



SUMMIT CHRISTIAN ACADEMY

Secondary 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.

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 the 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 IOWA Assessments, PSAT, AP, SAT, and ACT scores
- Participation in enrichment programs or extracurricular activities
- Leadership roles in school, community, or church

Attendance

School Hours

8:00 am to 3:40 pm. 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.

Tardies

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. A student arriving at school after 11:30 a.m. 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).

Absences 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 1/2-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 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.
- 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, IOWA Assessments, 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

Graduation Requirements/Diploma Plans

	Foundation Diploma w/Multidisciplinary Endorsement	<i>Distinguished Achievement Diploma (also see Additional Requirements below)</i>
Bible	4 credits	4 credits
English	4	4
Math	4	4
Science	4	4
Social Studies	4	4
Government/Economics	0.5/0.5	0.5/0.5
Physical Education	1	1
Speech/Financial Math	0.5/0.5	0.5/0.5
Fine Arts	1	1
ACT/SAT Prep	1	1
Foreign Language	2	3
Independent, Original Project	n/a	1
Elective(s)	2	1
Total Credits	28	29
Community Service	25 hrs/yr; 36 hrs/yr - NHS	25 hrs/yr; 36 hrs/yr - NHS

Distinguished Achievement Diploma: Additional Requirements

- Minimum of five advanced courses (can include honors classes, AP classes, dual credit classes, Spanish III and IV)
- Application for candidacy (junior year)
- 40-hour internship

- Action Research Project
- Project Presentation

In order for a student to be eligible to receive a Texas Grant, students must meet requirements for the Foundation Diploma w/Multidisciplinary Endorsement or the Distinguished Achievement Plan.

For students transferring into Summit's high school, the College Guidance Counselor 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.

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 are 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 Secondary Principal who will record the hours in RenWeb.

Promotion Policies

Intermediate Students (6th-8th grades) - A student who fails more than one core course (English, math, science, social studies, or Bible) will not be promoted.

High School Students (9th-12th 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.

Averaging Coursework

1. Grades earned at other schools are 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, and must be approved by the College Guidance Counselor.
3. SCA will accept homeschool credits at the time of admissions only. Homeschool credits must be approved by the Secondary Principal and the College Guidance Counselor.

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.

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.

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

As a general rule, students with excused absences will be allowed to make up work within five days. It may also be up to teacher discretion, depending upon individual student 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 two weeks 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.

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 semester. 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.

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% (does not apply for Elective/Fine Arts classes)

High School

- Major Assessments – 45%
- Minor Assessments – 30%
- Daily/Homework – 25% (does not apply for Elective/Fine Arts classes)

Grade Point Scale

Letter Grade	Numeric Grade	Standard	Honors/ <u>PreAP</u>	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)

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 \$200.00

Valedictorian and Salutatorian

Candidates for Valedictorian and Salutatorian must have attended SCA for six consecutive semesters. When calculating GPA, only the semesters the candidates have in common at SCA will be considered. Dual credit courses offered at SCA, but taken at other institutions, will be considered in ranking.

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 will be considered. These top two positions are an honor bestowed by Summit's administration and are awarded by the Headmaster. 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.

Reporting to Parents

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 progress reports and report cards are available for review on the RenWeb parent website. The school year consists of 4 terms, each term consisting of approximately 9 weeks. Students receiving 2 or more grades below 70 will be declared ineligible for athletics (see Athletic Policy).

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

- 40% 1st grading period grade
- 40% 2nd grading period grade
- 20% Final exam

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.

Computer, Cell Phone and Internet Use

Laptop Requirement

Each student is required to have his/her own laptop and charger for use in all classes daily. This is necessary to facilitate Google Classroom.

Cell Phone Policy

Cell phones are not allowed for use in the classroom, nor can they be used in place of a laptop. Students must keep their cell phones secured in their backpacks at all times during class. The only exception to this rule is for emergency parent contact.

Computer Use Policy

- 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 Policy

- 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 Policy

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.

Social Development

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

School Dance Policy

SCA holds three 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. The Valentine's Dance is in the Winter. Students in grades 6-8 are able to attend.

High School 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 the Secondary Principal 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.

Student 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 that are an appropriate length.
- 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 that are an appropriate, modest length.
- 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 PE 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.
- Socks and athletic shoes are required for P.E
- Intermediate students will come to school wearing their PE uniforms, and will remain in them for the entire school day. Students will not dress out at school.

High School Athletics Clothing

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.

Spirit Day Clothing

On Spirit Day Fridays, students have the opportunity to wear an official SCA shirt (cannot be homemade). This can include t-shirts, polo shirts, jackets, etc., and can represent all things SCA (i.e. sports, fine arts, mission trips, etc.). SENIORS ONLY - are allowed to wear casual bottoms on Spirit Day Fridays that meet the parameters of Casual Day Clothing (above).

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 not allowed. 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. Other body-piercing jewelry is not allowed.

Tattoos and Markings

Students may not have exposed temporary tattoos. Permanent tattoos of Seniors (age 18) must be minimal and may not be distracting in nature.

Student Code of Conduct

Five Foundations

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

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 the 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 and are inappropriate at school or at any school-sponsored activity. Such items include, but are not limited to fireworks, matches, lighters, radios or other music devices, handheld gaming devices, inappropriate reading material, games, laser pointers, and toys. During study hall, earbuds are allowed under two conditions: 1. Students are actively working/studying 2. They support academic content being worked on/studied. Students should not be playing video games, watching movies, etc. Watching game film would be appropriate.

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

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 zeros 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 Policy

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
6. Cigarettes, cigars, pipes, vaping or substances containing nicotine at a controlled level.

"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 in 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.

Student Responsibilities

- 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.

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.

Cell Phones and Personal Electronic Devices

In order to maintain an appropriate environment for learning, students may not use personal electronic devices for social media purposes or when in the classroom. Student's usage of personal electronic devices may be restricted during school related activities. Students who bring a cell phone or other personal electronic device (not including laptops) to school will be required to keep it turned off and in their backpacks or lockers during all class periods, including study hall.

High School Students have the privilege of having their cell phones on their person or in their backpacks.

- Cell phones and personal electronic devices (not including laptops), except for those devices approved for classroom use, must be turned off and put away when entering the classroom.
- Cell phones are not to be used during 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 Secondary Principal or the Dean of Students.
- 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 (not including laptops) at school.

Disciplinary Actions

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

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 extracurricular activities.

Transportation

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

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.

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.

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 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
3. Students must sign out from the front office before leaving

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.

2020-2021 SCA SECONDARY STUDENT HANDBOOK

Quick Reference Highlights

Tardies / Absences

- Tardy if not in class for 8:00 am roll call - must have tardy slip to enter class
- Excused absences include: doctor visits, personal illness, serious family illness, death in family, court appearances and/or providential hindrance (acts of God)
- 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

Late Work

Intermediate School

- 1 day late = 20 pts off; 2 days late = 40 pts off; 3 days late = Zero

High School

- 1 day late = 30 pts off; 2 days late = Zero

Computer / Cell Phone / Internet Use

- Each student is required to have his/her own laptop for use in classes daily
- Cell phones are not allowed (only exception is emergency parent contact)
- Computer / internet is to be used with permission from faculty and for school purposes only

Student Dress Code

- Hair must be of natural color and not in a distracting style (i.e. mohawks)
- No facial hair allowed
- Make-up and jewelry must be modest
- Earrings allowed for girls (no more than 2 each ear); No body piercings allowed
- Permanent or temporary tattoos and ink markings are not allowed

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
- Fighting
- Weapons
- Truancy