



SUMMIT
CHRISTIAN

A C A D E M Y

SECONDARY
HANDBOOK
2009-2010

www.summiteagles.org
info@summiteagles.org

**Cedar Park Campus
and SCA Administrative Office**
2121 Cypress Creek Rd.
Cedar Park, Texas 78613
512.250.1369

Leander Campus
1303 Leander Drive
Leander, Texas 78641
512.259.4416

CEDAR PARK • LEANDER



Dear Students and Parents,

Welcome to Summit Christian Academy! We are happy to have you as part of our Secondary School community, and we hope that your experience at SCA will be a successful and memorable one. SCA's vision and mission are all about developing students who will impact the world around them. Everything we do, we do with that singular objective in mind. We want our students to impact their world *intellectually*. Therefore, SCA offers increasingly rigorous academics at every level. Regardless of the course or level, our teachers challenge our students' thinking so that each one may mature in knowledge, understanding, and wisdom. We also desire that each student comprehend that all truth begins and ends with God's truth. Therefore, we integrate our entire curriculum with biblical truth so that our students may learn to see the connections between Bible, Math, and History (for example) and so that they may distinguish truth from error. Finally, we want each SCA student to be able to articulate a biblical worldview eloquently and convincingly. To that end, we expose our students to the great thinkers and writers of western culture in addition to Christian theologians so that they may be able to "...[destroy] speculations and every lofty thing raised up against the knowledge of God..." (II Corinthians 10:5)

SCA also desires that our students impact the world through their *character*. This begins with our staff. At every level, our staff models biblical character to our students. We also provide our students with character-building opportunities – in the way they interact with each other and with our staff, through artistic, athletic, and academic competitions, and through encounters with those in other cultures. Our ultimate desire is for each SCA student to be a young man or woman of sterling character.

Finally, SCA desires that each student impact his/her world through his/her *service to others*. To this end, we provide opportunities for our students to give of themselves to others through our Impact Education program and Impact Trips. We want our students to have hands-on experience in ministering to others in circumstances different from their own so that they will develop true servants' hearts and so that "consider[ing] others better than [them]selves" becomes more than words in a Scripture passage; it becomes a way of life.

SCA teaches the whole student, producing well-rounded adults. We reflect this in the subjects we offer – core courses such as Math, Science, English, Social Studies, and Bible to address spiritual and intellectual matters; PE, a well-developed athletic program, and Fine Arts to grow students experientially and artistically; and chapels, retreats, and Impact Education trips to help students grow and mature in their Christian walks. Overall, this is a very balanced program for the students. Our prayer is that you would have a happy, healthy, and exciting school year. On behalf of the entire staff, welcome to the Summit Christian Academy community!

In Christ,
Georgia Hensley
Secondary Principal



HONOR CODE

I understand that Summit Christian Academy takes an open stand for the Lord Jesus Christ and encourages students to grow in grace and in knowledge of Christ. I also understand that by signing the Honor Code, I pledge to live by the standards of this Code, which have been established for my own good and for the good of the entire school community. By adhering to the Code as outlined in the student handbook, I understand that my actions will enable me to do my best and to be my best. I further understand that if I violate any of the Code's stipulations, I bring on myself the disciplinary actions prescribed by the Code. As a matter of honor and for the development of my character, I pledge to live up to the standards of a Summit Eagle.

SCA School Colors

The Summit Christian Academy colors are **royal blue, red and white.**

SCA Mascot

The Summit Christian Academy mascot is the **Eagle.**

TABLE OF CONTENTS

Organization and Governance	6
Vision and Purpose	
Mission	
Statement of Faith	
Philosophy of Education	
Responsibilities of the School	
Accreditation and Governance	
Responsibilities of the Students and Parents	8
Admissions Policy	9
Application Process	
Enrollment Process	
Enrollment and Eligibility	
Agreement with the Handbook	
Interview and Disclosure	
Assessment	
Testing	
International Student Admission	
Authority to Grant or Decline Admission	
Non-Discriminatory Statement	
Withdrawal Policy	
Tuition and Fees	11
Application Fee	
Enrollment Fee	
Testing Fee	
Annual Tuition	
Additional Fees, Fines, and Charges	
Attendance	12
School Hours	
Tardiness	
Absences	
Planned Absences	
Evening Programs	
Academic Life	13
Graduation Requirements/Diploma Plans	
Credits Awarded	
Community Service Requirements	
Middle School Course of Study	
Promotion Policies	
Grade Point Scale	
Grade Point Average and Class Rank	
Quartile Ranges	
Averaging Course Work	
Valedictorian and Salutatorian	
Honor Students	
Honor Role	
Awards	
Distinguished Scholar Program	
Advanced, Honors, AP Placement	
Scheduling	
Homework	
Secondary Tests	
Secondary Final Exams	
Agenda	
Late Work	

Make-Up Work	
Format for Research Documentation	
Textbooks	
Tutorial Help	
The Learning Lab	
Achievement Testing	
Summer Reading Lists	
Reporting to Parents	19
Academic Standards	
Progress Reports and Report Cards	
Academic Warning and Probation	
Academic Warning	
Academic Probation	
Parent/Teacher Conferences	
Computer and Internet Use	20
Computer Use Policies	
Network Use Policies	
Internet Use Policies	
Character Development	22
Chapel Services	
Retreats	
Impact Education	
Student Activities	23
Impact Student Council	
National Honor Society/National Junior Honor Society	
Social Development	23
Student-Focused Events	
Cinema Club	
Chess Club	
Science Club	
Holiday Celebrations	
School Dance Policies	
Off-Campus Activities	
Athletics	24
Registration	
School Attendance Requirements	
Eligibility	
League Membership	
Scholarships	
Practice	
Off-Season	
School Suspension	
Guidance Services	26
Academic Counseling	
College Counseling	
College Visitations	
Preparing for the Road to College	
Dress Code	28
Boys' School Uniforms	
Girls' School Uniforms	
Outer Garments	
Casual Day Clothing	
Attire for School-sponsored Events	
School Logo Shirt	
Hair	
Earrings, Make-up and Jewelry	
Tattoos and Markings	
Logos	
Authority of the School	

Student Code of Conduct	30
Foundation for Conduct	
Classroom Expectations	
General Expectations	
Passenger Conduct	
Major Offenses	
Drug/Alcohol Policies	
Harassment/Bullying	
Sexual Harassment	
Interrogations and Searches by School Administrators	
Discipline Policies	34
Discipline Procedures	
Demerit System	
Suspension and Expulsion	
Authority to Dismiss or Expel a Student	
Disciplinary Probation	
Discipline Records	
Conflict Resolution	36
Classroom Conflict	
Administration or Policy Conflict	
Suggestions for Helping a Secondary Student with a Conflict	
Communication	37
Communication with School Personnel	
On-Line Communication	
School Website	
RenWeb School System and the ParentWeb	
Weekly Announcements	
Emergency Preparedness	
Emergency Closing of School	
Transportation	38
Transportation between Campuses	
Bus Policies	
Use of School-Owned Vehicles	
Field Trips During School Hours	
Parent Volunteer Drivers	
Student Drivers	
Medical Information	40
Illness	
Return to School after Illness	
Medication and First Aid	
Immunizations	
Screening	
Student Services	41
Lunch Program	
Closed Campus Policy	
Senior Off-Campus Lunch	
Lockers	
General Information	42
Visitors and Volunteers on Campus	
Parent Volunteers	
Background Checks	
Fundraising	

ORGANIZATION AND GOVERNANCE

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.

Mission

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

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

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

***Attentive to God's voice** in their lives (I 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 appreciate fully 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 students are 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.
 - the fruit of the Holy Spirit (Galatians 5:22).
2. The student will develop intellectual competence by:
 - attaining academic excellence.
 - developing self-discipline.
 - embracing a Christian worldview.
3. The family will grow as:
 - parents take the educational responsibility for their children.
 - children submit to their parents.
 - the faculty and staff pray regularly for SCA families.
4. SCA will reach the unbelieving world by:
 - witnessing to unbelievers.
 - ministering to new families.
 - serving the surrounding community and the world.

