

Our mission is to collaborate with parents in equipping our students with the full armor of God and academic excellence.

MISSION POINTS

Listed below are sub points emphasized as part of the mission of Summit Christian Academy.

- 1) Encourage students to have a personal **relationship with Christ** above all else.
- 2) **Collaborate with parents** to inspire children to have a love for learning and a love for God.
- 3) Emphasize **academic excellence** (wisdom above knowledge without sacrificing academics).
- 4) Ensure that students **understand the Word of God** and apply its principles in daily life.
- 5) Guide students to **discover and use their spiritual gifts** endowed by the Holy Spirit.
- 6) Develop students mentally and spiritually to be successful in **serving God's kingdom with their own unique calling.**

School Motto

Pursuing academic excellence and Godly character.

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I. WELCOME

Welcome to Summit Christian Academy (SCA)--a school with a goal to educate the whole child.

A-cademics

B-ody

C-haracter

We welcome you and your family to our school. We look forward to a strong partnership with you. This handbook will be your guide to SCA policies and procedures. It contains suggestions for making your family's experience here a warm and successful one. We are pleased that you have chosen to send your child to SCA. Please review the handbook before school starts and as necessary throughout the school year.

SCA congratulates you for choosing Christian education for your child. Proverbs 19:27 states, "Cease, my son, to hear the instruction that causes you to err from the words of knowledge". You have chosen to surround your child with truth. You have chosen well!

SCA staff and administration firmly believe that Christian education does not cost--it pays. It pays eternal dividends in a Godly mind. A scripture we are believing for our students is found in Daniel 1:20 and refers to Daniel and his three friends. "In all matter of **wisdom and understanding** that the king enquired of them, he found them **TEN TIMES BETTER!**" This is our vision for SCA--that with God's help, we could produce students that are ten times better (in academics, body, and character). We believe children are seedlings. We do not put a plant out in the wind and hot sun but keep it in a greenhouse. We want to be the green house for your children. We want to strengthen them so they can remain strong no matter what comes against them. We love your children and delight in the opportunity to come along side you as a parent to help train up your child in the way he should go. (Proverbs 22:6)

Once again, welcome to SCA!

II. ACKNOWLEDGEMENT

We dedicate this handbook to the community of parents at SCA, so that we can grow together in wisdom, love, and purpose, and together we may create more fully the world we want for our children.

We hope our parent handbook will serve as a bridge between teachers and parents, and between the world of school and the world of home. One of the foundations of SCA is an abiding respect for the true nature of the child, and by extension, respect for all people. Because of this mutual respect, parents and teachers work closely together in guiding the children. Conversations and dialogues are essential. It is not the easiest path to accept responsibility for all those relationships, but it is surely the most rewarding. We hope this handbook will help, inspire, and reaffirm your belief in Christian education.

The following are the core values that drive the decision-making process at SCA.

1. Godly integrity
2. Prayerful decision-making
3. Adherence to the authority of God's Word
4. Relationships based on unconditional love
5. Christ-centered instruction/curriculum
6. Academic excellence
7. Christ-like servanthood

III. STATEMENT OF FAITH

- 1) We believe the Bible is the inspired and only infallible and authoritative Word of God. 2 Tim. 3:16
- 2) We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. 2 Cor. 13:14
- 3) We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to this earth in power and glory to rule a thousand years. Matt. 16:16; I Cor. 15:3,4
- 4) We believe in the blessed hope, which is the rapture of the Church at Christ's coming. Titus 2:13
- 5) We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus. 1 Peter 1:18-19
- 6) We believe that regeneration by the Holy Spirit is essential for personal salvation. John 3:3-5
- 7) We believe the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. 1 Peter 2:24
- 8) We believe the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. Acts 2:39
- 9) We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. Gal. 5:16
- 10) We believe 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.
- 11) We believe in water baptism by immersion. Matt. 28:19
- 12) We believe that the Bible teaches that marriage is between one woman and one man. Any combination other than this will be taught as a sin.

IV. ADMISSIONS POLICY

1. SCA welcomes students of any race, color, national and ethnic origin.
2. Acceptance of the student will be based in part on:
 - (a) Willingness to cooperate with standards set by SCA
 - (b) A personal interview with student and parents
 - (c) Results of testing
 - (d) Results of required questionnaires
 - (e) Drug test if requested (Paid for by parents)
3. All new students will be on probation for the first nine weeks. This gives the student, parents, and SCA an opportunity to know if this is the school that can minister best to his or her needs.

Recommended- SCA is working closely with Learning RX. We recommend that if your child is struggling in any area that you seriously consider the testing which Learning RX offers. This will be a valuable tool for SCA and parents to know if the student is working to their potential or “awareness to” why a student may be struggling in a certain academic area. This test will show students’ strengths and weaknesses. Learning RX is offering a special, reduced price for Summit students, and a more limited test for free. Please contact Learning RX for details and mention you are from Summit Christian Academy. If the decision is to be tested, and you decide to use the services of Learning RX, (with your permission,) the classes may be scheduled here at our facility. Classes may not be scheduled during Bible time. If you are interested in testing please call 936-295-4579.

V. ENROLLMENT PROCEDURE

Read the Parent/Student Handbook carefully.

Complete the Enrollment Forms

1. Schedule an interview with the principal.
2. Attend New Year Parent/Student Orientation
3. The following forms must be on file in a student’s record:
 - A. Official Copy of Child’s Birth Certificate (not hospital copy)
 - B. Copy of Social Security Card
 - C. Copy of Immunization Records
 - D. Release of Records Form (transferring from another school)
 - E. Admissions Information Form
 - F. Advertisement Release Form
 - G. Handbook Agreement Form
 - H. Discipline Policy
 - I. Student Questionnaire (K-6th) 3 reference questionnaires (7th-12th)
 - J. Tuition Agreement

VI. ATTENDANCE INFORMATION

It is the responsibility of the PARENT and student to create the habit of being punctual and regular in attendance. Absences in excess of eight days a semester will inhibit the student's progress. Faithful and prompt attendance is necessary for the maximum benefits of education.

1 Corinthians 4:2 "Moreover it is required in stewards that **a man be found faithful.**"

All absences excused or un-excused contribute to the maximum number of days missed and put the student in danger of credit loss. **A student must be in attendance at least 90% of the days the class is offered in order to obtain credit or promotion.**

Upon return to school from an absence, a student must present to the teacher a written explanation signed by a parent or guardian. The note should include:

1. Date student returns
2. Name of student
3. Date(s) and or times of absence(s)
4. Nature of absence (exact reason should be given)
5. Attached doctor's note (required for five day or more)
6. Parent's signature

*A note will not be accepted unless all requirements are met.

A PHONE CALL DOES NOT REPLACE A NOTE.

