

# Elementary



# Handbook

## 2009-2010

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**CEDAR PARK • LEANDER**

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## OUR VISION AND PURPOSE

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

## OUR MISSION

Summit Christian Academy partners with families by providing quality academics, Christian service education, and biblically integrated character development in order to equip student to impact their world.

To that end, Summit Christian Academy seeks to develop students who are:

**Eager to learn** in and from every circumstance (Acts 17:11)

**Attentive to God's voice** in their lives (1 Samuel 3:10)

**Generous** with their time, talents, and treasures (II Corinthians 9: 6-8)

**Leaders in Christlikeness** in their thoughts, words, and actions (I Corinthians 11:1)

**Effective and persuasive** in modeling and communicating a biblical worldview (I Peter 3:15)

**Selfless** in their service to the world around them (Philippians 2: 3-4)

## STATEMENT OF FAITH

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

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

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

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

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

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

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

## **PHILOSOPHY OF EDUCATION**

At Summit Christian Academy (SCA), we believe that education begins with the discovery of God's instruction; all other education flows from this discovery. Without knowledge of God's plan for mankind, it is impossible to fully appreciate God's creation, order, attributes, and immutable laws. A fuller understanding of life's purpose will be achieved when one has learned at the feet of Christ because "...in Him all things hold together." (Colossians. 1:17 NIV)

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

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

The objective of SCA is to provide a nurturing and safe environment where the student is lovingly accepted and their value is recognized. The development of the student encompasses the spiritual, intellectual, physical, and social areas. It is the goal of the school to challenge and motivate an individual to realize his full potential and establish a life-long love of learning.

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

### **Standard**

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

### **Goals**

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

### **Evaluation**

1. The student will exhibit growth in developing Christian character in attitudes and actions. Such character will be seen, for example, as the student demonstrates
  - a Biblical respect for God, authority, and individuals;
  - a diligent, honest, and integrity-based work ethic;
  - a willingness to submit, cooperate, and serve; and
  - the fruit of the Holy Spirit (Galatians 5:22).

2. The student will develop intellectual competence by
  - attaining academic excellence;
  - developing self-discipline; and
  - embracing a Christian worldview.
3. The family will grow as
  - parents take the educational responsibility for their children;
  - children submit to their parents; and
  - the faculty and staff pray regularly for SCA families.
4. SCA will reach the unbelieving world by
  - witnessing to unbelievers;
  - ministering to new families; and
  - serving the surrounding community and the world.

### **Responsibilities**

1. The Home
  - God has placed the parents as guardians over His children.
  - Parents are responsible for the upbringing and education of His children.
  - Children are to be brought up in the nurture and admonition of the Lord.
  - Parents are to apply the Matthew 18 principle when resolving disagreements and to exhibit the values of Christ and the Bible both in word and in conduct.
  - Families are to pray for Summit Christian Academy.
2. The School
  - The school is to be an extension of the home.
  - The school must have Biblical standards and values.
  - The school must provide a nurturing atmosphere conducive to learning.
3. The Teacher
  - The teacher is to stand in the parents' place in instruction and authority while the child is at school.
  - The teacher must exhibit the values of Christ and the Bible both in word and conduct.
  - The teacher must be a student of the Bible.
  - The teacher will pray for the students and families represented at SCA.
4. The Student
  - The student is to submit to the authorities that God has placed over him.
  - The student must apply himself diligently to his academic endeavors.
  - The student is to pray for the school family.
  - The student is to respect all members of the school community as unique creations of God.

### **Curriculum**

1. The curriculum is Bible-centered in that it exhibits a Christian worldview.
2. The curriculum is designed to achieve the spiritual and academic goals of the school.

### **Board of Directors**

1. The Board is to be sensitive to the Lord and to His direction.
2. The Board is to be responsible for the spiritual integrity of the school.
3. The Board is to be responsible for the oversight of the financial stability of the school, using sound fiscal principles in its operation.
4. The Board is to govern the school according to the by-laws of SCA.
5. The Board is to formulate policy for SCA.

### **Administrative Team**

1. The administrative team is to be the instructional and spiritual leader(s) of the school.
2. The administrative team is to be responsible for the daily operation of the school.
3. The administrative team is to be students of the Word and lead by example of the principles found therein.

## **MEMBERSHIP WITH ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL**

Summit Christian Academy is a proud member of Association of Christian Schools, International (ACSI). ACSI is the leader in setting standards and trends in Christian education. ACSI's high standards and values adhere with our goals for Summit Christian Academy, and we consider it a privilege to be associated with such an organization.

## **ACCREDITATION**

Summit Christian Academy is fully accredited through the Association of Christian Schools, International (ACSI).

