinkers and writers of western culture in addition to Christian theologians so that they may be able to "...[destroy] speculations and every lofty thing raised up against the knowledge of God..." (II Corinthians 10:5)

SCA also desires that our students impact the world through their *character*. This begins with our staff. At every level, our staff models biblical character to our students. We also provide our students with character-building opportunities – in the way they interact with each other and with our staff, through artistic, athletic, and academic competitions, and through encounters with those in other cultures. Our ultimate desire is for each SCA student to be a young man or woman of sterling character.

Finally, SCA desires that each student impact his/her world through his/her *service to others*. To this end, we provide opportunities for our students to give of themselves to others through our Impact Education program and Impact Trips. We want our students to have hands-on experience in ministering to others in circumstances different from their own so that they will develop true servants' hearts and so that "consider[ing] others better than [them]selves" becomes more than words in a Scripture passage; it becomes a way of life.

SCA teaches the whole student, producing well-rounded adults. We reflect this in the subjects we offer – core courses such as Math, Science, English, Social Studies, and Bible to address spiritual and intellectual matters; PE, a well-developed athletic program, and Fine Arts to grow students experientially and artistically; and chapels, retreats, and Impact Education trips to help students grow and mature in their Christian walks. Overall, this is a very balanced program for the students. Our prayer is that you would have a happy, healthy, and exciting school year. On behalf of the entire staff, welcome to the Summit Christian Academy community!

In Christ,  
Shannon Dare  
Headmaster/Secondary Principal

# TABLE OF CONTENTS

<b>Organization and Governance .....</b>	<b>6</b>
Vision and Purpose	
Mission	
Statement of Faith	
Lifestyle Statement	
Philosophy of Education	
Responsibilities of the School	
Responsibilities of Students and Parents	
<b>Accreditation .....</b>	<b>9</b>
<b>Admissions Policy .....</b>	<b>9</b>
Application Process	
Enrollment Process	
Enrollment and Eligibility	
Agreement with Handbook	
Interview and Disclosure	
Assessment	
Testing	
International Student Admission	
Authority to Grant or Decline Admission	
Non-Discriminatory Statement	
Withdrawal Policy	
<b>Tuition and Fees.....</b>	<b>12</b>
Application Fee	
Tuition Deposit	
New Student Fee	
Annual Tuition/Payment Policy	
Additional Fees, Fines, and Charges	
<b>Attendance.....</b>	<b>13</b>
School Hours	
Tardiness	
Absences	
Planned Absences	
Evening Programs	
<b>Academic Life.....</b>	<b>15</b>
Graduation Requirements/Diploma Plans	
Credits Awarded	
Community Service Requirements	
Intermediate School Course of Study	
Promotion Policies	
Grade Point Scale	
Grade Point Average and Class Rank	
Quartile Ranges	
Averaging Course Work	
Valedictorian and Salutatorian	
Honor Students	
Awards	
Action Research Program	
Advanced, Honors, AP Placement	
Scheduling	
Homework	
Secondary Tests	
Secondary Final Exams	
Secondary Schedule	
Agenda	
Late Work	
Make-Up Work	
Grading	
Format for Research Documentation	
Textbooks	
Tutorial Help	

The Learning Center  
Achievement Testing  
Summer Reading Lists

**Reporting to Parents..... 21**

Academic Standards  
Progress Reports and Report Cards  
Academic Warning  
Academic Probation  
Parent Orientation  
Parent/Teacher Conferences

**Computer and Internet Use..... 22**

Computer Use Policies  
Network Use Policies  
Internet Use Policies

**Character Development..... 24**

Chapel Services  
Impact Education

**Student Activities ..... 24**

Impact Student Council  
National Honor Society/National Junior Honor Society  
Student Clubs

**Social Development..... 25**

Back to School  
ACSI Events  
Awards Ceremony  
Graduation  
Holiday Celebrations  
School Dance Policies

**Athletics ..... 26**

Registration and Fees  
School Attendance Requirements  
Eligibility  
League Membership  
Scholarships  
Practice  
Off-Season  
School Suspension

**Guidance Services ..... 27**

Academic Counseling  
College Counseling  
College Visitations  
Preparing for the Road to College  
Additional Information and Resources

**Dress Code..... 29**

Boys' School Uniforms  
Girls' School Uniforms  
Outer Garments  
PE Uniforms  
Casual Day Clothing  
Logos and Designs  
Attire for School-sponsored Events  
Hair  
Earrings, Make-up, & Jewelry  
Tattoos and Markings

**Student Code of Conduct ..... 31**

Authority of the School  
Foundation for Conduct  
Expectations  
Classroom Expectations

General Expectations	
Passenger Conduct	
Major Offenses	
Drug/Alcohol Policies	
Harassment/Bullying	
Sexual Harassment	
Interrogations and Searches by School Administrators	
<b>Discipline Policies.....</b>	<b>35</b>
Discipline Procedures	
Cell Phones & Personal Electronic Devices	
Exceptions	
Student Driving	
Suspension and Expulsion	
Authority to Dismiss or Expel a Student	
Disciplinary Probation	
Discipline Records	
<b>Conflict Resolution .....</b>	<b>37</b>
Classroom Conflict	
Administration or Policy Conflict	
Suggestions for Helping a Secondary Student with a Conflict	
<b>Communication.....</b>	<b>38</b>
Communication with School Personnel	
On-Line Communication	
School Website	
RenWeb School System and the ParentWeb	
Weekly Announcements	
Emergency Preparedness	
Emergency Closing of School	
<b>Transportation.....</b>	<b>39</b>
Transportation to and from Campus	
Bus Policies / Student Behavior Rules	
Use of School-Owned Vehicles	
Field Trips During School Hours	
Parent Volunteer Drivers	
Student Drivers	
<b>Medical Information.....</b>	<b>40</b>
Illness	
Return to School after Illness	
Medication and First Aid	
Immunizations	
Screening	
Lice Policy	
Requests for Medical Records	
<b>Student Services.....</b>	<b>41</b>
Lunch Program	
Closed Campus	
Senior Off-Campus Lunch Privilege	
Lockers	
<b>General Information.....</b>	<b>42</b>
Visitors and Volunteers on Campus	
Parent Volunteers	
Background Checks	
Fundraising	

## ORGANIZATION AND GOVERNANCE

### **Vision and Purpose**

Summit Christian Academy is an independent, non-denominational school system that exists as a partnership between its students, parents, and faculty. Summit's vision is to graduate leaders equipped, enriched, and empowered to impact the world through the power of Jesus Christ. To accomplish this, Summit endeavors to enrich the mind of each student through rigorous academics and biblical thinking, to challenge each student to display character that honors Christ and others, and to train students to influence the world around them through Christian service.

### **Mission**

At Summit Christian Academy our mission is to partner with families by inspiring, motivating, preparing, affirming, challenging, and transforming our students so they are equipped, enriched, and empowered to impact the world for Jesus Christ.

We fulfill our mission by:

**I**nspiring students to reach higher heights by celebrating their unique, individual gifts and talents, and by embracing their needs

**M**otivating and encouraging students to responsibly own their learning process by creating high standards of accountability

**P**reparing students with knowledge—intellectually, physically, and spiritually—through academics, Impact Education, character development, chapel, and extracurricular activities to instill confidence and provide various learning experiences

**A**ffirming students by creating a positive and encouraging environment, while placing a high value on accountability and responsibility

**C**hallenging students throughout their learning process by equipping, enriching, and empowering them to reach their highest potential

**T**ransforming students through a Christ-centered environment focused on academic excellence, community, and worship led by the best quality teachers and staff, who are passionate about Christ and learning

### **Statement of Faith**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21)

We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
His sinless life (Hebrews 4:15, Hebrews 7:26),  
His miracles (John 2:11),  
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),  
His resurrection (John 11:25, 1 Corinthians 15:4),  
His ascension to the right hand of the Father (Mark 16:19),  
His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that we are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone, we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life and the lost to the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

## **Lifestyle Statement**

To serve the best interest of the school, Summit Christian Academy's board and administration reserves the right to deny admission to any applicant that does not adhere to biblical standards in living out their lives, including the lifestyle of an applicant's guardian or parent.

Summit Christian Academy's biblical identity is in Jesus Christ, His Lordship, sovereignty, and ultimate authority. That authority is known to Christians through the Word of God embraced in the Old and New Testaments. We seek to partner with Christian parents to mold students in Christ-likeness. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical standards the school teaches.

Specifically, we believe the Scriptures teach—and we adhere to out of obedience to God—two key principles surrounding gender and marriage:

1. **God created human beings as male and female** (Genesis: 1:27, 5:2, 6:19). Transgenderism and gender identities other than male and female are not biblical and therefore not allowed at Summit.
2. **God instituted marriage to be between one man and one woman** (Matthew 19:3-12, Luke 16:18, 1 Corinthians 7:2, 1 Corinthians 11:3). Same sex marriages are not biblical; therefore, we will not admit students who profess to be homosexual or who are children of a homosexual partnership or marriage.

## **Philosophy of Education**

At Summit Christian Academy (SCA), we believe that education begins with the discovery of God's instruction; all other education flows from this discovery. Without knowledge of God's plan for mankind, it is impossible to appreciate fully God's creation, order, attributes, and immutable laws. The rigor and academic challenge at Summit provides students the opportunity to develop the sound thinking needed to "love the Lord your God with all your mind." (Matthew 22:37)

The spiritual setting of SCA is a discipleship-style learning experience. This type of school can be characterized as one providing quality Christian education for children of Christian families. The primary emphasis is to share the message of salvation with those students who do not know Christ and to disciple students to have a deeper walk with Christ.

With the premise that parents are the true ministers of education, all parents will be expected to closely cooperate and actively participate in the educational program and in the overall development of their children. By being accountable, demonstrating their interest, and illustrating their willingness to support the school's program, the parent will enable the student to be better conditioned for learning.

SCA seeks to provide a nurturing and safe environment where students are lovingly accepted and their value is recognized. The development of the student encompasses the spiritual, intellectual, physical, and social areas. It is the goal of the school to challenge and motivate an individual to pursue excellence and establish a life-long love of learning, so that they can fulfill God's plan for their life.

Realizing that teachers and staff set the tone for a school, SCA will employ educators who possess and can joyfully articulate a testimony of their salvation through Jesus Christ and demonstrate a Christian lifestyle. The teachers and staff will communicate spiritual absolutes based upon the Statement of Faith. The school strives to employ teachers who care personally about each child and can recognize his gifts and potential. The teachers and staff will be challenged to use their gifts and talents and to grow professionally and spiritually.

## **Standard**

1. The Almighty, triune God—Creator, Redeemer, and Sustainer of Life—is the authority.
2. God, as revealed in the person of Jesus Christ, is the model.
3. The inspired, infallible Word of God provides the blueprint for education.

## **Goals**

1. SCA aspires to lead students to accept Jesus Christ as their personal Savior.
2. SCA strives to inspire Christian students to achieve the mind of Christ.
3. SCA purposes to have an outreach to the unbelieving world by instilling a servant's heart and a vision for missions in all students.
4. SCA challenges students to academic excellence.
5. SCA seeks to unify all knowledge because "all truth is God's truth."

## **Evaluation**

1. The student will exhibit growth in developing Christian character in attitudes and actions. Such character will be seen, for example, as the student demonstrates:

- a biblical respect for God, authority, and individuals.
  - a diligent, honest, and integrity-based work ethic.
  - a willingness to submit, cooperate, and serve.
  - the fruit of the Holy Spirit (Galatians 5:22).
2. The student will develop intellectual competence by:
    - attaining academic excellence.
    - developing self-discipline.
    - embracing a Christian worldview.
  3. The family will grow as:
    - parents take the educational responsibility for their children.
    - children submit to their parents.
    - the faculty and staff pray regularly for SCA families.
  4. SCA will reach the unbelieving world by:
    - witnessing to unbelievers.
    - ministering to new families.
    - serving the surrounding community and the world.

### **Responsibilities of the School**

1. Board of Directors is to:
  - be sensitive to the Lord and to His direction.
  - be responsible for the spiritual integrity of the school.
  - be responsible for the oversight of the financial stability of the school, using sound fiscal principles in its operation.
  - govern the school according to the by-laws of SCA.
  - formulate policy for SCA.
2. Administrative Team is to:
  - be the instructional and spiritual leader(s) of the school.
  - be responsible for the daily operation of the school.
  - actively study the Word and lead by example of the principles found therein.
3. The Teacher is to:
  - stand in the parents' place in instruction and authority while the child is at school.
  - exhibit the values of Christ and the Bible both in word and conduct.
  - be a student of the Bible.
  - pray for the students and families represented at SCA.
4. The School is to:
  - be an extension of the home.
  - have biblical standards and values.
  - provide a nurturing atmosphere that is conducive to learning.
  - provide instruction that is Bible-centered in that it exhibits a Christian worldview.
  - provide curriculum and instruction that is designed to achieve the spiritual and academic goals of the school.

## RESPONSIBILITIES OF THE STUDENTS AND PARENTS

Enrollment in Summit Christian Academy is a privilege and not a right. Each Summit Christian Academy student and parent must be familiar with the policies and practices in existence. This handbook has been prepared for the purpose of serving as a guide to school officials, students, and parents. If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently, resulting in increased academic achievement and satisfaction.

SCA believes that a positive and constructive working relationship between the school and the students' parents (guardians) is essential to the fulfillment of the school's mission. We recognize this handbook is silent on some issues that may arise. In cases of differences in interpretation, school administrators will render decisions that are fair and in the best interests of both the student and the school.

Summit Christian Academy reserves the right to change policies and procedures at any time when, at the discretion of the administration, it deems the change to be in the best interest of the school.