Under extreme conditions, a parent may request an attendance- review hearing. Utilization of attendance records, supporting documentation, and an oral presentation to determine if absences are the result of extenuating circumstances.

EXCUSED ABSENCES

The following are reasons that are permissible under the absence make-up policy.

1. Signed doctor's note
2. Illness
3. Family emergency or death in the family
4. Weather conditions that make travel hazardous (e.g. ice on roads)
5. **Pre-approved absences**— Absences other than for illness and emergencies will be excused only if arrangements are made, when possible, one week in advance with the principal and the student's teacher(s). The decision to excuse the absence will be made by the principal. All pre-assigned work is due when the student walks back into the classroom after being absent.
6. We will allow up to 5 family days during the school year as long as they have been prearranged with the teacher and administration. Examples are family vacations, daddy-daughter day, etc.

UNEXCUSED ABSENCES

1. Absences for shopping, haircuts, babysitting, needed at home, etc., will be unexcused.
2. If a student accumulates five unexcused absences, a parent conference will be scheduled.
3. After five unexcused absences in a year, students are not required to make up work missed during an unexcused absence. **The student will receive a zero for all missed work that was assigned on the next unexcused absence. (Saturday school can be used to make up unexcused absences. The cost is \$50.)**

MAKE-UP WORK

1. Excused absences--the student will be allowed one day for every day missed to a maximum of five days to complete work.
2. Unexcused absences--**after five unexcused absences in a year, the student will receive a "0" for all missed work.**

TRUANCY

1. Truancy is defined as an absence without the knowledge and/or permission of the school or staff.
2. This includes leaving class without permission or staying out of class.

EARLY DISMISSAL

1. Checking out of school early is **prohibited** except for emergencies or when prior approval has been obtained.
2. When a parent requests their child to leave school early, the student will be counted ½ day absent. Please pick up the student at the office and sign out.
3. No parents should interrupt class time. All visitors must check-in at the office and obtain a visitors pass.
4. Monday folders **will NOT be released** to students early. Students checking out before the end of the school day are responsible for obtaining missed items on the following school day.
5. If you arrive later than 10am or leave before 2pm it will be considered a half day absence. Two half day absences will equal one absence.
6. All absences, excused and unexcused, contribute to the maximum number of days missed and put the student in danger of not reaching the required 90% attendance necessary to advance to the next grade.

TARDINESS

1. Please make every effort to be on time. A student is considered tardy if he/she is not in the designated location by 7:55 A.M. Three free tardies will be allowed **each semester.**

2. A consequence of a half hour detention after school will be issued **for each tardy** after the student has reached three in that semester.
3. If a child has been issued a detention and the parent feels the tardy/tardies were not the child's fault, the parent has the option of paying \$5.00 at the office and the child will not have to serve the detention. The proceeds will be placed in the PTF account.

ARRIVALS AND DEPARTURES

Students may arrive as early as 7:30, The Lake Road gate will be open until 8:00 A.M. and will be opened again from 3:30-3:45 P.M. School is dismissed at 3:35. There will be a teacher at the door until 3:45 to walk the student to the car. Any child not picked up by 3:45 will be signed into the Aftercare Program and there will be a \$5.00 charge. If there are any concerns, please talk to the director.

VII. FINANCIAL POLICY

**“NOW IT IS REQUIRED THAT THOSE WHO HAVE BEEN GIVEN A TRUST
MUST PROVE FAITHFUL.”** ***I CORINTHIANS 4:2***

With full realization of the financial investment involved to give a child a Christian education, we pledge to cover your finances with prayer and assist you any way we can. You are partnering with us so that your child will be instructed in the ways of God; we are partnering with you and with God to make this opportunity happen. SCA administration and staff ARE TRUSTING YOU AND GOD TO BE FAITHFUL.

1. SCA is a religious non-profit institution. Any money given to SCA as a gift is tax deductible. All monies paid for tuition, registration fees, curriculum purchases, supply fees, etc. are not tax deductible.
2. Registration fees are non-refundable and must be paid in full to hold place in register and before students will be admitted to class.
3. Tuition accounts can be paid by the year, semester, or month. A 10% discount is offered when tuition is paid annually.
4. Monthly payments are due, by your choice, on the first or fifteenth of each month; tuition payments can be set up though the FACTS management company, 5 days after the selected payment date, a \$50 late fee will incur.
5. Parents are allowed to divide the curriculum payments into three payments: August, September, and October. These fees must be paid by October 1st or an additional \$50 charge will be applied per month. Curriculum fees are non-refundable.

6. If any account is 45 (calendar days) past due the student will not be allowed in class until the parent meets and agrees with a payment arrangement set forth by the Advisory Board. Failing to honor your payment arrangement will result in the cancellation of the plan. The Advisory Board will then decide whether the student will be able to continue attending SCA.
7. Account balances must be paid in full by May 31 of each school year. Enrollment is prohibited to students with previous year account balances. Reports cards will not be released until payments are made and accounts are cleared.
8. If a student should withdraw during the year, tuition will be charged for the full calendar month in which they last attended SCA.
9. Monthly statements will be sent through email or personally sent home in the Parent Information Folder (Monday Folder.) Parents are also encouraged to utilize RenWeb to access student accounts and make payments.
10. A \$50 fee will be assessed for each returned check regardless of the check amount.
11. In the case of divorced families, one parent must take financial responsibility for all charges. SCA will not be responsible for collecting payments from the other parent.

VIII. DRESS CODE REQUIREMENTS

DRESS CODE AND UNIFORM GUIDELINES

It is the desire of Summit to exemplify truth, beauty, and goodness. All students' appearances should be neat, clean, and not distracting. This includes wearing garments which are properly sized for the wearer.

Approved Uniform Items:**GAA uniform colors:**

Tops/Dresses: Black, Red, Light Grey

Bottoms: Black or Khaki

Socks: Black, Red, Light Grey, White

Outerwear: Black, Red, Light Grey



Pants: “Uniform style” twill khaki or black pants (such as those pictured, with straight, boot cut, or trouser legs) found at retail stores. Pants may be pleated or unpleated. All pants must have pockets (no leggings, yoga, or stretch pants unless under dress or skirt). Pants are to be worn at the natural waistline. A belt must be worn if belt loops are present.

Shorts: “Uniform style” twill khaki or black shorts (such as those pictured) found at many retail stores. Shorts may be pleated or unpleated. “Cargo” style shorts and khaki colored jean shorts may not be worn. Shorts must extend to fingertip length or longer and are to be worn at the natural waistline.

Skorts: “Uniform style” khaki, black, or red and black plaid skorts (such as those pictured) fingertip length or longer.