## **ADMISSIONS POLICY**

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

Summit Christian Academy will consider for admission only those families and students who desire to abide by these school policies and who are supportive of the administration, the teachers, and the school's emphasis on character training by biblical standards.

### **Application Process**

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

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

### **Enrollment Process**

The following checklist gives an overview of the enrollment process:

- Complete and return the Enrollment paperwork with payment of all fees*
- Complete and return the Agreement Form and Financial Agreement*
- Provide a copy of official Birth Certificate\**
- Provide a copy of Current Immunization Records\**
- Provide 2 years of previous school report cards and test scores\**
- Return recommendation forms with the gray section completed for SCA to mail\**

\* pertains to new students

### **Agreement with the Handbook**

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

### **Interview and Disclosure**

An interview for all new students is required for admissions. It is at this time that the Administration seeks to understand whether these families desire their children to be taught within the guidelines of our Statement of Faith. When custody rights have been established by a court of law, parents must provide SCA with current legal documents.

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

### **Assessment**

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

### **Testing**

Students entering kindergarten through second grade will be tested using developmental readiness testing. An entering student's developmental age should meet the following criteria:

	Minimal	Preferred
Kindergarten	5.0	5.5
First Grade	6.0	6.5
Second Grade	7.0	7.5

Also, students entering first through twelfth grade are required to present results from a current year nationally-normed achievement test and an aptitude test. If testing is not current, a testing time is established for a candidate to receive an abbreviated portion of the Stanford Achievement Test. A percentile score of 51 or above in both reading and math is expected for admission. Additional testing may be required.

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

Although there are different opinions in the field of early childhood development regarding the issue of age-appropriate education and the appropriate time to waive age requirements in favor of academics, we feel that instructing children in academics at too early an age causes undue stress and does not allow the child to develop at a normal pace. In view of this, we adhere to a September 1 age requirement of four years of age for pre-K (Note: Pre-K candidates must be fully potty-trained), five years for kindergarten, and six years for first grade.

There are many authors and educators who support our position. Also, there are several books and videos that support our belief that children should not be hurried. The following are a sampling:

- [The Nature of the Learner](#) by Milton V. Uecker
- [Developmentally Appropriate Practice](#) by Sue Bredekamp & Carol Copple
- [Teaching with the Brain in Mind](#) by Eric Jensen
- [The Hurried Child: Growing Up Too Fast Too Soon](#) by David Elkind
- [Miseducation—Preschoolers at Risk](#) by David Elkind
- [Child Development & Education](#) by David Elkind

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

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

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

### **Non-Discriminatory Statement**

Summit Christian Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Summit Christian Academy practices a Biblical philosophy of admissions, not discriminatory on the basis of race, sex, color or national origin in the administration of its policies, admissions, scholarships, and other school-directed programs.

### **Withdrawal Policy**

Upon completion of the Enrollment process, you have entered into a contractual agreement to attend Summit Christian Academy for the entire school year and acknowledge responsibility for payment of the remaining tuition balance of that semester.

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

- The student is withdrawn at the request of the administration due to the school's inability to serve the student's needs.
- The student relocates a minimum of 20 miles from the school of attendance.
- The student requires medical release and can no longer attend school.

Should an issue arise which would precipitate a student's withdrawal before the end of the school year, a written notice must be submitted to the Principal with a minimum of 30 days notice. The administration will review and approve or deny requests for tuition reduction or waiver. There is no appeal process. Under no circumstances will the Tuition Fee be reduced or waived for students that are suspended or expelled from school. The principal may request an exit interview. Your child's records will be released upon the return of school property and satisfaction of all financial obligations to the school.

### **Choosing your Campus**

Families are given the opportunity to attend any campus of Summit Christian Academy. Although care will be given to offer the same opportunities to students at every campus, we realize each campus has its own personality. We encourage families to visit all campuses before making their decision.

For the well-being of the student, changes during the school year are prohibited except in extreme circumstances.

"Limited transportation" between campuses is intended for secondary students (see transportation).

## **TUITION AND FEES**

### **Application Fee**

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

### **Enrollment Fee**

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

### **Annual Tuition**

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

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

Failure to keep your account current may result in the removal of your child(ren) from classes until your account returns to current status. Any special payment arrangements must be discussed with and approved in writing by the business manager. School records, test scores, transcripts, and report cards will be held until tuition charges, late fees, and fines are paid in full and school property is returned.

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

The goal of Summit Christian Academy is to cover all necessary expenses through the enrollment fee and tuition. However, from time to time, additional school-wide fees may be assessed.

From time to time a class or organization may decide to participate in a project or field trip that requires additional funding. These situations require special approval by the principal.

