

# Summit Christian Academy PARENT/STUDENT HANDBOOK

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# **1. 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 parent/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, 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.

# 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 the student into fellowship with God to develop a Christian mind in him, and to train him in godly living so that he can fulfill God's total purpose for his life, personally and vocationally.

The student must:

- Be taught the Bible so he may understand God as well as his new nature and role as God's image.
- Be developed and related to God as a whole person spiritually, mentally, physically, and socially.
- \* Learn to see all truth as God's truth and integrate it with, and interpret it by, God's Word.
- Be educated as an individual with his own unique abilities and personality, who must learn 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.

# 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 in power and glory to rule a thousand years. (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 absolutely 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)

## **ACCREDITATION**

Summit Christian Academy is accredited with the Association of Christian Schools International. ACSI 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. ACSI is a support organization as well, providing many services to enhance and enrich our Christian school program.

## **HISTORY**

Summit Christian Academy first opened its doors in 1986 as Assembly Christian School. Enrollment that year was approximately eighty students in grades 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 name was changed to Summit Christian Academy in 2009.

## **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.

## **FACILITIES**

Summit Christian Academy is located in 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. It includes classrooms for grades Pre-K through 8<sup>th</sup>, a gymnasium, a multi-purpose dining room area, a library, and a Children/Youth Building, primarily used for chapel.

## GENERAL RULES/REGULATIONS

All students will:

- Treat one another with respect, courtesy, and kindness. Each person should be regarded as a brother or sister in Christ.
- 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, i.e., no running or horseplay in hallways or elsewhere in building. Enter and leave quietly from classrooms, hallways, restrooms, and especially chapel assemblies.
- 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 8:00 AM or after school for necessary calls only. 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.
- Be dismissed in an orderly manner. Elementary students will stay with their class and be dismissed directly to their parent/guardian. Middle School students will be dismissed from the appropriate exits. Students will refrain from "dismissal time" activities such as basketball, football, tag, etc., between 3:00 p.m. and 3:30 p.m. due to traffic in the parking lot.
- Will not eat or chew gum in the building except in designated areas and at designated times.
- 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.

## **OFF LIMITS**

The following areas are off limits to students: church kitchen, other students' desks, elevator (unless assigned by the teacher), book room, copy rooms, teachers' mail room, classroom files, the classroom (when unattended by a teacher), the PE area (when unsupervised) including the FLC, the teachers' break room (unless permission is given), and automobiles. No students are allowed behind the counter in the office unless permission is granted. No student is allowed to use the classroom intercom phone system.

## **VISITORS**

All visitors are asked to sign in and out, maintain clothing standards and obtain a pass from the office before entering classrooms. Plans for student visitors must be approved by the teacher at least two days in advance. Former students may visit with approval given by the Administrator/Principal. Requests should be made at least two days in advance.

## **CLOSED CAMPUS POLICY**

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

## **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.

## **TRANSPORTATION**

Summit Christian Academy does not provide transportation to and from school. We will, upon request, assist parents/guardians who would like to arrange car-pooling with other parents/guardians. 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 he is normally picked up by, please call the school and give our office the information or send a note with your child to be given to his teacher. A verbal message from your child will not be acceptable. This again is for your child's safety.

We ask that students be left at school no earlier than 8:00 a.m. and picked up from school no later than 3:10 p.m. for elementary and 3:15 p.m. for high school. For students who need services before or after these times, please see the section on School Hours.



## **PRIVATE VEHICLE USE**

Parents/guardians and/or teachers may be requested to drive their vehicles. 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.

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 with the driver's license. A copy of the insurance card may be replaced with a signed statement by the driver that the vehicle has current, unexpired insurance coverage on the vehicle.

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

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

- Weekly Wednesday Warrior
- Daily emails
- Occasional letters to inform of events
- Parent/guardian-Teacher Conferences
- PTF Meetings
- Report Cards/Mid-term Reports
- Monthly Billing Envelope (which is to be returned to the office)
- Classroom newsletters 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. At any time parents/guardians are welcome to discuss these issues at school.

It is essential that parent/guardians sign, date, and (return the following day) any notices which request parent/guardian signature.