Skirts: “Uniform style” khaki, black, or red and black plaid skirts (such as those pictured). Skirts must extend to fingertip length or longer, shorts must be worn underneath.

Dresses & Jumpers: Dresses may be red, black, white, or gray such as those pictured. Jumpers may be khaki, black, or red & black plaid (such as those pictured). Dresses and Jumpers must extend to fingertip length or longer, shorts must be worn underneath.

Shirts: Approved uniform shirts are the following: Polo style in red, black, white, or gray, tucked in. Shirts must include Summit logo. Girls should wear a neutral or white undershirt or garment beneath white shirts. Items may be purchased independently from most retail outlets and logo added to pre-bought items

Dress Shirts: Long or short sleeve white dress shirts tucked in, must include logo. Girls should wear a neutral or white undershirt or garment beneath white shirts.

Sweaters, Light Jackets, & Hoodies: Must be solid red, black, gray, or white with Summit logo. A tucked in uniform shirt must be worn underneath. May be worn inside.

Coats: Coats are defined as insulated outerwear with long sleeves and a zip-up or button-up front. Coats may be of any color or style. Inappropriate slogans or logos will not be allowed (e.g., alcohol, tobacco, violent graphics, profanity, skull, and crossbones, etc.). May be worn outside only.

Belts: A belt should be worn with pants and shorts with belt loops. Belts may be any solid color.

Shoes: Closed-toed shoes or boots with rubber soles. Cowboy, mud and/or rain boots are not permitted. Shoes must be tied at all times or must be Velcro.

Other Dress Code Items:

Undergarments - appropriate undergarments must be worn at all times. Undergarments may not be visible at any time, except for undershirts which must be either a uniform color or neutral. It is required that girls wear shorts under skirts.

Leggings/tall socks – Solid, ankle length leggings and tall socks. Socks in either a uniform color or neutral may be worn with skirts. Socks must be of matching color.

Ties – Ties may be worn with dress shirts.

Hats – Hats may not be worn without special permission

Hair - Hair must be kept clean and neat, must not hang in the eyes and must not be a distraction. Hair must be a natural color. Boys must be clean shaven, sideburns must not extend below the ear lobe, hair must not extend below the collar.

Piercings and Tattoos – No body piercing (except for girls' ears, single earrings, not multiples) or visible tattoos are permissible.

CASUAL WEAR

On Fridays and/or other days set by the administration, students are free to make independent clothing choices which conform to the following guidelines:

- clothing must be modest
- shorts and skirts must be fingertip length or longer
- pants, shorts, and skirts should fit at the natural waistline and not below
- no ripped or clothing with holes (no leggings, yoga, or stretch pants unless under dress or skirt)
- tops should be fingertip length when wearing leggings/yoga/spandex/form-fitting pants
- closed toe shoes

SCA is an institution which must provide rules for social apparel conducive to the total needs of our environment. It is, therefore, the school's responsibility to establish reasonable standards of dress, which enhance the smooth and orderly administration, operation, and discipline of the school. Uniforms shall be worn by all SCA students. Students must follow the guidelines set; however, parents must accept the responsibility for the dress and appearance of their children.

No aspect of Christian testimony is as readily obvious as the matter of appearance. We hold that Christians should present themselves so that Christ would be pleased and honored.

Free Dress Friday

Free Dress Friday is a privilege day every Friday for those students who have not received any Disciplinary Action Forms (DAF) and **are maintaining satisfactory grades with all work handed in.** Exceptions to this may be made by the teacher if she feels that a student is working up to his capacity. Teachers will communicate to the parent before Friday if the student is missing assignments, failed to complete homework, or is not passing a subject so that the parent will know why there will be no free dress.

DRESS CODE VIOLATIONS PENALTIES

VIOLATIONS

Any deviance from the ascribed dress code is considered a violation. The following are some examples of dress code infractions. These are only a select number of examples and do not include every perceivable violation.

- Out of uniform unless allowed for Free Dress Day
- Length of skirts, shorts, or skorts incorrect
- Sandals worn
- Shirt not tucked in
- Excessive use of cosmetics

Cooperation is essential between parents, students, and the school in observing the dress code. While not everyone will agree with every facet of the dress code, we ask your support and cooperation in enforcing what we believe to be reasonable expectations for dress and appearance. The teachers and office staff will be the final judge of dress code violations.

DISCIPLINARY PROCEDURES FOR DRESS CODE VIOLATIONS

Procedure for dress code infractions is as follows:

- A. First offence, student will receive two demerits walk laps during recess, and sit in lunch detention.
- B. Upon the second offense, student will receive three demerits, walk laps 2 days, sit in lunch detention 2 days, and lose one Free Dress Day wear.
- C. For the third offence the student will receive four demerits, receive a DAF write-up, walk laps at recess for three days, sit in lunch detention for three days, serve a 30 minute after school detention, and lose two Free Dress Days. The parent will be contacted.
- D. Upon the fourth offense the student will be sent to the office to call parent to request them to bring the proper clothing. The teacher will decide the consequence.

IX. COMMUNICATION

- **MONDAY FOLDERS** - sent home on the first day of each week and should be returned the following day. These folders often contain office correspondence, permission slips, graded work, etc.
- **PLANNERS** – planners travel between home and school. Planners should be filled in daily by students, signed or initialed by parent or caregiver, and returned daily. Teachers may include notes to parents and parents may also communicate with teachers in planners.
- **RENWEB** – primary information system. Parents are encouraged to regularly utilize this system for:
 - Checking grades
 - Behavior
 - Purchasing lunch
 - Paying for tuition or fees
 - Email communications

HEALTHY CONFLICT RESOLUTION

Matthew 18:15 First seek out the person associated with the conflict and speak to that person about your perception of the conflict. In the case of a concern with a teacher, address the issue with the teacher as soon as possible. In all cases, if the issue is not resolved following discussion, please address your concerns directly to the principal. If you still feel it is unresolved, take your concern to the director. If the conflict is with the principal or director and you feel it cannot be or is not resolved, take your concerns to the Summit Advisory Board. Finally, once all of the above have ended without resolve, the issue may be taken to the pastor of First Assembly of God.

1. Teacher 2. Principal 3. Director 4. Summit Advisory Board 5. Pastor

X. DISCIPLINE – STUDENT CONDUCT

While SCA must be firm in maintaining an academically sound, safe and effective environment for learning, SCA is also extremely sensitive to the well-being of each child and family. However, the ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at SCA.

While the school acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of the school. Therefore, in adherence to the school's purpose, philosophy, and mission statement, the school will not hesitate to require appropriate behavioral and academic discipline from each student.

SCA utilizes the Honorable Character Merit/Demerit system. Students begin each day with new mercies, merits and demerits are accumulated for one day only and start new each day.