Responsibilities of the School

1. Board of Directors

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

2. Administrative Team

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

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

Accreditation and Governance

Summit Christian Academy is a private, Christian school consisting of grades PreK through 12 and is fully accredited by the Association of Christian Schools International (ACSI) and the Texas Education Agency under the umbrella of the Texas Education Private School Accreditation Commission (TEPSAC). The school is an independent, Texas, non-profit corporation.

SCA is administered by the superintendent who also functions as an ex-officio member of the school board. The principal reports directly to the superintendent and has delegated authority including formulating and administering curriculum, supervising and evaluating teachers, authorizing and monitoring student activities, and direct involvement with parents.

SCA holds membership in the College Board and The Texas Association of Private and Parochial Schools (TAPPS).

RESPONSIBILITIES OF THE 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 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. The Parents:
 - 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 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.

SCA Student Profile

1. The student has a genuine desire to attend SCA.
2. The student displays a sense of self-discipline and accepts responsibility well.
3. The student has a desire for self-improvement.
4. The student believes that honesty is of utmost importance.
5. The student is open to learning about or has committed his or her life to Jesus Christ and desires to grow in relationship with Christ and others.
6. The student believes that respect for authority is a biblical mandate and demonstrates a desire to be respectful in all his or her relationships with adults and peers.
7. The student is willing to accept and adhere to school guidelines with a cheerful spirit and an attitude that communicates a desire to comply.
8. The believing student demonstrates his or her relationship with Christ through actions, attitudes, and words.
9. The student demonstrates an understanding of and respect for God, his Word, and the school's commitment to a Christian worldview.

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 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 nonrefundable 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

Enrollment and Eligibility

Returning students must go through the enrollment process in the spring of each year. Students must complete the enrollment process in order to run for any organizational office, tryout for the cheerleading squad, or participate in summer athletics. It is the responsibility of the sponsor to verify every student's status before allowing them to participate in tryouts or elections.

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

A parent and student 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 from the previous years' nationally-normed achievement test. Students entering seventh 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 seventh through twelfth grade are required to present results from a current year nationally-normed achievement 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. High school students transferring to SCA must have a minimum GPA of 2.1. Additional testing may be required.

International Student Admission

SCA welcomes international students into our educational program. It is the desire of SCA to be a "light to the nations" and to train and prepare its students to fulfill the Great Commission. In addition to the standard admissions requirements, foreign citizen students are required to provide the following for their first year of admission to SCA:

- Results of the Test of English as a Foreign Language (TOEFL) for students entering grades 9-12*
- Results of the Secondary Level English Proficiency (SLEP) Test for students entering grades 7-8*
- Transcript translated into English and accompanied by a Certificate of Licensed Translation. The number grades should be recorded as letter grades as well (e.g., 96=A)
- Copies of the most recent achievement tests results (if applicable)
- Testing is required for all applicants. The non-refundable testing fee is required at the time of testing.
- Signed agreement to support the policies as written in the handbook, including the Statement of Faith.
- The student must have a personal interview with the principal. The host or guardian must attend the interview.
- An immunization record is required of all new students. An athletic physical is required of students desiring to participate in athletics.
- Proof of available funds to cover cost of education (required by I-20).
- An applicant will be notified of his acceptance into Summit Christian Academy.
- Annual tuition must be paid in full when the student is accepted for admission.
- Upon acceptance of admission and payment of tuition to Summit Christian Academy, an I-20 will be issued.
- Copy of passport and F1 Visa is to be on file before student may attend class.

*See the SCA website for minimum scores required on the TOEFL and SLEP tests.

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.

Because policies and routines at SCA are predicated on the assumption of parent-school cooperation and shared parent-school authority, students must reside with a parent or guardian, or in a home approved by the parent or guardian. The school retains the right to revoke continued enrollment to students whose living arrangements are, in the judgment of the school, detrimental to the school.

The administration has absolute authority in all matters regarding admission and dismissal. The decision to admit or decline admission remains the absolute right of Summit Christian Academy. Denial of admission will occur when, in the sole opinion of the principal and superintendent, 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 is withdrawn at the request of the administration due to the student's altering ties with parent/guardian authority.
- The student relocates a minimum of 20 miles from the school of attendance.
- The student becomes ill and can no longer attend school.
- The student requires medical release and can no longer attend the 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.

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. (See Withdrawal Policy for exceptions.)

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 status returns to 'current.' Any special payment arrangements must be discussed with and approved in writing by the business manager. School records, test scores, transcripts, and report cards will be held until tuition charges, late fees, and fines are paid in full and school property is returned.

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. Each student participates in at least one retreat and one Impact Education Trip each year. Although fundraisers help to cover a portion of the trip cost, parents are responsible for the remaining balance. Occasionally, 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 care for textbooks, workbooks, and library books properly. 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 or lost library books, late tuition, and 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.

Transcripts will be forwarded for graduating seniors whose financial records are clear without charges until 12 months after graduation. After that time, there will be a \$5.00 fee for each transcript.

ATTENDANCE

Attendance may be viewed on RenWeb.

School Hours: 8:00 a.m.-3:30 p.m.

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. Secondary students riding the bus from an elementary campus to the secondary campus and their siblings 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. roll call. If a student is tardy, a tardy slip must be obtained from the office in order for the student to be admitted to class. **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. Excessive tardies to school, excused or unexcused may result in a demerit.

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, 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). **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 have 10 days from date of 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, periodically, parents must take students out of school for special situations. These situations are identified as planned absences. A student may have a maximum of 7 planned absence days each school year. In order for an absence to qualify as a planned absence, the following guidelines must be met:

- Students must present a signed note from a parent to obtain a Planned Absence Form.
- Students must fill out and submit the Planned Absence Form to the secondary principal at least 5 days prior to the scheduled absence.
- Approval must be granted in writing by the administration on the Planned Absence Form. This form will be sent to the student's homeroom teacher after it has been reviewed. The student must have this form in his or her possession before the scheduled absence.
- The student is required to obtain all assignments before leaving.
- Completed assignments are due on the day of return.

Secondary students shall not schedule a planned absence during finals or SAT testing.

Evening Programs

Students are required to attend High School Graduation. The administration will notify parents concerning other mandatory programs.

ACADEMIC LIFE

SCA offers a rigorous academic program that is based on God's holy and inerrant Word and is designed to meet the needs of each student. The biblically-integrated curriculum encourages students to think critically and creatively and challenges them to work toward excellence. In such an environment, each student is expected to take full advantage of all resources available in order to perform at his/her highest academic level, to the glory of God.

Graduation Requirements/Diploma Plans

SCA offers 3 diploma plans. The Distinguished Diploma is designed for the student who is capable of college-level work and who plans to attend a 4-year college or university. The Recommended Diploma is designed for the student who plans to attend a 4-year college or university. The Academic Diploma is recommended for the student who plans to attend a technological school or community college. Students must meet or exceed the following graduation requirements:

Academic Diploma	Recommended Diploma	Distinguished Diploma
26 credits	28 credits	28 credits
4 Bible	4 Bible	4 Bible
4 English	4 English	4 English
3 Math Algebra I, Geometry, + 1 other	3 Math Algebra I, Geometry, Algebra II	3 Math Algebra I, Algebra II, Honors Geometry, Pre-Calculus, Calculus
2 Science Biology and Physical Science or Chemistry	3 Science Biology and two of Physical Science, Chemistry or Physics	3 Science Biology and two of Chemistry or Physical Science or Physics
3 Social Studies World Geography, World History and US History	3 Social Studies World Geography, World History and US History	3 Social Studies World Geography, World History and US History
½ Government	½ Government	½ Government
½ Economics	½ Economics	½ Economics
2 Physical Education*	2 Physical Education*	2 Physical Education*
½ Health	½ Health	½ Health
½ Speech	½ Speech	½ Speech
1 Computer	1 Computer	1 Computer
1 Fine Art	1 Fine Art	1 Fine Art
1 Academic Elective	2 Foreign Language	2 Foreign Language
3 Elective Credits	3 Elective Credits	2 Academic Electives** 1 Credit: Original Project/ Independent Study Advanced Measures***
25 hours community service for each year of attendance at SCA	25 hours community service for each year of attendance at SCA	25 hours community service for each year of attendance at SCA

- * Only 2 PE credits may apply towards graduation credits.
- ** Academic Elective credits may be in Science, Math, or Foreign Language. We recommend the following courses: Physics, Pre Calculus, Calculus, Spanish III, and Spanish IV.
- *** 1) Students must maintain a 90 overall average.
2) Receive a score 80% or higher on the basic battery of the Stanford Achievement test their junior year.

