# SUMMIT CHRISTIAN ACADEMY

Secondary Student Handbook

# TABLE OF CONTENTS


**Organization and Governance……..3**
What we Believe
Statement of Faith
Mission and Vision Statements
Lifestyle Statement
Responsibilities of Students and Parents
Innovation Education Philosophy
Academic Excellence at SCA

**Attendance……..5**
School Hours
Tardies
Absences
Absences From a Specific Class
Planned Absences
Evening Programs

**Academic Life……..6**
Graduation Requirements/Diploma Plans
Distinguished Diploma Additional Requirements
Valedictorian and Salutatorian
Promotion Policies
Community Service Requirements
Averaging Coursework
Grade Point Scale
Dual Credit Policies
Change of Schedule Request
Homework
Late Work
Make-Up Work
Secondary Final Exams
Grading
Textbooks

**Reporting to Parents……..11**
Progress Reports/Report Cards
Academic Probation

**Computer, Cell Phone and Internet Use.……11**
Laptop Requirement
Cell Phone Policy
Computer Use Policy
Network Use Policy
Internet Use Policy

**Character Development, Chapel, Student Well-Being……..12**

**Social Development……..13**
School Dance Policy

**Student Dress Code……..13**
Boys' School Uniforms
Girls' School Uniforms
Outer Garments
Middle School PE Uniforms
High School Athletics Clothing
Casual Day Clothing
Spirit Day Clothing
Logos and Designs
Attire for School-Sponsored Events
Hair
Earrings, Makeup and Jewelry
Tattoos and Markings

**Student Code of Conduct……..17**
Five Foundations
General Expectations
Major Offenses
Drug/Alcohol Policy
Harassment/Bullying and Student Responsibilities
Sexual Harassment
Interrogations and Searches by School Administrators
Personal Electronic Devices

**Conflict Resolution……..20**
Classroom Conflict
Administration or Policy Conflict

**Disciplinary Actions……..21**
Suspension
Expulsion
Disciplinary Probation

**Transportation……..22**
Student Drivers

**Medical Information……..22**
Return to School After Illness
Prescription Medications
Over-the-Counter Medications
Immunizations

**Student Services……..23**
Lunch Program
Closed Campus
Senior Off-Campus Lunch Privilege
Lockers

# Organization and Governance

## What We Believe

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 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.

## 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.

## Mission and Vision Statements

Our mission is to partner with families to empower students to impact the world for Jesus Christ.
Our vision is to graduate empowered leaders who impact the world.

## 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 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 students 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 Advanced, 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

## Expected Student Outcomes (ESOs)

Student Outcomes Introductory Statement: The furtherance of achieving Summit's Student Outcomes is addressed in the above Philosophy Statement, Course Goals and Objectives, and Biblical Goals with an emphasis on Academic Thinking, Biblical Worldview Orientation and Spiritual Formation/Character Development.

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

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

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

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

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

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

# 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.

## Homeroom Tardies

A student is counted tardy if he or she is not in class and in their seat at 8:00am. 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.

5 Tardies = Letter Home

10 Tardies = Excessive Tardiness Behavior Report

*10 Tardies in a Semester = High School Students are unable to exempt Final Exams

*This also applies to middle school students taking high school courses for credit.

Students receiving more than 10 tardies will meet with administration to discuss an individualized plan for improvement.

## 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 12 class periods of any given course in a semester will not receive credit for that course. If the course is required for graduation, the student will need to repeat it to recover the credit. This also applies to middle school students taking high school courses for credit. (Exceptions: See below)

Grades 6 - 8: Middle School students who miss more than 24 days of a course throughout the year will be required to complete an online credit recovery course (at an additional cost) over the summer to recover the credit. (Exceptions: See below)

Exceptions - The following absences will not count towards these totals: activities that are a required part of a course (field trips, rehearsals, guest speakers, etc.), administrative removal (testing, discipline, counseling, suspension), or absences related to student participation in a school-sponsored activity (sports dismissals, student council meetings, etc.). Exceptions will also be made on an individual basis for an extended illness evidenced by a doctor's note 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 dated and signed by the parent. Or, the parent may also contact the school office via phone call or email. The student must check in to the school office and obtain an admission slip before returning to class when a student returns from an appointment. This slip will permit the student to return to class and indicate to the teacher whether the absence is excused or unexcused. 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 for final signature.
- The student is required to obtain all signatures and assignments, and they must have the form in their possession before the scheduled absence.
- Completed assignments are due on the day of return. Assessments are expected to be completed, as normal, upon return. If a student missed an assessment during their Planned Absence they should be prepared to complete the assessment on the day they return to school.

