

**SUMMIT CHRISTIAN ACADEMY**  
**PARENT/STUDENT HANDBOOK**

Revised July 2022

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## GENERAL INFORMATION

### STATEMENT OF MISSION

Our mission is to provide a Christ-centered educational experience for each family, focusing on a biblical approach to academic, social, and physical issues. Our objective is to develop in all students a sound academic foundation and a discerning Christian character that will empower them to succeed in higher education, vocation, Christian service, citizenship, and leadership.

### STATEMENT OF PURPOSE

Summit Christian Academy is committed to excellence and is designed to minister to the whole person – spirit, soul, and body.

This is accomplished by:

- Assisting Christian parents/guardians in fulfilling their responsibility to train their children to follow biblical precepts.
- Assisting in the development of spiritual maturity through emphasizing the power of the Holy Spirit and the authority of the Word of God and their relevance to everyday life.
- Providing a quality academic program that will equip students for higher learning, vocational success, and lives enriched by intellectual curiosity.
- Helping students develop personal characteristics which will enable them to assume roles of leadership in society and the Church.
- Helping students develop an awareness of the needs of others and a willingness to help meet them.
- Providing training for the development of physical fitness.

### STATEMENT OF FAITH

We believe:

- The Bible is the inspired and only infallible and authoritative Word of God. (II Timothy 3:16)
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost. (Matthew 28:19, Luke 3:22)
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth to rule in power and glory. (Matthew 16:16, I Corinthians 15:3,4)
- In the blessed hope, which is the rapture of the Church at Christ's coming. (Titus 2:13)
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (I Peter 1:18, 19)
- Regeneration by the Holy Spirit is essential for personal salvation. (John 3:3-5)
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (I Peter 2:24)
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Galatians 5:16)
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. (John 5:28, 29)

## **PHILOSOPHY OF EDUCATION**

The educational philosophy of Summit Christian Academy (a ministry of Lexington First Assembly of God) is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are totally subject to God and are made to glorify Him forever. This is very true of man, who was made in God's image, different in kind from all other creation, with the unique capacity of knowing and responding to God personally, intimately, and voluntarily. Man is a sinner by nature and choice, and he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord through which he is enabled to do God's will, which is the abiding purpose of his life.

The entire process of education is seen as a means used by the Holy Spirit to bring a student into fellowship with God, to develop a Christian mindset, and to train them in godly living so that they can fulfill God's total purpose for their life, personally and vocationally.

A student must:

- Be taught the Bible so they may understand the nature and character of God as well as their new nature and role as God's image-bearer.
- Be developed and related to God as a whole person spiritually, mentally, physically, and socially.
- Learn to see all truth as God's truth, integrating it with and interpreting it by God's Word.
- Be educated as an individual with his/her own abilities and personality, learning to live and work with others at home, in the church, and in a changing secular society.
- Interact with and be taught by parent/guardian and teacher models that are themselves born again and have a biblical perspective on life.

## **MAJOR GOALS**

The educational objectives of Summit Christian Academy are grouped into four categories: those related to the student's spiritual and moral growth; personal and social development; academic advancement; and the school's responsibility to the entire student's family.

### ***Spiritual and Moral Growth***

The school seeks to:

- Teach the Bible as God's inspired Word.
- Develop attitudes of love and respect for the Word of God.
- Teach the basic doctrines of the Bible.
- Lead the pupil to a decision of confessing Jesus Christ as Savior and Lord.
- Develop a desire to know and obey the will of God as revealed in Scripture.
- Equip the student to discern the will of God for his/her personal life and vocation.
- Impart understanding of the Christian's place in the church and its worldwide mission to service and evangelization.
- Stimulate the student's involvement in evangelism and discipleship.
- Develop the mind of Christ in the student toward godliness, sin, and overcoming sin.
- Encourage the development of self-discipline and responsibility.
- Establish a basis of respect for authority.
- Help the student develop a Christian worldview by integrating the Word of God into everyday life and studies.

Achieving these goals will require programs of daily Bible instruction for each grade level appropriate to the student's current level of spiritual development. It also will require school-wide programs, such as chapel, for spiritual training and edification.

**Academic Goals**

For the academic advancement of the student, Summit Christian Academy will:

- Promote high academic standards within the potential of the individual.
- Help the student realize his/her full academic potential.
- Help the student gain a thorough comprehension and command of the fundamental processes used in communication, such as reading, writing, speaking, listening, mathematics, English, and social studies.
- Teach and encourage good study skills.
- Teach the student how to do research and show logical conclusions.
- Prepare the student for higher levels of academic training.
- Develop creative and critical thinking using biblical criteria.
- Promote good citizenship through developing an understanding and appreciation of our Christian and American heritages.
- Teach the Christian heritage of the United States.
- Promote the Christian influence in all professions and levels of society and government.
- Engender an appreciation for the fine arts through the development of the student's special talents and gifts.
- Produce an understanding for God's world and an awareness of man's role in his environment; provide opportunities for exploring God's creation and truth.
- Be a steppingstone in the production of born again, spirit-filled leaders in the future homes, churches, and government of the United States and the world.

**Physical/Behavioral Goals**

The student will:

- Demonstrate cardiorespiratory fitness.
- Demonstrate muscular endurance and strength.
- Demonstrate agility.
- Demonstrate flexibility.
- Maintain a lifestyle of physical fitness. (III John 2; I Thessalonians 5:23; Psalm 92:12-14)
- Take care of the body as the temple of the Holy Spirit. (I Corinthians 3:16; 6:19, 20)
- Participate in quality leisure-time and sport activities. (Galatians 5:7-9, 16, 24; Proverb 3:1, 2)

**Personal/Social Goals**

Summit Christian Academy aims to:

- Help each student develop his/her personality based on a proper understanding and acceptance of themselves as a unique individual created in the image of God.
- Enable the student to develop to their maximum capabilities.
- Promote love, respect, acceptance, and caring for others.
- Motivate the student to be a contributing member of society, realizing their dependence on others and others' dependence on them.
- Promote an understanding of time as a God-given commodity and the individual's responsibility for effective use of time.
- Provide skills for personal relationship to be developed.
- Create a biblical view of life and work.
- Develop a biblical attitude toward marriage and family.
- Teach principles needed to establish God-honoring, Christian homes.
- Promote physical fitness, good health habits, and the care of the body as God's temple.
- Impart biblical attitudes toward material possessions.

### **Family Communication Goals**

Summit Christian Academy desires to:

- Cooperate closely with parents/guardians in every phase of the student's development, especially as it relates to the school program.
- Help the parents/guardians understand the school's purpose and program.
- Aid families in Christian growth and help them develop Christ-centered homes.
- Assist parents/guardians within a changing culture and its affects.
- Be a resource for academic and vocational counseling.
- Be a vehicle for help in developing parenting skills.

### **Life-Success Exit Outcomes**

The graduates of Summit Christian Academy will be:

- Born again Christians exhibiting the Fruit of the Spirit. (Galatians 5:22-23)
- Empowered by the Holy Spirit.
- Grounded academically, socially, and physically in biblical precepts.
- Exhibiting the nature of Jesus Christ.
- Successful in higher education, vocations, Christian service, citizenship, and leadership.

## **HISTORY**

Summit Christian Academy first opened its doors in 1986 as Assembly Christian School. Enrollment that year was approximately eighty students in kindergarten through 12<sup>th</sup> grades. Over the years, the school has grown in enrollment and expanded its facilities. Lexington First Assembly of God church sponsored the inception of Summit Christian Academy and continues to support it today. The school's name was changed to Summit Christian Academy in 2009.

## **ACCREDITATION**

Summit Christian Academy is accredited with the International Christian Accrediting Association (ICAA). ICAA is recognized by the Kentucky Non-public School Commission as a valid and worthy accreditation which is granted to SCA for its exemplary educational program. ICAA is a support organization as well, providing many services to enhance and enrich our Christian school program.

## **SCHOOL BOARD**

Summit Christian Academy is a not-for-profit organization whose fiscal and policymaking authority is vested in the School Board who in turn is accountable to the Senior Pastor of Lexington First Assembly of God and the Church Board. School Board members are appointed by the Church Deacon Board of the Lexington First Assembly of God church to serve on a rotating-term basis without remuneration. Each member must be found faithful in their Christian walk as evidenced by their involvement in and support of the church.

## **PARENT/GUARDIAN SUPPORT GROUPS - PTF**

PTF (Parent Teacher Fellowship)

Summit Christian Academy wishes to maintain effective Parent/Guardian School communication.

The Parent Teacher Fellowship of Summit Christian Academy exists to serve and cooperate with faculty and families of the school. It serves a support function to the school and endeavors to assist in the accomplishment of the administration's goals and objectives. Active participation in PTF activities by parents/guardians and teachers will ensure the successful achievement of the purposes of the PTF as well as enhance the SCA experience for all students.

The activities to promote this partnership between parents/guardians, faculty and administration will include:

1. General meetings, held monthly, to aid parent/guardians and teachers in their roles as partners in education. These meetings shall consist of matters of business or special programs.
2. Special service projects such as dinners, fundraisers, school projects, and activities, etc.

The membership of the PTF shall consist of the parents/guardians, teachers, and those that desire to be associated with them. All officers must be parents/guardians of SCA students.

The PTF shall be subject to the Lexington First Assembly of God Church Board, the Summit Christian Academy School Board and the Summit Christian Academy administration.

## **FACILITIES**

Summit Christian Academy is housed within Lexington First Assembly of God (2780 Clays Mill Road) at the intersection of Pasadena Drive and Clays Mill Road on Lexington's south side. The present 5.6-acre campus is used cooperatively between church ministries and school. The facility includes classrooms for Preschool through 12<sup>th</sup> grade, a gymnasium, a multi-purpose dining room area, a library, and a Children/Youth Building which is primarily used for chapel.

### **Library**

Summit Christian Academy's library is designed to complement and enrich the curriculum. Elementary students will visit the library with their teacher and class. They may check out books for two weeks and renew them for an additional 2-week period. Replacement costs will be required of any student who loses material checked out to him/her.

Selection of library books is researched and determined to be appropriate for our Christian school before being placed in the library. At times, if the volume is lengthy and contains research material, its content may not fit into the biblical perspective upon which SCA bases its program. At times older students may need to know material that does not support a Christian's worldview. Such research will build their knowledge of opposing viewpoints while strengthening biblical precepts.

### **Lunch and Snack Policy**

Summit Christian Academy desires that every student eat a well-balanced lunch in order to do his/her best in school. Please provide your child with a light, nutritious snack for mid-morning and a daily bag/box lunch on the days special lunches are not offered (see below). We ask that you not send canned drinks with your student, particularly carbonated ones. For safety, no glass bottles are allowed.

Parents/guardians are welcome to share an occasional "lunch out" with their child.

Classes may have snack times in the morning. Teachers reserve the right to designate what kind of snacks students may have.

