

Frequently Asked Questions

Arriving and Leaving School

Q: When and where do I drop off my student for school each morning?

A: Drive through the drop-off line in front of the school between 7:30 and 8:00am to drop off your student. A staff member will be there to greet your student and see that he/she gets into the building safely. All students are tardy after 8:00am.

Q: When and where do I pick up my student in the afternoon?

A: **Elementary:** Teachers bring their classes to the front of the school around 3:10pm for dismissal. The teachers stay with their classes until all students have been picked up. Parents are encouraged to arrive no earlier than 3:00pm to form the pick-up line. Parents drive through the pick-up line to pick up their student(s). Summit has provided a map for you to see the traffic flow. Please stay in your car; staff members direct the flow of traffic, and they will bring your student to your car.

As safety is our main concern, please do not gather on the sidewalks for lengthy times during dismissal since this impedes the flow of traffic. If you would like to visit with a teacher at length, please make an appointment for a conference. The Elementary pick-up line usually dissolves by 3:20pm. All Elementary students should be picked up by this time. If you are late, you must come inside to the main desk. After the first late violation, you will be charged a fee of \$30 per incident to your RenWeb account.

Secondary: Secondary students are dismissed at 3:30pm and must be picked up promptly .

Q: Will my Elementary student be placed in the right car?

A: At the beginning of the year, parents fill out a list of those who may pick up their student(s). Summit also provides parents with three identification cards for use in the pick-up line. Parents should share these cards with those authorized to pick up their student(s). Please place the card in the window of the vehicle so that we can easily see which student(s) you are authorized to pick up. These ID cards help to ensure safety and a swift dismissal.

Q: What if I am not able to pick up my student and I want someone else to pick him/her up?

A: If there is a change in who will be picking up your student(s), please call or email the appropriate campus office by 2:00pm. This procedure helps to prevent any confusion at the time of pick-up.

Q: Is there a bus service provided to/from school?

A: Transportation from the Leander campus to the Cedar Park campus is available for Secondary students only. This bus leaves promptly at 7:20am. There is also transportation available from the Austin area for Secondary students only. The Austin bus leaves promptly at 7:10am.

Q: Do students go straight to the classroom in the morning?

A: Elementary students have a general assembly at the start of each day. At the Leander campus, the general assembly is in the gym. At the Cedar Park campus, the general assembly is in the chapel (Building 5). After the assembly, students line up with their classes and proceed to their classrooms with their teachers. Secondary students should go straight to their homeroom classrooms when they arrive on campus.

Lunch Policies

Q: Does SCA serve hot lunch?

A: SCA serves hot lunch every day through a catering service.

Q: How does my student order and pay for lunch?

A: Parents can send cash or a check payable to SCA with their student(s) for lunch. The student is responsible for bringing cash payments to the lunchroom and check payments to the front office. The student may also “charge” his/her RenWeb account if his/her parents have made a payment to their account for lunch. Parents can make payments to their RenWeb accounts in their campus office.

Q: Can I join my student for lunch?

A: Parents and grandparents are welcome to join their student’s class for lunch. If you will be buying a hot lunch, please send a note with your student so that his/her teacher can place an order for you. When you arrive, sign in at the front office, and receive a name badge.

Absence Policies

Q: Where can I find information about SCA’s attendance policies?

A: Please refer to pages 10-11 in the *SCA Parent/Student Handbook* to review all attendance policies.

Q: How do I get schoolwork for my child if he/she is out sick?

A: Please call the appropriate campus office in the morning to report the illness and request your child's make-up work.. Teachers will bring his/her work to the make-up work basket in the office. Parents may come at the end of the day to pick it up. Please call in your request for make-up work early because it takes time for teachers to put everything together.

Q: What should I do if my child has a doctor’s appointment during school hours?

A: Come to your campus office to sign in/out your child for his/her appointment. A signed note, explaining the cause of the absence, must be turned in to the front office. Regular attendance at school is critical to the educational process; therefore, please make an effort to schedule medical/dental appointments outside school hours.

Uniform Policies

Q: Where can I find the SCA uniform guidelines?

A: Uniform guidelines are on pages 20-22 in the *SCA Parent/Student Handbook*.

Q: Where can I purchase uniform pieces?

A: Parents can purchase uniform pieces directly from the following brands: Parker at School Uniforms, French Toast, Lee at School Uniforms, Land's End, or Dockers. Parents can purchase some approved SCA apparel from the Campus Closet. The Campus Closet is located at the Leander campus and is open on Tuesdays and Thursdays from 3:30 to 5:30pm.

Tuition

Q: When is my tuition due?

A: Tuition is due on the first of every month, even if it falls on a holiday or weekend. Summit will assess late fees to the account if the account balance, including cafeteria charges, is not paid in full by the fifth of the month.

Volunteering

Q: Are there volunteer opportunities at SCA?

A. All parents are encouraged to get involved in some aspect of volunteer work at SCA. Homeroom parents, field trip drivers, lunchroom monitors, special events organizers, and workroom aides are just a few of the many opportunities available. Please pick up a "Parent Partners" brochure for a complete list. Fill out the back portion of this brochure and turn it in to your campus office if you would like to volunteer in any capacity. All parents must undergo a background check each year before they may volunteer.

RenWeb

Q: What is RenWeb?

A: RenWeb School Management Software is an internet-based computer system used for all aspects of enrollment, classroom management, communication, billing, and much more. Once the enrollment process is completed, parents are encouraged to log on to RenWeb to access valuable information including announcements, calendar events, homework assignments, grades, attendance, disciplinary action, medical events, financial information and the school directory.

Q: I have never used RenWeb. How do I log on?

A: Go to www.renweb.com. Click on Parent's Web Log-In. Log-in as follows: School ID is SUMMIT-TX, then type in the email address you provided on your enrollment form. Click on New Parent Log-In. You will receive a password via an email from RenWeb. Once you have that password, return to the first screen, type in your password, and click on Parent Log-In.