Secondary students shall not schedule a planned absence during final exams, IOWA Assessments, or Impact Education trips.

### Evening Programs

All Junior 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** | **Distinguished Achievement Diploma (also see Additional Requirements below)** |
|---|---|---|
| Bible | 4 credits | 4 credits |
| English | 4 | 4 |
| Math | 4 | 4 |
| Science | 4 | 4 |
| Social Studies | 3 | 3 |
| 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 |
| Junior Seminar (ACT/SAT Prep) | 1 | 1 |
| Foreign Language | 2 | 3 |
| 40 Hour Internship and Presentation | n/a | 1 |
| Elective(s) | 2 | 1 |
| Total Credits | 28 | 29 |
| Community Service | 25 hrs/yr; 36 hrs/yr - NJHS/NHS | 25 hrs/yr; 36 hrs/yr -NJHS/NHS |

### Distinguished Diploma Additional Requirements

The Distinguished Diploma of Achievement distinguishes graduates from their peers by requiring additional achievements. The Distinguished Diploma of Achievement requires the following, in addition to the chart above:

- A minimum of five advanced courses in High School. This can include Advanced classes, Advanced Placement classes, Dual Credit classes, and Level III and/or IV of a foreign language
- Three years of study in the same foreign language.

- An Application/Commitment Form on file for candidacy
- The completion of a 40-hour Internship in the field you intend to pursue post high school, evidenced by the Internship Completion Signature Form on file
- An After Action Reflection Paper
- An After Action 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.

## Valedictorian and Salutatorian

To be eligible for Valedictorian and Salutatorian, students must have completed six complete and consecutive semesters of coursework at SCA. All candidates must be on the Distinguished Achievement Diploma plan. 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 Head of School. Candidates should demonstrate a biblical worldview and a heart for service towards others. They should also be held in high esteem by fellow students and teachers.

## Promotion Policies

Middle School 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.

## 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 a supervisor adult
- Turn in the form to the College Guidance Counselor who will record the hours in FACTS

## Averaging Coursework

Grades earned at other accredited schools in the United States are used in computing the overall grade point average. SCA will accept homeschool credits at the time of admissions only. Homeschool credits must be approved by the College Guidance Counselor.

Credits earned for recovery must be earned from an accredited school, and must be approved by the College Guidance Counselor.

- When a student receives a failing grade of 63% or below for a semester (1/2 year), the semester must be repeated successfully (either online or in person) to receive credit.
- When a student receives a failing grade of 64% or above for a semester (1/2 year), the student has the opportunity to earn credit for that semester as long as the two semester grades for that course average out to 69.5% or above.

- If the student recovers a failed grade in a classroom setting at Summit Christian Academy, the passing credit will be entered on the student's transcript and the grade will be calculated into the student's GPA.
- If the student recovers a failed grade using an online program, the passing credit will be entered on the student's transcript but the grade will not be calculated into the student's GPA.

Credits earned for advancement must be earned from an accredited school, and must be approved by the College Guidance Counselor.

- Grades for online or dual credit courses taken for advancement will appear on the student's transcript but will not be factored into the student's GPA.