Texas State Law requires that all students begin the ninth grade on the Recommended Program. In order for a student to be eligible to receive a Texas Grant, students must meet requirements for the Recommended or Distinguished Plan.

For students transferring into SCA high school, the secondary principal and/or registrar will evaluate the student's transcript on an individual basis and, if necessary, make recommendations for additional coursework outside of SCA or approve waivers or exemptions to the existing graduation requirements.

Graduates of the class of 2011 and following be required to complete 4 years of science and 4 years of math for the recommended and distinguished diploma plans.

Credits Awarded

Credits toward graduation are earned at the rate of 0.5 credit hours per semester for courses completed with a semester grade average of 70 or above. Some high school credits may be earned in eighth grade or by taking dual credit college courses while in high school.

Community Service Requirements

Upon entering high school at Summit Christian Academy, students commit to completing 25 hours of community service each year enrolled. Student Council and National Honor Society members must complete 36 hours of community service. Hours served during the summer will be credited toward the following school year. A wide range of opportunities is available, such as helping the elderly or handicapped, serving at a church or youth camp, or serving at the school or a mission trip. The process for logging community service hours is as follows:

- Pick up a community service form from the office or download it from the website.
- Complete service and form.
- Have form signed by supervisory adult.
- Turn in the form to the registrar who will log in the hours on RenWeb.

The community service requirement will be finalized by seniors with a reflection paper to be turned in to the secondary principal by May 1. The paper should be written according to the following guidelines:

- Must be 2-3 pages in length, typed and double-spaced.
- Include a description of the service.
- Include what the experience of the service has taught the student.
- Include a Biblical application about the concept of service.

Middle School Course of Study

Grade 7	Grade 8
Bible	Bible
English	English
Texas History	U.S. History
Standard Math/ Pre-Algebra	Pre-Algebra/ Algebra I
Life Science	IPC
Keyboarding	BCIS
Fine Arts Elective*	Fine Arts Elective*
PE	PE

*Fine arts electives include art, band, and theater arts.

Promotion Policies

7th and 8th

A student who fails more than 1 core course (English, math, science, social studies or Bible) will not be promoted.

9th-12th

A student will be considered a sophomore (10th grade) when 6 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.

Grade Point Scale

Letter Grade	Numeric Grade	Standard	Honors/PreAP/ Dual Credit	AP
A+	99-100	4.0	5.0	6.0
A+	98	3.9	4.9	5.9
A	97	3.8	4.8	5.8
A	96	3.7	4.7	5.7
A	95	3.6	4.6	5.6
A	94	3.5	4.5	5.5
A-	93	3.4	4.4	5.4
A-	92	3.3	4.3	5.3
A-	91	3.2	4.2	5.2
A-	90	3.1	4.1	5.1
B+	89	3.0	4.0	5.0
B+	88	2.9	3.9	4.9
B+	87	2.8	3.8	4.8
B	86	2.7	3.7	4.7
B	85	2.6	3.6	4.6
B	84	2.5	3.5	4.5
B	83	2.4	3.4	4.4
B-	82	2.3	3.3	4.3
B-	81	2.2	3.2	4.2
B-	80	2.1	3.1	4.1
C+	79	2.0	3.0	4.0
C+	78	1.9	2.9	3.9
C+	77	1.8	2.8	3.8
C	76	1.7	2.7	3.7
C	75	1.6	2.6	3.6
C	74	1.5	2.5	3.5
C	73	1.4	2.4	3.4
C-	72	1.3	2.3	3.3
C-	71	1.2	2.2	3.2
C-	70	1.1	2.1	3.1
D (Dual Credit only)	65	1.0	2.0 (Dual Credit only)	

Grade Point Average and Class Rank

SCA uses a weighted grade system in computing grade point averages for class rank (see chart). In addition, each student has a cumulative numerical average based on all semester marks earned in high school courses. The policies governing the computation of numeric and GPA averages is based on a 100 point and 4.0 point scale, respectively.

Report cards and transcripts reflect the actual grade earned in the course, while the GPA reflects the weighted scale of AP, PreAP, dual credit, and honors classes.

Class ranks are reported in quartiles. Students who are in the top ten percent of their class receive a numerical ranking. Students must have attended SCA four full semesters in order for their GPA to place them in the top ten percent of their class. GPA and quartile rankings may be obtained after the completion of any semester.

Quartile Ranges

Summit Christian Academy ranks the top 10 percent, the top 25 percent as those with a cumulative average greater than 89.4, the top 50 percent as those with a cumulative average greater than 84.4, and the top 75% as those with a cumulative average greater than 79.4.

Averaging Course Work

1. With the exception of dual credit classes, grades earned at other schools are not used in computing the overall grade point average.
2. When a student receives a failing grade (69 or below) for a semester (1/2 year), the semester must be repeated successfully to receive credit.
 - a. If the student repeats a failed course at SCA, the student will be given a numerical grade which will be used to calculate the overall GPA.
 - b. Courses repeated at another school, summer school, or correspondence school will not be used in calculating the overall GPA.
 - c. Credits earned for make-up must be earned from an accredited school.
3. SCA will accept homeschool credits at the time of admissions only. Homeschool credits must be approved by the principal and the grades from those credits will not be used in the calculation of the overall GPA.

Valedictorian and Salutatorian

Candidates for Valedictorian and Salutatorian must have attended SCA for 4 consecutive semesters. Only credits received at SCA are calculated into the cumulative average and cumulative GPA for candidacy.

Beginning with the 2011 graduating class, candidates must be on the Distinguished Diploma plan that requires at least 5 advanced classes. Advanced classes include, but are not limited to, honors classes, AP classes, dual credit classes, physics, Spanish III and Spanish IV.

Honor Students

There are three classifications of honor graduate: Highest Honors, High Honors, and Honors. The Highest Honors award is given to any student whose GPA at the end of the senior year is 4.0 or above. The High Honors award is given to any student whose GPA is between 3.9 and 3.5. The Honors award is given to any student whose GPA is between 3.4 and 3.1. If Academic achievement or conduct deteriorates during the senior year, the principal may not allow the student to be designated an honor graduate. Honor graduates wear one, two, or three gold cords designating Honors, High Honors, and Highest Honors.

Honor Roll

After each nine-week grading period, the registrar publishes the A and the A/B Honor Rolls.

Awards

Annual Honor Roll Award- Any student who has been on the A or A/B Honor Roll for the first 3 nine-week periods receives an award certificate.

Course Award- An award for Most Outstanding Student will be given in most subject areas. To qualify for selection, the student must exemplify excellence and accomplishment in the subject area, positive conduct, and outstanding attitude.

Soaring Eagles Award- Students who exhibit exceptional behavior each 9 week period will receive this award.

ACSI Distinguished Christian High School Student Award- Juniors and Seniors may receive this award for leadership, academics, fine arts, athletics, or service. Faculty select ten percent of each class in each category for the ACSI DCHSS award.