1. The Parents are to:
  - understand that God has placed them as guardians over His children.
  - be responsible for the upbringing and education of His children.
  - raise their children in the nurture and admonition of the Lord.
  - apply the Matthew 18 principle when resolving disagreements.
  - exhibit the values of Christ and the Bible both in word and in conduct.
  - pray for Summit Christian Academy.
2. The Student is to:
  - submit to the authorities that God has placed over him or her.
  - apply themselves diligently to their academic endeavors.
  - pray for the school family.
  - respect all members of the school community as unique creations of God.

### SCA Student Profile

1. The student has a genuine desire to attend SCA.
2. The student displays a sense of self-discipline and accepts responsibility well.
3. The student has a desire for self-improvement.
4. The student believes that honesty is of utmost importance.
5. The student is open to learning about or has committed his or her life to Jesus Christ and desires to grow in relationship with Christ and others.
6. The student believes that respect for authority is a biblical mandate and demonstrates a desire to be respectful in all his or her relationships with adults and peers.
7. The student is willing to accept and adhere to school guidelines with a cheerful spirit and an attitude that communicates a desire to comply.
8. The believing student demonstrates his or her relationship with Christ through actions, attitudes, and words.
9. The student demonstrates an understanding of and respect for God, His Word, and the school's commitment to a Christian worldview.

### SCA Student Outcomes

*Academic/Thinking*—Students will be equipped academically for future success in life and vocation.

Students will:

- Demonstrate mastery of academic disciplines and be able to freely express themselves through various fields and modalities.
- Develop an inquiring mind and the ability to explore, create, and problem solve.
- Be equipped to become an advocate for their own learning and develop a lifelong love of learning in order to function as an intelligent member of society.
- Develop a thorough, integrated foundation in the key learning areas of language, math, science, social studies, fine arts, and biblical studies that will assist them in their progression through life.

*Worldview Orientation*—Students will understand and exhibit a Biblical Worldview.

Students will:

- Accept the inherent value of all peoples as image bearers of God.
- Find identity in Christ, rather than in performance.
- Develop a biblical understanding of God's sovereignty across all disciplines.

*Spiritual Formation and Character Development*—Students will graduate as leaders equipped, enriched, and empowered to impact their world for Christ.

Students will:

- Accept Christ as Savior and Lord and be able to clearly articulate the gospel to others.
- Develop a personal relationship with God and understand who He is through study, prayer, and community such that students demonstrate growth in character and conduct.
- Have a working knowledge of Bible history and a foundation for life application of its truth.
- Be instilled with the desire to lead with their talents/abilities through acts of service to impact the world for God's glory.

## ACCREDITATION

Summit Christian Academy is a private, Christian school consisting of grades PreK through 12 and is fully accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS). ACSI and SACS are members of the Texas Education Private School Accreditation Commission (TEPSAC) which is recognized by the Texas Education Agency as a valid accrediting agency. The school is an independent, Texas, non-profit corporation.

SCA is administered by the headmaster, who also functions as an ex-officio member of the school board. The principal reports directly to the headmaster and has delegated authority including formulating and administering curriculum, supervising and evaluating teachers, authorizing and monitoring student activities, and direct involvement with parents.

SCA holds membership in the College Board and The Texas Association of Private and Parochial Schools (TAPPS).

## ADMISSIONS POLICY

Summit Christian Academy (SCA) offers a program for students who desire an excellent education in a Christian environment.

Summit Christian Academy will consider for admission those families and students who desire to abide by these school policies and who are supportive of the administration, the teachers, and the school's emphasis on character training by biblical standards. The school requires that at least one parent be a Christian believer.

### Application Process

New students must apply for admission to Summit. The following checklist gives the steps in the application process:

- Complete and return application paperwork with payment of nonrefundable fee.
- Set up an appointment for admissions testing or for submitting scores from a current nationally-normed test such as the Stanford Achievement Test.

### Enrollment Process

The following checklist gives an overview of the enrollment process:

- Complete and return the Enrollment paperwork with payment of all fees.
- Complete and return the Agreement Form and Financial Agreement.
- Provide a copy of official Birth Certificate.\*
- Provide a copy of Current Immunization Records.\*
- Provide two years of previous school report cards and test scores.\*
- Distribute recommendation forms with the gray section completed to previous schools.\*

\* pertains to new students

### Enrollment and Eligibility

Returning students must go through the enrollment process in the spring of each year. Students must complete the enrollment process in order to run for any organizational office, try out for the cheerleading squad, or participate in summer athletics. It is the responsibility of the sponsor to verify every student's status before allowing him or her to participate in tryouts or elections.

### **Agreement with the Handbook**

Each applicant family is required to read the Handbook in its entirety, to sign a statement indicating their support of the policies stated in the Handbook, and agree to abide by those policies before admission can be considered.

### **Interview and Disclosure**

A parent and student interview for all new students is required for admissions. It is at this time that the administration seeks to understand whether these families' educational desires for their children are within the guidelines of our Statement of Faith.

To serve the best interest of the school, Summit Christian Academy's administration reserves the right to deny admission to any applicant. Summit Christian Academy's biblical role is to work in conjunction with the home to mold students in Christ-likeness. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical standards the school teaches.

When custody rights are established by a court of law, parents must provide SCA with current legal documents.

### **Assessment**

Student candidates are evaluated based on their character, academic record, and behavioral background. Academic evaluation is conducted by reviewing a student's recent report card, his or her academic transcripts, recommendation forms, behavioral record, and current scores from the previous year's nationally-normed achievement test. Students entering sixth through twelfth grade must provide these items. Parents must complete an authorization form for permanent records to be sent from schools previously attended.

### **Testing**

Students entering sixth through twelfth grades are required to present results from a current year's nationally-normed achievement test. If testing is not current, a testing time is established for a candidate to receive an abbreviated portion of the Terra Nova Test. A percentile score of 50 or above in both reading and math is necessary for admission, without additional Learning Center support. High school students transferring to SCA must have a minimum GPA of 2.1. Additional testing may be required.

### **International Student Admission**

Summit Christian Academy welcomes students from around the world to its campus in Cedar Park, Texas. We have hosted students from Korea, Cambodia, Lithuania, Paraguay, Canada, and Romania. Summit is registered with SEVIS, the Student and Exchange Visitor Information System, and is authorized to issue I-20's to international students so that they may acquire a F-1 visa. International students must submit a bank verified financial statement as per the procedures listed below. We offer rolling admission, so there is no need to wait. Families are encouraged to submit their applications by December for the following school year.

#### **High School (9<sup>th</sup> through 12<sup>th</sup> Grades) International Student Requirements**

- Parents may submit the application with the \$800 application fee at any time. Payment may be made in cash or by check. We offer rolling admission, so there is no need to wait to apply. Families are encouraged to submit their applications by December for the following year.
- Provide results of the Test of English as a Foreign Language (TOEFL) for 9<sup>th</sup> through 12<sup>th</sup> grades (SCA #7983). Requirements: CBT score 173 or greater, IBT score 61 or greater, Paper and Pencil score 500 or greater. Additional testing may be necessary. If so, a non-refundable testing fee of \$50 is required at the time of testing
- Complete New Student Enrollment Packed upon acceptance of application.
- Non-refundable \$500.00 tuition deposit and \$100 international fee must be paid, as well as a one-time \$500 non-refundable new student fee which is due upon student acceptance.
- Provide proof of available funds to cover the cost of education (required for I-20).
- Students must have completed the grade prior to the one in which they are applying.
- Transcript translated into English and accompanied by a Certificate of Licensed Translation. The number grades must be recorded as letter grades as well (e.g., 96=A).
- Copies of the most recent achievement test results (if applicable).
- Signed Student and Parent Agreement to support the policies as written in the handbook, including the Statement of Faith
- Birth certificate stating the day, month, year, and location of birth, translated into English.
- Current immunization records, translated into English.
- Current photo of the student.

- A personal interview with the secondary principal at Summit is required. The student and the host or guardian must attend the interview to complete the enrollment process. I-20s will not be given prior to the interview. It may be possible to complete this step utilizing Skype, if necessary.
- An applicant will be notified of his/her acceptance into Summit.
- Annual tuition must be paid in full when the student is accepted for admission.
- Upon acceptance of admission and payment of tuition, an I-20 will be issued.
- An athletic physical is required of students desiring to participate in sports.
- Any hardcopy or paper documents should be mailed to the Summit administration office:  
Summit Christian Academy, 2121 Cypress Creek Road, Cedar Park, TX 78613, United States of America.

### **Intermediate School (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grades) International Student Requirements**

- Parents may submit the application with the \$800 application fee any time. Payment may be made in cash or by check. We offer rolling admission, so there is no need to wait to apply. Families are encouraged to submit their applications by December for the following year.
- Students entering 6<sup>th</sup> through 8<sup>th</sup> grades must take the TOEFL, Jr. test, administered at the Cedar Park campus.
- Additional testing may be necessary. If so, a non-refundable testing fee of \$50 is required at the time of testing
- Complete New Student Enrollment Packed upon acceptance of application.
- Non-refundable \$500.00 tuition deposit and \$100.00 international fee must be paid, as well as a one-time \$500 *non-refundable* new student fee which is due upon student acceptance.
- Provide proof of available funds to cover the cost of education (required for I-20).
- Students must have completed the grade prior to the one in which they are applying.
- Transcript translated into English and accompanied by a Certificate of Licensed Translation. The number grades must be recorded as letter grades as well (e.g., 96=A).
- Copies of the most recent achievement test results (if applicable).
- Signed Student and Parent Agreement to support the policies as written in the handbook, including the Statement of Faith.
- Birth certificate stating the day, month, year, and location of birth, translated into English.
- Current immunization records, translated into English.
- Current photo of the student.
- A personal interview with the secondary principal at Summit is required. The student and the host or guardian must attend the interview to complete the enrollment process. I-20s will not be given prior to the interview. It may be possible to complete this step utilizing Skype, if necessary.
- An applicant will be notified of his/her acceptance into Summit.
- Annual tuition must be paid in full when the student is accepted for admission.
- Upon acceptance of admission and payment of tuition, an I-20 will be issued.
- An athletic physical is required of students desiring to participate in sports.
- Any hardcopy or paper documents should be mailed to the Summit administration office:  
Summit Christian Academy, 2121 Cypress Creek Road, Cedar Park, TX 78613, United States of America.

### **Authority to Grant or Decline Admission**

The principal will use the historical information to assess the student's academic aptitude and to identify any potential problems. The principal has the right to deny admission to any student who has indications of academic, emotional, psychological, legal, or past discipline problems, suspensions, or repeated absences. The principal also has the right to revoke admission in cases where the student does not adjust to the environment at Summit Christian Academy.

Because policies and routines at SCA are predicated on the assumption of parent-school cooperation and shared parent-school authority, students must reside with a parent or guardian or in a host home approved by the parent or guardian. The school retains the right to revoke continued enrollment to students whose living arrangements are, in the judgment of the school, detrimental to the school.

The administration has absolute authority in all matters regarding admission and dismissal. The decision to admit or decline admission remains the absolute right of Summit Christian Academy. Denial of admission will occur when, in the sole opinion of the principal and headmaster, Summit Christian Academy is unable to meet the needs of the individual student.

### **Non-Discriminatory Statement**

Summit Christian Academy admits students of any race to all rights, privileges, programs, and activities made available to all students. Summit Christian Academy practices a biblical philosophy of admissions, which is not discriminatory on the basis of race, sex, ethnicity, or national origin in the administration of its policies, admissions, scholarships, and other

school-directed programs.

### **Withdrawal Policy**

Upon completion of the enrollment process, parents have entered into a contractual agreement for their student to attend Summit Christian Academy for the entire school year and acknowledge responsibility for payment of the remaining tuition balance. Should an issue arise which would precipitate a student's withdrawal before the end of the school year, the parents must meet with the Headmaster to complete the withdrawal paperwork.

Should one of the following circumstances take place, the parent may request a reduction of the assessed tuition fee for a withdrawn student:

- The student is withdrawn at the request of the administration due to the school's inability to serve the student's needs.
- The student is withdrawn at the request of the administration due to the student's altering ties with parent/guardian authority.
- The student requires medical release and can no longer attend the school.

The administration will review requests for tuition reduction or waiver. There is no appeal process. Under no circumstances will the tuition fees be reduced or waived for students who are suspended or expelled from school. Your child's records will be released upon the return of school property and satisfaction of all financial obligations to the school, within five business days after the withdrawal paperwork is completed.

## **TUITION AND FEES**

### **Application Fee**

The non-refundable application fee is assessed per student, per application, and must be paid in its entirety upon submission of the paperwork.

### **Tuition Deposit**

The non-refundable tuition deposit is due upon acceptance of new student, or will be due in its entirety upon submission of re-enrollment paperwork.

### **New Student Fee**

One-time \$500 non-refundable fee is due upon student acceptance.

### **Annual Tuition**

The annual tuition fee is assessed once the student has been granted admission and the enrollment process has been completed. The parents (or legal guardians) agree to enter into a legally-binding contract for full payment of the annual tuition fee. The assessed annual tuition fee is non-transferable and non-refundable.

The teachers and support staff are hired and programs are planned for the entire school year based on your financial commitment. Because tuition is calculated on the basis of the entire school year, no reduction will be made for holidays, vacations, extended absences for any reason, or emergency school closings.

### **Payment Policy**

Failure to keep your account current may result in the removal of your child(ren) from classes until your account status returns to "current." Any special payment arrangements must be discussed with and approved in writing by the Business Manager. School records, test scores, transcripts, and report cards will be held until tuition charges, late fees, and fines are paid in full and school property is returned. Failure to pay by the fifth of each month will result in a \$75 late fee. If the account should fall behind by 90 days, the student(s) will not be permitted in class until arrangements have been made with the Business Manager.

### **Additional Fees, Fines, and Charges**

The goal of Summit Christian Academy is to cover the majority of necessary expenses through the enrollment fee and tuition. However, from time to time, additional school-wide fees may be assessed. Each student participates in at least one retreat and one Impact Education trip each year. Although fundraisers help to cover a portion of the trip's cost, parents are responsible for the remaining balance. Occasionally, a class or organization may decide to participate in a project or field trip that requires additional funding. These situations require special approval by the principal.

