



# **Elementary Student Handbook**

2021-2022

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# Organization and Governance

## Statement of Faith

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.

## Lifestyle Statement

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.

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).
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).

## Responsibilities of 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. SCA Parents agree:

- that God has placed them as guardians over His children.
- to be responsible for the upbringing and education of His children.
- to raise their children in the nurture and admonition of the Lord.
- to apply the Matthew 18 principle when resolving disagreements.
- to exhibit the values of Christ and the Bible both in word and in conduct.
- to pray for Summit Christian Academy.

### 2. SCA students agree:

- to submit to the authorities that God has placed over him or her.
- to apply themselves diligently to their academic endeavors.
- to pray for the school family.
- to respect all members of the school community as unique creations of God.

## Innovation Education Philosophy

The SCA Innovation Center provides a learning environment to equip students with the knowledge, skills and attributes needed to thrive in today's world. Students have the opportunity to explore, think critically, and experiment with multiple tools to inspire a mindset of innovation.

### Why Focus on Innovation?

- An innovation approach trains our students to become future leaders in the ever-evolving Austin eco-system and empowers them with the tools

needed to keep pace with the global knowledge community.

- Innovation-led education produces kids who can think critically and creatively, as well as communicate effectively.
- Innovation education structures provide exposure to current innovative trends in social realms, entrepreneurship, and ministry.
- SCA has the direction (God, leadership), expertise (teachers, staff), suitability (community-accepted), and motivation to drive innovation-focused education that results in competitive advantages for our graduates.

### **Academic Excellence at SCA**

Academic Excellence is the display of student achievement; students reaching their highest scholastic potential. Academic Excellence includes the desire of the student to be fully involved in the classroom experience, while achieving the test scores, GPA, and scholastic accomplishments to gain a competitive advantage in the area of college acceptance. The success of Academic Excellence can be displayed in the following ways:

- Acceptance into top universities and programs
- Enrollment in Pre-AP, AP, and DC courses
- Top TerraNova, PSAT, AP, SAT, and ACT scores
- Participation in enrichment programs or extracurricular activities
- Leadership roles in school, community, or church

## **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). ACSI is a member 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.

### **License Exempt**

The Early Education division is license exempt and self-monitors all programming as a way of maintaining a high level of excellence ensuring a quality educational program.

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 only 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 non-refundable fee.*

*Set up an appointment for admissions testing or for submitting scores from a current nationally-normed test such as the TerraNova.*

## **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 previous school report cards and test scores\**

*Distribute recommendation forms to previous schools\**

*\*pertains to new students*

## **Agreement with the Handbook**

Each applicant's 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 will be considered.

## **Interview and Disclosure**

A parent interview may be required for all new student admissions. It is at this time that the administration seeks to understand whether these families desire their children to be taught 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 have been established by a court of law, parents must provide SCA with current legal documents.

## **Assessment**

Student candidates are evaluated on the basis of their character, academic record, and behavioral background. Academic evaluation is conducted by reviewing a student's recent report card and current nationally-normed scores within the previous academic year. Students entering first through fifth grade must provide these items. Parents must complete an authorization form for permanent records to be sent from schools previously attended.

## **Testing**

If a student does not have nationally-normed test results or if testing is not current, a testing time will be established for the candidate to be tested at SCA. Students entering Pre-Kindergarten and Kindergarten will be tested using developmental readiness testing. First through fifth grade students will be tested using an abbreviated portion of the TerraNova. A percentile score of 50 or above in both reading and math is expected for admission. Additional testing may be required.

## **Pre-Kindergarten/Kindergarten Toileting Expectations**

All Pre K and Kindergarten students must be completely restroom independent. Students must be accident free during the day. Our teachers' primary focus is on the educational process and they need to be available for supervision within the program. Children who utilize pull-ups; and consistently wet and/or soil themselves are not considered toilet trained. Children are considered toilet trained when they practice independent toileting habits. Please dress your children in clothing that will allow them to easily dress and undress themselves for toileting.

## **Procedures**

1. All students must have a clean change of clothes in a plastic bag in their backpack daily.
2. Staff will allow children regular restroom breaks throughout the day or when a child is signaling a need, s/he will be released to the restroom.
3. If a child has an accident the teachers/staff member(s) will use the following procedures:
  - Give the child wet wipes and their change of clothes and send them to the restroom to independently change and clean themselves. If the incident requires adult care and cleaning, parents will be called and asked to pick up

their child from school.