## Grade Point Scale

| Numeric Grade | Letter Grade | 4.0 Scale<br>All semester grades earned in state accredited courses for high school | 5.0 Scale<br>Regular courses in English, Math, Science, Social Studies, and Languages other than English (LOTE) | 6.0 Scale<br>Advanced, DC, and AP courses in English, Math, Science, Social Studies and Languages other than English (LOTE) |
|---|---|---|---|---|
| 100 | A | 4.0 | 5.0 | 6.0 |
| 99 | A | 3.9 | 4.9 | 5.9 |
| 98 | A | 3.8 | 4.8 | 5.8 |
| 97 | A | 3.7 | 4.7 | 5.7 |
| 96 | A | 3.6 | 4.6 | 5.6 |
| 95 | A | 3.5 | 4.5 | 5.5 |
| 94 | A | 3.4 | 4.4 | 5.4 |
| 93 | A | 3.3 | 4.3 | 5.3 |
| 92 | A | 3.2 | 4.2 | 5.2 |
| 91 | A | 3.1 | 4.1 | 5.1 |
| 90 | A | 3.0 | 4.0 | 5.0 |
| 89 | B | 2.9 | 3.9 | 4.9 |
| 88 | B | 2.8 | 3.8 | 4.8 |
| 87 | B | 2.7 | 3.7 | 4.7 |
| 86 | B | 2.6 | 3.6 | 4.6 |
| 85 | B | 2.5 | 3.5 | 4.5 |
| 84 | B | 2.4 | 3.4 | 4.4 |
| 83 | B | 2.3 | 3.3 | 4.3 |
| 82 | B | 2.2 | 3.2 | 4.2 |
| 81 | B | 2.1 | 3.1 | 4.1 |
| 80 | B | 2.0 | 3.0 | 4.0 |
| 79 | C | 1.9 | 2.9 | 3.9 |
| 78 | C | 1.8 | 2.8 | 3.8 |
| 77 | C | 1.7 | 2.7 | 3.7 |
| 76 | C | 1.6 | 2.6 | 3.6 |
| 75 | C | 1.5 | 2.5 | 3.5 |
| 74 | C | 1.4 | 2.4 | 3.4 |
| 73 | C | 1.3 | 2.3 | 3.3 |
| 72 | C | 1.2 | 2.2 | 3.2 |
| 71 | C | 1.1 | 2.1 | 3.1 |
| 70 | C | 1.0 | 2.0 | 3.0 |
| Below 70 | F | 0.0 | 0.0 | 0.0 |

Effective 7/1/2023

Grades from the following courses or sources shall **not** be considered in the determination of GPA:

- home school
- non-accredited schools
- online courses outside of SCA (including dual-credit courses)

- locally developed courses
- courses taken prior to ninth grade
- credit by exam
- courses taken in a foreign country
- credit recovery courses

## Dual Credit Policies

Dual credit courses will be factored into student GPA only if they are offered on campus with an SCA instructor. Dual credit courses offered off-campus or taken during the summer will appear on the student's transcript but will not factor into the student's GPA.

Dual credit courses count for .5 high school credit, since they are only semester long classes. Students must take two semesters of dual credit courses to reflect a full HS credit (1 year of study).

If SCA offers an in-person dual credit course, students cannot replace that with an online or off-campus course.

Dual Credit students must:

- Maintain a 2.0 GPA (C average) amongst all dual credit courses
- Maintain a 67% Completion Rate - Withdrawals and Fs count against this and it does not round up.

## Change of Schedule Requests

All schedule change requests must be made through the College Guidance Counselor. Specific instructions will be provided to students regarding schedule changes and deadlines. Students are responsible for checking email communications to be aware of schedule change windows and deadlines. Based on selections students made with their parents during conference meetings with the school counselor, a master schedule is designed to maximize opportunities and minimize scheduling conflicts. Teacher course assignments are also based on these selections. Because of this, we will only offer schedule changes during the first 2 weeks of each semester and only under the following circumstances.

- The student is a senior and needs a course added that's required to graduate
- The student was placed in a course that he/she has already received credit for
- The student does not have a full schedule
- The student is at risk of failing an advanced course and needs to be moved to an on-level course. The grade the student has at the time of the transfer will be the grade calculated into the remainder of the grading period.
- The student is not feeling challenged in the on-level course and is requesting to move to advanced (criteria must be met, contact college guidance counselor for more details).