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

Fees may be assessed for late pick-up of student, late or lost library books, late tuition and childcare payments, returned checks, etc. Additional fees, fines or charges may be assessed as approved by the principal or administration for items such as damaged or broken property, failure to adhere to policies, failure to observe rules and warnings, etc.

### **ATTENDANCE**

Attendance may be viewed on RenWeb.

#### **Elementary School Hours**

School begins promptly at 8:00 a.m. and classes are dismissed at 3:15 p.m. Students may begin arriving for school at 7:30 a.m. and are required to go to an assigned location until they are dismissed to class. The Kids Club is available for students arriving as early as 7:00 a.m. Siblings of secondary students riding the bus may arrive beginning at 7:15 a.m.

#### **Tardiness**

A student is counted TARDY if he/she is not in class for the 8:00 a.m. Prayer & Pledges. Please make every effort for your student to arrive at school on time. If a student is tardy, a tardy slip must be obtained from the office in order for the student to be admitted to class. **Three unexcused tardies constitute one unexcused absence.** Three excused tardies constitute one excused absence. A student arriving at school after 9:30 is considered to be absent for one-half day. A student leaving campus before 11:30 a.m. (and not returning) is considered to be absent for one-half day.

#### **Absences**

Students are allowed 15 days of excused absence per school year. Excused absences include **doctor visits, personal illness, serious illness in the family, death in the family, court appearances, or absences due to providential hindrance (acts of God).** Absences for all other reasons need to be handled with a Planned Absence Form in order for the absence to be excused. A student with an excused absence will be given time to complete assignments and exams missed due to the absence (see Make-Up Work). **There will be no opportunity to make up work for unexcused absences and the student will receive a zero for each assignment missed.**

#### **Students with excessive absences run the risk of not receiving course credit or promotion.**

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/parents have 10 days from the date of the absence to the dispute unexcused absences.** 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. Periodically, however, parents must take students out of school for special situations. These situations are identified as planned absences.

In order for an absence to qualify as a planned absence, the following guidelines must be met:

- Parents must fill out and submit the approved Summit Christian Academy planned absence form located in the front office of both campuses **at least 5 days prior to the absence.**
- Approval must be granted in writing by administration.
- Student is required to obtain all assignments before leaving.
- Completed assignments are due on the day of return.

**Evening Programs**

Students are required to attend their class-appropriate programs such as Christmas, Graduation, and End of Year programs. The administration will notify parents concerning any other mandatory programs.

**EDUCATIONAL POLICY**

**Summer Reading Lists**

The school issues at the end of the school year a Summer Recommended Reading List for each grade level. This list is available on the website and through classroom teachers. All students enrolled are **encouraged to read** the book on the list before school starts. An extra test grade and AR points will be given for completing this recommendation.

**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 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 \$115.00.**

**Homework**

Teachers are expected to give reasonable homework assignments. It is the intent of Summit Christian Academy to cover the subject in the classroom and provide time for independent study so as to prevent excessive homework, particularly in grades Kindergarten through 4<sup>th</sup> grade. Because 5<sup>th</sup> and 6<sup>th</sup> grades are transition years into secondary school, parents and students should expect more homework.

Grade Level	Reading	Other Subject Areas
Pre-Kindergarten	10 minutes	0 minutes
Kindergarten	10 minutes	0 minutes
First	10 minutes	10 minutes
Second	20 minutes	10 minutes
Third	20 minutes	20 minutes
Fourth	30 minutes	20 minutes
Fifth	30 minutes	30 minutes
Sixth	30 minutes	40 minutes

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

It is important that students learn good study habits and responsibility in completing homework assignments. To aid in this process, the Student Agenda helps students organize assignments and prepare class assignments. The school provides the Agenda. Should a student lose or damage the Agenda, a second one will be provided at a \$10.00 charge. Individual classroom teachers establish their own grading policies for late work.

### **Grading Process**

Beginning in the first grade, parents are emailed a midterm progress report and a report card at the end of each nine week period. Students receiving a grade of 75 or below in any subject may also receive a short-term academic success plan report from the teacher to outline steps for improvement. Students receiving a grade below 70 will be declared ineligible for athletics (see Athletic Policy). Report cards are prepared for each quarter of the school year. Parents will be notified by e-mail when report cards are available for review on the RenWeb parent website.

A detailed record and average of grades is available on the ParentWeb within approximately five days of the assignment due date.