Students are encouraged to care for textbooks, workbooks, and library books properly. If a book is lost or damaged (including marked or colored), the parents will be charged a replacement fee (see Textbooks under Academic Life).

Fees may be assessed for late pick-up of bus students, late or lost library books, late tuition, and returned checks, etc. Additional fees, fines, or charges may be assessed as approved by the principal or administration for damaged or broken property.

Transcripts will be forwarded for graduating seniors whose financial records are clear without charges until 12 months after graduation. After that time, there will be a \$5.00 fee for each transcript. Students must fill out a request form five days before transcripts are needed.

A maximum of three recommendations and transcripts will be completed without charge for undergraduates transferring to other schools. A fee of \$25 will be charged per school for additional requests.

## ATTENDANCE

Attendance may be viewed on RenWeb.

### **School Hours: 8:00 a.m. to 3:40 p.m.**

Classes begin promptly at 8:00 a.m. Arrival time begins at 7:45 a.m. Students who arrive before 7:45 a.m. are required to go to an assigned location until they are dismissed to class.

### **Tardiness**

A student is counted tardy if he or she is not in class for the 8:00 a.m. roll call. If a student is tardy, a tardy slip must be obtained from the office in order for the student to be admitted to class. Three unexcused tardies constitute one unexcused absence. Three excused tardies constitute one excused absence. A student arriving at school after 9:30 is considered to be absent for one-half day. A student leaving campus before 11:30 a.m. (and not returning) is considered to be absent for one-half day.

### **Absences**

Regular attendance is in the best interest of the student's academic progress, and is compulsory under Texas State Law. Accordingly, the following policy is enforced.

Excused absences include doctor visits, personal illness, serious illness in the family, death in the family, court appearances, and/or absences due to providential hindrance (acts of God). Absences for all other reasons need to be handled with a Planned Absence Form in order for the absence to be excused. A student with an excused absence will be given time to complete assignments and exams missed due to the absence (see Make-Up Work). There will be no opportunity to make up work for unexcused absences, and the student will receive a zero for each assignment missed.

An accumulation of 25 days of absences may be grounds for retention of the student at grade level pending administrative review.

### **Absence from a Specific Class:**

It is not recommended for parents to schedule doctor, dental, and other appointments during the school day. However, if they chose to do so, the student is still counted absent from the particular class that he or she missed. Students are counted absent if they miss more than 20 minutes of a class.

Grades 9-12 High school students who miss more than 25 days of a one-credit course, 12 days of a ½-credit course will not receive credit for that course. If the course is required for graduation, the student will need to repeat the course. (Exceptions: See below)

Grades 6-8 Intermediate students who miss more than 25 days of a course will be required to complete a teacher-assigned project requiring the same number of days to complete as the student missed in excess of 25 days. (Exceptions: See below)

Exceptions – The following absences will not count towards these totals: Activities that are a required part of a course (field trips, driver training, choir rehearsals, etc.), administrative removal (testing, discipline, counseling, suspension), absences related to student participation in a school-sponsored activity (sports dismissals, student senate meetings, etc.) or a late school bus. Exceptions will also be made on an individual basis for an extend illness or hospitalization.

Upon returning to school after an absence, the student must bring a signed note (or completed absence form from the website) from the parents detailing the cause of absence in order to be admitted to class. The note should be neatly written,

dated, and signed by the parent. The student must present the note to the school office and obtain an admission slip before returning to class. This slip will permit the student to return to class and indicate to the teacher whether the absence is excused or unexcused. A doctor's note will be required for a medical absence of three or more days.

Students have 10 days from the date of the absence to dispute unexcused absences by contacting the office. Unexcused absences are unacceptable and will be dealt with on an individual basis. The student may be subject to suspension or expulsion. The authority for determining the legitimacy of an absence rests solely with the administration.

### Planned Absences

Regular attendance at school is critical to the educational process. However, sometimes parents must take students out of school for special situations. These situations are identified as planned absences. A student may have a maximum of seven planned absence days each school year. In order for an absence to qualify as a planned absence, the following guidelines must be met:

- All Planned Absence Forms must be signed by a parent.
- Students must fill out and submit the Planned Absence Form to the secondary principal at least five days prior to the scheduled absence.
- Approval must be granted in writing by the administration on the Planned Absence Form. This form will be sent to the student's homeroom teacher after it has been reviewed.
- The student is required to obtain all signatures and assignments, and they must have this form in their possession before the scheduled absence.
- Completed assignments are due on the day of return.

Secondary students shall not schedule a planned absence during final exams, Terra Nova testing, or Impact Education trips.

### Evening Programs

All secondary students are required to attend High School Graduation. The administration will notify parents concerning other mandatory programs

## ACADEMIC LIFE

SCA offers a rigorous college-preparatory program emphasizing academic excellence that is based on God's holy and inerrant Word and is designed to meet the needs of each student. The biblically-integrated curriculum encourages students to think critically and creatively and challenges them to work toward excellence. In such an environment, each student is expected to take full advantage of all resources available in order to perform at his or her highest academic level to the glory of God.

### Graduation Requirements and Diploma Plans

	Recommended	Distinguished Achievement
Bible	Four credits: • Bible I, II, III, and IV	Four credits: • Bible I, II, III, and IV
English	Four credits: • English I, II, III, and IV	Four credits: • English I, II, III, and IV
Math	Four credits: • Algebra I • Geometry • Algebra II • An additional math credit	Four credits: • Algebra I • Geometry • Algebra II • An additional math credit
Science	Four credits: • Biology • Chemistry • Physics • An additional science credit	Four credits: • Biology • Chemistry • Physics • An additional science credit
Social Studies	Four credits: • World Geography • World History • U.S. History • U.S. Government (1/2 credit) • Economics (1/2 credit)	Four credits: • World Geography • World History • U.S. History • U.S. Government (1/2 credit) • Economics (1/2 credit)

Physical Education	One credit*	One credit*
Financial Peace	One-half credit	One-half credit
Speech	One-half credit	One-half credit
ACT/SAT Prep	One credit	One credit
Fine Arts	One credit	One credit
Languages Other Than English	Two credits in the same language	Three credits in the same language
Electives	Five and one-half credits (4 credits of Bible, 1 credit of ACT/SAT Prep, and ½ credit of Financial Peace satisfy this requirement)	Four and one-half credits (4 credits of Bible and ½ credit of Financial Peace satisfy this requirement)
Community Service	25 hours for each year of attendance at SCA	25 hours for each year of attendance at SCA
Additional Requirements	None	<ul style="list-style-type: none"> <li>• Minimum of five advanced courses (can include honors classes, AP classes, dual credit classes, Spanish III and IV)</li> <li>• Application for candidacy (end of junior year)</li> <li>• 40-hour internship</li> <li>• Action Research Project</li> <li>• Project Presentation</li> </ul>

\* Only 2 PE credits may apply towards graduation credits. Students at Summit can easily earn this credit through playing one or more sports that are offered through our Athletic Department. An independent study entitled *The Active Life* is offered to students who are not inclined to play a sport.

In order for a student to be eligible to receive a Texas Grant, students must meet requirements for the Recommended or Distinguished Plan.

For students transferring into the Summit’s high school, the secondary principal will evaluate the student’s transcript on an individual basis, and if necessary, will make recommendations for additional coursework outside of SCA or approve waivers or exemptions to the existing graduation requirements.

### Credits Awarded

Credits toward graduation are earned at the rate of 0.5 credit hours per semester for courses completed with a semester grade average of 70 or above. Some high school credits may be earned in eighth grade or by taking dual credit college courses or approved online high school courses while in high school.

### Community Service Requirements

Upon entering high school at Summit Christian Academy, students commit to completing 25 hours of community service for each year enrolled. National Honor Society members must complete 36 hours of community service each year. Hours served during the summer will be credited toward the following school year. A wide range of opportunities is available, such as helping the elderly or handicapped, serving at a church or youth camp, or serving at the school or on an Impact Education trip. The process for recording community service hours is as follows:

- Pick up a community service form from the office or download it from the school website.
- Complete service and form.
- Have form signed by supervisory adult.
- Turn in the form to the registrar or the Impact Director who will record the hours on RenWeb.

### Intermediate School Course of Study

Grade 6	Grade 7	Grade 8
Bible	Bible	Bible
English	English	English
World Cultures	Texas History	U.S. History
Math	Standard Math or Pre-Algebra	Pre-Algebra or Algebra I
Science	Science	Science
Computers	Computers	Computers
Fine Arts Elective*	Fine Arts Elective*	Fine Arts Elective*
PE or Band	PE or Band	PE or Band
Spanish	Spanish	Spanish
Study Hall	Study Hall	Study Hall

\* Fine arts electives include art and theater arts

**Promotion Policies****Intermediate (6<sup>th</sup>-8<sup>th</sup> grades)**

A student who fails more than one core course (English, math, science, social studies, or Bible) will not be promoted.

**High School (9<sup>th</sup>-12<sup>th</sup> grades)**

A student will be considered a sophomore (10th grade) when six high school credits have been earned. A student will be considered a junior (11th grade) when 13 high school credits have been earned. A student will be considered a senior (12th grade) when 20 high school credits have been earned.

**Grade Point Scale**

Letter Grade	Numeric Grade	Standard	Honors/ PreAP	AP/ Dual Credit
A+	99-100	4.0	5.0	6.0
A+	98	3.9	4.9	5.9
A	97	3.8	4.8	5.8
A	96	3.7	4.7	5.7
A	95	3.6	4.6	5.6
A	94	3.5	4.5	5.5
A	93	3.4	4.4	5.4
A-	92	3.3	4.3	5.3
A-	91	3.2	4.2	5.2
A-	90	3.1	4.1	5.1
B+	89	3.0	4.0	5.0
B+	88	2.9	3.9	4.9
B+	87	2.8	3.8	4.8
B	86	2.7	3.7	4.7
B	85	2.6	3.6	4.6
B	84	2.5	3.5	4.5
B	83	2.4	3.4	4.4
B-	82	2.3	3.3	4.3
B-	81	2.2	3.2	4.2
B-	80	2.1	3.1	4.1
C+	79	2.0	3.0	4.0
C+	78	1.9	2.9	3.9
C+	77	1.8	2.8	3.8
C	76	1.7	2.7	3.7
C	75	1.6	2.6	3.6
C	74	1.5	2.5	3.5
C	73	1.4	2.4	3.4
C-	72	1.3	2.3	3.3
C-	71	1.2	2.2	3.2
C-	70	1.1	2.1	3.1
D (Dual Credit only)	65			3.0 (Dual Credit only)

**Grade Point Average and Class Rank**

SCA uses a weighted grade system in computing grade point averages for class rank (see chart). In addition, each student has a cumulative numerical average based on all semester marks earned in high school courses. The policies governing the computation of numeric and GPA averages are based on a 100 point and 4.0 point scale, respectively.

Report cards and transcripts reflect the actual grade earned in the course, while the GPA reflects the weighted scale of AP, dual credit, PreAP, and honors classes.

Class ranks are reported in quartiles. Students who are in the top ten percent of their class receive a numerical ranking. Students must have attended SCA four full semesters in order for their GPA to place them in the top ten percent of their class. GPA and quartile rankings may be obtained after the completion of any semester.

### **Quartile Ranges**

Summit Christian Academy ranks the top 10 percent of students. Students in the top 25 percent are those with a cumulative average greater than 89.4, the top 50 percent are those with a cumulative average greater than 84.4, and the top 75% those with a cumulative average greater than 79.4.

### **Averaging Course Work**

1. With the exception of dual credit classes, grades earned at other schools are not used in computing the overall grade point average.
2. When a student receives a failing grade (69 or below) for a semester (1/2 year), the semester must be repeated successfully to receive credit.
  - a. If the student repeats a failed course at SCA, the student will be given a new numerical grade that will be used to calculate the overall GPA (an average of the two grades).
  - b. Credits earned for make-up must be earned from an accredited school.
3. SCA will accept homeschool credits at the time of admissions only. Homeschool credits must be approved by the principal, and the grades from those credits will not be used in the calculation of the overall GPA.

### **Valedictorian and Salutatorian**

Candidates for Valedictorian and Salutatorian must have attended SCA for six consecutive semesters. Only credits received at SCA are calculated into the cumulative average and cumulative GPA for candidacy. When calculating GPA, only the semesters the candidates have in common at SCA will be considered.

All candidates must be on the Distinguished Achievement Diploma plan which requires at least five advanced classes. Advanced classes include (but are not limited to) honors classes, AP classes, dual credit classes, Spanish III, and Spanish IV. Additionally, all candidates for Valedictorian and Salutatorian must attend a minimum of two IMPACT trips while at SCA and complete the mandated service hours.

Although these are minimum requirements, the Valedictorian and Salutatorian candidates represent our top students, and careful scrutiny of a student's moral and ethical conduct, discipline records, attendance records, involvement in extracurricular activities, and overall character. These top two positions are an honor bestowed by Summit's administration and are awarded by the Head of School. Candidates should demonstrate a biblical worldview and a heart for service towards others. They should also be held in high esteem by fellow students and teachers.

### **Honor Students**

There are three classifications of honor graduates: Highest Honors, High Honors, and Honors. The Highest Honors award is given to any student whose GPA at the end of their senior year is 4.0 or above. The High Honors award is given to any student whose GPA is between 3.9 and 3.5. The Honors award is given to any student whose GPA is between 3.4 and 3.1. If academic achievement or conduct deteriorates during the senior year, administration may deny the designation of honor graduate. Honor graduates wear one, two, or three gold cords designating Honors, High Honors, and Highest Honors respectively.

### **Awards**

#### **Course Award**

Teachers in most subject areas will award one or more outstanding students at the end of the school year.