Merits include:

1. Honor 2. Obedience 3. Diligence 4. Wisdom 5. Kindness 6. Self-Control 7. Orderliness 8. Service 9. Attentiveness 10. Cooperation 11. Initiative 12. Honesty 13. Forgiveness 14. Responsibility 15. Respect

Demerits include:

1. Disrespect 2. Unkind 3. Off Task 4. Not Following Directions 5. Unprepared 6. Excessive Talking 7. Disturbing Others 8. Disobedient **9. No Homework (Lunch & Recess Detention to Complete Work, Lose Free Dress)** 10. Breaking 6 inch Rule 11. Dishonesty 12. Cheating

1. 1 Demerit = GRACE (no consequences)
2. 2 Demerits = Walk Laps at Recess
3. 3 Demerits = Lunch Detention
4. 4 Demerits = White Slip (3 Lunch Detentions, 3 Recess Detentions, Loss of Free Dress)
For Each White Slip Additional Consequences May Be Added

DISCIPLINE-MANAGEMENT POLICY

The SCA plan for student disciplinary and academic conduct is founded upon Biblical principles.

Respect Authority-- “Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right and he will commend you. For he is God’s servant to do you good.” Romans 13:1-4

Be an Example-- “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” I Timothy 4:12

Seek Excellence-- “I can do everything through Christ who gives me strength.” Phil. 4:13

Be Honest-- “Providing for honest things not only in the sight of the Lord, but also in the sight of man.” II Corinthians 8:21

Be Truthful-- “Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” Eph. 4:25

Practice Clean Speech-- “Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:32

Reflect Jesus-- “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable --if anything is excellent or praiseworthy--think about such things.” Phil. 4:8

STUDENT CODE OF CONDUCT

While enrolled at SCA, students are, at all times, representing our Lord and our school. As a result, students have the responsibility to observe the school’s standards of conduct and to respect the right of others at all times. This includes on or off campus, at school or school functions as well as times not directly involving school or a school activity. Each student will be required to conform and obey all rules and regulations of the school. **Our primary objective will be to develop respect for authority and to develop self-discipline** on the part of the student. All students are subject to the authority of any staff member at any time, on the school grounds during the school day, or during school functions.

COMMON AREAS

Students, staff, and parents all contribute to the image, environment, and cleanliness of SCA. As a testimony to visitors and neighbors, **the school as a whole** is required to:

- Show respect for all teachers, staff members, adults, and fellow students.
- Students will be required to use “Sir” and Ma’am” in addressing adults, teachers, and staff members.
- Assist with school cleanliness out of respect for our school and the church facility.
- Eat only in designated areas.
- Show common courtesy to all who are within the building and attending school activities. Use of “please”, “thank you”, and “excuse me” etc., are considered an essential part of good manners.
- Refrain from the use of profanity or offensive language.
- Display honesty and integrity in all actions and speech.

CLASSROOM

Students and parents are cautioned not to bring large amounts of money or valuable items to school. **Unacceptable personal items brought to school without prior permission** may be confiscated. Students, not the school, are responsible for their personal property. Students are expected to:

- follow all of their individual teacher’s policies.
- avoid any deliberate disruptions during class time
- speak during class only with the teacher’s permission.
- avoid any deliberate disruptions during class time.
- refrain from eating or drinking of any kind in the room except with prior permission.
- not write, pass, or receive notes during class time.

- use furniture as it is meant to be used. There is to be no sitting on tables, counters, desks or tipping back chairs.
- NOT use the classroom for personal grooming, such as: applying cosmetics or nail polish, or combing hair.

PLAYGROUND

To make the playground safe and enjoyable for all students, there will be:

- no stone, dirt, or rock-throwing.
- no playing outside of defined boundaries.
- no using equipment other than how it was intended.
- no game-rule changing unless approved by the instructor or staff person.
- no chasing balls outside defined areas without prior permission from on-duty staff member.
- no climbing or sitting on tubes or twisting the swings chairs
- no standing, kneeling, or jumping off swings when moving, and only one person on a swing at a time
- proper sharing, taking turns, and clean-up of equipment and balls.
- immediate reporting to the playground staff member of any accident or any damage to equipment to the playground staff member or office.

UNACCEPTABLE CONDUCT

The following infractions constitute examples of unacceptable conduct. These examples include but are not limited to:

1. Refusing to comply with reasonable requests of school staff
2. Showing disrespect for authority or for the dignity, beliefs, rights, opinions, or feelings of others
3. Excessive talking
4. Absences or improper behavior during assemblies or activities
5. Answering requests with back talk, complaining, or murmuring
6. Use of profane or obscene language or gestures (The second infraction will be a written up on a white slip.)
7. Behavior that harms, disturbs, or distracts other students either physically or emotionally
8. Rebellious attitudes
9. Chewing gum anywhere on campus

10. Running or creating unnecessary disturbance in the building
11. Littering in the building or on school grounds
12. Possession of unauthorized items such as: radios, toys, cell phones, electronic devices, etc.
13. Consumption of food or beverages in “unauthorized areas. Food consumption is restricted to the lunchroom or areas specified by the teacher.
14. Possession of books, magazines, photos, CD’s or videos that do not put forth or have a basic or Biblical content
15. Failing to bring required classroom materials and/or assigned work to class
16. Intimidation/bullying (e.g. raising your voice, threatening facial expressions etc.)
17. Using a website not approved by your teacher.
18. **Not abiding by the six inch rule,**
19. Parent Monday Folder not signed and/or returned.

PROHIBITED ACTIVITIES

The following infractions constitute examples of unacceptable behavior that will be handled in a much firmer and more severe manner. These examples include but are not limited to:

1. Inappropriate physical contact, fighting with or assaulting and other person
2. Cheating or lying
3. Threats
4. Driving recklessly or with negligence on or around campus.
5. Leaving school without permission
6. Inappropriate physical contact of students or staff
7. Destruction of property, either school, public or private.
8. Gambling or wagering at school or at school-related activities.
9. Engaging in heterosexual or homosexual immorality on or off campus.

10. Inappropriate display of affection or physical contact. Students are not to engage in any form of inappropriate physical contact while on the school grounds or at any school function off-campus. Inappropriate display of affection or physical contact includes, but is not limited to, holding hands, kissing, frontal hugs, caressing, and prolonged or suggestive body contact.

ILLEGAL ACTIVITIES

1. Truancy
2. Theft or vandalism
3. Terrorist threats
4. Deliberate misuse of prescription medication
5. Possession or use of firearms, knives, or other dangerous objects or illegally using such weapon off campus.
6. Assault of staff or students with intent to cause bodily harm to students or staff
7. Use, sale, or possession of illegal drugs paraphernalia, alcohol, or tobacco products
8. Possession or distribution of pornographic materials is prohibited. Students found in control of such items, regardless of usage, will be moved immediately to step two in the step program and to step six if the violation occurs again.