- Inform the parent/guardian of any incidents they are aware of. Please note that at times it is not easy to identify that a child has wet or soiled. Please encourage your child to inform a teacher/staff member if they have an accident so we may assist them.
- The teacher/staff member will document each incident of soiling. If incidents occur on a frequent basis, parents will be asked to keep their child at home for a week to undergo further toilet training. Students will be allowed to return to school when they are completely independent.

### **Age Requirements for Entrance to Pre-Kindergarten through First Grade**

We adhere to a September 1 age requirement of three years of age for Pre-K 3, four years of age for Pre-K 4, five years for kindergarten, and six years for first grade.

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

The administration will use previous documentation to assess the student's academic aptitude and to identify any potential problems. The administration 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 administration also has the right to revoke admission in cases where the student does not adjust to the environment at Summit Christian Academy.

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 the Administration of 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, not discriminatory on the basis of race, sex, color, 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.

### **Enrollment Fee**

The NON-REFUNDABLE enrollment fee is assessed per student, per year, and must be paid in its entirety upon submission of the enrollment or re-enrollment paperwork. The enrollment fee will be refunded only in the event the administration declines the student's admission.

### **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.

From time to time 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 properly care for textbooks, workbooks and library books. If a book is lost or damaged (including marked or colored), the parents will be charged a replacement fee (see Textbooks, under Educational Policy).

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

## **ATTENDANCE**

Attendance may be viewed on RenWeb.

### **Elementary School Hours**

School begins promptly at 8:00 a.m. and classes are dismissed at 3:20 p.m. Students may begin arriving for school at 7:30 a.m. and are required to go to an assigned location until they are dismissed to class.

**Tardiness**

Students are counted tardy if they are not with their class at 8:00 a.m. Please make every effort for your student to arrive at school on time. If a student arrives after 8:05 they must obtain a tardy slip from the office. Three excused tardies constitute one excused absence. A student arriving at school after 11:30 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 unless it is a planned absence.

**Absences**

Students are allowed 15 days of excused absence per school year. Excused absences include doctor visits, personal illness, serious illness in the family, death in the family, court appearances, 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).

Students with excessive absences may lack the content knowledge to be promoted to the next grade level. Upon returning to school after an absence, the student should bring a signed note or email from the parents detailing the cause of absence. A doctor's note will be required for a medical absence of three or more days.

**Planned Absence Policy**

Regular attendance at school is critical to the educational process. Periodically, however, 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:

- Parents must fill out and submit the approved Summit Christian Academy planned absence form located in the front office.
- Approval must be granted in writing by administration on the Planned Absence Form. This form will be given to the teacher after it has been reviewed by the principal.
- Students are required to obtain the form with all assignments before leaving.
- Students have one day for every day missed to make up the work.

Elementary students shall not schedule any planned absences during TerraNova testing week.

## **EDUCATIONAL POLICY**

**Summer Reading Lists**

At the end of the school year, the school issues a Summer Recommended Reading List for each grade level. This list is available on the website and through classroom teachers. All students enrolled are encouraged to read books from the list before school starts.

**Textbooks**

The school may issue classroom textbooks to the students for use during the school year. These textbooks remain the property of Summit Christian Academy and 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.

**Homework**

Teachers are expected to give reasonable homework assignments. It is the intent of Summit Christian Academy to cover the subject in the classroom and provide time for independent study. Fifth grade is a transition year into intermediate school,

therefore parents and students should expect more homework.

Wednesday night is considered Family Night and as such, no homework is assigned on that night and no tests are assigned for Thursday. The administrator may grant exceptions to this policy under circumstances.

Estimated homework times during the week:

- 1<sup>st</sup> grade – 20 minutes
- 2<sup>nd</sup> grade – 30 minutes
- 3<sup>rd</sup> grade – 40 minutes
- 4<sup>th</sup> grade – 50 minutes
- 5<sup>th</sup> grade – 60 minutes

It is important that students learn good study habits and responsibility in completing homework assignments. To aid in this process, the student agenda helps students in third through fifth grade organize assignments and prepare class assignments. Should a student lose or damage the agenda, a second one can be provided at a \$5.00 charge.

As a school, we must always endeavor to teach our students responsibility; therefore, a penalty for late work will be assessed.

First and second grade classroom teachers are training students to return assignments independently. In these lower elementary classrooms, turning work in on time is rewarded. Second grade students who do not turn in assignments will lose points on a lower scale.