#### **Soaring Eagles Award**

Students who exhibit exceptional behavior each nine-week period will receive this award. At the end of the school year, one Soaring Eagle recipient in intermediate grades and one Soaring Eagle recipient in high school grades will be selected by administration to receive a scholarship for the following school year.

#### **ACSI Distinguished Christian High School Student Award**

Juniors and seniors may receive this award for leadership, academics, fine arts, athletics, or service. Faculty nominates students in each category for this award.

#### **Action Research Project**

Students who desire to pursue a Distinguished Achievement Diploma must apply to the Action Research Project. In addition to completing five advanced classes, each student is required to complete an independent study project on an approved topic. The project includes a 2,500-word senior thesis paper, an internship (40 hours minimum), and a 10 to 20-minute oral presentation with visuals to a committee of teachers, board members, administrators, and community members. Students receive a full credit for this project.

### **Advanced, Honors, AP Placement**

In order to be eligible for an advanced class, students must have an overall GPA of 3.0. Any student taking an honors or Pre-AP class in a subject area is eligible to apply for AP classes. Students who have less than a 3.0 and are in a standard class, may still apply for an honors or AP class with an average of 85 or better in the subject area for which they are applying. Honors/Pre-AP/AP placement is awarded by administration after reviewing a student's performance record and teacher recommendation. All students desiring to take an AP class must complete the AP application.

### **Scheduling**

Secondary students begin registration for fall classes during the month of May. Students receive guidance for classes so that required courses are scheduled and proper electives are chosen. Once student schedules are established, very few changes are made. Requests for changes must be made in writing using the Change of Schedule Request form that may be obtained from the front office. Changes in schedules must be requested during the first two weeks of each semester.

### **Homework**

Homework is an integral part of the Summit Christian Academy secondary school program. The teacher is at liberty to give homework to aid the students in advancing their studies. Each student is required to complete his or her homework assignments on time. Homework is given for several reasons

- For reinforcement: We believe that most students require review to master material essential to their educational process.
- For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, essay, special research assignments, and projects are some of the activities that are frequently assigned as homework.

Intermediate students can expect about 15-20 minutes of homework per class each day.

High school students can expect up to 2.5 hours of homework nightly. Teachers are expected to give reasonable homework assignments.

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, each student must learn to plan and budget the necessary time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as it is realized that assistance is needed.

Parents may access the RenWeb parents' website to view the week's homework assignments in each class. Intermediate School students are issued agendas for recording classroom homework assignments.

### **Secondary Tests**

Students may have no more than three evaluations on a given day, and no more than two of those evaluations may be major tests (two tests plus one quiz or two quizzes plus one test). Students participating in the Dual Credit or AP program are excluded from this policy.

### **Secondary Final Exams**

Final exams for high school credit courses are given at the end of each semester, and they test the students' proficiency in materials taught during the entire semester. In order to be exempted from a final exam, a student must have a grade average of 93 in that class with no unexcused absences. Students may exempt from one final per subject, per year, up to two per school year. All seniors may exempt finals in all subjects for which they have an average of 80% or higher for the second semester. No planned absences will be approved during final exams.

Final exams for intermediate school courses are given at the end of each semester, and they differ from high school exams in that they are more like long tests. These tests do not cover material taught for an entire semester, they increase in rigor each year, and they serve to prepare students to take final exams in high school.

### **Secondary Schedules**

Summit Christian Academy's secondary school is built around a combination of three blocks of study and three 45-minute periods. The modified block periods alternate A days and B days, with the 45 minute classes meeting daily. Consult the school website's calendar for the exact calendar of A and B days.

The modified block schedule has many proven benefits, some of which are greater in-depth course coverage, fewer fragmented days for tests and preparation, being more conducive for discovery and cooperative learning, having more opportunity for creative and critical thinking, and allowance for enrichment, evaluation, and remediation.

### **Agenda**

The student agenda helps intermediate school students organize assignments and prepare for class. Students are to bring their agenda to each class every day. The school provides the agenda at a cost of \$5.00 per student. Should a student lose or damage the agenda, a second one will be provided at a \$10.00 charge.

### **Late Work**

As a school, we must always endeavor to teach our students responsibility. Therefore, a penalty for late work will be assessed. Late work must be turned in the day or block immediately following the student's due date. In all cases, the assignment must be completed and turned in, even if the assignment receives a zero.

If homework or an assignment is not turned in at the beginning of the appropriate class period, it is late. The penalties for late work are as follows:

#### **Intermediate School**

- 1 day late            20 points off
- 2 days late           40 points off
- 3 days late            Zero

#### **High School**

- 1 day late            30 points off
- 2 days late            Zero

### **Make-up Work**

Students with excused absences will be allowed to make up work within a reasonable length of time, depending upon individual circumstances. Normally, students have one day for every day missed to make up the work. Consideration, however, will be given to students missing several consecutive days or those too ill to prepare for school. For a two to three-day illness, all work must be completed within five school days after returning to school. If the student receives an incomplete on his or her report card, the work must be completed within five school days after receiving the report card.

Teachers will assist students in making up work; however, it is the student's responsibility to determine what work has been missed and to ensure that the work is made up. When it is obvious that the student will miss more than one school day, it is the parent's responsibility to call the school as early in the day as possible and have teachers gather books and class assignments for pick-up in the school office. Consideration must be given for the teacher to prepare the work in accordance with his or her class schedule and planning periods.

### **Grading**

Our secondary grading scale is published in this document. Importance weighting between major assessments, minor assessments, class projects, class participation, and homework is defined below.

#### **Intermediate School**

- Major Assessments – 30%
- Minor Assessments – 30%
- Daily/Homework – 40%

#### **High School**

- Major Assessments – 45%
- Minor Assessments – 30%
- Daily/Homework – 25%

### **Format for Research Documentation**

Secondary students will use the Modern Language Association (MLA) format for research documentation. Teachers will provide students with information outlining how a student is to formulate note cards, bibliographies, footnotes, etc. for any type of paper or project requiring students to document the source of their information.

### **Textbooks**

The school issues all basic classroom textbooks to the students for use during the school year. These textbooks remain the property of Summit Christian Academy, and they should be treated as such. Students are required to keep hardback textbooks covered at all times. The condition of the text will be recorded at the time of issuance and examined again upon return at the end of the school year.

The replacement cost for a lost book must be paid before a new book will be issued. Payment should be made to the office. Report cards or transcripts will not be issued until the student's textbook record is clear. The cost to replace a textbook ranges from \$35.00 to over \$300.00.

### **Tutorial Help**

Occasionally students need additional help in a subject. The student's teacher is the first resource for help. All high school teachers offer weekly tutorial times, and intermediate teachers are available daily in study hall. Students may also be paired with peers who understand the material and can help. Parents may also choose for their student to receive outside tutorial help.

It must be understood that if none of the previously-mentioned resources are sufficient to help your child succeed academically, the administration reserves the right to revoke admission.

### **The Learning Center**

The Learning Center is designed to assist students with their academic classes in a tutorial setting. The Learning Center helps the students learn their strengths and weaknesses, find ways to cope with these attributes, and continue to function in the classroom. The Learning Center also supports the classroom teachers by assisting them with accommodations and plans for those students with learning differences. For more information, parents should contact the Director of Student Services for an explanation of levels and services. Only students who are enrolled in the Learning Center will have access to its facilities and services.

### **Achievement Testing**

Each spring, Summit Christian Academy administers a nationally-normed test called the Terra Nova. In addition, the school assesses students' cognitive skills and abilities through the InView. Copies of test results are made available to parents.

### **Summer Reading Lists**

At the end of the school year, the school issues a Summer Reading List for each grade level. This list is available on the website and through the English teachers. All students enrolled are required to read the books on the list before school starts and be ready to complete assignments, projects, and tests related to the books as directed by the teacher. Grades will be taken on these assignments.

## **REPORTING TO PARENTS**

### **Academic Standards**

It is the policy of Summit Christian Academy to communicate with parents about their child's progress. Student academic progress is consistently monitored through an established reporting system. To aid parents in their responsibilities, SCA will make every effort to communicate clearly and in a timely fashion to parents when academic concerns arise. In return, SCA expects parental cooperation in support of actions or requests communicated by the school.

Teachers are encouraged to telephone parents, send notes, email, or arrange conferences to discuss the progress of any student whose work seems out of the ordinary. Parents are strongly urged to note progress report dates on the current school calendar. Parents are encouraged to contact a teacher by email or phone when a question or concern arises over their child's progress.

### **Progress Reports and Report Cards**

Each term (nine-week period), parents are emailed a midterm progress report for students. Report cards are prepared for each quarter of the school year. Parents will be notified by e-mail when report cards are available for review on the RenWeb parent website. Students receiving a grade below 70 will be declared ineligible for athletics (see Athletic Policy).

High school semester grades are calculated according to the following formula:

- 40% 1<sup>st</sup> grading period grade
- 40% 2<sup>nd</sup> grading period grade
- 20% Final exam

### **Academic Warning**

Students who fail multiple subjects in any quarter will be placed on academic warning by school administration. The purpose of academic warning is to help students establish proper priorities and to inform students and parents of the resources available at Summit to help students be academically successful. A parent conference will be scheduled, and students may be requested to attend.

### **Academic Probation**

Probation is reserved for students who have an established pattern of academic warning, and is invoked only after effort has been made to work with parents and students to avoid this action. Any student who does not improve grades after being placed on academic probation faces probable academic dismissal from the school at the end of the year.

### **Parent Orientation**

In an effort to partner with parents, and with the understanding that parents are the true ministers of education, Summit Christian Academy offers an evening for parent orientation. At the beginning of the school year, parents are invited to the school to meet all of their student's teachers and to have the opportunity to speak to the secondary personnel, including the Impact Education director, athletic director, and secondary principal.

### **Parent/Teacher Conferences**

The school desires to communicate with parents and welcomes inquiries. Parents are asked to contact the teacher during school hours if at all possible. A parent wishing to speak with a teacher should send an email to the teacher or call the school office to make arrangements for a conference, as conferences should be planned in advance. It is required that all parents check in at the office before going to a teacher's classroom during school hours.

After the first term (nine-weeks grading period), there will be a Parent/Teacher Conference day where teachers have an entire school day to meet with parents who desire a conference. This day is marked on the school calendar, and it is a great opportunity to meet with teachers about student progress and performance.

## **COMPUTER AND INTERNET USE**

The use of technology in education presents many exciting opportunities for students and teachers at Summit Christian Academy. These opportunities present themselves with many responsibilities as well. The goals of Internet and intranet connection are to expand research and communication, to encourage technological innovation, and to allow worldwide interaction with other institutions.

Students will have access to:

- computers, printers, and other peripheral hardware
- information and news on websites from universities, government institutions, museums, schools, technology, non-profit organizations, and commercial sites
- news groups on a variety of topics, including science, history, math, and literature
- thousands of periodicals and other publications
- public domain software and shareware

The heavy usage of school computers increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

Unfortunately, access to the Internet increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Although SCA has taken precautions to restrict access of controversial materials, it is impossible to control all materials. Therefore, the responsibility is upon the student not to seek questionable websites.

We believe that the valuable information and interaction available on the Internet far outweighs the possibility that students may seek or stumble upon materials that are inconsistent with the spiritual and educational goals of SCA or its representative families.

Before students may use computers or access the Internet at SCA, they must read and agree to the SCA IT Agreement. Parents or guardians also must sign the contract for their minor students. Only students with this contract on file will be allowed to use the Internet through the school computers.

### **Computer Use Policies**

- Computers are to be used by permission of faculty and for school-related purposes only.
- Students should save files only on their own flash drive or as otherwise directed by faculty.
- Students should not make unnecessary printouts and are not allowed to use the printers for personal use.
- Students are not to engage in activities that are intended to hinder another's ability to do his or her work.
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacement which result from mishandling.
- Students are not to change or manipulate software or operating environments.

- Neither parents nor students should attempt to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher.

Offenses will be handled by administration on an individual basis and are punishable by detention, loss of computer privileges, suspension, or expulsion.

#### **Network Use Policies**

- Users must always log off when they leave a workstation.
- Users may not knowingly access or read a file which belongs to another user.
- Students who attempt to use a computer and find it open to a file or program to which they do not have access should immediately report the situation to the supervising teacher.
- Students are not to use software indicated for faculty or staff use only.
- The network is to be used for educational purposes only and not for financial or commercial gain or for entertainment.
- Software copyright guidelines are to be respected and followed.
- Social e-mails are not to be exchanged while on school computers.
- Vandalism is not permitted, and the cost of any repairs will be borne by the student's responsible party.
- Attempts to negate or circumvent security measures will result in cancellation of user privileges.

Offenses will be handled by administration on an individual basis and are punishable by detention, loss of computer privileges, suspension, or expulsion.

#### **Internet Use Policies**

Use of the Internet must be for an education or research project and must be consistent with the educational objectives of SCA. Students must have an assignment or permission from their teacher indicating the purpose of the Internet excursion. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene material, and/or material protected by trade secret.

- Students may not access any social media platform while on the Summit campus.
- Students are not allowed to access the Internet without permission.
- Students are not allowed to download files without consent of the teacher.
- Internet users will abide by network etiquette:
  - Be polite.
  - Use appropriate language that reflects a Christian attitude.
  - Do not reveal your name, personal information, or that of others.
  - Remember that communication is not private.
  - Do not disrupt another's ability to use the Internet.
- Users who note security problems must notify a teacher or administrator. The problem is not to be demonstrated to others.
- Attempts to log on the network as a system administrator will result in cancellation of user privileges.
- Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network.

A breach of these policies is taken very seriously and is punishable if necessary by detention, suspension, expulsion, or legal action.

THERE SHOULD BE NO EXPECTATION OF—NOR ANY RIGHT OF—PRIVACY. SUMMIT CHRISTIAN ACADEMY RESERVES THE RIGHT TO MONITOR ANY AND ALL COMPUTER USAGE.