GENERAL GUIDELINES FOR IMPLEMENTING RESPONSES

As school personnel determine the appropriate action to take in response to student misconduct, they will follow these guidelines:

1. The purpose of discipline is two-fold: to teach and to maintain order--not to punish.
2. Any discipline effort, to be successful, should bring the student close to the goal of self-discipline.
3. Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
4. Discipline is not an act of malice or vengeance but of love.

5. The disciplinary response chosen must be the least aggressive action adequate to correcting the undesired behavior.
6. Discipline in a Christian context should result not only in a change of behavior but ultimately in a **change of heart**.

DISCIPLINE--BEHAVIORAL

The following responses are available to administrators and teachers: reprimand, redirection, warning, demerit, counseling (to find and address the cause of the problem), time-out, separation in or from the classroom, Discipline Report (to communicate with the parent), disciplinary work assignment, after school detention, in-school suspension, student-principal conference, teacher parent or principal parent conference, removal from class, restitution and work detail (for theft or vandalism), disciplinary probation, off campus suspension, Saturday school, and expulsion. (Read further for details on the last four responses).

If these responses are to be effective tools of discipline, the school and the home must communicate and cooperate effectively. Certain student violations (including but not limited to an unexcused absence and cheating) carry academic consequences as well as disciplinary consequences imposed by school personnel.

AFTER SCHOOL DETENTION

K--4th	30 minutes
5 th -8th	45 minutes
9 th -up	1 hour

After school detention starts at 3:30 and will end according to the grade level of the student. The student will be required to complete an appropriate discipline packet while in detention. Students are not allowed to do schoolwork or read while serving this after school detention other than the discipline packet or assigned work activity. If a student is late reporting to an assigned detention, he will have his detention doubled. Detentions are meant to be a deterrent to the student so that he will not repeat his bad behavior; therefore, the detention(s) will be assigned (with a minimum of 24 hour notice) at the discretion of the classroom teacher and not at the convenience of the student.

IN-SCHOOL SUSPENSION (ISS)

ISS may be assigned only by administrator. The parent must supervise their student while the student is assigned to ISS or pay for a designated SCA substitute at the current substitute rate. The student must report to a designated area and remain apart from regular classes and activities for no less than one or more than five consecutive school days. Teachers will provide assignments relevant to their courses. Students will work on assignments continuously during this time. The ISS student must report to the principal's office at 7:45 and will be dismissed by the principal at 3:30 P.M. While students are assigned to ISS they are not allowed to talk and must complete all assignments before entering class. If not finished in ISS, it will be homework, and the student will be assigned another day in ISS if the assignments are incomplete. An ISS

student will be required to write a paper about the offense(s) committed and will cite Biblical references which apply to the incidents. The assignment is due before the student will be allowed back into the regular classroom and will be turned in to the administrator.

DISCIPLINARY PROBATION

A student will be placed on disciplinary probation because of serious or repeated infractions of school rules or a move to Step 5 in the Step Program. A student will also be placed on disciplinary probation if at registration the student has questionable conduct reports from the previous school(s). The probationary period can be from nine full weeks to a full school year. When considering a student's continued enrollment at SCA, the student's history of probationary standing and resulting change (hopefully improvements) or lack thereof, in both academics and behavior, will be important factors.

A student placed on disciplinary probation is in imminent danger of losing the right to remain at SCA. A student placed on probation will not be allowed to represent the school at any contest or public program nor be eligible to receive any privileges (e.g., field trips, etc.). The parents will be notified immediately when a student is placed on probation.

The probationary status of a student will be reviewed at the end of the semester by the SCA Advisory Board. If sufficient correction of behavior is evidenced through documentation and teacher conferences, the student could be removed from probationary status. If not, a determination will be made regarding whether or not the student is allowed to continue to attend SCA or to return the following year. Advisory Council decisions will be made on a unanimous minus one vote status.

OFF-CAMPUS SUSPENSION

This may be assigned only by an administrator, and the following provisions shall apply:

1. The parents will be notified to take the student home the day of the occurrence.
2. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
3. The suspension shall not exceed three consecutive school days.
4. A parent-principal conference must take place during or before the days of suspension before the student may return to school.
5. Days of suspension are considered unexcused absences from school and are marked by loss of academic credit for the period of the suspension. "O's" will be given for any missed work.
6. Suspension automatically initiates disciplinary probation.

EXPULSION

If extensive documented attempts to correct a student's misbehavior have failed, or if the offense is so serious as to warrant the school's most drastic action, then the principal may recommend to the SCA Advisory Council that the student be expelled. The administrator will determine the action to be taken.

CONSEQUENCES OF INFRACTIONS GRADES K-12

1. **One demerit**-----free each day
2. **Two demerits**-----walking laps during recess
3. **Three demerits**---- walk laps during recess and a lunch detention (The student will not be allowed to eat with his/her class or talk.)
4. **Four demerits**-----walk laps during 3 recesses, 3-days lunch detentions, after school detention, loss of Free Dress Privilege the following Friday and Discipline Action Form (DAF) sent home. (The note must be signed by a parent and returned the next day or the student will earn one demerit and be required to call home during the recess.)

Students will start each day with no demerits. Any student earning four demerits in one day will be written up by the teacher on a DAF form. If, however, any of the violations are classified under **Prohibited or Illegal** the DAF will be written up by the teacher (the top only) and the student will be sent to the administrator for a decision as to whether this violation will merit the Step Program. (This applies only to 4th-12th grades.)

K-3rd See Disciplinary Probation and alternative consequences

STEP PROGRAM 4th-12th Grade

Once the student has been placed on the Step Program, he/she will move to the next step ***each time the violation merits it.*** He/she will move through the Step Program in this order, steps will stack with each new step bearing additional consequences:

- | | |
|--------|--|
| Step 1 | Conference with principal, one day ISS, parent conference required, removal from special activities (field trips, clubs, representative activities), school board referral |
| Step 2 | Two days ISS, assigned to a Ministry Team for prayer, encouragement, direction, and accountability to aid the student in successful behavioral decisions |
| Step 3 | 1 suspension, 3 days ISS |
| Step 4 | 2+ days suspension, 4+ days of ISS, or a combination of the two at the administrator's discretion |
| Step 5 | 1 week suspension, disciplinary/probation contact parent conference required (please refer to this handbook for details on Disciplinary Probation) |
| Step 6 | Expulsion hearing |

Major offenses will result in a student automatically being placed in the Step Program. Non-expellable major offenses will result in more than a one-step move in the Step Program. Expellable major offenses will automatically place a student at Step 6 in the Step Program. (See illegal activities.)