### **Report Cards and Grades**

For students in first through fifth grades, a detailed record and average of grades is available on RenWeb on a daily basis throughout the semester. Parents are emailed a midterm progress report each nine weeks. Report cards are prepared for each quarter of the school year, and parents will be notified by email when report cards are available for review on the RenWeb parent website. The grading scale is:

- 90-100 A
- 80-89 B
- 70-79 C
- Below 70 Failing

In kindergarten, formative and summative assessments are utilized to evaluate the progress of students. Daily assessments consist of oral, written, and/or hands-on activities. Parents will receive a report card twice a year in December and May, showing the student's academic and social progress. The grading key and progress-rating key are listed on the report card. In addition to the report cards, a daily folder is sent home Monday through Friday that provides information regarding the student's work and behavior.

In pre-kindergarten, students receive a report card twice a year in December and May, showing the student's academic and social progress. Assessments are shared with parents during the conference, as well as any concerns regarding social/emotional development. Additional conferences may be scheduled to discuss a student's progress or concerns, as necessary.

### **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 (5) class days after returning to school. If the student receives an incomplete on his report card, the work must be completed within five (5) class days after receiving the report card.

Teachers will assist students in making up work; however, it is the parent's/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 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/her class schedule and planning periods.

### **Tutorial Help**

The student's teacher is the first resource for help if additional support is needed. 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.

### **Learning Center**

Summit Christian Academy views all students as valued, unique image-bearers of God. In light of this value, the Learning Center exists to serve students who have identified exceptional needs that require supplemental services and/or accommodations.

The Learning Center is designed to assist students with their academic classes in a tutorial setting while helping 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 disabilities. This program unites the expertise of regular and special educators to provide the best educational approach for each child. The goal is to assist students with assignments before they get behind in their work. Students receive accommodations according to their individual needs. Some examples of when students may come to the Learning Center include completing independent work that requires significant one-on-one support or small group interaction to be successful; needing to have a test read aloud; needing to participate in a study session prior to taking a test; and/or needing re teach, pre-teach, or review materials.

The Learning Center staff tracks progress through frequent communication with teachers and parents, recommends accommodations, and acts as a liaison between home and school. Services are provided during the school day and are scheduled carefully to ensure the student does not miss instruction in the classroom. There is a fee for services.

- Level I is \$85 a month
- Level II is \$142 a month
- Level III is \$182 a month

### **Achievement Testing**

Each spring, Summit Christian Academy administers the TerraNova, a nationally-normed achievement test. In addition, the school assesses students' cognitive skills and abilities with the Primary Test of Cognitive Skills (PTCS) for first grade; and InView for grades two through five for the purpose of student evaluation. Copies of test results are made available to parents.

## **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
- Library of Congress and Educational Research Information Center
- 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 to 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 acceptable-use guidelines. 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 in their personal folder on the server or as otherwise directed by faculty.
- Students should not make unnecessary printouts.
- Students 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 work.
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacement that results from mishandling.
- Students are not to change or manipulate software or operating environments.
- Neither parents nor students are to attempt to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher.

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

#### **Network Use Policies**

- Network users must log on with their own username and password.
- Passwords may not be shared.
- Users must always log off when they leave a workstation.
- Users may not knowingly access or read a file which has been opened under another user's account or which is not accessible to them under their own account.
- Students who attempt to use a computer and find it open to a file or program they do not have access to 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.
- Vandalism will result in detention, cancellation of privileges, or suspension. Additionally, 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 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 secrets.
- Students are not allowed to access the Internet without permission.
- Students are not allowed to download files without the 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 or any other 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, AND THERE IS NO RIGHT OF, PRIVACY. SUMMIT CHRISTIAN ACADEMY RESERVES THE RIGHT TO MONITOR ANY COMPUTER USAGE.

## **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 when a question or concern arises over their child's progress.

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

Each nine weeks, parents are emailed a midterm progress report for students in first through fifth grades. Report cards are prepared for each quarter of the school year. Parents will be notified by email when report cards are available for review on the RenWeb parent website.

### **Academic Warning**

Students who fail multiple subjects in any quarter will be placed on academic warning by the principal. 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/teacher/principal conference will be scheduled. Students may be requested to attend.