## 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: Educational research confirms that most students require review to master material essential to their educational process.
- For future success: Homework mimics the collegiate experience of working outside of classroom hours and develops time management skills required in the adult world/workplace.
- 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, essays, 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. If homework or an assignment is not turned in at the beginning of the appropriate class period, it is late and a penalty for late work will be assessed. Late work must be turned in the next class period after the due date for late points to be applied (or a zero will be given).

The penalties for late work are as follows:

Middle 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

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. It may also be up to teacher discretion, depending upon individual student circumstances. 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.

## 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 high school final exam, a student must have a grade average of 93 in that class with no unexcused absences. Students may be 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. ***High school students with 10 or more tardies/absences in Homeroom class in a semester will not be eligible to exempt final exams. This includes excused and unexcused tardies/absences.***

Final exams for middle school courses are given at the end of each semester, and they differ from high school exams in that they are structured as extended assessments. These tests do not usually 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. Weighting between major assessments, minor assessments, class projects, class participation, and homework is defined below.

Middle School

- Major Assessments – 30%
- Minor Assessments – 30%
- Daily/Homework – 40% (may not apply for Elective/Fine Arts classes)

High School

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

## 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

# 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 also prepared at the end of each term. Parents will be notified by e-mail when progress reports and report cards are available for review on the FACTS 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 Handbook).

Middle School final year grades are calculated according to the following formula:

- 25% Term 1 Grade
- 25% Term 2 Grade
- 25% Term 3 Grade
- 25% Term 4 Grade

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

- 40% Term 1 Grade
- 40% Term 2 Grade
- 20% Final Exam Grade

### 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 / Information

Middle School students in Grades 6-8 will be issued an SCA Chromebook. The Chromebooks will be controlled on the SCA network. SCA recognizes this age group utilizes laptops for gaming and applications that can be a distraction to the learning environment and looks to partner with parents to teach responsibility when it comes to technology. The Chromebooks will be issued in a case and with a power cord.

High School students are required to have a personal laptop and charger for use in all classes daily. This is necessary to facilitate Canvas.

### 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 the cell phone areas in the classroom at all times during class. The only exception to this policy is for emergency parent contact.

Cell phones are not allowed at lunch. Students may only use cell phones during passing periods.

Offense #1: The student must collect their cell phone from the Secondary Principal or Front Office at the end of the school day.
Offense #2: The student must collect their cell phone from the Secondary Principal or Front Office at the end of the school day.
Offense #3: The parent must collect the cell phone from the Front Office at the end of the school day.
Offense #4: The student may be asked to turn in their cell phone to the Secondary Principal or Front Office for the hours of 8:00am - 3:40pm daily.
Offense #5: The student will no longer have access to a cell phone at school.

### 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 drives or personal laptops or as otherwise directed by faculty.
- Students may not use their cell phones as a mobile hotspot for personal use or the use of others.
- 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 secrets.

- 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, Student Well-Being

At SCA, we value an emotionally healthy environment. The measures we take to implement this involve integrating biblical principles into various aspects of the school culture, curriculum, and support systems. Here are some tools we use to accomplish this:

### Biblical Integration in Curriculum

We infuse biblical teachings into our academic subjects to show students the relevance of faith in their daily lives. Examples from

the Bible are added to illustrate moral and ethical lessons in subjects like history, literature, and science. Discussions about character development, empathy, and compassion rooted in biblical principles are encouraged in the classroom.

### Emotional Support
Students are encouraged to reach out to their teachers or principals if they are dealing with mental health challenges. The school can facilitate a referral to appropriate resources, whether a local pastor or a counseling program.

### Prayer and Reflection
Prayer is a daily priority within homeroom classes and before lunch breaks. Our High School Bible classes have time to journal daily Bible readings to reflect upon the Word of God and pray.

### Character Education Programs/Chapel
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.

### Community Service and Outreach
Our Impact Education program engages students in community service projects to instill a sense of responsibility, empathy, and compassion for others. These projects correlate to biblical teachings about serving one another and positively impacting the world.

### Conflict Resolution and Forgiveness
We utilize biblical principles when dealing with any conflict resolution opportunities. Forgiveness and reconciliation are emphasized in this process.

### Positive Discipline Approach
Our discipline methods focus on restoration and growth, drawing from biblical teachings on correction and guidance. We emphasize the concept of grace and second chances, teaching students the importance of forgiveness and personal development.