Distinguished Scholar Program

Students who desire to pursue a Distinguished Diploma must apply to the Distinguished Scholars Program. In addition to completing 5 advanced classes, each student is required to complete an independent study project on an approved topic. The Project includes a 4,000 word research paper, an internship (40 hours minimum), and a 10-minute oral

presentation with visuals to a committee of teachers, board members, administrators, and community members. Students receive a full credit for this project.

Advanced, Honors, AP Placement

SCA offers two levels of English, social studies, math, and science in the middle school. The school offers two levels of English, social studies, and math in the high school. In order to be eligible for an advanced class, students must have scored a seven stanine or better on the Stanford Achievement Test (SAT) and must have maintained a minimum grade of 90 in the specific subject the previous year. A student scoring a six stanine may possibly be eligible for the advanced class, with the recommendation of the teacher. Students in grades 7 through 10 are placed in either the standard or the advanced class by the administration. In grades 11 and 12, students must apply for the classes, as well as meet the minimum required standards.

Scheduling

Secondary students begin registration for fall classes during the month of May. Students receive guidance for classes so that required courses are scheduled and proper electives are chosen. Once student schedules are established, very few changes are made. Requests for changes must be made in writing using the Change of Schedule Request form that may be obtained from the front office. Changes in schedules must be requested during the first three weeks of school.

Homework

The secondary school of Summit Christian Academy believes that homework is an integral part of the 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 homework assignments on time. Homework is given for several reasons:

- For reinforcement: We believe that most students require review to master material essential to their educational process.
- For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.

Middle school students can expect up to two-and one-half hours of homework four days a week. High school students can expect up to two-and one-half hours of homework 5 nights a week. Teachers are expected to give reasonable homework assignments.

Parents may access the RenWeb parents' website to view the upcoming week's homework assignments in each class. Students are issued agendas for recording classroom homework assignments.

For middle school students, no homework except math is assigned on Wednesday night and no tests except math are assigned for Thursday. The administrator may grant exceptions to this policy under extenuating circumstances.

Secondary Tests

Students may have no more than three evaluations on a given day, and no more than two of those evaluations may be tests (i.e., two tests plus one quiz or two quizzes plus one test). Students participating in the Dual Credit or AP program are excluded from this policy.

Secondary Final Exams

Final exams for high school credit courses are given at the end of each semester, and they test the students' proficiency in materials taught during the entire semester. In order to be exempted from a final exam, a student must have a grade average of 93 in that class with no unexcused absences. Students may exempt from one final per subject, per year, up to two per semester. All seniors may exempt finals in all subjects for which they have an average of 80% or higher for the second semester. No planned absences will be approved during final exams.

Agenda

The student agenda helps students organize assignments and class preparation. Students are to bring their agenda to each class everyday. The school provides the agenda. Should a student lose or damage the agenda, a second one will be provided at a \$10.00 charge.

Late Work

If homework or an assignment is not turned in during the appropriate class period, it is late. 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

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 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 off periods.

Format for Research Documentation

Secondary students shall use the Modern Language Association (MLA) format for research documentation. Teachers will provide students with information outlining how a student is to formulate note cards, bibliographies, footnotes, etc. for any type of paper or project requiring students to document the source of their information.

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 \$115.00.

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.

The Learning Lab

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

The Learning Lab is designed to assist students with their academic classes in a tutorial setting while helping the students learn their strengths and weaknesses, find ways to cope with these attributes, and continue to function in the classroom. The Learning Lab also supports the classroom teachers by assisting them with accommodations and plans for those students with learning disabilities. This program unites the expertise of regular and special educators to provide the best educational approach for each child. The goal is to assist students with assignments before they get behind in their work.

Each student receives accommodations according to their individual needs. Some examples of when students may come to the Learning Lab include completing independent work that requires significant one-on-one support or small group interaction to be successful; needing to have a test read aloud; needing to participate in a study session prior to taking a test; and/or needing re-teach, pre-teach, or review materials.

The Learning Lab staff tracks progress through frequent communication with teachers and parents, recommending accommodations, and acts as a liaison between home and school. Services are provided during the school day and are scheduled carefully to ensure the student does not miss instruction in the classroom. There is a fee of \$25.00 per hour for services received in the Learning Lab. Only students who have been through our Intervention Team (IT) process will have access to the Learning Lab.

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.

All juniors and sophomores are required to take the PSAT college entrance test.

Summer Reading Lists

At the end of the school year the school issues a Summer Reading List for each grade level. This list is available on the website and through the English teachers. All students enrolled are required to read the books on the list before school starts and be ready to complete projects/tests related to the books as directed by the teacher. Grades will be taken on these assignments.

REPORTING TO PARENTS

Academic Standards

It is the policy of Summit Christian Academy to communicate with parents about their child's progress. Student academic progress is consistently monitored through an established reporting system. To aid parents in their responsibilities, SCA will make every effort to communicate clearly and in a timely fashion to parents when academic concerns arise. In return, SCA expects parental cooperation in support of actions or requests communicated by the school.

Teachers are encouraged to telephone parents, send notes, email, or arrange conferences to discuss the progress of any student whose work seems out of the ordinary. Parents are strongly urged to note progress report dates on the current school calendar. Parents are encouraged to contact a teacher by phone, check the teacher's web page, or call the teacher's voice mail when a question or concern arises over their child's progress.

Progress Reports and Report Cards

Parents are emailed a midterm progress report and a report card at the end of each nine-week period for students in seventh through twelfth grade. 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.

Secondary report card grades are calculated according to the following formula:

Middle School

- 30% homework and daily work
- 30% quizzes
- 40% tests

High School

- 50% homework, daily work and quizzes
- 50% tests

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

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

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

Academic Warning and Probation

At the end of each grading period, the secondary school principal will compile an Academic Warning/Probation/Ineligibility list. The list will contain the names of students who have grades below 70.

Academic Warning: The first time the student has one or more grades below 70, he will be placed on Academic Warning. The purpose of Academic Warning is to help students establish proper priorities. A letter of warning is sent to the parents at the time the student is placed on the list to inform them of possible future probationary status or dismissal if the student's grades remain low. In addition, a parent-teacher-student conference is scheduled to devise a short-term academic success plan. It is the parent's responsibility to schedule the conference.

Academic Probation: Probation is reserved for those students whose continued academic struggle warrants specific attention. At the end of the grading period in which the student has been placed on Academic Warning, the short-term academic success plan and the student's records will be reviewed by the teacher to ascertain what progress has been made to improve grades. If the student has failed to meet expectations lined out in the short-term academic success plan, the principal will schedule a parent/teacher/principal meeting. Please note: Any student who again has poor grades after being on Academic Probation faces probable academic dismissal from the school at the end of the school year. Every effort will be made to work with families to avoid this action if possible.

Students who are on academic warning or probation are ineligible to participate in Athletics (see Athletic Policy).

Parent/Teacher Conferences

The school desires to communicate with parents and welcomes inquiries. Parents are asked to contact the teacher during school hours if at all possible. A parent wishing to speak with a teacher should send an email to the teacher or call the school office to make arrangements for a conference. Please do not attempt to hold a conference with a teacher during school hours when the teacher is conducting class or in the mornings when students are coming into the room. It is required that all parents check in with the office before going to a teacher's classroom during school hours.

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 that are inconsistent with the spiritual and educational goals of SCA or its representative families.

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

Computer Use Policies

- Computers are to be used by permission of faculty and for school-related purposes only.
- Students should save files only in their personal 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 breakdowns. Such situations should be immediately reported to a supervising teacher.

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

Network Use Policies

- Network users must log on with their own 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. Several times each year special guests will be invited to bring relevant messages to the students. Students must bring their own Bible to school for chapel.

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.

Retreats

Secondary students attend two annual retreats. High school students attend a two-day overnight retreat. Middle school students attend a day trip to a local camp facility. These retreats provide a time for students to experience spiritual growth, relax, and enjoy each other. Students must bring their own Bible for use at camp.