### **Academic Probation**

Probation is reserved for students who have an established pattern of academic warning. Academic probation is invoked only after extensive 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 visit the classroom. This night is designed for parents to learn about their child's classroom environment and expectations. Teachers will present information about their classroom management system, discipline policy, homework procedures, and school guidelines.

### **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. Please do not attempt to hold a conference with a teacher during school hours when the teacher is conducting class or in the mornings when students are coming into the room. It is required that all parents check in with the office before going to a teacher's classroom during school hours.

## **CHARACTER DEVELOPMENT**

### **Chapel Services**

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

### **Awards Chapel**

Elementary students from each class are recognized each month at an Awards Chapel. Teachers nominate students that have displayed the designated character traits for the month. In May, each teacher will invite parents to an event where student achievements are celebrated by publicly recognizing their diligence and character displayed throughout the year.

### **Impact Education**

As part of our mission to equip students to successfully accomplish the purpose for which God created them, all grades participate in Impact Education. This is a structured program designed to develop an awareness of service, beginning within one's own family and reaching out to the world. We teach by example that "impacting" others is a lifestyle God desires for all of us. We encourage students to reach out to others by serving in their homes and communities. The Impact classes introduce students to the exciting ways God's people are reaching out around the world. We learn about Bible heroes, heroes of our faith, and today's Christian heroes as an example and encouragement to each student to live his life to glorify Christ. We also present missionary work as a career option, providing the opportunity for students to recognize and answer a call to career missions. All of our classes participate in age-appropriate service outreach projects to local surrounding communities, giving the students and their families an opportunity to be the hands and heart of Christ, now!

## **SOCIAL DEVELOPMENT**

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

### **Student-Focused Events**

- Back to School Night - This is a come-and-go evening event 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.
- Kindergarten Graduation - Graduation is the culminating celebration of the year. Kindergarten students participate in a graduation ceremony at the end of the school year.

### **Specials and Extracurricular Programs**

During the school week, all elementary students participate in the following specials: art, music, library, physical education, Impact Education, Spanish, and computer.

ACSI-sponsored academic and extracurricular competitions such as the Spelling Bee, Math Olympics, Speech Meet, and the Art Festival are available for qualifying students of Summit Christian Academy.

### **Holiday Celebrations**

In an effort to keep our focus on academics during the school day, elementary classroom celebrations are limited to the following holidays: Christmas, Easter, and Valentine's Day. A classroom party shall be held at a time determined by administration.

Summit Christian Academy will celebrate the Christian holidays as an opportunity to reinforce the true meaning of Christmas and Easter--a time of rejoicing in the birth, death, and resurrection of Jesus Christ.

Summit Christian Academy will not acknowledge the celebration of Halloween in any manner.

### **Birthdays**

Parents are invited to celebrate their child's birthday during school hours by bringing cupcakes or another simple treat for the entire class to enjoy during their lunch time following their meal. Please use good judgment when sending birthday treats. Sweet items are best when provided in small portions. Please do not send food items that contain nuts, due to allergies.

Invitations for a private (off-campus) birthday party may only be distributed at school if every student in the class receives an invitation or if every student of the same gender receives an invitation.

### **Off-Campus Activities**

Classes and organizations are encouraged to plan social events for the benefit of the group or the entire school. These social activities may take place after school hours or on weekends and may be held off campus. Activities planned by classes and organizations should follow these guidelines:

- Any function sponsored by an SCA group to which an invitation has been extended through the school to every member of the class or organization shall be considered an official SCA-sponsored activity.
- All SCA activities must be planned through the sponsoring faculty member with approval by the administration. Sponsors and chaperones are required for these activities, and the purpose for the activity should be in keeping with the philosophy of the school.

Summit Christian Academy does not accept responsibility for activities of a social nature that may include SCA students but were not planned under the direction of the administration.



## **ATHLETICS**

The purpose of the athletic program of Summit Christian Academy is to establish fundamental-based programs that are highly competitive at all levels and develop athletes with positive Christian character. Fifth grade students are allowed to participate in the following sports:

Fall—boy's flag football and girl's volleyball

Spring—boy's and girl's basketball and track

### **Registration**

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.

Athletes are required to agree to follow athletic and team policies. Team coaches retain the right to institute additional team policies with the approval of the Athletic Director.

### **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, funeral, etc.). Other exceptions may be approved on a case-by-case basis by the principal.

## **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;
- serve to dispense with competition due to outward appearance and affluence;
- de-emphasize outward appearance in favor of inner beauty and character;
- function as an economy measure for parents;
- enhance school spirit; and
- allow students to demonstrate submission to authority.