### Parental Involvement
We highly value parental involvement at our school. We have a history of strong partnerships with parents.

By integrating these strategies, we aim to create a nurturing environment that supports students' social and emotional development while aligning with biblical principles.

## Social Development

### 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.  A middle school dance is in the Spring semester.  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 economic measure for parents.

Parents are required to purchase uniform-style pants, shorts, skirts, and polo-style shirts from any vendor. Approved solid colors include khaki and navy for pants, shorts, and skirts. Approved solid colors for shirts include navy, 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.

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. The administration reserves the right to judge each case individually.

5 Dress Code Violations = 1 Detention

## Boys' School Uniforms

- Solid color uniform style pants or shorts in khaki or navy.
- Uniform pants must be straight cut or classic fit, worn at the waist. Pants may not be worn sagging, have oversized cargo pockets, or be excessively baggy or loose.
- 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, true red, or white (long or short- sleeved).
- Shorts need to be at least mid-thigh in length.
- Button-up, collared shirts in solid navy, true red or white are approved (must not be worn open).
- Uniform-style sweaters or vests in the approved solid shirt colors (no patterns or designs) - uniform polo-style shirts should be worn under a vest.
- Approved colors for undershirts are navy, true red, white, and gray only.
- Socks should match and should not be distracting in nature.
- Closed-toe shoes. CROCS, or their variants, are not permitted. Shoes must also have a back.




*Figure 1: "Acceptable and Not Acceptable Uniform Style Pants and Shorts Graphic for Boys." Gemini, image generated by Google, 14 July 2026.*

## Girls' School Uniforms

- Solid color uniform style pants, shorts 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, true red, or white (long or short sleeved).
- Uniform style skirts and shorts need to be at least mid-thigh in length. This applies to the front and back of skirts/shorts when worn. Skirts/shorts may not have slits on the sides or have the sides shorter than the front/back. No skirts/shorts with patterns or designs. Skirts/shorts must be solid in color and nature. Skirts/shorts must always be visible (ex. sweatshirts must not be longer than skirts/shorts). *We understand there are different body types and therefore Summit Christian Academy reserves the right to make case-by-case decisions with exception to policy.
- Button-up, collared shirts in solid navy, true red or white are approved (must not be worn open – can have top button, unbuttoned).
- Uniform-style sweaters or vests in the approved solid shirt colors (no patterns or designs) - uniform polo-style shirts should be worn under a vest.
- Approved colors for undershirts are navy, true red, white, and gray only.
- Tights or stockings in these colors: true red, white, off-white, khaki, black, or navy.
- Socks should match and should not be distracting in nature.
- Closed-toe shoes. CROCS, or their variants, are not permitted. Shoes must also have a back.