Students may be able to work their way off the Step Program in the following manner: If a student has no DAF (Discipline Action Form) in a nine-week period, the student may petition the principal for a reduction of one step in the Step Program, at the rate of one step per nine weeks.

If a student is on the step-program at the end of the year and returns in the fall, he/she will not begin school on the step program. If, however, the student, at any time during the year, earns the necessary DAF's to move to the step program, he will automatically return to the step he was on previously—and not to step one.

As a Christian ministry, SCA feels that it is imperative to discern intentions of the heart on an individual basis. We therefore reserve the right to deviate from the handbook when it is clear that the situation warrants grace.

XI. DISCIPLINE--ACADEMIC

ACADEMIC PROBATION

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home can be made to correct the academic deficiency. Academic probation will be invoked under the following circumstances:

1. A student new to the school may be accepted on academic probation at the discretion of the administrator when records from the prior year or entrance testing indicate that the student may have academic difficulty at SCA.
2. Midway through each marking period, students will be evaluated. Those who are failing in more than one course or who are not making satisfactory progress as evaluated by the faculty will be placed on **Academic Warning**.
3. At the end of each marking period, those students on Academic warning who have not progressed to satisfactory levels within their capabilities will be placed on **Academic Probation**.
4. Students who do not maintain an overall 75% or better for the grading period will be placed on Academic Probation. Exceptions may be made by the teacher after a conference with the principal.
5. Students on such probation may not be dismissed from school during regular school hours for participation in extracurricular activities such as ACSI competitions, field trips, etc. This may be modified at the request of the teacher or the administration.

6. Students may also be required to attend after-school academic detention or receive special instructional assistance at the recommendation of the teacher.
7. The student's standing will be evaluated at the end of each nine week period and a decision will be made by the administration as to whether the probationary period needs to continue.

DISHONESTY IN SCHOOL WORK

Any student found to be dishonest in any phase of schoolwork, including homework, will be penalized by receiving a "0" for the work, a "U" in conduct, and receive a DAF. The student will also submit a letter to the teacher and the principal the following day explaining the reason for their actions.

A second offense will result in being placed on STEP 1 of the STEP program. Each subsequent offense will cause the student to move higher up the STEP program.

Dishonesty includes but is not limited to forgery (on report cards, discipline reports, progress reports, etc.), cheating (on tests homework, reports, projects, etc.), or plagiarizing. Cheating includes providing answers on information to another student, or allowing another student to copy your work, without the teachers specific consent. Plagiarism means using ideas or statements which another writer has used without giving credit to that writer. Plagiarism includes quoting someone else's words without using quotation marks, but it also includes paraphrasing someone's ideas or observations without giving that person credit.

XII. SCHOOL ROUTINE

ABUSE POLICY

SCA is required to report any allegation of child abuse to the proper authority of the state of Texas if SCA has cause to believe that a student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect. SCA is expected by its families to communicate with them regarding the well-being of the children.

AOG CHURCH FACILITIES

Lobby Furniture- Students are not permitted to sit or lay on any of this furniture. Parents may use the furniture when waiting to pick up students but should not use just for visiting purposes.

Lights- Lights should be turned off when leaving restrooms, but **only** when you are the last one to leave the facility. Please turn out chapel lights when you are the last one to leave this area.

Counters and tables- No one is allowed to sit on counters or tables.

Air Conditioner- No student is allowed to adjust the temperature.

Quiet zone---hallways, office areas-(by Pastor and secretary offices)

Coffee bar off limits to students except for: bottom drawer for trash bags.

ACSI

Our school participates in several ACSI competitions. Students that qualify to advance to the next level are charged a fee per event. This fee will be charged to the students account and forwarded to ACSI.

CHANGE OF ADDRESS, PHONE NUMBER AND E-MAIL

It is important that emergency numbers be kept current. Please make sure that all e-mail addresses and phone numbers are current with the teachers and school office. It is the parent's responsibility to communicate such changes directly and clearly to the teachers and school office. Sending a note in a child's backpack does not ensure that the teacher or school office has received such information.

CHAPEL AND OPENING EXERCISES

SCA believes in and affirms the proven value of chapel assembly--a period of time dedicated to worshipping God and to encouraging students, teachers and others who are present. We start each day with pledges, worship and any necessary announcements. Wednesday is designated as Chapel Day and may include singing of songs, reading from the Bible, praying, puppet shows or other dramatic interpretations of Christian principles. In keeping with their desire, abilities, and spiritual maturity, students will be afforded opportunities to lead in the various aspects of the worship program. Guest speakers and performers will be invited to come and share their messages with SCA. Families are invited and welcomed to join morning chapel assemblies.

EMERGENCY SCHOOL CLOSING

Listen to the radio for announcements of school closings whenever there is inclement weather or other conditions that could warrant school closings. These closings are generally announced on KSAM. **Whenever Huntsville Independent School District closes for inclement weather, we will also be closed.**

EMERGENCY EVACUATION

In case of an emergency (such as a chemical spill on I-45) the Office of Emergency Management will be notified and will bring buses to evacuate the school.

In the case of a **Chemical Spill/Gas Leaks/Relocation Instances** students will be relocated to:

Carriage Inn
2805 Lake Road
Huntsville, TX 77340
Phone: 936-295-0600

Parents will then be contacted to pick up their children or be given more information about the situation. For all emergencies, teachers in each classroom will use attendance sheets to make sure they have all their students before they leave the building. They will take, along with student rosters, to count students again and then notify parents.

FIRE/DISASTER DRILLS

Fire/disaster drills are held at various times during the school year. Instructions and directions for leaving the room and the building are posted in each room. The student must leave the room in an orderly manner, in single file, and proceed to the proper location without any talking. Students should realize the seriousness of such a drill and should refrain from improper behavior. Teachers will check roll after emptying the building and students are in the designated area.

FIELD TRIPS

Field trips are planned throughout calendar year. Each class is required to have enough drivers for each student and one teacher or the class must stay at school. Driver must be at least 21 years of age and have a valid driver's license. Permission slips are due no later than three school days prior to the event date. Students requesting additional copies of permission slip forms will be assessed a \$1 inconvenience fee.

HEALTH RECORDS

Parents must keep the medical information of their child current and up to date in the office. Immunization records must be up to date and turned into the school office. The Admission Information Form (required for enrolling) has a spot for allergies, illnesses, previous hospitalizations, diseases, etc. Parents must write down any pertinent information here. If a parent feels it is necessary, he/she may also give additional documentation of a student's medical history and physical needs. If the student has special medical needs, SCA will not take for this information if it has not been put in writing. Students will not be allowed to attend class if health records or updates are delinquent more than thirty days.

