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current factual information of the student is not given by the parents at the time of the original admissions interview, the administration reserves the right to dismiss the student. Mandatory Withdrawal is at the discretion of the administration. At the option of the withdrawing family, a meeting to appeal the Mandatory Withdrawal will be held with the school board. Such meetings will be scheduled by the school administration and the school board and will be made known to the withdrawing family at least 48 hours prior to the meeting date.

### Expulsion

Expulsion is immediate dismissal from school. Expulsion is at the recommendation of the administration and the discretion of the school board.

*Offenses which may result in expulsion which include but are not limited to:*

1. Possession or use of illegal drugs or alcohol both on campus and off campus.
2. Possession of illegal drug paraphernalia. Ed Code 48900 (j)
3. Carrying weapons or using instruments to do bodily harm. Ed Code 48900 (b)
4. Sexual immorality.
5. Striking a teacher or other school personnel. Ed Code 48900 (a) (2)
6. Involvement in gang activity. Ed Code 48900 (a-1)
7. Conviction of/or known involvement in criminal activity.
8. Extreme vandalism. Ed Code 4800 (f)
9. Sexual harassment . Ed Code 489002
10. Continued poor behavior/discipline record. Ed Code 48900
11. Establishing personal web sites or participation in “blogs” containing material or connections to material contrary to the mission and philosophy of SCS.

tion is to discipline the student for a period of time. During this time, the student will have the opportunity to reflect upon the seriousness of his/her actions and take the necessary steps to correct his/her behavior and attitude. Suspension is often used by the administration prior to consideration for dismissal from school.

*Offenses which may involve Suspension are as follows:*

- a. Forging or using forged notes or excuses.
- b. Smoking or possession of tobacco. Ed Code 48900 (h)
- c. Using inappropriate language (vulgarity/profanity). Ed Code 48900
- d. Fighting may result in a three-day suspension.
- e. Threatening a teacher, school personnel, or another student. Ed Code 48900
- f. Stealing or gambling. Ed Code 48900 (g)
- g. Vandalism, pranks, destruction of school or private property. Individuals or campus groups may be subject to a \$200 restoration charge. This includes the fire alarm. In addition, actual clean-up and repair costs will be assessed. Ed Code 48900 (f)
- h. Inappropriate clothing or appearance.
- i. Lying, cheating, or plagiarism. Ed Code 48900 (k)
- j. Committing an act of defiance, either in language or action, in or out of the classroom. Ed Code 48900 (k)
- k. Refusing to comply with any reasonable request of a teacher or staff person in or out of the classroom. Ed Code 48900 (k)
- l. Cutting class and/or leaving campus without permission. Ed Code 48260 m. Physical or continued emotional abuse (by words, making fun, etc.) of another student. Ed Code 48900 (a)
- n. Continued misbehavior. Ed. Code 48900 (k).

*Results of Suspension are as follows:*

- a. All regular class work is expected to be completed and will be awarded 50% of the actual grade.
- b. Major tests or projects missed during suspension must be made up on the day of return with full credit.

### **Mandatory Withdrawal**

A Mandatory Withdrawal is an action by the administration for the parent/guardian to withdraw the student from the school. After three suspensions within one year, a student may be subject to Mandatory Withdrawal. Mandatory Withdrawal results from extensive misbehavior when means of correction have not been effective, demonstration of poor attitude with failure to change, or a lack of cooperation on the part of the parent or guardian to adhere to the obligations, policies, or agreements with the school. It is also understood that if

### **Message from the Principal**

Dear Parent and Students,

Our desire at Summit is to maintain an environment committed to the advancement of academic excellence and opportunities, while partnering with parents in the educational and spiritual development of their children. We strive to equip students to serve the Lord and to develop a desire to impact their world by their commitment to learn and live with Christian Character.

As you read through our handbook you will find a policy designed to challenge young men and women to grow closer to the Lord Jesus Christ through discipleship and love for Him. As they come to love others as Christ loves them, their compassion for those around them will also grow. Our ultimate purpose is to produce students that serve the Lord and impact the world through their unique gifts, talents, character and leadership who have a passion to serve in their churches, our community and the world as lovers of God.

Your knowledge and support of our school and its policies are essential to our health as a school community. Please take time to discuss this handbook with your children so that we can effectively partner with you in their education.

In His Service,

Paul Eggenberger

Principal

### **Core Values**

#### **Vision**

Equip students to serve the Lord and develop a desire to impact their world by their commitment to learn and live with Christian character.

#### **Mission**

Challenge young men and women to grow closer to the Lord Jesus Christ through discipleship;

To increase their compassion for those around them as well as around the world;

To advance in knowledge and in skill

So that they might serve the Lord and impact the world through their unique gifts and talents, as well as by their character and leadership.

#### **Goals**

◦Equip students to serve the Lord and develop a desire to impact their world by their commitment to learn and live with Christian character

◦To partner with parents in advancing knowledge and skill while challenging young men and women to grow closer to our Lord Jesus Christ through discipleship

◦To equip students to grow spiritually, academically, socially, physically and emotionally

- To develop young Christian leaders with a passion to serve in their churches, our community and the world
- Maintain an environment committed to the advancement of academic excellence and opportunities

### Statement of Faith

WE BELIEVE the Bible is God's written revelation to man. It is composed of sixty-six books which are divinely inspired and inerrant in all their parts. The Bible is infallible and the final authoritative source for faith and conduct (Psalm 12:6; 2 Timothy 3:16; 2 Peter 1:21).

WE BELIEVE there is one true and living God, eternally existent in three persons – Father, Son, and Holy Spirit, coequal, perfect in their attributes, each deserving worship and obedience. God is the Creator and sustainer of all things which He miraculously accomplished by the Word of His power in six literal days (Genesis 1-2; Exodus 31:17; Deuteronomy 6:4; Isaiah 44:24; 48:16; John 1:3; 2 Corinthians 3:18; 13:14; Colossians 1:15; Hebrews 1:2).