## Pledge of Support

Parents/guardians are asked to agree to the following Pledge of Support:

- A. 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.
- B. In the spirit of Galatians 6 (vs.1-2) and in accordance with Matthew 18 (vs. 15-18), I will promptly handle any grievances or criticism I may have of the administration, staff, or policies of SCA. 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.
- C. I recognize my responsibility to maintain close communication with my child's teacher by attending regular conferences, following through with homework assignments or slips to be signed, and by seeking the teacher's opinion when there is any question about my child's progress or behavior at school.
- D. I will support the education program at SCA by:
  - providing my child with needed supplies and materials
  - seeing that my child attends school regularly
  - arriving on time and being picked up promptly after school
  - by sending written excuses for tardiness and absence
  - by cooperation in training my child to respect others and school property
  - by paying for all lost or damaged property.
- E. I will attend special school functions regularly and will assist in school programs and functions.
- F. I will pray regularly and fervently for my child and for the overall ministry of Summit Christian Academy.
- G. I will seek the advancement of Summit Christian Academy (as stated above) over a prolonged period of time or it may result in involuntary dismissal of my child.

## **2. ACADEMIC PROGRAM**

### **PROMOTION AND RETENTION**

The decision to promote 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.

Promotion from grade six through grade eight, or grade eight to grade nine (freshman classification), requires passing grades in both English and mathematics, and in either social studies or science. Any exceptions must be reviewed and approved by administration in consultation with the teacher(s) and parents/guardians.

### **ACHIEVEMENT AND COMPETENCY TESTS**

During the second semester of each school year, all students in grades K through 8th take the Terra Nova assessment. The Terra Nova is a nationally recognized achievement test that examines students' knowledge of a standard core curriculum for their grade level. This is one piece of information used by teachers and parents/guardians to measure educational growth. Parents/guardians receive a copy of scores and a copy is kept on file.

All 7th grade students who qualify are recommended to participate in the DUKE Talent Identification Program. Those students identified by the guidance counselor will then be able to participate by taking the college entrance exams (ACT or SAT).

In addition to these, other national exams may be given to allow our students opportunities for awards and recognition. Parents/guardians will be notified when appropriate.

## GRADING AND REPORTING

Grade reports for students K-8 are sent home every nine weeks. K grades will be E for excellent, S for satisfactory and N for needs improvement. Grades 1st-8th receive number grades. Interim reports at the midpoint of the grading period will also be sent home. Both the midterm and the report card must be signed by the parent/guardian and returned to school. Mandatory parent/guardian conferences are held after the 1<sup>st</sup> and 3<sup>rd</sup> grade-reporting period. Parents/guardians will be notified to arrange a scheduled appointment. Sign-up conference sheets are placed outside of the office for grades K-8 in order for parent/guardians to sign up for conferences.

### Grading Scale:

A – Excellent Work	92% - 100%
B – Good Work	83% - 91%
C – Average Work	72% - 82%
D – Below Average Work	65% - 71%
F – Failing	0% - 64%

All recorded grades will be used in determining cumulative averages. These may include daily grades, homework grades, project grades and test grades. Number grades are rounded to whole numbers.

## STUDENT TRANSFERS

Letter grades of students transferring to Summit Christian Academy from other schools will be converted to number grades according to the following scale:

A = 100 - 92	D = 72 - 66
B = 91 - 84	F = 65 or lower
C = 83 - 73	

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

## **HONOR ROLL**

“A” Honor Roll:

Awarded quarterly based on the following:

1. 92% to 100% grade average in each core subject\*
2. No major disciplinary action required

“A – B” Honor Roll:

Awarded quarterly based on the following:

1. 83% to 100 % grade average in each core subject\*
2. No major disciplinary action required.

## **CORE SUBJECTS**

\*Core subjects considered when determining Honor Roll recipients include:

1. Bible
2. Math
3. Science
4. History
5. Language (Reading, Spelling, Phonics, Language)
6. Foreign Language (if applicable)

## **Student Awards:**

### End of the Year Awards

Two separate Principal's Awards will be presented based on the following criteria:

1. Principal's Academic Award – 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.
2. Principal's Leadership Award – This award will be given to two students in each class who exhibit 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.
3. Perfect Attendance & Excellent Attendance

Student selections will be made as follows:

\*Elementary teachers will determine awards for their class. Should they have multiple students who exhibit all above qualities, they will carefully assess each student on the above qualities using the scale of never, seldom, often, and consistently (1-4 points respectively.)

\*Middle School teachers will determine the recipient of the academic award for their sponsor class.