Lunch guidelines are as follows:

- Students will bring their own lunch. Pizza may be ordered for Monday lunches. Watch for pizza order forms coming home (paid ahead lunch). PTF provides a lunch choice for students on Fridays. Watch for these lunch orders coming home (paid ahead lunch). Milk orders will be included in these lunch orders (paid ahead milk).
- Microwaves are available for heating lunches. Refrigeration is not provided for student lunches. We recommend using cold-packs for your student's lunch.
- Food and drink are to remain in the lunchroom and packed up to be transported to and from the lunchroom.

- Each student is responsible to keep his/her area clean during the entire lunch period and to clean up after he/she is through eating. Under staff direction, students will rotate sweeping the floor and cleaning the tables as they accept the responsibility of being good stewards of the facilities provided.
- Students are to remain in the lunchroom until the supervising staff member releases them to class.
- During lunch time students must have permission from a staff member to go to the restroom. Should students travel back to the education building for any reason, they are not to travel alone.

### **Food and Drink in the Classroom**

Students have a brief snack time in the morning. Teachers will set the criteria for food for snack time. Food at snack time may not be cooked or microwaved. Healthy snacks are encouraged.

Water bottles may be brought to school and must be clear. Students are not to have sugary drinks in their water bottles.

Students may not have sodas in the classroom. Students may have sodas at lunch time but may not take it with them back to class. Students may not leave open sodas sitting on the shelves in the hallway or in their lockers.

Breakfast is not offered at SCA. Students are not to eat breakfast in the classrooms. They may bring their breakfast to early morning care but may not cook or microwave their breakfast.

### **Student Lockers**

Each Middle/High School student will be issued a locker, if requested. The family is responsible for replacing the locker if it is misplaced or damaged.

The locker is to store and protect his/her personal belongings. Lockers are to be kept closed at all times. The school is not responsible to see if lockers are locked. Summit is not responsible for items taken from a locker by an unknown party.

In order to promote neatness at SCA, book bags or gym bags that are too large to fit in the locker must be placed, with the teacher's permission, in homerooms. Loose items left in the hallway present hazards and will be removed.

Lockers and bags are subject to inspection by the school administration at any time.

### **Visitors**

Official visitors are welcome on campus. All visitors must sign in and obtain a visitor's badge from the school office. Visitors are to abide by all school rules (including appropriate dress).

Further policies pertaining to visitors:

- Prospective students may visit with permission from the office - two days in advance.
- A student's pastor, youth pastor, college-age sibling, or parent may visit during lunch. They will first stop by the office for a visitor's badge.
- Alumni may visit during lunch or may visit a teacher during that teacher's free period (at the teacher's discretion) but must obtain a visitor's badge from the office. Alumni should not visit during class unless they have been invited by the teacher for a special purpose.
- High School students who are enrolled at another school may not visit SCA students at any time during the school day.
- Any exception must be approved by the principal at least two days in advance.

## **Closed Campus Policy**

Students may not leave the school grounds during school hours without permission.

## **Areas Off Limits**

The following areas are off limits to students: church kitchen, other students' desks, elevator (unless assigned by the teacher for use), book room, copy room, classroom files, and the teachers' break room. Students are not allowed to go to their automobiles during the day. No student is allowed behind the counter in the office unless permission is granted. No student is allowed to use the classroom phone system, except in the case of an emergency.

## **ADMISSIONS**

### **Admission Policy**

Summit Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions' policies, athletics and other school-administered programs.

Openings are filled based on the following priorities:

1. Applications of brothers and sisters of students currently enrolled at SCA are processed.
2. All remaining applications are processed on a first come, first served basis with the enrollment fee attached.

*All students admitted to Summit Christian Academy will be under an academic and behavioral probation. Academic and behavioral criteria will be evaluated within the first nine weeks of enrollment.*

### **Admission Procedure**

1. Obtain an application packet. Complete and return to the school office:
  - a. Student application
  - b. Permission to photograph and use for publicity
  - c. Permission to print parent/guardian contact information in the school directory
  - d. Emergency medical care
  - e. Parent/guardian agreement
  - f. Pastor questionnaire
  - g. Medical record
  - h. Honor Code (required for grades 6<sup>th</sup> and up)
2. *Pay the non-refundable enrollment fee*
3. Provide official transcripts, copies of past grade reports, and achievement test scores
4. Personal interview with both parents/guardians (and the student if 6<sup>th</sup> grade or higher) with the school's principal.
5. Present a current immunization certificate.
6. Sign the Honor Code

Applicant's parents/guardians will be notified of admission status.

## **FINANCIAL OBLIGATIONS/INFORMATION**

### **Tuition**

A schedule listing the current tuition and fees may be obtained from the SCA office. SCA uses a tuition management company for collection of tuition. Families have choices pertaining to their monthly due date and payment method. Tuition payments received after the grace period given by the tuition management company will receive a late fee for each month tuition is not paid on time. Tuition may be paid in a ten- or twelve-month payment plan. The ten-month plan begins in August and is due in ten equal installments through May. The twelve-month plan begins in July and is due in twelve equal installments through June. You may pay tuition in full by July 1 or in two installments, July 1 and January 2. If tuition is paid on the twelve-month plan, and the student has not re-enrolled, report cards will not be released until after the June payment has been received. It is the policy of the SCA School Board that an account is considered delinquent if tuition and/or fees are more than one month past due; dismissal procedures will be initiated unless the SCA School Board approves a signed, written payment schedule. An outstanding balance on the last day of school will warrant holding grade reports until the balance is paid. Student records will not be forwarded to other schools until all outstanding balances are paid in full.

Full-time clergy and missionaries will receive a 40% discount on the non-member tuition rate. No multiple discounts will apply.

All payments on accounts will be applied to the charges in the order that they are incurred.

The *Enrollment Fee* is listed on the tuition schedule. This fee is due with the application and is a non-refundable fee. Should the administration choose not to enroll a student then this fee would be refunded. Should a student need to be withdrawn, any request for refund or exception to the SCA financial contract must be presented to the SCA School Board for consideration.

*Book/Activity Fees* are listed on the tuition schedule with a maximum per family. (Students may be required to purchase additional paperback books as directed by the teacher.)

### **School Supplies**

A list of supplies that are required will be available prior to the beginning of the new school year. Students are expected to have these supplies by the first day of school. This includes MS and HS students having their laptops sufficiently charged. There is a \$3 dollar per day fee when a Middle or High School student borrows a Chromebook. This fee does not apply to Elementary level students.

### **Textbooks**

Parents/guardians are to purchase a school bag or backpack to transport items between home and school. All textbooks are issued through the school. They must be handled with care and be kept in good condition. Textbooks will be kept mark-free except for the student's name in ink in the space inside the front cover. Students must reimburse the school for any textbook damage or loss (replacement price) for which they are responsible. Some textbooks are consumable and will be issued to the student. Students have the freedom to write in their own consumable textbook.

Students must pay for lost or damaged textbooks, workbooks, library books, etc. Report cards will not be released, or records transferred if there are any outstanding fees.

Beginning with the first grade, all students are required to always have Bibles at school. NIV and KJV are acceptable versions for students. Elementary and Middle School parents should check with their student's teacher as to what version will be used in the memory verse quiz each week.

### **Payment Policies and Options**

Enrollment fees are submitted with the student application for enrollment. Enrollment fees are non-refundable except in the case where the school administration chooses not to accept a student.

## Overview of Financial Policies

In order to serve you better, below is a review of some of our financial policies:

- i. The school's accountant works part-time hours and days. If he is not on campus at any time, he will return your call and answer your financial questions. Information will be sent home informing parents of the day/s he will be on campus.
- ii. We use FACTS Payment Plan as our student billing system. Once your student has been enrolled and your enrollment fee is paid, you will be given information on how to sign up for FACTS Tuition Payment Plan. You will be given a code to begin the process. Follow the prompts to set up your account.
- iii. Report cards and transcripts may be withheld if your student's account is not current.
- iv. Miscellaneous Fees not posted on the Financial/Tuition Information Sheet:
  - o Locker Clean-Up Fee (if not cleaned by the student at year end) \$20.00
- v. Locker Damage Fee – based on extent of damage and determined by the school.
- vi. Please ask directions to the Lost and Found through the office. Items not claimed will be donated.
- vii. You will be charged replacement cost for any sports uniforms or equipment not turned in by the designated time of the school or coach.
- viii. Teachers, counselors, or the office (via the newsletter) will inform students of the PSAT, SAT/ACT tests and the charges for those tests. Charges will be the family's responsibility.
- ix. After School Care is available. Costs and sign-up forms are in the office.
- x. Damaged or lost books will be charged to the family through the Business Office.
- xi. \$40/year is allotted per student for field trips throughout the year. Charges over \$40 will be collected from families. Because SCA is obligated to often pay in advance for field trips based on enrollment numbers, your signed permission slip obligates you to pay for a field trip even if your child does not attend for any reason (i.e., sickness, family outing, choice, etc.) If SCA is eligible for and receives a refund of these expenses due to smaller than planned attendance, then you will receive a refund.
- xii. Student driver's permit for our High School students is \$25. Apply through the office.

We greatly appreciate your support of SCA's ministry through the gifts of your time and finances. We ask that any donations you make to the school be made by separate check so we may record your gift appropriately.

## SPECIAL NEEDS STUDENTS

The faculty and administration of Summit Christian Academy are committed to meeting the needs of students and providing a positive climate for academic, social, and emotional growth. After appropriate information has been developed revealing special needs, modifications may be made for children, as agreed upon by the teacher, administration, and parents/guardians for students who can learn successfully in the traditional classroom. These modifications are carefully planned so as not to detract from the educational experiences of all students in the classroom. Students whose special needs cannot effectively be met within the traditional classroom will be referred to a more appropriate educational agency. Referrals may also be made to other appropriate educational agencies to obtain additional information in developing modification plans.

## **SPIRITUAL EMPHASIS**

Although parents/guardians are the primary vehicles of godly training, we believe the Christian school to be an extension of this Christian development. Summit Christian Academy will act in place of the parent/guardian at school. SCA considers the spiritual development of each student to be our highest priority. "Train up a child in the way he should go, and when he is old, he will not depart from it." (Proverb 22:6)

Summit Christian Academy provides opportunity for Bible study at all levels. Each school day begins with pledges to the American flag, Christian flag, and the Bible. It is followed by Scripture reading and prayer.

We celebrate Christian living, the Bible, and biblical precepts during our Spiritual Emphasis Week held each year.

### **Spiritual Assessment**

Twice yearly we conduct spiritual assessments for each student to help determine their individual growth. This will be presented to the parents/guardians at the fall and spring conferences. We will also ask that a Parent/Guardian Spiritual Assessment Form be filled out in the fall and spring. Your child(ren)'s teacher(s) will fill out a separate assessment. Both can be discussed at the scheduled conference. Students also fill out a spiritual assessment form as a personal checklist. Their forms will be turned in to their teacher. The teacher's assessment will then be placed in the student's file. These assessments will help us, as a Christian school, determine spiritual growth in the student's life and plan accordingly to help promote spiritual development.