WE BELIEVE Jesus Christ is the second person of the Trinity who possesses all the divine attributes. He is fully God and fully man. He was conceived miraculously through the virgin birth without losing any of His divine essence. He lived a sinless life out of obedience to the Father. His incarnation was for the purpose of revealing God, redeeming men, and ruling over God's kingdom. He accomplished our redemption through His shed blood on the cross. Three days later He rose from the dead and later ascended to heaven where He sits at the right hand of God waiting to return in great glory and power (Isaiah 7:14; John 1:14, 10:30; Acts 1:9-11; Philippians 2:5-11; Colossians 2:9; Hebrews 7:25; 1 Peter 1:18-19; Revelation 19:11-16).

We BELIEVE in the Holy Spirit who is a divine person who regenerates sinful men and baptizes all of them into the body of Christ. He indwells, sanctifies, instructs, transforms, and empowers all believers for service (Romans 8:14-16; 1 Corinthians 2:7-14; 7:19-20; 12:13; 2 Corinthians 3:18; Titus 3:5).

WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life [Heaven], and they that are lost unto the resurrection of eternal condemnation [the Lake of Fire] (John 5:28-29; Romans 8:11; Revelation 20:13-15).

WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation. Due to man's depravity, he is unable to do or achieve anything that might merit salvation. Man must be justified on the single ground of faith in the shed blood of Jesus Christ. It is only because of God's grace and belief in Christ's atoning work that anyone can be saved from the penalty, power and ultimately the presence of sin (John 3:16-19; Romans 3:23-25; 5:1-11; Ephesians 2:8-9).

WE BELIEVE in the spiritual unity of all believers who have been born again through the

g. Four detentions in one semester will result in an one-on-one detention.

h. Subsequent detentions in a semester will result in a referral and progressive disciplinary action.

### Behavioral Probation

Behavioral probation is a conditional period of time assigned to students who fail to meet the standards of the school in their attitude or conduct. A student is placed on behavioral probation for consistent, recurring behavioral problems. The administration will review the student's progress weekly. If sufficient improvement is not made in attitude or behavior, the student may be asked to withdraw.

Students are placed on behavioral probation for one of two reasons:

1. Continued violation of SCS standards.
2. Poor attitude demonstrated by a slowness to cooperate with faculty/staff, lack of participation in class work, or negative attitudes towards school policy.

### In-House Suspension

An In-House Suspension is a measure of time in which the student reports to school and remains under the supervision of school administration, yet is unable to attend any classes or participate in any school functions or activities on that day. During this time the student will have the opportunity to reflect upon the seriousness of his/her actions and take the necessary steps to correct his/her behavior and attitude.

Please note the following information regarding In-House Suspensions:

- a. Students will report to the office punctually at 8:30 AM.
- b. Students will adhere to all aspects of the school dress code.
- c. Students will follow a special schedule for the day, which includes a break and lunch.
- d. Students will not be permitted to have contact with other students.
- e. Failure to adhere to any of the expectations may result in a two-day suspension.
- f. Two In-House suspensions in one year may result in a mandatory three day suspension or further disciplinary action.

*Offenses which may involve In-House Suspension:*

- a. Continued misbehavior by a student.
- B. Unable to correct dress code infraction.

### Suspension

A Suspension is a measure of discipline in which the student is not permitted to attend school or school functions, either on or off campus, including, but not limited to, athletic practice or games, or be on the school grounds during or after school hours for one to ten days. The inten-

parents, and teachers. Responsibility is a learned behavior and discipline is one of the principles necessary to maintain a strong Christ-centered approach to Christian education. Students need character development as they respond to authority, whether God's or man's.

A child's first encounter with authority is at home; therefore SCS firmly holds to the premise that the basic responsibility for discipline and responsibility resides with the parents. Parents will, therefore, be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be appropriate parental follow-through. With the parents' support, we can be of help to the student (Proverbs 19:18, I Timothy 3:4-5, 12).

Discipline is maintained with firmness, consistency, and fairness. Our staff maintains standards of behavior in the classrooms through kindness, love, and a genuine regard for the students. When disciplinary action becomes necessary, it is carried out firmly and tempered by good judgment and biblical understanding.

Students are encouraged to display Christ-like conduct by following all adult direction, and by demonstrating honesty, courtesy to all and exercising self-control in their behavior.

### **Incident Report**

An Incident Report is an official record of behavior or events regarding a student, which is kept and made part of the student's school file. Teachers or staff members use them to make the administration aware of the behavior or events of the student. These reports may result in further disciplinary action at the discretion of the administration.

### **Detention**

Detention is a measure of discipline in which the student remains after school for 45 minutes under the supervision of the Detention Proctor. Students are to report to detention on the day assigned unless other arrangements are made with the principal. Detention will begin promptly at 3:15 PM. Infractions which may result in a detention include, but are not limited to, excessive talking, disobedience, failure to complete work, unprepared for class, poor attitude, disturbing class, disrespect, excessive tardiness, major class disturbance and dress code violation.

Please note all of the following information regarding detentions:

- a. A one day notice will be given so that the student who has been assigned detention may have the opportunity to make arrangements for transportation needs.
- b. Parents will be contacted prior to a detention being served.
- c. Generally, detentions are scheduled for Tuesdays and Thursdays only.
- d. Student will sign in punctually at 3:15 PM.
- e. Detention will end at 4:00 PM.
- f. Failure to serve an assigned detention will result in additional detentions.

Lord Jesus Christ and have been placed in the body of Christ, who is the Head of the Church. We hold to the fact God does miracles and heals bodies immediately, without human giftedness. (Acts 5:12; Romans 8:9; 1 Corinthians 12:13; 2 Corinthians 12:12; Galatians 3:26-29; Colossians 1:18). For His creatures, God has instituted marriage as a way for men and women to enjoy companionship. Sexual intimacy is a wonderful gift of God that is only to be expressed between a man and a woman, as defined genetically, within the love and bonds of marriage. Therefore, WE BELIEVE that any form of sexual intimacy outside of marriage is both immoral and a perversion of God's gift (Genesis 2:24-25; Leviticus 18:1-30; Proverbs 5:18; 6:32; Romans 1:26-27; 1 Corinthians 6:18; 7:5; 1 Thessalonians 4:3-5; Hebrews 13:4).