Parents are required to purchase solid colored uniform-style pants, capris, shorts, skirts, skorts (culottes), and polo-style shirts from any vendor. Pants, capris, shorts, skirts, and skorts must come to the waist and look like uniform items.

Approved solid colors include khaki, navy, true red, and white. The official Summit Christian Academy red/navy plaid from Dennis Uniforms also acceptable for girls to wear. No other plaids are acceptable. Students may wear their choice of closed-toe shoes. Shirts must have sleeves.

Clothing, hair color and styles, jewelry, and other personal articles related to counter-culture 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. When a student is in violation of the dress code, parents may be contacted to either bring appropriate clothing or to pick up their student from school for the day.

### **Boys' School Uniforms**

- Pants or shorts in khaki or navy.
- Solid color polo-style uniform shirt in navy, true red, or white (long or short sleeved).
- Shorts are to be no shorter than two inches above the knee.
- Uniform-style sweaters or vests in the approved solid colors.
- Approved colors for undershirts are navy, true red, white, and gray only.
- Navy SCA logo shirt required for K-5 purchased from Dennis Uniforms.

### **Girls' School Uniforms**

- Solid color jumpers, pants, capris, shorts, skirts, or skorts in khaki or navy.
- Summit plaid of red/navy is acceptable for jumpers, shorts, skirts, or skorts. Plaid shirts may NOT be worn.
- Solid color polo-style uniform shirts in navy, true red, or white (long or short sleeved).
- Uniform-style blouses in white only (long or short sleeved).
- Shorts, skirts, and skorts are to be mid-length and modest.
- Uniform-style sweaters or vests in the approved solid colors.
- No printed leggings
- Approved colors for undershirts are navy, true red, white, and gray only.
- Navy SCA logo shirt required for K-5 purchased from Dennis Uniforms.

### **Outer Garments**

Students are encouraged to wear the following outer garments:

- Summit Christian Academy sanctioned logo sweatshirt
- Summit Christian Academy PTF
- Uniform outerwear in navy, true red, or white

Elementary students may also wear their choice of outerwear to school (coats, jackets, sweaters, etc.). In the classroom however, elementary students must wear uniform outerwear or SCA sanctioned logo sweatshirts only. They may also wear solid true red, white, gray, or navy undershirts or turtlenecks without logo or embroidery under uniform shirts.

Hats or caps are not part of the uniform and may not be worn inside classrooms.

### **Physical Education Uniforms (Boys and Girls)**

- Elementary students participate in P.E. two days per week and wear their P.E. clothes all day on these days.
- Shorts must be no shorter than two inches above the knee.
- P.E. uniform requirements will be provided with enrollment information.
- P.E. uniforms must be purchased online through Dennis Uniform.
- Athletic shoes are required for P.E.
- On cool weather days, students may wear solid navy sweats over the P.E. uniform.

### **Casual Day Clothing**

Students may have the opportunity to wear other clothing on casual days. Clothing should be modest, neat, and conservative (I Timothy 2:2-10; I Corinthians 10:33). It should be loose fitting, but not baggy. Shirts and blouses must be long enough to cover the top of a student's skirt or pants at all times. No blouses with spaghetti straps are allowed and all tops must have short or long sleeves. Pajama pants may not be worn. Shorts must be no shorter than two inches above the knee. Students must wear closed-toe shoes that are appropriate for school. Flip-flops and hats are not allowed.

### **Logos**

Logos 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 (i.e. Power Rangers, Star Wars, Bones/Skulls, etc.). The list of unacceptable logos will continue to increase and change based

on what popular culture offers to deceive and influence our children. Please do not send questionable logos on backpacks, lunchboxes, socks, shoes, etc.

### **Backpack, Lunchboxes, and Water Bottles**

Backpacks, lunchboxes, and water bottles should not have characters on them. When choosing these items, do not purchase items with cartoon characters or unacceptable logos. Solid, patterned, or appropriate collegiate style logos are acceptable.

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

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

### **School Logo Shirt**

Kindergarten through fifth grade students are required to purchase a Summit Christian Academy polo-style, navy blue, school logo shirt from Land's End. Shirts are to be worn for field trips, special events, etc.