## **CHARACTER DEVELOPMENT**

#### **Chapel Services**

Chapel services are held once each week and offer a special time for the school body to come together in praise and worship, prayer, teaching, and recognition of students. Several times each year special guests will be invited to bring relevant messages to the students. Students are encouraged to bring their own Bible to school for chapel.

#### **Impact Education**

As part of our mission to equip students to successfully accomplish the purpose for which God created them, all grades participate in the Impact Education program. This is a structured program designed to develop an awareness of service,

beginning within one's own family and reaching out to the world. Classes participate in age-appropriate outreaches and trips locally, nationally, and internationally. Through these outreach opportunities, students learn about countries and cultures where missionaries serve; how to pray for their community, nation and the world; how to implement principles of leadership and service in their lives; and how exciting it is to serve God! Each service opportunity contains the following components:

*Prayer and Quiet Time-* Prayer is a key component of every Impact Education service trip because it is an essential part of any ministry. Whether working with a church a few hours away or with a ministry abroad, students are taught and encouraged to pray for the people and places around them at all times.

*Team Building-* Without outside distractions, students find themselves with plenty of time to get to know each other better. They eat together, pray together, work together, serve together, and accomplish goals together.

*Service and Outreach-* Impact Education gives students the opportunity to share God's love in word and action. It is our desire that Impact Education helps students develop a deep compassion for others as they are given opportunities to serve.

*Leadership-* Service opportunities and trips are times for students to be empowered, to recognize and use their God-given gifts and talents, and to develop as leaders.

*Fun-* Serving God is truly an adventure. It is the desire of SCA that students come to the realization that serving God in any way, in any location, is exciting, rewarding, and fun!

Participation in school-sponsored Impact Education service trips is required for secondary students.

## **STUDENT ACTIVITIES**

### **Impact Student Council**

The Impact Student Council is comprised of students of secondary students. The purpose of this organization is to:

- Train the students in leadership skills
- Develop teams of students that will organize and lead service projects
- Provide service opportunities for the student body beginning on the SCA campus to the community to state-wide needs
- Provide an atmosphere that will encourage and promote cooperation and camaraderie among the students

In order to participate on this council, students must complete an application and meet the requirements as outlined on the application.

### **National Honor Society/National Junior Honor Society**

The National Honor Societies have been established to recognize students who have demonstrated excellence in four areas: scholarship, leadership, service, and character. Although scholarship is of primary importance, membership in the societies is awarded only to students who demonstrate strengths in all four areas. Students meeting the scholarship requirements are eligible to apply for membership.

In the spring, invitations will be sent to students who meet the scholarship and character requirements with the opportunity to apply. Students must return the application, recommendation forms, and record of service activities to the NHS/NJHS sponsor by the deadline. The selection committee, composed of faculty members, will review applicants and evaluate them on a point system. The NHS/NJHS sponsor will inform students of the committee's decision, and an induction ceremony will be held in the spring.

Each NHS/NJHS member is expected to maintain an overall average of 85. Any student whose overall average falls below 85 will be notified that he is on probation for NHS/NJHS. Any student who has not brought the average up by the end of the semester will be dropped from the membership roll and will not be eligible for reinstatement at any future time. In addition, students with behavioral or character issues may be placed on probation or dropped from membership at the discretion of the NHS/NJHS sponsor and school administration.

### **Student Clubs**

Each year, various student clubs are offered for secondary students, depending on student interest. These clubs are encouraged to create their own entry requirements, club guidelines, and elect their own officers, with the approval of their faculty advisor. Each club offers unique opportunities for students, and students are encouraged to be involved.

## SOCIAL DEVELOPMENT

Summit Christian Academy offers numerous opportunities for students to identify and mature in their unique interests, gifts, and talents.

### **Back to School Night**

Back to School Night is scheduled prior to the first day of school. Students and parents are encouraged to attend this event to receive class schedules, meet new faculty, and visit with returning faculty and friends.

### **ACSI Events**

ACSI-sponsored academic and extracurricular competitions such as Spelling Bee, Math Olympics, and Art Festival are available to full-time students of Summit Christian Academy.

### **Awards Ceremony**

The last chapel in May is designated as Awards Chapel. Student achievements are celebrated by publicly recognizing their diligence and character displayed throughout the year.

### **Graduation**

Graduation is the culminating celebration of the year. All secondary students are required to attend and are involved in the ceremony.

### **Holiday Celebrations**

Summit Christian Academy will celebrate the Christian holidays as an opportunity to reinforce the true meaning of Christmas and Easter and as a time of rejoicing in the birth, death, and resurrection of Jesus Christ. The school will not use fictional characters such as Santa Claus or the Easter Bunny in our holiday celebrations. Summit Christian Academy will not acknowledge the celebration of Halloween in any manner. Homeroom Christmas parties are held in December.

### **School Dance Policies**

SCA holds two student dances per year. The purpose of the dance is to give the students an opportunity to learn how to dress and behave in a Christ-like manner while in a semi-formal or formal social setting. The dances are chaperoned by teachers and staff; parents are not allowed to chaperone. The homecoming dance is in the fall, and prom is in the spring. Students in grades 9-12 are allowed to attend these dances.

Students may bring guests who are not SCA students; those guests must be in grades 9-12 at another school. SCA students who are bringing non-SCA guests must prove their guest's age by bringing a copy of the guest's school ID or driver's license to a member of the dance committee prior to the event. Dress guidelines are given to students a few weeks prior to each event. Students and their guests are expected to adhere to the dress guidelines.

## ATHLETICS

The purpose of the athletics at Summit Christian Academy is to establish fundamental-based programs that are highly competitive at all levels and develop athletes with positive Christian character.

### **Registration and Fees**

Athletes must complete all required enrollment paperwork before they may begin to participate in practices or game sessions. Paperwork must be turned in to the registrar or the school office. Fifth-year high school students are ineligible for all TAPPS competition.

Athletic physical due dates will be communicated by the Athletic Director. Athletes must receive a sports physical prior to the sporting year.

Athletes are required to agree to follow athletic and team policies. The coach of each sporting team will provide participation contracts to athletes. Team coaches retain the right to institute additional team policies with the approval of the Athletic Director.

An athletic fee is assessed according to the following schedule:

#### **High School Fees Per Sport**

- Football- \$200.00
- Volleyball- \$200.00
- Basketball- \$200.00

- Track and/or Cross Country- \$200.00

### **Multiple Sports**

- Sport #1- \$200.00
- Sport #2- \$175.00

### **Intermediate School Fees Per Sport**

- All Sports- \$50.00 for each

### **“Club” sports have their own separate fee**

- Cheerleading

All fees must be paid to the office prior to the first game of the season. Fees are non-refundable after the first game. Should one fail to pay the fee, it will automatically be added to their FACTS account.

### **School Attendance Requirements**

Athletes are required to attend school for half of the school day on the day of competition in order to practice or play. Exceptions will be allowed for excused absences as defined by the school attendance policy (e.g. doctor appointments, funerals, court appearances, and acts of God). Other exceptions may be approved on a case-by-case basis by the administration.

### **Eligibility**

Students participating in athletics are expected to maintain passing grades in all classes. Grades will be reviewed at each nine-week grading period. Athletes not maintaining a class average of 70% or above in two or more subjects will be placed on athletic probation.

Athletic probation consists of game non-participation as follows:

- A student failing two or more classes at the nine-week report card period shall miss a minimum of two weeks’ practices to include (or be extended to include) at least one game. The probation period immediately follows the quarter the failing grades were earned in.
- A student with more than two failing grades will not be eligible to participate in practices during the probationary period. This student may not be in uniform, however, they will be allowed to travel with the team.

### **League Membership**

For varsity and junior varsity teams, Summit Christian Academy is a member of the Texas Association of Private and Parochial Schools (TAPPS). Intermediate school teams are in the Austin Christian Athletic Association (ACAA) League.

### **Scholarships**

All students, including student athletes, may apply for financial aid upon acceptance at SCA. Financial aid is awarded by the School Board based upon financial need as evidenced through data provided by parents or guardians to the school through the FACTS tuition assistance program. Summit Christian Academy does not provide athletic scholarships; likewise, parents may not provide athletic scholarships in an attempt to entice gifted athletes to come to Summit Christian Academy from other high schools.

### **Practice**

Practice times are established based on availability of facilities and coaches' schedules. Fall sports begin before the school year starts. Students must be enrolled for the fall semester in order to participate.

### **Off-Season**

If a sport has an off-season, the student athlete is expected to participate in off-season practice. Off-season practice will be held only with those athletes not actively involved in another interscholastic sport. Students must be enrolled for the fall semester in order to participate in spring off-season or to try out for cheerleading.

### **School Suspension**

An athlete in suspension may not participate in athletics (including practices, games, or competitions) during their suspension.

## GUIDANCE SERVICES

### Academic Counseling

Any questions regarding a student's program of academic study should be directed to the secondary principal.

### College Counseling

The secondary principal or guidance counselor distributes information about preparing for and choosing a college. Through annual grade-level college trips, conferences, and resources made available through SCA's website, the counseling program seeks to provide help in making specific post-high school plans.

### College Visitations

Juniors and seniors may be excused to visit colleges in which they are interested. A Planned Absence Form should be completed. A maximum of two days is allowed each year.

### Preparing for the Road to College: What Students Need to Know

#### 8<sup>th</sup> Grade

- Students may have the opportunity to earn one high school credit in 8<sup>th</sup> grade by taking Algebra I, and one high school credit in Spanish. In order to receive the credit for Spanish, a student must have completed Spanish in 7<sup>th</sup> and 8<sup>th</sup> grades with a passing grade.
- It is important to realize that high school courses taken in the 8<sup>th</sup> grade count toward a student's high school GPA. In addition, high school credit is awarded per semester; each semester is independent. If students do not have a passing score at the end of the first semester, the entire semester is lost regardless of how well the student scores the second semester.
- At the end of the 8<sup>th</sup> grade, students work with the principal or counselor to select their freshman courses and develop a four-year plan for high school.
- Parents may want to begin to investigate colleges at the end of 8<sup>th</sup> grade.

#### 9<sup>th</sup> & 10<sup>th</sup> Grade

- Each spring, students meet with the principal or counselor to revisit the four-year plan and to be sure that students are on track for college success.
- Students should become informed about college costs and financial aid options.
- Students should read as much as possible throughout their high school years because it has been shown that being well-read tends to raise SAT scores. Ideas can be found on the College Board's website 101 Great Books. Summer reading is also important to help raise SAT scores.
- Students should start a file for information about school activities, honors, awards, leadership positions, community service projects, etc. to be used when applying for college.
- Students should begin to gather information about colleges through visiting websites, attending college fairs, and visiting specific colleges.
- 10<sup>th</sup> grade students take the PSAT test during the fall semester.

#### 11<sup>th</sup> Grade

##### Fall

- Students begin their ACT/SAT prep class.
- Students will take the PSAT test in the fall semester, as this is the year that their scores will determine their National Merit Scholarship potential. In addition, this year is the last practice test before taking the SAT. When the scores and booklets are returned, students should use this information to determine where extra practice and skill improvement is needed.
- Students should learn about colleges at [www.collegeboard.com](http://www.collegeboard.com) and [www.campustours.com](http://www.campustours.com). Browse catalogs and guides; visit college fairs. If there is a particular college that interests a student, they should call the admissions office and ask to be put on their mailing list. Students should pay particular attention to the college entrance requirements and discuss these requirements with parents and the high school principal to make sure their high school experience will meet all of the college's demands.
- Students should plan a testing schedule for taking the SAT, SAT Subject Tests, and/or the ACT.

##### Winter

- Students should study for the SAT using the information from the PSAT.
- Students should register for the SAT in late winter or early spring. Information can be found on the College Board website.
- Students should consider taking the ACT. It is recommended that students take both the SAT and the ACT if they are planning on applying for a scholarship. Students may register for the ACT at [www.act.org](http://www.act.org).

## Spring

- It is suggested that students visit some colleges in the spring while classes are in session.
- Students should think ahead about possible AP or Dual Credit classes for their senior year.

## Summer

- Students may visit college campuses and try to meet with admissions officers.
- Students should establish a permanent e-mail address to use when communicating with colleges.
- Students should also update their “Activities and Awards” file and create a resume of their high school accomplishments including activities, awards, work experience, and community service.
- Students should mark their calendars with key dates and deadlines for senior year. Then, they can use the online **College Application Calendar** and the **Financial Aid Calendar** from the College Board website.
- This is also the time for students to look for scholarships.
- If applying for early admission, students may need to begin college applications and essays at this time.

## 12<sup>th</sup> Grade

### Fall

- Students should start the school year by updating their calendars for the year with dates that include test dates, application deadlines, college visitation days, etc.
- It is vital to register online for the SAT, SAT Subject Tests, or the ACT.
- Students should ask for recommendation letters from teachers, counselors, and coaches.
- Students should begin to finalize their list of colleges and visit as many as possible.
- With deadlines in mind, students should work on application essays.
- Then, students will assemble all the application materials they need. Use My College List from the College Board website to manage your final list of colleges and universities online.
- Students should continue to research scholarships and grants.
- With deadlines in mind, students should complete and send in college applications (keep copies). They can also use the College Board’s **Apply to College** to apply online or use [www.commonapp.org](http://www.commonapp.org).

### Winter

- It is time to complete the FAFSA forms, which must be completed if students plan on applying for financial aid or scholarships. Students must submit the forms as early as possible after January 1 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Based on deadlines, students should complete and send in all scholarship applications.

### Spring

- Admissions decisions arrive. Students are advised not make a final decision before making a college visit.
- Students will send the enrollment form and deposit to the college or university they will attend. Then, they will notify the other colleges of their decision.