### **Lifestyle Statement**

The Bible determines what is true and right, not our personal judgment. Scripture provides the instructions for how we are to live privately and publicly.

### **Church Attendance**

It is vital that families recognize the value of church attendance and the positive impact this makes on your child's Christian character. Students and families are encouraged to regularly attend a Bible-based Christian church in agreement with SCS' Statement of Faith. We trust your family's church attendance will be top priority because it is vital in building Christian family values in your home.

### **Financial Support and Tax Deductible Gifts**

Personal philanthropy makes a difference in the lives of our youth. Support is needed so that we may meet all costs of offering an excellent private school education. Please contact the Development Office for more information on how you can become more involved in helping to secure your child's future education at SCS.

### **Admission Statement—Continued Enrollment at SCS**

SCS seeks applications from Christian families whose young people are of good character, who demonstrate good scholastic achievement and embrace Christian values. Acceptance is based upon the evaluation of a personal interview, educational performance, support of our statement of faith and a student's desire to attend SCS. Acceptance and re-enrollment is at the sole discretion of the school.

Our students should realize that they are responsible at all time (in and out of school) to conduct themselves in a manner which brings credit to the name of Christ, themselves, their family and their school. By virtue of enrolling at SCS, each student agrees to live within the framework of the school's standards of conduct both on and off campus. Re-enrollment each year is contingent upon maintaining these values. Parents must agree and fully support, verbally and in action, all school policies and procedures, including discipline procedures.

## Re-Registration

A yearly re-registration form and \$200.00 fee per family is required of all students who desire to continue at SCS. In review of the registration, such factors as behavior, attitude, academic achievement and maintenance of the policies of SCS are taken into consideration. SCS reserves the right to deny re-enrollment to any student, for any reason, at its sole discretion.

SCS offers the opportunity to submit re-registration forms to current students and their eligible siblings prior to opening enrollment to the public each year. Early re-registration is strongly recommended since space is limited.

## Non-Discrimination Policy

SCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarship and athletic and other school administered programs.

## Board and Administration

SCS is an independent Christian school. We are an inter-denominational school run by a self-governing Board of Directors. The board is the authority of all school policy. Administration is given the authority by the Board to carry out the day-to-day functions and policies of the school. Board members are chosen from interested persons who qualify and apply under Board procedures and policy.

## Communications Procedures

SCS desires to handle all concerns in a biblical manner, per Matthew 18:15-17. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When this procedure is followed, it effectively builds positive relationships and communication.

If you have a specific concern or suggestion, tell it to the appropriate person. Complaints about the school policy or operations should be expressed directly to the person with which you are concerned or have a complaint (i.e. K-5 or 6-8, financial issues in the business office, etc.).

### Here is the step-by-step procedure to follow:

- Step 1** All classroom situations should be discussed with the teacher first.
- Step 2** If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and/or follow-up.
- Step 3** If the situation cannot be resolved after further clarification with the teacher, then

10. Students and their parents are responsible for damage incurred to school property, or other students' personal property whether willful or accidental (including breakage of windows, damage to lockers, abuse or loss of books, etc.).
11. Wholesome friendships are encouraged between boys and girls. Students must demonstrate modesty in regard to personal affection on campus and at school functions.
12. Candy, food, or drink is not to be consumed in classrooms without administrative permission.
13. Permission by a faculty/staff member must be given for a student to enter a faculty/staff lounge.
14. Unauthorized visitors are not permitted.
15. Honesty is expected at all times. Cheating, lying, stealing, and plagiarism are not acceptable.
16. Gum is not allowed.
17. "Cut" days and school "pranks" are not acceptable activities.

## Classroom Behavior

Teachers are responsible for establishing a behavioral plan which maintains a positive class atmosphere conducive for quality education. Students are expected to be respectful and cooperative with their teachers.

1. A student dismissed from a class for any reason will be issued a pass. This must be in the student's possession at all times when out of class.
2. A teacher's desk, cabinet, bookcase, etc. are regarded as personal property.
3. Students are permitted in a classroom only when a teacher is present.

When a student's behavior or attitude violates school standards, various types of discipline are applied. These include counseling, assigning a detention, other assigned duties, probation, temporary suspension, and expulsion. Teachers and staff have authority to reprimand students, to counsel with them, and to assign students a detention. Teachers and staff may refer students to an administrator for chronic behavior violations or if a single offense is particularly serious.

When behavior problems result in the assignment of a detention or are serious enough to warrant a referral to the office, the teacher will call the parents to inform them of the situation, thus providing an opportunity to work together to correct the misbehavior. Teachers are also encouraged to contact parents about problems when discernible patterns appear.

## Discipline

The purpose for discipline is to bring about repentance, to change inappropriate behavior and to teach students to be self-controlled. Discipline is a process that takes time and cooperation.

Discipline and responsibility for one's own actions are of utmost importance to students,

- Students are expected to dress in uniform clothing with the only exception being free dress days.
- Students who ride a bicycle or walk to and from school must have written permission on file in the office.

### Discipline Procedure

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. Each classroom's plan may differ but the consequences are standardized, so students will always know what to expect.

It may become necessary for a student to be picked up as part of the discipline process. Parents are required to pick up students when they are called. Students may be required to spend time in the office as part of their discipline. Teachers will notify parents when a child has spent time in the office.

### Grade 6—8 Standards of Conduct

Students must recognize that their conduct is a reflection of the testimony of the Lord, SCS, their family, as well as themselves. As a student at SCS, they are expected to sign an agreement to live within the rules of the school. The agreement is a commitment that your child will govern and abide by the school rules with a willing attitude. The following guidelines are established to maintain an atmosphere conducive to learning and glorifying God.