### **Make-up Work**

Students with excused absences will be allowed to make up work within a reasonable length of time depending upon individual circumstances. Normally, students have one day for every day missed to make up the work. Consideration, however, will be given to students missing several consecutive days or those too ill to prepare for school. For a two to three day illness, all work must be completed within five (5) class days after returning to school. If the student receives an incomplete on his report card, the work must be completed within five (5) class days after receiving the report card.

Teachers will assist students in making up work; however, it is the **parent's/student's responsibility** to determine what work has been missed and to ensure that the work is made up. When it is obvious that the student will miss more than one day, it is the parent's responsibility to call the school, preferably before 2:00 PM and have teachers gather books and class assignments for pick up in the school office. Consideration must be given for the teacher to prepare the work in accordance with his/her class schedule and conference periods.

### **Academic Warning and Probation**

At the end of each grading period, the registrar will compile an Academic Warning list for the principal. The list will contain the names and grades of students whose grades have fallen below 70.

**Academic Warning:** The first time a student has one or more grades below 70, s/he will be placed on Academic Warning. The purpose of the Academic Warning is to help students establish proper priorities and to get extra help as needed. A parent-teacher conference will be scheduled to devise a Short-Term Academic Success Plan for the student in the subject area of the warning.

Students who are on Academic Warning or Probation are ineligible to participate in Athletics (see Athletic Policy).

### **Tutorial Help**

From time to time, students need additional help in a subject. The student's teacher is the first resource for help. Students may also be paired with peers who understand the material and can help. Parents may also choose for their student to receive outside tutorial help.

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

### **Achievement Testing**

Each spring, Summit Christian Academy administers the Stanford Achievement Test and Otis-Lennon School Ability Test for Kindergarten through eleventh grade students for the purpose of student evaluation. Copies of test results are made available to parents.

## **COMPUTER AND INTERNET USE**

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

Students will have access to:

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

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

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

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

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

### **Computer Use Policies**

- Computers are to be used by permission of faculty and for school-related purposes only.
- Students should save files only in their personal file on the server.
- Students should not make unnecessary printouts.
- Students are not allowed to use the printers for personal use.
- Students are not to engage in activities that are intended to hinder another's ability to do his work.
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacement that results from mishandling.
- Students are not to change or manipulate software or operating environments.
- Neither parents nor students are to attempt to repair computer malfunctions or break downs. Such situations should be immediately reported to a supervising teacher.

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

### **Network Use Policies**

- Network users must log on with their own user name and password.
- Passwords may not be shared.
- Users must always log off when they leave a workstation.
- Users may not knowingly go into or read a file which has been opened under another user's password or which is not accessible to them under their own password.
- Students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.
- Students are not to use software indicated for faculty or staff use only.
- The network is to be used for educational purposes only and not for financial or commercial gain or for entertainment.
- Software copyright guidelines are to be respected and followed.
- Social e-mails are not to be exchanged.
- Vandalism will result in detention, cancellation of privileges, or suspension. Additionally, the cost of any repairs will be borne by the student's responsible party.

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

### **Internet Use Policies**

- Use of the Internet must be for an education or research project and must be consistent with the educational objectives of SCA. Students must have an assignment or permission from their teacher indicating the purpose of the Internet excursion. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, material protected by trade secret.
- 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 or any other personal information, or that of others.
- Remember that communication is not private.
- Do not disrupt another's ability to use the Internet.
- Users who note security problems must notify a teacher or administrator. The problem is not to be demonstrated to others.
- Attempts to log on the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network.

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

**THERE SHOULD BE NO EXPECTATION OF, AND THERE IS NO RIGHT OF, PRIVACY. SUMMIT CHRISTIAN ACADEMY RESERVES THE RIGHT TO MONITOR ANY COMPUTER USAGE.**

## CHARACTER DEVELOPMENT

### **Chapel Services**

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

From time to time, different grade levels may have separate chapel services. This offers the opportunity for age-appropriate services and material to be presented. Students will also participate in all-school chapel services.

### **Impact Education**

As part of our mission to equip students to successfully accomplish the purpose for which God created them, all grades participate in service training. This is a structured program designed to develop an awareness of service, beginning within one's own family and reaching out to the world. Classes participate in age-appropriate service outreaches and trips locally, nationally, and internationally.

## SOCIAL DEVELOPMENT

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

### **Elective and Extracurricular Programs**

During the school day, students may take elective classes such as art, music, band, theatre arts, library, and/or computer.

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

### **Holiday Celebrations**

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

Summit Christian Academy will celebrate the Christian holidays as an opportunity to reinforce the true meaning of Christmas and Easter; as a time of rejoicing in the birth, death, and resurrection of Jesus Christ. The school will not use fictional characters such as Santa Claus or the Easter Bunny in our holiday celebrations.