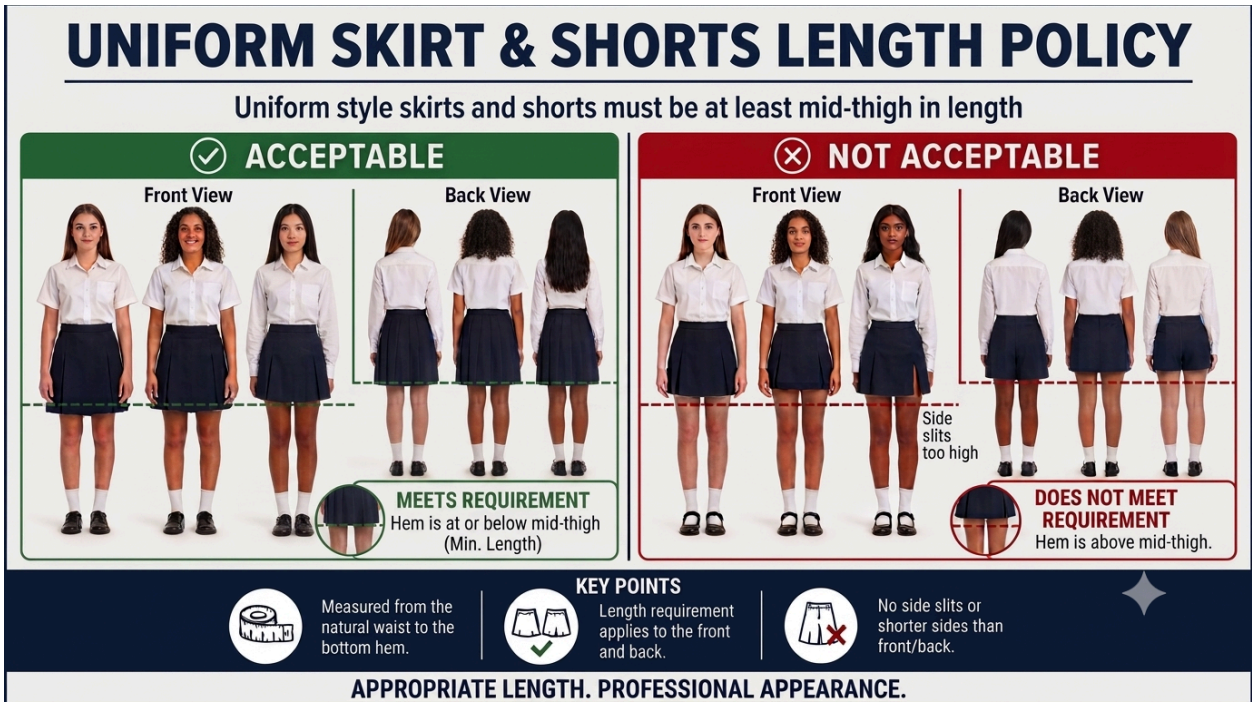



*Figure 2: "Acceptable and Not Acceptable Uniform Skirt and Shorts Length Policy Graphic for Girls." Gemini, image generated by Google, 14 July 2026.*

## Outer Garments

These are the only outerwear garments that secondary students may wear on campus and in the classroom:

- Summit Christian Academy logo jackets.
- Summit Christian Academy athletic jackets.
- Summit Christian Academy sanctioned logo sweatshirt.
- Summit Christian Academy letterman jacket.
- Hoodies/sweatshirts may be worn in cold weather but must be worn over a uniform polo-style shirt.
- Hoodies/sweatshirts may only be solid navy, true red, white or gray. Hoodies/sweatshirts may not have logos, designs or patterns on them. They must be solid.
- Hoodies/sweatshirts must fit appropriately (not too big/baggy) and may not be longer than shorts/skirts.
- All other cold weather jackets (similar to winter snow jackets - not sweatshirts with a zipper) 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 dress code are outlined during Spirit Week/Homecoming Week.

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

## Middle School P.E. Uniforms

- P.E. uniform requirements will be provided with enrollment information and must be purchased online by an SCA approved vendor. This includes the shirt and shorts.
- Socks and athletic shoes are required for P.E.
- Middle school 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.
- Sweatpants may be worn during colder weather on P.E. days, but must be navy, true red or gray. Sweatpants may not have logos, designs, patterns or lines down the side. Sweatpants must be solid in color. The only approved logo for sweatpants is the SCA logo from our approved uniform vendor.

## High School Athletics Clothing

### Ladies

- Appropriate sports undergarments should be worn at all times.
- Shirts should completely cover undergarments and midriff area when hands are raised.
- Shirts should not be tight like a spandex exercise top.
- Shorts must always be visible (ex. Shorts must be longer than shirts).
- No tank tops.
- No crop tops.
- 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 shirt length must be long enough to cover the top of a student's skirt or pants at all times. All clothing must be opaque (not see-through). No leggings, jeggings, or stretch pants may be worn, unless worn with a dress or skirt at least mid-thigh in length. Pajama pants and house slippers may not be worn. Students must wear closed- toed shoes with a back. Flip-flops, sandals and CROCS are not allowed. Hats or caps may not be worn in the building. Shorts and skirts must be at least mid-thigh in length. We understand there are different body types and therefore Summit Christian Academy reserves the right to make case-by-case decisions with exception to policy.

## 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 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.

### Hair for 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. Hair may not cover the eyes. No pony tails nor man buns are allowed.