Impact Education

As part of our mission to equip students to successfully accomplish the purpose for which God created them, all grades participate in the Impact Education program. 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 outreaches and trips locally, nationally and internationally. Through these outreach opportunities, students learn about countries and cultures where missionaries serve, how to pray for their community, nation and the world, how to implement principles of leadership and service in their lives, and how exciting it is to serve God! Each service opportunity contains the following components:

Prayer and Quiet Time- Prayer is a key component of every Impact Education service trip, because it is an essential part of any ministry. Whether working with a church a few hours away or with a ministry abroad, students are taught and encouraged to pray for the people and places around them at all times.

Team Building- Without "electronic gadgets" and other distractions, students find themselves with plenty of time to get to know each other better. They eat together, pray together, work together, serve together, and accomplish goals together.

Service and Outreach- Impact Education gives students the opportunity to share God's love in word and action. It is our desire that Impact Education helps students develop a deep compassion for others as they are given opportunities to serve.

Leadership- Service opportunities and trips are times for students to be empowered; to recognize and use their God-given gifts and talents, and develop as leaders.

Fun- Serving God is truly an adventure. It is the desire of SCA that students come to the realization that serving God in any way, in any location, is exciting, rewarding and fun!

Participation in school-sponsored Impact Education service trips is required for secondary students.

STUDENT ACTIVITIES

Impact Student Council

The Impact Student Council is comprised of students from the 9th to 12th grades. The purpose of this organization is to:

- Train the students in leadership skills.
- Develop teams of students that will organize and lead service projects.
- Provide service opportunities for the student body beginning on the SCA campus to the community to state-wide needs.
- Provide an atmosphere that will encouragement and promote cooperation and camaraderie among the students.

Any student will be given an opportunity to participate on this council through an application process. Officers will be elected from the members of the council. A selection committee comprised of officers and faculty members will review and evaluate the applications to determine and select the officers.

National Honor Society/National Junior Honor Society

The National Honor Societies have been established to recognize students who have demonstrated excellence in four areas: scholarship, leadership, service, and character. Although scholarship is of primary importance, membership in the societies is awarded only to students who demonstrate strengths in all four areas. Students meeting the scholarship requirements are eligible to apply for membership.

In the spring, the registrar shall supply the NHS/NJHS sponsor with a list of those students who have attained an average grade of 90 or above, and have no detentions that year. The NHS/NJHS sponsor will notify those students and their parents and extend to them an invitation to apply for membership to the National Honor Society/National Junior Honor Society. The three-part application will include sections pertaining to leadership, character, and service. Each applicant will provide a record of service and leadership activities including, but not limited to, those sponsored by Summit Christian Academy. In addition, each application will provide recommendation forms from Summit Christian Academy faculty, administrator, a pastor, and a parent/guardian.

The selection committee will be composed of faculty members. The committee will review each applicant and evaluate each applicant on a point system. If the student fails to receive a sufficient number of points, that applicant will be denied membership and the NHS sponsor will inform him/her of the committee's decision. The sponsor will also help that student to determine what he/she can do to be considered for membership, if eligible, next year.

An induction ceremony will be held in the spring.

Each NHS/NJHS member is expected to maintain an overall average of 85. Any student whose overall average falls below 85 will be notified that he is on probation for NHS/NJHS. Any student who has not brought the average up by the end of the semester will be dropped from the membership roll and will not be eligible for reinstatement at any future time. In addition, students who receive a detention will be placed on probation for NHS/NJHS. Students who receive 3 detentions during their time at Summit will be dropped from the membership roll and will not be eligible for reinstatement at any future time.

SOCIAL DEVELOPMENT

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

Student-Focused Events

Meet the Teacher Night

This is a come-and-go evening event scheduled prior to the first day of school. Students and parents are encouraged to attend this event to receive class schedules, meet new faculty, and visit with returning faculty and friends.

Student Orientation

Seventh grade orientation is scheduled prior to the first day of school. The event takes place around a pizza lunch. The students are taken through the handbook, walked through their schedules, and helped to master their locks on their lockers. It is a time to get acquainted with students and the secondary principal. Secondary orientation takes place the first two days of school. It is a time for bonding in homerooms and as a school. A variety of activities is planned. Students dress in casual attire on these days.

Awards Ceremony

The last chapel in May is designated as Awards Chapel. Student achievements are celebrated by publicly recognizing their diligence and character displayed throughout the year.

Graduation

Graduation is the culminating celebration of the year. All secondary students are required to attend and are involved in the ceremony.

Cinema Society

Cinema Society is a club that provides students the opportunity to explore the language of film, to recognize the importance of conveying messages through film elements, and learn to convey messages with a Biblical worldview. This club gives students experience in producing and analyzing media, allows them to learn techniques to plan, create, and evaluate a video segment or short film, and to produce videos that hold to a Biblical worldview for specific events and purposes (i.e. chapel, classes, etc.). It is also a fun avenue for students to explore their creative abilities through the language of video.

Chess Club

The chess club offers an opportunity to students in making friends with a common interest in an academically enriching environment that promotes sportsmanship and other positive social skills. All Summit Christian Academy students in grades 7-12 who have a GPA of at least 2.0 and interest in chess may join. No prior experience is necessary, just a desire to learn and play. The SCA Chess Club is a student-run organization, led by the elected officers.

Science Club

The Science Club provides an opportunity for students to further their scientific knowledge, which can enhance their worship of God as they develop greater insight into the wonders of His creation. All Summit Christian Academy students in grades 9-12, who have a GPA of at least 2.0 and interest in science, may join this club. The SCA Science Club is a student-run organization, led by the elected officers. Juniors and seniors may hold office.

Holiday Celebrations

In an effort to keep our focus on academics during the school day, classroom celebrations are limited to Christmas. A classroom party shall be held in the homeroom class 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 and 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.

School Dance Policies

SCA holds two student dances per year. The purpose of the dances is to give the students an opportunity to learn how to dress and behave in a Christian-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.

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 to a member of the dance committee 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.

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 they can be held off campus. Activities planned by classes and organizations should follow these guidelines:

- Any function sponsored by an 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 or liability for activities of a social nature that may include SCA students but were not planned under the direction of the superintendent.

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. Fifth year high school students are ineligible for all TAPPS competition.

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.

Eligibility

Students participating in athletics are expected to maintain passing grades in all classes. Grades will be reviewed at the 4.5-week and 9-week grading periods. Athletes not maintaining a class average of 70% or above in any subject will be placed on Athletic Probation.

Athletic probation consists of game non-participation as follows:

- A student failing one or more classes at the 4.5-week progress report period shall miss a minimum of one (1) week's games to include (or be extended to include) at least one (1) game. The week's probation period begins at 7:45 a.m. on the Monday the progress reports are emailed to 7:45 a.m. of the following Monday.
- A student failing one or more classes at the 9-week report card period shall miss a minimum of three (3) weeks' games to include (or be extended to include) at least one (1) game. The three (3) week's probation period begins at 7:45 a.m. on the first Monday and ends at 7:45 a.m. on the fourth Monday of the next grading period.
- A student with one failing grade may continue to participate in practices during the probationary period.
- A student with more than one failing grade will not be eligible to participate in practices until the grade is brought up to passing (70% or above). This is to provide the best opportunity for the student to achieve passing grades in his classes.

The probationary period is considered fulfilled once a student achieves passing grades in all classes and has completed the non-participation requirements listed above.

If a student is not able to achieve passing grades within the probationary period, the period will automatically extend to the next 4.5-week or 9-week grading period.

Example: An athlete failing two classes at the 4.5-week mark will not be allowed to play in a game for the week (Monday through Friday) following the grading period cut-off date. If the sporting team does not have a competition game scheduled during the one-week probationary period, the athlete will not be allowed to participate in the next upcoming competition or practice until their class average for one of the classes has reached a passing grade of 70% or above. Then the athlete will be able to practice until the end of the probationary period. The athlete will be able to continue in normal competition once all classes reflect a passing grade (70% or above).