### General Behavior:

- The use or possession of illegal drugs, tobacco, or alcoholic beverages is not permitted.
- Students may not remain at an activity where drugs or alcohol are being consumed.
- Involvement in any sexually immoral activity is not permitted.
- Fireworks, firecrackers, matches, and other flammable/explosive materials are prohibited by law and are not permitted on campus.
- Students may not bring on campus any weapon (including pocket knives), firearm, or anything that resembles a weapon or firearm.
- Profanity, vulgarity, and other forms of communication unbecoming of a Christian are not acceptable. Violent language will not be tolerated and may result in expulsion.
- Gambling is not permitted.
- Vandalism of school facilities or destruction of property (desks, books, lockers, etc.) or pranks that result in littering or defacing the school is not permitted. Individuals or campus groups may be subject to a \$200.00 restoration charge. This includes the fire alarm. In addition, actual clean-up and repair costs will be assessed.
- The rights and property of others are to be respected at all times.

see the principal who will meet with both you and the staff person involved.

**Step 4** If the principal and teacher are unable to resolve the situation, a request for involvement may be submitted to the Board. A letter specifically explaining your concerns and the individuals involved, submitted to the office of the principal, will start this process. The Board, at its next regularly scheduled meeting will consider the written correspondence and a response will be given accordingly.

**Step 5** Christian reconciliation/arbitration. Christian Reconciliation: The parties to the student's education (parent/guardian, school, student) are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private. By enrollment of the student at SCS, the parent agrees that any claim or dispute arising out of or related to the student's re-enrollment shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Rules of Procedure for Christian Conciliation. Parents agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and expressly waive their right to file a lawsuit against one another in any civil court of such disputes, except to enforce a legally binding arbitration decision. Additional information regarding binding arbitration can be obtained through the Business Office.

### General Concerns, Ideas and Suggestions

Concerns, ideas or suggestions that involve the whole school or a particular department can be given to the department leader or to the principal. Please sign your name so we can adequately solve the problem and follow through properly. Anonymous letters will be disregarded as they don't allow for Biblical communication or restoration.

### Colors

Navy blue, Carolina blue, yellow and white are the official colors of our school.

### School Hours of Operations

SCHEDULE		
	Regular Schedule	Minimum Days Dismissal
Transitional Kindergarten	8:30 AM—12:15 PM	11:30 AM
Kindergarten	8:30 AM—3:00 PM	11:30 AM
Grades 1-5	8:30 AM—3:00 PM	11:30 AM
Grades 6-8	8:30 AM—3:00 PM	11:30 AM
SKIP	7:00 AM—6:00 PM	

### Financial Policies and Tuition

Secure financial structure of the school is vital in maintaining the high academic standards our parents expect. The following policies have been instituted to protect the school's finan-

cial stability:

1. All Application fees are due upon submission of application and are not refundable. Tuition reductions or refunds are not made for absences, illnesses or holidays.
2. All Registration fees are due upon acceptance of enrollment after interview with Principal. Registration fee refunds are subject to administrative approval.
3. Any student with an account 30 days past due may be removed from school enrollment. Accounts must be paid in full for all current charges.
4. Tuition payments must be paid by the 15th of each month. A \$30.00 late fee after the 15th will be applied at the discretion of the Principal.
5. A charge of \$30.00 will be added to accounts for each check returned unpaid. Any occurrence of a returned check may require future payment in cash or by bank check.

Students may not register or begin class in the fall until all accounts are paid in full.

### **Early Withdrawals**

It is not the policy of SCS to enroll students for less than a full school year. Our budget is based on receipt of a full year's tuition. However, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. When this occurs, the parent or guardian must notify the Business Office in writing.

### **Registration and student fees are NOT refundable.**

K—8: This contract is for the entire school year. Written notice is required to withdraw a child from SCS in the form of a Withdrawal Form that must be completed by the parent and submitted to the Business Office. Pro-rated tuition and fees through the last day of the child's attendance will be assessed. Parents understand and agree that they are responsible for the balance of tuition regardless of the reason for the withdrawal.

### **SKIP (Summit Kids Instructional Program)**

1. Registration fees for SKIP is \$20.00 per family. Care for registered students will be \$4.00 per hour per child. Non-registered students will be charged \$5.00 per hour per child.
2. Flat Fee SKIP will be charged at a lower cost. See Parent Partnership Agreement.
3. Elementary and Jr. High students will be signed into and billed accordingly if not picked up by 3:15 PM for after school SKIP.
4. SKIP will be available for minimum days starting at 11:45 AM. See Parent Partnership Agreement for pricing.
5. Late pick up fees will be applied after 6:00 PM at a rate of \$15.00 per 15-minute increment or portion thereof, per occurrence, per child. After two (2) occurrences, the late pick up charge will increase to \$30.00 per increment, per occurrence, per child.

principal at which time it is agreed that retention is in the best interest for the child. The final decision rests with the administration.

### **Homework Responsibilities of Parents**

The attitude of the parents toward their child's homework is critically important. A few recommendations on helping with homework effectiveness are:

1. Provide a place for study that is well stocked with pencils, crayons, paper, etc. and free from distractions.
2. Set a definite time for homework and stick to the schedule as closely as possible
3. Take an active interest in what the your child is doing. Give encouragement but do not do the work for them. Help the your child break large projects into smaller assignments (i.e. science projects, book reports). Keep a calendar with your child to plan his/her work.

Ask your child's teacher for specific tips concerning subject matter that may be difficult for your child.

### **Textbooks**

All textbooks are issued to students during the first few weeks of school. All non-consumable textbooks are to be fully covered with a book cover. Adhesive book covers are NOT to be used as they can permanently adhere to the textbook. All non-consumable textbooks are on loan and remain the property of SCS. Students who return books that are damaged in excess of normal wear, or if the book is lost, will be charged for replacement of the textbook. Students leaving the school are to return all non-consumable books to their classroom teacher.

### **Supplies**

Your summer packet will contain each teacher's classroom supply list.