We teach our students the importance of charity and giving to the community. We provide opportunities for students to gain leadership in these areas.

### **Chapel**

Chapel services are held weekly. Chapel is a place where our students are encouraged and challenged in their walk with God through praise and worship music, study of God's Word, and dynamic speakers from both inside and outside the SCA community. Chapel services are held by grade level:

Pre-Kindergarten	6 <sup>th</sup> -8 <sup>th</sup> Grade
K-5 <sup>th</sup> Grade	9 <sup>th</sup> -12 <sup>th</sup> Grade

## **EMERGENCY PREPAREDNESS DRILLS**

Emergency preparedness drills are held periodically. These drills may include fire evacuation, severe weather, lockdown, etc. Emergency routes are posted in every classroom and teachers refer to those instructions during drills and emergencies. When the signal for a drill is given, all class activities will cease, and the teacher's instructions must be followed immediately and silently.

## **SCHOOL RECORDS**

The official cumulative record of a student's progress and attendance is maintained by Summit Christian Academy and cannot be released to students or parents/guardians. Parents/guardians may view and/or obtain unofficial copies of the contents of their child's cumulative record.

Grades from each academic year are recorded by the student's teacher on the Permanent Record Card. Pertinent health and immunization information is on file as well as attendance, yearly report cards and transfer records. These files are confidential.

Upon the transfer of the student to another school, and with full payment of any outstanding account balance, the record is forwarded directly to the new school upon receipt of their official request.

## ATTENDANCE

Summit Christian Academy maintains the following attendance policies:

- Students are expected to attend classes for the full school day. A missed classroom experience cannot be recaptured although the missed assignments may be completed.
- All absences shall require a note of explanation signed and dated by the child's parent/guardian, specifying the reason and dates involved. This note **must** be sent with the student upon returning to school and be brought immediately to the school office personnel upon the child's arrival. The student must make up work assigned when absent.
- The student shall be given an admittance slip for the classroom teacher, which will indicate the note has been received and verifies the excused absence. All other absences will be considered unexcused.
- Absences which may be excused are the following: personal illness or serious illness in the immediate family, death of a close relative or close friend, attendance at a funeral or other valid reason acceptable to the principal.
- **A maximum of 5 days per semester may be excused without a medical statement.**
- Absences will be **unexcused** when due to:
  1. Suspension
  2. Truancy (Absences which are excused through a medical statement do not add to the cumulative total affecting a condition of truancy but would be recorded on the student's permanent record.)
  3. Being absent more than 5 days per semester without a medical statement.
- Excessive absenteeism, even with medical excuses, may require the School Board's determination concerning whether a student can remain at SCA. *Should any student be absent from school more than 3 days per semester without a medical excuse, a letter will be sent to the parents/guardians re-informing them of school policy.*
- If a resolution cannot be made, the student may be dismissed from school. Special exclusions may be allowed subject to approval by the principal.
- If a student accumulates more than 5 absences per semester without a medical excuse or school permission, parent/guardian notes will no longer excuse absences. The student will serve an in-school suspension, or another form of discipline as determined by the principal after each day missed up to the 8<sup>th</sup> day. After the 8<sup>th</sup> day the School Board will review the student's attendance history and determine what action to take. This may include removing the student from school or grade retention.
- To participate in any extracurricular event, practice or contest, a student must be in attendance for **one-half** of the school day. The Principal or Athletic Director can approve extenuating circumstances.
- In cases of excused absences or excused tardies, it is the responsibility of the student to collect and complete missing assignments. If a student misses class on the day of a test or quiz, they should be prepared to take that test or quiz within one day upon their return to school. If a student misses class on the day homework is due, that assignment is due the day after their return to school (1:1).
- *A student is considered absent from a class if he/she misses 15 minutes of a class (this is directed at Middle School and High School students).*
- If a parent wishes to pick up work for their absent student, they must call before 10:00 am and all work must be picked up by 3:30 pm.
- Students may lose High School credit in any course where more than 10 absences occur in a semester. The guidance counselor will request a meeting with the parents.

- **If a student is absent the day before a test or on the day the test is given, and the student was present at school when the test was announced, the student is expected to take the test on the day they return to school. If the teacher determines they missed the test review, adequate review time should be given prior to taking the test.**

## **Tardies**

If at any time during the school day a student is not in the assigned area at the designated starting time, he/she is considered tardy. The student must report to the office and request a tardy slip in order to be admitted to class. If the tardy occurs between classes, teachers will record this incident on the school's attendance software.

Five tardies in a nine-week grading period constitutes excessive tardiness and shall result in detention.

Seven tardies in a nine-week grading period constitute extreme tardiness and shall result in a one-day suspension. Repeated detention will be awarded for excessive tardies accumulated.

Verified doctor and dental appointments will not result in tardiness if SCA is contacted prior to the appointment. Such appointments will be reported through the school office.

## **Early Dismissal**

Students are expected to be in school during the regular hours in a school day - 8:15 am to 3:10 pm for Elementary and 8:15 am to 3:15 pm for Middle School and High School.

If a student must be dismissed early, a note will be required from home on the day the student is to be released early. The note will be presented upon arrival and should include the following items: the date, the time of dismissal, the reason for dismissal, the time of returning to school (if applicable), and the signature of the parent/guardian. Students must be signed out in the office at the time of their dismissal. If anyone other than the parent/guardian or individual listed on the student's emergency form is to pick up the student, the office must be informed by the parent/guardian and proper ID must be shown for verification before the child will be released. All regular sign-out procedures will apply. Students will be expected to make up all missed work.

Parents are requested to arrange appointments early in the morning or late in the afternoon to allow the student the benefit of attending most of his/her scheduled classes.

## **Half Days of School**

Half days of school are designated on the school calendar. These days are considered just as valuable as full days. Students are expected to be present unless ill. Students must be picked up at 12:00pm on these days. Aftercare will not be provided on half-days.

## **Family Trips**

A student may be granted an excuse for a family trip if:

1. The student is sufficiently advanced in his/her work. In such a case, the family needs to submit a letter of request to be absent. The principal must approve the absence. Teachers will then be informed. Please be reminded that a school day cannot be replicated, and absent students may miss necessary teaching. **REQUEST MUST BE MADE AT LEAST ONE WEEK IN ADVANCE. IF ADVANCE NOTICE IS NOT GIVEN, THE STUDENT MAY RECEIVE ZEROES FOR WORK MISSED.**
2. Advance notice is given to the teacher so that appropriate work may be assigned. The student has good attendance otherwise.

## School Hours

### **Early Arrival**

Students who arrive at 7:30am will be supervised in a designated classroom until 8:00 am. A fee will be charged for this service.

### **Arrival (8:00am – 8:10am)**

Drivers will enter the parking lot from the Pasadena Drive entrance and proceed to the covered drop-off zone. Students will go directly to their classroom upon arrival.

School begins promptly at 8:15am. Students who arrive after 8:15am will proceed directly to the school office to sign in. The student will be issued a tardy slip, which will be given to his/her classroom teacher for admittance to class.

### **Dismissal**

The school day ends at 3:10pm for Elementary students and 3:15pm for Middle School and High School students. Drivers will enter the school parking lot from the Pasadena Drive entrance. Please remember to pull as far forward as possible to allow for a quick and safe dismissal. Elementary students will be escorted to their vehicle by a classroom teacher. Students will be picked up at dismissal time or will be escorted to after care. A fee will be charged for the after-care service. Daily operation of this service is 3:30pm–5:30pm. Middle School and High School students will be picked up using the last row of the parking lot.

**Alternate Dismissal Plan:** If a tornado warning has been issued during dismissal time, parents/guardians must park and enter the building to pick up their student(s). We recommend staying in the appropriate shelter area until imminent danger has passed.

**Summer Hours:** These hours will be posted on our updated website.

## School Closing/ Early Dismissal/ Postponed Opening

Summit Christian Academy participates with local TV stations (WKYT channel 27, WLEX channel 18, WTVQ channel 36) to indicate a school closing, postponed arrival, or early dismissal. It is the responsibility of the parent to listen to the official public information source for information pertaining to SCA any time inclement weather occurs.

## Snow Day Academics

*Traditional Instruction* - The school is closed. No student or teacher work is required. These days are made up at the end of the year.

*Non-Traditional Instruction* – The school is closed. Snow day packets are required for students. Teachers will observe hours of availability. These days are not made up.

The first 3 snow days of the year will be traditional snow days, made by adding to our end of year calendar. Early in the school year teachers will send home “snow day” packets. Those packets have 5 days' worth of academic learning. When the first non-traditional instruction snow day is called, students will complete the first snow-day packet, and so on. This will allow the school and students to not be required to make up that day at the end of the year. We send home 5 days-worth of learning in the anticipation we will not have more than 5 non-traditional snow days in addition to the first 3 traditional snow days.

## HEALTH/MEDICAL INFORMATION

It is required that the school has a certificate of immunization and an eye/ear examination certificate on file for each student. Certificates may be acquired from your family physician or health center. It is imperative for the school to be advised of any serious or chronic health problems. This information is needed in our files so that we can be ready for emergencies.

All students that take medication of any type must have a filled-out Emergency Form in the office. If there is a prescribed medication, it must come in the original bottle/container with the student's name and specific instructions given. The student must come to the office for it to be administered. Students are not allowed to self-medicate.

Permission for Tylenol, aspirin, etc. must be given as well. The permission form is in the office. Parents will bring in the OVC medications with the student's name and specific instructions of when to administer.

Under certain circumstances, a student with a life-threatening condition (i.e., asthma, diabetes, or allergic reaction, etc.) may be granted permission to carry medication on his/her person. Such permission will only be granted in response to a written statement from the student's physician that such a need exists based on a life-threatening condition and a completed and signed authorization from the parent or legal guardian.

The Medical Permission Forms will suffice as the field trip medical release form.

Family procedures for student illness:

- Students, faculty, or staff should stay home OR be sent home if they have the following symptoms:
  - Temperature greater than 100.4
  - New Cough
  - Shortness of breath or difficulty breathing
  - Sore Throat
  - Vomiting/diarrhea
  - New rash, muscle aches, or headache`
  - Chills or repeated shaking with chills
  - Loss of taste and/or smell
  - Contact with someone who is ill, displaying symptoms, or diagnosed with COVID-19
- Teacher may send a note to the office requesting temperature be taken or parents/guardians be called.
- The student, faculty or staff member will not be permitted to return to school until their health care provider provides documentation indicating it is safe to return to school.
- Please contact the school office if your child has been diagnosed with a highly contagious condition.
- All parents are required to provide all available phone numbers where you can be reached during the day. If your child needs to go home, we ask that you retrieve them within an hour of the time we contact you. Provide emergency contacts that live within the area of the school and can pick up your child(ren) if you are not available.
- If the office feels it is necessary for the student to go home, you will be asked to pick your student up from school. The student must be symptom free for 24 hours without the aid of medicine before they are allowed back on campus.