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

### **End of School Party**

An all-school event will be planned by the administration that will take the place of individual classroom parties.

### **Birthdays**

Parents are invited to celebrate their child's birthday during school hours by bringing cupcakes or another simple treat for the entire class to enjoy during their lunch time following their meal.

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

## ATHLETICS

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

### Registration

Athletes must complete all required enrollment paperwork before they may begin to participate in practices or game sessions. Paperwork must be turned in to the registrar or the school office.

Athletic physicals are due before the first game. Athletes must receive a sports physical prior to the sporting year.

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

### School Attendance Requirements

Athletes are required to attend school for the full day on the day of competition in order to practice or play. Exceptions will be allowed for excused absences as defined by the school attendance policy (e.g. doctor appointments, funeral, etc.). Other exceptions may be approved on a case-by-case basis by the principal.

## DRESS CODE

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

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

**Parents are required to purchase the following brand uniforms: Parker at School Uniforms, French Toast, Lee School Uniforms, Land's End, or Dockers.**

**For your convenience, SCA has a uniform store, the Campus Closet, located at the Leander Campus.** Hours are Tuesdays and Thursdays from 3:30 pm to 5:30 pm and 5:30 pm to 7:00 pm by appointment only. Extended hours will be offered in August.

Approved solid colors include khaki, navy, red, and white. The official Summit Christian Academy red/navy plaid from Parker or French Toast is also acceptable for girls to wear. No other plaids are acceptable. Students may wear their choice of closed-toe shoes. Shirts must have sleeves. **Hats may not be worn.**

Clothing, hair color and styles, jewelry, and other personal articles related to counter-culture are not acceptable. The administration reserves the right to judge each case individually.

SCA expects parents to assume responsibility for their student's adherence to the dress code in order to allow the faculty and administration freedom to focus on their primary goal of building Godly character and academic competence. When a student is in violation of the dress code, parents may be contacted to either bring appropriate clothing or to pick up their student from school for the day.

### **Boys' School Uniforms**

- Pants or shorts in khaki or navy.
- Solid color polo style uniform shirt in navy, red, or white (long or short sleeved).
- Button-down dress shirts in white only (long or short sleeved). No plaids.
- Shorts are to be no shorter than two inches above the knee.
- Uniform sweaters or vests in the approved solid colors.
- Approved colors for undershirts are white, navy, gray, or red only.

### **Girls' School Uniforms**

- Solid color jumpers, pants, shorts, skirts, or skorts (culottes) in khaki or navy.
- Summit plaid of red or navy is acceptable for jumpers, shorts, skirts, or skorts. Plaid shirts may NOT be worn.
- Solid color polo style uniform shirt in navy, red, or white (long or short sleeved).
- Uniform style blouses in white only (long or short sleeved).
- Skirts, shorts, and skorts are to be no shorter than two inches above the knee.
- Uniform sweaters or vests in the approved solid colors.
- Socks or stockings in solid red, white, off-white, khaki, or navy.
- Approved colors for undershirts are white, navy, gray, or red only.

### **Outer Garments**

Students are encouraged to wear the following outer garments

- Summit Christian Academy logo jackets (Campus Closet)
- Summit Christian Academy athletic jackets (Booster Club)
- Summit Christian Academy sanctioned logo sweatshirt
- Summit Christian Academy letterman jacket
- Uniform outerwear in navy, red or white from French Toast, Parker at School Uniforms, Lee at School Uniforms, or Land's End

Elementary students may also wear their choice of outerwear to school (coats, jackets, sweaters, etc.). In the classroom however, elementary students may wear uniform jackets (French Toast, Parker at School Uniforms, Lee School Uniforms, SCA athletic, SCA logo) or SCA sanctioned logo sweatshirts only. They may also wear solid red, white, gray, or navy undershirts or turtlenecks without logo or embroidery under uniform shirts. Hats may not be worn.

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

- Elementary students participate in P.E. two days per week and wear their P.E. clothes all day on these days.
- Shorts must be no shorter than two inches above the knee.
- P.E. uniform requirements will be provided with enrollment information.
- P.E. uniforms must be purchased at the Campus Closet.
- Athletic shoes are required for P.E.

### **Casual Day Clothing**

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

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

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

### **School Logo Shirt**

Each student is required to purchase a Summit Christian Academy polo-style school logo shirt to be worn on field trips, special events, etc.

### **Hair**

Hair shall be well-groomed and of a natural color. Our students need to be conscientious about their personal hygiene and keep their hair clean and neat. Hair may not touch the top of the collar, should be trimmed above the eyebrows, and cannot be longer than the bottom of the earlobe. The “tail” or “shaved” look is not acceptable, nor are symbols shaved in the hair. Facial hair is unacceptable. Sideburns may not extend below the earlobe.