### **Grade K—5 Standards of Conduct**

1. Prompt and cheerful obedience is expected at all times.
2. Students are to show courtesy and respect for others at all times (bullying and harassment are not tolerated).
3. Students are to obey the "hands off" policy at all times. This includes wrestling and karate type play.
4. Students must remain in their appointed places under proper supervision.
5. Students are not to bring radios, electronic games, toys, tape recorders, pagers, cellular phones, skateboards, roller blades, expensive or excessive jewelry.
6. Students are not to bring knives, weapons, ammunition, matches, lighters, drugs or alcohol to school. Students who violate these policies may be immediately suspended/and or expelled from SCS.

standing. Parents are always welcome to discuss their child's progress or any other concerns throughout the year. Please call the school office to set up an appointment or to make arrangements with your child's teacher. Kindergarten students may receive a progress report if the child is in special need of help or attention in any specific area.

**Kindergarten and First Grade Scale**

Kindergarten students do not receive letter grades but instead receive marks of E, S, and N. First grade students do not receive letter grades for the first quarter but will receive the same marks as Kindergarten. First grade will receive letter grades for 2nd—4th quarters. The marks stand for E—excellent, S for satisfactory and N stand for needs improvement. Report cards will also contain written comments from the teacher.

**Grades and Point System**

Second through eighth grade scale:

Percentile	Letter Grade	Grade Point Average (gpa)
100-94	A	4.00
93-90	A-	3.75
89-87	B+	3.50
86-84	B	3.00
83-80	B-	2.75
79-77	C+	2.50
76-74	C	2.00
<hr style="border-top: 1px solid black;"/>		
-----Academic Probation Level-----		
73-70	C-	1.75
69-67	D+	1.50
66-64	D	1.00
63-60	D-	.50
59-below	F	.00

**Academic and Conduct Probation**

Any student in grades 2-8 not maintaining a C- in any individual subject area will be placed on academic probation. Extra curricular activities/events for traveling teams will be restricted until grades have been improved per the discretion of administration.

**Retention**

Students must maintain satisfactory grades and progress in order to be promoted to the next grade. A student may be retained after a conference with parent, teacher and

6. There is no SKIP during any school holidays.

**Financial Aid Policies**

SCS Financial Aid Policies are designed to assist families in meeting their tuition obligations by helping to subsidize a portion of their tuition costs. It is a fund supported by designated giving and is awarded on the basis of an application for need. Parents who have a financial need and are interested in applying for financial aid should complete the appropriate application form available in the Business Office. To apply, students must be registered for the fall. The office must receive completed applications with all requested attachments no later than June 1st. Parents are encouraged to make a designated gift to support the scholarship program.

**Parental Involvement and Responsibilities: Required Parent Work Program**

SCS desires to maintain a high level of parent involvement. The quality of your child's education is greatly enhanced through your active involvement at school. It is important that all parents become involved in the school in whatever capacity they are able. Your active participation helps ensure the best possible education for your child.

This program, in addition to giving our parents the opportunity to become involved, keeps tuition affordable by reducing labor expenditures through service contributions. The Parent Work Program also helps to equitably distribute school-related tasks among the school community.

**The following is a description of the program and a brief outline of responsibilities:**

1. Each SCS family is responsible for completing a minimum of 20 hours of service for the benefit of the school community or a payment of \$200.00 in lieu of the work. Single parent house-holds are responsible for contributing 10 hours of service or a payment of \$100.00. Special circumstances can be discussed with the Principal.
2. The work requirement must be met for the current year by May 1st for families not registered for the following school year and by July 31st for registered, returning families.
3. Any work completed after July 31st, for returning families, will count toward the next school year.
4. Parents are responsible for recording their hours on a Parent Work Program form, available in the Business Office. Please obtain the signature of your child's teacher or staff member assigning the project and submit the form to the Business Office. The classroom teacher will validate these hours.
5. It is our hope that each family will opt for the work hours rather than the payment plan because it is more beneficial to the school and helps to keep your tuition lower.

**The following guidelines may help alleviate common questions:**

1. Driving for field trips (when chaperoning more than your child) can be counted for up to 10 hours of the required 20 hours.
2. Events or fundraisers when time is spent in supporting the event or fundraisers in

counting money, tabulating results, distributing the order, making posters and flyers, obtaining prizes for the school and other pre-approved work, which is related to the school-wide organization of the event or fund-raiser can count toward the 20 volunteer hours requirement.

3. Work hours cannot be credited for attending or participating in school functions in which your child is involved, such as attending parties, concert, etc., unless you were specifically assigned to work on the set-up, clean-up, planning or preparation for the event. The time you actually attend the event does not count.
4. Parents who supervise student camps and retreats may count all waking hours of supervision.
5. Students may NOT earn hours for parents.
6. Money spent while working on projects cannot be converted to hours.
7. Hours must be submitted after completion of 20 hours to receive credit.
8. Use only Parent Work Program forms to record hours worked.
9. It is the parents' responsibility to arrange work projects. SCS is not responsible for contacting parents with projects. Projects and school needs are posted on the outside entrance to the office and on the school's website at [www.summitcs.net](http://www.summitcs.net).
10. SCS makes the final decision as to which projects are credited for work hours.

#### **Parents, grandparents and friends can help SCS in a variety of ways:**

- Encourage volunteer help in all aspects of our program
- Donate cash contributions to the school
- Cooperate with fundraising projects
- Assist in the classroom
- Correct papers at home
- Repair and make equipment
- Provide maintenance and upkeep assistance (i.e. paint, clean)
- Make games and resources at home, for school and playground
- Provide assistance with food preparation and supervision at luncheons
- Assist in sports programs
- Volunteer for school Hot Lunch Program
- Drive for field trips and special classroom events
- Aid the office staff in collating, mailers and newsletters, as well as filing, phone coverage and other office projects

#### **Volunteer Guidelines**

All chaperones, drivers, coaches, classroom and extra-curricular helpers, etc. are expected

12. Students should always wear a comfortable, sturdy shoe that will enable them to participate in physical education class.
13. Nail polish may be worn by elementary girls in light pink shades or clear only. Jr. High girls are prohibited from wearing extreme colors. Boys are not allowed to wear nail polish.
14. No Elementary girls may wear make-up. Jr. High girls make-up may not be worn in excess.