## **TRANSPORTATION**

Summit Christian Academy does not provide transportation to and from school. The office may, upon request, assist in carpooling with other families by connecting families with similar travel patterns. Please do not ask teachers or staff members to provide transportation for your child to or from school. Teachers and staff will probably not be able to provide transportation due to duties and responsibilities required of them before and after regular school hours.

If your child is to be taken home by someone other than the person by which he/she is normally picked up, you must call the office and provide the necessary information for alternate pickup. You may send a signed note with your child to be given to his/her teacher. A verbal message from your child will not be acceptable. This requirement is for our students' safety.

Students may not be dropped-off at school earlier than 8:00am and must be picked up from school no later than 3:10pm for Elementary and 3:15pm for Middle School and High School. For students who need services before or after these times, see the section on School Hours for before-school care and after-school care.

### **Private Vehicle Use**

Parents/guardians and/or teachers may be requested to drive their vehicles for school field trips. These drivers must have a valid driver's license and a copy will be kept on file in the school office. Contact the school office for background check procedures. Please our School Field Trip Guidelines.

The state of Kentucky requires all vehicles to carry liability coverage. Therefore, a copy of the vehicle's insurance card including the expiration date will be kept on file in the office with the copy of the driver's license.

### **Student Automobile and Parking Policy**

All students who drive to school must fill out an application available in the school office. Upon receipt of the application and parking fee of \$25, the student will be allowed to park in the school's parking lot. All students will park in the parking area nearest/alongside Pasadena Drive. **Driving safely and slowly** in the parking lot is a requirement for maintaining driving privileges.

Further parking guidelines:

- Students are not permitted to park their cars on campus unless they have applied through the office.
- Students are to park **ONLY** in student-designated parking areas noted above.
- Once at school, students are required to go immediately to their class. No loitering will be permitted in the parking lot before or after school.
- Once at school, students will not be allowed to go back to their cars without permission unless they are leaving school for practice or for the day.
- Students are not to play music in their cars on campus at a volume that allows it to be heard outside their car.
- Speeding or reckless driving will not be tolerated on or around the SCA campus. If this does occur, there will be a disciplinary response.
- Serious driving violations may result in loss of driving privileges.

*Please be reminded that driving at SCA is a privilege that may be lost.*

### **PARENT/GUARDIAN-SCHOOL COMMUNICATION**

Summit Christian Academy wishes to maintain effective Parent/Guardian School communication. The school contacts parents/guardians in several ways:

- Warrior monthly calendar
- Daily emails
- Occasional letters to inform of events
- Parent/Guardian-Teacher conferences
- PTF meetings
- Report Cards/Mid-term reports
- FACTS
- Classroom newsletter and other communication as directed by teachers

However, there are times other than these in which parents/guardians may have questions, suggestions, or other input for the faculty or administration of the school. Both the faculty and administration stress an open-door policy. Parents/guardians are welcome to discuss school issues.

It is essential that parents/guardians sign, date, and return (the following day) any notices which request parent/guardian signature. In the case of disciplinary notices, failure to return signed notices the following day may result in the issuing of additional discipline.

## GENERAL RULES AND REGULATIONS

All students will:

- Treat one another with respect, courtesy, and kindness. Each person should be regarded as a brother or sister in Christ. Bullying in any form is not tolerated.
- Give school faculty and staff members proper respect. An overall attitude of respect will be indicated by the student's humble and submissive disposition.
- Avoid loud or rowdy behavior. Classrooms, hallways, restrooms, and especially chapel assemblies should be entered and exited quietly.
- Work quietly. Students will not talk to other students or make unnecessary noises or pass notes and other objects.
- Show respect for school building, classroom furnishings, restrooms, and personal materials with cleanliness and neatness in mind.
- Avoid bringing toys and other non-school related items with them in the mornings, except by teacher request. Absolutely no matches, lighters, guns or knives (etc. weapons of any kind) will be permitted. Music players and music are only permitted with teacher permission. Electronic games must also have teacher approval and only games rated E for everyone are permitted. Cell phones may only be used before 8:15am or after school for necessary calls. The exception to the cell phone rule is if a teacher wants to allow students to use electronic devices for class work. Students with such items will forfeit the objects or items and be subject to suspension or other corrective action at the principal's discretion. Please see the cell phone policy, which includes further detail.
- Be dismissed in an orderly manner. Elementary students will stay with their class and be dismissed directly to their parent/guardian. Middle School and High School students will be dismissed from the appropriate exits with teacher direction. Students will refrain from dismissal time activities such as basketball, football, tag, etc., between 3:00pm and 3:30pm due to traffic moving through the parking lot. Student drivers will exit through the brown door and immediately go to their car, carefully exit the parking lot. Our goal is to always ensure a safe environment for all students.
- Not eat in the building except in designated areas and at designated times. Gum chewing is not allowed at school – inside the building or outside the building.
- Be expected to arrive and remain in complete school uniform. Special permission must be given to change clothes after school.
- Refrain from any public display of affection.

### MEDIA/TECHNOLOGY

#### Media Items

Media items such as books, magazines and videos/DVDs must be approved in writing by parents/guardians and approved by the teacher upon the student's arrival at school. If the student knows or suspects that the material may be questionable, he/she should ask a teacher before bringing the item to school.

#### Phones And Cell Phones

School and church phones are off limits to all students except for emergency use only. The school phone is reserved for official school business and emergencies. Students may only use the phone with office approval. Students desiring to place emergency calls must get permission from a teacher. Students will not be released from class to receive a phone call unless it is an emergency. Disciplinary action will be taken against any student using the phone without permission.

Students may only use their cell phones during school hours for instructional purposes only with the teacher's permission. When not in use, phones or other devices must be silent and out of sight, including during lunch time.

Students will read and sign the following agreement and will be expected to abide by it.

### **Cell Phone User Agreement**

#### ***Purpose:***

Summit Christian Academy uses instructional technology as one way of supporting our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. To be proactive with today's growing social and interactive technology trends, it is our hope that this policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. SCA will allow cell phones to be used for instructional purposes only. Students in possession of a cell phone must comply with the Cell Phone Policy.

#### ***Cyber Safety:***

We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

#### ***Guidelines:***

Violating the established policy will result in the following:

- First Offense- Verbal warning
- Second Offense- The phone is taken away until the end of the day.
- Third Offense- the phone must be picked up by a parent or guardian or the phone is taken away for five school days (parent's choice).
- Fourth Offense- The student is suspended for one day.
- Any further infractions will result in the student not being allowed to have a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use.

Students may not use their cell phones during instructional time unless otherwise given permission by the teacher. This includes office runners and/or students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as the time from the morning announcements to the final 3:15 dismissal. **Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.**

Approved cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used for instructional purposes, directed by the teacher, only. Students are not authorized to use headphones with their cell phones during lunch or between classes.

Students/parents may not take pictures or video of others without their direct consent. Additionally, students/parents may not take pictures or video of students who do not have a photo consent form on file in the office. Students may use social media, but may not post pictures, take videos, or upload videos to YouTube during school hours. All posts to social media should reflect a Godly testimony of the student/parent. Students/parents will be held accountable for any negative postings, pictures, or video. Students/parents may not use cell phones to “bully” or to post derogatory statements about students, faculty, or staff via text message or social media.

Students who need to leave early for appointments or illness must check out through the office. Students cannot just call/text home and leave.

A student who has a phone confiscated may not use another student’s cell phone.

***Infraction Guidelines:***

The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.

Students and Parents/Guardians acknowledge that:

The school’s network filters will NOT be applied to a device’s connection to the internet. Therefore, any student who accesses websites that are prohibited by the SCA Acceptable Use Agreement or Student Handbook will be subject to discipline.

Summit Christian Academy is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Cell phones should be charged prior to school and use battery power while at school. *SCA will not provide “charging stations” for students to charge their cell phones/laptops.*

***Students are prohibited from:***

- Bringing a Cell Phone on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies.
- Printing from cell phones at school.

\*This is for high school students only. When a high school student is in the middle school or elementary areas, cell phones may not be seen or heard.

***Lost, Stolen, or Damaged Devices:***

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Summit Christian Academy takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. Students will have the final responsibility for securing all electronic devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Usage Charges:**

SCA is not responsible for any possible device charges (i.e., apps a student downloads during class) to your account that might be incurred during approved school-related use. School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

**Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the SCA wireless network to access the internet. SCA does not guarantee connectivity or the quality of the connection with personal devices. SCA is not responsible for maintaining or troubleshooting student electronic devices.

Any violation is unethical and may result in the loss of network and/or cell phone privileges as well as other disciplinary actions. During the school year, additional rules regarding the use of personal devices may be added or modified.

**Internet Usage**

Summit is committed to providing access to the Internet to enhance our students' opportunities for research and learning. Use of the Internet requires wise decisions and good judgment on the part of students. Even with our filtering and blocking capabilities there is still a possibility of accessing objectionable material. Since computers are available for student use in their classrooms, it is vital for parents to understand Summit's Internet Usage Policy.

Permission for a student to access the Internet and email at Summit Christian Academy is dependent upon both the parent and student acknowledging and agreeing to the following rules:

- i. Internet usage on any SCA computer is only allowed with the permission of the staff or faculty member who is overseeing the class, computer lab or Chromebooks.
- ii. Email is not allowed on any SCA computer except to send academic lesson information home, to another student or to a teacher.
- iii. No games are allowed to be downloaded or played on computers at SCA. Games may be played at the discretion of the teacher and for learning purposes only.
- iv. No visitation to chat rooms will be permitted on any computer in the school.
- v. Inappropriate material will not be accessed for oneself or to show others.
- vi. No student will transmit computer viruses or any other malicious programs.
- vii. No student will intentionally damage or make changes to SCA's computer equipment.
- viii. No ordering of materials via the Internet will be permitted.
- ix. No downloading of files may occur without the permission and assistance of the SCA staff or classroom teacher.
- x. SCA reserves the right to log network use and to monitor file server space and Internet sites.

Use of the SCA's Internet is a privilege. Inappropriate use of the Internet by a student will result in immediate termination of access, disciplinary action and possible consideration of dismissal from Summit Christian Academy. A student's violation of the Internet policy may also result in the student being charged for any expense or costs incurred as a result of that violation.