## Additional Information and Resources

- Students who want to go to college should work hard at making good grades each year. A student’s GPA is very important when applying to college.
- The College Board offers a wide array of college planning publications, including *The College Handbook* and *The Scholarship Handbook*. *College Scoop* magazine is designed for Intermediate-school students. You can visit the website or call 800.323.7155.
- MyRoad provides comprehensive education and career-planning resources. This resource is available to every student who takes the PSAT, but he or she must sign up before the end of the school year
- Students will find many of the resources mentioned by grade level at [www.collegeboard.com](http://www.collegeboard.com). This is where students can search for colleges and scholarships, explore career opportunities, register for the SAT, practice on SAT and AP exam questions, apply to college, and learn what they need to know and do to get “on the road to college.”
- Resources: *An Instruction Booklet for College Bound Students*: Woodburn Press and [www.collegeboard.com](http://www.collegeboard.com)

For additional college resource material, see the school website ([www.summiteagles.org](http://www.summiteagles.org)) under SCA Families, then College Advising.

## DRESS CODE

Summit Christian Academy has a responsibility to keep our students focused on education and to provide the best possible environment for success. We have determined that it is in the best interest of SCA and our students to wear conservative, campus-style uniforms. Teachers and administration may use their discretion on the fine points of implementing this dress code. This policy is intended to serve as a tool to:

- create an atmosphere free from distraction.
- de-emphasize outward appearance in favor of inner beauty and character.
- function as an economy measure for parents.
- enhance school spirit.

Parents are required to purchase uniform-style pants, shorts, skirts, and polo-style shirts from any vendor. Pants, shorts, and skirts must come to the waist and look like uniform items.

Approved solid colors include khaki and navy for pants, shorts, and skirts. Approved solid colors for shirts include navy blue, true red, and white. Students may wear their choice of closed-toe shoes. Shirts must have sleeves.

Clothing, hair color and style, jewelry, and other personal articles that are distracting or offensive in nature are not acceptable. The administration reserves the right to judge each case individually.

SCA expects parents to assume responsibility for their student's adherence to the dress code in order to allow the faculty and administration freedom to focus on their primary goal of building Godly character and academic competence. Repeated dress code violations will result in discipline measures as decided by administration.

### Boys' School Uniforms

- Pants or shorts in khaki or navy.
- Solid color, logo-free (small, appropriate logos may be allowed if approved by administration, i.e. Polo, Abercrombie, etc.), polo-style uniform shirt in navy blue, true red, or white (long or short-sleeved).
- Shorts are to be no shorter than three inches above the knee.
- Button-up, collared shirts in the approved solid shirt colors (must not be worn open).
- Uniform-style sweaters or vests in the approved solid shirt colors.
- Approved colors for undershirts are navy, true red, white, and gray only.
- Socks should match and should not be distracting in nature.

### Girls' School Uniforms

- Solid color pants, shorts, capris, or skirts in khaki or navy.
- Solid color, logo-free (small, appropriate logos may be allowed if approved by administration, i.e. Polo, Abercrombie, etc.), polo-style uniform shirts in navy blue, true red, or white (long or short-sleeved)
- Skirts and shorts are to be no shorter than three inches above the knee.
- Button-up, collared shirts in the approved solid shirt colors (must not be worn open – can have top button, unbuttoned).
- Uniform-style sweaters or vests in the approved solid shirt colors.
- Approved colors for undershirts are navy blue, true red, white, and gray only.
- Tights or stockings in these colors: true red, white, off-white, khaki, black, or navy blue.
- Socks should match and should not be distracting in nature.

### Outer Garments

These are the only outerwear garments that secondary students may wear to and from school, on campus, or in the classroom:

- Summit Christian Academy logo jackets
- Summit Christian Academy athletic jackets
- Summit Christian Academy sanctioned logo sweatshirt
- Summit Christian Academy letterman jacket
- All other jackets and hoodies should not contain offensive logos or wording.
- Hats, caps and hoods may be worn on campus, but should be removed upon entering a building.
- Exceptions to any dress code are outlined during Spirit Week/Homecoming Week.

Students must wear full, approved uniforms under all outer garments (coats and hoodies).

### **Intermediate School Physical Education Uniforms**

- P.E. uniform requirements will be provided with enrollment information and must be purchased on-line by an SCA approved vendor. This includes the shirt and shorts.
- Shorts must be no shorter than three inches above the knee.
- Socks and athletic shoes are required for P.E

### **High School Athletics Clothing Guidelines**

Ladies:

- Appropriate sports undergarments should be worn at all times.
- Shirts should completely cover undergarments and be tight enough that they do not gap open when an athlete bends over (nor should they be tight like a spandex exercise top).
- Athletic wear should be modest.

Men:

- Shirts should be worn at all times on campus.
- Athletic wear should be modest.

### **Casual Day Clothing**

On casual dress days, students have the opportunity to wear other clothing. Clothing should be modest, neat, and conservative (I Timothy 2:2-10; I Corinthians 10:33). Pants with holes or tears are not acceptable (leggings or patches under/over the holes or tears in pants do not make the pants acceptable). Shirts and blouses must have sleeves and the top length must be long enough to cover the top of a student's skirt or pants at all times. Blouses with spaghetti straps are not allowed, and all dresses and blouses must be opaque (not see-through). No leggings, jeggings, or stretch pants may be worn, unless worn with a dress or blouse no shorter than three inches above the knee. Pajama pants and house slippers may not be worn. Shorts and skirts must be no shorter than three inches above the knee. Students must wear closed-toed shoes; flip-flops and sandals are not allowed. Hats or caps may not be worn in the building.

### **Logos and Designs**

Logos and designs displaying anything that does not line up with our Christian beliefs and witness are not allowed at school. This includes logos of magic or anything representing a source of power that comes from a "higher source" other than the Lord Jesus Christ. The list of unacceptable logos will continue to increase and change and administration will use their discretion on the application of this guideline.

### **Attire for School-Sponsored Events**

Clothing should be modest, neat, and conservative. Specific guidelines will be provided for each event.

### **Hair**

Hair shall be well-groomed and of a natural color. No Mohawk styles. Our students need to be conscientious about their personal hygiene and keep their hair clean and neat. For any student, shaved symbols in the hair is not acceptable. Hair styles should not be distracting.

Young men: Hair may not touch the shoulder. Facial hair is allowed but must be short and neatly trimmed and of a natural color. Young men may wear headbands for sports/sports development (if approved by coaches) but not during class/school day.

### **Earrings, Make-Up, and Jewelry**

Make-up and jewelry must be modest. Girls may wear pierced earring jewelry. No more than two earrings may be worn in each ear. Other body-piercing jewelry is not allowed.

### **Tattoos and Markings**

Students may not have exposed permanent or temporary tattoos. Students are not allowed to have permanent or temporary ink marks or writing on the skin.

## **SECONDARY STUDENT CODE OF CONDUCT**

### **Authority of the School**

When students are admitted to Summit Christian Academy, they become identified with the school, and SCA is judged by the way they conduct themselves. As SCA seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on SCA at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Summit Christian Academy. This authority encompasses any activity during the school day on school grounds, attendance at any school-related activity regardless of time or location, and any school-related misconduct regardless of time or location. Thus, the student code of conduct applies at all times.

Discipline is a process of training, teaching, reproving, and correcting someone to help them accept responsibility for his or her own actions. It is an act of love, and according to Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables one to be at peace with both God and man. The ultimate goal of all discipline is restoration and renewed relationship.

Discipline is essential to life. When students learn to accept responsibility for their own behavior and to submit to authority, they follow the example of Christ who knew the discipline of obeying His Father's will, even to death. The discipline policy of Summit Christian Academy is designed to encourage Christ-like behavior and to teach students the value of making good choices. Christ-like behavior ensures a classroom environment in which children can learn academically while growing in the Lord.

### **Foundations for Conduct**

There are five basic convictions that SCA hopes to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These core foundations are:

- BE KIND**
- BE HONEST**
- BE RESPECTFUL**
- BE RESPONSIBLE**
- BE SERVANT LEADERS**

### **EXPECTATIONS**

Students are asked to conduct themselves in a manner that honors the Lord and represents their families and SCA, as well. The practice of good citizenship is encouraged in the classrooms, halls, cafeteria, library, gymnasium, and all areas of the campus. This produces an environment conducive to learning.

### **Creating a Higher Standard of Behavior**

We want to recognize those students who are setting positive examples within the SCA community. We have created a list called "Soaring Eagles." The students we recognize will be those who demonstrate the following during each nine-week grading period:

- Outstanding leadership inside and outside the classroom
- Outstanding Christian character
- Positive participation in class
- Teacher recommendation
- No referrals
- No tardies
- No detentions
- No suspensions

The list will be announced at the end of each nine-week grading period. Also, from this list we will honor a boy and girl from both the intermediate school and the high school at the first chapel after each term (nine-weeks) with a special gift for their exceptional behavior throughout the previous term. (See Soaring Eagles Award under Academic Life.)

### **Classroom Expectations**

Students should keep in mind several responsibilities for good classroom performance:

- Respect teachers and peers.
- Be in their seats at the beginning of class.

- Pay attention in class and gain permission before speaking.
- Participate in classroom lessons and activities.
- Bring the appropriate books and supplies to class.
- Have lessons prepared on time.
- Students should use “sir” or “ma’am” when speaking to teachers and other adults.
- Students must use hall passes when leaving a classroom during a regularly scheduled class.
- Opened food and drinks are permitted in the cafeteria and outdoor areas. Fruit, snacks, water and juices are permitted in classrooms with permission from the principal or the teacher. Drinks should be contained in capped bottles/containers. No energy drinks allowed.

### **General Expectations**

SCA is a decidedly Christian institution; therefore, proselytizing an SCA student to any other philosophy or religion by students, parents, or teachers is not permitted.

Gum is prohibited on SCA property due to potential property damage. Red Bull and similar caffeine energy drinks are prohibited on campus. Bottled water is always appropriate in class. Students may have fruit or other healthy snacks in classroom if permitted by the teacher.

The public display of affection between students (PDA) such as holding hands, kissing, or hugging is inappropriate at school or during school-sponsored functions. Violation of this rule will follow normal school discipline policy. Lifestyle choices not in agreement with scriptural guidelines may be determined inappropriate and are subject to administrative intervention.

Students should not bring inappropriate items to school. This includes any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are inappropriate at school or at any school-sponsored activity. Such items include, but are not limited to fireworks, matches, lighters, radios, MP3 players or other music devices, handheld gaming devices, inappropriate reading material, games, laser pointers, and toys.

Generally, radios, music players, or CD/DVD players, recording devices, and related items are not permitted at school, on retreats, or on field trips. If students wish to record a classroom lecture or bring a recorder for academic purposes, he or she must secure permission from the principal and each teacher they wish to record. On occasion, coaches and teachers will give permission to use iPads for lesson delivery or motivation within their area of teaching. In these cases, the coach/teacher will communicate their rules concerning to the students.

The use of cell phones on school property during school (See Cell Phones under Discipline Policy.)

### **Passenger Conduct**

Students are expected to observe the same standards of conduct while riding in SCA vehicles as they are required to observe at school. In addition, any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and as such, jeopardizes the safety of all passengers. Such behavior is prohibited.

### **Major Offenses**

**Cheating:** Any attempt to deceive a teacher concerning the extent of one’s work or cause the teacher to grant a higher grade than deserved is considered cheating. Because cheating is sometimes hard to prove, the SCA policy is that even the appearance of cheating is sufficient to warrant punishment. Cheating in any form is a major violation of school ethics and morality that can result in suspensions or expulsion. At the very least, parents will be notified and zeroes given for any schoolwork that is involved. Incidents of cheating are cumulative and span all years a student is in secondary attendance at SCA.

**Plagiarism:** Everyone who submits written work in the school must be the author of that work. When students use facts or ideas originating with others, they must make clear what is theirs and what is not. Students who knowingly offer as their own what is in fact someone else’s work participates in a form of cheating and, if caught, the work submitted will receive a grade of zero and other actions associated with cheating may be implemented.

**Forgery:** Students are not to sign the name of a parent, guardian, or any other person to school-related documents.

**Insubordination/Defiance:** Insubordination or defiance includes willful failure to comply with the rules and regulations of the school or willful failure to comply with the directives of school personnel. Such rejection of authority undermines the very mission of the school, is a denial of basic biblical principles, and cannot go uncorrected.

**Profanity, Vulgarity, and Abusive Language:** Written or verbal name-calling, curse words, swear words, put downs, suggestive language, and gestures are not acceptable. If this language occurs, students will be corrected and parents will be informed of the problem. The administrator will take strong disciplinary measures, such as recommending suspension or dismissal depending on the severity.

**Attempt to Cause Physical Harm:** Any act upon another student which intends to cause physical harm is prohibited. The throwing or projecting of any objects that may cause bodily injury or property damage is prohibited. If this occurs, the students involved will be sent to the Dean of Students, parents will be informed, and appropriate punishment will be determined by administration depending on the severity of the action and harm.

**Fighting:** Fighting is inappropriate behavior at school or any school-sponsored event. Any student who is being goaded into a fight by another student should inform a teacher or faculty member. The teacher may then schedule a conference with the students, or ask the Dean of Students to intervene, as a first step in resolving the conflict. In the event that fighting actually occurs, the students involved will be sent to the Dean of Students, parents will be informed, and appropriate punishment will be determined by administration.

**Weapons:** It is unacceptable to bring weapons of any kind (knives, firearms, defense sprays, etc.) to school. Imitation weapons are also prohibited. Weapons will be confiscated and parents will be notified. The administrator will take strong disciplinary measures, such as recommending suspension or dismissal depending on the severity.

**Truancy:** A student who skips class, leaves class, or leaves the campus without permission is considered truant. Truancy will result in a minimum of a Saturday school. Missing the first 15 minutes of class constitutes skipping class (unexcused).