### **Hair**

Hair shall be well-groomed and of a natural color. Temporary or permanent unnatural color is not acceptable. Students need to be conscientious about their personal hygiene and keep their hair clean and neat. For young men, hair may not touch the top of the collar, should be trimmed above the eyebrows, and cannot be longer than the bottom of the earlobe. The "tail" or "shaved" look is not acceptable, nor are symbols shaved in the hair. Hair styles should not be distracting.

### **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. Earrings must be located in the lower lobe only. Boys may not wear earrings. 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.

### **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. The student code of conduct applies at all times.

## **ELEMENTARY STUDENT CLASSROOM MANAGEMENT POLICY**

### **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, reproofing, 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 relationships.

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 halls, lunch setting, library, gymnasium, and all areas of the campus. This produces an environment conducive to learning.

### **Classroom Expectations**

Teachers are instructed to have well prepared lessons that are profitable for learning. Students should keep in mind several responsibilities for good classroom performance:

- Respect teachers and peers
- Follow classroom procedures
- Participate in classroom lessons and activities
- Be prepared for class

Elementary teachers allow healthy snacks at designated times in the classroom. Water is the only beverage permitted in the classroom on a daily basis. To help prevent spills, water bottles should be the sports style with a cap that does not have to be removed.

### **General Expectations**

- Gum is prohibited on SCA property due to potential property damage.
- The display of affection between students, such as holding hands, kissing or hugging, is inappropriate at school or during school-sponsored functions.
- Electronics are not permitted at school or on field trips except by permission of the teacher or administrator. The use of cell phones during school hours is prohibited. Students who violate the cell phone policy will have their cell phone confiscated and released to a parent.
- It is unacceptable to bring weapons (knives, firearms, etc.) to school.

## **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 activities are prohibited.

## **Major Offenses**

**Cheating:** Any attempt to deceive a teacher concerning the extent of one's work or knowledge so as to cause the teacher to grant a higher grade than deserved is considered to be cheating. Because cheating is sometimes hard to prove, the SCA policy is that even the appearance of cheating is sufficient to warrant punishment. Cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to another person. 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 zeros given for any schoolwork that is involved.

**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 ("0") and other actions associated with cheating may be implemented.

**Fighting:** Fighting is inappropriate behavior at school or any school-sponsored event. Fighting is an indication of a lack of respect for another person. A student who is being goaded into a fight by another student should inform a teacher or other member of the faculty. The teacher may then schedule a conference with the students, or ask the principal 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 principal, parents will be informed, and appropriate punishment will be determined.

**Profanity, Vulgarity, and Abusive Language:** Profane speech demonstrates a lack of respect for God's name, as well as a lack of respect for those who find such speech offensive. Discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse in Scripture. An undisciplined tongue can cause much grief to others as well as undermining the witness of an individual or school. If this problem is manifested, the student will be corrected and parents will be informed of the problem. If it continues, a parent conference may then be held. In certain situations, the administrator may choose to take stronger disciplinary measures, such as recommending suspension or dismissal. Written or verbal name-calling, curse words, swear words, put downs, suggestive language, and gestures are not acceptable.

**Throwing Objects:** The throwing or projecting of any objects that may cause bodily injury, property damage, or disruption is prohibited.

**Inappropriate Items:** 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, electronics, inappropriate reading material, games, and laser pointers. Toys brought from home are not allowed in the classroom. Items brought from home for use at recess must be approved by the classroom teacher. Toys that are collectibles and generally used for trading should not be brought to school. SCA does not allow students to swap, sell, or trade items such as trading cards and small character figurines.

**Forgery:** Students are not to sign their parent's (or guardian's) or any other person's name 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.

## **Harassment/Bullying**

Biblical illustration of relationships: John 15:12 "My command is this: Love each other as I have loved you."

Rationale: In an effort to instill biblical values and create a more loving environment the school has adopted this policy. From

time to time, conflict can occur. Summit Christian School realizes 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 bully to learn how to relate in a way that is in line with biblical standards.

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-The Hidden Curriculum" (2003)).

The following actions in an 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 or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through social media or other electronic means

Policy Statement: A large community such as a school, conflict and offence can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others.

Summit Christian Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

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 administration and addressed according to the procedures below.

### **Procedures**

- All parties will be spoken to-victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- All incidents 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 within 2 school days of the report.
- 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 throughout the process 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**

Students:

- Students 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.

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.

Staff:

- Non-teaching staff should refer all allegations of bullying to administration.
- Administration 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.