## PARENT PLEDGE OF SUPPORT

As parents and legal guardians, individuals with students enrolled at Summit Christian Academy are required to sign the following **Pledge of Support**:

- I PLEDGE my full support to the stated aims and policies of Summit Christian Academy. I will make every reasonable effort to comply with said aims and policies.
- I PLEDGE to cooperate with the staff of Summit Christian Academy in a spirit of partnership as we work toward the academic and spiritual training of our child(ren).
- I PLEDGE, in the spirit of Galatians 6 and in accordance with Matthew 18, to promptly handle any grievances, criticism, or concerns I may have with the staff or policies of Summit Christian Academy. I recognize the importance of going directly to the person(s) involved while guarding my lips and heart against spreading criticism and against developing a bitter attitude.
- I PLEDGE that I will not speak ill of or represent Summit Christian Academy, its staff or policies in any disparaging way to individuals or on any type of social media.
- I PLEDGE to maintain close communication with my child(ren)'s teacher(s), following through with assignments or required paperwork. I will seek the teacher's opinion whenever a question arises regarding my child(ren)'s progress or behavior at school.
- I PLEDGE that I will monitor my child(ren)'s grades, attendance, and discipline on a regular basis, encouraging him/her to strive for excellence in learning the school's curriculum and following school rules. I will monitor my child(ren)'s progress and will not complete work for them, circumventing the learning process.
- I PLEDGE that I will support the education program at Summit Christian Academy by providing my child with needed supplies and materials. I will see that my child attends school regularly for the entirety of the school day, ensuring that he/she arrives on time and is picked up promptly after school. I will send written excuses for tardiness and absence. I will cooperate in training my child to respect others and school property and will pay for all property lost or damaged as a result of my child(ren).
- I PLEDGE to attend special school functions regularly and will assist in school programs and functions. I will attend parent/teacher conferences when requested to do so, as well as any required parent orientations.
- I PLEDGE that I will maintain active fellowship in a Bible-believing church, where God is honored and glorified.
- I PLEDGE that I will pray regularly and fervently for my child(ren) and for the overall ministry of Summit Christian Academy. I will seek the academic and spiritual advancement of Summit Christian Academy.
- I PLEDGE that I have read and understood the processes and procedures outlined in this Parent/Student Handbook. I understand that my student has agreed to follow the school's Honor Code and that willful disobedience by myself or my child(ren) of the principles and guidelines of the code of conduct and handbook may result in dismissal from Summit Christian Academy.
- I PLEDGE as a family to fulfill the 10 volunteer hours.
- I PLEDGE to adhere to the Mediation and Arbitration Agreement.

## THE SCHOOL HONOR CODE

### Introduction

The **Honor Code** is not only the basis for discipline at Summit Christian Academy, but also the foundation of our school community. The **Honor Code** calls students to a commitment to personal integrity and challenges students to avoid dishonorable behavior. Consequences are designed to guide the student into good paths and strengthen the student's character.

Students at SCA are expected to always conduct themselves so as to bring honor and respect to the Lord, themselves, their families, and their school. It is the duty of SCA to provide an atmosphere that is conducive to academic achievement and spiritual growth. Respect and obedience to school officials is foundational to the disciplinary code. Faculty and staff are expected to correct any student at any time for any misbehavior.

### Motivation for the School Honor Code

At the heart of Summit Christian Academy's mission statement is the sincere hope for a deep-rooted Christian education. For this mission to be realized, all members of the school community must commit to follow the two greatest commandments, marked by Christ's words in Matthew 22:37-39. The first being to love the Lord your God with all your heart and with all your soul and with all your mind. And the second, to love your neighbor as yourself.

These commands direct the school community to uphold and respect the **Honor Code** which is at the core of living honorably. The desire of SCA is that its members, individually and corporately, strive to walk in a manner worthy of the calling to faithfully follow Christ Jesus.

Our philosophy of discipline seeks to encourage and develop self-discipline. We believe that self-discipline is a necessity in the maturing process, and we strive to provide an atmosphere that is corrective and preventive in nature. Good conduct is necessary for the welfare of the student as well as that of the school.

Even as the Father disciplines in love, so SCA will endeavor to discipline with a tender heart and Christian love. Correction and chastening are essential parts of genuine love. The child who learns obedience to parents/guardians and teachers is developing a lifestyle, which encourages obedience to God.

### School Honor Code

Summit Christian Academy's Honor Code is signed by 6th-12th grade students at the time of enrollment and will be re-signed each year of attendance. The Honor Code is a contract between Summit Christian Academy and its families which becomes a part of each student's permanent file.

- I PLEDGE to apply myself wholeheartedly to my academic pursuits and to use my mind for the glory of God.
- I PLEDGE to cultivate good social relationships with others, loving my neighbor as I love myself. I will treat others as I would like to be treated and I will use my conversations to uplift others and to glorify God.
- I PLEDGE to keep my total being under submission to Christ. I will strive to keep my body and mind pure and focused on Him. I will honor Christ by abstaining from all immoral and illegal acts and habits, whether on or off campus, and will adhere to the **Principles of Behavior** and expected conduct outlined in the Student Handbook.
- I PLEDGE to attend class punctually, chapel services reverently, and to attend the church of my choice on a regular basis where God is honored and glorified.
- I PLEDGE to abide by the rules and regulations which may, from time to time, be adopted by the school administration. I understand that attending Summit Christian Academy is a privilege and that the school reserves the right to require the withdrawal of a student at any time if in the judgment of the administration such action is deemed necessary to safeguard ideals of scholarship or the spiritual and moral atmosphere of a Christian school.

- I PLEDGE that I will keep the Honor Code carefully and prayerfully. I understand that my signature on the enrollment application is my acceptance of the entire Honor Code and completes a contract between Summit Christian Academy and myself. I further understand that this contract becomes a part of my permanent file.

Any student unwilling to abide by the rules and regulations is subject to disciplinary action at the Administration's discretion. Parents/Guardians are expected to support the faculty and administration when discipline is administered.

### **Summary: A School with Honor**

This Honor Code guides us to live an honorable lifestyle. It is our prayer that our students' commitment to an honorable lifestyle will far outlive their time at Summit Christian Academy. We hope our students see the benefit of an honorable lifestyle and allow the principles of the Honor Code to govern all aspects of their lives.

To carry out your wishes for total character development and training, we believe it is necessary to follow the admonition of the Bible to correct a child when his/her behavior demonstrates rebellion, defiance, or a repeated violation of proper and reasonable rules and procedures.

Discipline and order are attained through a proper balance of positive and negative techniques or reinforcements. This is not a corrective institution; consequently, we insist that a child not be enrolled with the idea that we will reform him/her. We are here to partner with the home but cannot take the place of parents/guardians who have had trouble in fulfilling their leadership roles in the home.

## **STUDENT BEHAVIOR**

### **Jurisdiction**

Discipline policies at Summit Christian Academy have jurisdiction over all students during any attended school related activity regardless of time or location. Students must exhibit unquestionable character in conduct, attitude, and dress.

*All new students are admitted on probation for the first nine weeks.*

### **Appeals Procedure**

Students must conduct themselves at all times in a manner becoming a Christian. If a student comes home complaining or in dispute about a policy or disciplinary action, please use the following **Appeals Procedure** in seeking a resolution:

1. Pray about the matter, seeking God's direction.
2. Give staff the benefit of the doubt. Understand that your child's reporting may be emotionally based and may not include all information pertinent to the situation.
3. Communicate directly with the school personnel involved in the disciplinary action. We do caution about handling conflicts through written correspondence as misunderstandings can more easily occur. Resolving conflicts successfully requires good two-way communication. To ensure concerns are handled in a timely manner, communicate your concerns at a time convenient for both parties (e.g., before 8:00am or after 3:30pm).
4. If still unresolved, ask to meet with the principal. A conference may be convened between the administration, the family, and the student's teachers. In most cases, this will be the final level of appeal.
5. If an agreement or solution is still not reached, you may make a **written** appeal to the School Board requesting a time to meet.
6. If, however, further action is required the Mediation and Arbitration Agreement will be implemented.

## Principles of Behavior

Students are expected to uphold and respect the **Honor Code**. As the Bible is the foundation of all academic courses at Summit Christian Academy, the same is the standard for student and staff behavior. For this reason, the following principles are adopted for students and staff:

- We will pattern our conduct after that of the Lord Jesus. (1 Peter 2:21; 1 John 2:16; 1 Peter 2:23)
- We will regard our physical bodies as temples of God, dedicated to Him. (1 Cor. 6:19-20)
- We will be careful to make the best use of available time. (Col. 4: 5; Eph.5:15; Matt. 12:36; 1 Cor. 6:12)
- We will consider others first, rather than ourselves. (Rom. 14:13, 21; 1 Cor. 8:8-13; Rom. 15:1; Phil. 2:3, 4)
- We will avoid deliberate confrontation with temptation. (James 1:14, Phil. 2:5; 4:8)
- We will engage only in activities which are of positive benefit. (1 Cor. 10:23; 1 Thess. 5:21)
- We will avoid activities which are offensive to others. (1 Cor. 10:31-33)
- We will do only those things which we know honor Christ. (Col. 3:17; Rom. 14:23b)
- We will respect the authority of those in leadership and the right of each student to learn. (Rom. 13:1,5; 1 Peter 2:13; Heb. 13:7)

## ENFORCEMENT OF DISCIPLINE

### Introduction

Students are expected to treat others the way they themselves would like to be treated. Students are expected to adhere to the above-listed **Principles of Behavior** as a means of living out the school's **Honor Code**. Acceptable conduct respects both people and property. Un-Christ-like and/or disobedient behavior, attitude, or activity will result in disciplinary action.

At Summit Christian Academy, each teacher is given the responsibility of enforcing discipline policies and classroom rules. Administration will be available to assist as needed in the disciplinary process.

All teachers have authority over all school facilities. Students must respect and submit to this authority.

Students will be treated fairly and impartially. Discipline will be applied consistently, based on careful assessment of the circumstances and those involved. *Disciplinary factors* considered will include:

- Seriousness of the offense
- Student's age
- Confession versus "being caught"
- Frequency of misconduct
- Student's attitude
- Location and circumstance of offense

### Discipline/Correction Process

Teachers, for the most part, will handle disciplinary cases in their own way in harmony with school policy. Such discipline may range from verbal reprimand to detention and may include conferences with parents. The administration will handle cases referred to them by staff.

When a matter requires discipline, one or more of the following will occur:

- Misconduct will be discussed with the student by the teacher, staff, or administrator who observed the offense. Appropriate discipline will be administered.
- Heightened offenses may require that the teacher inform the principal of the problem in a timely manner, and an administrator will then assume the key role in the process.

- An appropriate plan for any discipline and restoration will be worked out. This could include requiring counseling, mentoring by a youth leader, local church and home accountability, detention, in-school or out-of-school suspension, athletic or extracurricular ineligibility, probation, and in extreme or repeated cases, expulsion.
- Based upon the level of offense, parents may be contacted directly. All other disciplinary reports will be available through the school's online reporting portal.
- If there is disagreement with the disciplinary action, the **Appeals Procedure** printed in this document must be followed.

Often, many students who find themselves in moral or spiritual difficulties or stuck in sinful patterns desire to seek help but are not sure if seeking help will be its own punishment. Students are encouraged to seek help with problems or sinful patterns in their lives by pursuing discipleship that will lead to help and healing. Students are encouraged to seek this discipleship by talking with a parent, church leader, or teacher.

In the case disciplinary actions/consequences are required, the following lists should serve as a guideline for understanding Summit Christian Academy's approach to handling misconduct. *These lists are not intended to be all-inclusive*, and modifications will be made, when necessary, at the discretion of the principal and/or School Board.