#### **Girls' Uniform Requirements:**

1. General classroom clothing will be navy blue, Carolina blue, white or yellow Summit logo collared shirts. Skirts, skorts, shorts, jumpers, scooters or Docker-like slacks may also be navy blue or khaki. All hemlines must be no more than 2 inches above the knee. Skorts and scooters are permitted if they meet the hemline rule for skirts. Skirts, tops, shorts and pants are not to be tightly form fitting or excessively baggy. Jeans are not acceptable.
2. Shirts, skirts and pants are to be modest. Sweatshirts: Only Summit logo approved sweatshirts will be allowed.

#### **Boys' Uniform Requirements:**

1. Boys may wear navy blue, Carolina blue, white or yellow Summit logo collared shirts.
2. Docker-like slacks or shorts ( no shorter than 2 inches above the knee-cap or longer) in navy blue or khaki only, are to be worn. Shirts, shorts and pants are not to be tightly form fitting or excessively baggy. Jeans are not acceptable. Sweatshirts: Only Summit logo approved sweatshirts will be allowed.

#### **Free Dress Days**

These days are used as special days throughout the year and are communicated through administration only. They may be given as special incentives for specific purposes. Modest clothing, which conforms with the general philosophy of SCS is required. No spandex, leggings or spaghetti strap tops. Shorts are to be no shorter than 2 inches above the knee-cap.

#### **Grades and Progress Reports**

Report cards are issued four times during the school year. The first quarter report card will be given and discussed during a parent/teacher conference. Parents are greatly encouraged to attend. These conferences are crucial for developing a strong working relationship between the child's family and teacher. The 2nd, 3rd and 4th quarter report cards will be sent home with the student in a report card envelope. Parents are required to sign the envelope and return it to school to ensure they have received the report card. Parent/Teacher conferences can be arranged at any given time if teacher deems it necessary or if parents request this meeting.

Progress reports are issued to students in grades 1-8 at various times during the school year to guarantee frequent communication regarding a child's progress and academic

not observe Halloween in any manner; therefore no parties, costumes or treats may be planned for this day.

### **Bible**

The adopted translations for SCS will be NKJ, NIV and NASB. It will be left to each teacher which translation will be used in their classroom.

### **Release of Specific Student Information Form**

A completed and signed Release of Specific Student Information form will be available for all SCS families.

### **Dress Code**

SCS has established a uniform policy for all students in grades Kindergarten through 8th keeping biblical principles of modesty in mind. Our students are expected to maintain an appropriate appearance that is neat, clean and modest at all times. Listed below are dress code and uniform requirements:

1. All students are to wear their regular uniform Monday through Friday unless a "free dress" has been specified by the administration.
2. Students may not wear any type of clothing (including jackets) with any other logos except Summit Christian School's logo. Yellow, white, Carolina blue or navy blue are the only accepted colors for both girls' and boys' shirts or blouses.
3. Students wearing clothing with hoods will not be allowed to have their hoods up in the classroom or outside when the weather does not require it.
4. Body piercing is not allowed with the exception of ear piercing for girls.
5. No bandanas or scarves may be worn by boys.
6. Tattoos (real or pretend) including body markings are discouraged and are not allowed to be visible at school or any school event.
7. Jewelry is discouraged because of safety, loss or damage, but if worn must be modest. Jewelry that is contrary to our Christian faith is not allowed (i.e. Ying yang, astrology symbols, skulls, etc.) Girls may not wear large hoops or excessive dangling earrings. Boys may not wear earrings of any type.
8. Unnatural hair coloring, extreme coloring, extreme cuts and shaved-in designs are unacceptable. Boys hair should not fall below the eyebrow, the middle of the ear, or extend below the collar. All hair styles must be neatly kept and have a look of good grooming.
9. No roller skate shoes are allowed.
10. All jumpers, skirts, skorts, scooters and dresses for girls and shorts for both girls and boys are to be within 2 inches of the top of the knee-cap or longer. Navy blue or khaki are the only accepted colors for both girls and boys.
11. Elementary girls must wear shorts under dresses (spandex is fine).

to follow the school guidelines and maintain a Christ-like adult supervisory example at all times.

1. With regard to your personal, moral and ethical conduct, we expect that you are not now, nor have you been in the past, engaged in inappropriate conduct toward minors (inappropriate conduct includes, but is not limited to homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law), nor do you have inclination toward such conduct.
2. We expect that you will manifest by precept an example of the highest Christian virtue and personal decorum, serving as a Christian role model (I Tim. 4:12).
3. While supervising SCS students, volunteers may not smoke, drink alcohol or take illegal drugs or condone or allow any other illegal infraction or act to occur, at any time.
4. No inappropriate language or talk either on campus or while off-site at SCS-related functions is permitted (i.e. field trips, etc.).
5. Music and talk programs that would contradict the biblical philosophy of SCS are not permitted while traveling. Christian music is encouraged. (Only "G" rated movies will be permissible in transport vehicles with DVD/VCR player.
6. Parents need to follow each other as a caravan. Do not detour from the group to stop unless you have asked the teacher ahead of time.
7. Parents should, at all times, speak respectfully to other students and staff on trips. (Please refrain from discussing concerns about other students, parents or staff on field trips. Refer all concerns to the teacher and/or principal.).
8. Parents should, at all times, be an example to our students by dressing modestly and appropriately while volunteering for SCS. (Please refer to the student dress code section of this handbook for guidelines.).
9. All parent organization leadership positions must be approved by SCS Administration.
10. All volunteers will be subject to fingerprint and background check who have student contact.
11. All volunteers must have an approved Volunteer Application form on file in the Business Office.