League Membership

For varsity and junior varsity teams, Summit Christian Academy is a member of the Texas Association of Private and Parochial Schools (TAPPS). Middle school teams are in the Austin Christian Athletic Association (ACAA) League.

Scholarships

All students, including student athletes, may apply for financial aid upon acceptance at SCA. Financial aid is awarded by the School Board on merit that is based upon the financial data provided by parents or guardians to the school.

Summit Christian Academy does not provide athletic scholarships; likewise, parents may not provide athletic scholarships in an attempt to entice gifted athletes to come to Summit Christian Academy from other high schools.

Practice

Practice times are established based on availability of facilities and coaches' schedules. Fall sports begin before the school year starts. Students must be enrolled for the fall semester in order to participate.

Off-Season

If a sport has an off-season, the student athlete is expected to participate in off-season practice. Off-season practice will be held only with those athletes not actively involved in another interscholastic sport. Students must be enrolled for the fall semester in order to participate in spring off-season or to tryout for cheerleading.

School Suspension

An athlete in suspension may not participate in athletics (including practices, games, or competitions) for a period of one week starting with the first day of suspension.

GUIDANCE SERVICES

Academic Counseling

Any questions regarding a student's program of academic study should be directed to the secondary principal.

College Counseling

The Secondary Principal distributes information about preparing for and choosing a college. Through annual grade-level college trips, conferences, and resources made available through SCA's website, the counseling program seeks to provide help in making specific post high school plans.

College Visitations

Each year the eighth, ninth, and tenth grade students have the opportunity to visit a college campus. The college tours provide the students with a chance to experience the unique atmosphere on a university campus. Students are introduced to campuses of different sizes and locations. SCA students gain knowledge through guided tours and information sessions on the college admission process, campus life, the transition into college, methods of paying for college, as well as other valuable information. Traditionally, the eighth grade students visit a local state university. Our ninth grade class tours the University of Mary-Hardin Baylor's campus in Belton. The tenth grade class travels to Trinity University in San Antonio. All tours are one-day trips and are scheduled during normal school hours.

Juniors and seniors may be excused to visit colleges in which they are interested. A Planned Absence Form should be requested. A maximum of 2 days each school year is allowed.

Preparing for the Road to College Things You Need to Know

8th Grade

- Students may take a few high school classes this year. Physical science, computer, and Algebra I are typically the high school courses 8th graders may take.
- It is important to realize that high school courses taken in the 8th grade count on the high school GPA. In addition, high school credit is awarded per semester; each semester is independent. If students do not have a passing score at the end of the first semester, the entire semester is lost regardless of how well the student scores the second semester.
- At the end of the 8th grade, students work with the principal or counselor to select their freshman courses and develop a four-year plan for high school.
- Parents may want to begin to investigate colleges at the end of 8th grade.

9th & 10th Grades

- Each spring students meet with the principal or counselor to revisit the four-year plan to be sure that students are on track for college success.
- The PSAT, a practice for the SAT, is given at the school on a Saturday morning in October which has been determined by the College Board. Any high school student may take the test, but it is highly recommended that all Sophomore students plan to take the test. Scores with the test booklet are released to the student in January. Students should use this information to determine where extra work and skill improvement is needed.

- Students should get informed about college costs and financial aid options. Use the online **College Savings Calculator**.
- Students should read as much as possible throughout these years because it has been shown that being well-read tends to raise SAT scores. Get ideas from the College Board’s website **101 Great Books**. Summer reading is also important to help raise SAT scores.
- Students should start a file for information about school activities, honors, awards, leadership positions, community service projects, etc.
- Students should begin to gather information about colleges through visiting websites, attending college fairs, and visiting specific colleges.

11th Grade

Fall

- It is very important for students register with the school to take the PSAT this year even if they took it in the 10th grade because this is the year that the scores are used to determine National Merit Scholars. In addition, this year is the last practice test before taking the SAT. When the scores and booklets are returned, students should use this information to determine where extra work and skill improvement is needed.
- Learn about colleges at www.collegeboard.com and www.campustours.com. Browse catalogs and guides; visit college fairs. If there is a particular college that interests you, call the admissions office and ask to be put on their mailing list. Pay particular attention to the college entrance requirements. Discuss these requirements with parents and the high school principal to make sure your high school experience will meet all the college’s demands.
- Students should plan a testing schedule for taking the SAT, SAT Subject Tests, and/or the ACT.

Winter

- Study for the SAT using the information from the PSAT.
- Students should register for the SAT in late winter or early spring. Information can be found on the College Board website.
- Consider taking the ACT. It is recommended that students take both the SAT and the ACT if they are planning on applying for a scholarship. Students may register for the ACT at www.act.org.

Spring

- Visit some colleges in the spring while classes are in session.
- Think ahead about possible AP or Dual Credit classes for your senior year.

Summer

- Visit college campuses and try to meet with admissions officers.
- Establish a permanent e-mail address to use when communicating with colleges.
- Update your “Activities and Awards” file and create a resume of your high school accomplishments including activities, awards, work experience, and community service.
- Mark your calendar with key dates and deadlines for senior year. Use the online **College Application Calendar** and the **Financial Aid Calendar** from the College Board website.
- Look for scholarships. Most scholarship applications are completed during the first half of a student’s senior year.

12th Grade

Fall

- Update your calendar for the year with dates that include test dates, application deadlines, college visitation days, etc.
- Register online for the SAT, SAT Subject Tests, or the ACT.
- Ask for recommendation letters from teachers, counselors, coaches.
- Finalize your list of colleges and visit as many as possible.
- Work on application essays.
- Assemble all the application materials you need. Use **My College List** from the College Board website to manage your final list of colleges and universities online.
- Continue to research scholarships and grants.
- Complete and send in college applications (keep copies). You can also use the College Board’s **Apply to College** to apply online.

Winter

- Complete the FAFSA forms. These forms must be completed if you plan on applying for financial aid or scholarships. Submit the forms as early as possible after January 1 at www.fafsa.ed.gov.
- Complete and send in all scholarship applications.

Spring

- Admissions decisions arrive—note all reply deadlines. Do not make a final decision before making a college visit.
- Send your enrollment form and deposit to the college or university you will attend. Notify the other colleges of your decision.

Additional Information and Resources

- Students who want to go to college should work hard at making good grades each year. A student's GPA is very important when applying to college.
- The college Board offers a wide array of college planning publications, including *The College Handbook* and *The Scholarship Handbook*. *College Scoop* magazine is designed for middle-school students. You can visit the website or call 800.323.7155.
- **MyRoad** provides comprehensive education and career-planning resources. This resource is available to every student who takes the PSAT, but he/she must sign up before the end of the school year.
- You will find many of the resources mentioned by grade level at collegeboard.com. This is where your students can search for colleges and scholarships, explore career opportunities, register for the SAT, practice on SAT and AP exam questions, apply to college, and learn what they need to know and do to put the "on the road to college."

Resources:

An Instruction Booklet for College Bound Students: Woodburn Press
www.collegeboard.com

For additional college resource material, please see the school website (www.summiteagles.org).

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 at School Uniforms, Lands End, or Dockers. Parents may purchase any brand for pants, shorts, and skirts. They must come to the waist and look like uniform items.

For your convenience SCA has a uniform store, The Campus Closet, located at the Leander Campus. Hours are Tuesdays and Thursdays from 3:30 p.m. to 5:30 p.m. and 5:30 p.m. to 7:00 p.m. 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.

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 bring appropriate clothing.

Boys' School Uniforms

- Pants or shorts in khaki or navy.
- Solid color, polo-style uniform shirt in navy, red, or white (long or short sleeve) purchased in approved brands (see above).
- Button-down dress shirts in white only (long or short sleeved) purchased in approved brands (see above). 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, red, and gray 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 shirts in navy, red, or white (long or short sleeved) purchased in approved brands (see above).
- Uniform style blouses in white only (long or short sleeved) purchased in approved brands (see above).
- 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, red, and gray only.