Additional infractions will be addressed as the need arises, and penalties will be modified as the need arises. In all instances, consequences will be administered consistently and impartially. *On the middle and high school levels, detentions may be assigned to address misbehavior.*

## Types of Offenses

**Level One Offenses** – Violation of these or similar offenses will require correction, possible loss of privileges, and may be accompanied by the issuing of a demerit. Detentions may be issued when all *disciplinary factors* are taken into consideration.

- Chewing gum
- Eating food outside designated areas without permission
- Improper use of class time (passing notes, wasting time, etc.)
- Non-approved use of electronic devices
- Unprepared for class without valid excuse
- Creating disturbances or causing distractions
- Making disruptive or excessive noises
- Disturbing another class while it is in session
- Sleeping in class
- Failure to submit homework
- Failure to return forms requiring a parent's signature
- Being in unauthorized areas of the building or church property
- Inappropriate conduct or roughhouse play
- Violation of personal space ("6-inch rule")
- Poor sportsmanship as a spectator or participant
- Selling items without prior approval
- Dress code violation

**Level Two Offenses** – Any violation of these or similar offenses may result in detention. Repeated violations may result in loss of privileges, suspension, or expulsion from school.

- Escalation or persistence of Level One Offenses
- Use of swearing, vulgarity, profanity, suggestive speech, or obscene gestures
- Derogatory or defaming remarks toward an individual or the school
- Inappropriate or discriminatory banter, including remarks meant to be humorous
- Meddling with another person's property
- Throwing objects which could cause harm or damage
- Public displays of affection (PDA)
- Leaving campus without permission or proper checkout procedures
- Skipping class or leaving class without permission
- Noncompliance; disrespectful or rebellious attitude or behavior
- Disregard for school or church property
- Physical aggression, fighting, or scuffling
- Failure to fulfill a detention
- Aiding or encouraging others to participate in any of the above

**Level Three Offenses** – Any violation of these or similar offenses may result in suspension or expulsion from school.

- Escalation or persistence of Level One or Level Two Offenses
- Vandalizing or destroying school/church property or items belonging to someone else
- Stealing/Theft
- Lying or cheating
- Forgery or plagiarism
- Threats or verbal abuse; harassment
- Assault of any kind
- Setting fires or false alarms
- Sexual immorality (including media usage)
- Drinking or possession of alcoholic beverages
- Smoking, vaping, possession of tobacco or any related products or paraphernalia
- Possession of weapons, firearms, or exploding objects of any kind
- Committing a serious breach of conduct inside or outside the school which has an adverse effect on the testimony of the school
- Aiding or encouraging others to participate in any of the above

### Offenses Further Defined

Certain *Level Three Offenses* will be considered in-context when discipline is administered. *All disciplinary factors* are taken into consideration when determining how a particular situation is to be handled. The following is a list of such **Honor Code** violations along with their standard definitions:

*Lying*: any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to mislead or deceive.

*Stealing*: taking or attempting to take property, whether physical or intellectual, without right or permission.

*Cheating*: using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others.

*Plagiarism*: literary theft, misrepresentation, or falsification.

Examples of plagiarism include, but are not limited to:

- Stealing someone's ideas or thoughts or to borrow dishonestly from another
- Copying directly from someone else's work; Paraphrasing or summarizing with premeditation and without documentation
- Inadvertent documentation mistakes that allow another's works, thoughts, or ideas to be credited as one's own due to improper referencing

Plagiarism is prevented when the proper form of documentation is followed:

- Items that must be documented include all borrowed information involving facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretations and is stated in one's own words does not require documentation. As a standard for proper documentation, SCA uses MLA (Modern Language Association) formatting and relies on the MLA Handbook for Writers of Research Papers. Students will receive specific instructions and examples of appropriate and inappropriate documentation when assignments are given.

### **A Note on Harassment and bullying**

The Summit Christian Academy community is to be one of respect and reconciliation. Harassment of any member of SCA's community will not be tolerated. Comments relating to a person's race, age, physical differences, sex, or ethnic background are unacceptable. Students must refrain from words or actions that disgrace, insult, bully, or threaten others. Even if a student considers his/her disrespectful comments or behavior a joke, such activity will be considered a violation of the **Honor Code**.

Sexual harassment includes unwelcome sexual advances, requests for sexual behavior, sexually suggestive remarks, jokes, gestures, and all other visual, verbal, and physical conduct or communication of a sexual nature. This includes any form of sexual communication through voicemail, email, and social media. Any student engaging in such activity, whether on or off campus, will be considered in violation of the **Honor Code**.

Bullying violates the principles set forth in Scripture outlining love, kindness, and invitation toward others. While protection of the victim is of paramount importance in all bullying cases, SCA believes that special attention must also be paid to the underlying spiritual issues at play in the heart of the one doing the bullying.

Should a student experience or witness bullying, it is vital that it be brought to a teacher's or the principal's attention. For a school to be able to deal effectively with bullying, there must be a culture of self-advocacy as well as advocacy for others. The faculty and administration commit to doing their best to maintain anonymity wherever possible.

There are distressing behaviors that occur that are not bullying, even though such behaviors may be unpleasant and/or inappropriate. Such behaviors, although not bullying, are taken seriously and may result in disciplinary action. Disliking someone, exclusion, isolated incidents, arguments, aggression, and meanness are taken seriously, but may not necessarily be indicators of bullying. In all cases, SCA will seek truth and reconciliation for its students.

## Description of Corrective Measures

Summit Christian Academy reserves the right to use the following corrective measures in response to student offenses and infractions:

**Demerit** – Students may receive demerits for minor infractions of attitude or behavior. Students should not expect to receive a preliminary verbal warning each time a behavior or attitude is repeated. Parents will be notified with a demerit slip when their student receives a demerit, and these reports will be available via the school's online reporting system. Demerit slips are to be signed by the parent/guardian and returned with the student to the assigning teacher the day after a demerit was issued. The accumulation of three demerits within a grading period will result in the issuing of a detention.

**Detention** – Any school faculty or staff member may issue a detention to a student. Students will be required to complete assignments or to do work detail (i.e., cleaning halls, picking up trash from school grounds, etc.). Detention slips are to be signed by the parent/guardian and returned with the student to the assigning teacher the day after a detention was issued. Failure to report to detention will result in the issuing of an additional detention.

It is realized that detention may be an inconvenience for parents/guardians and those involved in carpooling; however, students assigned to after-school detention will be required to stay for the duration of the detention on the assigned day. Students must be picked up as soon as the detention is over, or the student will be sent to aftercare and be billed accordingly.

**Probation** – Probation may be academic, disciplinary, and/or extracurricular. Probation is a set period during which the student is expected to make significant academic or behavioral progress to show that he/she should remain a student at Summit Christian Academy.

**Suspension** – Students may be suspended for disciplinary violations. Two types of suspension will be observed:

*In school:* Suspended students will be assigned to a room in the school for the term of the suspension. Such suspension shall be made either when it is judged in the best interest of the student or when a parent/guardian is not continuously at home to supervise the student. Suspended students are not to have any contact with other students without the expressed permission of the school administration.

*Out of School/At home:* Such suspension shall be made only when either (or both) parent/guardian(s) are home to continuously monitor the suspended student and when it is in the best interest of the school to have the student off campus.

A student serving an in-school or out-of-school suspension is not permitted to participate or attend any extracurricular school activities during the suspension period. Any assignments due on the day of suspension will receive a grade. A student serving an in-school suspension may receive credit for work completed during the day as determined by the teacher and administration.

Upon returning to school, the student will be placed on probation. The terms of probation will be defined by the teacher and school principal. A written copy of the terms will be given to the parents/guardians and a copy will be placed in the student's permanent file. If the administration feels that the situation has not changed within two weeks, parents/guardians will be asked to withdraw their student from the school.

**Expulsion** – Expulsion is the permanent removal/exclusion of a student from school

SCA reserves the option to dismiss or deny re-admission to any student for problems relating to:

- Attitude incompatibility
- Uncooperative attitude
- Rebellion towards discipline
- Chronic complaining or defiance

- Sowing discord
- Chronic unexcused absences or tardies
- Nonconformity to standards of conduct or grooming
- Lack of parent/guardian concern
- Repeated unacceptable behavior, socially or academically

### **Goals of Disciplinary Action**

Every student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. Each student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his/her studies.

At Summit Christian Academy, we strive to meet the following goals through mentoring, accountability, and restorative programs coupled with consequences and discipline as needed:

- Repentance (sorrow and change) on the part of the child
- Healing for the individual child and those involved
- Reconciliation of all parties involved
- The end of behaviors or attitudes that led to disciplinary action

The goal of disciplinary action is to see a heart changed by an encounter with the Word of God ministered by the people of God. We are dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men.

Students are reminded that God’s Word instructs us to be disciplined in all of life.

*“Obey them that have the rule over you and submit yourselves...” Hebrews 13:17*

### **UNIFORM CODE AND PERSONAL APPEARANCE**

SCA has chosen a school uniform to promote modesty, uniformity, and cost effectiveness. The uniform is simple and neat. It eliminates competition in dress and neutralizes externals, thereby enhancing the development of internal qualities and character. Over the course of a school year, the cost of a school uniform, consisting of a few pieces that can be mixed and matched, should be considerably less than the cost of several different outfits.

All clothing shall be clean, neat, appropriate, well fitting, and in good repair. Jewelry should be of modest appearance and appropriate for a Christian school setting (only piercing in the ears is acceptable for girls). Boys must be clean-shaven. Boys are not to wear any ear jewelry. All hairstyles must be neat and well-groomed. The length of boys’ hair should be kept off the eyes. Hair color for boys and girls should be natural and not a distraction. Anything questionable will be addressed by the principal. Uniform-code sweatshirts, jackets, and/or sweaters are for staying warm during cold weather and a uniform polo shirt should be worn underneath. Only approved outerwear may be worn in the class after students have arrived for the school day. Logos may be no bigger than the size of a credit card.

Uniform Violations for 6<sup>th</sup> – 12<sup>th</sup> grade shall result in the following:

1. After three violations, detention will be served.
2. Another three violations, detention will be served.
3. Three more violations, a total of nine violations, an in-school suspension will be served.

## Uniform Policy

### *Pants and shorts:*

- Acceptable uniform pants may be a classic khaki of any brand. Black, gray, and navy are also acceptable colors. No olive or other shades of green.
- Pants must have straight legs and may be pleated or flat front in style
- Shorts must be at the knee and adhere to the same color guidelines noted for pants above. For elementary students, no higher than 3 inches from the knee.
- The following styles are **not acceptable** for uniform pants/shorts: leggings, joggers, cargo pockets, loose waist or hip hugger, carpenter style or boot cut, top stitching, appliques, or decorative stitching.