### **Make-Up and Jewelry**

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

### **Tattoos and Markings**

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

### **Logos**

Logos displaying anything that does not line up with our Christian beliefs and witness are not allowed at school. This includes logos of magic or anything representing a source of power that comes from a “higher source” other than the Lord Jesus Christ (i.e. Power Rangers, Star Wars, Bones/Skulls, etc.). The list of unacceptable logos will continue to increase and change based on what popular culture offers to deceive and influence our children. Please do not send questionable logos on backpacks, lunchboxes, socks, shoes, etc.

## **DISCIPLINE**

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

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

### **Foundation for Conduct**

There are five (5) 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 convictions are:

- respect for God;
- respect for authority;
- respect for others;
- respect for property; and
- respect for school rules.

## EXPECTATIONS

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

### Classroom Expectations

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

- Respect teachers and peers.
- Be in their seats at the beginning of class.
- Pay attention in class and gain permission before speaking.
- Participate in classroom lessons and activities.
- Bring the appropriate books and supplies to class.
- Have lessons prepared on time.
- Students should use “sir” or “ma’am” when speaking to teachers and other adults.
- Students must use hall passes when leaving a classroom during a regularly scheduled class.
- Opened food and drinks are permitted in the cafeteria and outdoor areas. Fruit and water are permitted in classrooms with permission from the principal or the teacher. Water should be contained in clear, capped bottles.

### General Expectations

Gum is not allowed.

The display of affection between students such as holding hands, kissing or hugging, is inappropriate at school or during school-sponsored functions.

**Radios, MP3 players Ipods, Gameboys, or CD/DVD players, etc., are not permitted at school, retreats, or on field trips. If a student wishes to record a classroom lecture or bring a recorder for academic purposes, he or she must secure permission from each teacher they wish to record and the principal.**

**The use of cell phones on school property during school hours and while on the bus is strictly prohibited. Students who violate the cell phone policy will have their cell phone confiscated and released to a parent. If the student violates the policy again, the cell phone will be confiscated until the end of the school year.**

It is unacceptable to bring weapons (knives, firearms, etc.) to school. Other items not permitted at school, or school sponsored activities, including but not limited to electronic entertainment units, games with occult contents (e.g. Dungeons and Dragons), etc.

**Cheating:** Any attempt to deceive a teacher concerning the extent of one’s work or knowledge so as to cause the teacher to grant a higher grade than deserved is considered to be cheating. Because cheating is sometimes hard to prove, the SCA policy is that even the appearance of cheating is sufficient to warrant punishment. Cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to another person. Cheating in any form is a major violation of school ethics and violation of school ethics and morality that can result in suspensions or expulsion. At the very least, parents will be notified and zeroes given for any schoolwork that is involved.

**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. Anyone who knowingly offers as their own what is in fact someone else’s work participates in a form of cheating and if caught, the work submitted will receive a grade of zero (“0”) and other actions associated with cheating may be implemented.

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

**Profanity and Vulgarity:** While we are aware that cursing and profanity are common in our society, we firmly believe that Christian institutions need to demand speech free from profanity or cursing. Profane speech demonstrates a lack of respect for God's name as well as a lack of respect for those who find such speech offensive. Discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse in Scripture. An undisciplined tongue can cause much grief to others as well as undermining the witness of an individual or school. If this problem is manifested, the student will be corrected and parents will be informed of the problem. If it continues, a parent conference may then be held. In certain situations, the administrator may choose to take stronger disciplinary measures, such as, recommending suspension or dismissal.

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

**Inappropriate Items:** Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are inappropriate at school or at any school-sponsored activity. Such items include, but are not limited to, fireworks, matches, lighters, pagers, telephones, radios, MP3 players, Ipods or CD players, Gameboys, inappropriate reading material, games, laser pointers, and **toys**. Only sport balls and maximum of 2 stuffed animals per student are allowed.

**Forgery:** Students are not to sign their parent's (or guardians) or any other person's name to school-related documents.

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

**Harassment/Bullying:** SCA prohibits harassment, including electronic harassment, of any student or school employee whether based on a person's race, sex, religion, national origin, age, or disability.

### **Discipline Policy**

Each elementary classroom teacher is responsible for establishing his/her classroom management system according to the standards and based on the philosophy of education of Summit Christian Academy. Classroom rules must be posted. Should the student require stronger discipline than the classroom system allows, the student may be sent to the principal for correction and /or a parent may be contacted.

### **Progressive Discipline Policy**

Progressive Discipline is started after a classroom discipline plan has been exhausted.