#### **Drugs/Alcohol Policies:**

No student shall possess, deliver, use, or be under the influence of any of the following substances on any occasion or in any location (on or off-campus). The following items are prohibited:

1. Alcohol or any alcoholic beverage, "near beer," or any look-alike alcoholic beverage substitute
2. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
3. Any glue, aerosol paint, or any other volatile chemical substance intended for inhalation
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs
5. Any and all drug paraphernalia

"Possess" encompasses the act of having or taking into control, either on your person or in property under your control, any of the above forbidden substances. "Deliver" encompasses the transmittal, sale, or attempted sale of what is, or what is represented to be, any of the above forbidden substances. "Use" means a student has smoked, ingested, injected, imbibed, inhaled, or drunk a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. "Under the influence" means a student's faculties are noticeably impaired, regardless of whether or not the student is legally intoxicated.

Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by SCA administrators.

The behavior of SCA students is—at all times—a direct reflection upon SCA. As such, any student reasonably suspected of alcohol or drug use may be required to submit to individual drug/alcohol testing. The testing will be conducted by an appropriate third party at the student's and their parent or guardian's expense. The results may be used by SCA in disciplinary action against the student. Any student and/or parent/guardian refusing consent for the required testing or failing to have the testing performed within the timeframe requested will subject the student to disciplinary action, up to and including possible expulsion. All drug/alcohol offenses are cumulative and span all years a student is in attendance at SCA.

#### **Harassment/Bullying**

In an effort to instill biblical values and create a more loving environment, Summit Christian Academy has adopted this policy. We understand that conflict will occur. We realize that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bullying student to learn how to relate in a way that is line with biblical standards.

Definition: Bullying occurs when a person or group is intentionally intimidated, frightened, excluded or hurt in some individual instances, or when a pattern of behaviors is directed at them by others.

The following actions in an individual or ongoing form may be forms of bullying:

- Physical aggression, including hitting, punching, kicking
- Teasing or verbal abuse, including putdowns, insults, name calling, or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyberbullying through social media or other electronic means

Our policy is based on the principle that bullying is “not OK at SCA.” SCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator, and will be addressed according to the following procedures.

#### PROCEDURES

- All parties will be spoken to—victim, bully and sufficient bystanders—to establish the facts of the situation, to understand the whole picture, and to hold them accountable for their actions or inaction.
- All incidences are to be documented and written reports will be kept on the behavior.
- All relevant staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Acknowledgement of the allegation of bullying and assessment of student safety will take place.
- Investigations into bullying allegations will be undertaken in a timely manner and will be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- Discipline will follow the discipline policy.

#### RESPONSIBILITIES OF STUDENTS

- Student should ask the offending student to stop.
- Students being bullied should report it to staff, parents, or another adult.
- Students who are aware of bullying should report it to a teacher or administration.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

#### RESPONSIBILITIES OF PARENTS

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises.

#### RESPONSIBILITIES OF STAFF

- Non-teaching staff should refer all allegations of bullying to their administrator.
- The Dean of Students and secondary principal should establish whether an alleged incident is isolated or an ongoing pattern of behavior.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation

#### **Sexual Harassment**

Sexual harassment means sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Unwelcome sexual behavior of this type can include a wide range of conduct. Among the types of behavior which would violate this policy are:

1. Unwanted sexual advances or propositions.
2. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or images.
3. Verbal or written conduct such as making or using derogatory comments, epithets, slurs, and jokes.
4. Verbal or written abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, sexual or obscene letters, notes, or invitations.
5. Physical conduct such as touching, assaulting, impeding, or blocking movements.

All sexual harassment is prohibited. Students who feel they have been subjected to or who observe conduct of a harassing nature are encouraged to immediately report the matter to the Dean of Students. All complaints will be promptly investigated.

Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent or guardian and appropriate government officials as circumstances warrant.

It is against school policy to retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any matter in any investigation. Exceptions may be considered if malicious and slanderous false testimony can be verified.

### **Interrogations and Searches by School Administrators**

SCA administrators may search a student or a student's property. Moreover, parking on SCA property or at SCA-sponsored events is a privilege, and therefore, vehicles on or at school-sponsored activities are also subject to search by school administrators.

Areas such as lockers, which are owned and jointly controlled by SCA, may be searched if reasonable suspicion exists to believe that a law or school policy has been (or is about to be) broken, including the location of contraband inside the locker. Students shall not place or maintain any item in school-owned lockers that is forbidden by school policy, nor shall they place or maintain any item that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Searches of a student's outer clothing, pockets, and backpacks may be conducted if reasonable suspicion exists that a law or school policy has been (or is about to be) broken. More intrusive invasions of a student's privacy, such as searches of the student's person, may be conducted in the presence of a witness, if there is reasonable suspicion that the student possesses contraband.

## **DISCIPLINE POLICIES**

### **Discipline Procedures:**

#### **Elementary Procedures:**

**Pre-K thru 1<sup>st</sup>** We strive to create a safe, fun, learning environment for the students. We will be using the "Responsibility-Centered Discipline" approach to classroom management. A component of this program is a five-step guided conversation, called "Give 'em Five," which will be conducted privately between the students and the teacher when undesirable behaviors do occur. The five steps to the conversation are as follows:

1. Support (Offers something positive to start out)
2. Breakdown (Insures that the student knows what was not acceptable)
3. Expectation (Insures that the student knows what is expected)
4. Benefit (Explains why it is important for the student to choose the more desirable behavior)
5. Closer (Provides closure so that the teacher/students relationship is left intact)

Another component of the Responsibility-Centered Discipline program is an area designated for the Response-Ability Process. In the classroom, you will see a set of colored mats. If the student is not ready to accept feedback, the child may need an opportunity to cool down or think. If the child is very upset, he/she may choose to sit on the red mat signaling, "I am not ready to talk!" As the child calms and is ready, he/she moves to the yellow or blue mat signaling, "I need more time to think", or "I am ready to talk!" When the child is on blue, we will then complete our "Give 'em Five" conversation. A consequence may be earned at this time if the teacher feels it is necessary. If the situation cannot be resolved in the class, an office referral is applied and the principal works with the student to bring a positive outcome.

**2<sup>nd</sup> – 5<sup>th</sup> Grades** The process is the same without using the mats. Students will use cards showing where they are at in their cool down/thinking process.

**Secondary:** Teachers will go through the five steps. If a positive outcome cannot be accomplished, an office referral will be given and the Principal or Headmaster will continue with the "Give 'em Five" process.

1. Support in the classroom
2. Referral to the office
3. Email and or telephone call to parents
4. Resolve and student goes back to class

If no resolution occurs, other discipline measures may be used at the discretion of the Administrator to include:

1. Parent Conference
2. Loss of privileges
3. Detentions/Saturday School
4. Suspension
5. Expulsion

- \* Saturday school will be held on campus on a Saturday determined by the administration. Saturday school will be from 9:00 a.m. to 1:00 p.m. The student's family will be responsible for the fee of Saturday school.  
Fee - \$50.00

### **Cell Phones and Personal Electronic Devices**

In order to maintain an appropriate environment for learning, students may not use personal electronic devices during the school hours for social media purposes and texting. This includes personal computers, cell phones, laser pointers, portable music or video devices and video games. Student's usage of personal electronic devices may be restricted during school related activities.

- **Elementary Students** who bring a cell phone or personal electronic devices to school will be required to keep them turned off and in their backpacks from 7:00 a.m. to 3:20 p.m. Monday through Friday.
- **Intermediate School Students** who bring a cell phone or personal electronic devices to school will be required to keep it turned off and in their backpacks or lockers from 8:00 am to 3:40 pm. Monday through Friday.

### **Exceptions:**

- **High School Students** have the privilege of having their cell phones on their person or in their backpacks.
- Cell phones and personal electronic devices, except for those devices approved for classroom use (see below), must be turned off and put away once the academic day has begun and remain off until dismissal.
- Cell phones are not to be used during lunch or study hall.
- Any faculty member may authorize the use of cell phones for class instruction, at that teacher's discretion.
- If any school official observes unauthorized cell phone or personal electronic device use, he/she will collect the device from the student and turn it in to the Principal/Headmaster.
- **All students** must abide by the social media policy.

Students who consistently violate the cell phone policy risk the privilege of having their cell phone and other electronic devices at school.

### **Student Driving**

Driving to school is a privilege, not a right. Students will be required to follow safe driving practices. Students who put others at risk by driving irresponsibly, risk losing their driving privilege.

### **Suspension and Expulsion**

Suspension and/or expulsion of students is always a difficult decision for an administrator to make. When suspension occurs, the goal is restoration with repentance. In addition, there are situations where expulsion is appropriate, and in such situations, returning to SCA would not best serve either the student or the school. Even in expulsion, the prayer of the faculty and school board will be for restoration.

**Suspension:** An administrator may suspend a student. Parental notification is a part of this procedure. Suspension of a student will usually be for a maximum of three days; however, it may be for a longer period of time.

Such offenses will typically be major violations of the foundation of conduct previously mentioned in this handbook. They may include cheating, stealing, skipping class, leaving campus without permission, defiance, vulgar language, inappropriate physical contact, vandalism, possession of pornography, and similar incidents. Suspension should be a time of soul-searching and re-evaluation of one's self, one's relationship with God, and one's relationship with the school.

**Expulsion:** To be expelled means that a student's behavior is of such a severe nature that continuation at SCA is impossible. Reasons a student might be expelled include:

- excessive suspensions
- threatening a teacher or another student
- use or possession of alcohol or narcotics on or off campus
- possession of a weapon
- defiance of authority
- fighting
- inappropriate language
- overt rebellion
- scoffing at God or Christ
- involvement with the occult
- immorality

- theft
- other situations deemed inappropriate by the administration

### **Authority to Dismiss or Expel a Secondary Student**

The administration of Summit Christian Academy reserves the right to dismiss or expel any student whose conduct is contrary to biblical principles or detrimental to the school's reputation and good name. If a parent is in disagreement with a principal or administrator's decision, the parent may appeal the decision in writing to the principal or administrator, who will then present the letter to the headmaster for review. The headmaster has absolute and final authority in issues regarding dismissal or expulsion.

### **Disciplinary Probation**

After evaluation and consultation with administration, faculty, and parents, circumstances may warrant that a student be placed on disciplinary probation. This status may be achieved by, but is not limited to, excessive discipline violations or the demonstration of an attitude deemed outside the expectations of SCA.

A student who is placed on disciplinary probation at any time during the school year may be disqualified from taking part in extra-curricular activities.

### **Discipline Records**

Detention and most school discipline records are treated as "in-house measures." This means the records are not disclosed to other schools or institutions. However, students who incur numerous violations or who have serious offenses during the year may affect other written documents or reports concerned with character issues (e.g. a teacher recommendation or a nomination to an honor organization). These documents may become part of the official record, which is forwarded to other schools. Serious offenses that result in suspension or expulsion may also become part of the official record, and they may be reported to other schools.

## **CONFLICT RESOLUTION**

From time to time, parents may have concerns or issues that must be addressed. It is our desire to resolve each concern in a timely and Christ-like manner, utilizing the Biblical framework for conflict resolution. We ask that parents follow the procedures set forth in this policy. We feel this is the best way to handle any concerns, as it keeps communication open to facilitate and quickly resolve the area of difficulty.

In Matthew 18:15-17, Jesus Christ gives His formula for solving person-to-person problems. These clear principles are as follows:

- Keep the matter confidential. Share the problem only with those directly involved.
- Be straightforward. Restoration and improvement can only come when the issues are presented lovingly, yet clearly.
- Be forgiving. Once the matter is resolved, we should wholeheartedly forgive and be restored to the persons involved.

### **Classroom Conflict**

If the issue is in regard to a classroom situation, method of teaching, or teacher/student interaction:

1. Parents should first talk with the teacher and attempt to work prayerfully through the issues on a person-to-person basis.
2. If the issue is not resolved, the parent and teacher may request a joint meeting to include the parent, teacher, and principal.
3. If the parent is not satisfied with the outcome at this point, they may present a written request for further review to the headmaster.
4. Any decision made by the headmaster is final.

### **Administration or Policy Conflict**

If the issue is in regard to the policies or structure of Summit Christian Academy or other areas overseen by the administration:

1. Parents should call or write to request an appointment to meet with the principal.
2. The parents and the principal will meet in an effort to work constructively through any conflict in such a manner that all parties will be satisfied and the Lord honored.
3. If the parent is not satisfied with the outcome at this point, the principal will schedule a meeting with the principal, parent, and headmaster.
4. Any decision made by the headmaster is final.

We recognize that not all education issues can be worked out to the full and complete satisfaction of all parents. Some parents will be content with a particular issue while other parents will not. Giving or receiving of negative information and/or gossip between parents can be very destructive and discouraging to the teaching staff. Rather, much prayer and positive communication will reap great rewards.

### **Suggestions for Helping a Secondary Student with a Conflict**

If a student has a concern or complaint with a staff member or a peer at school, it is essential that the student learn and practice conflict resolution skills. The student should begin by addressing the person directly and confidentially, following the grievance policy process. The student should attempt to resolve the issue first. If the concern continues, then the parent should step in to assist.

When a student brings a concern or complaint home, we encourage the parent to use it as an opportunity for training. We suggest the parent take time to advise him/her as to how to approach the staff member or peer to begin resolution. This training or advice will give the student a valuable opportunity to learn the skills of conflict resolution. First and more importantly, as young adults, they will begin to take responsibility for resolving conflict in a biblical and mature way. This training and experience is one of the most important tools we can give them as they prepare to enter the adult world.

As a Christian community, we will reap great rewards by following the Matthew 18 principle for conflict resolution.

## **COMMUNICATION**

### **Communication with School Personnel**

The administration is available during school hours to serve you. Parents may feel free to call the school office or stop by at any time to schedule an appointment or to speak with an administrator, if available.

Each teacher and staff member is assigned a personal email address for easy communication. A list of these email addresses is available on the school website. Teachers have assigned conference periods during the school day in which they can return email messages, telephone calls, or schedule meetings with parents. Parents are discouraged from speaking to teachers regarding student/classroom issues during the school day without a previously-scheduled appointment.