### Earrings, Make-Up and Jewelry

Make-up and jewelry must be modest. Girls may wear pierced earring jewelry. Other body-piercing jewelry, such as nose rings, are not allowed. Nail polish and earrings are not part of the approved dress code for male students.

### 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.

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

### Major Offenses

#### Cheating (Including Unauthorized Use of Artificial Intelligence)

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. This includes the unauthorized use of AI tools to complete, generate, revise, or assist with assignments. Students may only use AI tools when specifically permitted by the teacher and in accordance with the teacher's instructions.

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.

Offense #1: Student will receive a zero on their assignment/assessment.

Offense #2: Student will receive a zero on their assignment/assessment and receive a detention.

Offense #3: Student will receive a zero on their assignment/assessment and receive a suspension.

Offense #4: May result in an expulsion from the SCA academic program.

### Plagiarism (Including the Unauthorized Use of Artificial Intelligence)

Everyone who submits written work in the school must be the author of that work. When students use facts, ideas, quotations, or other material originating from another source, they must make clear what is theirs and what is not. Submitting work created in whole or in part by another person, an AI system, or any other source as one's own work constitutes plagiarism and is considered a form of cheating.

Using another person's work for content and re-wording their thoughts by your own effort is also considered plagiarism. Similarly, submitting content generated by artificial intelligence (AI) tools as one's own work is considered plagiarism. This includes, but is not limited to, AI programs such as ChatGPT, Claude, Microsoft Copilot, Google Gemini, humanizers, and similar tools.

Plagiarism 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 plagiarism are cumulative and span all years a student is in secondary attendance at SCA.

Offense #1: Student will receive a zero on their assignment/assessment.

Offense #2: Student will receive a zero on their assignment/assessment and receive a detention.

Offense #3: Student will receive a zero on their assignment/assessment and receive a suspension.

Offense #4: May result in an expulsion from the SCA academic program.

### 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 administrative involvement. 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

- 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.

### 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.

### Personal Electronic Devices

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

- Personal electronic devices (not including laptops) must be put away when arriving on campus in the morning.
- If any school official observes unauthorized personal electronic device use, he/she will collect the device from the student and turn it into the Secondary Principal or the Dean of Students.
- All students must abide by the social media policy.

## 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 Head of School.
4. Any decision made by the Head of School 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 Head of School.
4. Any decision made by the Head of School 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.

### Meeting Conduct and Recording Policy

Summit Christian Academy values respectful, transparent communication. To protect the privacy of our staff and students, the school enforces the following standards for all conferences and communications:

- **Unannounced Attendees:** Meetings are strictly limited to the scheduled participants. Parents must provide at least **24 hours' written notice** before bringing additional family members, advocates, or third parties. The school reserves the right to reschedule any meeting if unannounced visitors are present.
- **Prohibition of Recording:** The unauthorized audio or video recording of any meeting, phone call, or conversation involving Summit Christian Academy faculty, staff, or students is strictly prohibited. This policy applies on all school grounds and during virtual meetings, regardless of state consent laws.
- **Prior Consent:** Recording is permitted *only* if all participants explicitly agree in writing before the conversation begins.
- **Policy Enforcement:** Violating these rules undermines the parent-school partnership. Unauthorized recording or failing to disclose attendees may result in the immediate termination of the meeting, restrictions on future campus communication, or the student's disenrollment.

## 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

Driving is a privilege and a mark of maturity for high school students. 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

Parents/guardians 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.

#### 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.

### Immunizations

Texas Department of State Health Services (DSHS) dictates requirements for immunizations for students entering public and private schools in Texas. Summit Christian Academy follows these requirements which can be found at https://www.dshs.texas.gov/immunizations/school/requirements.

All students must have an up-to-date immunization record on file with the nurse prior to the first day of school, or an exemption affidavit as allowed by the administrative code. Failure to comply with these requirements will result in delayed enrollment or exclusion from school. The school nurse will review immunization records and notify parents of the need for further vaccination to comply with requirements. Affidavits must be renewed every two years.

## 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.

### 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 and sign in upon arriving back 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 to 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.