\*Other teachers such as elective teachers may be consulted in the case of close decisions for the above awards.

\*Nominations will be collected and evaluated. Students who are repeatedly nominated will be considered as recipients of the leadership award. Should there be multiple students listed, they will be assessed by all teachers and staff members that have contact with the student using the scale mentioned above.

\*For Perfect Attendance: No unexcused tardies and no absences.

For Excellent Attendance: No more than two unexcused tardies and no more than two absences.

## **CLASS RANKING**

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

## **HONOR CODE (for 6<sup>th</sup> grade and up)**

In signing the **Honor Code** in the appropriate section of the enrollment application, I fully recognize that Summit Christian Academy was founded to be and is committed to being a Christian ministry and that it offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what SCA is in its calling to be a Christian school.

- 1) I PLEDGE to apply myself wholeheartedly to my academic pursuits and to use my mind for the glory of God.
- 2) I PLEDGE to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie. I will not steal. I will not use profanity. I will not be a talebearer. I will not criticize or ridicule others.
- 3) I PLEDGE to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus. To this end, I will not take any illegal drugs. I will not commit illicit sexual acts including, but not necessarily limited to homosexuality, bisexuality, transgenderism, bestiality, incest, fornication, or pornography. I will not drink alcoholic beverages of any kind. I will not use tobacco. I will not pollute my mind with unwholesome music, literature, programming, movies, or other forms of questionable entertainment. I will not engage in other behavior that is contrary to the rules and regulations listed in the handbook.
- 4) 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 lifted up.
- 5) I PLEDGE to abide by the rules and regulations which may, from time to time; be adopted by the school Administration. I understand SCA is a private Christian School, and therefore have no vested rights in the governing of the school. I accept my attendance at SCA as a **PRIVILEGE** and NOT a right... 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 it as a Christian school.

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 me. I further understand that this contract becomes a part of my permanent file.

### **3. ADMISSIONS**

#### **ADMISSION POLICY**

Summit Christian Academy admits students of any race, color, 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 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.

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

#### **ADMISSION PROCEDURES**

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 non-refundable enrollment fee.
3. Provide 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).
5. Present a current immunization certificate.
6. Sign the Honor Code.

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



## **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 be effectively 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.

## **FINANCIAL OBLIGATIONS**

### **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 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 50% 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.

### **Enrollment Fees are as follows: (Grades K – 8)**

All students are charged an enrollment fee for each child with a maximum per family.

## **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.

## **BOOK AND ACADEMIC FEE**

Book/Activity/Academic Fees are included in the tuition rates and include curriculum expenses, class supplies for teaching, and most field trips taken during the school day. Students may be required to purchase additional paperback books as directed by teacher.

Kindergarten is charged a lesser amount. The amounts for these fees are determined each year by the school board and are included on the payment/fee schedule.

## **SCHOOL SUPPLIES**

A list of supplies that are required will be issued prior to the beginning of the new school year. Students are expected to have these supplies by the first day of school.

## **TEXTBOOKS**

Parents/guardians are to purchase a school bag or back pack to transport items between home and school. Students must pay for lost or destroyed 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 have Bibles at school at all times. Please check with your child's teacher to determine which version is recommended.

## **STUDENT REFUND POLICY**

Enrollment fees are submitted with the student application. Enrollment fees are non-refundable except when the administration chooses not to enroll a student. Should a student need to be withdrawn, any request for refund or exception to the SCA financial contract must be presented to the SCA Board for consideration.

## **OFFICIAL STUDENT RECORDS**

Student report cards and records will not be released when there is an outstanding balance. 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 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.

## **SCHOOL HOURS**

### **Early Arrival**

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

### **Arrival**

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

Students are to arrive at school between 8:00 and 8:10 a.m. School begins promptly at 8:15 a.m. Students who arrive after 8:15 should 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.

### **Dismissal**

Regular - The school day ends promptly at 3:10 p.m. for elementary students and 3:15 for middle school students. Drivers should enter the school parking lot from the Pasadena Drive Entrance. They will then turn left down the first row. Drivers must then proceed to the right until they have reached the fourth row. Please remember to pull as far forward as possible in order to allow 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 a after care. A fee will be charged for the after care service. Daily operation of this service is 3:30 – 5:30.