Outer Garments

Secondary students may wear the following outer garments only

- 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 School Uniforms, Lee at School Uniforms, or Land's End

These are the only outerwear garments that secondary students may wear to and from school, on campus, or in the classroom. In addition, students may wear solid red, white, or navy turtlenecks without logos or embroidery under uniform shirts.

Hats or caps are not part of the uniform and may not be worn on campus.

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 have sleeves and be long enough to cover the top of a student's skirt or pants at all times. No blouses with spaghetti straps are allowed. No hip-hugger or stretch pants are allowed. Pajama pants may not be worn. House slippers may not be worn. Shorts must be no shorter than four inches above the knee. Students must wear closed-toed shoes. Flip-flops are not allowed. Hats or caps may not be worn in the building.

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.

For young men, hair may not touch the top of the collar, and it should be trimmed above the eyebrows and earlobes. 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.

Earrings, Make-Up and Jewelry

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

Tattoos and Markings

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

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. The list of unacceptable logos will continue to increase and change based on what the world offers to deceive and influence our children.

Authority of the School

When students are admitted to Summit Christian Academy, they become identified with the school; and SCA is judged by the way they conduct themselves. As SCA seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on SCA at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Summit Christian Academy. This authority encompasses any activity during the school day on school grounds, attendance at any school-related activity regardless of time or location, and any school-related misconduct regardless of time or location. Thus, the student code of conduct applies at all times.

STUDENT CODE OF CONDUCT

Discipline is a process of training, teaching, reproofing, 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
- 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.

Creating a Higher Standard of Behavior

We want to recognize those students who are setting positive examples within the SCA community. We have created a list called, “*Soaring Eagles*”, that we will post on the bulletin board in the gym and publish in the school newsletter. The students we recognize will be those who demonstrate the following during each 9 week grading period:

- 1) Outstanding leadership inside and outside the classroom.
- 2) Outstanding Christian Character
- 3) Participates in a positive manner in class
- 4) No demerits
- 5) No tardies
- 6) No detentions
- 7) No suspensions

The list will be announced at the end of each 9 week grading period. Also, from this list we will honor a boy and girl from the Middle School and High School at the final Chapel of each 9 weeks with a special gift for their exceptional behavior throughout the 9 weeks.

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 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 third during 3rd period.

The display of affection between students such as holding hands, kissing or hugging, is inappropriate at school or during school-sponsored functions. Lifestyle choices not in agreement with scriptural guidelines may be determined inappropriate and subject to administrative intervention.

Radios, MP3 players Ipods 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.

Passenger Conduct

Students are expected to observe the same standards of conduct while riding in SCA vehicles as they are required to observe at school. In addition, any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and as such, jeopardizes the safety of all passengers. Such activities are prohibited.

Major Offenses

Cheating: Any attempt to deceive a teacher concerning the extent of one's work or knowledge 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. Incidents of cheating are cumulative and span all years a student is in secondary attendance at SCA.

Plagiarism: Everyone who submits written work in the school must be the author of that work. When students use facts or ideas originating with others, they must make clear what is theirs and what is not. 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, Vulgarity and Abusive Language: 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. Written or verbal name-calling, curse words, swear words, put downs, suggestive language and gestures are not acceptable.

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

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

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.

Truancy: A student who skips or leaves class or leaves the campus without permission is considered truant. Truancy will result in a minimum of a 1-day suspension. Missing the first 15 minutes of class constitutes skipping class (unexcused).

Drugs/Alcohol:

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 abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
5. Any and all drug paraphernalia.

"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 his or her parent/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 determination that the suspected behavior occurred.

Minimal disciplinary response to drug and/or alcohol abuse is as follows:

Off Campus Drug or Alcohol Use

1st Offense- Automatic 3 day suspension, Disciplinary Probation initiated

2nd Offense- Automatic 6 day suspension, possible expulsion

On-Campus Drug or Alcohol Use

1st Offense- Automatic 5 day suspension, Disciplinary Probation initiated

2nd Offense- Automatic expulsion

All drug/alcohol offenses are cumulative and span all years a student is in attendance at SCA.

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.

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 pictures, cartoons or posters.
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 promptly report the matter to the principal. 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, 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 student's property with reasonable suspicion or with the student's free and voluntary consent. 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.

Areas such as lockers, which are owned and jointly controlled by SCA, may be searched if reasonable suspicion exists to believe that a law or school policy has been, or is about to be, broken, including the location of contraband inside the locker. Students shall not place or maintain any item in school-owned lockers that is forbidden by school policy, nor shall they place or maintain any item that would lead school officials reasonably to believe that it would cause a substantial disruption on school property or at a school-sponsored function. Searches of a student's outer clothing, pockets and backpacks may be conducted, if reasonable suspicion exists that a law or school policy has been, or is about to be broken. More intrusive invasions of a student's privacy, such as searches of the student's person, may be conducted if reasonable suspicion exists to believe the student possesses contraband, and will be in the presence of a witness.

DISCIPLINE POLICIES

Discipline Procedures: Students will be issued written violations/infractions for breaking school rules in behavior and dress. A violation constitutes breaking any rule specified in the handbook or disobeying a verbal request from a staff member. This includes failure to comply with school rules or failure to comply with the rules of each individual teacher. The general order of the disciplinary procedures is listed below. However, not all violations may follow this order based on the seriousness or repetitiveness of the offense. The actual forms of discipline will vary and may go through a process. It depends upon the seriousness of the infraction, the circumstances involved, and the spirit of the student. Administration reserves the right to make discipline decisions on a case-by-case basis. The following measures may be used in discipline, although not necessarily in the sequence shown.

- Polite and appropriate verbal correction and/or warning
- A personal conference and prayer with the student
- Demerit
- Telephone call to parents
- Time out/removal from class
- Detention
- Saturday School
- Parent Conference
- Loss of privileges
- Suspension
- Expulsion

Demerit System

Demerits will roll over and follow the student throughout the school year.

We have classified 4 absolutes for demerits:

- 1) Disrespect
- 2) PDA (Public display of affection)
- 3) Dress code violation
- 4) Gum chewing

We will be implementing a 3 Phase – 45 demerit system

Phase 1

5 demerits = 1st detention

10 demerits = 2nd detention + mandatory parental conference

15 demerits or 3rd detention = Saturday School

*Saturday School will be held on campus on a Saturday determined by the Administration. Saturday School will be from 9:00AM to 1:00PM. The student will be responsible for all academic work and will receive an academic penalty. The student's family will be responsible for the fee of Saturday School.

Fee - \$50.00

Phase 2

20 demerits or 4th detention = 2-day Saturday School

25 demerits or 5th detention = 3-day Saturday School + mandatory parental conference

30 demerits or 6th detention = In-School Suspension (ISS)

*ISS will be held on a specific class day on campus that will be determined by the administration. The student will be held out from the general school population and is responsible for all class assignments and will receive an academic penalty. The student's family will be responsible for the fee of ISS.

Fee - \$50.00

Phase 3

35 demerits or 7th detention = 2-day ISS

40 demerits or 8th detention = 3-day ISS

45 demerits or 9th detention = Expulsion

Cell Phones

Students who bring a cell phone to school will be required to keep it in their lockers from 8:00 AM to 3:30 PM Monday through Friday.

A student who is caught with a cell phone:

1st Offense: Will have it picked up and taken to the Dean of Students where it can be picked up by a parent.

2nd Offense: If a student's cell phone is picked up a 2nd time, the student will check his/her phone in on Monday morning with the Dean of Students, and it can be checked out the following Friday by the parent.

3rd Offense: If a student's cell phone is picked up a 3rd time, the phone will be taken to the Dean of Students and will not be returned until the end of the semester.

Parking Lot

Students may not go to their cars without permission from 8:00AM to 3:30 PM Monday through Friday. If students are caught going to their cars without permission, they will be warned and/or disciplined. If the student is a repeat offender, he/she will be given a demerit.