Parent-teacher conferences are encouraged and can be scheduled at the request of the parent, teacher, principal, or headmaster. When needed, the principal or headmaster will be happy to coordinate a conference to include two or more teachers.

### **On-Line Communication**

The school has elected to use the Internet as our primary source of communication with families. Parents are strongly encouraged to be prepared to use email and RenWeb for school communication.

### **School Website**

The school offers a website that provides families and interested parties with current information regarding the school, its activities, and programs. The website may be accessed at [www.summiteagles.org](http://www.summiteagles.org).

### **RenWeb School System and the ParentsWeb**

Summit Christian Academy has selected RenWeb School Management Software to provide our Internet-based computer system. RenWeb is used for all aspects of enrollment, classroom management, communication, billing, and much more.

Once the enrollment process is completed, parents are encouraged to log on to this website to access valuable information. Important announcements, calendar events, class and homework assignments, grades, attendance, disciplinary action, medical events, family financial account, and a current school directory are some of the items available to parents through the ParentsWeb.

### **Weekly Announcements**

Weekly communication and information will be provided through the RenWeb email system, the ParentsWeb system, and the school website. A weekly newsletter will be emailed every Friday.

### **Emergency Preparedness**

The administration and faculty recognize the importance of emergency preparedness training. The School Safety Plan provides each room in the school with detailed instructions for handling severe weather and emergency situations. Teachers and students are trained using in-service and classroom instruction, printed materials, and emergency drills. Monthly fire drills are held in compliance with state mandates.

In the event of an emergency such as a fire, parents are required to check the student out through the office.

For a weather-related emergency (i.e. tornado, flood, life-threatening storm), students will be required to remain on campus until the danger passes. This will alleviate the possibility of parents traveling in dangerous conditions and will keep the students in a controlled environment with familiar safety precautions.

Faculty and staff trained in first aid and CPR are present at all times that students are scheduled to be on campus.

When possible, parents will be notified by email of a school emergency or through IRIS, our emergency text system.

It is the parents' responsibility to ensure that the emergency contact information on file in the school office is kept current. This is extremely important in the event of a student injury or emergency.

### **Emergency Closing of School**

In the event of inclement weather or other emergency, an email message will be sent through the RenWeb system or a text will be sent through IRIS, and it will be posted on our website. When available, Summit Christian Academy will notify local television and/or radio stations so they can report our emergency plans.

## **TRANSPORTATION**

### **Transportation to and from Campus**

Summit Christian Academy will provide bus transportation to and from selected pick-up points in the area. See the bus contract for specifics. Students must be seated in the vehicle and ready to go at the designated departure time which will be announced prior to school. The school does not accept responsibility for transporting students arriving after departure times.

At the end of the school day, students must be seated in the vehicle and ready to go at 3:45 p.m. The school does not accept responsibility for transporting late students or students with after-school obligations that require them to remain on campus after 3:45 p.m.

There are guidelines to be followed on the bus. Students must comply with all guidelines. Failure to do so may result in the loss of transportation privileges.

### **Bus Policies / Student Behavior Rules:**

A student riding an SCA bus is under the supervision of the school the same as if he or she is in the school building or on the school grounds, and therefore, is subject to the student disciplinary policies outlined in the Secondary Student Handbook. Respect self, others, and property following SCA's core foundations

Students riding on SCA buses are required to follow the directions of the bus driver

### **Use of School-Owned Vehicles**

School-owned vehicles are available for limited use by school groups and programs. The sponsoring faculty member must submit a request to the Business Manager, who has final approval. Only approved drivers are authorized to operate school-owned vehicles.

### **Field Trips during School Hours**

Students participate in scheduled field trips periodically throughout the school year to enhance the curriculum taught in the classroom. Administration approves all field trips, and teachers follow guidelines in scheduling and documenting an off-campus field trip.

Other off-campus activities during the school day may include travel to and from activities such as academic competitions, art festivals, athletic events, program practices, etc.

### **Parent Volunteer Drivers**

Parents are invited and encouraged to participate in classroom field trips and off-campus activities. Parents are required to provide a current copy of their Texas driver's license and proof of current automobile insurance coverage prior to driving for the school. These copies are kept on file in the office and are provided to classrooms or teachers as needed. It is the parent's responsibility to provide updated records. Drivers must complete the online criminal background check by going to the school website under "SCA Families." **Volunteer drivers should not be accompanied by other children or younger siblings.**

## **Student Drivers**

We recognize driving to be a privilege and a mark of maturity in the high school student. Therefore, high school students with a valid Texas driver's license, proof of current automobile insurance coverage, and a current driving permission form on file in the office are allowed to drive on campus. Students must adhere to the rules for safe and lawful driving. Reckless or unsafe driving issues will be documented and may be cause for termination of driving privileges on campus. A driving permission form may be obtained from the front office. Current forms must be submitted each year. Students must park in the student parking section. No loitering in, on, or around cars between classes.

## **MEDICAL INFORMATION**

### **Illness**

Students who become ill during the course of the school day will be sent to the nurse. If the student has vomiting or diarrhea, a temperature of 99.8 degrees or higher, an injury requiring medical attention, or if school comfort measures fail, the parents will be contacted to pick up the child. Summit Christian Academy has no provision for the care of sick children. Therefore, students must be picked up immediately upon notification. Students will remain in the nurse's office until picked up.

If we are unable to reach a parent, we will begin calling persons listed on your emergency contact form. In completing your enrollment paperwork, please only list those persons who are able to pick up your child in the event of an illness or emergency.

### **Return to School after Illness**

A student with fever or illness symptoms must be fever and symptom-free for 24 hours (without the aid of fever or symptom-reducing medication) before returning to school. Illness symptoms include, but are not limited to, vomiting, diarrhea, fever, pink eye, contagious rashes, and sore throat suspected as strep infection. Fever is defined as 99.8 degrees Fahrenheit or higher.

### **Medication and First Aid**

**Prescription Medication:** Parent/guardian must complete an "Authorization to Dispense Medication" form. The medication must be in the original container with the student's name, the name of the drug, dosage, route of the administration, and the time interval dose. Parent/guardian must bring all medication to the nurse's office. Upon receiving the medication, the school nurse will count and document the number of pills and date received. Parent/guardian will be notified when the supply of the medication is low.

**Students with Diabetes or Asthma:** Students with asthma or diabetes may keep their medication on their person, in their backpack, or in their classroom. An "Authorization to Dispense Medication" form must be completed by the parent/guardian and signed by a licensed health care professional, acknowledging that the student is capable of self-administering the medication.

**Students at High Risk for Severe Allergic Reaction:** It is recommended that an emergency Epi-Pen be kept with the student (classroom, fanny pack, backpack) and /or in the nurse's office if your student has a tree nut, peanut, or other significant allergy.

**Supply of Undesignated Epinephrine Auto-Injectors:** Summit Christian Academy may stock a supply of and administer an undesignated epinephrine auto-injector to an individual, whom they believe in good faith, is experiencing an anaphylactic reaction from an undiagnosed allergen in accordance with Texas Senate Bill 579. The intent of this policy is to protect those individuals who do not know they are allergic and have never been prescribed epinephrine. It is not intended to be a substitute for individuals with known allergic reactions for whom epinephrine has been prescribed. No one should rely on SCA for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of this medication.

**Over-the-Counter-Medications:** The nurse's office does **not** stock OTC medications. Parents/guardians may provide OTC medications such as Tylenol, Motrin, Tums, Midol, cough drops, etc. for their student. The medication must be in its original package and will be dispensed according to package directions unless otherwise specified by a doctor. It will be kept in the nurse's office. An "Authorization to Dispense Medication" form must be completed by the parent/guardian and will be kept on file in the nurse's office.

Benadryl is available for **EMERGENCY USE ONLY**. It will not be dispensed for allergy symptoms.

**First-aid:** First-aid for minor ailments will consist of any combination of the following: cleansing the area/wound with soap and water, hydrogen peroxide, or antiseptic; application of a first-aid spray or topical anti-itch cream, application of bandage or ace wrap; ice pack. Antibiotic ointment will be used at the discretion of the nurse. Normal saline eye irrigant is used for minor eye irritations. (**Guidelines set forth by the American Medical Association will be followed.**)

### **Sunscreen**

SCA does not provide sunscreen for outdoor field trips and activities. Please apply sunscreen at home prior to school.

### **Immunizations**

Texas State Law requires all students be up to date on immunizations to attend school. The school must have a current immunization record on file prior to the first day of school.

The school nurse will review the immunization records and will notify parents of the need for further vaccination to comply with established guidelines. For those parents with further interest regarding details of vaccination guidelines, please contact the school nurse.

### **Screening**

Health and Safety code, chapter 36, the Vision and Hearing Screening Program, requires that all students enrolled in school in Texas for the first time, or who meet certain grade criteria, be screened or have a professional examination for possible vision or hearing problems. Students who are 4 years old, in grades Pre-K, K, 1, 3, 5, 7, as well as any first-time entrants will be screened. Students in grades 1, 3, 5, and 7 will also be screened for acanthosis nigricans.

Health and Safety Code, Chapter 37, requires schools to screen for abnormal spinal curvature according to the following schedule: Girls will be screened two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7). Boys will be screened one time at age 13 or 14 (or fall semester of grade 8).

### **Lice Policy**

Parents are required to notify the school if their student is found to have lice. If students are found to have lice, they will be sent home immediately. They may return to school once they have been treated with an anti-lice medicated shampoo or are treated and cleared by a professional lice removal service. ALL nits (lice eggs) must be removed. Parents are encouraged to check their students at home for several weeks. Upon return to school, the student must be checked and cleared by the office before being allowed to return to class. An occasional persistent case of lice may require an extended absence to resolve the problem.

### **Requests for Medical Records**

Official medical records take five business days to process. Each medical record is \$5.00. Make check payable to SCA.

## **STUDENT SERVICES**

### **Lunch Program**

SCA offers a lunch program that provides well-balanced hot lunches, hot entrees, snacks, and drinks each day. A hot lunch consists of several of the following items: entrée, vegetable, fruit, bread, dessert, and drink (milk, lemonade, or water). Snack bar items are available on a limited basis. Parents must complete the appropriate paperwork in order for student to charge lunches.

### **Closed Campus**

SCA is a closed campus. With the exception of seniors, no student may leave campus during the school day. The only visitors allowed to come for lunch are family members, alumni, and youth pastors.

### **Senior Off-Campus Lunch Privilege**

Seniors may leave campus for lunch if they meet the following criteria:

1. Written permission from a parent or guardian on file in the front office
2. Students may **not** transport others off-campus for lunch without parent and school permission

Additionally, seniors must sign out before leaving and sign in upon arriving on campus. Students who leave without signing out or leave without a permission slip will be considered truant and will receive appropriate discipline and may lose all future off-campus lunch privileges for the remainder of the year. Students must not carry food or drinks from lunch into afternoon classes. The senior off-campus lunch is a privilege afforded to the students by the administration. Should students abuse this privilege, it may be revoked at any time.

### **Lockers**

Each student will be assigned a locker. Students will be encouraged to protect their valuable possessions by leaving them at home or keeping them locked in a locker. Each student is responsible for taking care of his or her locker and should be cautioned against revealing the combination to anyone. Administrators will conduct random checks. End of year locker checks for damage will be done, and a fee will be assessed for any destruction caused to lockers (includes writing, surface

abuse, etc.). No contact paper or adhesive-backed pictures are allowed inside lockers. Lost or damaged locks must be replaced. A \$10.00 fee will be assessed. Administration reserves the right to search lockers.

## **GENERAL INFORMATION**

### **Visitors and Volunteers on Campus**

For the safety of all students on campus, SCA requires that each visitor and volunteer stop by the main office to sign in and receive a visitor tag to be worn at all times while on campus. At the end of their time on campus, all visitors should return to the office to sign out.

### **Parent Volunteers**

All parents are encouraged to get involved in some aspect of volunteer work at Summit Christian Academy, and the Parent Teacher Fellowship (PTF) is an ideal way to get involved. The opportunities are only limited by one's imagination. Some areas of need are defined and require specific skills, while other areas simply need a willing person with a little extra time. Homeroom parents, field trip drivers, special program organizers, and workroom aides are but a few of the positions SCA seeks to fill with volunteers. Volunteers and sponsors for field trips should not bring along extra children to the job, as the focus of the work should be on the safety and welfare of our students.

### **Background Checks**

Criminal background checks are required for all persons spending time with SCA students while on campus or during school-related activities. Persons desiring to volunteer during the school day, for extra-curricular or after-school activities, and events must be willing to submit the required documentation and agree to the performance of a criminal background check at a cost of about \$10.00. Go to [www.summiteagles.org](http://www.summiteagles.org) under SCA Families to apply for a background check. SCA takes seriously its obligation to keep our students safe and considers this an important safety measure. The administration reserves the right to make an informed decision whether or not to allow a person to volunteer whose record shows an offense.

### **Fundraising**

Fundraising is necessary in every school and especially so in a private Christian school. Fundraising allows SCA to keep the cost of tuition and fees to a manageable level for our families. Each family is expected to participate in the school-wide fundraising events each school year.

## SCA Secondary Handbook Commitment

I understand that Summit Christian Academy takes an open stand for the Lord Jesus Christ and encourages students to grow in grace and in knowledge of Christ. I also understand that by signing the Secondary Handbook, I pledge to live by its standards, which have been established for my own good and for the good of the entire school community. By adhering to the Secondary Handbook, I understand that my actions will enable me to do my best and to be my best. I further understand that if I violate any of the Secondary Handbook's stipulations, I bring on myself the disciplinary actions prescribed therein. As a matter of honor and for the development of my character, I will do my best to follow the rules and regulations of Summit Christian Academy with a humble spirit.

### Student Handbook Acknowledgement

I have read, understand, and agree to abide by the 2018-2019 SCA Secondary Student Handbook.

Student Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_