Alternate Dismissal Plan- When poor weather conditions occur, students will be dismissed from inside the school building. Parents/guardians are to enter the parking lot from the Pasadena Drive Entrance. They will then turn left down the first row and turn right and proceed up the second row and carefully follow traffic to pick students up at the side entrance. Teachers will monitor the arrival of vehicles and individually dismiss the elementary school students. Drivers who are picking up students in grades 6-8 should continue past the side entrance and turn right. Students will be released from the back entrance. During dismissal time, if a tornado warning has been issued; parents/guardians must park and enter the building to pick up their student(s). We recommend staying in the appropriate shelter area until immanent danger has passed.

## **STUDENT CONDUCT**

Attendance in a private school is an opportunity and a privilege, not a right. Students at SCA are expected to conduct themselves at all times 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 faculty and staff

are the foundation of the disciplinary code. Any faculty or staff member is expected to correct any student at any time for misbehavior. Student in grades 6<sup>th</sup> and up, and their parents/guardians, must read and sign an Honor Code agreement before the student is enrolled in school. Any student unwilling to abide by the rules is subject to suspension or other disciplinary action at the principal's discretion. Parents/guardians are expected to support the faculty and administration when discipline is administered.

Our philosophy of discipline seeks to encourage and develop SELF-DISCIPLINE. We believe SELF-DISCIPLINE is a necessity in the maturing process, and we strive to provide an atmosphere that is corrective and preventative in nature.

Even as the Father disciplines in love, so the staff of 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.

Good conduct is necessary for the welfare of the student as well as the entire school. Parents/guardians and students are expected to cooperatively comply with all school policies and regulations.

## **JURISDICTION**

SCA discipline policies have jurisdiction over all students during any attended school related activity regardless of time and location.

Students must cheerfully exhibit unquestionable character in dress, conduct, and attitude.

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

The students must, at all times, conduct themselves in a manner becoming a Christian. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that the school has reasons for all rules and that they are enforced without partiality.
3. Realize that your child's reporting is emotionally based and may not include all the information.
4. Communicate directly with the staff involved (by phone, email or in person). We do caution about handling conflicts through written correspondence as misunderstandings can more easily occur. Resolving conflicts successfully requires good, two-way communication. Communicate your concerns at a time convenient for both parties, not when the teacher is giving instruction or supervising.

This school is 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."

## **General Principles:**

1. Treat others the way you want them to treat you.
2. Students must respect the responsibility of the teacher to teach and the right of each student to learn.
3. Students must respect church/school property and the property of others.
4. Un-Christ-like and /or disobedient behavior, attitude, or activity will result in disciplinary action.

## **Enforcement:**

Each teacher is given the responsibility of enforcing SCA discipline policies and classroom rules. The Principal/Administrator will be available to assist as needed.

All teachers have authority over halls and facilities, and students must respect and submit to that authority.

Students will be treated fairly and impartially. Discipline will be applied consistently based on careful assessment of the circumstances. Factors considered will include: 1) Seriousness of the offense, 2) Student's age, 3) Frequency of misconduct, and 4) Student's attitude.

## **Offenses and Consequences:**

Some violations of school policy and suggested consequences are listed below and grouped in categories according to the seriousness of the offense. **THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE.** Modifications will be made, when necessary, at the discretion of the Principal/Administrator and /or School Board.

Additional infractions will be added as the need arises, and penalties will be modified as the need arises. In all instances, consequences will be administered consistently and impartially.

### **Level I Offenses:**

- Gum chewing
- Use of phones, music players, electronic games, etc. at school or school functions unless approved by the Principal/Administrator
- Inappropriate conduct in eating areas, bathrooms, halls, vehicles, etc
- Poor sportsmanship as spectator or participant
- Throwing objects
- Refusal to participate in classroom activity
- Failure to do homework
- Talking without permission
- Out of seat without permission
- Sleeping in class
- Eating or drinking in class without permission
- Selling items without prior approval
- Violation of 6" rule, i.e. public display of affection
- Dress code violation
- Excessive noise

- Causing distractions
- Misuse of school telephones

**Level I Consequences—Teacher Directed**

A persistence of Level I will require a parent/guardian contact by the teacher.