### **Closed Campus Policy**

SCS maintains a closed campus for all students. Students leaving campus during school hours for any reason, without permission from SCS will be considered truant. Students are not permitted to leave during school hours except as follows:

1. Under school-sponsored and supervised field trips, sports events or special privileged days.
2. By permission of a parent or guardian and providing that the parent/guardian accompanies the student. Permission must be cleared through the school office, and you must sign your student off and back onto campus through the office.
3. Visitors are not permitted on campus without permission. Visitors are required to check in at the office and receive a pass.

4. Non-SCS students visiting for the day must procure prior permission from administrator, supply emergency information, check-in to receive a name badge and check-out before the end of the day.

### Lock-down and Security

SCS will on occasion go into a “lock-down” mode, which means students and faculty will be taken to a secured area (classroom, fellowship hall) where all doors and windows will be locked. Lock-down occurs whenever SCS perceives there exists a situation that may put our students or staff in danger. This is used as a precautionary measure, and does not necessarily indicate imminent danger. For the safety of our students, if a lock-down is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop-off/pick-up students until lock-down mode has been recalled.

In the event of an actual emergency, parents will be directed to an alternative site to wait until they can be rejoined with their student.

### Emergency Information Changes in Address/Phone Numbers/Job Change

It is necessary that you notify the school immediately whenever there is a change in your address, home number, job information or for that of any other person who is listed as an alternate emergency contact. We cannot be responsible for misinformation if we are not notified of changes, which affects the safety and well-being of your student. All changes must be made available in the school office so applicable teachers can be notified. No verbal changes will be accepted.

### Use of School Telephones and Personal Cell Phones

The school phone system is for official school business only. Students needing to make emergency phone calls home can do so in the school office. Forgotten homework, lunches, forgetting a game, asking permission to go to a friend's house after school, etc., are not considered emergencies. While on school grounds, elementary students are not allowed to carry pagers or cell phones. Jr. High students may carry cell phones; however, cell phones may not be seen, heard or used on campus during school hours.

### Minimum Days

Grade KT—8th are dismissed at 11:30 AM.

### Attendance

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns to school. There are no excused absences except for student illness, doctor or dental appointments or a death in the family. Excessive unexcused absences (12 days per semester) may result in dismissal from the school or failure to pass the school year.

Students with unexcused absences will be expected to complete all work, and may receive

the total curriculum at the annual Back-to-School Night.

### Chapel

Kindergarten—8th grade students attend chapel weekly. Chapel provides opportunities for our students to participate in praise, worship and study of God's Word. Classes are responsible for a chapel presentation one time during each school year. Speakers at chapel also include local pastors, teachers, administrators, missionaries and others. This chapel time builds unity in school as well as being a time of corporate worship unto the Lord. Parents are always welcome to attend chapel.

### Field Trips

Our teachers organize well-planned field trips throughout the school year. The cost of each field trip will vary by trip and class. Permission slips will be sent home for each field trip and will require parent signatures. Classroom teachers will notify parents in advance of scheduled field trip and special activities. **Students are expected and required to demonstrate behavior in accordance with SCS standards. If a student is unable to do so, appropriate disciplinary action will be necessary.** This may include excluding the child from the next field trip or requiring a parent to attend future field trips with the child.

All eligible parents are needed to drive and chaperone for field trips. It is understood that every parent who assists as a driver on a field trip must have a valid driver's license and also possess evidence of legal minimum coverage for insurance. Parents will need to come to the office to show proof of and have copies made of their Driver's License and proof of insurance to have on file in the school office. A Volunteer Driver Application form will also need to be filled out and signed. All seat belt regulations apply when transporting children. This would include the use of car seats/booster seats for students under 6 years or under 60 pounds. They are each to have their own seat belt—no double buckling is allowed. SCS takes stringent precautions to care for the safety and well-being of all students but assumes no responsibility in the unlikely event of loss, injury, etc. on field trips/activities.

Students are not allowed to attend field trips of siblings and would be counted as unexcused from class. Younger siblings may only attend if special permission from the teacher has been granted, due to classroom need for drivers.

Parents will be given a copy of the field trip guideline handbook when driving/supervising on field trips. Please take a moment to read through this booklet.

### Room Parents

Each classroom teacher will need one or two room parents who will be willing to help organize classroom parties and special event activities. The teacher will communicate these needs through newsletters and at Back-to-School Night. If you are interested in helping your child's teacher, please communicate directly with the teacher. Room parents must set excellent examples of modest dress and Christian character when working at school. Room parents work closely with the classroom teacher to plan classroom parties. Parties may be held for holidays such as, Christmas, Thanksgiving, Valentines Day and Easter. SCS does

is to be excused from physical education activities, the student should not participate in other physical activities during the school day including recess and after school care. A note from a parent is required if a student is to be excused from PE for a day. A physician's note is required if a student needs to be excused from PE for more than three consecutive school days.

### **Head Lice**

Children who have head lice will be excluded from school until the hair has been properly treated and all eggs (nits) have been removed as instructed. Children must be checked by and given a written release from health department, private physician or the school office before returning to school.

### **Communicable Diseases**

When a student is found to have a disease, which is considered to be communicable, he/she will need a written consent from a physician or the county health department before returning to school. Parents will be required to notify the school office if their child has been diagnosed with a communicable disease that the parents of classmates need to be made aware of.

### **Health Verification**

Students entering Kindergarten must have received the appropriate immunizations by State Law. All records of such immunizations must be on file in the office by the first day of school. All first grade students must have proof of a health exam on file. Physical exam forms are available from your physician and in the office. By State Law, this exam must be performed no earlier than 18 months prior to your child entering first grade. Parents may sign a waiver indicating they do not wish to have their child examined or immunized. State Law requires these forms to be in each student's file. If your child has a special health problem or a medical history which may affect school performance, please notify the school office and the teacher so that we may work together and be prepared if an emergency should arise.

### **Snack Recess**

Snack break will occur at the morning recess for all elementary students. Parents are encouraged to send a healthy snack with their child for this recess break. Acceptable snack items include fruit, crackers, cheese, vegetable sticks, etc. Students may not bring candy, cakes, cookies or like items for this morning snack.