## **STUDENT CONDUCT AND DISCIPLINE**

We aim to provide a secure, safe and nurturing environment for character growth and learning.

This environment is based on the five values of SCA:

BE KIND  
 BE HONEST  
 BE RESPECTFUL  
 BE RESPONSIBLE  
 BE SERVANT LEADERS

Our aim is to build “Character Through Christ: allowing for and actively seeking, change in students through knowing God's plan for Christian living.

### **REASONS FOR A STUDENT CONDUCT POLICY**

Students will:

- Learn to live under authority;
- Train and exercise character towards Godliness;
- Be able to work and play in a safe, productive learning environment;
- Show respect for others and property;
- Take responsibility for their own actions and choices;
- Behave in a manner that displays Christian love to others in social situations.

Scripture provides the basis for all of our human relationships as well as the very foundation of our patterns of behavior.

**At Summit Christian Academy**, we use Scripture to inspire us to strive towards loving relationships, to teach us right and just ways to act, and to show us wrongful actions that need changing.

#### **In order that SCA be characterized by respect for God, others, and self:**

- Students are to participate appropriately in the spiritual/devotional activities of the school;
- Students are to seek to honor the name of Christ – which we bear- in their speech and behavior;
- Students are expected to show friendship and courtesy to all;
- Students are expected to speak the truth.

#### **In order to support effective teaching and learning:**

- Students are to respect the right of fellow students to learn. Excessive talking and other disruptive behavior are unacceptable.

- Students are expected to complete all homework and assessment tasks to the best of their ability;
- Students are to behave in a way which is respectful towards the teacher.

### STUDENT CONDUCT LEVELS

Based on the Code of Conduct and expectations of character qualities in Elementary school, the following Student Conduct Levels have been established. The Conduct Levels support teachers and students in maintaining effective teaching and learning within a safe, orderly and, and pleasant environment. The goal is for students to maintain a Level One. However, Student Conduct Levels may alter to reflect behavior. A thorough record will be maintained in the School database.

<b>Level One</b>	Student consistently shows respect, acts responsibly and values the rights and property of others
<b>Level Two</b>	Student repeats inappropriate behavior.
For Example:	<ul style="list-style-type: none"> <li>• Disrespectful actions or speech</li> <li>• Disruption</li> <li>• Annoying others</li> <li>• Damaging property</li> <li>• Physical aggression</li> </ul>
Consequence: <ul style="list-style-type: none"> <li>• Student makes a written acknowledgement of the offence.</li> <li>• Parents notified via diary or correspondence by the classroom teacher. Signing requested.</li> <li>• Record made on database.</li> <li>• Elementary Principal notified.</li> <li>• Parents are notified accordingly.</li> </ul>	
<b>Level Three</b>	Continued pattern of inappropriate behavior and more serious incidents.
For Example:	<ul style="list-style-type: none"> <li>• Lack of respect or cooperation</li> <li>• Intentional damage of property</li> <li>• Theft</li> <li>• Bullying</li> </ul>
Consequence: <ul style="list-style-type: none"> <li>• Elementary Principal notified.</li> <li>• Student makes written acknowledgement of the offence.</li> <li>• Parents contacted by Elementary Principal.</li> <li>• Incident recorded on school management system.</li> <li>• Consequences can include school detention or similar.</li> </ul>	
<b>Level Four</b>	Major Concern, Ongoing offensive behavior, or Major offence
For Example:	<ul style="list-style-type: none"> <li>• Serious anti-social behavior</li> <li>• Continual pattern of disrespect</li> <li>• Major incident</li> </ul>
Consequence: <ul style="list-style-type: none"> <li>• Referred to Administrative Staff for further action.</li> <li>• Parent meeting arranged</li> <li>• Possible suspension/exclusion</li> <li>• Record made on Database</li> </ul>	



### **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.

### **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. Also, 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 with repentance (although at another school).

**Suspension:** An administrator may suspend a student. Parental notification and consultation 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, defiance, vulgar language, inappropriate physical contact, vandalism, and similar incidents. Suspension should be a time of soul-searching and re-evaluation of one's self and one's relationship with God, as well as the school. Students in suspension may not participate in athletics or extracurricular activities for a period of one week starting with the first day of suspension.

**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
- possession of a weapon with intent to use it
- defiance of authority
- fighting
- inappropriate language
- overt rebellion
- scoffing at God or Christ
- involvement with the occult
- theft
- other situations deemed inappropriate by the administration

### **Authority to Dismiss or Expel a 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.

### **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 lovingly, yet clearly presented.
- **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 prayerfully work 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, he 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 constructively work 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 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.