**Level II Offenses:**

- Persistence of Level I behavior
- Cheating or plagiarism (a grade of “0” will be given)
- Stealing or possession of another’s person’s property
- Fighting or scuffling
- Profanity, suggestive speech, or obscene gestures
- Disrespectful or rebellious attitude or language
- Any conduct which creates a disturbance in or disruption of school or any school function, i.e., setting off fire alarm, or calling 911 without just cause
- Forgery
- Threats or verbal abuse to another student

**Level II consequences –Principal Directed**

**Level III Offenses:**

- Persistence of Level I or II behaviors
- Possession of or participation in exploding fireworks, smoke bombs, or stink bombs
- Possession or use of drugs, tobacco, alcohol, or possession of drug paraphernalia
- Vandalizing or destroying school property or another person’s property
- Threats or verbal abuse of any teacher or staff person
- Assault on student or staff
- Participation in or the appearance of participation in gangs
- Bringing weapons or firearms on or near the school campus
- Sexual immorality; including, but not necessarily limited to homosexuality, bisexuality, transgenderism, bestiality, incest, fornication, or pornography

**Level III Consequences—Probation, suspension, or expulsion**

If a student, while enrolled, commits an offense of the type for which students are refused admission to the school or if previous disciplinary measures have failed to cause appropriate changes in the student’s behavior, the Administrative Staff reserves the right to use the following additional measures:

1. Probation – for a set period of time; may include additional restrictions requirements deemed necessary.
2. Suspension – for a set period of time; may include additional restrictions requirements deemed necessary; student receives a zero grade for all class work including tests administered while suspended.
3. Expulsion - permanent removal; student is not permitted to re-enroll at

### Summit Christian Academy.

Summit Christian Academy reserves the option to dismiss or deny readmission to any student for problems relating to the following:

1. Attitude incompatibility
2. Uncooperative attitude
3. Rebellion towards discipline
4. Chronic complaining
5. Sowing discord
6. Chronic unexcused absences or tardies
7. Nonconformity to standards of conduct or grooming
8. Lack of parent/guardian concern
9. Repeated unacceptable behavior, socially or academically

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

## ATTENDANCE

1. 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 when absent.
2. 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.
3. Absent students shall not be admitted into the classrooms without an admittance slip.
4. The student's sponsor teacher and all other subject teachers will sign the slip and record the absence accordingly. The slip will then be returned to the sponsor teacher for filing.
5. All other absences will be considered unexcused.
6. Students will not receive credit for make up work missed due to unexcused absences.
7. 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.

Students should be kept at home by the parents/guardians when:

1. Sickness is accompanied by a fever.
2. Sickness or disease is in a contagious stage (i.e., measles, chicken pox, strep throat, head lice, etc.)

In addition to the above reasons for an acceptable absence, a student may be granted an excuse for a family trip if:

1. Advance notice is given to the teacher so that appropriate work may be assigned (work assigned is due upon the first day of return).
2. The student has good attendance otherwise.
3. 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, and then teachers will be informed. **REQUEST MUST BE MADE AT LEAST ONE WEEK IN ADVANCE. If advance**

**notice is not given, the student may receive zeroes for work missed.**

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
3. Being absent in excess of 5 days per semester without a medical statement

(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.)

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 in excess of 3 days per semester without a medical excuse, a letter will be sent to the parents/guardians re-informing them of school policy.

A student with unexcused absences in excess of 3 days will require a parent/guardian conference with the principal. If a resolution cannot be made, the student may be dismissed from school. Special exclusions may be allowed subject to approval by the Administrator/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.

## **DISCIPLINE**

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 behavior demonstrates rebellion, defiance, or a repeated violation of proper and reasonable rules and procedures.

### **Conduct Management Techniques:**

Discipline and order is 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. We are here to partner with the home, but not to take the place of parents/guardians who have experienced difficulty in fulfilling their leadership roles in the home.

### **Detention and Work Detail (Grades 6 and up):**

Teachers may choose to detain students after school for disciplinary reasons. Detention may be given for negative student conduct. The student will stay after school a minimum of 30 minutes or longer for detention, (with each successive detention, the length of time is longer). Students may be assigned to detention by any faculty or staff member, and are required either to complete assignments



and return them to the teacher or to do work detail. Parents/guardians will be given an advance 1-day notice of assigned detentions.

The office also issues detentions/work detail for tardies. A 30 minute detention will be issued for five unexcused tardies, and an in school suspension for seven unexcused tardies during a grading period. This does not apply to elementary students.

It is realized that detention will be an inconvenience for parents/guardians and those involved in car-pooling; however a student will be required to stay for detention on the assigned day. Students must be picked up as soon as the detention is over or the student will be sent to the office and be billed accordingly.