**Step One:** If a child needs additional mentorship in any area for a rule violation, a staff member issues a slip and that slip must be returned the next day to the classroom teacher. A parent or guardian must sign the slip. If the slip is not returned the next day, the child will lose recess privileges the next day. As with most rule violations that warrant a slip, the child will have seen an administrator and a call home will have been attempted.

**Step Two:** Upon a second violation, a sheet will be issued requiring parental/guardian signature. The administrator will assign the Problem Solving Sheet to be completed by the student that night with parental oversight. Basically, the family should write down how the situation could have been handled properly the first time. How can this situation be rectified at this point with appropriate strategies for restitution? The student must return the sheet to the administrator the next day.

**Step Three:** Upon a third violation, the family will complete a Problem Solving Sheet (see step two) and the student will need to serve a detention to be assigned by the teacher. This detention could be the following: ½ hour during recess plus ½ hour after school with the teacher. The parents will again need to sign the sheet and they will be contacted by the administration.

**Step Four:** Upon a fourth violation, the student will receive a suspension – either in-house or at home – depending on the situation. This suspension could be up to three days. The parents will be contacted and a conference with the administrator will be required before the student is allowed back into school.

Summit Christian Academy does not administer corporal punishment (spanking) to its students. However, if an issue arises that requires a more serious disciplinary response, a parent may be contacted to come immediately to the school to remove the student from the school for the remainder of the school day.

**Medical Leave or Absence:** On occasion there may be a need to invoke a Medical Leave of Absence if a student needs medical attention before returning to school. This should not be viewed as a suspension.

**SEVERITY CLAUSE:** Behaviors that are severe in nature such as harm to other students or teachers may result in more immediate disciplinary action at higher levels than the progressive discipline has stated above. This clause involves a WARNING, SUSPENSION, and then possible EXPULSION if another student/teacher is hurt. If behavior involves defiance without harming another person, then a maximum of 3 suspensions could be handed out before the expulsion (similar to the secondary policy).

### **SUSPENSION AND EXPULSION:**

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

**Suspension:** An administrator may suspend a student. Parental notification and consultation is a part of this procedure. Suspension of a student will usually be for a maximum of three days; however, it may be for a longer period of time. Such offenses will typically be major violations of the foundation of conduct previously mentioned in this handbook. They may include cheating, stealing, 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 and one's relationship with God, as well as the school. Students in suspension may not participate in athletics or extracurricular activities for a period of one week starting with the first day of suspension.

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

- excessive suspensions
- threatening a teacher or another student
- drunkenness
- possession of a weapon with intent to use it
- defiance of authority
- fighting
- inappropriate language
- overt rebellion

- scoffing at God or Christ
- involvement with the occult
- immorality
- theft
- other situations deemed inappropriate by the administration

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

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

## **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 superintendent.
4. Any decision made by the superintendent 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 superintendent.
4. If the parent is not satisfied with the outcome at this point, he may present a written request for further review to the superintendent.
5. Any decision made by the superintendent is final.

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

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

## COMMUNICATION

### **Communication with School Personnel**

The administration is available during school hours to serve you. Parents may feel free to call the school office or stop by at any time to schedule an appointment or to speak with an administrator if available. Each teacher and staff member is assigned a personal email address for easy communication. A list of these email addresses is available on the school website. Teachers have assigned conference periods during the school day in which they can return email messages, telephone calls, or schedule meetings with parents. Parents are discouraged from speaking to teachers regarding student/classroom issues during the school day without a previously-scheduled appointment.

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

### **Online Communication**

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

### **School Website**

The school offers a website that provides families and interested parties with current information regarding the school, its activities, and programs. The web site may be accessed at *www.summiteagles.org*.

Each staff member is assigned a personal email address for easy communication. A list of addresses is available on the website.

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

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

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

### **Weekly Announcements**

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

### **Emergency Preparedness**

The administration and faculty recognize the importance of emergency preparedness training. Each campus has an Emergency Preparedness Committee.

Each room in the school is provided with detailed instructions for handling severe weather and emergency situations. Teachers and students are trained through the use of in-service and classroom instruction, printed

materials, emergency drills, and special assemblies. Monthly fire drills are held in compliance with state mandates.

In the event of an emergency such as a fire, parents are required to check the student out from their primary teacher. For a weather-related emergency (i.e. tornado, flood, life-threatening storm), students will be required to remain on campus until the danger passes. This will alleviate the possibility of parents traveling in dangerous conditions and will keep the students in a controlled environment with familiar safety precautions.

Faculty and staff trained in first aid & CPR are present at all times that students are scheduled to be on campus. When possible, parents will be notified by email of a school emergency.