## 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 at least one planning period 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.

### **Online 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 Internet 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 Parent Web**

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.

### **Emergency Preparedness**

The administration and faculty recognize the importance of emergency preparedness training. The Crisis Management Committee provides each room in the school with detailed instructions for handling severe weather and emergency situations. Teachers and students are trained through the use of 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 from their primary teacher. 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.

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 and 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**

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

### **Bus Policies**

A student riding an SCA bus is under the supervision of the school the same as if he/she is in the school building or on the school grounds, and therefore, is subject to the student disciplinary policies outlined in the student handbook.

### **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 strict guidelines in scheduling, orchestrating, 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** before they are permitted to drive or attend field trips. This online application may be found on our website by going to the "Parent Resources" tab. And then clicking on the "Volunteering" tab. Volunteer drivers should not be accompanied by other children.

### **Child Passenger Safety Seats**

As required by law, safety seats are required for any child, who is younger than eight years of age, unless the child is taller than four feet, nine inches. When traveling on field trips, students who meet these requirements **MUST** bring safety seats to travel for a school field trip.

## **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 child 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. Parents/guardians 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. Parents/guardians 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 students. 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 to 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. All students in affected elementary classes will be checked for lice over the course of several weeks.

### **Requests for Medical Records**

Official medical records take five business days to process.

## **STUDENT SERVICES**

### **After School Care**

After school care is available for students through fifth grade. Drop-in care is also available for a limited number of students each day. A separate registration package is required for after school care and must be completed and approved by the aftercare director before a student may attend. After school hours are from 3:30pm - 6:00pm.

### **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 or water). Snack bar items are available on a daily basis. Parents must complete the appropriate paperwork in order for students to charge lunches.

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

## **GENERAL INFORMATION**

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

For the safety of all students on campus, we require that each visitor and volunteer stop by the office to sign in and receive a visitor tag to be worn at all times while on campus. At the end of your time on campus, please return to the office to sign out.

### **Parent Volunteers**

We encourage all parents to get involved in some aspect of volunteer work at Summit Christian Academy. The Parent/Teacher Fellowship (PTF) is an ideal way to get involved. Some areas of need are defined and require specific skills, while others 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 we seek 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 Parent Resources, Volunteering 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 us to keep the costs of tuition and fees to a manageable level for our families. Each family is encouraged to participate in the school-wide fundraising events each school year.

# 2021-2022 SCA ELEMENTARY STUDENT HANDBOOK

## Quick Reference Highlights

### Attendance

- Students are tardy if they are not with their class at 8:00 am. If a student arrives after 8:05 am, they must obtain a tardy slip from the front office
- Three excused tardies constitute one excused absence.
- A student arriving after 11:30 am, or leaving before 11:30 am (not returning) is absent ½ day
- A student may have a maximum of 7 planned absence days each school year

### Make-Up Work

- Normally students will have one day for every day missed to make up work. Consideration will be given to students missing several consecutive days or those too ill to prepare for school.
- For a 2-3 day illness, all work must be completed within 5 class days after returning to school.

### Computer & Internet Use

- Computer / internet is to be used with permission from faculty and for school purposes only
- Offenses will be handled on an individual basis and are punishable by detention, loss of computer privileges, suspension, or expulsion.
- There should be no expectation of, and there is no right of privacy. Summit Christian Academy reserves the right to monitor any computer / internet use.

### Student Dress Code

- Hair must be of natural color and not in a distracting style
- Boys school uniforms include: pants or shorts in khaki or navy, & a solid-color polo-style shirt in navy, true red, or white (short or long-sleeved)
- Girls school uniforms include: solid color jumpers, pants, capris, shorts, skirts or skorts in khaki or navy that are mid-length and modest, & a solid-color polo-style shirt in navy, true red or white (short or long-sleeved)
- All clothing must be modest at the discretion of teachers/administration

### General Expectations

- Gum is not allowed on SCA property due to potential property damage
- Inappropriate items are not allowed (i.e. fireworks, matches, lighters, radios, music devices, handheld gaming devices, games, laser pointers, and toys)

### Major Offenses

- Cheating
- Plagiarism
- Forgery
- Insubordination
- Profanity, vulgarity, and abusive language
- Attempt to cause physical harm