Any student who does not attend an appointed detention will immediately incur a form of discipline determined by the principal. If the student fails to comply with the principal's decision, they will be suspended.

### **Work Detail:**

Work detail involves any work that may need to be done to the school property such as: cleaning halls, restrooms, school grounds, etc.

### **Suspension:**

In addition to the above policy, when it is determined by the administration that a child's attitude is not in accordance with school policies or principles, the child will be subject to an in or out-of-school suspension. In the case of suspension, the parent/guardian will be notified. A child may be suspended whenever the general welfare of the school demands it. In order for the child to return to school, both parents/guardians and child must schedule a conference with the principal and teacher. Upon returning to school, the student will be placed on probation. The terms of probation will be defined by the teacher and principal. A written copy of the terms will be given to the parents/guardians, and a copy will be placed in the student's file. If the administration feels that the situation has not changed within two weeks, parents/guardians will be asked to withdraw the child from school. Continual offenses will also result in a student being asked to withdraw.

Anything that is due on the day of suspension will receive a grade. Anything that is assigned as routine daily homework, quizzes or tests given on the day of suspension will receive zero grades. Homework given on a day of suspension is still required to be done and handed in at the close of the school day. Quizzes and tests are to be taken on the day of suspension although they will hold no credit.

## **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 that on a daily log and turn that in to the office at the end of each school day.

Five tardies in a nine-week grading period constitutes excessive tardiness and shall result in a thirty minute after-school detention beginning at 3:15 p.m. to 3:45 with detention teacher or 3:30-4:00. This does not apply to elementary students.

Seven tardies in a nine-week grading period constitutes extreme tardiness and shall result in a one-day suspension. This does not apply to elementary students.

Verified doctor and dental appointments will not be considered tardy if SCA is contacted prior to the appointment. The student should report in through the school office.

## **EARLY DISMISSAL**

Students are expected to be in school during the regular hours in a school day; 8:15 a.m. – 3:10 p.m. for elementary and 8:15 a.m. – 3:15 p.m. for middle school. However, if the students must be dismissed early, a note will be required from home on the day the student is to miss. The note should 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 guardian or individual listed on the student's application 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. The students will be expected to make up all missed work and sign out in the office. All regular sign-out procedures will apply.

## **HOMEWORK POLICY**

Homework is an integral part of the curriculum 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 the 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.

## **SNOW DAY PROCEDURES**

SCA determines when school will be closed due to inclement weather. School cancellation will be reported by 6:30 AM to the following TV stations:

**TV – WKYT (27), WTVQ (36) and WLEX (18)**

In the event that it becomes necessary to dismiss school early due to inclement weather, parents/guardians will be contacted and the early dismissal will be report to the above TV stations.

## **LOCKS AND LOCKERS**

SCA has a limited number of lockers and locks to be assigned to students. In some cases, two students may be required to share a locker in the course of the year. Lockers must be kept clean and orderly and unseemly pictures or anything that will deface the lockers will not be tolerated. Lockers are subject to inspection by the school at any time. Locks must be turned in at the end of the school year. If for any reason a lock is not turned in or a lock is lost during the school year, there will be a fee for a replacement lock. The school assumes no responsibility for monitoring unlocked lockers. Each student is advised to keep his or her locker locked at all times.

## **LUNCHES AND SNACKS**

Please provide your child (ren) with a light, nutritious snack for mid-morning and a daily bag/box lunch. Milk may be purchased for your child on a regular basis. We ask that you not send canned drinks with your elementary student, particularly carbonated ones. Hot items may be sent in an insulated thermos or dish. The teacher/faculty microwave will be used exclusively for teacher lunches. Individual classrooms may have parent/guardian-donated microwaves to be used by designated classes with teacher discretion. For safety and time restrictions, students in grades kindergarten and first grade will not have access to a microwave. No glass bottles are allowed. Refrigeration is not provided for student lunches. Parents/guardians are welcome to share an occasional “lunch out” with their child.

School organizations (PTF, Athletic Booster, etc.) may provide fast food lunches on a designated schedule for a fee. Notices for such lunches will be sent home. Snacks and soda may also be available for purchase during the 6<sup>th</sup> grade and up break time. Access to snacks may be limited or unavailable to elementary students because of varying elementary schedules and time restraints. The classroom teacher must make the decision of class participation in purchasing snacks.