### **Curriculum**

The curriculum of Summit Christian School includes academic instruction in subject areas including reading, language, spelling, math, science, history, health, and Bible. Additional elective courses will be made available as opportunities arise.. All phases of the curriculum are directed to assist in the ultimate development of the whole child. Emphasis is placed upon student mastery of academic fundamentals. Bible instruction and application of its principles are integral parts of all instruction in the classroom. Teachers thoroughly cover

a zero for all assignments completed on days of absence.

Excused school absences have two days for every one day absent to complete work.

### **Planned Absences**

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work during an absence, not to mention the detriment to the child's learning due to missing classroom instruction. Should it be absolutely necessary for a child to miss school due to a trip, parents should provide the teacher with a 5-day advance request for school work missed while student is absent.

In this type of absence, all work missed will be due upon the day of return to school. Ten percent will be deducted from any work not turned in upon the first day of return up to two days. Any work received after two days will be given a zero.

### **Tardies**

It is important that students are on time to school. Be sure to allow enough time to proceed through the SCS parking lot. Students are considered tardy if they are not with their class at 8:30 AM. Students who are tardy must report to the office to receive an admit slip to class.

Tardies will be marked excused for doctor or dental appointments, traffic accidents or unavoidable circumstances such as major traffic problems en route to school. Unexcused tardies include sleeping in late, child not able to find shoes, etc.

### **Contacting Students in the Classroom**

Unexpected classroom visits are distracting and disruptive to the learning environment. For that reason, we ask parents NOT to go to the classroom to pick up their child or drop off a forgotten lunch, etc.. Parents should come to the office and office staff will take care of delivering the items. **Release from class for appointments is only permitted by sending a note to your child's teacher to have him/her meet you in the office for sign out procedures.**

### **School Correspondence**

Classroom teachers may send home newsletters periodically to keep parents informed of upcoming events, curriculum issues, tests, etc. Please be sure to read through these newsletters and take note of all dates and events. The office will release a weekly newsletter electronically and school calendar on a monthly basis to inform parents of information and events school-wide.

### **Birthdays**

If you desire to celebrate your child's birthday at school, please communicate with his/her teacher at least one week before the birthday.

Birthday party invitations will only be distributed at school if the entire class is being invited to the party. We cannot hand out invitations to just a few children as the other children always notice and feel left out. Parents may utilize the Student Directory to obtain addresses to mail birthday invitations.

Copies of the Student Directory, when completed, are made available in the school office for parents to pick up or will be given out at the first Parent/Teacher Conferences. Please note, the Student Directory will consist of only those students whose parents have agreed to have their information published.

### **Lost and Found**

Please label all jackets, sweaters, sweatshirts and lunch boxes. Lost articles will be brought to the lost and found bin. Children may claim their items from there. Articles left unclaimed will be donated to charity at the discretion of the administration.

### **Security Measures**

Children will not be released to anyone “obviously” under the influence of alcohol or any other drugs. Anyone picking up a student who is not familiar to staff will be asked for an I.D. We will not release students to anyone not listed on the emergency card pick up list or without a phone call by the parent/guardian of student with the name of the person picking child up. Non listed persons must sign students out in the office before they will be allowed to take student off campus.

### **Visitors**

Please feel free to visit the school at any time. We ask that you sign in at the office so we are aware of who is on campus. If you are a regular classroom volunteer, it is not necessary to sign in. If you are visiting your child’s classroom, please make arrangements with the teacher ahead of time.

### **Reporting Child Abuse**

As legally mandated reporters, we are required by law to report suspected child abuse to the proper authorities.

### **Seatbelts**

It is the policy of SCS that all children arrive and leave school premises in proper vehicle child restraints. All seatbelt laws are followed on school field trips. Also, we ask that you do not leave children unattended in your vehicle.

### **General Health Statement**

Please be sure to keep your child at home whenever he/she is experiencing signs of illness such as fever, nausea, etc. A child should be fever free for 24 hours before returning to school. Parents should always be aware of the crucial role that sufficient sleep, nutritious

diet and exercise play in a child’s progress and well-being.

### **Notification of Accident or Illness**

If your child should become ill during the school day, you will be contacted to pick up your child within the hour of notification. Accident reports will be given to parents when a child is hurt or injured at school. Please ensure that all contact phone numbers are kept up to date in the office to guarantee that the office staff will be able to reach you.

### **Medications**

School personnel will cooperate with parents when a physician prescribes medication to be taken during school hours and is required for the student’s health. However, the primary responsibility for the student taking medication at school rests entirely with the student and the student’s parents. The child must know the required times to come into the office to take his/her medication. Office personnel may assist the student in taking medication provided the parent has complied with the SCS medication administration policies. Administration policies for all medications are on the medication authorization form. These forms are available in the school office. Medication can only be given during regular school hours. **All medications must be in the original container and correctly prescribed for the indicated student only. ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE. All medications (including over-the-counter medications, such as Tylenol, Advil, eye drops) require a physician’s order and an Administration of Student Medication form completed. Medicines left at the end of the school year will be discarded after one week.**

### **Inhalers**

Any 4th—8th grade student having an immediate need for asthma inhalers during school may carry the necessary medication on their person when certain conditions are met. Anyone wishing to carry his or her own inhaler may pick up an Authorization for Self-Carry form in the office. This form will need to be completed by a Physician and parent and returned to the school office. Otherwise, inhalers must be kept in the office and administered as prescribed.

### **Allergic Reactions**

If your child is allergic to bee stings, nuts, pollen or anything else that would require immediate attention, please notify the school office and teacher of the procedure to be followed to assist your child in case of emergency. If medication administration is part of the procedure, please provide the office with the appropriate medication and a signed medication authorization form. **It is highly recommended that you provide snacks if your child has food allergies.**

### **PE/Restrictions of Physical Activities**

In general, if a child comes to school, he/she should be well enough to participate in the total school program including recess and physical education. It will be assumed that if a student