### *Shirts:*

- Oxford cloth shirt with button-down collar, short or long sleeves
- Turtleneck shirt (no ribs, no mocks)
- Polo shirts, short or long sleeves
- Blouse with round collar (*Girls Only*), short or long sleeves
- All shirts must be of a solid, single color and without a pattern
- Appropriate logos may be no larger than a credit card

### *Skirts and Jumpers (Girls Only):*

- Pinafore, jumper, skirt, or skort
- Must be at the knee. For elementary students, no higher than 3 inches from the knee.
- Navy Blue, Khaki, grey and black only

### *Sweaters:*

- V-neck or rounded sleeveless vest, long-sleeve, or Award sweater
- Collared style uniform shirt must be worn underneath
- All sweaters must be of a solid, single color and without a pattern

### *Sweatshirts:*

- Crewneck pullovers or zip-up hoodies, with SCA logo; other logos may not be larger than a credit card.
- Polo style uniform shirt must be worn underneath
- All sweatshirts must be of a solid, single color and without a pattern

### *Shoes:*

1. Dress shoes (no heels)
2. Tennis shoes or hiking boots (no sandals; no open-toe or open-heel shoes)

*There is no distinct or alternate uniform for chapel days.*

*Clothing items may be purchased from any retailer, regardless of branding.*

## Spirit Day

Every Tuesday students may wear any SCA spirit T-shirt or sweatshirt with jeans or dress code bottoms. Those participating in sports may wear their jersey or team T-shirts. If a student has participated in a tournament with SCA, they may wear related items if the school's name appears on the shirt/sweatshirt. Jeans must be free of holes or frayed designs.

## **Un-Uniform Day**

For an Un-uniform Day, students are allowed to wear clothes other than uniforms. However, our expectations remain the same expectations as we have of our uniforms. These expectations of modesty (not too short, too low, too tight, too bare, or too extreme), neatness, cleanliness, and good taste will still apply during an Un-uniform Day. Hats may not be worn. Sleeveless items may not be worn. Jackets are okay. No sandals. No athletic shorts. No sweatpants or jogging pants.

If anyone is in doubt and is wondering if a piece of clothing will be acceptable, **choose not to wear it**. If you have a question about clothing, it most likely will not be acceptable. A call home for a change of clothing will be required if clothing does not meet the above guidelines.

Funds collected for Un-Uniform days help to support our Sunshine fund. This fund helps support our SCA community.

Remember, this opportunity to dress out of uniform is a privilege. When everyone cooperates, we can continue to offer Un-uniform Days to our students.

## ACADEMIC GUIDELINES

### HOMEWORK POLICY

Homework is an integral part of the curriculum at Summit Christian Academy and is a day-to-day connection between home and school. The responsibility for scholastic achievement is placed on students and should be supported by parents/guardians. Failure to complete all necessary assignments will result in consequences, which shall be left to the discretion of the individual teacher. Chronic failure to complete homework assignments will be viewed as a violation of the HONOR CODE and may require disciplinary measures beyond the teacher. There is a \$3 dollar per day fee when a MS or HS student borrows a Chromebook (this does not apply to Elementary level students).

### PROMOTION AND RETENTION

The decision to promote a student to the next grade level or retain a student at the end of the school year will be based on the child's ability to function adequately at the next highest grade level. Retention and promotion will be based on academic progress and/or attendance.

### CLASSIFICATION OF STUDENTS

A student must achieve at or above grade level academically in order to be promoted to the next grade without probation. Results of standardized tests are considered carefully. The final decision regarding promotion or retention is made by the administration in consultation with the teacher(s) and parents/guardians.

### ACHIEVEMENT AND COMPETENCY TESTS

Benchmark testing will be conducted each year. Reports will provide information regarding developmental progress. Parents will receive a copy of their student's testing results.

All 7<sup>th</sup> grade students who qualify are recommended to participate in the DUKE Talent Identification Program. Students identified for participation will be able to take the college entrance exams (ACT or SAT).

Other national exams may be given to allow our students opportunities for awards and recognition. Parents/guardians will be notified when appropriate.

### ACADEMIC ADVISING

The guidance counselor at Summit Christian Academy will assist students in their course requests based on their interests and educational goals. They will assist students in preparing an individual plan that points to successful graduation.

The guidance counselor also provides "graduation coaching" to inform the students about co-curricular and extracurricular opportunities, scholarships, and other preparatory acts for post-secondary education.

All **new and transfer** students must meet with the guidance counselor to ensure correct academic placement before starting the school year if applicable. Students who transfer from public or private schools will not be required to make up the Bible requirement for graduation but must fulfill the credit requirements through alternate courses. Other electives may be used to fulfill the total number of required credits, should credits be lacking for any High School grade level.

Transfer students will submit an official transcript from their previous school which outlines courses taken and numerical grades earned. Transfer grades will be entered on a Summit transcript using SCA's grading scale.

Academic credits earned at a secondary school outside of SCA will be evaluated by the guidance counselor and may be transferred according to the academic policies of SCA.

## ACADEMIC PROBATION

Any student in grades 9-12 falling below a 2.00 GPA or who fails two or more subjects in a semester will be placed on Academic Probation for the following semester.

If the student fails to raise his/her GPA above a 2.00 or who does not pass all their classes the following semester, his/her status will be reviewed and removal from SCA will be considered. In such cases, Academic Holds are often placed on student contracts for the following year.

## GRADING AND REPORTING

Grade reports for students K-12 are posted every nine weeks. K grades will be: “E” for excellent, “S” for satisfactory, and “N” for needs improvement. Grades 1-12 will receive number grades. Midterm reports will also be sent home. Both the midterm reports and report cards are to be signed by the parent/guardian and returned to school within 5 days after issuance according to the school calendar. Parents can access grades at any time on the school’s grading system.

(Should you need help with this, please call the office at 859.277.0503)

### Grade Reporting

Numerical averages for classes are reported to the students using the following methods:

*Report Cards:* Report cards are posted online at the end of each quarter and include the numerical average for the quarter and semester.

*Transcripts:* Transcripts are updated at the end of each semester and include the student’s numerical averages, credits earned and current GPAs. Only semester grades are recorded on the transcript.

*Online Grading System:* Current grades are available through SCA’s online grading system.

*Holds:* Access to student reports may be withheld if the student has a hold on his/her account.

### Report Cards

Reports cards will be released when there is no outstanding balance on a student’s account. Students who withdraw or transfer to another school will have their records forwarded to the new school only after their accounts have been paid in full.

If tuition is paid on the twelve-month plan, and the student has not re-enrolled, report cards will not be released until after the June payment has been received. It is the policy of the SCA School Board that an account is considered delinquent if tuition and/or fees are more than one month past due. Dismissal procedures will be initiated unless the SCA School Board approves a signed, written payment schedule. An outstanding balance on the last day of school will warrant holding grade reports and graduation diplomas until the balance is paid. Student records will not be forwarded to other schools until all outstanding balances are paid in full.

### Grading Scale

A – Excellent Work	90% - 100%
B – Good Work	80% - 89%
C – Average Work	70% - 79%
D – Below Average Work	64% - 69%
F – Failing	0% - 63%

I – Incomplete (This is a temporary designation indicating the student is in the process of course completion approved by the teacher and/or guidance counselor. Such work must be completed within two weeks of the end of the quarter.)

All recorded grades will be used in determining cumulative averages. These averages may include classwork grades, homework grades, quiz grades, project grades, and test grades.

### Grade Point Average

Summit Christian Academy calculates a student's grade point average (GPA) based on the grades at the end of each semester according to the following calculation:

$$\frac{\text{Total Grade Points Earned}}{\text{Number of Classes Taken}} = \text{Grade Point Average (GPA)}$$

### Student Transfers

Letter grades of students transferring to Summit Christian Academy from other schools will be converted to number grades according to our scale.

Parents/guardians will share all concerns or suggestions regarding a student's progress with their teacher first, in a face-to-face conference scheduled at a mutually convenient time. If concerns are not mutually resolved, contact should then be made with the principal.

Please see the section "Academic Advising" for further information related to student transfers.

### Honor Roll

"A" Honor Roll is awarded quarterly based on the following:

1. 90% to 100% grade average in each core subject\*
2. No major disciplinary action was required

"A – B" Honor Roll is awarded quarterly based on the following:

1. 80% - 100% grade average in each core subject\*
2. No major disciplinary action was required

### Core Subjects\*

Core subjects considered when determining Honor Roll recipients include Bible, Math, Science, History, Language (Reading, Spelling, Phonics, Language), and Foreign Language (if applicable).

### Student Awards

End of the year awards (K-12<sup>th</sup>):

- Steve Gehring Award for Academic Excellence– this award will be given to the student in each class who has earned the highest GPA for that school year. Two awards will be presented in the case of a tie.
- Principal's Leadership Award – this award will be given to the student (two students may be selected) in each class who exhibits the following qualities:
  - Integrity (gives unprompted, appropriate responses)
  - Repentance (self-admission of wrong and a sincere desire to restore a right relationship with the Lord or others)
  - Servanthood (genuine concern for others, selflessness)
  - Interpersonal skills (builds and maintains positive relationships with others)

- Positive attitude (versatility, accepts change willingly)
- Obedience (willingly and joyfully submits to authority)
- Humility (genuinely transparent/guardian about personal faults)
- Demonstrates an active, personal relationship with Christ
- Demonstrates compassion for others
- Roger Eastman Award – this award will be given to the student who best exemplifies Philippians 2:3 and Colossians 3:17. This award exhibits a heart for serving others. One student in K-12<sup>th</sup> will be selected based on how often this person is selected by the teachers throughout the school.
- Warrior Award – This award will be given to the student who has made the most improvement during the academic school year and/or has overcome a hardship.
- Perfect Attendance Award (no unexcused tardies and no absences)
- Excellent Attendance Award (no more than two unexcused tardies and no more than two absences)

### **Class Ranking**

Class ranking and top designations will be based on the numerical grades accumulated.

The graduating students with the top two core GPA's will be named the *Valedictorian* and *Salutatorian* of Summit Christian Academy. Both Valedictorian and Salutatorian must have a 3.50 or higher GPA.

## **GRADUATION INFORMATION/REQUIREMENTS**

### **Course Registration**

Returning students must consult with the guidance counselor before making course requests. The office will develop a master schedule which best fits the needs of the student body. Students will be placed in courses in line with their requests when possible.

### **Credits Awarded**

Academic credit at Summit Christian Academy is awarded upon successful completion of the course with an average of "D" or higher, as determined by the teacher. Dual credits can be earned (see the guidance counselor to obtain information and approval). High School credits for Spanish I and Algebra I may be earned in 8<sup>th</sup> grade. These courses must use a curriculum that is rigorous and designed for High School students.