## **VISITORS**

Former students may visit upon approval by the Administrator/Principal. A 2-day notice should be given. Unapproved visitors will be asked to leave.

All school visitors and parents/guardians must check in at the school office upon arrival. Summit Christian Academy welcomes prospective students and parents/guardians to visit the school by appointment through the school office. All visitors are asked to maintain clothing standards and check in and out, from the school before entering classrooms.

## **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.

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.

Parents/guardians may view and/or obtain unofficial copies of the contents of their child's cumulative record.

## **MEDICATIONS**

No staff member will be allowed to administer any medicines to any student for headaches, fever, or other reasons without parent/guardian authorization. All medicines must be sent in the original container, with a signed parent/guardian note regarding times and dosage, giving permission to administer the medication. Middle school students should bring such medicines to the school office immediately upon arrival and elementary students should bring such medications to their classroom teacher immediately upon arrival. The school does not accept responsibility for allergic reactions or drug and food interactions.

## **UNIFORM CODE AND PERSONAL APPEARANCE**

### **Rationale**

SCA has chosen a school uniform to promote modesty, uniformity, and cost effectiveness. The uniform is modest and neat. It eliminates competition in dress and neutralizes externals, thereby enhancing individualization of the internal. 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.

### **General Regulations**

All clothing shall be clean, neat, appropriate, and in good repair. A belt will be worn any time pants, capris or shorts are worn. Shirts shall be tucked in at all times. Jewelry should be of modest appearance and appropriate for a Christian school setting. 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 at or above the collar. Anything questionable will be addressed by the Principal. Uniform-code sweatshirts, jackets and /or sweaters are our provision for staying warm during cold weather. Only approved jackets may be worn in class after they arrive (navy, light blue, red or white- no logos designs except school logo, etc).

### **Uniform Violations**

#### **For 6<sup>th</sup> grade and up**

1. After three violations, a 30-minute detention will be served.
2. Another three violations, a 30-minute detention will once again be served.
3. Three more violations, a total of nine violations, an in-school suspension will be served. (In-school suspensions result in zeroes for the day.)

## **UNIFORM POLICY - Boys**

**Pants and Shorts:** (Shorts must be no more than 3 inches above the knee.)

1. Acceptable uniform pants may be a classic khaki of any brand.
2. They must have straight legs and may be pleated or flat front in style.
3. Khaki or navy colors
4. The following are *not acceptable* for uniform pants:
  - \*cargo pockets
  - \*loose waist
  - \*top stitching (i.e., like jeans)
  - \*carpenter styling
  - \*appliqués or decorative stitching
  - \*olive or other shades of green

### **Shirt:**

1. Oxford cloth shirt with button-down collar; short or long sleeve; no logos  
Colors: white or light blue
2. Turtleneck shirt (no ribs, no mocks, no logos)  
Colors: SCA red, navy blue, light blue, or white
3. Polo shirt without logos; short or long sleeve  
Colors: any solid color

### **Sweater:**

V-neck sleeveless vest, long-sleeves or Award sweater  
Colors: SCA red, navy blue or white

### **Sweatshirt:**

Crewneck pullovers, with or without SCA logo; no other logo  
Colors: SCA red, navy blue, light blue or white

**Socks:** White, navy blue, red or khaki

**Belts:** Belts are to be worn anytime pants or shorts are worn.

### **Shoes:**

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

**Chapel Uniform:** Same as other days

## UNIFORM POLICY - Girls

**Skirts/Jumpers:** (length – no more than three inches above the knee)

1. School plaid, navy blue or khaki pinafore, jumper, skirt, or skort

**Pants and shorts:** (shorts must be no more than 3 inches above the knee)

1. Acceptable uniform pants may be classic khaki of any brand.
2. They must have straight legs and may be pleated or flat front with belt loops.
3. Khaki or navy colors
4. The following are *not acceptable* for uniform pants:
  - \*cargo pockets
  - \*loose waist or hip hugger
  - \*top stitching (i.e. like jeans)
  - \*carpenter styling
  - \*appliqués or decorative stitching
  - \*olive or other shades of green

**Shirt:**

1. Oxford cloth shirt with button-down collar; short or long sleeve; no logos  
Colors: white or light blue
2. Turtleneck shirt: (no ribs, no mocks, no logos)  
Colors: SCA red, navy blue, light blue or white
3. Polo shirt without logos; short or long sleeve  
Colors: any solid color
4. Blouse – round collar; short or long sleeve  
Color: white