HIGH SCHOOL PARKING RULES AND PENALTIES

In order for High School students who qualify to drive and park on AOG (SCA) property they are required to register at the school office with a valid unrestricted driver's license and proof of liability insurance. Student are only allowed to park in the first few spaces on the left as they

enter the parking lot. Students are not allowed to transport any other student off campus without specific individual permission from SCA administration or a note from parent. Students are not allowed to remain in their vehicles or loiter in the parking areas before, between, during, or after classes.

NOTE: SCA is not liable for damages or thefts involving vehicles while on campus. A one hour detention will be given to any student who is not driving safely as determined by SCA staff and doubled at the second offense. A third offense will result in loss of privilege.

All vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his vehicle and will make certain that it is locked and the keys are not given to others. A student will be held responsible for any prohibited objects or substances that are found in his vehicle and will be subject to disciplinary action by SCA as well as referral for criminal prosecution, if applicable. **A student is not allowed to go to his car without a pass.**

ILLNESSES/MEDICATION DISPENSING

A child **cannot** be admitted if one or more of the following exists:

1. The illness prevents the child from participating comfortably in school activities including outdoor play
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children in care.
3. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
4. A temperature at or above 99 or symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, two or more vomiting episodes in 24 hours, rash with fever, or behavior changes.

IF A CHILD GETS SICK AT SCHOOL

1. No student with fever (at or above 99) or vomiting will be allowed to remain in class. When sent home with fever (over 99) or vomiting, the student may not return to school until he has been fever-free for at least 24 hours or there has been no more vomiting for at least 24 hours.
2. Although a fever may be reduced with medicine, the student is still contagious.
3. If a student is not feeling well, he may receive over-the-counter medication at school if the parents have submitted a permission form. Students who require OTC medication are responsible for providing such medications.

4. The SCA staff member will make the determination of whether or not the parent needs to pick up the student.
5. If a student requests to go to the office because of illness, and is allowed to go back to class, the teacher will expect the student to sit quietly and not to be up playing at the next recess.

MEDICATIONS

If an illness necessitates over-the-counter drugs or a prescription drug, including inhalers, *a note* signed by the parent will need to include the name of the child, name of medication, dosage and frequency/duration.

All medications are to be kept in the school office, and not with the student (excluding inhalers with permission from parents). If permission is given, it is agreed that SCA will not be responsible for replacing a damaged or lost inhaler.

1. A prescription medication must be sent in the original container, and the parent must notify the school in writing regarding administering or any changes in the medication
2. Students are responsible for coming at the proper time to the office for medicine. The school cannot be responsible for notifying a student who fails to report to the office at a required time. If possible, please assist the school by asking your doctor for medications which do not have to be administered during the school day.

LOST AND FOUND

Our lost and found is located in the cafeteria. Clothing or other items left more than 30 days will be taken to Good Shepherd Mission. Please initial jackets and other clothing that can be taken off during the school day.

LUNCH TIME

Each student will stay in the lunchroom area during lunch unless you have permission from a staff member. Each student will be responsible for cleaning up the area in which he has been eating. Anyone failing to clean up his respective area will be subject to disciplinary action if the problem continues. Students should take pride in being neat and should display cleanliness to others.

MISSING AND MAKE-UP WORK

Misplaced school work that needs to be duplicated will result in a \$1 fee charged to the students account. Please do not call the office for assignments missed during short absences (1 to 2 days). Make up work will be given to students upon their return to school from short absences. Parents may request assignments for illnesses of three (3) days or more. The student will be expected to make up his work within the number of days absent plus two additional days. For example, if the student is absent on Monday, his make-up work is due on Thursday.

AFTERNOON PRAYER

Teachers meet for prayer at 3:45-4:00. They will not be available for parent conferences at this time.

CELL PHONES/MUSIC/MAGAZINES/GAMES/INTERNET

Any music, magazines, or games that are detrimental to the Christian character or to spiritual growth are not permitted on the campus of SCA. It is our desire to not be offensive or a stumbling block to others (**Rom. 14:13-16**). **Our heart is to assist the student in finding that which he richly enjoys, but which also encourages, strengthens, and builds faith.**

Students **are not allowed** to bring any electronic devices (e.g. cell phones, tablets, iPads, or smart watches), games, magazines, or any related item to school, or ANY school-related function, without prior specific approval from the administration. Approval will be based on specific need or usefulness for the class or event.

Cell phones are permitted on “off campus” trips for the purpose of notification to parents. Otherwise, cell phones must be turned into the office upon arrival and collected before departure. Non-approved items will be confiscated and appropriate action will follow.

- 1st confiscation- item must be retrieved by parent/guardian from office
- 2nd confiscation- item must be retrieved by parent/guardian from office and will incur a \$5.00 fee
- 3rd & subsequent confiscations- item must be retrieved by parent/guardian from office. Fee will increase in \$5.00 increments for each confiscation and item will not be released until paid

School issued chrome books are provided for each student, as is necessary. and must have the permission of teachers, or administration. **Students are not to access the internet without the specific permission and immediate supervision of a teacher or staff member.**

OFFICE HOURS

The school office hours will be set at the beginning of the academic year. Parents or visitors coming to the school to visit or transact business must come to the office first. Do not go directly to the student’s classroom. Office hours are from 8:00 a.m. to 4:00 p.m. during the academic school year.

PARENT CONFERENCES

To better serve your child, the teachers are required to meet with the parents twice a year. The first conference must be scheduled and attended by October 15th. The final conference must be scheduled and attended by May 10th. Parents who desire another conference may make an

appointment by sending a note or email to the teacher. Generally, conferences can be scheduled after school or during the teacher's conference period. Do not initiate a conference during class time, during lunch, or before school. The child is not to attend parent-teacher conferences unless requested by the teacher, and/or administrator. Conferences concerning student progress or performance should be held first with the student's teacher. If the problem persists and if another parent-conference is necessary, it may be held with the parent, the teacher, and/or an administrator.

PARENT RESPONSIBILITY/ ETHICS

- Having your child to school on time and in proper dress code attire. If your child is late they will receive the following tardy consequences listed under tardiness or a fee of five dollars will be charged to your account.
- In order to keep interruptions to minimum in our classes we ask that no parents enter class during educational hours. This includes parents that are doing scholarship hours on campus. Please take all concerns to the front office; you may make an appointment to meet with a teacher during their conference hour.
- Our students are not allowed to show any Public Display of Affection, we ask that all parents follow the same rules listed under Public Display of Affection this will ensure continuity among our adults and students.
- Parents may discipline their child on campus. We ask that you remove your child away from their peers and take them to a private location (principal's office, restroom, outside) to discipline them.
- Due to joint facilities with the preschool we have to abide by States Regulations. A new law is now in effect; you may not smoke on property. If any smoking occurs on campus Preschool will receive a citation through the Texas Department of Family and Protective Services.