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

#### **Emergency Closing of School**

In the event of inclement weather or other emergency, an email message will be sent through the RenWeb system and a recorded message will be placed on the schools' voice mail. Please call the school office for the most accurate source for information about closings or delayed starting times. When available, Summit Christian Academy will notify local television and/or radio stations so they can report our emergency plans.

## **TRANSPORTATION**

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

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

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

Students participate in scheduled field trips periodically throughout the school year to enhance the curriculum taught in the classroom. Administration approves all field trips and teachers follow strict guidelines in scheduling, orchestrating, and documenting an off-campus field trip. From time to time, teachers will also plan off-campus social events during school hours.

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

#### **Parent Volunteer Drivers**

Parents are invited and encouraged to participate in classroom field trips and off-campus activities. Parents are required to provide a current copy of their Texas driver's license and proof of current automobile insurance coverage prior to driving for the school. These copies are kept on file in the office and are provided to classrooms or teachers as needed. It is the parent's responsibility to provide updated records. Parents must complete the online background check before they are permitted to drive on trips.

## **MEDICAL INFORMATION**

#### **Illness**

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

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

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

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

### **Medication and First Aid**

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

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

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

**Over-the-Counter-Medications:** The nurse’s office does **not** stock OTC medications. Parent/guardian 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. 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.

Peppermint lozenges will be available for minor throat irritations.

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

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

### **Immunizations**

Texas State Law mandates a current record of immunization or non-immunization to be required as part of your enrollment process.

As a result of the development of vaccines and immunization programs targeted at school age children, many common childhood diseases have been controlled. State laws have mandated proof of immunization prior to school entrance or shortly thereafter and have placed the primary responsibility for compliance upon the school system.

The school nurse will review the immunization records and will notify parents of the need for further vaccination to comply with established guidelines. For those parents with further interest regarding details of vaccination guidelines, please contact the school nurse. Timely compliance is required in order for the student to remain in school.

### **Screening**

The Special Senses and Communication Disorders Act requires that all schools show proof that vision and hearing tests have been performed this calendar year on students who are 4 years old, in grades Pre-K, K, 1, 3, 5, 7, 9 and those who are first-time entrants, regardless of grade. We are also mandated to show proof that Scoliosis screening has been performed on students in grades 6 and 9 and Acanthosis Nigricans screening on students in grades 1, 3, 5 and 7.

### **Lice Policy**

Parents are required to notify the school if their student becomes infected with lice. The school can then take appropriate measures to prevent transmission to other students. If a student is found to have lice, they will be sent home immediately. They may return to school once they have been treated with an anti-lice medicated shampoo and **ALL** nits (lice eggs) have been removed. Upon return to school, the student must be checked and cleared by the office before being allowed to return to class. An occasional persistent case of lice may require an extended absence to resolve the problem. All students in the affected class will be checked for lice over the course of several weeks. In addition, parents are encouraged to check their students at home for several weeks.

## **SUPPORT PROGRAMS**

### **After/Before School Care**

Before school care may be available for Pre-K through sixth grade for students needing to arrive at school between 7:00 and 7:30 a.m. There is a monthly fee for before-school care

After school care may be available for students through sixth grade. Drop-in care may also be available for a limited number of students each day. A separate registration package is required for after school care and must be completed and approved by the childcare director before a student may begin care. There is a registration fee to cover supplies and activities, as well as a monthly or drop-in fee.

There is limited space available for after/before school care. Students will be accepted on a first come first served basis.

### **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 an alternative beverage). Snack bar items are available on a limited basis.

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

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

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

### **Parent Volunteers**

We encourage all parents to get involved in some aspect of volunteer work at Summit Christian Academy. The **Parent/Teacher Fellowship (PTF)** is an ideal way to get involved. Some areas of need are defined and require specific skills, while others simply need a willing person with a little extra time. Homeroom parents, field trip drivers, lunchroom monitors, special program organizers, and workroom aides are but a few of the positions we seek to fill with volunteers. Volunteers and sponsors for field trips should not bring along extra children to the job as the focus of the work should be on the safety and welfare of our students.

**Background Checks**

Criminal background checks are required for all persons spending time with SCA students while on campus or during school-related activities. Persons desiring to volunteer during the school day, for extra-curricular or after-school activities, and events must be willing to submit the required documentation and agree to the performance of a criminal background check at their expense. The expected fee is around five dollars per check. SCA takes seriously its obligation to keep our students safe and considers this an important safety measure. The Administration reserves the right to make an informed decision whether or not to allow a person to volunteer whose record shows an offense in the distant past.

**Fundraising**

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

**Off-Campus Activities**

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

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

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