**Sweater:**

V-neck sleeveless vest, long sleeve or Award sweater  
Colors: SCA red, navy blue or white

**Sweatshirt:**

Crewneck pullover with or without SCA logo; no other logo  
Colors: SCA red, navy blue, light blue or white

**Socks:** red, white, navy blue or khaki (knee length, ankle, or tights)

**Belts:** Belts are to be worn anytime shirts are tucked in or as needed.

**Shoes:**

1. Dress shoes (heels no more than 1 ½ inch)
2. Tennis shoes or hiking boots (no sandals, no open-toe or open heel shoes)

**Chapel Uniform:** Same as other days.

Clothing items may be purchased anywhere.

## UN-UNIFORM DAY

Throughout the year different groups in the school earn funds through a fund-raiser called Un-uniform Day. For Un-Uniform Day students are allowed to wear clothes other than uniforms. However, our expectations (the same expectations we have of our uniforms) of modesty (**not too short, too low, too tight, too bare or too extreme**), neatness, cleanliness, and good taste will still apply with Un-uniform Day. Hats may not be worn. Sleeveless items may not be worn. Jackets are ok. No Sandals.

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

If a student dresses out of uniform on the designated days, they will contribute to a particular fund (which is always a worthy cause) by paying \$1.00.

Remember, this opportunity to dress out of uniform is a privilege. When everyone cooperates, then no one has ruined the opportunity to have an Un-uniform Day.

## **4. STUDENT AND PARENT/GUARDIAN SERVICES AND ACTIVITIES**

### **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. SCA will act in place of the parent/guardian at school. Summit Christian Academy 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.” Proverbs 22:6

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

Chapel is held each week. Teachers take turns preparing chapel and inviting guests.

### **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’s teacher 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 into 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.

### **Servant Heart Ministry**

The Servant Heart Ministry (grades 6-8) is an SCA organization which reward efforts and achievements, encourage fellowship and cooperation, inspire honesty and tolerance and promote citizenship and leadership among students. True leadership is servant hood and not lordship. “For whoever exalts himself will be humbled, and whoever humbles himself will be exalted.” Matthew 23:12



## **PARENT/GUARDIAN SUPPORT GROUPS**

### **PTF (Parent Teacher Fellowship)**

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, 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, fund-raisers, 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 Board of Deacons, the Summit Christian Academy School Board, and the Summit Christian Academy Administration.

### **Athletic Booster Club**

This organization is a voluntary association established by the Summit Christian Academy (SCA) Board.

The Athletic Booster Club is established to accomplish the following goals:

- A. To support, promote, and maintain a high standard of integrity in the athletic department.
- B. To promote and encourage participation and attendance at athletic functions by students, parents/guardians, friends and faculty of the school.
- C. To assist in athletic activities of the school by providing volunteer goods and services.
- D. To raise funds through concession sales, advertisements, and other fund raising activities, to financially assist in athletic activities by purchasing uniforms, equipment, awards, and paying for travel, gym rental, and referee expenses.

Membership in the Summit Christian Academy Booster Club is open to all parents/guardians of Summit Christian Academy students as well as all alumni, friends, businesses, and other supporters of Summit Christian Academy.

# ATHLETICS

## Eligibility

Students in grades three through eight are eligible for participation in SCA athletics depending on the sport.

## Academic Requirements

Each week teachers will receive a list of student athletes from the Athletic Director. These teachers are required to fill out the current grade average for each student. These forms are due to the Athletic Director by noon each Monday (or first day of the school week). This grade will determine eligibility status for that given week. If a student is ineligible, he/she will be informed and a parent/guardian/guardian contact made.

Students must maintain a “C” average or above in every class to be eligible for athletic participation. Teachers will not make allowances 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:

1. Week one of ineligibility = Allowance to practice and participate in games with strong encouragement to meet the minimum grade requirements.
2. Week two of ineligibility = Allowance to practice. Students will not be 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.
3. Week three of ineligibility = Students will not be eligible for practice or game participation until the minimum grade requirements have been met.
4. 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

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.

## **TELEPHONES**

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 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. Students may only use the phone with office approval. Disciplinary action will be taken against any student using the phone without permission. Student cell phones are to be turned off from 8:15 – 3:15.