To graduate from SCA's High School, a student must earn 25 credits. These graduation requirements are aligned with the required Kentucky Pre-College Curriculum. Specific credit requirements are as follows:

SUBJECT	SCA GRADUATION REQUIREMENTS
BIBLE	4 Credits
ENGLISH	4 Credits
MATHEMATICS	4 Credits (To include Algebra I, Algebra II, and Geometry)
SCIENCE	3 Credits (From life science, physical science, and/or earth/space science)
SOCIAL STUDIES	3 Credits (From U.S./World History, Economics, Govt., Geography; Civics Test)
ARTS/HUMANITIES	1 Credit (Art/Music Appreciation, Theatre, or alternate qualifying course)
P.E.	½ Credit
HEALTH	½ Credit (Includes CPR Training)
FOREIGN LANGUAGE	3 Credits (Spanish I, Spanish II, Spanish III) *Spanish III for Class of 2024+
ELECTIVES	2 Credits (Additional for transfer students substituting missed Bible credits or those not required to take Spanish III)

A Bible, Math, and English course must be taken each year a student is enrolled at SCA.

Successful completion of the **ACT** is also required for graduation from SCA.

### Algebra I and Spanish I

8<sup>th</sup> Grade Algebra I and 8<sup>th</sup> Grade Spanish I Grade Requirements:

A student taking Algebra I in 8<sup>th</sup> grade with an A – C average for the year may be eligible to receive High School credit. A student with a D average for the year in 8<sup>th</sup> grade Algebra I will be required to retake the course in the 9<sup>th</sup> grade or complete a summer enrichment program.

A student taking Spanish I in 8<sup>th</sup> grade with an A – C average for the year may be eligible to receive High School credit. A student with a D average for the year in 8<sup>th</sup> grade Spanish I will be required to retake the course in the 9<sup>th</sup> grade or complete a summer enrichment program.

### Courses Taken Outside of SCA

Courses taken from another institution while the student is enrolled at Summit Christian Academy are not included on the student's transcript or in the calculation of a student's grade point average, unless approved ahead of time with the guidance counselor. If a student chooses to enroll in a course at another institution or via correspondence, it will not be a part of the student's SCA transcript or count for credits toward graduation, unless approved ahead of time with the guidance counselor.

If it is necessary for a student to repeat a failed course or for transfer students to take classes required for graduation, prior approval by the guidance counselor and principal is required.

### Course Transfers Within SCA

All course transfer requests must be submitted by a parents/guardian and approved by the guidance counselor. Teachers can recommend schedule changes at any time during the academic year.

Work done in a new class prior to the student's change will need to be made up. If a student leaves a class after a full semester, credit earned in the previous class is retained.

## Repeating Courses

Students requiring credit for graduation for failed courses may repeat a course. Transcripts will display a student's original grade as well as the new grade earned following the repeated course. After successful completion of a repeated course, the new grade will be used to calculate a student's GPA in place of the failing grade. The failed course will not be used to calculate a student's GPA.

Students wishing to recover a failed credit may also enroll in an approved credit recovery program. To be eligible for credit recovery, a student must meet with the guidance counselor for approval. Credit recovery will result in an additional entry on the student's transcript; however, the original grade will be used to calculate a student's GPA. The grade earned in the recovery course will not be used to calculate a student's GPA.

## College Visits

- College visits are allowed for Juniors and Seniors.
- A total of *five* excused absences for college visits will be allowed during the Junior and Senior years for students visiting a college campus for serious inquiry. Any additional days will be counted unexcused. The administration may make some exceptions for students interviewing for scholarships or testing.
- Students who participate in athletics should check with their coach before planning a college visit.
- Permission to return to class after a college visit requires that the student submit a letter or College Visit Form attachment from the guidance counselor or admissions personnel at the university reflecting the date and appointment time for the college visit. Failure to submit a letter or college visit form will result in an unexcused absence.
- All class work must be made up upon returning to school.

## ATHLETICS

### ELIGIBILITY

Students are eligible to participate in sports offered at Summit Christian Academy. Sports are age specific and age requirements are noted in the sport offering.

### Academic Requirements

Students must maintain a “C” average or above in every class to be eligible for athletic participation. Teachers will not make allowance for extra credit or exceptions for athletes. Should the minimum grade requirement not be met for any class, the following course of action will be taken for an entire week (Monday to Monday).

For a student with a “D” in a course or courses:

- Week one of ineligibility = allowance to practice and participate in games with strong encouragement to meet the minimum grade requirements.
- Week two of ineligibility = allowance to practice. Students are not eligible for game participation. During the second week of ineligibility, if an athlete raises their grade(s) to eligible level (“C” or higher) they will be able to participate in games immediately.
- Week three of ineligibility = students will not be eligible for practice or game participation until the minimum grade requirements have been met.
- A fourth week with a “D” constitutes dismissal from the team.

If a “C” grade has been earned by the next eligibility evaluation, the student will be allowed to continue to participate in the sport as usual under #3 and #4.

All participation during any period of grade ineligibility is at the discretion of the parent/guardian.

For a student with an “F” in a course or courses:

- Immediate suspension from practices and games until the minimum requirements have been met.
- Three weeks with an “F” constitutes dismissal from the team.

The weeks do not need to be consecutive. Each probation or suspension is cumulative.

Students who have received specialized testing and meet the requirements for special academic assistance will be evaluated on an individual basis at the discretion of the Principal, Teacher(s), Coach and Athletic Director.

### CONDUCT OF THE ATHLETE

The role of student athlete at Summit Christian Academy is one of privilege. Students who desire this position must exhibit appropriate, Christ-like behavior and attitude in the classroom as well as on the playing field. In fact, these students should set the standard for behavior in the school. Should these standards not be met, the athlete will be subject to probation or dismissal at the discretion of the Principal, Teacher(s), Coach and Athletic Director.

The student athlete is also subject to standards of behavior as set by the Kentucky Christian Athletic Association (KCAA). If a student is in violation of any of these standards, they will succumb to the consequences as delineated in the bylaws of the KCAA.

## **SCHOOL FIELD TRIPS**

### **Rationale**

The SCA Board supports field trips as co-curricular activities. The Field Trips include visits to off-campus sites, outdoor pursuits, athletic performances, ministry opportunities and other excursions. These activities form a logical extension of classroom activities and an integral part of the school program. Therefore, student field trips are encouraged.

### **Policy**

SCA requires that all activities that take place off-site from the school be selected, planned, organized and conducted to enhance the spiritual, intellectual, social, emotional or physical development of students, and to ensure the safety and security of all participants.

### **Procedures and Guidelines**

The accompanying regulations have been developed to:

- Provide definitions and expectations for various types of Field Trips.
- Provide communication links between parents, teachers, and school administrator.
- Establish procedures for safely carrying out field trips with students.
- Establish the responsibilities and expectations of the students, parents, teachers / field trip supervisors and school administration for types of field trips including the nature of the activities, and the level of supervision.
- Off campus activities of less than 2 periods or blocks are not covered by this policy as they are considered to be a component of Routine Activities. Care and prudence regarding safety and communication should still be exercised.

### **General Requirements**

1. Supervision – Teacher and adult supervision is to be provided on a ratio that takes into account the age of the student and the type of trip. Teacher's expectations of students should be clearly communicated to them and all supervisors, and all adults are responsible to ensure they are met. School policies and code of conduct are to be always adhered to.
2. All trips require parental authorization, complete with current student medical and emergency information with phone number in case of emergency.
3. Supervising teacher and each driver must have a copy of parental authorization and passenger list. A head count of students will be performed at each and every departure. Cellular phone or other means of communication must accompany those on a trip.
4. School Board approval is required for trips that entail being away for more than one night or on Sundays.

### **Field Trip – One day or less in duration**

1. Parents are to be informed of the proposed trip and the teacher is to obtain a signed Parent Permission form for each student involved.
2. The teacher shall:
  - a. Obtain signed copies of the Field Trip Parent Permission Form for each student involved.
  - b. Take a copy of the signed Field Trip Parent Permission Form for each student on the trip.
  - c. Ensure there are male and female supervisors or chaperones along on co-ed field trips whenever possible.
  - d. Submit a Field Trip Application Form to Principal or designate at least two weeks before the activity.

## Field Trip – Away for one night or more

These field trips will have the following characteristics:

- May be of more than one day in duration.
1. Parents are to be informed of the proposed trip and the school is to obtain a signed Field Trip Parent Permission Form for each child who is participating after the Field Trip Application has been approved by the Principal.
  2. The teacher shall:
    - a. Obtain signed copies of the Field Trip Parent Permission Form for each student involved.
    - b. Take a copy of the signed Field Trip Parent Permission Form along for each student on the trip.
    - c. Ensure there are a minimum of two male and two female supervisors or chaperones along on all Co-Ed trips.
    - d. Ensure that students are appropriately prepared for specific activities.
    - e. Inform parents of the specific nature of the activity and its place in the school curriculum.
    - f. Submit a Field Trip Application Form to Principal or designate at least one month before the activity.

## Requirements for Field Trip Chaperones and Volunteer Drivers

### Chaperones

The guidelines for chaperones will be divided into two categories in order to facilitate the uniqueness of working in a small independent school. The two categories are: Chaperone(s), and Volunteer Drivers. The following guidelines are intended to clarify the general duties and responsibilities of each category.

Educational trips and excursions, including sports trips, are possible only with the assistance of chaperones. The assistance of chaperones allows the school to ensure that a minimum of staff is away from the school at any time. Chaperones are not employees but community members who volunteer their time to team with a teacher/supervisor to ensure that students have a safe and rewarding trip. Being a chaperone is demanding. The chaperone is an ambassador for the school and is always on call. Summit Christian Academy acknowledges the very positive and necessary role that chaperones play.

- a. On any educational trip, chaperones must follow all board and school policies.
- b. The supervisor of the trip is a staff person, generally a teacher. Chaperones are expected to provide assistance to the supervisor by carrying out assignments and following directions provided by this supervisor.
- c. On any trip, the supervisor and the chaperones are on call at all times and must be prepared to respond appropriately to any situation that may arise.
- d. Supervisors and chaperones shall ensure the safety of students by providing a standard of care consistent with that of a reasonable parent and appropriate to the student's age and nature of the trip.
- e. Chaperones must provide confirmation of a clear criminal record check. In some situations, chaperones will be required to have appropriate training for an activity. An example might be first aid training for some outdoor wilderness activities.
- f. Chaperones are expected to supervise students from point of departure (at the school) to point of return (at the school or pre-approved drop-off location).
- g. "No siblings" may attend another grade level trip nor may toddlers attend. Chaperones cannot devote their attention to their responsibilities or their assigned group with infants or siblings attending.
- h. Chaperones must be willing to transport children other than their own.
- i. Chaperones must be approved by the teacher and/or Principal.

## **Volunteer Drivers**

- a. Must be 21 years of age or older and are considered chaperones.
- b. The school office must have a copy of each parent driver: Driver's License, Insurance card, and background check.
- c. Each student must be in an approved seat (or car seat or booster seat) with a seatbelt. If a seat does not have a working seatbelt, it cannot be counted as a usable seat and is prohibited.
- d. The use of the vehicle is at the drivers' risk. The school does not take responsibility for damage done to a vehicle used for an event.
- e. Drivers must obey all posted speed limits and adhere to the rules of the road