Student Driving

Students will also be required to follow safe driving practices. If a student is in violation of safe driving practices:

1st Offense: The student will be given a warning and the parent will be contacted.

2nd Offense: The student will lose driving privileges for one (1) week.

3rd Offense: The student will lose driving privileges for the semester.

Driving to school is a privilege, not a right.

Suspension and Expulsion

Suspension or expulsion of students is always a difficult decision for an administrator to make. When suspension occurs, the goal is restoration with repentance. In addition, 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.

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.

Each day of suspension will result in a two percent (2%) grade reduction for each subject in that quarter for both on-campus and off-campus suspensions. 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
- 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

Authority to Dismiss or Expel a Secondary 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.

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 not limited to, excessive discipline violations or the demonstration of an attitude deemed outside the expectations of SCA. Any student receiving two suspensions resulting from major violations will be placed on disciplinary probation.

A student who is placed on disciplinary probation at any time during the school year is disqualified from taking part in all extra curricular activities, including athletic involvement, competitions, plays, etc. for the 9-week probationary period.

Probation will be for a minimum 9-week period, but may extend longer at the discretion of the administration. Each student placed on probation will be issued a behavior contract. The administration reserves the right to dismiss a student on probation at any time should the behavior warrant.

At the end of the 9-week period there will be an evaluation meeting at which time the administration will determine if the student is to remain on probation, to be removed from school, or released from probationary status.

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 may also become part of the official record, and they may be reported to other schools.

CONFLICT RESOLUTION

From time to time, parents may have concerns or issues that must be addressed. It is our desire to resolve each concern in a timely and Christ-like manner, utilizing the Biblical framework for conflict resolution. We ask that parents follow the procedures set forth in this policy. We feel this is the best way to handle any concerns, as it keeps communication open to facilitate and quickly resolve the area of difficulty.

In Matthew 18:15-17, Jesus Christ gives His formula for solving person-to-person problems. These clear principles are as follows:

Keep the matter confidential. Share the problem only with those directly involved.

Be straightforward. Restoration and improvement can only come when the issues are presented lovingly yet clearly.

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 work prayerfully 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 work constructively 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. 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.

Suggestions for Helping a Secondary Student with a Conflict

If a student has a concern or complaint with a staff member or a peer at school, it is essential that the student learn and practice conflict resolution skills. The student should begin by addressing the person directly and confidentially, following the grievance policy process. The student should attempt to resolve the issue first. If the concern continues, then the parent should step in to assist.

When a student brings a concern or complaint home, we encourage the parent to use it as an opportunity for training. We suggest the parent take time to advise him/her as to how to approach the staff member or peer to begin resolution. This training or advice will give the student a valuable opportunity to learn the skills of conflict resolution. First and more importantly, as young adults, they will begin to take responsibility for resolving conflict in a Biblical and mature way. This training and experience is one of the most important tools we can give them as they prepare to enter the adult world.

As a Christian community, we will reap great rewards by following the Matthew 18 principle for conflict resolution.

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.

On-Line 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 weekly newsletter will be emailed every Friday.

Emergency Preparedness

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

Each room in the school is provided with detailed instructions for handling severe weather and emergency situations. Teachers and students are trained using 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 through the office.

For a weather-related emergency (i.e. tornado, flood, life-threatening storm), students will be required to remain on campus until the danger passes. This will alleviate the possibility of parents traveling in dangerous conditions and will keep the students in a controlled environment with familiar safety precautions.

Faculty and staff trained in first aid and CPR are present at all times 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

Transportation between Campuses

Summit Christian Academy will provide the following transportation:

Before-school transportation from an elementary campus to the secondary campus will be provided for secondary students only. Students must be seated in the vehicle and ready to go at the designated departure time. Each school morning, the Leander bus will leave at 7:20 a.m. and the Austin bus will leave at 7:10 a.m. The school does not accept responsibility for transporting students arriving after departure times.

After-school transportation from the secondary campus to an elementary campus will be provided for secondary students only. Students must be seated in the vehicle and ready to go at 3:40 p.m. The school does not accept responsibility for transporting late students or students with after-school obligations that require them to remain on the secondary campus after 3:40 p.m.

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

Bus Policies

A student riding an SCA bus is under the supervision of the school the same as if he/she is in the school building or on the school grounds, and therefore, is subject to the student disciplinary policies outlined in the student handbook. Please discuss the following information with your child, and sign and return the designated portion of this document to the school office.

Student Behavior Rules: Respect self, others, and property

1. The bus leaves in the morning promptly at 7:10 a.m. (Austin) and 7:20 a.m. (Leander).
2. Both buses leave promptly from the front of the administration building at 3:40 p.m. Bus drivers do not wait for students. It is the student's responsibility to be on the bus by 3:40 p.m.
3. Students must stay seated facing forward and sit still. This is for safety. The bus driver may assign seats to maintain order in the bus.
4. Nothing can be in the aisle including knees.
5. You must keep your hand, feet, and unkind words to yourself.
6. You must use inside voices in the bus. Loud talking is a distraction to the driver.
7. Do not tamper with emergency doors or windows.
8. Do not mar or deface the bus (ie seat upholstery).
9. There is no eating or drinking on the bus. Water is the only exception. Empty bottles must be taken with you to throw in the trash.
10. NO electronic equipment (Ipods, Gameboys, etc.) is allowed on the bus. Items that are prohibited will be collected and taken to the office. Parents may retrieve these items the first time they are taken up. If a second incident occurs, the items will remain in the possession of the school until the end of the year when parents can pick them up. Cell phones may be carried onto the bus, but are to be used for emergencies only.
11. ALL belongings, including trash, must be gathered before leaving the bus because the bus is used for field trips. Items left on the bus will be taken to lost and found.
12. No gum is allowed on the bus.

Consequences for Violations

1. Verbal warning
2. Demerit
3. 3rd Demerit: Off the bus for three day
4. 6th Demerit: Off the bus for five days
5. 9th Demerit: Off the bus for the rest of the semester

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. Drivers must complete a criminal background check by going to the school website under "For Parents."

Student Drivers

We recognize driving to be a privilege and a mark of maturity in the high school student. Therefore, high school students with a valid Texas driver's license, proof of current automobile insurance coverage, and a current driving permission form on file in the office are allowed to drive on campus. Students must adhere to the rules for safe and lawful driving. Reckless or unsafe driving issues will be documented and may be cause for termination of driving privileges on campus. A driving permission form may be obtained from the front office. Current forms must be submitted each year. Students must park in the student parking section. Students may not go back to their cars once they have parked. No loitering in, on, or around cars is allowed. Cars must be locked.

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 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, and 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 irrigant 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.

Because 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 they 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 PK, 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.

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 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, 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. Has his or her own transportation. Students may **not** transport others off-campus for lunch.
3. Is not on academic or disciplinary probation.

Additionally, seniors must sign out before leaving and sign in upon arriving on campus. Students who leave without signing out or leave without a permission slip will be considered truant and will receive appropriate discipline and may lose all future off-campus lunch privileges for the remainder of the year. Students must not carry food or drinks from lunch into afternoon classes. The senior off-campus lunch is a privilege afforded to the students by the administration. Should students abuse this privilege, it may be revoked at anytime.

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.

GENERAL INFORMATION

Visitors and Volunteers on Campus

For the safety of all students on campus, we require that each visitor and volunteer stop by the 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 opportunities are only limited by your imagination. Some areas of need are defined and require specific skills, while other areas 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.

Background Checks

Criminal background checks are required for all persons spending time with SCA students while on campus or during school-related activities. Persons desiring to volunteer during the school day, for extra-curricular or after-school activities, and events must be willing to submit the required documentation and agree to the performance of a criminal background check at a cost of about \$5.00. Go to www.summiteagles.org under "For Parents" to apply for a background check. SCA takes seriously its obligation to keep our students safe and considers this an important safety measure. The Administration reserves the right to make an informed decision whether or not to allow a person to volunteer whose record shows an offense 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.