PARKING RESTRICTIONS

Please do not park in the zone directly across from the school office and lunchroom doors. This area is designated for visitors and preschool drop-offs. If you need to talk with someone at dismissal, please park your vehicle; do not get out of your car while in line.

PARTIES

Each class is allowed four parties each school year. We will celebrate Thanksgiving, Christmas, Valentine's Day, and Easter. Parties are allowed to be held in the classroom with very careful observance to food and drink served (**No red drinks**). Parents may send a birthday treat, but it may not be eaten until 3:00 p.m. Parents are asked not to send selective birthday party invitations to school unless the whole class is invited.

PHYSICAL EDUCATION

All students are expected to participate in recreation or physical education activities, unless there is a written excuse from the parent and a written doctor's excuse after three days. Students will still be required to go and observe the class.

What qualifies as Olympic level and private or commercially sponsored physical activities?

There are two levels of PE substitution credit activities described in TAC §74.12(b)(6)(C)(iii) and TAC §74.73(b)(7)(B)(iii):

(I) **Olympic-level participation** and/or competition includes a **minimum of 15 hours per week of highly intensive, professional, supervised training**. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. **Students qualifying and participating at this level may be dismissed from school one hour per day**. Students dismissed may not miss any class other than PE.

(II) Private or commercially-sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of **at least five hours per week** must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

All substitutions must include at least 100 minutes per five day school week of moderate to vigorous physical activity. Credit may not be earned for any of the required state physical education courses more

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I might not sin against God.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands; one Savior crucified, risen, and coming again with life and liberty to all who believe.

Prayer

Prayer is a vital ingredient in our program of Christian discipleship. Students at SCA are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day. Prayers will be given at various times throughout the school day and before eating. Students are also taught to make their special needs known before God and to share needs with others as they share their requests with Him.

RENWEB

Parents are encouraged to use RenWeb for communication with the office and teachers. RenWeb can be used for billing, checking grades, ordering lunches, and discipline. Check the home page for announcements from the office.

TELEPHONE CALLS AND NUMBERS

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of class except in case of emergency. The office phone may not be used without staff approval. The school phone may not be used to make arrangements to stay over at a friend's house. Have all arrangements made before school, including written permission to go home with another parent.

CELL PHONE

Cell phones will be turned off during the school day. They must be turned in (as soon as they enter the building) to the appropriate storage place and ringers must be turned off. The consequences for cell phones ringing or being found on a student is as follows:

1. Cell phone will be confiscated and kept in office. Parents must pick it up and sign for the phone.
2. Same as the first consequence. Additionally, parents pay a \$5.00 fine to the office.
3. The fee for picking up phones will increase by \$5.00 for each time this happens.
4. The school has the right to check the content on cell phones when they feel the need. The school will not be responsible for lost, damaged or stolen phones.

SCHOOL AFTERCARE

Our After Care Program starts at 3:45 p.m. and ends at 5:30 p.m. If you are later than 3:45, your student will be signed into our After Care Program. You will be charged \$5.00 for each day your child is in aftercare unless you have paid by the month at a monthly rate. Our staff leaves at 5:30p.m. If you are later than 5:30 p.m., you will incur a charge according to how many minutes have elapsed. If there has been an emergency, please call the school and let them know. (If your account is past due, your child will not be able to attend the After Care Program until the balance is paid in full.)

SEARCH AND SEIZURE

School staff may search a student or student's property with reasonable cause or with the student's free and voluntary consent. Searches of a student's outer clothing and pockets may be conducted if reasonable cause exists. The content of any technology, such as tablets or cell phone, may be viewed at any time by a staff member.

STAFF CHILDREN

All school rules apply to staff children and must be enforced by all personnel. After school, these students must be either be in their teacher's room or in aftercare unless other arrangements have been made with the principal. Please remember whenever your youth is in the care of another teacher not involve yourself in corrections or decisions—even when you are doing your best to help the teacher in charge.

TEMPORARY GUARDIAN

When parents are out-of-town and SCA children are left in the care of another adult, the school should be notified in writing. Information should include: (a) name and phone number of guardian who is authorized to pick up the child, and (b) a medical release form which authorizes guardians to provide emergency medical care.

TEXTBOOKS

Students will be held responsible for textbooks, library books, and curriculum materials issued to them. Students should make the teachers issuing the textbooks aware of any damages to the book at the time they are issued. Fees will be charged for any damages which students inflict on the textbooks, library books, or curriculum materials. **Students may not make any marks in the non-consumable textbooks.** Report cards and transcripts will not be released until the student has cleared his record for textbooks, library books, and curriculum materials.

VALUABLES

Students are strongly cautioned against bringing large amounts of money or valuables to school. Students should never leave purses or valuables in a hallway or in the restrooms. If items such as watches, calculators, or cameras are brought, they should be clearly labeled with the name of the owner.

VISITORS/ PARENTS

Parents are welcomed to join in chapel, eat lunch with their children at the school, and may come for prearranged classroom observations. Younger children are not allowed in the classroom when observing or when a parent is assisting the teacher in any activity. Parents should get prior approval from the school before entering the classroom or taking a student from class for any reason. A sign-out sheet must be signed in the school office before a student is permitted to leave the school.

Parents and other visitors **must report to the office**, not the child's classroom. Forgotten lunch boxes, money, books, homework, etc. must be taken to the office, not the classroom. This will eliminate interruptions during the day.

XIII DISCIPLINE POLICY FORM

Discipline will be:

- Individualized and consistent for each child;
- Appropriate to the child’s level of understanding and directed toward teaching the child acceptable behavior and self-control

A caregiver will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at the following;

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There will be no harsh, cruel, or unusual treatment of any child. Time-out and removal of certain privileges are the ONLY form of discipline used to correct misbehavior.

The following types of discipline and guidance are prohibited:

Corporal punishment or threats of corporal punishment;

- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument; Putting anything in or on a child’s mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline & Guidance

My signature verifies I have read and received a copy of the <u>Handbook</u> and this <u>discipline and guidance policy</u>	
form. _____	Signature Date
Check one please:	
<input type="checkbox"/> parent <input type="checkbox"/> employee/caregiver <input type="checkbox"/> household member of child-care home	

XIV HANDBOOK AGREEMENT FORM

PARENT/STUDENT AGREEMENT LETTER

I, _____, parent (guardian)

of _____, have read the student handbook and am now aware of the policies contained therein. I will abide by the rules guidelines that Summit Christian Academy has set forth for the duration of the school year. If I have any problems or an exception I will contact the school immediately to explain the situation and come up with a solution.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date